

2020-2021 STUDENT HANDBOOK



Your HIRE Education

2020-2021

STUDENT HANDBOOK

**Includes
Academic Calendar/Planner**



Name _____

Address _____

Phone _____

e-mail _____

WELCOME from the PRESIDENT

At Alamance Community College, we are committed to meeting you wherever you are on your academic journey and getting you to the next level in your education and career.

We are dedicated to improving the economic well-being of our community—one student at a time.

We are steadfast in our mission to align our job skills training and workforce development with the needs of local business and industry. In so doing, we are preparing our students to compete in a 21st century global economy.

I welcome you and thank you for choosing Alamance Community College and pledge to you that we will work to ensure that you succeed during every step of your academic journey.

Whether you plan to later transfer to a four-year institution to complete the baccalaureate degree or whether you are earning a degree or certificate in one of our many curriculum programs, I believe you will find the convenience, accessibility, flexibility and affordability of Alamance Community College well suited to meet your individual needs.

In the months and years ahead, we will strategically introduce new and exciting programs of study while expanding and improving existing programs. We will do this leveraging state-of-the-art facilities, cutting-edge technologies, and this resolute promise: Your success is our priority.

Choosing Alamance Community College, I believe, will be one of the best decisions you'll ever make in your life.

Dr. Algje Gatewood
Alamance Community College President



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College Operating Hours

Admissions

Mon., Wed., Thurs.	8:00 am-6:00 pm
Tues.	8:00 am-7:00 pm
Friday*	8:00 am-5:00 pm

Business Office

Monday-Friday*	8:00 am-5:00 pm
----------------	-----------------

Library

Monday-Thursday	7:45 am-9:30 pm
Friday*	7:45 am-4:00 pm
Saturday	8:00 am-noon
(closed Sat. during Summer term)	

*NOTE: The college closes at noon on Fridays during summer term.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and Alamance Community College. This publication contains information concerning academic procedures, policies, and general information about Alamance Community College in existence at the time of this publication's deadline. Information in this publication is subject to change and Alamance Community College reserves the right to make any necessary revisions in the information contained here without notice. The College further reserves the right to add, amend, or repeal content in this publication and such modifications will be provided on the College's website in as timely a manner as practical.

If any provision of this publication is found to be outdated, invalid, or inconsistent with applicable law, the remaining provisions will continue to be valid and in full force and effect.

¡Bienvenidos a ACC!

Sabía usted que Alamance Community College ofrece clases gratuitas de inglés además de clases de preparación para obtener su GED. (el equivalente al diploma de la secundaria estadounidense.) ¿Ud. tiene un horario complicado? ¡No se preocupe—estudie cuando Ud. pueda! Ofrecemos clases en diferentes horarios—de lunes a sábado, en la mañana o en la tarde—Ud. escoge. Para hacer su cita de orientación, llámenos al 336-506-4380.

Semester Planning Work Sheet

FALL <input type="text"/>	CREDITS	SPRING <input type="text"/>	CREDITS

FALL <input type="text"/>	CREDITS	SPRING <input type="text"/>	CREDITS

Notes _____

get connected... **ACCess**

Set up your “ACCess” account

“ACCess” account gives you access to:

- **Self Service**
- **Email including official ACC messages**
- **Moodle** (used for online classes)

(Once you activate your “ACCess” account, your logins and passwords will be synchronized for each of these tools.)

How to activate your “ACCess” account

NOTE: You will need your 7-digit student ID number to activate your account.

1. Go to **www.alamancecc.edu**
2. Click on “**Self Service**” link under the Quick Links tab at the top of the home page.
3. Click on “**Password Reset.**”
4. Complete the necessary fields for account set-up.
5. Write down your ACCess User ID. This is sometimes referred to as your Username. This will be your first and middle initial, last name, and last three digits of your student ID number. (Ex: jfsmith123)

Your “ACCess” setup is complete and you are now ready to access Self Service, ACCess Email and Moodle accounts.

Accessing Self Service

1. Go to **ACC's home page** and click on the "**QUICK LINKS**" tab at the top of the page.
2. Click the "**Self Service**" link.
3. Click the "**LOG IN**" tab at the top of the page.
4. Enter your **ACCess USER ID/USERNAME** (Ex: jfsmith123) and the **PASSWORD** you created in the steps above.
5. Click "**SIGN IN.**"
6. Once you are logged in, click the "Students" tab on the right to access your student information.

Accessing ACCess Email

1. Go to **ACC's home page** and click on the "**QUICK LINKS**" tab at the top of the page.
2. Click the "**Email**" link.
3. Click the **ACCess (Google Apps)** link.
4. Enter your **ACCess USER ID/USERNAME** (Ex: jfsmith123) and the **PASSWORD** you created in the steps above.
5. Click "**Next.**"

Accessing Moodle (for online classes)

Note: You will not be able to access your online classes on Moodle until the first day of the semester.

1. Go to **ACC's home page** and click on the "**QUICK LINKS**" tab at the top of the page.
2. Click the "**Moodle**" link.
3. Click the "**Log in**" link near the middle of the page.
4. Enter your **ACCess USER ID/USERNAME** (Ex: jfsmith123) and the **PASSWORD** you created in the steps above.
5. Click "**LOGIN.**"

Forgot your password?

If you forget your password, you may go to **https://guardian.alamancecc.edu**. Follow the online instructions to change your password. This will change your password for Self Service, ACCess Email, and Moodle.

