

COUNSELING

ASSESSMENT
CENTER



Academic Information & Policies

Academic Load - Students

A full-time student is one who is enrolled in 12 or more credit hours of course work per semester. Average full-time enrollment for most students will vary between 15 and 18 hours of credit. Students who wish to carry more than 21 credit hours must have prior approval from the Vice President of Student Services unless their curriculum requirements, as stated in the catalog, require more than 21 hours in a particular semester. Course schedules and course loads should be carefully planned through consultation with a counselor and approved by the student's faculty advisor. (Note: The NC General Assembly has set tuition and registration fees on a "per credit hour" basis with a maximum charge for 16 credit hours. Please see *Admissions* section of this catalog for further details.)

Administrative Office Hours

All college offices on both the North and South campuses are open Monday through Friday from 8 a.m. to 5 p.m. In addition, the Curriculum Programs office on both campuses is open evenings, Monday through Thursday until 11 p.m.; the Occupational Extension and Community Services office until 9 p.m.; and the Student Services Office until 9 p.m. (Monday through Thursday).

Attendance Requirements

Students are expected to attend all classes for which they are scheduled and to arrive on time. Instructors will keep an accurate record of class attendance. Students anticipating an absence or tardiness should contact the instructor in advance or provide notification as soon as possible. It is the responsibility of the student to account for instructional time missed and to make arrangements for makeup work within 24 hours of returning to class.

Instructional time missed is a serious deterrent to learning. A student is responsible for fulfilling the requirements of the course by attending all classes (including shops, labs, and clinics) and completing course assignments. Failure to maintain contact with the instructor for the equivalent of two weeks (1/8 of total instructional hours) either by attending classes, submitting assignments, and/or meeting with the instructor in person or by telephone, may result in an administrative withdrawal of the student (see Administrative Withdrawal).

Some programs and courses at Rowan-Cabarrus Community College may have more stringent attendance requirements due to the nature of a course or program. These requirements are stated in the program description or course syllabus. Students will be informed in writing during the first class meeting of specific attendance requirements.

Class attendance is calculated from the first officially scheduled class meeting (includes the drop/add period) through the last scheduled meeting.

Class Schedules

Rowan-Cabarrus Community College schedules classes between 8 a.m. and 11 p.m., Monday through Thursday; and between 8 a.m. and 5 p.m. on Friday. Saturday classes may also be offered.

Credit courses are offered during the day and during the evening hours from 5:45 p.m. to 11 p.m. The purpose of offering credit courses both day and evening is to provide flexibility in scheduling and optimum availability of courses.

Non-credit Occupational Extension and Community Service courses, which are available for occupational, personal, and community enrichment, are also offered both day and evening. Complete schedule and course information are published by the college at the beginning of each semester and are available in the Student Services Office.

RCCC Closing — Adverse Weather

Classes at Rowan-Cabarrus Community College will be conducted as scheduled unless otherwise announced.

When classes resume after cancellation, the class schedule for that day of the week will be followed. Exceptions to this may be made by prior arrangements with classes meeting off campus, such as Nursing classes.

If day classes are canceled, evening students must listen for news regarding evening classes. This decision will be announced after 3 p.m.

The Office of the President will inform the radio and television stations listed below at the earliest time possible. Once cancellation of classes is announced for a day, this will not be rescinded. However, cancellation may be announced at any time the conditions warrant. For example: Afternoon and evening classes may be canceled after morning sessions have been held.

The student must make the ultimate decision on whether or not he/she can travel safely.

Radio and television stations are very helpful in making frequent announcements concerning school closing. ***Students are asked not to call the stations.***

Announcements concerning school closings are posted on our website (www.rowancabarrus.edu) and can be accessed by calling either campus phone number.

