

(* Revisions are shown with the most current first ~ please page down to view older changes *)

Date: 3/4/14

Requested/Approved by: I-Core, ELT and Board (see individual policies)

Topic: **New and Updated Policies**

Page(s) in Catalog (if applicable): 93 - 108

Academic Probation Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>10-10-2013</u>
	<u>Executive Leadership Team</u>	<u>09-03-2013</u>
	<u>ICORE</u>	<u>08-21-2013</u>

Student learning and success are at the core of Stanly Community College's (SCC) mission. Students who maintain a 2.00 cumulative Grade Point Average (GPA) are classified as making satisfactory academic progress. If a student's cumulative GPA falls below a 2.00 at the end of a semester, the student will be placed on academic probation. During academic probation, a student is expected to achieve a minimum GPA of 2.00 each semester until he/she returns to a cumulative GPA of 2.00 or above. The Coordinator of Special Services has the authority to limit student course loads to facilitate the student's ability to improve his/her GPA. Some SCC programs may have more rigorous academic progress criteria. It is the student's responsibility to be aware of and meet all requirements related to satisfactory academic progress and/or academic probation.

Academic Probation Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>09-03-2013</u>
	<u>ICORE</u>	<u>08-21-2013</u>

1. The Coordinator of Special Services will notify the student regarding his/her academic probation status at the close of the semester during which his/her cumulative GPA falls below 2.00. The student will be notified using his/her SCC email account and a restriction will be placed on the student's ability to register for classes until they have contacted the Coordinator of Special Services.
 2. After notification, the student will meet with the Coordinator of Special Services or his/her designee to discuss the student's academic plan and measures to be taken to return to satisfactory academic progress. The meeting will occur in person or by a format suitable for students at a distance.
 3. The academic plan may include, but not be limited to such options as repeating failed courses, seeking tutoring or developmental course work, changing program of study, or limiting the course load in order to improve the student's grade point average.
 4. When the student's cumulative grade point average reaches a 2.00, he/she will no longer be on academic probation. All holds related to academic probation will be removed at that time.
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Campus Security Authority and Responsibility to Report Criminal Activity Policy Policy

Approved By and Date: Board of Trustees 02-20-2014
 Executive Leadership Team 12-19-2013
 ICORE 12-18-2013

The College maintains a Security Department for security and law enforcement on its campuses. Stanly Community College’s (SCC) Security Department employs sworn law enforcement officers. Sworn officers possess the power of arrest and the authority to enforce all state laws and college regulations on all of SCC’s property and on all roads and highways that run through or adjacent to the campuses. The Security Department enjoys a close working relationship with local law enforcement agencies, including the Albemarle Police Department, Stanly County Sheriff’s Department and the Locust Police Department.

The College will make timely warning reports to members of the campus community regarding the occurrence of criminal offenses as required by 20 United States Code section 1092(f), the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.”

All students, employees, and others on campus have a duty to report incidents or suspected incidents of criminal activity to Campus Security or another college official immediately.

Campus Security Authority and Responsibility to Report Criminal Activity Policy Procedures

Approved By and Date: Executive Leadership Team 12-19-2013
 ICORE 12-18-2013

1. Campus Security Officers are present on the SCC Albemarle campus from 7:00 a.m. until 10:00 p.m. Monday through Thursday or until 15 minutes after the last class has ended whichever is later and from 7:00 a.m. until 6:00 p.m. on Fridays not including special events/details. Campus Security Officers are present at the Crutchfield Education Center from 9:00 a.m. until 15 minutes after the last class has ended Monday-Saturday not including special events/details.
 2. Campus buildings are locked at the end of each day of the instructional/work week and reopened by 7:30 a.m. at the beginning of each day of the instructional/work week.
 3. The Director of Security will compile the statistics on criminal activity for each campus of SCC as required by law. The Director will regularly report the statistics by October 1 each year to the appropriate federal agencies as required by law, and the President, Executive Vice President, all Vice Presidents, the Dean of Marketing and Outreach, and the Director of Human Resources.
 4. The annual statistics on criminal activity for each campus of SCC for the most recent three calendar years will be available for public viewing on the college website, in the Eagles One Stop (Albemarle), Human Resources Office (Albemarle), Learning Resource Center (Crutchfield), and at the Cosmetology facility and the West Main facility.
 5. A notice of the availability of these statistics will be published annually in the Student Handbook and on the college website.
 6. Any college official to whom criminal activity is reported shall report the activity to the Director of Security.
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Career & College Promise Policy

Approved By and Date: Board of Trustees 02-20-2014
 Executive Leadership Team 12-19-2013
 ICORE 12-11-2013

Stanly Community College believes that students currently enrolled in secondary education should have potential pathways to obtain college credits as they work to complete their secondary credential. Pathways currently available at Stanly Community College for students interested in this goal include Stanly Early College and the Career and College Promise Program. The Career and College Promise Program has replaced all other previously used programs for dual enrollment.

Career & College Promise Procedures

Approved By and Date: Executive Leadership Team 12-19-2013
 ICORE 12-11-2013

The Career and College Promise offers three different methods for high school students to take college classes.

1. Rising 9th graders can go through the application process for admittance to Stanly Early College. There is a strict deadline for filing an application to Stanly Early College and the application time line is noted on the early college website. If admitted to Stanly Early College as a rising 9th grader, the student will be exposed to not only the high school curriculum but also to college curriculum of one of Stanly Community College's associates programs.
2. Qualified junior and senior high school students may take college classes to complete a 30+ hour College Transfer Pathway. The College Transfer Pathway consists of courses transferable to institutions within the UNC System Institutions and many of NC's Independent Colleges and Universities.
3. Qualified junior and senior high school students can take college classes in a career and technical pathway that may lead to a credential, certificate or diploma.
4. Qualified freshmen and sophomore high school students may take college classes in Industrial Technologies (40xxx_) or Engineering Technologies (50xxx_). These courses may lead to a career and technical credential, certificate or diploma.

To participate in the Career and College Promise program, the high school guidance counselor should be contacted to determine if the student is eligible.

Catalog of Record Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

Stanly Community College strives to provide a seamless route for students toward educational goal attainment. In support of this, the catalog that is current when the student enrolls at the College is the catalog of record.

Catalog of Record Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

1. A student may graduate under the provisions of his or catalog of record or a subsequent issue upon completing a Request for Transfer to Revised Curriculum Outline available through the Office of Enrollment Management.
2. A student missing two contiguous semesters of attendance must graduate under the provisions of the catalog in effect on his or her last reentry date or a subsequent issue.
3. A student who changes his or her program of study will come under the provisions of the catalog in effect at the time of the change or a subsequent issue.
4. The College reserves the right to make changes and substitutions to any SCC college catalog.

Class Attendance Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

Class attendance is an integral part of the learning process, and each student is expected to attend all classes for which he or she is registered. Class attendance prior to the 10% point (census date) of the class is required. Seated, internet, and hybrid classes may have different requirements for satisfying census date attendance.

Class Attendance Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

Curriculum Courses

1. Students must attend at least one class or Log in to an online class by the census date (10 percent point) and submit an academic activity. If not, the student will be dropped from the course.
2. Absences do not relieve the student of responsibility for meeting the requirements of the class.
3. Students may be withdrawn by the instructor if class requirements are not being met.
4. Any student who is absent for a consecutive and prolonged period of time regardless of contact with the instructor will be withdrawn.
5. College policy defines a minimum consecutive and prolonged period of time as a two-week period for 16-week classes and a one-week period for all other term lengths.
6. Some classes may specify stricter attendance policies.
7. Student auditing classes must adhere to the same attendance policy as other students.
8. Out of respect for individual religious convictions, the College will allow two excused days of absences per academic year. At least two weeks prior to the planned absence, the student must submit written notice to all instructors for the term. The notice will include the specific date(s) he/she requests as a religious observance. The student will be given the opportunity to make up any class work, clinical/work based learning hours, or tests missed during the excused day(s).

Communicable Disease Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-11-2013</u>

Stanly Community College actively promotes the good health, safety and well-being of students and employees to such extent or degree as possible while prohibiting discrimination against persons afflicted with communicable diseases.

Communicable disease is defined as any condition which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment. Communicable disease includes, but is not limited to: influenza; tuberculosis; conjunctivitis; infectious mononucleosis; acquired immune deficiency syndrome (AIDS), AIDS-related complex (ARC), positive HIV antibody status; hepatitis A, B, C and D; meningitis; community associated methicillin-resistant staphylococcus aureus (CA-MRSA); and sexually transmitted diseases.

Communicable Disease Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-11-2013</u>

1. Persons who know or who have reason to believe they are infected with a communicable disease have an obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.
2. Students and employees who have communicable diseases, whether symptomatic or not, shall be allowed regular classroom and work attendance in a non-restrictive manner as long as they are able to attend classes and/or work and do not pose a medically proven threat for transmission of the disease or condition.

3. When there is no medical justification for restricting the access of students and employees who have communicable diseases, they shall be allowed access to all College facilities and services.

4. All medical information related to the communicable diseases of students and employees shall be kept confidential and no person, group, agency, insurer, employer, or institution shall be provided any medical information without the prior, specific written consent of a student or employee unless providing such information is required by state and/or federal law.

5. The College will establish and implement a program to inform members of the College community about current information regarding communicable diseases.

Computer and Network Use Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-11-2013</u>

In order to preserve the utility and flexibility of the technology systems, protect privacy of Stanly Community College financial information, student records, electronic documents of faculty and staff, and to preserve access to the global Internet, the College publishes guidelines that govern the use of the computer and network system for all users.

Computer and Network Use Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-11-2013</u>

1. GENERAL USAGE

1. Faculty, staff, and students with authorized accounts may use the College's computing facilities, including transmissions over the campus network; for scholarly purposes and official campus business so long as such use does not (1) violate any law or College policy or (2) involve significant use of College resources or interfere with the performance of College duties.
2. Public use of computer equipment is limited to those located in the Learning Resources Center and Student Success Center. Other use of computer equipment or facilities by family or friends is not allowed.
3. Unauthorized software applications are prohibited from being used on College computers without written authorization from the network support department. Unauthorized software may be removed without notification. Unauthorized software includes any software that the college does not own. All software on college computing systems must be authorized by the Vice President for Information Technology Services.
4. User data saved on SCC desktops or laptops is not backed up and not guaranteed to be accessible.

2. COMMUNICATION

1. Use of electronic mail or other network communication facilities to harass, offend, or annoy other network users is forbidden. This includes the practice of writing or forwarding of chain

letter type communications or other non-solicited correspondence. See the Email Use Policy for the appropriate uses of College email accounts.

2. Transferring copyrighted materials to or from any system or via the network without express consent of the owner may be a violation of federal law and is a felony under state law.
3. Electronic mail, information passing over the College network, and information stored in user accounts are the property of the institution. The current administration considers this information private and confidential. Although this type of information must be accessed by system personnel for the purpose of backups, network management, etc., the content of user files and network transmissions will not be viewed or altered without the express permission of the user except in the following circumstance:
 1. The College has reason to believe that an account or system has been breached and is being used for unauthorized activities.
 2. The College has received a complaint that someone is trying to gain unauthorized access.
 3. The College has reason to believe that an account or system is being used in violation of College policy or federal or state law.

3. INTERNET USAGE

1. The provision of open access to the information available via the Internet does not imply that SCC approves, condones, endorses, or accepts responsibility for its content.
2. SCC does not guarantee the validity or reliability of any information accessed via the Internet.
3. SCC faculty and staff may observe Internet use that is deemed inappropriate for student/public computer workstations located in the library or labs. In such cases, the user will be asked to refrain from accessing that site. Repeated abuse in the usage of Internet resources may lead to suspension and/or legal action.
4. Access to information via the Internet is provided for the purpose of supporting academic research or activities that support the SCC instructional program. SCC faculty and staff may ask anyone who is using the Internet for entertainment to relinquish the computer workstation to a user who needs it for research or to support an instructional assignment.

4. SECURITY

1. It is every user's responsibility to protect his or her account from unauthorized use by changing his or her password periodically and by using passwords that are not easily guessed. Users should not allow any person to use their passwords or to share their accounts.
2. Any action to circumvent network security or gain access to the system through any unauthorized means is forbidden and may lead to suspension of a person's rights to use the College network. Any employee whose rights to use the network have been restricted may be terminated. Employees or students who try to gain entry to the network illegally may have their network rights suspended. In the case of an employee, this could lead to termination.
3. Security violations should be reported to any member of the Information Technology Services Department. The Vice President for Information Technology Services will contact the affected users regarding concerns and corrective measures. Additionally, an incident report will be completed and sent to the appropriate Vice President.

5. VIOLATIONS

1. Violations of policy will be treated as academic misconduct, employee misconduct, misdemeanor, or felony as appropriate.
 2. For noncriminal matters, a violation could result in suspension of the user's access rights. A second violation will result in permanent suspension of access privileges.
 3. Misdemeanor or felony charges may be prosecuted to the fullest extent of the law and may result in immediate and permanent loss of privileges.
 4. Student disciplinary proceedings will be initiated against student violators.
 5. Stanly Community College faculty and staff, where appropriate, may also face sanctions cited above. In addition, violations of the policy may lead to sanctions up to and including termination.
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Copyright Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

The purposes of the Stanly Community College (SCC) Copyright Policy are to

- 1) establish the requirement for all SCC employees and students to comply with federal copyright laws;**
- 2) to meet the requirements of the Technology, Education, And Copyright Harmonization Act (TEACH Act); and**
- 3) prohibit the unauthorized duplication and distribution of copyrighted works through peer to peer file sharing on campus networks in accordance with the Digital Millennium Copyright Act (DMCA) of 1998.**

Any SCC employee or student that does not adhere to this policy is subject to disciplinary action. Violators of the policy are also subject to civil and criminal penalties for violation of federal copyright laws. Anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages (Title 17, United States Code, Sections 504, 505).

Copyright Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

I. Definitions

A. Copyright

Copyright is a legal term that grants the creator of an original work exclusive rights to its use and distribution, with the intention of enabling the creator to receive compensation for his work. The creator also has the right to be credited for the work, who may adapt the work, who may perform the work, and other related rights. In order to be protected by copyright, a work must be:

- Original
- Creative
- A work of authorship (literary, musical, dramatic, choreographic, pictorial, audiovisual, architectural, sculptural, etc.)
- Fixed (in a tangible medium of expression – ex: written on a piece of paper or digitally recorded)

B. Fair Use Doctrine

Described in Section 107 of the Copyright Act of 1976, this doctrine allows for certain uses of copyrighted works, without permission or payment, for purposes such as criticism, comment, news reporting, teaching (including, in some instances, multiple copies for classroom use), scholarship, or research. Fair Use applies to all forms of media (film, web content, paper, etc.).

C. TEACH Act

The Technology, Education, And Copyright Harmonization Act was passed in 2002, and allows educators to perform or display copyrighted works in distance education environments, provided that all TEACH Act requirements are met (see Section IV of this policy).

D. Online Teaching

This term refers to any instruction that involve an online component. This includes classes that are delivered completely online, but also those that contain a combination of online and other delivery methods.

E. Peer-to-Peer File-Sharing

This type of file-sharing refers to the distribution and sharing of digital documents and computer files using the technology of peer-to-peer networking. The process allows users to access media files such as books, music, movies, and games using specialized peer-to-peer software programs. This practice is strictly prohibited.

II. SCC Copyright Guidelines in accordance with the Fair Use Doctrine

A. Printed Materials

1. Faculty may make one copy of the following for instructional use in the classroom:

- a chapter from a book
- a journal/periodical article
- a newspaper article
- a short poem (less than 250 words/not more than two pages)
- a short essay or a short story (complete and less than 2,500 words or an excerpt not more than 1,000 words or 10 percent of the work, whichever is less, but a minimum of 500 words)
- a single chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper

2. Faculty and staff must adhere to the following restrictions in making multiple copies without permission from the copyright owner:

- Anthologies, compilations, or collective works may not be used for replacement, creation, or substitutions.
- work shall not be copied for any reason. Examples of consumable works are workbooks, exercises, standardized tests, test books, pre- and post-test booklets, and answer sheets.
- Unauthorized copying must never be directed by an administrator.
- Repeated copying of the same item from semester to semester is not allowed.

• Copies should never be made to substitute for the purchase of materials.

3. Multiple copies are allowed in the following instances:

- Each copy includes a notice of copyright; it is a selective copy of any one item and no charge is made to the student (unless it is the actual photocopying charge).
- The copying is an inspiration of an instructor and for a one time only occasion when timely permission for said copy cannot be granted.
- No more than one poem (short), article, story, or essay or two excerpts from the same authors are copied.
- No more than three works may be copied from the same collective work or volume.

- No more than nine instances of multiple copying for one course during one class in a given semester.

4. The institution is authorized to make copies of materials as necessary to comply with ADA to meet needs of visually impaired students.

B. Video and Audio

1. To utilize video recordings made from Public Broadcasting companies, the following must be met:

- Recording must be performed by College personnel.
- Videos must be used for instructional purposes.
- Videos must be shown within a ten-day period and erased.
- Recordings made at home and used in the classroom must be used and erased in a ten-day period.

2. Videos rented at a video store and labeled “For Home Use Only” cannot be shown on campus.

3. Videos purchased with College funds may have one back-up copy made.

4. It is illegal to videotape a 16-mm film.

5. Audio recordings (music): An entire work cannot be recorded—only 10 percent of the song, record, album, etc. is permitted to be recorded and used for instructional purposes.

6. Instructional video recordings: One per student may be made if permission is given from the publisher.

C. Print/Graphics

1. Workbooks, activity sheets, or any other copyrighted consumable material may not be reproduced.

2. Only one copy may be made for a transparency for classroom use.

3. No one shall make multiple copies of copyrighted materials from the Library (*inclusive of out-of-print text*).

III. Works Not Copyrighted

The following items are not subject to copyright laws:

1. Facts, ideas, URLs
2. Processes, methods, systems, and procedures
3. Titles
4. All works prepared by the United States Government
5. Constitutions and laws of State governments
6. Works in the public domain – works that are no longer copyrighted due to one of three reasons:

- Copyright has expired
- Creator failed to properly establish copyright
- Work was published by the US government

IV. Online teaching and TEACH Act

When determining whether materials are allowable for use in online teaching, each of the following requirements must be in place:

1. Teaching must occur at an accredited, nonprofit educational institution.
2. Only lawfully acquired copies may be used.
3. Use is limited to performances and displays. The TEACH Act does not apply

to materials that are for students' independent use and retention, such as textbooks or readings.