WHERE TO FIND...

Business Office	G Building, 1st Floor
Cashiers/Tuition Payments	336-506-4141
Tuition Refunds	336-506-4119
Financial Aid	G Building, 1st Floor
General Financial Aid Information.....	336-506-4109
Pell Grants.....	336-506-4238
Veterans Benefits	336-506-4105
Work Study.....	336-506-4248
Admissions and Records	G Building, 1st Floor
Course Schedule Inquiries	336-506-4270
Drop/Add Courses	336-506-4270
Graduation Info/Clearances.....	336-506-4124
International Admissions.....	336-506-4140
Placement Testing Services.....	336-506-4361
Social Security Changes.....	336-506-4126
Student Directory/Data Changes.....	336-506-4270
Transcripts.....	336-506-4270
Transfer of Credit.....	336-506-4270
Student Success Center	Main Bldg., 2nd Floor.. 336-506-4362
Personal Counseling.....	336-506-4146
Career Counseling/Job Placement	336-506-4146
Disability Services	336-506-4130
Student Activities/SGA	229, Main Bldg., 2nd Floor 336-506-4239
Library	G Building, 3rd Floor 336-506-4186
Library Cards.....	Library Reception Desk
Tutorial Assistance/Academic Skills Lab	348, Main Bldg.....336-506-4167
Public Safety and Information Desk	Main Building, Upper Level
Campus Emergencies	336-506-4286
Parking Decals/Lost & Found/Student IDs.....	Powell Building, H103
Switchboard/Main Entrance/Information Desk.....	336-578-2002
Miscellaneous	
Adult High School/GED/Assessment Ctr.....	Literacy Bldg.336-506-4177
Bookstore.....	Main Building, 2nd Floor.....336-506-4156
	alamance@bkstr.com

For the most up-to-date listings, check the website: alamancecc.edu

Maps of the campus buildings with room numbers are available in the main building, front entrance at the Public Safety window.

EARLY SURVIVAL TIPS

1. Keep a copy of your class schedule handy. You'll need it to locate your classrooms and double check the day/time that your classes meet.
2. Put the syllabus (outlines what will be covered in the course, explains the grading system, gives contact information for the instructor, etc.) in the front of the notebook you'll be using for each of the classes that you're taking each term.
3. Identify someone at the college who can answer questions for you. (The Student Success office, first floor of Gee Building is always a good place to find help.)
4. Purchase required books and materials as soon as possible. You'll usually be using them by the second class meeting.
5. Use the Academic Calendar provided in this handbook to record assignments and to track when work has to be turned in.

NOTE: All dates in the calendar were accurate at time of printing; however, check the College website for updates and changes throughout the year.



Haw the River Otter, Alamance Community College's new mascot, was introduced during the August 2019 ACC Day activities.

ACADEMIC CALENDAR at a GLANCE

Fall Semester 2020

August 10	Payment Deadline for Early Fall Registrations
August 12	Open Registration with Faculty Advisors
August 17	Classes Begin
August 17-20	Drop/Add
September 7	Labor Day Holiday
September 30	Last Day to Drop (1 st 8-week course) with WP
October 14-18	Fall Break
November 18	Last Day to Drop (16-week course) with WP
November 24	Last Day to Drop (12-week course) with WP
November 25-29	Thanksgiving Break
December 3	Last Day to Drop (2 nd 8-week course) with WP
December 4	Deadline to Apply for Fall Graduation
December 12	Saturday Classes End/Final Exam
December 10-15	Final Exams (Day Classes)
December 16-January 8	Holiday/Semester Break for Students

Spring Semester 2021

January 4	Payment Deadline for Early Spring Registrations
January 7	Open Registration with Faculty Advisors
January 11	Classes Begin
January 11-14	Drop/Add
January 18	Martin Luther King Jr. Holiday
February 24	Last Day to Drop (1 st 8-week course) with WP
March 1	Deadline to Apply for Spring Graduation
March 15-21	Spring Break
April 2-4	Easter Holidays
April 6	Deadline to Apply for Summer Graduation
April 19	Last Day to Drop (16-week course) with WP
April 23	Last Day to Drop (12-week course) with WP
April 29	Last Day to Drop (2 nd 8-week course) with WP
May 8	Saturday Classes End/Final Exam
May 6-11	Final Exams (Day Classes)
TBD	Commencement Ceremony

Summer Term 2021

May 12	Walk-In Summer and Fall Registration
May 18	Payment Deadline for Summer Registrations
May 19	Classes Begin, Drop/Add
May 31	Memorial Day Holiday
June 16	Last Day to Drop (1 st 5-week session) with WP
June 23	2 nd 5-week Session Begins
June 30-July 4	Independence Day Holidays
July 7	Last Day to Drop (8-week session) with a WP
July 19	Last Day of Classes, 8-week session
July 23	Last Day to Drop (2 nd 5-week session) with WP
July 30	Summer Term Ends (2 nd 5 weeks)

MONDAY	
10 No Campus Registration	
TUESDAY	
11 Registration Re-opens approx. 10 a.m.	
WEDNESDAY	
12 Open Registration with Faculty Advisors, 10 a.m.-2 p.m. & 5-7 p.m.	
THURSDAY	
13	
FRIDAY	
14 Registration Closes for 2020 FA (16 week courses) at 2:30 p.m. Payment Deadline for Aug. 11-14 Registrations, 3 p.m.	
SATURDAY	SUNDAY
15	16

AUGUST

MONDAY

17 Fall Classes Begin
Drop/Add

If you wish to drop a course, check with your instructor or the records office for the 10 percent date of the course. You will receive a 75% refund through the 10% point of the course.