Radio and television stations that will announce RCCC closings are:

| | | | | | |
|------------|-------------------|------------------|-----------------|---------------------|-----------------|
| WSAT | Salisbury | 1280 AM | WLTC | Gastonia | 1370 AM |
| WSTP | Salisbury | 1490 AM | WLXN | Lexington | 1440 AM |
| WRNA | China Grove | 1140 AM | WWGL | Lexington | 94.1 FM |
| WRKV | Kannapolis | 1460 AM | WXII | Winston-Salem | Channel 12 TV |
| WPEG | Concord | 98 FM | WSGH | Winston-Salem | 1040 AM |
| WBAV | Concord | 101.9 FM | WSJX | Winston-Salem | 600 AM |
| WEGO | Concord | 1410 AM | WTOB | Winston-Salem | 1380 AM |
| WBTW | Charlotte | Channel 3 TV | WTQR | Winston-Salem | 104.1 FM |
| WCNC | Charlotte | Channel 6, 36 TV | WXRI | Winston-Salem | 91.3 FM/1040 AM |
| WSOC | Charlotte | Channel 9 TV | WMAG/WHSL | Greensboro | 100.3 FM |
| WBT | Charlotte | 1110 AM | WHIP | Mooresville | 1350 AM |
| WKKT | Charlotte | 96.9 FM | WFMX | Statesville | 105.7 FM |
| WLNK | Charlotte | 107.9 FM | WIST | Statesville | 550 AM |
| WLYT | Charlotte | 102.9 FM | WSIC | Statesville | 1400 AM |
| WSOC | Charlotte | 930 AM/103.7 FM | WDSL | Mocksville | 1520 AM |

Faculty Advisors

Each student enrolled in a program is assigned to a faculty advisor who assists the student in planning course schedules. The faculty advisor also keeps the student informed of academic progress and suggests improvements or schedule changes.

Registration

The college operates on the semester system. All students enrolled in programs are expected to register during the time scheduled on the *Academic Calendar* as listed in the front of this catalog.

Registration for Continuing Education classes (non-credit) is conducted on both campuses and at the class sites.

Schedule Changes

At the beginning of every semester, there is a period during which students who are enrolled in credit courses can drop and add courses. Students wishing to make a change should do so through their program advisor.

Withdrawal Policy

Once a student has enrolled in class and has paid fees, that student remains a member of the class throughout the semester unless one of the following occurs:

1. **Student Withdrawal**

The student officially withdraws from the course.

2. **Administrative Withdrawal**

- A. Student failure to maintain contact with the instructor for the equivalent of two weeks (1/8 of total instructional hours) either by attending class, submitting assignments, and/or meeting with the instructor in person or by telephone, may result in an administrative withdrawal.
- B. The instructor determines that the student cannot meet the objectives of the course and initiates the withdrawal process.
- C. The student transfers to another class.

If a student withdraws from a class after the end of the drop/add period and before the 80% point in the class, he/she will receive a grade of "W." A grade of "W" appears on the student's transcript but is not considered as hours attempted in the accumulated Grade-Point Average. If a student does not withdraw before the 80% point in the class, the student will receive a grade of "F." Exception to this policy is if absences are because of extenuating circumstances such as accident, illness or death in the family. If this is the case, the student must contact the instructor who may submit a grade of I (Incomplete), W (Withdrawal) or F (Failing). The last day to withdraw from classes with a grade of "W" is listed in the RCCC Academic Calendar, page 4-5.

Courses may be dropped at any time during the drop/add period (first five days of the semester). **Courses dropped during this period will not appear on the student's record. See the *Academic Calendar* in the front of this catalog for specific dates.**

ACADEMIC POLICIES AND PROCEDURES

Rowan-Cabarrus Community College reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure when necessary.

Grading

Rowan-Cabarrus Community College operates on a grade-point system, and each student's academic standing is established by a "Grade-Point Average" (GPA) determined by numerical values assigned to each grade.

At the end of each semester, students will receive final grades based on the following scale, except for those students enrolled in Health Occupations programs and Developmental Studies courses.

For students enrolled in the Associate Degree Nursing and Practical Nursing programs, numerical grades below 77 (C) in all required courses are considered unsatisfactory attainment of course competencies. For students enrolled in the Radiography and Dental Assisting programs, numerical grades below 77 (C) in Radiography (RAD), Dental Assisting (DEN), and Biology (BIO) courses are considered unsatisfactory attainment of course competencies. ***In these instances, students will not be allowed to continue in the program.***

For students enrolled in the Real Estate program, a minimum grade of 80% is considered passing.