4. Use of materials must be within the context of mediated instructional activities.
5. The materials to be used should not include those primarily marketed for the purposes of distance education (ex: an e-book or a multimedia tutorial).
6. Only the students enrolled in the section should have access to the material.
7. Reasonable efforts must be made to prevent students from distributing the material after viewing it.
8. If a digital version of the work is already available, then an analog copy cannot be converted for educational use.
9. Students must be informed that the materials they access are protected by copyright.
10. The educational institution must have a policy on the use of copyrighted materials and provide informative resources for faculty advising them on their rights.

V. Peer-to-Peer File-Sharing

A. Stanly Community College forbids the use of ad-hoc peer-to-peer file sharing programs to exchange copyrighted material while on the SCC network. Unauthorized duplication, use, or distribution of copyrighted materials, including music and video files is illegal under the DMCA. Failure to adhere is against the law and may result in the Federal Bureau of Investigation as well as the Recording Industry Association of America investigating and/or prosecuting alleged violations. This applies to all students, employees, and visitors using the SCC network.

B. The SCC Information Technology Division, under the direction of the Chief

Technical Officer will devise and maintain a plan for technology deterrents that may or may not include the following:

1. A packet inspection solution for bandwidth shaping and traffic monitoring;
2. Diligent response to DMCA notices to ensure active monitoring and categorization based on the source; and
3. Utilization of web security appliances to block peer-to-peer websites that promote illegal file-sharing.

Credit Through Advanced Standing Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>10-10-2013</u>
	<u>Executive Leadership Team</u>	<u>06-10-2013</u>
	<u>ICORE</u>	<u>06-05-2013</u>

The college recognizes and values knowledge and skills gained in many ways. In addition to completion of credits at Stanly Community College (SCC) or the transfer of credits from other approved institutions of higher education, Advanced Academic Standing Credit may be earned by any or all of the following methods:

If the student is approved to take exam, the Program/Department Head will indicate such on the Credit by Proficiency Exam Request Form and notify the student of the test date, time, and location. The Program/Department Head will notify the Business Office Controller with the student's name, Datatel ID, and the course prefix and number.

If approved, and prior to the exam, the student must remit a non-refundable payment of \$25 for each exam to the College's Business Office in Albemarle or the Crutchfield Campus. If the student wishes to pay online, s/he must first contact the Business Office at 704-991-0228. The student will receive a receipt (or notification) for payment which must be presented at the time of the exam.

At the time of the exam, the student will present with (1) a receipt showing payment for the exam and (2) a photo I.D. After the student has completed the exam, the Program/Department Head will be notified. Either the Program/Department Head or the exam administrator will enter the grade received on the CBE form, check registration status for the student, and sign the form. The completed form will be sent to the Enrollment Management Department representative who will enter the exam results in the student's record. If the student is currently registered for the course and passes the exam, the Enrollment Management Department representative will drop the student from the course.

2. College Level Examination Program (CLEP)

Stanly Community College awards credit to students who have passed certain College Board's College-Level Examination Program (CLEP) examinations at an acceptable level. These tests may be taken prior to enrollment or after a student has actually begun studies at the college. The following table outlines the credit acceptance and course equivalency:

CLEP Examination	Minimum Score	Course Equivalent
Business		
Principles of Accounting	47	ACC 120-Principles of Financial Accounting I
Principles of Management	46	BUS 137-Principles of Management
Composition and Literature		
Freshman College Composition	45 (450)	ENG 111-Expository Writing
Information Systems		
Information Systems & Computer Applications	45	CIS 110-Introduction to Computers CIS 115-Introduction to Programming and Logic
Mathematics		
College Algebra	46	MAT 171-Precalculus Algebra
Trigonometry	50	MAT 172-Precalculus Trigonometry
Social Science		
Introduction to Psychology	47	PSY 150-General Psychology
Introduction to Sociology	47	SOC 210-Introduction to Sociology

3. Advanced Placement Examinations (AP)

The College Entrance Examination Board (CEEB) sponsors an advanced placement program that enables high school students to complete college-level courses while still in high school. The CEEB examinations are offered in the high school by the Educational Testing Service (ETS). Stanly Community College will grant credit for the Advanced Placement tests conducted by the CEEB. Successful completion of the exam (score of 3 or

higher) is required for awarding credit. Students desiring credit must have their scores submitted to the Enrollment Management Department for evaluation.

4. Professional Certification

Students enrolled at Stanly Community College who hold a current professional or vendor certification - for example, Microsoft, CISCO, etc., (not SCC certificate) - that correlates with course content for a curriculum class may submit a "Credit for Current Certification Request Form" to the appropriate Associate Vice President for the course. The student will be required to provide proof of current certification. The program head will then determine if the certification meets the requirements necessary to give credit.

5. Service Related Experience and Training

Certain departments - for example, Criminal Justice and Cyber Crime, may recognize combinations of professional certification, years of service related experience, and history of military training, agency training, or continuing education course completion. Students should inquire with the Program/Department Head for departmental policies associated with credit opportunities for related experience and training.

The Joint Services Transcripts provided after review by the American Council on Education (ACE) are reviewed for course specific equivalencies when credit for past military training is requested.

It should be noted that other colleges may or may not grant transfer credit for courses completed at Stanly Community College under the advanced standing process.

Curriculum Credit Hour Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

Stanly Community College provides instruction for each curriculum course based on the number of contact hours listed in the North Carolina Community College Combined Course Library (CCL). Instruction is delivered by a variety of methods, including traditional and online formats, or a combination of both. Students will attend course instruction and participate in outside studies to achieve the student learning outcomes. For every one hour of instruction, students are to spend a minimum of two hours outside of class reading, studying, completing assignments, and learning independently.

Curriculum Credit Hour Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

The North Carolina Community College System (NCCCS) restricts the number of hours in curriculum degrees, diplomas, and certificates as follows:

	Degree	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 Credit Hours	64-76	36-48	12-18

Lab, clinical and work-based learning courses from the CCL convert from credit hours to contact hours per course using a multiplier of 16:

Labs - 2 or 3 hours per week over 16 weeks equals 1 credit hour.
 Clinical - 3 to 5 hours per week for 16 weeks equals 1 credit hour.

Work-based Learning - 1 credit hour per 10 hours of work experience.

Academic programs offered online have the same total semester credit hours as the equivalent program offered in a traditional, seated environment or hybrid format and follow the NCCCS guidelines above. All courses within an academic program contain the same student learning outcomes, content, contact and credit hours regardless of delivery method.

Curriculum Review Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>12-12-2013</u>
	<u>Executive Leadership Team</u>	<u>09-03-2013</u>
	<u>ICORE</u>	<u>08-21-2013</u>

The Stanly Community College (SCC) Board of Trustees has ultimate and final authority over the addition, deletion, and inception of all curriculum programs. In caring out that responsibility, the Board of Trustees invites the faculty to be actively engaged in the process. Curriculum change and development at SCC is a faculty driven process and is carried out through collaboration among program faculty, Faculty Senate, and administration. College faculty and Program Heads may find it appropriate to add programs of study, add courses, or make other changes to existing programs of study, all of which require curricular review and approval at the institution. The SCC Faculty Senate has the responsibility for first level approval of all curricular review.

Curriculum Review Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>09-03-2013</u>
	<u>ICORE</u>	<u>08-21-2013</u>

The following procedures will constitute the flow of events and protocol for entering into the curricular review process at the institution. While the curricular review protocol is under the domain of college policy and procedure, the Faculty Senate's guidelines are incorporated here for a complete description of the process. Likewise the Faculty Senate assumes a participatory role and responsibility in the administration of the entire process on behalf of the College.

1. The following alterations to curriculum offerings will warrant curricular review:

- Addition of a new program of study
- Addition of new courses to an existing program of study
- Addition of a new credential offering to an existing program of study
- Deletion of courses from an existing program of study
- A change in course sequence
- Modification of elective offerings
- Modification of course pre or co-requisites
- Modification of programs of study as a result of state system changes

2. The process for proposed changes are:

- Department/Program Head discusses proposed change with Associate Dean and Associate Vice President and gains initial approval to proceed.
- Department/Program Head secures additional initial approvals from SACS Liaison and LRC Director.
- Proposed Change is presented to the Faculty Senate for review and approval.
- If Faculty Senate approves, the change advances to ICore for review.
- ICore approval will trigger permission for the change to advance to the Instructional Coordinator for catalog and program of study changes.
- Executive Vice-President of Educational Services will advance the approved change to the Executive Leadership Team (as needed to advance the change to the Board of Trustees).
- Board of Trustees will approve any new programs or program deletions.

3. The timeline for completing curricular review is dictated by catalog and North Carolina Community College System submittal deadlines. The Instructional Coordinator will announce deadlines annually.

Drop/Adds, Never Attended, Withdrawals Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>04-11-2013</u>
	<u>Executive Leadership Team</u>	<u>01-14-2013</u>
	<u>ICORE</u>	<u>01-09-2013</u>

Drop/Add Period

Courses may be added only during published dates as noted in the Academic Calendar. Courses may be dropped up to and on the census date for each class; which is also defined as the 10% point of the course. After the census date, a grade is required as published in the college catalog.

Never Attended

A student who has not attended at least one class period or logged into an online class and completed an assignment by the census date of the course will be dropped from the course roster for failure to attend. The instructor is required to initiate the process to drop a student who never attended a class. Grades are not applicable to students who never attend.

Drug Free Campus and Work Place - Under Revision Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>12-31-1969</u>
	<u>Executive Leadership Team</u>	<u>12-31-1969</u>
	<u>ICORE</u>	<u>12-31-1969</u>

Updated by IC 02/18/10 and Approved by President 3/8/10

In compliance with the Federal Drug Free Workplace and Drug Free Schools and Campuses Regulations, Stanly Community College prohibits the unlawful use, possession, distribution, manufacture, or dispensation of any controlled substance or alcohol while on campus, facilities leased by the College, or at College-supported functions. Anyone violating this policy will be subject to disciplinary action under the SCC Code of Conduct and the laws of the state of North Carolina.

Drug Free Campus and Work Place - Under Revision Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-31-1969</u>
	<u>ICORE</u>	<u>12-31-1969</u>

Electronic Signature Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

Stanly Community College (SCC) recognizes an electronic signature as a valid signature from faculty, staff, and students.

Electronic Signature Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

1. An electronic signature is defined as any electronic process signifying an approval to terms and/or ensuring the integrity of the document presented in the electronic format.
2. Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contract information, log into campus computers, complete forms, submission of class work, tests, etc.

3. Faculty and staff use electronic signature for submitting grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the College, etc.

4. An electronic signature is considered valid when one of the following conditions is met:

- SCC provides student or employee with a unique username.
- Student or employee sets his or her own password.
- Student or employee logs into campus network and secure site using both the username and the password.

5. It is the responsibility and obligation of each individual to keep his or her passwords private so that others cannot use his or her credentials.

6. Once logged in, the student or employee is responsible for any information he or she provides, updates, or removes.

7. SCC will take steps to ensure the passwords are protected and kept confidential. Users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

Email Use Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-11-2013</u>

Communication using Stanly Community College (SCC) email systems is often perceived as official correspondence. This policy covers appropriate use of any email sent from a SCC email address and applies to all employees, students, vendors, and agents operating on behalf of SCC. The following email procedures have been established to minimize the risk of tarnishing the public image of SCC when sending email messages.

Email Use Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-11-2013</u>

1. The SCC email systems shall not be used for the creation or distribution of any disruptive or offensive messages, including but not limited to, offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees or students who receive any emails with this content from any SCC email account should report the matter to the Vice President for Information Technology services immediately.
2. Faculty, staff and students with authorized accounts may use the SCC email systems for scholarly purposes and official campus business. Sending chain letters, non-institutional solicitations, or joke emails from a SCC email account is prohibited. Virus or other malware warnings and mass mailings

from SCC shall be approved by the Vice President for Information Technology services before sending. These restrictions also apply to the forwarding of email received by a SCC employee or student.

3. SCC employees and students shall have no expectation of privacy in anything they store, send or receive on the SCC email system. SCC may monitor messages without prior notice. SCC is not obliged to monitor email messages.
4. Violations of this policy will be treated as academic misconduct, employee misconduct, misdemeanor, or felony as appropriate. For noncriminal matters, a violation could result in suspension of the user's access rights. A second violation may result in permanent suspension of access privileges. Misdemeanor or felony charges may be prosecuted to the fullest extent of the law and may result in immediate and permanent loss of privileges. Student disciplinary proceedings will be initiated against student violators and SCC faculty and staff, where appropriate, may also face sanctions cited above, up to and including termination.

Field Trip Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>10-10-2013</u>
	<u>Executive Leadership Team</u>	<u>07-08-2013</u>
	<u>ICORE</u>	<u>06-26-2013</u>

Stanly Community College recognizes the importance of off-campus learning experiences in fostering student development and enhancing the understanding of educational content. Enrolled students with appropriate status may participate in off-campus learning experiences.

Field Trip Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>07-08-2013</u>
	<u>ICORE</u>	<u>06-26-2013</u>

1. Field trips must relate to course content.
2. At least two weeks prior to the field trip, a request must be submitted and approved by the appropriate Associate Dean and/or Associate VP.
3. Travel arrangements and van reservations must be coordinated through and approved by the office of the Vice President for Administrative Services.
4. If the planned field trip involves deviation in class schedules, such deviation must be coordinated with other instructors.
5. Students must complete and sign a Student Participation Form prior to the field trip.
6. A College-wide email will be sent as notification that students will be off campus.
7. Notification of the field trip will be placed on the classroom door on the day of the trip.
8. Allowed field trip participation by minors in curriculum programs, occupational extension offerings, and College and Career Readiness is limited and is subject to the following special provisions:
 1. Career and College Promise students from outside Stanly County are not allowed to participate in field trip experiences.
 2. Stanly Early College or any Stanly County School students (Career and College Promise students) are subject to transportation restrictions and may not travel with Stanly Community College students.

3. If an entire Stanly Community College (SCC) class is comprised of Stanly Early College High School (SEC) students, the SCC instructor will complete a field trip request form, submit it to his/her Associate Dean and/or Associate VP, and send a copy to the SEC College Liaison. The SEC College Liaison will notify SEC administration of the field trip and SEC personnel will be responsible for having the student participation form completed for each participating student prior to the day of the field trip. SEC will provide transportation for the trip (SEC students may be transported only by state-approved carriers – vans & minivans are not approved carriers.)
4. SEC and/or Stanly County School students may not travel with SCC students. Therefore, if a class consists of SCC students as well as SEC or Stanly County School students, a separate field trip or alternative activity or assignment must be provided for those SEC/Stany County School students.
5. Club Related Travel may be allowed for SCC students who are minors but have graduated from High School. The student’s official graduation from High School must occur before the date of the trip.
6. All minors granted permission to travel are required to have the Student Participation Form and Permission Slip completed and signed by a parent or guardian.

Food Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

North Carolina State Law requires that all food cooked and distributed for public consumption be prepared by a licensed and inspected vendor. Thus, cooking and distributing food for public consumption at Stanly Community College facilities or SCC- sponsored events is prohibited, unless done so by a licensed and inspected vendor. Pre-packaged food may be distributed at SCC facilities or SCC-sponsored events if it is prepared by a licensed and inspected vendor, and it is in original, unopened packaging.

Food Policy Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

1. Potlucks are permissible for internal events hosted by and served to employees only.

Free Speech and Public Assembly Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>01-02-2014</u>
	<u>ICORE</u>	<u>12-30-2013</u>

Stanly 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. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at SCC. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the College.

The College will protect the rights of freedom of speech, petition, and peaceful assembly. The right to restrict the time, place, and manner of expression is specifically reserved for the College. Any acts that are disruptive to normal operations of the College including but not limited to instruction or College business, or actions that interfere with the rights of others will not be tolerated. Faculty, staff, and students engaging in disruptive activity will be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

Free Speech and Public Assembly Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>01-02-2014</u>
	<u>ICORE</u>	<u>12-30-2013</u>

1. The College hereby designates only the following areas as Free Speech/Expression areas

- Albemarle Campus - Student Plaza adjacent to bookstore
- Crutchfield Campus - Clock area at the Western wing of building

These areas shall be available for use by both members of the College community and members of the general public. However, events sponsored by members of the College community shall have first priority in using the Free Speech/Expression areas. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

2. Individuals or groups wishing to exercise their free speech right in a public manner and/or display should use one of the designated Free Speech areas, and should submit a written and signed request to the Vice President of Administrative Services/CFO 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
 - Campus requested
 - Date and times requested
 - List of planned activities (i.e., speech, signs, distribution of literature)
 - Anticipated number of participants and attendance
 - Signature of requestor

Approvals are for one day only for a maximum of three continuous hours, between 8:00 a.m. and 10:00 p.m. The Director of Auxiliary Services will notify the Director of Security of any approved Free Speech event.

3. The following guidelines shall govern Free Speech and Public Assembly activities:

a) Amplification Systems: Because amplification systems pose a significant potential for disruption of College operation, public address and amplification systems may not be used. This includes, but is not limited to, megaphones and PA systems.

b) The Right to Dissent: The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his or her message to the audience during their allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audiences' ability to hear and see the speaker. Likewise the audience must respect the right to dissent.

c) Picketing and Distribution of Literature: Picketing in an orderly manner or distributing literature within the free speech area is acceptable when approved during the request process as coordinated and approved by the Director of Auxiliary Services. Picketing is not permitted inside College buildings.

d) Symbolic Protest: During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible so long as the symbolic protest does not unduly interfere with the ability of the person or entity reserving an area for free speech/expression to express themselves.

e) Marches: Campus marches are permitted on campus only with the approval of the Vice President of Administrative Services/CFO in coordination with the Director of Security. In order to ensure the safety of participants and bystanders and to minimize the disruption of College classes and daily operations, this request must specify the desired march route and estimated total/maximum number of participants. Pickets/marchers must march in single file, not abreast. Minor children, six years of age or younger, may walk abreast or be carried by their parent or guardian. Pickets shall not at any time nor in any way obstruct, interfere with, or block persons entering or exiting vehicles; persons crossing streets or otherwise using the public way; the entrance or exit of any building or access to property abutting the street or sidewalk; or pedestrian or vehicular traffic.