TUESDAY

18 Drop/Add

WEDNESDAY

19 Drop/Add

Muharram Begins at Sundown

THURSDAY

20 Drop/Add

Muharram Ends at Sundown

FRIDAY

21

SATURDAY

22 Saturday Curriculum
Classes Begin

SUNDAY

23

If you are taking an online or hybrid course, **REMEMBER** to log on to Moodle the first day of the semester.

**STUDENT
SUCCESS TIP**
from ACC faculty

MONDAY**24**

Welcome Week

AUGUST 24-28
Welcome Week**TUESDAY****25**

Welcome Week

WEDNESDAY**26**Welcome Week
Resource Fair**THURSDAY****27**

Welcome Week

FRIDAY**28**

Welcome Week

Asura Begins at Sundown

SATURDAY**29**

Asura Ends at Sundown

SUNDAY**30**

Save your course syllabus. It includes important information regarding grading, due dates and general requirements for the class.

**STUDENT
SUCCESS TIP**
from ACC faculty

AUGUST/SEPTEMBER |

MONDAY

31

TUESDAY

1

WEDNESDAY

2

THURSDAY

3

FRIDAY

4

Last Day to Use Fall 2020 Financial Aid Funds in Campus Bookstore

SATURDAY

5

SUNDAY

6

MONDAY 7 Labor Day Holiday: College Closed Labor Day		SEPTEMBER 6-12 National Suicide Prevention Week
TUESDAY 8		
WEDNESDAY 9		
THURSDAY 10		
FRIDAY 11 Patriot Day		
SATURDAY 12	SUNDAY 13	
Get a planner and mark down important dates and assignments all in one place. Don't lose the planner! Create a backup plan by using the calendar in your phone or Moodle.		STUDENT SUCCESS TIP <i>from ACC faculty</i>

SEPTEMBER

MONDAY

14

TUESDAY

15

WEDNESDAY

16 SGA Club Carnival

THURSDAY

17

Constitution Day

FRIDAY

18

Rosh Hashanah Begins at Sundown

SATURDAY

19

Rosh Hashanah

SUNDAY

20

Rosh Hashanah Ends at Sundown

MONDAY 21	
TUESDAY 22 First Day of Autumn	
WEDNESDAY 23	
THURSDAY 24	
FRIDAY 25 Financial Aid “Remaining Balance” Checks to be Mailed (tentative)	
SATURDAY 26	SUNDAY 27 Yom Kippur Begins at Sundown
<p>The single most important thing you can do to improve your grades is to read the assignments before coming to class. Then, ask the instructor if you have questions about the assignment.</p>	
<p style="text-align: right;">STUDENT SUCCESS TIP <i>from ACC faculty</i></p>	

SEPTEMBER/OCTOBER |

MONDAY

28

OCTOBER
Academic
Advising Month

Yom Kippur Ends at Sundown

TUESDAY

29

WEDNESDAY

30 Last Day to Drop with WP (1st 8-week courses)

THURSDAY

1 Spring 2021 Course Schedule Available on Self Service

FRIDAY

2

Sukkot Begins at Sundown

SATURDAY

3

Sukkot

SUNDAY

4

Sukkot

MONDAY		OCTOBER Domestic Violence Awareness Month
5	Spring 2021 FAFSA Application Deadline	
Sukkot		
TUESDAY		
6	Sukkot	
WEDNESDAY		
7	Sukkot	
THURSDAY		
8	Sukkot	
FRIDAY		
9	Sukkot Ends at Sundown	
SATURDAY	SUNDAY	
10	11	
Shemini Atzeret	Simchat Torah	
<p><i>Get to know your advisor.</i> Make an appointment with your advisor every semester before registration opens, and ATTEND that meeting.</p>		
<p style="text-align: right;">STUDENT SUCCESS TIP <i>from ACC faculty</i></p>		

OCTOBER

MONDAY

12

Columbus Day

TUESDAY

13 2nd 8-week Courses Begin

WEDNESDAY

14 Fall Break: No Curriculum Classes

THURSDAY

15 Fall Break: No Curriculum Classes

FRIDAY

16 Fall Break: No Curriculum Classes

SATURDAY

17 Fall Break:
No Curriculum Classes

SUNDAY

18

<p>MONDAY</p> <p>19</p>	
<p>TUESDAY</p> <p>20 Pre-Nursing Advising Period</p> <p>Shemini Atzeret Ends at Sundown; Simchat Torah Ends at Sundown</p>	
<p>WEDNESDAY</p> <p>21 Pre-Nursing Advising Period</p>	
<p>THURSDAY</p> <p>22 Pre-Nursing Advising Period</p>	
<p>FRIDAY</p> <p>23</p>	
<p>SATURDAY</p> <p>24</p> <p>United Nations Day</p>	<p>SUNDAY</p> <p>25</p>

OCTOBER/NOVEMBER

MONDAY

26

TUESDAY

27

WEDNESDAY

28

Priority Registration Opens for Currently-Enrolled Degree-Seeking Students with ≥ 50 completed credit hours and for all military veterans, 12:01 a.m.