In Developmental Studies courses, a grade of 77 or above is required for satisfactory completion. Students earning numerical grades below 77 will receive the grade of "I" (Incomplete) and must register again for the course. Developmental Studies courses are non-credit courses and are not included in the Grade-Point Average (GPA).

| Letter Grade | Numerical Grade | Explanation | Quality Points for Credit |
|--------------|-----------------|---------------------|---|
| A | 93-100 | Excellent | 4 quality points per semester hr. |
| B | 85-92 | Good | 3 quality points per semester hr. |
| C | 77-84 | Average | 2 quality points per semester hr. |
| D | 70-76 | Below Average | 1 quality point per semester hr. |
| F | | Failing | 0 quality points per semester hr. Student did not meet minimum course objectives. Course must be repeated. |
| I | | Incomplete | 0 quality points per semester hr. Student did not meet course objectives due to unusual circumstances; requires written agreement between instructor and student. Work must be completed prior to the end of the following semester/term. (Developmental Studies students receiving an "I" must register again and complete the entire course.) |
| W | | Withdraw | Officially withdrew on or before 80% of the class. |
| AU | | Audit | Enrollment as a non-credit student. Changing registration status to Audit is not possible after the 10% point of a course. |
| CE | | Credit by Exam | 0 quality points per semester hr. |
| * | | Not Computed in GPA | 0 quality points per semester hr. |

Grade of Incomplete (I)

Students who need extra time to complete the objectives of a course because of unusual circumstances such as extended sickness or hospitalization may receive a grade of "I" (Incomplete). **This must be agreed upon in advance by the student and the instructor, with all work completed prior to the end of the following semester/term.** The "I" is computed in the Grade-Point Average as "0" quality points. However, when a student completes the provisions necessary for the removal of an "I," the "I" will be removed from the student's record. The GPA will then be recomputed using the grade earned. If work missed is not completed by the deadline given, a grade of "F" will be assigned to the course. The student must then repeat the course.

Grade-Point Average (GPA)

The GPA for one semester is obtained by the following method: The quality points for each course are found by multiplying the appropriate grade point value for the grade earned by the semester hour credits assigned to the course. The total grade points for all courses in the grading period are added. Dividing the total of the grade points by the total of the semester credit hours gives the grade-point average for the semester.

Example: Grade of "A" earned on a three-semester hour credit course equals 12 grade points.

$$\begin{array}{rcl} \text{Total Grade Points Earned} & 12 & \\ \text{All Credit Course Hours Registered} & 3 & = 4.0 \text{ GPA} \end{array}$$

Since Developmental Courses are non-credit courses, they are not included in the Grade-Point Average (GPA).

Cumulative Grade-Point Average

The cumulative GPA is determined by using the total grade points in two or more semesters divided by the total course credits attempted in two or more semesters.

Scholastic Honors

More information on the following academic honors lists may be obtained from the Student Services Office.

President's List - A full-time student achieving a grade point average of 4.0 for the semester will be recognized on the President's List. To be eligible for the President's List, the student must be a full-time student enrolled in a minimum of 12 credit hours.

Dean's List - A full-time student obtaining a grade point average of 3.5 or above for the semester will be recognized on the Dean's List. To be eligible for the Dean's List, the student must be a full-time student enrolled in a minimum of 12 credit hours.

Honors List - A student obtaining a grade point average of 3.0 or above for the semester will be recognized on the Honors List. To be eligible for the Honors List, the student must be enrolled in a minimum of six credit hours.

Since Developmental Courses (*) are non-credit courses, they are not included in the total hours required for President's, Dean's, or Honors lists.

Course Residency Requirement

A minimum of 25% of the total number of credit hours required for graduation in a particular program must be taken at Rowan-Cabarrus Community College. No more than 75% of required credit hours can be accepted for transfer credit.

Course Substitution

A student may request credit for a course required in his/her program of study based on successful completion of a substitute course. Action upon such substitutions must be initiated by the student's advisor who in turn forwards the request to the appropriate academic dean for approval. A maximum of five courses may be credited for any student through the course substitution method.

Course Repeat Rule

Students may repeat one time a course for which they received credit regardless of the grade received unless specified in the curriculum. Although both grades will appear on the student's record, only the higher grade will be counted toward the cumulative grade point average.