4. Those who exercise free speech as a part of this policy must conduct themselves in an appropriate manner.

a) Those who exercise free speech as a part of this policy must not:

- Threaten passers-by
- Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
- Interfere with or disrupt any other lawful activity in the same general location at the same time.
- Commit any act likely to create an imminent safety or health hazard.
- Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or any other College equipment except in areas designated by the Director of Auxiliary Services.
- Carry signs or placards that exceed three feet by three feet promoting the objective of the activity. They must not contain obscene language or words that would tend to incite violence.

b) Public speech or activities likely to incite or produce imminent lawless action or that are, under current legal standards, either defamatory or obscene are prohibited. Violations of the SCC Student Code of Conduct are prohibited.

c) Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.

d) All applicable College regulations, state, and federal laws and municipal ordinances apply when engaging in activities on College property. Failure to do so may result in immediate removal from College property and other appropriate action by College officials and/or police.

5. Persons engaged in Free Speech or Public Assembly activities shall not physically interfere in the use of the sidewalk or use obscene, indecent, or threatening language to or at individuals to provoke them or lead to a breach of the peace.

Whenever free passage is obstructed by a crowd, the persons composing such crowd shall disperse when directed by College officials, security, or police. Failure to do so may result in disciplinary action and/or criminal prosecution.

General Admission Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-11-2013</u>

As a member institution within the North Carolina Community College System, Stanly Community College practices an open door admissions policy. Admission to the college does not guarantee acceptance to the program of choice or guarantee continued enrolment in the college. The program appropriate for an applicant is dependent upon the applicant's specific interest and level of education. Undocumented immigrants may enroll in SCC under the conditions outlined under 1D SBCCC 400.2.

Stanly Community College may deny admission to a student who is under current suspension or expulsion from another educational entity. If the suspension or expulsion is for non-academic disciplinary reason(s), the student may request a review of the circumstances surrounding the suspension or expulsion. Students requesting a review must provide Stanly Community College with an official statement from the educational entity where the suspension or expulsion occurred explaining the term and circumstances of the sanction. Transfer students must be eligible to return to the last institution attended. Stanly Community College has the authority to evaluate whether an applicant has exhibited behavior or made statements that would constitute an articulable, imminent, and significant threat to the applicant or others. If an applicant has demonstrated behavior that is threatening consistent with 1D SBCCC 400.2, then Stanly Community College has the authority to deny admission to that applicant because of the articulable, imminent, and significant threat and not because of any disability that individual may have. Applicants denied admission pursuant to 1D SBCCC 400.2 that request a review, must submit a appeal in writing to the Stanly Community College President.

Stanly Community College subscribes to the use of multiple measures to place students in curriculum courses. The use of multiple measures to evaluate an applicant for placement into college level courses includes placement (assessment) testing and examination of other student data. Applicants who have graduated from a legally authorized NC high school within the last five years and present an official transcript with an un-weighted grade point average of 2.6 or higher and appropriate high school code notations may be exempt from placement testing. Students with the qualifying criteria above with an un-weighted grade point average between 2.6 and 2.99 may be subject to required interventions designed to assist them in successful completion of their college-level courses.

General Admission Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-11-2013</u>

Procedures applicable for admission to certain types of offerings are as follows:

College and Career Readiness

Individuals who are sixteen or older who do not have a high school diploma may enroll in College and Career Readiness classes to earn a secondary degree or to enhance basic life skills. Others may enroll to learn to speak English. Those who are seventeen or younger must have proper authorization to enroll in College and Career Readiness classes.

Continuing Education

Individuals who are at least eighteen years old and meet the college's general admission requirements may enroll in continuing education courses. However, some continuing education courses or programs have entry requirements that exceed the general entry requirements. Additionally, individuals who are seventeen or younger may seek enrollment to continuing education courses on a semester by semester basis by obtaining proper authorization from their current high school administration.

Curriculum Programs

Individuals applying to a curriculum program of study must be a high school graduate. A high school equivalency exam certificate indicating a passing score or an Adult High School diploma is acceptable in lieu of a high school diploma.

Applicants who do not wish to pursue a degree, diploma or certificate may apply as a Special Credit student (see Special Credit Admissions).

Admission to the college does not guarantee acceptance to the program of choice or guarantee continued enrollment in the college. Selected programs operate under limited enrollment restrictions, including but not limited to the Basic Law Enforcement Training Program as well as the Health Sciences Programs (see Programs of Study for detailed admissions requirements for these programs). In such programs, applicants may not be able to enroll on their desired start date if their chosen program of study is filled.

Admission to Associate Degree, Diploma, and Certificate Programs

1. Applicants to associate degree, diploma and certificate programs are required to submit an official transcript of an earned diploma from a high school accredited by a nationally recognized, regional accrediting body. Applicants submitting a high school transcript from sources such as but not limited to online high school completion programs, non-registered home school programs, international high schools, and private transcript evaluation agencies are encouraged to contact Stanly Community College's Admissions Office to ascertain if the diploma is acceptable for admission to the college. A high school equivalency exam certificate indicating a passing score or an Adult High School diploma is acceptable in lieu of a regular high school diploma. An applicant to an associate degree, diploma or certificate program must have an official copy of his or her high school transcript (or high school equivalency exam certificate if applicable) sent directly to the Admissions Office at Stanly Community College. A high school certification of completion is not acceptable for admission to an associate degree, diploma or certificate program.

2. Applicants seeking admission to associate degree, diploma and certificate programs must complete a placement (assessment) test. The test currently in use is Accuplacer, which examines an applicant's skill level in writing, reading, and mathematics. The purpose in testing each applicant is to assess his or her academic readiness prior to entering a program of study. Results of the test are used in advising applicants in course and program selection (See Admissions Testing Procedures). Students who have acceptable transfer credits indicating academic readiness may have this requirement waived. (See Transfer of Credit from Other

Institutions for Curriculum Policy). Students meeting the requirements for the use of multiple measures may have this requirement waived.

All applicants who plan to receive Veterans' Educational Benefits must submit official transcripts from each post-secondary educational institution attended. These transcripts should be submitted to the Financial Aid Office prior to enrollment.

Students accepted to programs with additional admission requirements must satisfy these criteria before the first semester of enrollment in the program. For more information regarding these admission requirements, refer to the selected curriculum in the Programs of Study section of the college catalog.

Steps 1 and 2 (above) must be completed prior to the student's enrollment in a curriculum program. This is applicable to all certificate, diploma and associate degree programs.

Special Credit Admission

The special credit classification is designed for those students who wish to enroll in a curriculum course (or courses) but not pursue a degree, diploma, or certificate. Special credit students must complete and submit an Application for Admission indicating "Special Credit" as their desired program of study. Students classified as special credit need not submit a copy of their high school or college transcript unless they intend to enroll in a class in which the prerequisite was completed at another institution. In such cases, an official transcript from that institution is required. They may, however, be required to complete a placement (assessment) test depending upon the course(s) in which they intend to enroll. Decisions regarding placement testing of special credit students are made on an individual basis by the Dean of Enrollment Management.

The special credit classification may be retained indefinitely. If, however, a student classified as special credit appears to be working toward a degree, diploma, or certificate available at Stanly Community College, that student will need to change his or her enrollment classification from that of special credit to a specific program of study. Such change in enrollment status requires the student to complete all applicable admission requirements for the designated program of study.

If a special credit student decides to change his or her classification to that of a degree-, diploma, or certificate seeking student, the student must contact the Admissions Office and complete the necessary forms to reflect this change. The student must complete all applicable admission requirements for his or her new program of study.

A special credit student must maintain satisfactory academic progress in order to continue as a student. The guidelines for determining satisfactory progress for special credit students follow that of Associate in Applied Science degree and diploma programs. (See Satisfactory Academic Progress section of the catalog.)

Special credit students may not displace degree-, diploma-, or certificate-seeking students in classes with limited enrollment. Special credit students may be subject to administrative withdrawal and full refund of tuition and fees if class space is needed for degree-seeking students. Special credit students are not entitled to receive Title IV financial aid or veterans' educational benefits. Special credit students are not permitted to enroll in courses with prefixes beginning with WBL, PHM, COS, MED, MLT, NUR, RAD, or RCP. An exception is made for the following MED courses: 121, 122, and 134.

Readmission

Stanly Community College encourages all former students who left the College in good standing to enroll for additional study. However, readmission after withdrawal is not automatic. Students who have been out two terms or longer should contact the Admissions Office so their files may be re-activated. Students who re-enter the College after two continuous semester absences must do so under the current operating catalog. Students

requesting readmission to allied health programs should request specific information regarding readmission from the Admissions Office. Former students desiring to re-enter who were withdrawn for academic or disciplinary reasons must request readmission through the Executive Vice President of Educational Services.

Admission Appeals

The Dean of Enrollment Management administers the admission and readmission policies. Individuals who wish to appeal an admission or a readmission decision may request the Executive Vice President of Educational Services to review such determination.

Career and College Promise

See Career and College Promise Admission Policy

Stanly Early College

Stanly Early College admission is based on a selection criteria and process developed jointly by Stanly Community College and Stanly County Schools. For more details contact the Stanly Early College principal or the Stanly County School System website.

International Student Admission

Stanly Community College is authorized to admit international students who possess proper documentation for enrollment in U.S. colleges and universities. SCC assists international students in acquiring an F-1 (student) visa for entry into the U.S. after the student satisfies the requirements below:

1. The prospective student must submit to the college's admissions office a completed application for admission. An application for admission may be completed online and is available on the college's website at www.stanly.edu.
2. The prospective student must have official transcripts of secondary (high school) and post-secondary (college or university) academic work forwarded to the admissions office of Stanly Community College. All transcripts must be translated in English and evaluated by an agency approved by Stanly Community College to evaluate international credentials. For a list of agencies approved by SCC for evaluation of international credentials, contact the college's admissions office at sccadmissions@stanly.edu.
3. The prospective student must have official TOEFL scores submitted to the admissions office of Stanly Community College. Minimum TOEFL scores for admission are: paper: 550, internet-based: 80.

The prospective student must submit to the admissions office of Stanly Community College written verification of adequate financial support during his/her studies at the college. Acceptable written verification may be in the form of an official bank letter stating that the estimated expenses, as determined by Stanly Community College, for one year of study at that college, are on deposit and are accessible to the student. Another form of written verification is an affidavit of support on which a third party agrees to provide all expenses for the international student during the student's studies at SCC.

1. These expenses including but not limited to tuition and fees must be paid in full at the time of registration. The prospective student should consult with SCC's admissions office regarding which document will be used to verify financial support.
2. The prospective student must complete the college's placement test. Arrangements will be made prior to the student's departure from his native country to administer the test at an educational institution local to his/her home.

Once all the requirements listed above have been completed, the prospective student will be issued an I-20 which he must take to the U.S. Embassy in his native country and present to the Consular there. If approved by the Consular, the prospective student will receive an F-1 visa which permits him to enter the U.S. and enroll in classes at Stanly Community College for the period specified on the visa.

The process of acquiring an F-1 (student) visa may take 120 days or longer. It is therefore recommended that a prospective student begin the application process listed above at least six months prior to the semester in which he intends to enroll at SCC.

Because most programs at SCC start their new academic year in the fall semester, it is recommended that international students begin their studies in the fall semester.

Admission for Non-U.S. Residents

Lawful Permanent/Temporary Resident

Students who are not U.S. Citizens but have secured a permanent resident card (green card) from the U.S. Citizenship and Immigration Services must present the card to the Admissions Office to be photocopied (front and back) and placed in the student's admission file. This admission requirement applies to all non-U.S. residents including but not limited to lawful permanent residents, temporary permanent residents, refugees and asylees. The student must also meet all admission requirements for his/her requested program of study. A lawful permanent resident may be eligible for financial aid and may meet the 12 month North Carolina residency status for tuition purposes.

Undocumented Immigrants

Students who do not have the necessary documentation proving U. S. Citizenship may still apply to SCC. The student must provide an official copy of his/her high school transcript. An official copy of an Adult High School program transcript is acceptable. A high school equivalency exam is not acceptable under the 1D SBCCC 400.2 guidelines. Undocumented students will be classified as out-of-state residents requiring that they be charged out-of-state tuition rates.

ADMISSION PROCEDURES: CURRICULUM PROGRAMS

1. Submit a properly completed Application for Admission to the Admissions Office at Stanly Community College.
2. Request that high school (or high school equivalency exam or Adult High School) transcripts be sent directly to the SCC Admissions Office.
3. College transcripts are required for students requesting transfer credit or needing a pre-requisite for a course in which they wish to register; otherwise, college transcripts are not required.
4. Contact the SCC Admissions Office and arrange to take a placement (assessment) test. Applicants desiring assistance in preparing for placement testing may contact the Stanly Community College Student Success Center for review in reading, writing, and math skills. There is no charge for this service.

Students accepted to programs with additional admission requirements must satisfy these criteria before the first semester of enrollment in the program. These students should review the section of this catalog describing their respective program of study paying particular attention to the admission requirements.

All applicants who plan to receive Veterans' Educational Benefits must submit official transcripts from each post-secondary educational institution attended. These transcripts should be submitted to the Financial Aid Office prior to enrollment.

Students applying to non-allied health programs must have on file in the admissions office an official copy of their high school transcript or high school equivalency exam results prior to their first semester of enrollment. In those cases where it may be difficult or impossible to complete this admission requirement prior to initial enrollment, the new student will be admitted as a Special Credit student until an official high school transcript is received. Under the special credit status, students are ineligible to receive financial aid. If the student submits his/her official high school transcript during their first semester, the student may be changed from special credit to a curriculum program of study. When the student is moved to a curriculum program of study, he/she may be eligible to receive financial aid.

In addition to their high school transcript or high school equivalency exam results, students applying to a curriculum program are required to complete a placement test prior to their first term of enrollment. Until the placement test is completed and all transcripts are received, a curriculum student will be enrolled as a “Special Credit” student (refer to Special Credit Policy for more detailed information).

Grade Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

Stanly Community College recognizes the value of student work by establishing a grading system and guidelines based on the quality of the work submitted by the student throughout the course with a cumulative grade earned at the completion of the course. All curriculum final grades, based on a four quality point system, are made available to the students electronically through their student accounts. Occupational Extension courses are based on a Satisfactory/Unsatisfactory grading system, with some grades based solely on attendance while others may have additional criteria to determine satisfactory completion. College and Career Readiness courses have grading systems based on the uniqueness of the program. All students have the right to review with the instructor their grades if concerns are expressed. Curriculum students may submit one grade forgiveness request for a maximum of five courses if they have experienced a lapse of enrollment at the College for a period of three consecutive academic years.

Grade Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

1. Curriculum Grading System: Grades earned on course assignments are based on individual course grading systems. Final course grades earn quality points based on a four point system used to calculate grade point averages (GPA). Final grades consistent of the following options:

A	Excellent	4 quality points per credit hour
B	Good	3 quality points per credit hour
C	Average	2 quality points per credit hour
F	Failure	0 quality points per credit hour (must repeat course) Will carry

		hours attempted and will be computed in GPA.
I	Incomplete	Incomplete grades will be changed to an "F" grade on the first date of the next term, if course requirements are not met.
P	Pass	Hours are not included in determining GPA
R	Repeat	Hours are not included in determining GPA
NA	Never Attended	Hours are not included in determining GPA
W	Withdrawal	Hours are not included in determining GPA
AU	Audited	Hours are not included in determining GPA
SA	Satisfactory	Hours are not included in determining GPA
UN	Unsatisfactory	0 quality points per credit hour
PE	Credit Received by passing a proficiency exam	Hours are not included in determining GPA
AP	Advance Placement	Hours are not included in determining GPA
CE	Credit by Examination	Hours are not included in determining GPA
TC	Transfer Credit	Hours are not included in determining GPA
TP	Tech Prep	Hours are not included in determining GPA
CC	Course Completion	Hours are not included in determining GPA
NR	Never Reached	Hours are not included in determining GPA

1. College and Career Readiness Grading System: College and Career Readiness (CCR) encompasses several different programs with unique grading systems. English as a Second Language (ESL) and Adult Basic Education (ABE) do not provide grades. The High School Equivalence Program provide grades based solely on the high school equivalence tests in mathematics, reading, language with writing, science and social studies. A minimum of 410 on each test is required, and a combined score of 2250 is necessary for a student to earn his/her high school equivalence. The Adult High School Program (AHS) provides daily progress reports on the quality and completion of the student's work. The AHS grading system is based on letter grades.
2. Occupational Extension Grading System: Occupational Extension (OE) grades are earned based on attendance and/or other course unique criteria with final grades of Satisfactory, Unsatisfactory or Incomplete.
3. Incomplete Grades: An incomplete grade is a temporary grade of "I" that is given at the discretion of the instructor for incomplete course work in curriculum or occupational extension due to extenuating circumstances. Program heads will finalize the incomplete procedure given by an adjunct faculty. It is the student's responsibility to contact the instructor regarding work to be completed for the removal of the "I" grade. Program heads will sign the Instructor's request course for Incomplete Grade Form which specifies the required work to be completed. The original form must be submitted to the Office of Enrollment Management to be attached to the final grade roster. A student receiving a grade of "Incomplete" in a given course must complete the required course work by the first day of the following term or the incomplete grade will be changed to an "F" or an unsatisfactory grade. An incomplete grade is computed as an "F" grade in the curriculum student's grade point average until completion of course work. An incomplete grade cannot be changed to a "W" under any circumstances.
4. Curriculum Course Auditing: Curriculum students who wish to audit courses shall be admitted on a space-available basis and shall not displace a credit-seeking student. No credit is awarded, and no examinations are required. A grade of "AU" is recorded to indicate audit status. Attendance and

participation in class is encouraged. Students must register officially and pay regular tuition. Students may not change from audit status or to audit status after the first week of classes without permission of the instructor. Students receiving financial aid, veterans' benefits, and/or other federally funded program benefits may not change to audit status after the third day of class. Courses with the prefix of MED, MLT, NUR, PHM, RAD or RCP may not be audited without the permission of the program head and/or the associate dean.