THURSDAY

29

FRIDAY

30

Priority Registration Opens for Currently-Enrolled Degree-Seeking Students with < 50 completed credit hours, 12:01 a.m.

SATURDAY

31

Halloween

SUNDAY

1

Daylight Saving Time Ends—
set clock back 1 hour

MONDAY	
2	
TUESDAY	
3	
Election Day	
WEDNESDAY	
4	
THURSDAY	
5	
FRIDAY	
6 Registration Opens for New, Non-Degree-Seeking and New CCP Students, 8 a.m.	
SATURDAY	SUNDAY
7 Reinhartsen Run (5K)	8
<p>Your study time should be scheduled in a quiet location with few distractions. Use the Library or Tutoring Center.</p> <p>STUDENT SUCCESS TIP <i>from ACC faculty</i></p>	

NOVEMBER

MONDAY

9

Spring 2021 Financial Aid Document Deadline

Haven't registered for Spring yet? Register online using Self Service.

TUESDAY

10

WEDNESDAY

11

Veterans Day

THURSDAY

12

FRIDAY

13

SATURDAY

14

SUNDAY

15

<p>MONDAY</p> <p>16</p>	
<p>TUESDAY</p> <p>17</p>	
<p>WEDNESDAY</p> <p>18 Last Day to Drop with WP (16-week courses)</p>	
<p>THURSDAY</p> <p>19</p>	
<p>FRIDAY</p> <p>20</p>	
<p>SATURDAY</p> <p>21 SGA Day of Service</p>	<p>SUNDAY</p> <p>22</p>

NOVEMBER

MONDAY

23

TUESDAY

24 Last Day to Drop with WP (12-week courses)

WEDNESDAY

25 Thanksgiving Break: No Curriculum Classes. College Closes at 5 p.m.

THURSDAY

26 Thanksgiving Holiday: College Closed

Thanksgiving Day

FRIDAY

27 Thanksgiving Holiday: College Closed

SATURDAY

28 Thanksgiving Holiday:
College Closed

SUNDAY

29 Thanksgiving Holiday:
College Closed

MONDAY 30	
TUESDAY 1	
WEDNESDAY 2	
THURSDAY 3 Last Day to Drop with WP (2 nd 8-week courses)	
FRIDAY 4 Deadline to Apply for Fall Graduation	
SATURDAY 5	SUNDAY 6

DECEMBER

MONDAY

7

TUESDAY

8

WEDNESDAY

9

Rest and Relaxation–Exam Edition

THURSDAY

10

Final Exams

Hanukkah Begins at Sundown

FRIDAY

11

Final Exams

Hanukkah

SATURDAY

12

Saturday Classes End:
Final Exams

Hanukkah

SUNDAY

13

Hanukkah

Be sure to follow instructions on tests.
Highlight key words in the test questions
before you begin an exam.

**STUDENT
SUCCESS TIP**
from ACC faculty

MONDAY	
14 Final Exams	
Hanukkah	
TUESDAY	
15 Final Exams	
Hanukkah	
WEDNESDAY	
16	
Hanukkah	
THURSDAY	
17	
Hanukkah	
FRIDAY	
18	
Hanukkah Ends at Sundown	
SATURDAY	SUNDAY
19	20

DECEMBER

MONDAY

21

First Day of Winter

TUESDAY

22

Holiday/Semester Break: College Closes at 5 p.m.

WEDNESDAY

23

Holiday/Semester Break: College Closed

THURSDAY

24

Holiday/Semester Break: College Closed

Christmas Eve

FRIDAY

25

Holiday/Semester Break: College Closed

Christmas Day

SATURDAY

26

Holiday/Semester Break:
College Closed

Kwanzaa Begins

SUNDAY

27

Holiday/Semester Break:
College Closed

Kwanzaa

<p>MONDAY</p> <p>28 Holiday/Semester Break: College Closed</p> <p>Kwanzaa</p>	
<p>TUESDAY</p> <p>29 Holiday/Semester Break: College Closed</p> <p>Kwanzaa</p>	
<p>WEDNESDAY</p> <p>30 Holiday/Semester Break: College Closed</p> <p>Kwanzaa</p>	
<p>THURSDAY</p> <p>31 Holiday/Semester Break: College Closed</p> <p>New Year's Day Eve Kwanzaa</p>	
<p>FRIDAY</p> <p>1 Holiday/Semester Break: College Closed</p> <p>New Year's Day Kwanzaa Ends</p>	
<p>SATURDAY</p> <p>2 Holiday/Semester Break: College Closed</p>	<p>SUNDAY</p> <p>3 Holiday/Semester Break: College Closed</p>

JANUARY

MONDAY

4

No Campus Registration; Self Service Registration Closes, 2:30 p.m.
Payment Deadline 3 p.m.
Financial Aid Students May Begin Using Spring 2021 Funds in
Campus Bookstore

TUESDAY

5

Registration Re-Opens at 8 a.m.

WEDNESDAY

6

Epiphany

THURSDAY

7

Open Registration with Faculty Advisors, 10 a.m.-2 p.m. and 5-7 p.m.

FRIDAY

8

Registration Closes (campus and Self Service) for 2021SP
(16-week courses) at 2:30 p.m.
Payment Deadline for Jan. 5-8 Registrations, 3 p.m.