With approval, a veteran may repeat any course previously taken for which a final grade of "F" was received. This can be done only once. If a passing grade of "D" or better was received, the course cannot be repeated for V. A. benefits. Courses for which "W" was received may be repeated for Veteran's benefits, provided the veteran's cumulative GPA indicates overall satisfactory progress to date.

Auditing Courses

Students who wish to audit courses must register for those courses. If an audit is not declared at the time of registration, students must obtain approval from the instructor of the class and submit a Registration Change Form to Student Services for processing by the end of the 5-day drop/add period. Students auditing courses receive no credit but are encouraged to attend class, participate in discussions, and take examinations. Normal attendance policies will apply. Students withdrawing during the semester will be given a grade of "W." Fees for audits are the same as for regular enrollment.

Tests and Final Examinations

Tests and quizzes (oral and written), including comprehensive final exams, are given by the instructor in accordance with the approved course syllabus.

Transfer of Credits

Any incoming students may request a transfer of credits earned at another regionally accredited institution or in other programs within Rowan-Cabarrus Community College. RCCC has adopted a ten (10) year age limit on credits transferred into an Associate in Applied Science degree (for either major courses or elective course requirements). This policy will also apply to General Education course work in the areas of Mathematics and Natural Sciences. This policy also applies to credits earned at RCCC.

An official transcript mailed directly from the transferring institution to the Student Services office of RCCC will be required. Courses submitted for transfer credit must be equivalent to offerings at RCCC. Exceptions to the transfer of credits may be made by the appropriate Program Head and the Vice-President of Curriculum Programs. Only courses with grades of a "C" or higher will be accepted for transfer, provided the courses are applicable to the curriculum of interest. Quality points will not be transferred. **No more than 75% of required credit hours can be accepted for transfer credit.**

Ordinarily, full credit will be transferred for similar courses if the number of credit hours in the two courses under comparison are the same.

Students receiving an Associate in Arts degree from RCCC will find those credits transferable to most colleges and universities. Students receiving an Associate in Applied Science degree will find their credits transferable to most private colleges in our area. Students should consult the Student Services Office to determine which senior institutions will accept credits from the program in which they are enrolled. A student may get general information about Fire Protection Technology, Health Information Technology, Physical Therapist Assistant, and Respiratory Therapy programs from the Admissions Office, and is responsible for seeking specifics and complete requirements from the school that awards the degree.

Credit by Examination

Students enrolling at the college who believe they are proficient in a subject may request credit by examination. The examination may be written, oral, a performance test, or a combination of these.

To seek credit by examination, a student should obtain guidance from his/her faculty advisor, approval from the program head of the course in question, and must be registered for the course for which credit by examination is sought.

The examination for credit must be administered by the instructor during the first 10 class days of the semester. Fees for credit by examination are the same as for regular enrollment. If the examination is completed satisfactorily with a grade of "C" or better, the instructor will then complete a "Credit By Examination" form and forward to the Director of Records for a grade of "CE" to be given to the student.

A student who is unsuccessful with the examination may not request a second attempt but may remain in the course through completion of the semester. The decision of the examining faculty is final.

Credits earned by examination will be entered on the student's permanent record, but quality points will not be awarded for such credit. Credits earned by examination may be used to satisfy graduation requirements but **can not** be used to satisfy the policy stating 25% of the credits required for graduation must be taken at RCCC. Hours earned by credit by examination may **not** be used to satisfy VA or Pell Grant requirements. Hours earned by Credit by Examination may not be transferable to other colleges. For further information, contact the program head of your study or the Student Services Office.

Advanced Placement for High School Courses

Students entering Rowan-Cabarrus Community College from Rowan-Salisbury Schools, Cabarrus County Schools, and Kannapolis City Schools may be awarded advanced placement credit as provided in agreements between these school systems and Rowan-Cabarrus Community College.

Advanced placement credit based on high school achievement may be allowed to students enrolling in specified programs. Details concerning specific requirements are available from counselors at the high schools and at Rowan-Cabarrus Community College.