5. **Grade Reports and Transcript Requests:** All final grades will be posted to the student's account at the end of the grading period. Transcripts of coursework completed are the private property of the student and are protected under FERPA (Family Educational Rights and Privacy Act) regulations. Stanly Community College insures that these records are not released unless official authorization is granted by the student or they are subpoenaed by an agent of the court. Official authorization is defined as a written request signed by the student and mailed or faxed to the Office of Enrollment Management (FAX: 704-991-0255). Transcript requests may also be made through the student's account. Every effort will be made to honor the request within 72 hours after receipt of the request. An official copy of the student transcript will be mailed to other colleges, employers, or the student provided all financial obligations to the college are satisfied. All requests should include a complete mailing address of the party to whom the transcript is to be mailed. Official transcripts will not be faxed.
6. **Curriculum Grade Forgiveness:** Students who have experienced a lapse of enrollment at the College for a period of three consecutive academic years may, upon reenrollment, make a request with the Office of Enrollment Management to have prior course work forgiven. The following criteria must be met:
 - The student must first complete at least 12 semester hours of credit with a 2.00 grade point average before requesting grade forgiveness.
 - The request must be made during the subsequent semester (excluding the summer session) after the 12 semester hours have been completed.
 - Prior course work must be at least three years old.
 - Only prior courses with grades below a "C" will be eligible for grade forgiveness.
 - The student must complete a Grade Forgiveness Request form, which is available in the Office of Enrollment Management.
 - Only one grade forgiveness request will be accepted per student with a maximum of five courses. If the request is approved, the record of the earlier course work affected remains on the student's transcript but is not calculated in the cumulative grade point average. Eligibility for student financial aid and/or veterans' benefits is subject to satisfactory academic progress requirements based upon all academic work attempted, regardless of the College's grade forgiveness.

In instances in which grade forgiveness is granted for courses completed at Stanly Community College and then transferred to another college or university, the receiving institution is not required to disregard the original grades. Other colleges or universities may elect to include the grades forgiven in computing the student's grade point average, possibly disqualifying the student from consideration for admission.

1. **End-of-Course Grade Appeals:** If a student disputes an assigned end-of-course grade, students must following the Student Grievance Policy for filing a formal appeal.
2. **Grade Change:** All grades assigned to a student are considered final. To change a grade after the grade report is submitted to the Office of Enrollment Management requires an authorization for the change initiated by the instructor, recommended by the program head, and approved by the Associate Vice President of the appropriate School. The change form must be submitted to the Office of Enrollment Management.
3. **Curriculum Course Substitution:** A student may request to substitute a course required in his or her program of study based on particular occupational goals. A maximum of five requests will be reviewed. Action upon such substitutions must be initiated by the student's academic advisor/program head, who will forward the Request for Course Substitution form to the Associate Vice President of the School in which the course falls within. A substitution must be in the same area of study or should be appropriate

in meeting the requirements of the curriculum standards. Notification of approval of course substitutions must be submitted to the Office of Enrollment Management.

4. Occupational Extension Course Repeat: Students who enroll in an occupational extension course more than twice within a five-year period must pay full student cost based on a per hour basis, and may be asked to drop the course if the course is seat limited. Requests for third repeats of a course are submitted to the Office of Enrollment Management. This rate is set by the North Carolina Department of Community Colleges and does include students that are normally tuition waived. The only exceptions to this policy are for approved courses that are required by standards governing certification or licensing and that are directly job related.
5. Curriculum Course Repeat: Curriculum students may repeat classes in which they have earned a grade below a “C” or a grade of “U”. The higher of the grades will be used as the grade in computing the cumulative GPA, the hours, and the quality points for the course. Both grades will be recorded on the student’s transcript.

Students wishing to repeat a course for credit in which a grade of “C” or higher, or a grade of “S”, has been earned may do so with the approval of the advisor, program head, or appropriate Associate Dean. A “Course Repeat for Credit Request Form” should be completed, approved and submitted to the Office of Enrollment Management. The higher of the grades will be used as the grade in computing the cumulative GPA, the hours, and the quality points for the course. Both grades will be recorded on the student’s transcripts. Both grades will be recorded on the student’s transcript. Students not wishing to receive credit for the repeated course will receive an audit grade.

Students who receive financial aid and/or veterans’ benefits may repeat courses in which a grade was earned; however, the repeated course may not be covered a second time by those benefits. Students will be responsible for any tuition not covered by financial aid and/or veterans’ benefits.

Inclement Weather Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>12-12-2013</u>
	<u>Executive Leadership Team</u>	<u>11-04-2013</u>
	<u>ICORE</u>	<u>10-30-2013</u>

The intent of the policy is to ensure the safety of Stanly Community College’s students, faculty, staff, administrators and visitors during severe/hazardous weather. Stanly Community College defines severe/hazardous weather conditions as any weather condition that may endanger students, faculty, or staff while enroute to their classroom or work place. Students, faculty, and staff are required to follow the guidelines of this institutional policy.

Inclement Weather Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>11-04-2013</u>
	<u>ICORE</u>	<u>10-30-2013</u>

1. The President in consultation with the Vice-President for Administrative Services/CFO will determine the classification of days as either a College Closure Day or a College Late Opening Day. In the

President's absence, the Vice-President for Administrative Services/CFO will confer with the Executive Vice-President for Educational Services.

2. Announcement concerning college operation will be made as soon as possible and announced on all local broadcast stations for all day classes. In addition, announced closings/delays will be posted on the College web site, Facebook page, other applicable media, and on the switchboard. To receive email message alerts and direct phone messages, update your contact information in WebAdvisor.
3. If Weather conditions become worse after an initial decision is made, an additional announcement closing school for the day will be made as soon as possible.
4. Closing or delaying the day programs does not automatically close evening classes. Announcements will be made concerning the evening classes in the afternoon through the media (See item #2).
5. When weather conditions dictate early dismissal of day or evening classes, the announcement will be made by telephone and via email as well as the normal routes of communication.
6. Commuters, particularly those commuting from outside areas, should exercise personal judgment concerning roadway conditions regardless of College announcements.
7. Curriculum class work will be made up by rescheduling the class, extra assignments, individual conferences, extended class sessions, online assignments, or other alternatives as determined by the Executive Vice President for Educational Services.
8. Continuing Education sessions missed due to inclement weather will be rescheduled whenever possible and on a case-by-case basis.
9. Stanly Early College's schedule will follow the college's schedule for closure/delay.

Institutional Effectiveness Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>01-02-2014</u>
	<u>ICORE</u>	<u>12-30-2013</u>

Stanly Community College (SCC) is committed to the processes of routine assessment and data informed decision-making, conducted with the overall goal of continuous improvement. SCC uses a wide variety of assessment and planning endeavors to achieve its mission and move forward on institutional goals and strategic priorities. As a guide in determining the future direction of the institution and improving the quality of its educational offerings and support services, the College follows an institutional effectiveness model. This model provides the College with an orderly process for defining and reassessing the College's Mission Statement and institutional goals, not only at the college-wide level, but at all levels within the organization.

The Institutional Effectiveness Model at SCC is administered by the Institutional Effectiveness Council (IEC) made up of representatives from college administration, faculty, and staff and encompasses four primary areas that are assessed or re-evaluated on an annual basis:

- **Guiding Statements and Strategic Plan**
- **Learning Evidence Assessment and Planning**
- **Service Evidence Assessment and Planning**
- **Institutional Annual Planning**

In addition, as a member of the North Carolina Community College System, the institution also participates in state-wide annual Performance Measures Assessment, utilizes this data in the institution's Strategic Plan, and benchmarks to other successful community colleges in the NC system.

Institutional Effectiveness Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>01-02-2014</u>
	<u>ICORE</u>	<u>12-30-2013</u>

1. Guiding Statements and Strategic Plan:

SCC will review its vision, Mission Statement, values, institutional priorities, and Strategic Plan on an annual basis. The institution may engage in a formal Strategic Planning process as needs warrant, but not less than once every five years. The College is committed to inviting broad based, campus wide feedback throughout the review process. To this end, the format and timeline of the review may change, however the review may include feedback from the Institutional Effectiveness Council, Faculty Senate, Staff Council, Instructional Core Team, and President's Executive Leadership Team. The Board of Trustees is responsible for the final review and approval of the vision, Mission Statement and Strategic Plan of the College.

2. Learning Evidence Assessment and Planning:

The institution's faculty members routinely establish expected student learning outcomes, assess the extent to which those outcomes are achieved, make planned improvements based on assessment results, and provide evidence of how those improvements impacted student learning. The faculty set course level student learning outcomes as well as program level outcomes and complete the above referenced cycle for both. The mechanics of the all faculty led learning evidence assessment and planning cycle is managed by the Learning Evidence Committee which is a sub-committee of the IEC.

The institution has also established a set of core general education outcomes. The SCC Learning Evidence Committee annually assesses and then uses that assessment data for decision making and improvements in not only the provision of general education content, but also the reinforcement of that content throughout the student's educational experience at the institution.

3. Service Evidence Assessment and Planning:

Units of the institution that serve students or other areas of the College undergo an annual assessment and planning process with the goal of continuously improving the quality of services rendered to students or to the college community as a whole. The service evidence assessment and planning cycle is administered by the Service Evidence Committee, a sub-committee of the IEC, whose membership is made up of key staff administrators responsible for the primary service provision areas of the institution. The cycle includes the establishment of planned outcomes, assessment strategies to measure success with those outcomes, and then a reporting of data and planned interventions for continuous improvement.

4. Institutional Annual Planning:

SCC engages in an annual planning process that aligns the College's Strategic Plan on the institutional level to the individual planning units' goals and projects for the upcoming year. The alignment achieved through the creation of annual plans links the endeavors of all units at the institution to the priorities identified in the Strategic Plan, assists in budget prioritizations, and ultimately ensures that SCC can achieve its mission. Annual plans for the upcoming academic year are created in the spring of each year with the cycle being closed for the previous year in June with the submission of a year-end report. The IEC has oversight authority for the annual planning process at the institution.

Intellectual Property Policy

Approved By and Date: Board of Trustees 02-20-2014
 Executive Leadership Team 12-19-2013
 ICORE 12-18-2013

SCC encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College, to enhance the teaching and learning environment, and to contribute to the betterment of the community. Intellectual property includes but is not limited to intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, and inventions.

Intellectual Property Procedures

Approved By and Date: Executive Leadership Team 12-19-2013
 ICORE 12-18-2013

SCC employees and students own all rights to copyrightable or patentable independent works created by that person without College support. Unless otherwise provided in a rights agreement, the College owns all rights to a copyrightable or patentable work created by the person with College support. The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

1. Ownership resides with the employee or student if the following criteria are met:
 2. The work is the result of individual initiative, not requested by the College.
 3. The work is not the product of a specific contract or assignment made as a result of employment or enrollment at the College.
 4. The work is not prepared within the scope of the employee's job duties or the student's enrollment.
 5. The work involves insignificant use of College facilities, time, and/or other resources.
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1. Ownership resides with the College if the above criteria are not met and/or if the following criteria apply:
 1. The work is prepared within the scope of the employee's job duties or the student's enrollment.
 2. The work is the product of a specific contract or assignment made in the course of the employee's employment with the College or the student's enrollment.
 3. The development of the work involved significant facilities, time, and/or other resources of the College including but not limited to released time, grant funds*, College personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.
 4. The College and the employee or student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the College for its costs and support. When it can be foreseen that commercially valuable property will be created, the College and the employee or student shall negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, the agreement shall provide that the College will have a perpetual license to use the work without compensation to the employee or student for such use.
 5. If an employee is granted full or partial leave with pay (e.g., release time or educational leave) to write, develop, produce, or invent intellectual property, the employee and the College will share in any financial gain; and the College's share will be negotiated prior to the time the leave is taken.

*Notwithstanding the provisions of this policy, in the case of a work created under a grant accepted by the College the ownership provisions of the grant shall prevail.

Legitimate Presence on Campus Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-21-2013</u>
	<u>Executive Leadership Team</u>	<u>12-17-2012</u>
	<u>ICORE</u>	<u>12-05-2012</u>

As a public community college, Stanly Community College (SCC) encourages the use of its facilities and services by all. The college reserves the right to determine whether an individual or group has a legitimate reason to be on its campus or facilities. The college also reserves the right to ask individuals or groups to immediately leave its campus or facilities. This determination will be made by the Director of Security or if necessary, the appropriate Executive Leadership Team (ELT) member.

Children are not allowed to accompany an individual to class or to be left unattended anywhere on campus. The College assumes no liability for injuries by or to children on campus.

Stanly Community College recognizes that adults may accompany students on campus and should be directed to a designated area while students are in class.

Legitimate Presence on Campus Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-17-2012</u>
	<u>ICORE</u>	<u>12-05-2012</u>

1. When presence of a non-SCC affiliated individual or group is observed, the information will be conveyed to the Director of Security, who in conjunction with the appropriate ELT member(s) if necessary, will make a determination as to the legitimacy of their need to remain on or at the campus site.
 2. If asked to leave, the Director of Security or the ELT member will convey that message to the individual (s).
 3. Students who bring children to campus will not be permitted to stay in class with their child. Faculty members will enforce this policy for their classrooms.
 4. Adults who accompany students on campus will be asked to wait in the following designated locations for the specific campus site.
 - a. SCC Main Campus, Albemarle- Learning Resource Center
 - b. SCC Crutchfield Educational Center- Lobby Area
 - c. SCC Cosmetology Center- Lobby Area
 - d. SCC Small Business Center- Lobby Area
 - e. Other off campus training sites- as directed
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Mandatory Advising Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

Stanly Community College recognizes the value of academic advising in student success. The College has determined the need for mandatory advising of first year students to establish a clear academic plan and develop an advisor-advisee relationship. Students are required to attend the appropriate New Student Orientation and mandatory advising sessions throughout their first year of attendance with the College.

Mandatory Advising Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

1. All Curriculum, Occupational Educational Program Based, and College and Career Readiness (CCR) students will attend a mandatory New Student Orientation (NSO) to gather vital information for their success with their chosen studies. Students will be provided opportunities to attend monthly orientation sessions. Curriculum NSO sessions will be available online and face-to-face. Occupational Educational Program Based sessions will be face-to-face due to the hands-on nature of the program. CCR sessions will be provided face-to-face due to the need to test during the orientation.
 2. During the NSO sessions students will be provided an overview of the College's requirements, academic support and career/program of study selections. The student will have an opportunity to meet his/her advisor and to schedule a one-on-one advising meeting.
 3. During the Curriculum student's advising session the program advisor will assist the student with the creation of a master academic plan for the desired credential level. The plan will be entered into the College's Student Success database system allowing access for the student, advisor and appropriate college staff and faculty.
 4. Throughout the student's first year, he/she will meet before registration with his/her advisor to insure his/her satisfactory progression with the master academic plan and determine the appropriate courses for the upcoming semester.
 5. If the student encounters difficulties that impede his/her progress, he/she will need to meet as soon as possible with his/her advisor or with the appropriate school's counselor. During this meeting the student will receive guidance on how to address the issues and progress.
 6. When the student successfully completes his/her first 30 hours of the program of study, he/she will be given permission to self-register. Should further advising assistance be needed, the student can return to their assigned advisor or receive assistance in the Eagle's One Stop.
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Pre and Co-requisites Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

Stanly Community College recognizes the need for adherence to course pre/co-requisites. The College will follow the course pre/co-requisite requirements as established by the North Carolina Community College System and the Institution.

Pre and Co-requisites Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

Pre-requisites

1. Students wishing to register for a course requiring a state or local pre-requisite, will produce official documentation containing the pre-requisite credit, by means of an official transcript, placement test scores or other approved documentation, to the Office of Enrollment Management. The Office of Enrollment Management will record the receipt of the documentation and will forward any transcripts to the Registrar. Any valid credits from official transcripts will also be added to the student's academic record with SCC. Students who cannot produce official documentation, including official transcripts and/or placement test scores, will not be allowed to register for the course in question.
2. Students wishing to register for a course requiring a state or local pre-requisite, who have not completed the requirements, should contact his/her advisor or the Associate Dean in the area in which the student wishes to enroll. At that time, the student will present his/her situation and the Associate Dean will determine whether qualifications have been otherwise met and the pre-requisite can be waived. If a waiver of the pre-requisite can be made, the Associate Dean will register the student and submit an "Override of Pre/Co-Requisite Form" to the Office of Enrollment Management within 24 hours.
3. Students wishing to register for a course requiring a state or local pre-requisite, who haven't completed the requirements and have no valid waiver reason, must successfully complete the pre-requisite before attempting further registrations for the course in question.
4. Any registrations for courses without the submission of an "Override of Pre/Co-Requisite Form" are subject to deletion by the Office of Enrollment Management to prevent possible audit exceptions.
5. All "Override of Pre/Co-Requisite Forms" will be collected by semester and retained in the Office of Enrollment Management until the semester in question has been audited.
6. Official documentation, with regard to transcripts, is defined as an official, sealed transcript delivered to SCC's Office of Enrollment Management. Transcripts can be received through US mail or hand delivered, as long as they are sealed in the envelope from the institution. Placement test scores from other colleges can be faxed to SCC's Office of Enrollment Management, if it is evident that the school faxed the information, or mailed in a sealed envelope from the college. SAT scores and AP credits from the College Board should be requested from The College Board and received in the Office of Enrollment Management in a sealed envelope.
7. For certain continuing education courses, regulations may exist stipulating that courses not be taken until all prerequisites have been satisfied. These requirements are available from the program

coordinator and will be included in the course descriptions. Any student who wishes to appeal the prerequisite requirement may do so by contacting the program coordinator whose decision will be final.