SATURDAY

9

SUNDAY

10

MONDAY		<p>If you wish to drop a course, check with your instructor or the records office for the 10 percent date of the course. You will receive a 75% refund through the 10% point of the course.</p>
11	Spring Classes Begin Drop/Add	
TUESDAY		
12	Drop/Add	
WEDNESDAY		
13	Drop/Add	
THURSDAY		
14	Drop/Add	
FRIDAY		
15		
SATURDAY	SUNDAY	
16	Saturday Curriculum Classes Begin	
	17	
<p><i>Taking an Online or Hybrid course?</i> Log on to Moodle the first day of the semester!</p>		<p>STUDENT SUCCESS TIP <i>from ACC faculty</i></p>

JANUARY

MONDAY

18

Martin Luther King, Jr. Holiday: College Closed
MLK Day of Service

JANUARY 19-22
Welcome Week

Martin Luther King, Jr. Holiday

TUESDAY

19

Welcome Week

WEDNESDAY

20

Welcome Week

THURSDAY

21

Welcome Week

FRIDAY

22

Welcome Week

SATURDAY

23

SUNDAY

24

<p>MONDAY</p> <p>25</p>	
<p>TUESDAY</p> <p>26</p>	
<p>WEDNESDAY</p> <p>27</p>	
<p>THURSDAY</p> <p>28</p>	
<p>FRIDAY</p> <p>29</p>	
<p>SATURDAY</p> <p>30</p>	<p>SUNDAY</p> <p>31</p>

Communicate; it's the key to success!
 If there are reasons you are having academic difficulty...TELL US. Call, e-mail, send a messenger. **JUST DO IT!**

**STUDENT
 SUCCESS TIP**
from ACC faculty

FEBRUARY

MONDAY

1

FEBRUARY
Black History
Month

TUESDAY

2

Groundhog Day

WEDNESDAY

3

THURSDAY

4

FRIDAY

5

Last Day to Use Financial Aid Funds in Campus Bookstore

SATURDAY

6

SUNDAY

7

<p>MONDAY</p> <p>8</p>	
<p>TUESDAY</p> <p>9</p>	
<p>WEDNESDAY</p> <p>10</p>	
<p>THURSDAY</p> <p>11</p>	
<p>FRIDAY</p> <p>12</p> <p>Lunar (Chinese) New Year</p>	
<p>SATURDAY</p> <p>13</p>	<p>SUNDAY</p> <p>14</p> <p>Valentine's Day</p>
<p>Refer to the course syllabus throughout the semester; and ask the instructor about questions, confusion, or concerns.</p>	
<p>STUDENT SUCCESS TIP <i>from ACC faculty</i></p>	

FEBRUARY

MONDAY

15

Presidents' Day

TUESDAY

16

WEDNESDAY

17

Ash Wednesday; Lent Begins

THURSDAY

18

FRIDAY

19

SATURDAY

20

SUNDAY

21

MONDAY	
22	
TUESDAY	
23	
WEDNESDAY	
24 Last Day to Drop with WP(1 st 8-week courses)	
THURSDAY	
25	
Purim Begins at Sundown	
FRIDAY	
26 Financial Aid "Remaining Balance" Checks to be Mailed (tentative)	
Purim Ends at Sundown	
SATURDAY	SUNDAY
27	28
<p>Be realistic about the amount of time that college courses will require to maintain good grades. Generally, you should spend two hours outside of class for every hour in class to do reading, drafts, study sessions, and review.</p>	
<p>STUDENT SUCCESS TIP from ACC faculty</p>	

MARCH

MONDAY		MARCH Academic Advising Month
1	Summer and Fall 2021 Course Schedules Available on Self-Service Deadline to Apply for Spring Graduation	
TUESDAY		
2		
WEDNESDAY		
3		
THURSDAY		
4		
FRIDAY		
5	Summer 2021 FAFSA Application Deadline	
SATURDAY	SUNDAY	
6	7	

MONDAY 8		For information/details about Graduation (how to order cap/gowns, payment deadline, clearance, practice, Commencement date), check the college website, your ACCess email, and other posted information in the Student Success office.
TUESDAY 9 2 nd 8-week Courses Begin Pre-Nursing Advising Period		
WEDNESDAY 10 Pre-Nursing Advising Period		
THURSDAY 11 Pre-Nursing Advising Period		
FRIDAY 12		
SATURDAY 13	SUNDAY 14 Daylight Saving Time Begins— set clock ahead 1 hour	

MARCH

MONDAY		<p>For information/details about Graduation (how to order cap/gowns, payment deadline, clearance, practice, Commencement date), check the college website, your ACCESS email, and other posted information in the Student Success office.</p>
15	Spring Break: No Curriculum Classes	
TUESDAY		
16	Spring Break: No Curriculum Classes	
WEDNESDAY		
17	Spring Break: No Curriculum Classes	
St. Patrick's Day		
THURSDAY		
18	Spring Break: No Curriculum Classes	
FRIDAY		
19	Spring Break: No Curriculum Classes	
SATURDAY	SUNDAY	
20	21	
Spring Break: No Curriculum Classes		
First Day of Spring		

MONDAY 22	
TUESDAY 23 Priority Registration Opens for Currently-Enrolled Degree-Seeking Students with ≥ 50 completed credit hours and for all military veterans, 12:01 a.m.	
WEDNESDAY 24	
THURSDAY 25	
FRIDAY 26 Priority Registration Opens for Currently-Enrolled Degree-Seeking Students (including current CCP students) with < 50 completed credit hours, 12:01 a.m.	
SATURDAY 27 Pesach (Passover) Begins at Sundown	SUNDAY 28 Pesach (Passover) Palm Sunday