Huskins Bill Classes

RCCC offers Huskins Bill classes to qualified students at participating area high schools. Qualified students are defined as high school Juniors or Seniors or anyone who is 16 and over who have achieved a level of academic and social maturity necessary to perform successfully in college credit courses and who have also been recommended by their high school for enrollment. Upon successful completion of courses, this program allows students to earn college credits and high school credits while attending high school. High School credit will be based on credit hour equivalencies determined by the local school system. **Students enrolled in Huskins Bill classes are exempt from college tuition.** To participate in these courses which are established specifically for high school students, the student must be recommended by the high school, make appropriate scores on the college placement test, submit a high school transcript, and meet course prerequisites.

GRADUATION

Application for Degree, Diploma, or Certificate

In order for the Student Services Office to have all the degrees, diplomas, and certificates ready in time for graduation, students are asked to notify that office during the semester preceding their expected date of graduation. Special forms for this purpose are available from the Student Services Office.

Degree, Diploma, and Certificate Requirements

Students who successfully complete a two-year technical education program will earn the Associate in Applied Science degree. Students who complete the Arts and Sciences program will earn the Associate in Arts degree. The Diploma is awarded to students who satisfactorily complete a one-year vocational program. Students who satisfactorily complete programs of less than a year in length are awarded a Certificate.

A student is scholastically eligible for graduation when he/she has satisfied the specific requirements of the college and the program in which he/she is enrolled, and has earned a program grade-point average of at least 2.0.

Graduation Events

Graduation exercises to award degrees, diplomas, and certificates are held at the end of the Spring Semester. The specific date of graduation is listed in the *Academic Calendar*.

Graduation Honors

Students who earn a grade-point average of 3.0 through 3.49 out of a possible 4.0 in completing their course of study will graduate "With Honors." Those students who earn a 3.5 and higher out of a possible 4.0 will graduate "With High Honors." Those students who earn a 4.0 will graduate with "Highest Honors."

Outstanding Student Awards

These awards are made to the graduates who have distinguished themselves by being most outstanding in terms of scholastic achievement, performance, and maturity of purpose during their program of instruction at Rowan-Cabarrus Community College. One student may be recognized for each program.

W. A. Swing Memorial Award

The W. A. Swing Memorial Award is presented to recognize the graduating student in Radiography who has demonstrated professionalism, dedication, the desire to succeed, and superior performance to the limit of his/her capabilities.

Student Records

The Student Services Office keeps complete student records. Each student, however, is responsible for making certain that all of the requirements for graduation have been met. For that reason, students are encouraged to check their records periodically, especially prior to registration for their last semester.

Transcript Request Policy

Students and former students needing copies of their academic transcript must request them from the Student Services Office. The request **must** be submitted in **written form** with the name and address of the institution or individual who is to receive the transcript. The form **must** bear the original signature in pen or ink by the student. **Faxed requests will be honored only if the transcript is forwarded directly to the college or university. Phone or e-mail requests are not acceptable.** Costs of transcripts are covered in the student activity fee, so there will be no charge at the time of the request.

Transcript requests must be made 48 hours prior to date needed. Transcripts are available, if possible, after 2:00 pm each day.

Confidentiality of Student Records

To All Students and Parents of Students Currently Attending Rowan-Cabarrus Community College:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that governs the maintenance of student records. Under the law, students enrolled in post-secondary institutions have the right to inspect records kept by the college about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the student is limited and generally requires prior consent by the student. Rowan-Cabarrus Community College adopted a written policy governing the rights of parents and students under the Family Educational Rights and Privacy Act. Copies of this policy may be found in the offices of the President and the Vice President of Student Services at Rowan-Cabarrus Community College.

Directory information to include student's name, address, telephone listing, date and place of birth, field of study, dates of attendance, and degrees and awards received may be released by the school without consent of the student. Any student who objects to the release of directory information must notify the Vice President of Student Services in writing. This written objection must be filed within five days after the student's enrollment begins.