Co-requisites

1. Students wishing to register for a course requiring a state or local co-requisite, should be registered for both courses simultaneously or have previously completed the co-requisite.
2. There are no mandatory requirements for those courses that have optional or recommended co-requisites.
3. For certain continuing education courses, regulations may exist stipulating that the course may only be taken in conjunction with another course or that other course (s) must have been previously successfully completed. These requirements are available from the program coordinator and will be included in the course description and course outlines. Any student who wishes to appeal the co-requisite requirement may do so by contacting the program coordinator whose decision will be final.

Progressive Disciplinary Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>11-25-2013</u>
	<u>ICORE</u>	<u>11-20-2013</u>

Stanly Community College maintains the right to enforce rules of conduct among its employees and expects each employee to perform his/her work and to conduct him/herself in a manner that brings credit to the College. Therefore, appropriate disciplinary action will be taken for misconduct or violations of established policy, procedures, or rules.

Progressive Disciplinary Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>11-25-2013</u>
	<u>ICORE</u>	<u>11-20-2013</u>

Action by the College will begin with a restorative approach and may include a progressive series of disciplinary actions that include warnings, suspension, or termination.

The nature of severity of the offense will determine the first step to be taken.

Option 1-Oral Warning. For less severe infractions, the initial disciplinary action may be an oral warning by the employee's supervisor. The responsible supervisor speaks to the employee to: a) review expected job performance or conduct; b) explain specifically how the employee has not met College expectations; c) provide an opportunity for the employee to explain his/her actions; and together, d) establish a course of action that will correct the job performance or conduct under question. The discussion between the employee and supervisor will be serious and professional in manner to ensure that the employee clearly understands the established standards and expectations with regard to his/her misconduct. The supervisor will maintain a record of the date and content of the oral warning and forward a copy to the appropriate Vice President.

Option 2-Written Warning. A written warning may be issued by the supervisor if the misconduct is more severe or frequent in nature and/or an oral warning has already been issued and the employee misconduct has

not been corrected. The written warning will outline the misconduct, state expectations, and indicate the consequences that will occur if there is no improvement in conduct. Written warnings will be forwarded to the Office of Human Resources for placement in the employee's official personnel file.

Option 3-Suspension. Suspension without pay may follow an oral warning, a written warning, or may be the first disciplinary action taken if warranted by the circumstances. Prior to suspending an employee, supervisors must obtain approval from the appropriate Vice President and the Director of Human Resources and supply thorough supporting documentation. The duration of the suspension will depend upon the facts of each case, including, but not limited to, type and severity of the misconduct, previous work performance of the employee, and prior disciplinary actions. The suspension may last through the end of the current annual contract year, in which case the suspension will result in an automatic non-renewal of contract. The suspended employee will be notified of the suspension by a letter that outlines the misconduct, states expectations, and indicates the consequences that will occur. A copy of the letter will be forwarded to the Office of Human Resources for placement in the employee's official personnel file.

In cases of alleged serious misconduct, an employee may be placed on an investigative suspension. In such cases, the employee will be removed from the workplace while the Director of Human Resources in conjunction with the appropriate Vice President investigates the matter. Investigative suspension is leave with pay. The Director of Human Resources and appropriate Vice President must approve an investigative suspension. The employee under investigation will be notified by letter of the suspension with pay, the alleged serious misconduct, and the college's intent to investigate.

Option 4-Notice of Intent to Recommend Termination. A recommendation for termination to the President will occur when an employee has engaged in serious misconduct or when an employee has not corrected his/her misconduct after previous warnings. Prior to notifying an employee of the intent to recommend his/her termination to the President for action, supervisors must obtain approval from the appropriate Vice President and the Director of Human Resources and supply thorough supporting documentation.

Option 5-Employee Appeal Process

If an employee has been notified of the intent to recommend his/her termination, the employee may within five (5) working days after receiving the written letter of recommendation for termination, request a conference with the President to appeal the pending termination. The President, with other college staff pertinent to the discussion, will explore the reasons for the proposed termination. The employee will be given full opportunity to present reasons why the termination should not be carried out by the President. Neither party shall be represented or accompanied by legal counsel. Within five (5) work days after the conference, the President will give the employee an unelaborated written statement of termination or of his/her intent to over-turn the recommendation for termination.

If an employee has been given a written statement of termination by the President, the employee may, within five (5) working days after receiving the President's written statement, request a hearing before the Stanly Community College Board of Trustees. The request for a hearing will be in writing, addressed to the Board Chairperson, and delivered to the President's Office. The request must outline why the employee believes the dismissal violated the employee's rights as protected by the First Amendment of the United States Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and/or the Americans with Disabilities Act of 1990, or that the dismissal was a violation of college policy. No other grounds for appeal exist.

Upon receipt of the letter, the Board Chairperson has fifteen (15) calendar days to call a special meeting of the SCC Board of Trustees. During the proceedings, which will be conducted by the Board Chair, the College will be represented by the college attorney and/or other college counsel, and the employee may be represented by an attorney or other advisor of his/her choice. The proceedings shall be closed to all except the dismissed

employee, his/her advisor or attorney, college representative(s), the college attorney and/or other college counsel, the Director of Human Resources, and the Trustees. At the hearing, the dismissed employee bears the burden of proving that the dismissal violated the employee's rights as protected by the First Amendment of the United States Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and/or the Americans with Disabilities Act of 1990, or that the dismissal was a violation of college policy. The hearing will begin with the employee's presentation of his/her case, and the President and/or his/her designee may then present a rebuttal. The fact-finding portion of the hearing shall be recorded. Deliberations of the Trustees following the fact-finding portion of the hearing shall not be recorded. The President will not be present during deliberations of the Board of Trustees. The college attorney and/or other college counsel will be present and aid with the deliberations.

Within five (5) working days after the hearing, the Chair of the Board of Trustees will provide a written statement to the employee and President as to the Board's intent to uphold or overturn the dismissal.

Resident Classification for Tuition Purposes Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

A legal resident of North Carolina is one who has established residence in the state. Persons 18 years of age or older are not deemed eligible for in-state tuition status until legal residence in North Carolina has been maintained at least twelve (12) months (General Statutes, Chapter 115D-39).

Resident Classification for Tuition Purposes Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

1. Potential students are required to complete a Stanly Community College Application for Admission which contains questions regarding residence status.
2. Admissions staff will determine the initial residence status for tuition purposes based on responses to residence questions on the SCC Application for Admission, and the record will be coded accordingly.
3. If a determination cannot be made from the credentials submitted or if there is a question regarding residence classification, the applicant will be sent a residence questionnaire to be completed and returned to the Office of Enrollment Management. The residence status will be coded out-of-state until the applicant submits the completed application and a change in status is determined.
4. An applicant/student may appeal his/her initial residence classification only during the term or 4 months, whichever is longer, he/she is enrolled at SCC.
5. The appellant will complete the Tuition Questionnaire, the Tuition Status Change Request Form and the Student Statement Petitioning a Change in Residence Classification. These forms are available in the Office of Enrollment Management.
6. The complete forms will be reviewed by the Director of Admissions who will make a final determination within five days after the submission of the forms, but no later than the final day of the initial term of entry.

7. If the appeal is denied, the appellant may further appeal to the Dean of Enrollment Management, whose decision is final.
8. It is the student's responsibility to request a residence status change for tuition purposes once the requisite 12-months has passed. Students who wish to change their residence status for tuition purposes after having met the 12-month rule must petition the Office of Enrollment Management and formally request the change. The classification will be changed within two working days of the application provided the twelve (12) month residence requirement has been fully met and documented. If the change is denied for any reason, then the student may appeal the decision following the steps outlined in item 4 above.
9. Regulations governing the classification of students by residence for tuition purposes are detailed in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes, a copy of which is available in the Office of Enrollment Management.

Satisfactory Academic Progress for Financial Aid Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>12-31-1969</u>
	<u>Executive Leadership Team</u>	<u>12-31-1969</u>
	<u>ICORE</u>	<u>12-31-1969</u>

Federal regulations require that students receiving financial aid must maintain academic and progress standards to complete his or her educational program within a specified timeframe. Financial Aid students will note that Stanly Community College's (SCC) Academic Probation Policy contains the same GPA requirement; however the Satisfactory Academic Progress (SAP) Policy for Financial Aid Recipients is stricter than for a student enrolled in the same educational program who is not receiving financial aid. This policy is applied to all students receiving financial aid assistance within all eligible categories of students, i.e. full-time or part-time and enrolled in curriculum diplomas and degrees and eligible certificates established by the college.

Satisfactory Academic Progress for Financial Aid Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-31-1969</u>
	<u>ICORE</u>	<u>12-31-1969</u>

Financial Aid students are evaluated at the end of each semester to determine progression. Students must meet the Academic Standard, the Program Completion Standard and stay within the Maximum Timeframe to remain in a satisfactory status.

1. Academic Standard

All Financial Aid students must maintain a 2.00 cumulative GPA (grade point average). Cumulative being defined as "all" curriculum classes taken at Stanly Community College regardless of timeframe. Classes that receive an "incomplete" grade are calculated as an "F" at the time of Satisfactory Academic Progress evaluation. (reference: Grade Policy located on SCC website under Current Students → Policies). Classes from which the student withdraws have no bearing on the GPA.

If a student's cumulative GPA falls below 2.00, the student is placed on a financial aid warning status and will be notified by the Financial Aid Office. The student then has a warning period of enrollment in which to achieve a return to a 2.00 cumulative GPA. The warning period of enrollment is the next semester the student is enrolled at SCC and the student is eligible for financial aid assistance during this semester. If at the end of the warning semester a cumulative 2.00 GPA is not achieved, the student is no longer eligible for financial aid. The student may regain financial aid eligibility by reaching a cumulative 2.00 GPA through self-pay or outside resources.

1. **Program Completion Standard**

All Financial Aid students must complete at least two-thirds or 67 percent of "all" curriculum hours attempted at SCC including accepted transfer credits regardless of timeframe. The percentage is determined by taking the cumulative total of credit hours completed divided by the cumulative total of hours attempted. For example, a student who has completed 32 hours and attempted 64 has a completion rate of 50% (32 divided by 64). Attempted but not completed credit hours include withdrawals, incompletes, repeat classes and courses with a grade of "F".

If a student's percentage rate falls below 67%, the student is placed on a warning status and will be notified in writing by the Financial Aid Office. The student then has a warning period of enrollment in which to earn a completion rate of 67% or more. The warning period of enrollment is the next semester the student is enrolled at SCC. The student is eligible for financial aid assistance during this warning period of enrollment. If at the end of the warning semester a cumulative 67% completion rate is not achieved, the student is no longer eligible for financial aid. The student may regain financial aid eligibility by reaching a cumulative 67% or more completion rate through self-pay or outside resources.

1. **Maximum Timeframe**

All Financial Aid students must complete their educational program within 150% of the published length. **NOTE:** The student should understand that the 150% Maximum Timeframe applies to "all" curriculum hours attempted at SCC including accepted transfer credits regardless of timeframe. The SCC college catalog provides a course sequence for each educational program and the number of total credit hours needed to complete the program. The published lengths do not take into consideration developmental/remedial credit hours. For example, the Associate Degree in Criminal Justice is 68 credit hours in length, therefore, a financial aid student enrolled may attempt, including transfer credit hours, up to 102 credit hours (68 credit hours times 150%) and remain eligible for financial aid.

Financial Aid students who exceed the 150% maximum timeframe will no longer be eligible for financial aid. The maximum timeframe does not provide for a warning period.

1. **Appeal Process**

Financial Aid students who have not successfully met the Academic Standard and/or Program Completion Standard warning semester OR have exceeded the 150% Maximum Timeframe may appeal their loss of financial aid. In order to appeal the loss of financial aid, the student must submit an Appeal Request form or a written statement; (1) explaining the circumstances that rendered them unable to meet the standard(s), (2) what has changed to allow the student to meet the standard(s) and (3) the student's educational goal and plans to meet that goal. Along with the Appeal Request form or statement, the student may attach any documentation that supports the appeal. The Appeal Request form or written statement must be submitted to the Financial Aid Department and may be delivered in person, by mail or via email. All Appeal Request forms or statements must be received within 10 days following receipt of the letter indicating the loss of financial aid eligibility. The Dean of Financial Aid Management will consider the appeal statement and the decision will be final.

Students receiving appeal approval will be eligible for financial aid assistance provided that they meet all requirements of the established individual academic plan including but not limited to completing all classes for which they enroll with a grade of “C” or better.

1. Reinstatement of Financial Aid Eligibility

If a student loses financial aid eligibility by failing to meet the Academic and/or Program Completion standard and after self-pay or the use of outside resources feels that the standards are met, the student must contact the Financial Aid Office and have their SAP status re-calculated. If the standards have been met, the student will regain financial aid eligibility the semester following the semester in which the standards were met, provided all other financial aid requirements have been completed.

Smoking/ Tobacco-Free Campus Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-11-2013</u>

Stanly Community College (SCC) recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and college facilities. The College believes that the use of tobacco products on college grounds, in college buildings and facilities, on college property, and at college-sponsored events is detrimental to the health and safety of students, employees, and visitors. The College takes seriously its obligation to provide a healthy learning and working environment, free from unwanted smoke and tobacco use, for students, employees, and visitors at all SCC instructional facilities.

Smoking/ Tobacco-Free Campus Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-11-2013</u>

All members of the college community are responsible for monitoring adherence to this policy.

Social Media and Networking Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

Stanly Community College recognizes that internet-provided social media can be a highly effective tool for sharing ideas and exchanging information. While the college believes that social media can support professional and business development, the college is also aware that excessive or inappropriate social media use for personal or professional reasons can negatively impact SCC’s productivity and resources.

- All individuals utilizing Stanly Community College sponsored social media outlets should take security precautions to protect themselves from predators and others by not posting personally identifiable or contact information. Students and employees should also be aware that their online communication is subject to the Stanly Community College’s Student Code of Conduct for academic and non-academic violations, and or the Stanly Community College’s Employees’ Policy and Procedures. The College reserves the right to contact individuals regarding information posted on social media outlets, such as things that violate a Stanly Community College policy or procedure.

State Authorization Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>01-02-2014</u>
	<u>ICORE</u>	<u>12-30-2013</u>

The purpose of this policy is to comply with Federal Department of Education requirements and to create a process to comply with any State Authorization requirements applicable to Stanly Community College (SCC) and its courses or programs enrolling out-of-state students. SCC’s online/distance education programs must be authorized in certain states in order to offer courses or programs to students residing in those states. Many of these state laws and regulations apply to online instruction and/or other types of instances that may trigger a physical presence in that state.

State Authorization Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>01-02-2014</u>
	<u>ICORE</u>	<u>12-30-2013</u>

1. At SCC, both curriculum and continuing education courses may at times enroll students who reside outside the state of North Carolina. In the case of out-of-state student online course registrations, SCC will make every effort to seek authorization from the applicable states as soon as it is noted that a student wishes to enroll.
2. Student registration may be denied based on the inability of SCC to obtain the appropriate authorization from certain states. The basis for that inability to comply with authorization will include but may not be limited to denial of application by that state, application cost, or excessive application requirements. In the case of unapproved states, the Office of Enrollment Management will notify students applying from those states that their application is denied and they may not enroll in the online course offerings.
3. As states respond back to SCC with a positive authorization determination they will be added to a list of approved states visible on the SCC website.
4. Certain states have regulations that denote physical presence as a trigger for seeking state authorization. SCC will monitor for the typical physical presence triggers that include but may not be limited to advertising, faculty member state of residence, student placement in clinical/practicums and work based learning experiences. When physical presence is identified in a state, authorization will be sought.
5. SCC will monitor the status of all approved states and seek periodic reauthorization if required.
6. SCC reserves the right to approach states individually or seek membership in regional or national reciprocity organizations as may be deemed most advantageous for the institution and students.

Student Code of Conduct Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

Stanly Community College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when a student's behavior disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

Student Code of Conduct Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

Student Rights and Responsibility Statement:

Students at Stanly Community College are considered to be mature adults who enter classes voluntarily. By entering classes, students take upon themselves certain responsibilities and obligations that include an honest attempt at academic performance and social behavior consistent with the lawful purpose of the College. Students maintain all legal rights of citizenship while enrolled and are expected to remember that they are living in a democratic situation. The reputation of the College rests upon the shoulders of students as well as on the administration, staff, and faculty; and it is hoped that each student will maintain high standards of citizenship. The campus and College will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students, as all citizens, are subject to civil authority on and off the campus. Common courtesy and cooperation make the above suffice for a long list of rules and regulations.

Prohibited student behaviors include, but are not limited to, the following:

- 1. Academic dishonesty:** taking or acquiring possession of any academic material from a college employee or fellow student without permission; receiving or giving help during tests or other assessments of learning; submitting papers, reports or assignments as originals that are not the student's own; plagiarism.
- 2. Animals:** animals on campus are forbidden, including animals left in vehicles. Service animals are permitted.
- 3. Theft/Unauthorized Entry:** stealing the property of another individual or of the college. Students guilty of theft may be referred for criminal prosecution as well as college disciplinary action. Unauthorized entry or presence in a college facility is prohibited and may result in criminal charges on suspicion of breaking and entering or unlawful trespass.
- 4. Drugs and alcoholic beverages:** SCC prohibits the unlawful use, possession, distribution, manufacture, or dispensation of any controlled substance or alcohol while on campus, facilities leased by the College, or at college-supported functions. The complete Drug and Alcohol Policy may be found on the College's website or obtained from the Assistant Dean of Students.