MARCH/APRIL

MONDAY		APRIL Sexual Assault Awareness Month
20		
Pesach (Passover)		
TUESDAY		
30		
Pesach (Passover)		
WEDNESDAY		
31 Job Fair		
Pesach (Passover)		
THURSDAY		
1 Registration Opens for New and Non-Degree-Seeking Students, 8 a.m.		
April Fool's Day Pesach (Passover)		
FRIDAY		
2 Easter Holiday: College Closed		
Good Friday Pesach (Passover)		
SATURDAY	SUNDAY	
3 Easter Holiday: College Closed	4 Easter Holiday: College Closed	
Pesach (Passover)	Pesach (Passover) Ends at Sundown	

MONDAY 5		<p>For information/details about Graduation (how to order cap/gowns, payment deadline, clearance, practice, Commencement date), check the college website, your ACCess email, and other posted information in the Student Success office.</p>
TUESDAY 6 Deadline to Apply for Summer Graduation		
WEDNESDAY 7		
THURSDAY 8		
FRIDAY 9 Summer 2021 Financial Aid Document Deadline		
SATURDAY 10	SUNDAY 11	
<p>READ THE MATERIAL. <i>No, really, I'm not kidding.</i> Read the material. <i>Seriously.</i> Class makes much more sense when you READ THE MATERIAL. Ask questions in class about that material.</p>		<p>STUDENT SUCCESS TIP <i>from ACC faculty</i></p>

APRIL

MONDAY		For information/details about Graduation (how to order cap/gowns, payment deadline, clearance, practice, Commencement date), check the college website, your ACCess email, and other posted information in the Student Success office.
12	Spring Fling Ramadan Begins at Sundown	
TUESDAY		
13	Spring Fling Ramadan	
WEDNESDAY		
14	Spring Fling Ramadan	
THURSDAY		
15	Spring Fling Ramadan	
FRIDAY		
16	Spring Fling Ramadan	
SATURDAY	SUNDAY	
17	18	
Ramadan	Ramadan	

MONDAY**19** Last Day to Drop with WP (16-week courses)**APRIL 18-24**
National
Volunteer Week

Ramadan

TUESDAY**20**

Ramadan

WEDNESDAY**21**

Ramadan

THURSDAY**22**Earth Day
Ramadan**FRIDAY****23** Last Day to Drop with WP (12-week courses)

Ramadan

SATURDAY**24**

Ramadan

SUNDAY**25**

Ramadan

APRIL/MAY

MONDAY 26 Ramadan	Graduation caps and gowns must be ordered by the student. Check the College website, your ACCESS email, and other posted information in the Student Success office.
TUESDAY 27 Ramadan	
WEDNESDAY 28 Ramadan	
THURSDAY 29 Last Day to Drop with WP (2 nd 8-week courses) Ramadan	
FRIDAY 30 Arbor Day Ramadan	
SATURDAY 1 Ramadan	SUNDAY 2 Ramadan

<p>MONDAY</p> <p>3</p> <p>Ramadan</p>		<p>For information/details about Graduation (payment deadline, clearance, practice, Commencement date), check the college website, your ACCESS email, and other posted information in the Student Success office.</p>
<p>TUESDAY</p> <p>4</p> <p>Ramadan</p>		
<p>WEDNESDAY</p> <p>5 Rest and Relaxation–Exam Edition</p> <p>Cinco de Mayo Ramadan</p>		
<p>THURSDAY</p> <p>6 Final Exams</p> <p>National Student Nurses Day Ramadan</p>		
<p>FRIDAY</p> <p>7 Final Exams</p> <p>Ramadan</p>		
<p>SATURDAY</p> <p>8 Saturday Classes End: Final Exams</p> <p>Ramadan</p>	<p>SUNDAY</p> <p>9</p> <p>Mother's Day Ramadan</p>	
<p>Be sure to follow instructions on tests. Highlight key words in the test questions before you begin an exam.</p>		<p>STUDENT SUCCESS TIP <i>from ACC faculty</i></p>

MAY

MONDAY	
10 Final Exams Financial Aid Students May Begin Using Summer 2021 Funds in Campus Bookstore	For information/details about Graduation (payment deadline, clearance, practice, Commencement date), check the college website, your ACCess email, and other posted information in the Student Success office.
Ramadan	
TUESDAY	
11 Final Exams	
Ramadan Ends at Sundown	
WEDNESDAY	
12 Walk-In Summer & Fall Registration with Faculty Advisors, 9 a.m.-7 p.m.	
Eid al-Fitr Begins at Sundown	
THURSDAY	
13	
Eid al-Fitr Ends at Sundown	
FRIDAY	
14	
SATURDAY	SUNDAY
15	16
	Shavuot Begins at Sundown

MONDAY 17 Shavuot	
TUESDAY 18 Registration Closes for Summer Session, 2:30 p.m. Payment Deadline for Summer Registrations, 3:00 p.m. Shavuot Ends at Sundown	
WEDNESDAY 19 Summer Curriculum Classes Begin Drop/Add for Currently Enrolled Students	
THURSDAY 20	
FRIDAY 21	
SATURDAY 22	SUNDAY 23

MAY

MONDAY 24	For information/details about Graduation (payment deadline, clearance, practice, Commencement date), check the college website, your ACCess email, and other posted information in the Student Success office.
TUESDAY 25	
WEDNESDAY 26	
THURSDAY 27	
FRIDAY 28	
SATURDAY 29	SUNDAY 30