STANDARDS GOVERNING STUDENT ENROLLMENT

General

Students are both members of the external community, which includes Rowan-Cabarrus Community College, as well as members of the internal academic community of the college itself. As citizens of the external community, students are subject to all civil laws, the enforcement of which is the responsibility of civil authorities. As members of the academic community, students are subject to Rowan-Cabarrus Community College regulations and obligations. College students, as adults, are expected to exercise mature and responsible self-discipline, to behave with courtesy and integrity, and to maintain appropriate academic standards as well as appropriate conduct standards. Failure to maintain required standards can lead to conditional enrollment or curtailment of enrollment. These standards and enrollment constraints are described in the following paragraphs:

Academic Standards

Students must maintain satisfactory academic standards. Academic evaluation of student performance occurs at the end of each semester. This evaluation may be neither arbitrary nor capricious and must be consistent with previously announced criteria. Minimum satisfactory academic performance is defined as maintaining a cumulative Grade-Point Average (GPA) of at least 2.0 (a grade of "C").

Advising Students Who Experience Academic Difficulty

Instructors are responsible for keeping students informed regularly about their progress in individual courses, with specific responsibility to expedite the reporting of student performance at each measurement point (chapter tests, mid-terms, finals, etc.). Instructors and advisors are responsible for assisting students who are experiencing academic difficulty. Advice to help students improve performance may include, but is not limited to, completing developmental education courses or subcomponents of developmental programs, carrying a reduced course load, special tutoring, or repeating selected courses. Semester grade reports are sent to all students. The faculty advisor and student should arrange a conference with a Student Services counselor whenever the nature of a student's academic difficulty is beyond the scope of the instructor or faculty advisor's ability to assist. Failure to maintain satisfactory academic standards will result in academic probation and can result in academic suspension.

Academic Probation

A student who fails to maintain satisfactory academic standards at the end of any term will automatically be placed on academic probation for the next term. A student placed on academic probation will not be allowed to register and/or begin class until the student has (a) attended an Academic Probation Workshop or (b) met with a Student Services counselor. Either of these establishes corrective conditions to help the student achieve satisfactory performance while continuing probationary enrollment. The hold on registration/class attendance would then be lifted and documentation of the corrective actions placed in the student's file. A student on academic probation who fails to achieve satisfactory academic standards by the end of the academic probationary term is subject to academic suspension and will not be allowed to register for the next term without the permission of the Vice President of Student Services or his or her designee.

Academic Suspension

At the end of each semester, the Vice President of Student Services will review the cases of all students on academic probation who failed to achieve satisfactory academic standards. Unless they are able to document individual cases of extenuating or mitigating circumstances that, in their professional judgment, justify extending academic probation for another semester, students will be academically suspended. Academic suspension prevents a student from continuing enrollment in any program where academic standards have not been achieved after one semester of academic probation. A student placed on academic suspension will be notified in writing by the Vice President of Student Services. Any student who wishes to appeal academic suspension must submit a written appeal to the Vice President of Student Services within 10 days after receiving notification. The appeal must include the student's reasons for believing that an appeal is justified.

However, students suspended from one program may apply for admission to another program where the likelihood of achieving satisfactory academic standards may be more promising. After one semester of academic suspension, a student may also apply for readmission to the program from which he or she has been academically suspended if the sequence of course offerings makes readmission possible.

Academic Appeals Committee

Appeals of academic suspension will be referred by the Vice President of Student Services to the Academic Appeals Committee no later than five days after receipt. The Appeals Committee will be comprised of the vice president, the student's advisor, a counselor, two students selected by the Student Government Association, and the program head of the program from which the student has been suspended. If the Academic Appeals Committee reverses suspension, the student will be afforded an opportunity to make up all work missed during the appeal process.

Student Behavior Standards/Sanctions, Warnings, Discipline Penalties, Dismissal

Behavior Standards

The college may discipline a student in the following situations:

1. For conduct that damages or destroys or attempts to damage or destroy, college property or property of others on college or college related premises.
2. For conduct which constitutes a danger to the personal safety of other members of the college community, including guests or licensees of the college. Intentionally causing or attempting to cause injury is included within the meaning of this provision.
3. For conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair college-sponsored or college authorized activities on the college campus or other location where a college-sponsored activity is carried on.
4. For abusive or threatening behavior to any member of the college community including guests or licensees of the college.
5. For unauthorized possession or attempted possession of college property or property of a member of the college community.
6. For acts which violate board or college rules and regulations.
7. For making a knowingly false statement, either orally or in writing, to any employee or agent of the board of the college with regard to a college related matter.
8. For forging, altering, or otherwise misusing any college document or record.
9. For knowingly possessing, using, transmitting, selling, or being under the influence of any controlled substance or illegal drugs (1) on the college campus or (2) off the college campus at a college-sponsored activity, function, or event. An individual's use or possession of a drug authorized by a medical prescription for that individual from a registered physician shall not be a violation of this provision. A student shall not knowingly possess, use, transit, or be under the influence of any alcoholic beverage, or intoxicant on the college campus or any college-sponsored activity, function or event.