5. **Inappropriate Conduct:** lewd, indecent, or offensive conduct or clothing, including public physical or verbal action or distribution of obscene or libelous material. Mental, physical, or verbal abuse of any person (employee or student) on campus or at campus-sponsored functions is prohibited.
6. **Sexual Harassment:** any act, comment, or behavior that violates the College's Unlawful Harassment/Discrimination Policy. This policy may be found on the college's website or obtained from the Assistant Dean of Students.
7. **Weapons:** possession or use of a firearm, incendiary device, explosive, or any instrument designed to inflict serious bodily injury to any person. These restrictions do not apply to on-duty law enforcement personnel or those abiding by the College's Weapons on Campus Policy.
8. **Forgery:** alteration or misuse of college documents, records, or instruments of identification and/or the College's personnel signatures with intent to deceive.
9. **False information:** presenting to the College intentionally erroneous information; knowingly withholding information which may have an effect upon enrollment or status with the College, and which is legally and properly requested by the College.
10. **Damage to property:** intentionally inflicting damage to college property or to property belonging to any person working at or attending the College.
11. **Disobedience:** failing to obey the reasonable requests or directions of any college employee.
12. **Disorderly conduct:** interrupting or interfering with the academic mission of the College, or disturbing the peace of the College.
13. **Disruption:** disrupting the normal activities of the College by physically or verbally interfering with instruction, meetings, functions or activities.
14. **Public laws:** violating any local, state or federal law may lead to legal action as well as campus discipline.
15. **Internet use:** using the Internet for inappropriate or non-academic purposes, including, but not limited to, viewing sites that may be offensive to others; chat rooms; and games. Anyone using a College computer workstation and for non-educational purposes may be asked to relinquish the workstation to a user who needs it for research or to support an instructional assignment. Further information is available in the Computer and Network Use Policy.
16. **Unprofessional conduct:** some curricula have specific codes of professional conduct that require appropriate behavior, both on campus and at off campus facilities, functions or activities. Students in those curricula will be held accountable for adhering to those codes.
17. **Use of tobacco products:** Stanly Community College is a tobacco free institution. This policy applies to all college owned or leased facilities and vehicles regardless of location. For details reference the College's Smoking/Tobacco-Free Campus Policy located on the College's website or from the office of the Assistant Dean of Students.
18. **Unauthorized presence in or on college facilities during non-operational hours:** The College facilities are open for students no earlier than 7:30 a.m. on days of operation and close 15 minutes after classes conclude for the day. Students should plan accordingly.

Implementation Responsibilities:

An instructor may discipline students involved in minor infractions of the rules and regulations of the classroom, as the instructor has the authority to define proper classroom behavior. Other violations of the Student Code of Conduct will be referred to the Assistant Dean of Students for resolution.

Disciplinary Procedures:

Any instructor or staff member may use his/her discretion to warn a student against violating the Student Code of Conduct, and may temporarily remove a student from a single class or activity for the duration of that specific class or activity. The instructor or staff member taking this action will notify the Assistant Dean of Students immediately and will provide a written report of the incident to the Assistant Dean of Students within 24 hours following the incident.

In an emergency situation, the President, Executive Vice President of Educational Services, Assistant Dean of Students, Director of Security are authorized to temporarily suspend any student from the college immediately.

A student charged with a violation of the Student Code of Conduct will receive a written notice of the charges and an appointment for a hearing with the Executive Vice President of Educational Services. Based upon the results of the hearing, the Executive Vice President of Educational Services may:

1. dismiss the charges.
2. impose a sanction consistent with the nature of the violation.
3. refer the student to a community agency for services.

In instances in which the student cannot be reached to schedule an appointment with the Executive Vice President of Educational Services or when the student refuses to cooperate, the Executive Vice President of Educational Services shall send a certified letter to the student's last known address. The letter will provide the student with a list of charges, the Executive Vice President's decision, and instructions governing the appeal process. In those instances when the student refuses to cooperate or does not attend the scheduled hearing with the Executive Vice President, the Executive Vice President's decision will be final.

Sanctions

Penalties for violating the Student Code of Conduct include, but are not limited to, the following:

1. **Reprimand:** a written communication that gives official notice to the student that subsequent offense(s) against the Student Code of Conduct may carry heavier penalties because of this infraction.
2. **Loss of privileges:** loss of access to college facilities, services or activities for a specified period of time.
3. **Restitution:** paying for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.
4. **Loss of academic credit or grade:** Imposed by an instructor due to academic dishonesty.

Note: In those instances where the loss of academic credit or grade has the effect of removing the student from a class or curriculum, the issue will be referred to the Assistant Dean of Students for resolution and/or advisement.

5. **Temporary suspension:** 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.

6. **Term Suspension:** dismissal of a student from campus and exclusion from class(es) and/or all other privileges or activities of the college for a specified period of time. Students who receive this sanction are banned from campus and must get specific written permission from the Director of Security and the Executive Vice President of Educational Services before returning to campus.

7. **Indefinite Suspension:** dismissal of a student from campus and exclusion from class(es) and/or all other privileges or activities of the college for an indefinite period. Students who receive this sanction are banned from campus and must get written permission from the Director of Security and the Executive VP of Educational Services before returning to campus.

Right to Due Process

A student accused of violating the Student Code of Conduct is guaranteed the right to due process as the matter is resolved:

1. the right to a specific written notice of the charges.
2. the right to know the names of accusers and to have a copy of all their written statements regarding the charges.
3. the right to a prompt hearing.
4. the right to have counsel present at the hearing.
(Note: If the student elects to have legal counsel present, the institution will also be represented by legal counsel)
5. the right to confront accusers and to hear all witnesses.
6. the right to present witnesses or evidence.
7. the right to remain silent to avoid self-incrimination.
8. the right to a full and complete record of the hearing.
9. the right to an appeal.

Appeals Procedure

A student who disagrees with the decision of the Executive Vice President of Educational Services may appeal the decision to the President. This request must be submitted in writing to the Assistant Dean of Students within three working days after receipt of the Executive Vice President's initial decision.

The President has the authority to hear from the student and the Executive Vice President of Educational Services before ruling on the appeal, and may approve, modify, or overturn the decision of the Executive Vice President. The President will inform the student in writing of the final decision within ten working days of the receipt of the appeal. The President's decision will be final with no further avenues for appeal.

Student Grievance Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>12-12-2013</u>
	<u>Executive Leadership Team</u>	<u>11-04-2013</u>
	<u>ICORE</u>	<u>10-30-2013</u>

Student Records and Privacy Rights Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Stanly Community College, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from his/her education records.

Stanly Community College may disclose appropriately designated "directory information" without written consent, unless the student has advised the College to the contrary in accordance with SCC procedures. The primary purpose of directory information is to allow Stanly Community College to include directory type information from the student's education records in certain college publications. Examples of such publications include honor roll or other recognition lists and graduation programs.

Student Records and Privacy Rights Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, the Solomon Amendment requires Stanly Community College to provide military recruiters, upon request, with directory information categories-names, addresses, telephone listings, age or date of birth, level of education, major-unless students have advised the College that they do not want their information disclosed without prior written consent. A student who does not want Stanly Community College to disclose directory information from education records without his or her prior written consent must notify the College by completing a Request to Prevent Disclosure of Directory Information form each semester. The form may be obtained from the the Enrollment Management Department. At least ten days should be allowed for processing a request. Stanly Community College has designated the following information as directory information:

- student's name
- address
- phone number
- email address
- date and place of birth
- major field of study
- terms of attendance
- levels of education
- degrees, honors, and awards received
- the most recent educational agency or institution attended

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The student's right to inspect and review his/her education records within 45 days of the day Stanly Community College receives a request for access. Students should submit to the Dean of Enrollment Management a written request that identifies the record(s) they wish to inspect. The Dean of Enrollment Management will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should contact the Dean of Enrollment Management to identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Dean of Enrollment Management decides not to amend the record as requested by the student, the Dean will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures with the Dean of Enrollment Management and Assistant Dean of Students will be provided to the student when notified of the right to a hearing. Note: SCC only has the ability to rectify inaccurate or misleading information that it has purview over. SCC cannot rectify or change another institution's official records or documents.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. There are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so. Exceptions are as follows:

- To school officials that have a legitimate educational interest (definition of school official provided in annual notification).
- To another school in which the student seeks or intends to enroll.
- When disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine the conditions for the aid and/or enforce the terms and conditions of the aid.
- To the parents of a dependent student as defined in Section 152 of the Internal Revenue Code.
- To appropriate parties, including parents of an eligible student, in connection with a health or safety emergency.
- To the parents of a student at a postsecondary institution regarding the student's violation of any Federal, State or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.
- Directory information that could include information such as student's name, address, e-mail address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, grade level or year and enrollment status.
- Under certain conditions:
 1. To authorized representatives of the Comptroller General of United States, the Attorney General of the United States, the U.S. Secretary of Education and State and local educational authorities for audit or evaluation of Federal or State supported educational programs or for the enforcement of or compliance with Federal legal requirements that relate to those programs
 2. To organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs or improving instruction
 3. To comply with judicial order or a lawfully issued subpoena
 4. To the victim of an alleged perpetrator of a crime of violence or non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime

5. To any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Stanly Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Complaints, Concerns, or Suggestions

Any student who has reason to believe that the College is not complying with the Act or this policy should inform the Dean of Enrollment Management in writing. The Dean of Enrollment Management will review all such allegations and respond back to the allegation within five working days of receipt.

Type, Location, and Custodian of Student Records

Questions regarding individual student records should be directed to the appropriate location:

Academic Records: Office of the Dean of Enrollment Management, Patterson Building

Financial Aid: Office of the Dean of Financial Aid Management, Patterson Building

Career Placement: Office of the Assistant Dean of Students, Patterson Building

Academic Progress: Office of the Program Advisor

Student Screening Requirements Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>12-19-2013</u>
	<u>ICORE</u>	<u>12-18-2013</u>

Facilities that serve as student clinical/practicum sites have enacted requirements that ensure that students and faculty who enter their facilities meet the same qualifications as any potential hires. Students must comply with Criminal Background Checks (CBC), Office of the Inspector General Reviews (OIG), and Drug Testing in such curriculum programs as have clinical or internship placements at facilities where these screenings are required. Accordingly, completion of the CBC, OIG Review, and submission of a negative Twelve Panel Urine Drug Screen report from a National Institute of Drug Abuse (NIDA) approved laboratory is required prior to the first assignment/student experience at any requiring health facility partner.

Student Screening Requirements Procedures

Approved By and Date: Executive Leadership Team 12-19-2013
ICORE 12-18-2013

1. Once accepted to a program of study, the student will receive written instructions that define the screenings and detail how to complete the above requirements.
2. The process will be carried out with a facility partner approved company.
3. Results are verified and sent directly by the company to the contact person at the clinical/practicum facility for review no less than 10 days prior to the scheduled arrival of the student.
4. The clinical/practicum facility will notify the program chair of student(s) with any findings that would preclude the assignment of the student in their setting.
5. The program chair will confirm the manner of the review with the facility to ensure that no error was made. The department chair will at no time be privy to the actual summary of results for the CBC, OIG Review, or Drug Screen.
6. If a criminal charge or conviction occurs while the student is enrolled and is assigned to requiring agency, the student will be immediately removed from the placement until a review is conducted. The final decision will rest with the clinical agency as to any possibility of reinstatement at the site.
7. Should a student be barred from completing clinical/practicum assignments with partnering agencies, SCC will not be able to ensure the completion of program requirements and graduation competencies. Inability of a student to complete program requirements and graduation competencies will result in suspension from the program.
8. Any student suspended from a SCC Program can avail themselves of the standard SCC processes for appeal, grievance, and/or readmission.

Student Success Policy

Approved By and Date: Board of Trustees 02-20-2014
Executive Leadership Team 01-02-2014
ICORE 12-30-2013

Stanly Community College promotes student success. The college requires students to take the appropriate college success courses (designated by an ACA prefix) or module in their first semester of enrollment. ACA content assists students in developing the skills necessary to be successful in their academic careers at the community college or upon transition to a university or the workplace.

Student Success Procedures

Approved By and Date: Executive Leadership Team 01-02-2014
ICORE 12-30-2013

1. All new students enrolling in a program of study will be required to take the program specific student success courses (ACA) or in certain cases where the full course is not required, the ACA content provided in a module format during the first semester enrolled.

2. Students should consult their advisors and their individual academic plan (MAP) to determine which ACA is appropriate before registering.
3. Students not registering for the appropriate ACA during their first semester will have their account locked prohibiting them from submitting their registration schedule. The student's account will be unlocked only when the student registers for the appropriate ACA.

Substantive Change Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>06-14-2012</u>
	<u>Executive Leadership Team</u>	<u>05-07-2012</u>
	<u>ICORE</u>	<u>05-02-2012</u>

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) defines a substantive change as a “significant modification or expansion of the nature and scope of an accredited institution”, to include but not limited to:

1. **The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated,**
2. **The addition of courses or programs at a degree or credential level above that which is included in the institution's current accreditation or reaffirmation, or**
3. **A substantial increase in the number of clock or credit hours awarded for successful completion of a program.**

Substantive Change Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>05-07-2012</u>
	<u>ICORE</u>	<u>01-08-2014</u>

Changes which could trigger a need to notify SACSCOC of substantive changes anticipated at the institution must be identified routinely and early enough to allow for time to make the required notifications.

1. All curricular changes are brought before the College's Faculty Senate and ICore for approval. Prior to advancing the request through the Faculty Senate and ICore, the SACSCOC liaison is notified of the change and must give an approval signature on the Curriculum Change Form. If the curriculum change warrants, the approved change is then advanced to the Executive Leadership Team and the Board of Trustees.
2. The SACSCOC liaison will also request information on a semi-annual basis by sending out a check sheet to the ICore membership. The members will be asked to provide information on any institutional changes (listed above) that are planned for their areas six months in the future.
3. The SACSCOC liaison monitors all curricular changes or anticipated changes and will instigate a notification to SACSCOC if the change fits the published criteria for substantive change. In the case of questions regarding the applicability of the change, the SACSCOC liaison will communicate with the institution's assigned SACSCOC representative.

4. For changes identified as substantive, the Executive Vice President for Educational Services will assign appropriate divisional personnel to work with the SACSCOC liaison to complete the required materials for submission (e.g., prospectus and letters).

Transfer of Credit from Other Institutions for Curriculum Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>11-10-2011</u>
	<u>Executive Leadership Team</u>	<u>10-24-2011</u>
	<u>ICORE</u>	<u>10-05-2011</u>

The Records and Registration Office will review post-secondary transcripts of applicants for admission once official transcripts are received by Stanly Community College. Transfer credit will be granted for courses having a “C” or better and meeting both of the following qualifications: Course content closely parallels the course content of the SCC course for which credit is granted. Course credit hours match the credit hours of the SCC course for which is granted.

Transfer of Credit from Other Institutions for Curriculum Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>10-24-2011</u>
	<u>ICORE</u>	<u>10-05-2011</u>

1. Some courses with a technical or skill content may be denied acceptance. The College reserves the right to accept or reject credits. Courses not approved for transfer may be re-considered by completing an Appeal Form with the Records and Registration Office. The Records and Registration Office will address the appeal with the appropriate Associate Dean. The Associate Dean will return the appeal outcome to the Records and Registration Office within five business days. The Associate Dean’s decision will be final. Some programs may require competencies for specific courses regardless of course age. (Please see particular program of study information.) The College will accept transfer credits only from accredited institutions or internationally accredited foreign colleges. Transcripts from foreign colleges must have English translations and equivalencies from World Evaluation Services to receive transfer credit at SCC.
2. At least one-fourth of the credits required for a degree, diploma, or certificate must be earned from Stanly Community College. Students who re-enter the College after two continuous semester absences must do so under the current operating catalog.
3. The College is using the following GAAP (Generally Accepted Accrediting Principles) criteria in recognizing accrediting agencies:
 - Recognized by the Council on Higher Education Accreditation in Washington, D.C.
 - Recognized by the U.S. Department of Education
 - Recognized by (or more commonly, a part of) their relevant national education agency
 - Schools they accredit are routinely listed in one or more of the following publications: the International Handbook of Universities (a UNESCO publication), the Commonwealth Universities Yearbook, the World Education Series, published by PIER, or the Countries Series, published by NOOSR in Australia
4. As such, the following regional accrediting agencies are accepted:
 - Middle States Association of Colleges and Schools (MSA)
 - The Northwest Association of Schools and Colleges (NASC)

- North Central Association of Colleges and Schools (NCA)
- New England Association of Schools and Colleges (NEASC-CIHE and NEASC-CTCI)
- Southern Association of Colleges and Schools (SACS)
- Western Association of Schools and Colleges (WASC-Jr. and WASC-Sr.)

5. The following national accrediting agencies are accepted:

- Accrediting Council for Independent Colleges and Schools (ACICS)
- Distance Education and Training Council (DETC)

6. In order to receive credit for program specific courses for readmission or admission with transfer credit, the applicant must successfully complete a competency exam and/or audit selected classes as designated by the program director. The competency exam will test the applicant’s knowledge of material covered in classes that were successfully completed up to the point of withdrawal. Audits and/or competencies must be successfully completed in order to be considered for readmission or admission with transfer credit. Applicants will be given one opportunity to complete the competency exam(s) and/or audit(s) successfully.

Unlawful Harassment/Discrimination Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>12-12-2013</u>
	<u>Executive Leadership Team</u>	<u>09-30-2013</u>
	<u>ICORE</u>	<u>09-11-2013</u>

Stanly Community College is committed to providing an educational and work environment in which each individual is treated with respect and dignity. In compliance with this commitment, the College maintains a strict policy that prohibits sexual harassment, discrimination, harassment, and sexual assault on the basis of race, color, religion/creed, gender, national or ethnic origin, age, disability, veteran or active military status, genetic characteristics, or any other category protected by law.

Violation of the policy is considered to be a serious offense and is prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Title IX states in part: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” The legislative mandate is clear: SCC must provide a safe, harassment- and discrimination-free environment for students and employees.

Unlawful Harassment/Discrimination Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>09-30-2013</u>
	<u>ICORE</u>	<u>02-26-2014</u>

1. Definitions

The Stanly Community College Unlawful Harassment/Discrimination Policy addresses all forms of unlawful harassment and discrimination related to students, employees, and third parties and employs the following definitions:

1. Discrimination—A general definition for discrimination is a situation in which an individual or a group is treated less favorably than another individual or group due to some characteristic specified under anti-discrimination legislation. These characteristics may include factors such as but not limited to sex, race, color, national origin, disability, and religion or creed.