MONDAY		<p>If you wish to drop a course, check with your instructor or the records office for the 10 percent date of the course. You will receive a 75% refund through the 10% point of the course.</p>
31	Memorial Day Holiday: College Closed	
Memorial Day		
TUESDAY		
1		
WEDNESDAY		
2		
THURSDAY		
3		
FRIDAY		
4	<p>Last Day to Use Summer 2021 Financial Aid Funds in Campus Bookstore Fall 2021 Financial Aid Document Deadline</p>	
SATURDAY	SUNDAY	
5	6	
	D-Day	
<p>Plan ahead and only use absences when necessary. So, if an emergency really does come up, you will not have to drop a class due to excessive absences.</p>		<p>STUDENT SUCCESS TIP <i>from ACC faculty</i></p>

JUNE

MONDAY

7

TUESDAY

8

WEDNESDAY

9

THURSDAY

10

FRIDAY

11

SATURDAY

12

SUNDAY

13

<p>MONDAY</p> <p>14</p> <p>Flag Day</p>	
<p>TUESDAY</p> <p>15</p>	
<p>WEDNESDAY</p> <p>16 Last Day to Drop with WP (1st 5-week courses)</p>	
<p>THURSDAY</p> <p>17</p>	
<p>FRIDAY</p> <p>18</p>	
<p>SATURDAY</p> <p>19</p>	<p>SUNDAY</p> <p>20</p> <p>Father's Day First Day of Summer</p>

JUNE

MONDAY

21

TUESDAY

22

WEDNESDAY

23 2nd 5-week Courses Begin

THURSDAY

24 Financial Aid "Remaining Balance" Checks to be Mailed (tentative)

FRIDAY

25

SATURDAY

26

SUNDAY

27

<p>MONDAY</p> <p>28</p>	
<p>TUESDAY</p> <p>29</p>	
<p>WEDNESDAY</p> <p>30 No Curriculum Classes</p>	
<p>THURSDAY</p> <p>1 No Curriculum Classes</p>	
<p>FRIDAY</p> <p>2 July 4 Holiday: College Closed</p>	
<p>SATURDAY</p> <p>3 July 4 Holiday: College Closed</p>	<p>SUNDAY</p> <p>4 July 4 Holiday: College Closed</p> <p>Independence Day</p>
<p>Form study groups with fellow students. Get classmates' phone numbers in order to contact them for notes in case of an absence.</p>	
<p style="text-align: right;">STUDENT SUCCESS TIP <i>from ACC faculty</i></p>	

JULY

|

MONDAY

5

TUESDAY

6

WEDNESDAY

7

Last Day to Drop with WP (8-week courses)

THURSDAY

8

FRIDAY

9

SATURDAY

10

SUNDAY

11

MONDAY 12	
TUESDAY 13	
WEDNESDAY 14	
THURSDAY 15	
FRIDAY 16 Summer Classes End	
SATURDAY 17	SUNDAY 18

JULY

MONDAY

19 Last Day of Classes (8-week session)

Eid-al-Adha Begins at Sundown

TUESDAY

20

Eid-al-Adha Ends at Sundown

WEDNESDAY

21

THURSDAY

22

FRIDAY

23 Last Day to Drop with WP (2nd 5-week courses)

SATURDAY

24

SUNDAY

25

MONDAY		26
TUESDAY		27
WEDNESDAY		28
THURSDAY		29
FRIDAY		30 Summer Classes End (2 nd 5-week session)
SATURDAY	SUNDAY	
31	1	

FREQUENTLY ASKED QUESTIONS

Registration Information

How will I know what courses to take for my major?

Many courses have prerequisites that must be completed prior to enrolling. Your high school transcript, placement test results, SAT/ACT scores, or previous college work have provided you with information on whether or not you need to enroll in any prerequisite courses. Each student is assigned an academic advisor during the enrollment process. The advisor will work with you each semester in planning which courses to take to keep you on target for graduation. Ask your advisor for the semester-by-semester course plan for your curriculum.

Your Self Service account has a program evaluation tool that will help you keep track of the courses you need for graduation. There is also an option for seeing how your current credits would apply to a new major.

When can I register for classes?

An early scheduling period is announced for each semester. During this time current students meet with their academic advisors and then register online through Self Service. Early registration allows students to get classes at times they prefer.

How do I change my schedule?

If you need to change a course schedule, do one of the following:

- Use Self Service to change your schedule.
- Meet with your academic advisor.
- Visit the Student Success Center.

How do I contact my advisor?

All students are assigned a faculty advisor in their program of study. You can find your advisor's name, phone number, email, office location and office hours listed in your Self Service account

under "My Profile." Advisors post their office hours on their doors. For assistance locating your advisor's contact information, contact the Student Success Center or Admissions Office.

Can I register online?

All current students have a Self Service account which allows them to register online for upcoming semesters. Available times for registration will be sent to student ACCess email accounts and posted on the College's website.

How much will I be charged for tuition?

Tuition charges are set by the state legislature. You are charged by the credit hour. Check the College website for current charges and due dates. Tuition must be paid by posted due dates to hold class seats.

Can I get a refund?