10. For academic dishonesty, which shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to (a) cheating on an examination; (b) collaborating with others in work to be presented; (c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own; (d) stealing or having unauthorized access to examination or course materials; (e) falsifying records, laboratory or other data; (f) submitting, if contrary to the rules of a course, work previously presented in another course; and (g) knowingly and intentionally assisting another student in any of the above including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.
11. For the unauthorized use of the name of the college or the names of members or organizations in the college community.
12. Other situations that violate college rules and/or local, state or federal statutes.
13. Sexual harassment of students or employees of the college. Sexual harassment may be defined as making unwanted or unwelcome requests for sexual favors, or other unwanted or unwelcome verbal or physical conduct of a sexual nature.

Any violation of standards that constitutes a civil offense will be referred to appropriate civil authorities.

Expulsion from Class

Discussion of all views relevant to the subject matter is necessary to the education process, but students have no right to impinge on the freedom of instructors to teach or the right of other students to learn. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may tell the student to leave the class and then must notify both the Vice President of Curriculum Programs and the Vice President of Student Services as soon as the class is over.

Violations and Sanctions

Violation of student behavior standards of Rowan-Cabarrus Community College policies or of North Carolina and federal laws while on campus or while off campus when participating in activities sponsored by Rowan-Cabarrus Community College, subjects violators to appropriate sanctions. Complaints or other indications that a student has violated behavior standards will be investigated by the Vice President of Student Services to determine whether the charges are significant or whether they may be dropped or informally resolved.

Prior to the vice president's imposition of discipline, a detailed report must be documented for the record, including the specific misconduct, the facts in the case, the supporting reasons for the vice president's decision, and a statement of the discipline to be imposed. If formal disposition is required, the following actions may be taken, depending on the seriousness of the misconduct.

Warning

The Vice President of Student Services may, in appropriate cases, counsel the student about the misconduct and warn the student that further instances of misconduct may result in discipline penalties or dismissal. This warning must be documented in writing with a copy given to the student and one placed in the student's record.

Discipline Penalties

In appropriate cases, the Vice President of Student Services may impose disciplinary penalties as a condition for continuing enrollment. The penalties may include, but are not limited to, a written reprimand; an obligation to make restitution or reimbursement; an obligation to perform up to 25 hours of uncompensated work for the college; or any combination of these penalties. The effectiveness of discipline penalties is dependent upon the student's willingness to accept the judgment of the vice president as well as the discipline penalties imposed by the vice president. Documentation must be signed by the vice president, as well as a statement of voluntary and willing acceptance, handwritten and signed by the student.

Procedure for Appeal of Vice President's Discipline

A student who disagrees with the Vice President of Student Services' judgment and does not wish to accept the vice president's discipline may appeal through the vice president to the president. A written appeal must be submitted to the vice president within 10 working days of the date the student was informed of the vice president's discipline. The appeal must include the student's reasons for believing that an appeal is justified. The student must be informed of Due Process rights and must receive a copy of the form showing notification of Due Process. The vice president must forward the appeal to the president within five working days, along with the vice president's report of the facts in the case and the supporting reasons for the vice president's decision to discipline.

Procedure for Recommending Dismissal

If a violation of student behavior standards is too serious to be resolved by the Vice President of Student Services' discipline, the vice president must refer the matter to the president with a recommendation regarding dismissal. The vice president's recommendation must include documentation of all facts as well as the supporting reasons for the vice president's action. Before submitting such a recommendation to the president, the vice president must inform the student of his findings of fact and his recommended action. The student must also be informed of Due Process rights and must receive a copy of the form showing notification of Due Process. The vice president must document this meeting with the student in a Memorandum of Record which must be forwarded with the vice president's recommendation for dismissal.