Examples of discrimination may include giving preferential treatment to an individual based on one of the protected classes or denying access based on one of the protected classes.

2. Harassment—A general definition for harassment is unwelcome conduct based on race, color, religion, sex (including pregnancy), national origin, age, disability, or genetic information. Harassment becomes unlawful when enduring the offensive conduct becomes a condition of continued pursuit of education or employment or when the conduct is severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile, or abusive.

Examples of harassment may include conduct such as offensive jokes, slurs, epithets or name calling, bullying, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with school or work performance. Harassment may occur face to face or on social networking sites.

1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature that is intimidating, hostile, or offensive. Sexual harassment is considered to have occurred when accepting or rejecting such conduct is used as the basis for academic or employment decisions or when such conduct creates an intimidating, hostile, or offensive environment, or substantially interferes with a student's academic performance or with an employee's job performance.

A few examples of possible sexual harassment, if unwelcome, repeated, or severe include unwanted touching; sexually suggestive messages, pictures, or posters; comments about a person's clothing or personal appearance; or pressure for sexual activity.

1. Gender-based harassment—Gender-based harassment may be defined as acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping. This disrespectful behavior targets someone for offensive, hostile, degrading, or insulting treatment. Conduct does not have to be sexual to violate the policy.
2. Sexual assault or sexual violence is defined as sexual intercourse without consent including rape (whether by acquaintance or stranger), sodomy, or other forms of sexual penetration. To constitute lack of consent, acts must be committed either by force, threat of force, intimidation, or through use of victim's mental helplessness of which the accused was aware or should have been aware. It includes incapacitation by alcohol or other drugs. Sexual assault also includes intentional touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the victim's consent as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.
3. Title VI of the Civil Rights Act of 1964 stipulates that no person in the United States shall; on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Education.
4. Title VII of the Civil Rights Act of 1964, and 1991 as amended, prohibits public and private employers from discriminating in employment against individuals because of race, color, national origin, religion or sex.

1. TITLE VI or VII Complaint Procedures

Individuals filing a Title VI or VII complaint should follow Stanly Community College's Grievance Procedures. If the complainant is a student, he/she will file his/her complaint through the Student Grievance Procedures located on the Stanly Community College Policy webpage. If the complainant is an employee, he/she will consult the Director of Human Resources to determine the best procedure for resolution.

1. TITLE IX Complaint Procedures

The College will take prompt (within three (3) school days) steps to correct, prohibit, and remedy sexual harassment and discrimination and to protect the student or employee from further harassment or discrimination. Retaliation or discrimination against a student or employee for reporting or complaining about sexual harassment or discrimination or otherwise participating in this process is also prohibited. Those who report policy violations must not fear reprisals. Employees who fail to report policy violations must be held accountable based on the Employee Code of Ethics. Disciplinary actions for employees will be based on the Employee Progressive Disciplinary Policy.

It should be noted that throughout the Title IX process any determination of a conflict of interest or perceived conflict of interest for individuals involved in receiving complaints, investigating, and determining the outcome of a complaint may be resolved by having another individual substituted in the process as designated by the College President. If there is a conflict of interest involving the President, the matter will be referred to the Board of Trustees Chair.

1. Reporting a Complaint

Those who feel they have been subjected to unlawful sexual harassment/discrimination as noted in this policy by students, employees, or third parties (independent contractors, delivery/service personnel, or any member of the general public) or anyone aware of a policy violation should take the following steps:

Step 1: To file a Title IX complaint, as soon as is reasonably possible, employees should contact the Director of Human Resources and students should contact the Title IX Student Coordinator:

Cindy Dean, Associate Dean of University Transfer, Title IX Student Coordinator
Office location: 207 Snyder Building
Telephone: (704) 991-0329
Email: cdean5600@stanly.edu
Mailing address: Stanly Community College, 141 College Drive, Albemarle, NC 28001
Online form: URL to be determined

The Title IX Student Coordinator or the Director of Human Resources is responsible for taking the student's or the employee's initial complaint. The following minimum information must be provided as part of the initial complaint:

- The identity of the complainant (the person or persons making the complaint) and respondent (the person or persons named to have violated this policy);
- details concerning the incident(s) or conduct that precipitated the complaint including the date(s) of the incident(s) and location(s) of the incident(s);
- the identity and status of any witness(es) to the incident(s) with telephone numbers, email addresses, and street addresses if known; and
- the action(s) requested to resolve the complaint.

The above information may be given to the Title IX Student Coordinator or Director of Human Resources in person, by telephone, via email, via US Postal Service, or via report form available on the College web site. Should the complainant feel unable to prepare a written complaint, the Coordinator or Director will make a

record of the complainant's oral statements and then ask the complainant to review, correct any inaccuracies, and sign.

The Title IX Student Coordinator or Director of Human Resources will provide the complainant with the College policy, procedural information, and Title IX information. The complainant will also be notified of the right to file a criminal complaint as appropriate or to lodge a complaint with other agencies if applicable. (See appendix for procedures for filing a complaint with the Office for Civil Rights or the Equal Employment Opportunity Commission.) In addition, a College-appointed counselor will be assigned to the student complainant and arrangements made for their first meeting. The counselor will serve as a College advocate for the student.

The Title IX Student Coordinator or Director of Human Resources is mandated to take action quickly (within three (3) school days) to coordinate an investigation. In the event of safety concerns for the individual, the College will take immediate action as deemed necessary. The complainant and the respondent will be separated if appropriate.

Should the complainant request that the complaint be withdrawn, the College must pursue the investigation.

1. Investigation Process

The Title IX Student Coordinator will forward the complaint to the Title IX Investigation Team (Executive VP of Educational Services, Assistant Dean of Students, and Director of Security) to begin a preliminary review of the complaint. All reports of violation of this policy will be investigated promptly (investigation initiated within three (3) school days) and thoroughly through the leadership of the Title IX Investigation Team. Steps will be taken to correct, prohibit, and remedy sexual harassment and discrimination.

The Director of Human Resources will conduct the investigation based on College policies and procedures, (such as the Progressive Discipline Policy), as deemed appropriate.

Step 2: The Title IX Investigation Team will begin a preliminary review of the complaint, which normally includes interviews with the complainant, respondent, and witnesses. A College-appointed counselor will be assigned to the student respondent. The counselor will serve as a College advocate for the student. The Title IX Investigation Team may request administrators in areas connected to the complaint to participate in the investigation process on a need to know basis. Some complaints may use mediation to resolve the issue. Mediation may not, however be used in sexual assault or sexual violence complaints.

After the preliminary review, a determination will be made as to whether circumstances reported in the complaint warrant further investigation. If it is determined that the complaint does not warrant further investigation, the complainant and the respondent will be notified. The complainant will have the right to appeal the decision. (See Section F of this policy for the Appeal Process.)

Step 3: If the Title IX Investigation Team determines that circumstances in the complaint warrant further investigation, the complainant and respondent will be notified. In addition to interviews with all parties, the Title IX Investigation Team will review all written statements, documentation and policies, and other necessary steps to thoroughly investigate the complaint to determine whether the alleged conduct constitutes sexual harassment or discrimination in violation of this policy. Neither the complainant nor the respondent may directly question the other during proceedings, as this may possibly escalate a hostile environment.

When determining whether a violation of policy has occurred, the College will use a preponderance of the evidence standard. This standard means that it is more likely than not that the circumstances represented in the complaint are accurate.

Although not required, both the complainant and the respondent may retain and have legal counsel present during any or all portions of the proceedings. The College will have an attorney present if either party exercises his/her right to have legal counsel present.

In some situations complaints may involve both violation of the College policy and criminal activity. Police investigations may be useful for fact-gathering. The College will, however, conduct its own independent investigation in determining whether a violation has occurred. As police investigations and violation of Title IX policy use different standards, police decisions cannot be used in determining resolution of College policy infractions. For example, police investigations may not find sufficient evidence of criminal activity for an action considered unlawful under Title IX. In addition, criminal investigations into allegations of sexual violence do not relieve the responsibility of the College to resolve such complaints under Title IX.

1. Retaliation

The College will take appropriate interim measures during the investigation to ensure safety and non-retaliation for all persons involved. Retaliation or discrimination against a student or employee for reporting or complaining about sexual harassment or discrimination or otherwise participating in this process is also prohibited and is a violation of this policy. The complainant will be told how to report any subsequent problems.

The filing of a sexual discrimination, harassment, or related retaliation complaint will not stop, delay, or have any effect on pending student disciplinary or personnel actions. This includes but is not limited to performance evaluations or disciplinary actions related to a complainant who has violated College policies or who is not performing at acceptable levels.

1. Confidentiality

All parties involved in the complaint process are expected to maintain confidentiality in order to avoid interfering with the investigation and addressing of each complaint. The College will attempt to keep all information relating to complaints under this policy confidential and on a need-to-know basis to the extent consistent with the legal obligations of the College, its need to investigate allegations, and its need to take corrective and/or disciplinary actions.

Both parties will be notified in writing of the outcome of a complaint and any appeal. If a complaint involves a student, FERPA regulations prohibit disclosure of personal information from a student's education record; however, FERPA does permit the College to disclose to the complainant any information related to sanctions imposed on the respondent. Disclosure of any additional information is a FERPA violation.

If the respondent's conduct is a crime of violence, FERPA permits the College to disclose to the complainant the final results of disciplinary proceedings regardless of whether the College determined a violation was committed.

The Clery Act requires that both parties be informed of the outcome of proceedings related to sex offenses. Compliance with this level of notice does not constitute a FERPA violation. Limitations on disclosure do not apply to information the College must disclose under the Clery Act.

Should a complaint involve an employee or third party, FERPA and the Clery Act are not applicable. The College will, however, protect the privacy of individuals involved to the extent required by law.

1. Resolution

Upon completion of the investigation, the Title IX Investigation Team will report findings to the Title IX Decision-Maker. This individual will lead the College in taking appropriate disciplinary actions for conduct determined to constitute harassment or discrimination in violation of this policy. The Decision-Maker may name individuals to assist in the resolution process on a need to know basis.

Step 4: Disciplinary action may be taken for violation of this policy including dismissal from the educational program or from employment. In determining disciplinary action, the Student Code of Conduct and the Employee Progressive Disciplinary Policy will be utilized. A third party may be barred from campus or prohibited from engaging in future business dealings with the College. Should it be determined that a false claim has been made, the claimant will be subject to the same disciplinary actions designated for the respondent.

Once the Decision-Maker has made necessary disciplinary decisions, the Title IX Coordinator will be notified of the decision in writing. The Coordinator will notify the President of the College, the complainant, and the respondent of the decision. The President will make a report to the Board of Trustees on a need to know basis. Should a case be brought against the President, the Board Chairman will refer the matter to the Board of Trustees for action.

Procedures for resolving complaints will adhere to the following points:

1. Throughout the Title IX investigation, both parties will have an equal opportunity to present relevant witnesses and other evidence and may have legal counsel present. The College reserves the right to have an attorney present if either party exercises his/her right to have legal counsel present.
2. Both parties will have timely access to any information that will be used at a hearing.
3. Parties will not be allowed to personally question each other during hearings.
4. Each investigation will be conducted and completed within a reasonable time frame (60 calendar days unless the Decision Maker deems further time is necessary to render a decision)
5. Both parties will receive periodic status updates.
6. Both parties will be notified in writing as to the outcome of the investigation.
7. Both parties may file an appeal.
8. Both parties have the right to due process during the resolution of a complaint.
9. Should a party waive the right to go through the process of resolving a complaint, a decision will be made based on information gathered by the Investigation Team.

10. Documentation of all stages of the process will be maintained by the Title IX Student Coordinator or Director of Human Resources.

The College is committed to maintaining a safe, healthy, and positive work and learning environment. All behavior that is prohibited by federal, state, and local laws is prohibited on the campus or off the campus during an institutional activity, function, or event and will be referred to the proper authorities for action. Students and employees may be suspended during the pendency of court action for any violation of a criminal law committed on campus or off campus at a College-sponsored or related function. Additionally, students may be removed from classes and employees may be removed from duty pending action on charges during an investigation or appeal for reasons related to the safety and well-being of others.

1. Appeal Process

Step 5: Either party may appeal the outcome of the investigation and disciplinary decisions. The appeal must be in writing and submitted to the Title IX Coordinator within 15 working days of the issuance of the decision. The appeal will be forwarded to the President.

The President will review the complaint, the investigation, and the recommended disciplinary actions. Within 15 working days following receipt of the appeal, a written recommendation will be issued by the President.

The decision is not subject to further review at this level.

1. Title IX Education Program
2. Annual education programs will be available to all Stanly Community College students and employees through one of the following avenues:
 1. Curriculum students will take a college student success class or module (ACA) during their first semester of enrollment, which will contain a section on Title IX. Students will have access to the ACA class/module until graduation through their Moodle account.
 2. College and Career Readiness (CCR) students will have a Title IX section embedded in the CCR Orientation. If the student remains with the CCR program longer than one year, the student will be provided a Title IX handout during the student's review of credits. The student will review the handout with his/her CCR advisor and sign indicating he/she understands Title IX.
 3. Occupational Extension (OE) students will be provided a Title IX handout since the nature of the course may only be one hour. The student will review the handout with his/her instructor and sign indicating he/she understands Title IX.
 4. All Stanly Community College employees will receive annual mandatory Title IX training during Convocation or Adjunct Faculty meetings. The mandatory employee training will, also, be made available online.
 5. In an effort to monitor and assure compliance, the Director of Human Resources and the Title IX Student Coordinator will, on a semi-annual basis, evaluate the College's compliance efforts and provide a report on the status of those efforts to the Executive Leadership Team and the President of the College.

UNLAWFUL SEXUAL HARASSMENT/DISCRIMINATION APPENDIX

1. Filing an OCR Complaint

Anyone who believes that an education institution that receives federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability, or age may file a complaint with the Office for Civil Rights (OCR). The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group.

A complaint must be filed within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by OCR for good cause shown under certain circumstances.

Prior to filing a complaint with OCR against an institution, a potential complainant may want to find out about the institution's grievance process and use that process to have the complaint resolved. However, a complainant is not required by law to use the institutional grievance process before filing a complaint with OCR. If a complainant uses an institutional grievance process and also chooses to file the complaint with OCR, the complaint must be filed with OCR within 60 days after completion of the institutional grievance process.

Complainants wishing to file a complaint may do so by:

- Mail or Facsimile: Complainants may mail or send by facsimile a letter or use the OCR's Discrimination Complaint Form available from one of OCR's enforcement offices. Information to be provided include the complainant's name, address and telephone number where the complainant may be reached during business hours; information about the person(s) or class of persons injured by the alleged discriminatory act(s) (names of the injured person(s) are not required); the name and location of the institution that committed the alleged discriminatory act(s); and a description of the alleged

discriminatory act(s) in sufficient detail to enable OCR to understand what occurred, when it occurred, and the basis for the alleged discrimination (race, color, national origin, sex, disability, or age).

- E-mail: Complainants may file a complaint using the following e-mail address: ocr@ed.gov. Use the same procedures as above.
- Online: Complainants may file a complaint with OCR using OCR's electronic complaint form at the following web site: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

1. Filing an EEOC Complaint

The Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

An employee who believes he or she has been discriminated against at work because of race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information, may file a . All of the laws enforced by EEOC, except for the Equal Pay Act, require the individual to file a Charge of Discrimination before filing [a job discrimination lawsuit](#) against the employer. In addition, an individual, organization, or agency may file a charge on behalf of another person in order to protect the aggrieved person's identity. There may be [time limits](#) for filing a charge.

Charges are not accepted by telephone, but an employee may call 1-800-669-4000 to submit basic information about a possible charge to begin the process. The information will be forwarded to the appropriate EEOC field office.

COMPLAINT FORM: UNLAWFUL HARASSMENT/DISCRIMINATION POLICY

Please provide the following information:

Name:

Address:

Home Phone:

Mobile Phone:

Email address:

Complaint Information:

Incident date(s):

Location of incident(s):

Incident Summary: In your own words briefly describe what happened to you that you believe was discriminatory, harassing, or retaliatory. (Include names of all parties involved along with witnesses or individuals who may have knowledge of the event(s).)

What action/remedy are you seeking?

SUBMIT

Print and return form to Title IX Student Coordinator: OR Send Electronically:

Cindy Dean, Associate Dean of University Transfer, Title IX Student Coordinator

Office location: 207 Snyder Building

Telephone: (704) 991-0329

Email: cdean5600@stanly.edu

Mailing address: Stanly Community College, 141 College Drive, Albemarle, NC

APPEAL FORM: UNLAWFUL HARASSMENT/DISCRIMINATION POLICY

Please provide the following information:

Name:

Address:

Home Phone:

Mobile Phone:

Email address:

Appeal Information: (An appeal must be filed within 15 calendar days of the complaint resolution.)

Date of Complaint Resolution:

Summary of Request to Review Decision: In your own words briefly describe why you are requesting a review of the complaint decision.

Verifying Student Identity in Online Courses Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>02-20-2014</u>
	<u>Executive Leadership Team</u>	<u>01-02-2014</u>
	<u>ICORE</u>	<u>12-30-2013</u>

Verifying the identity of the student accessing and participating in an online course is fundamental to the integrity of the course as well as the college. In addition, Stanly Community College's (SCC) accrediting agencies require a consistent procedure to ensure student identity within the online course. SCC satisfies these standards with the use of a unique student user name and password.

Verifying Student Identity in Online Courses Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>01-02-2014</u>
	<u>ICORE</u>	<u>12-30-2013</u>

Each student, upon admission to SCC, is assigned a permanent student number and a unique user name. The student number is generated when the student's application information is entered into Datatel. The Datatel student number is then used by local IT servers to generate a unique user ID that is placed into SCC's active directory. The user name uses a protocol that includes first initial of the first name plus the last name plus the last four digits of the Datatel student number. For example: jdoe1234. This unique user name, coupled with a student managed password, is used in order to securely log in and gain access to the online course management system (Moodle) as well as the online student service registration and records portal (WebAdvisor).