Procedure for Hearings

The hearings necessary for reviewing appeals of the Vice President of Student Services' discipline or reviewing the vice president's recommendation for dismissal may be conducted directly by the president. The president may choose to appoint a hearing committee to assist in the process. A hearing committee will consist of three full-time faculty or staff members as well as three full-time students who are not directly involved in the case. The president will appoint the members of the committee and may name one member as chairperson or may himself preside. A member of the staff in the Student Services Office shall serve as an ex-officio, non-voting member of the committee.

The purpose of a hearing committee is to examine the findings of fact and the conclusions with reference to the charges to determine if, in the opinion of the committee, the evidence presented supports the disciplinary action recommended by the vice president.

Hearings will be conducted in confidential, closed sessions. Due Process procedures will be followed. Counsel may serve in an advisory capacity during a hearing. A hearing committee must report its findings and conclusion in writing to the president as soon as possible after the close of the hearing.

If the president has appointed a hearing committee over which he does not preside, he will carefully consider the findings and conclusion of the committee in reaching a decision regarding an appeal from the vice president's discipline or a decision regarding student dismissal.

Readmission

A student who has been dismissed from Rowan-Cabarrus Community College may apply for readmission after one year. Approval of a request for readmission will be contingent upon satisfactory evidence that the unacceptable behavior which caused dismissal has been corrected and is not likely to occur again.

Student Grievances

When a student concern is expressed regarding classroom management/conduct, instructional methods, teaching effectiveness, or evaluation, students are expected to first attempt to resolve their concerns with the faculty member. If resolution is unsuccessful, the student may contact the program head and dean, in that order, who will then work with the student and faculty member to assist in the resolution process.

Should the student be unable to achieve resolution of his/her concern through these informal means, a copy of the college's grievance procedure may be obtained through Student Services. Student Services representatives are available at all times to advise the student regarding the resolution of student concerns, within the framework of college procedures.

Safety and Security • North Campus

The Security Department consists of approximately twenty professionally trained members of the Rowan County Sheriff's Office who safeguard and serve our campus. Security is responsible for the flow of traffic on campus, building security, and enforcement of traffic and parking regulations. These officers are uniformed and have the authority to arrest.

Reporting Emergencies on Campus

Red emergency phones are located in each building throughout the campus to report any fire, medical, or security emergency, or you may dial "0" on any office phone to contact the switchboard. If unable to access an emergency or office phone, the switchboard is located in the front entrance of Building 300. Please report the type of emergency, the location, and your name so appropriate personnel may be notified. On most occasions, security personnel are located in the parking lot and are available for assistance.

| <u>CRIME STATISTICS</u> | <u>2001</u> | <u>2002</u> | <u>2003</u> |
|---|--------------------|--------------------|--------------------|
| Murder | 0 | 0 | 0 |
| Sex Offense (forcible and nonforcible) | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 1 | 0 |
| Arson | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |

Security personnel are on campus to serve and protect employees and students. We urge you to report any suspicious persons or anything out of the ordinary in the buildings or parking lots to a security officer or the switchboard. Upon request, security personnel will escort you to your vehicle for added protection.

Safety and Security • South Campus

The Security Department consists of approximately fourteen professionally trained members of the Kannapolis Police Department who safeguard and serve our campus. Security is responsible for the flow of traffic on campus, building security, and enforcement of traffic and parking regulations. These officers are uniformed and have the authority to arrest.

Reporting Emergencies on Campus

Red emergency phones are located in each building throughout the campus to report any fire, medical, or security emergency, or you may dial "500" on any office phone to contact the Curriculum Programs Office. If unable to access an emergency or office phone, the Curriculum Programs Office is located in Room 201 of Building 1000. Please report the type of emergency, the location, and your name so appropriate personnel may be notified. On most occasions, security personnel are located in the parking lot and are available for assistance.

| <u>CRIME STATISTICS</u> | <u>2001</u> | <u>2002</u> | <u>2003</u> |
|---|--------------------|--------------------|--------------------|
| Murder | 0 | 0 | 0 |
| Sex Offense (forcible and nonforcible) | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |
| Negligent Manslaughter | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 |

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