In addition, faculty teaching online courses have the autonomy to utilize and/or incorporate components that would include but are not limited to the following:

- On-site proctored tests on campus or at testing centers
- Online test proctoring
- On-site labs

- Web conferencing (Elluminate, etc.)
- Live chats

Weapons on Campus Policy

Approved By and Date:	<u>Board of Trustees</u>	<u>12-12-2013</u>
	<u>Executive Leadership Team</u>	<u>11-04-2013</u>
	<u>ICORE</u>	<u>10-30-2013</u>

Stanly Community College recognizes the importance of providing a safe and secure learning environment for all campus constituents. It is a violation of State Criminal Law (NC General Statutes 14-269.2) and College policy to possess or carry any Weapon on the Stanly Community College property except as otherwise specifically provided by law. Violators will be referred for criminal prosecution, and faculty, staff, or student violations are also subject to College disciplinary action.

Weapons on Campus Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>11-04-2013</u>
	<u>ICORE</u>	<u>10-30-2013</u>

Any person who witnesses a violation of this Policy will report such violation immediately to local law enforcement officials via **911**. Any violation of this Policy will be referred for criminal prosecution and for appropriate College disciplinary action applicable to faculty, staff, or students.

A weapon will be defined as any object or substance used, attempted to be used, or intended to inflict a wound, cause injury or incapacitate, including, but not limited to, all firearms, explosive agents, chemicals, air or canister propelled guns, knives with blades over four (4) inches, martial arts weapons, or any other “weapon” as defined by NC General Statutes 14-269.2.

Limited exceptions to the Policy include:

1. Law enforcement personnel, firefighters, emergency service personnel, and military personnel carrying out their official duties;
 2. A person who has a legally valid concealed handgun permit or who is exempt from obtaining such a permit under State law, who has a handgun in a closed compartment or container within the person’s locked Vehicle or in a locked container securely affixed to the person’s Vehicle. A person may unlock the Vehicle to enter or exit the Vehicle, provided the handgun remains in the closed compartment at all times and the Vehicle is locked immediately following the entrance or exit, as provided in NCGS 14-269.2(k).
 3. A registered armed armored car service guard or registered armed courier service guard with the permission of the College.
 4. Educational uses specifically authorized by the President.
-

Date: 12/5/2013

Requested/Approved by: Jeff Parsons

Topic: **New A.A.S. Degree – Industrial Systems Technology & Welding Certificate**

Page(s) in Catalog (if applicable): Include in Programs of Study section

Industrial Systems Technology (IST)

Associate in Applied Science - A50240

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshoot, and diagnosing industrial systems.

	Course Title	Course Category	Hours Per Week			
			<i>Class</i>	<i>Lab</i>	<i>Exp</i>	<i>Credit Hours</i>
Spring Semester (first year)						
ACA-121	Managing a Team	General	1	0	0	1
BPR-135	Schematics & Diagrams	Major	2	0	0	2
ISC-112	Industrial Safety	Major	2	0	0	2
WLD-112	Basic Welding Processes	Major	1	3	0	2

AAS – IST Welding Certificate – C50240W

	Course Title	Course Category	Hours Per Week			
			<i>Class</i>	<i>Lab</i>	<i>Exp</i>	<i>Credit Hours</i>
Spring Semester (first year)						
BPR-135	Schematics & Diagrams	Major	2	0	0	2
ISC-112	Industrial Safety	Major	2	0	0	2
ACA-121	Managing a Team	Major	1	0	0	1
WLD-112	Basic Welding Processes	Major	1	3	0	2

			<i>Class</i>	<i>Lab</i>	<i>Exp</i>	<i>Credit Hours</i>
Summer Semester (first year)						
WLD-131	GTAW (TIG) Plate	Major	2	6	0	4

			<i>Class</i>	<i>Lab</i>	<i>Exp</i>	<i>Credit Hours</i>
Fall Semester (second year)						
WLD-143	Welding Metallurgy	Major	1	2	0	2
WLD-115	SMAW (Stick) Plate	Major	2	9	0	5

Date: 12/4/2013

Requested/Approved by: Judy Adrian

Topic: **Respiratory Therapy Curriculum Change**

Page(s) in Catalog (if applicable): 210

Fall Semester (first year)

Replaced BIO 165 with

[BIO 163](#) Basic Anatomy and Physiology General 4 2 0 5

Spring Semester (first year)

Remove BIO 166

ADD:

[RCP 114](#) C-P Anatomy and Physiology Major 3 0 0 3

**ADD Course Description
RCP-114**

C-P Anatomy & Physiology

RCP-114

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.

Minimum State Prerequisites None

Minimum State Corequisites None

College Transfer N/A

National ID (CIP) 51.0908 Respiratory Care Therapy/Therapist

Date: 12/2/2013

Requested/Approved by: Taffy Graham

Topic: **Developmental Reading/English - DRE Course Descriptions**

Page(s) in Catalog (if applicable): 281

DRE course descriptions have been added:

DRE-096 Integrated Reading and Writing

DRE-096

Class 2.50 Lab 1.00 Clinical 0 Work 0 Credit 3

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile (TM) range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. Please note: (TM) represents registered trademark.

Minimum State Prerequisites None

Minimum State Corequisites None

College Transfer N/A

National ID (CIP) 32.0108 Developmental/Remedial English.

This course is designed for delivery in 8 weeks, with 7 contact hours per week.

DRE-097 Integrated Reading Writing II DRE-097

Class 2.50 Lab 1.00 Clinical 0 Work 0 Credit 3

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile (TM) range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. Please note: (TM) represents registered trademark.

Minimum State Prerequisites TAKE DRE-096

Minimum State Corequisites None

College Transfer N/A

National ID (CIP) 32.0108 Developmental/Remedial English.

This course is designed for delivery in 8 weeks, with 7 contact hours per week.

DRE-098 Integrated Reading Writing III DRE-098

Class 2.50 Lab 1.00 Clinical 0 Work 0 Credit 3

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark.

Minimum State Prerequisites TAKE DRE-097

Minimum State Corequisites None

College Transfer N/A

National ID (CIP) 32.0108 Developmental/Remedial English.

This course is designed for delivery in 8 weeks, with 7 contact hours per week.

Date: 11/5/2013

Requested/Approved by: Christy Honeycutt/Austin Poole

Topic: **Early Childhood (Name of Program)**

Page(s) in Catalog (if applicable): 160-165

Degree, Diploma and Certificate program changes name to **Early Childhood Education (ECE)**. ECA is replaced with ECE in all places.

Course Sequence of Degree – Elective Changes:

Summer Semester – Electives - 3 hours

Fall Semester (2nd Year) – Electives – 3 hours

Spring Semester (2nd Year) – Electives – 6 hours

Add Humanities Elective – 3 hours

Elective List – Select 12 hours from the following courses: (All others have been removed)

EDU 154 Social/Emotion/Behav Dev

EDU 157 Active Play

EDU 235 School-Age Dev & Program

EDU 251 Exploration Activities

EDU 254 Music & Move for Child

EDU 261 Early Childhood Admin I

EDU 262 Early Childhood Admin II

Other Elective List has been removed.

Date: 10/15/13

Requested/Approved by: Lois Smith

Topic: **Performance Measures**

Page(s) in Catalog (if applicable): 6

Update Performance Measures (2013)

The Performance Measures for Student Success Report is the North Carolina Community College System's major accountability document. Based on three years of historical data, this year's report (2013) marks the inaugural edition of a revised system with new measures that are focused on student success, progression, and completion.

Currently, the eight measures and values for SCC are:

- 1) **Students' Progress in Career and College Readiness (Basic Skills)** – 42.8% of SCC Basic Skills students attempting 60 or more contact hours during a program year progress or move up an educational functioning level;
- 2) **GED™ Pass Rate** – 71.8% of GED students who take at least one GED test during a program year receive a GED diploma during the program year;
- 3) **Developmental Math Subsequent Success** – 72.4% of previous developmental math students successfully complete a credit level math course with a grade of "C" or better upon the first attempt;
- 4) **Developmental English Subsequent Success** – 67.5% of previous developmental English students successfully complete a credit English course with a grade of "C" or better upon the first attempt;

5) **Year One Progress** – 68.4% of first-time fall credential-seeking students attempting at least 12 hours within their first academic year successfully complete (“C” or better) at least 12 of those hours;

6) **Curriculum Completion Rates** – 46.3% of first-time fall credential-seeking students graduate, transfer, or are still enrolled with 36 hours after six years;

7) **Licensure Pass Rates** - The College maintains an 87.2% aggregated institutional passing rate of first time test-takers on licensure and certification exams, including state mandated exams required before becoming active practitioners;

8) **Transfer Student Performance** – 89.9% of students who have transferred to a NC 4-year college or university with a NC community college associate degree or those with 30+ NC community college credit hours achieve a 2.0 GPA or better after two consecutive semesters at the transfer institution.

Performance Measure	Goal	SCC Result
Basic Skills Students Progress	51.2%	42.8%
GED™ Pass Rate	82.0%	71.8%
Developmental Math Subsequent Success	75.4%	72.4%
Developmental English Subsequent Success	74.9%	67.5%
Year One Progress	74.6%	68.4%
Completion Rates	45.6%	46.3%
Licensure Pass Rates	91.7%	87.2%
Transfer Student Performance	93.8%	89.9%

Date: 10/2/13

Requested/Approved by: Scott Smith & Robin McCree

Topic: **Change title of Human Services certificate**

Page(s) in Catalog (if applicable): 173

Change title of current Certificate to **Human Services Certificate (Substance Abuse emphasis)**

Date: 10/1/13

Requested/Approved by: Robin McCree

Topic: **Removal of Telecommunications & Network Engineering Technology program**

Page(s) in Catalog (if applicable): 223 - 227

Remove all certificates, diplomas and degree from the Telecommunications & Network Engineering Program

Date: 9/30/13

Requested/Approved by: Judy Adrian & Tammy Crump

Topic: **Respiratory Therapy Re-Entry Status**

Page(s) in Catalog (if applicable): 213

Change from Readmission to Re-entry status in the checklist:

Re-entry Status: For students who have been previously admitted to the Respiratory Therapy program but did not complete the program. *(This procedure also applies to applicants transferring from other Respiratory Therapy programs to SCC.)*

1. Students desiring re-entry status for the Respiratory Therapy program must submit an application for admission to the SCC Admissions Office and satisfy all current admission requirements for the program. Students will be permitted to re-enter the Respiratory Therapy program no more than once. Students seeking readmission to the program must submit their application at least ninety days prior to the semester in which they intend to enroll. Those who completed at least one full semester in the Respiratory Therapy program will re-enter the program in the term immediately following the last term in which they successfully completed a RCP course.
 2. Only those students whose cumulative GPA is 2.0 at the time of readmission will be considered. All core and general education courses listed in the semester(s) preceding the intended point of re-entry must be satisfactorily completed as outlined in the programs criteria for progression.
 3. Before being fully accepted for re-entry status to the Respiratory Therapy program and providing space available in the program, applicants must demonstrate a satisfactory level of competency in all Respiratory Therapy (RCP) course work previously completed. In order to determine the applicant's degree of competency in these courses, all applicants for re-entry status must successfully complete competency testing in all Respiratory Therapy (RCP) courses completed up to but not including their last semester of enrollment in the program. Competency testing will involve a comprehensive assessment of all RCP course subject matter including skills labs and clinical components.
 4. Applicants will be given one opportunity to successfully demonstrate competency after which they will either progress for re-entry status or be withdrawn from re-entry status consideration. (To insure ample time for competency testing, all applicants must contact the Respiratory Therapy program director and arrange for testing well in advance of the semester in which they intend to re-enter. All testing and competencies should be completed prior to curriculum registration of applicable semester in which he or she desires for re-entry status.)
 5. After successfully completing competency testing and provided there is space available in the program, applicants for re-entry status to the Respiratory Therapy program will be admitted in the order in which their application was received in the admissions office.
 6. Students seeking re-entry status to the Respiratory Therapy program will be given one opportunity to successfully complete the requirements for re-entry status unless the student is denied admission due to space limitations. In the event the student is denied re-entry status due to space limitations, he or she must submit another application for re-entry status and successfully complete competency testing in order to be considered for a subsequent year.
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Date: 7/9/2013

Requested/Approved by: Kim Lewis & Barbara Colson

Topic: **Pharmacy - Criteria for Graduation**

Page(s) in Catalog (if applicable): 203

Added the following to the Pharmacy Technology Checklist:

CRITERIA FOR GRADUATION

To be eligible for graduation a student must:

1. Complete all course requirements in the Pharmacy Technology curriculum, earning a grade of C or higher or SA in all Pharmacy-related courses (courses with prefixes BIO, MAT, and PHM) and an overall 2.00 grade point average.
 2. Complete an *Application for Graduation* prior to set deadline for May graduation.
 3. Pay a graduation fee at the time of registration for the last semester.
 4. Earn at least one-fourth of the credits required for a degree, diploma, or certificate from SCC.
 5. Fulfill all financial obligations to the College.
 6. Be present for graduation exercise. Graduation exercises are held on the dates published in the Academic Calendar. In cases of unavoidable circumstances, exceptions may be granted by the Executive Vice President of Educational Services. During graduation exercise, candidates must be dressed in proper academic attire as determined by the President of the College.
-

Date: 7/9/2013

Requested/Approved by: Kimberly King

Topic: **Cosmetology Course Sequence**

Page(s) in Catalog (if applicable): 145

Delete **BIO 140** and **BUS 121** from the Cosmetology Diploma Program and the Associate Degree Program. MAT 140 is still a required course.

COSMETOLOGY 1,500-HOUR DIPLOMA PROGRAM—D55140

Students successfully completing the following courses and 1,500 cosmetology contact hours will receive a **diploma**:

COS 111	COS 116
COS 112	COS 117
COS 113	COS 118
COS 114	ENG 111
COS 115	MAT 140

COSMETOLOGY ASSOCIATE IN APPLIED SCIENCE DEGREE—A55140

66 semester hours and 1,500 cosmetology contact hours

Additional coursework required:

Fall Semester (first year)			<i>Class</i>	<i>Lab</i>	<i>Exp</i>	<i>Credit Hours</i>
ACA-111	College Student Success	Other	1	0	0	1
CIS-110	Introduction to Computers	Major	2	2	0	3
ENG-111	Expository Writing	Major	3	0	0	3
	Elective from list	Major				
	Humanities Elective	General				

Spring Semester (first year)			<i>Class</i>	<i>Lab</i>	<i>Exp</i>	<i>Credit Hours</i>
ENG-114	Professional Research and Reporting	General	3	0	0	3
MAT-140	Survey of Mathematics or	General	3	0	0	3
	Elective from list	Major				
	Social/Behavioral Science elective	General				

Date: 6/24/2013

Requested/Approved by: Debra Harwood

Topic: **Tuition/Fee Rate Schedule for Fall 2013**

Page(s) in Catalog (if applicable): 20-21

TUITION & FEES EFFECTIVE FALL 2013						
IN-STATE TUITION AND FEE CHART						
CREDIT	TUITION	STUDENT*	CAPS**	TECH	INS	TOTAL
1	71.50	32.50	12.00	16.00	1.25	133.25
2	143.00	32.50	12.00	16.00	1.25	204.75
3	214.50	32.50	12.00	16.00	1.25	276.25
4	286.00	32.50	12.00	16.00	1.25	347.75
5	357.50	32.50	12.00	16.00	1.25	419.25
6	429.00	32.50	12.00	16.00	1.25	490.75
7	500.50	32.50	12.00	16.00	1.25	562.25
8	572.00	32.50	12.00	16.00	1.25	633.75
9	643.50	32.50	12.00	16.00	1.25	705.25
10	715.00	32.50	12.00	16.00	1.25	776.75
11	786.50	32.50	12.00	16.00	1.25	848.25
12	858.00	32.50	12.00	16.00	1.25	919.75
13	929.50	32.50	12.00	16.00	1.25	991.25
14	1001.00	32.50	12.00	16.00	1.25	1062.75
15	1072.50	32.50	12.00	16.00	1.25	1134.25
16 OR MORE	1144.00	32.50	12.00	16.00	1.25	1205.75

OUT-OF-STATE TUITION AND FEE CHART						
CREDIT	TUITION	STUDENT*	CAPS**	TECH	INS	TOTAL
1	263.50	32.50	12.00	16.00	1.25	325.25
2	527.00	32.50	12.00	16.00	1.25	588.75
3	790.50	32.50	12.00	16.00	1.25	852.25
4	1054.00	32.50	12.00	16.00	1.25	1115.75
5	1317.50	32.50	12.00	16.00	1.25	1379.25
6	1581.00	32.50	12.00	16.00	1.25	1642.75
7	1844.50	32.50	12.00	16.00	1.25	1906.25
8	2108.00	32.50	12.00	16.00	1.25	2169.75
9	2371.50	32.50	12.00	16.00	1.25	2433.25
10	2635.00	32.50	12.00	16.00	1.25	2696.75
11	2898.50	32.50	12.00	16.00	1.25	2960.25
12	3162.00	32.50	12.00	16.00	1.25	3223.75
13	3425.50	32.50	12.00	16.00	1.25	3487.25
14	3689.00	32.50	12.00	16.00	1.25	3750.75
15	3952.50	32.50	12.00	16.00	1.25	4014.25
16 OR MORE	4216.00	32.50	12.00	16.00	1.25	4277.75
*NO STUDENT FEE WILL BE CHARGED DURING SUMMER SESSION **CAPS FEE WILL BE \$5 DURING SUMMER SESSION **CAPS FEE WILL BE WAIVED IF ALL CLASSES ARE ONLINE						
LIABILITY INSURANCE: \$6.50 per semester, \$13.00 max per year (applies to certain programs / classes)						

Date: 6/10/2013

Requested/Approved by: Max Boylen & Barbara Colson

Topic: **CJC – Security/Loss Prevention Certificate**

Page(s) in Catalog (if applicable): 153

Add a course to the CJC – Security/Loss Prevention Certificate

Course Title	Course Category	Class	Lab	Exp	Credit Hours
CJC-131 Criminal Law	Major	3	0	0	3