Refund policies are set by the State Board of Community Colleges (1E SBCCC 900.1). Students may receive a refund of 100 percent of their tuition payment before the first day of the semester and 75 percent of their tuition until the 10 percent point of the term. Details of the refund policy are published in course schedules and in the College catalog. College refunds are processed automatically. See the policy "Course Withdrawals After the Drop/Add Period" for details.

Academic Information

What is the College's attendance policy?

ACC keeps attendance records and expects students to attend the classes in which they are enrolled. A student can be dropped/withdrawn from a course for absences. In some cases, a student's grade can be affected by absences. See the "Curriculum Attendance Policy" for details.

What if I can no longer attend a course?

Students should formally drop a course by filling out a Drop/Add form and obtain-

ing the appropriate signatures. Drop/Add forms are available in the Student Success office, the Admissions/Records office and on the College's website. It is the student's responsibility to return the completed form to the Admissions/Records office. Failure to fill out a Drop/Add form could result in a failing grade in the class you are no longer attending. See *"Course Withdrawals After the Drop/Add Period"* for details.

How do I contact my instructor?

Instructors post their office hours in their course syllabus. You may also e-mail them from the College website. Often, instructors give additional information in their course syllabus about how they may be contacted. If you are having difficulty contacting your instructor outside of class, contact the academic department head for assistance.

What is a GPA?

Your GPA is your Grade Point Average. It is calculated each semester on the basis of hours attempted and quality points earned. It is also cumulative from semester to semester. It affects your academic standing as to honors recognition or probation. If you have questions concerning your GPA, contact a counselor in Student Success. See *"Grading System and Quality Points"* for details.

Will I be recognized for academic achievement?

Yes. The College has three scholastic recognitions: President's List, Dean's List, and Part-Time Honors. These are awarded on a semester basis and determined by hours earned and GPA. See *"Scholastic Standing"* for details.

Can I be placed on academic probation?

Yes. The GPA you have earned determines this probation. Students on probation should contact a counselor in Student Success for services available to improve academic performance. Students are notified of mid-term course grades at the mid-point of the semester through their Self Service accounts.

Academic Probation is not the same status as Financial Aid Warning. Consult

the financial aid staff for information about financial aid warning and "Satisfactory Academic Progress." See *"Academic Progress Standards"* for details.

How can I change my major or directory information?

Records forms located in the Student Success Center or the Admissions/Records office must be filled out to change:

- Curriculum of study and advisor
- Directory information (name/address/telephone)
- Directory Block request for non-release of information

How do I transfer credit from ACC to another college or university?

Students planning to transfer from ACC to continue their education should contact that college or university early in their ACC enrollment to obtain information on course requirements. Transfer advisors are available for questions regarding transfer to other colleges or universities. Call 336-506-4296 for additional information about transferring to a four-year institution.

Where can I purchase my books?

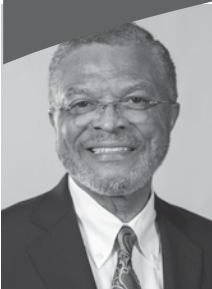
The Follett Bookstore on the Carrington-Scott Campus provides students with all required textbook materials, including textbook rental and CareScribe digital titles. The rental program option allows students to search rentable textbooks by title and course online at www.efollett.com.

Payment can be made by cash, checks, Visa, MasterCard and American Express. Students may purchase in the store or online. Questions concerning bookstore policies and/or procedures should be directed to the Bookstore manager or staff at 336-506-4156.

How do I get graduation information?

ACC grants certificates, diplomas, and associate degrees. Work closely with your academic advisor who will help monitor your progress toward graduation. At the beginning of the semester in which you will finish your graduation requirements, **you must apply for graduation online via Self Service or in the Admissions/Records office, first floor, Gee Building on the Carrington-Scott Campus.**

COLLEGE ADMINISTRATION



Dr. Algje Gatewood
President
of the College



Scott Queen
Executive Vice
President
of the College



Vacant
Vice President
of Administrative and
Fiscal Services



Carolyn Rhode
Vice President of
Institutional
Advancement



Dr. Connie Wolfe
Vice President of
Instruction



Dr. Carol Disque
Vice President for
Student Success



Gary Saunders
Vice President
of Workforce
Development



Sheila Street
Director of
Learning Resources
Center



Sonya McCook
Dean,
Business,
Arts and Sciences



Justin Snyder
Dean,
Industrial Technologies



David Frazee
Dean,
Health and
Public Services

GENERAL INFORMATION

ACC Alerts

ACC Alerts is a campus-wide, emergency notification system. All faculty, staff and students are automatically enrolled in ACC Alerts using their ACC Access account to receive email notifications. This system is used to notify the campus community of emergency situations on campus, urgent Public Safety information and weather closings.

Faculty, staff and students are encouraged to create an individual ACC Alert account to add additional email addresses and phone numbers to receive notifications via text messaging and text-to-speech alerts. For information on how to sign up, visit the ACC Public Safety web page at www.alamancecc.edu/safety-and-security-site/acc-alerts/.

ACCess Account Credentials

It is the student's responsibility for maintaining the security of user names, passwords, and any other access credentials assigned to them. This information may not be shared or given to anyone other than the person to whom they were assigned. Students are responsible for any use and activity of their account. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited. Students are responsible for knowing and abiding by the information contained within the Student Handbook and the College Catalog. Failure to read College guidelines, requirements and regulations will not exempt users from responsibility. Students are responsible for providing accurate and true information about themselves in any identity verification process.

Accidents and Emergencies Response/Reporting

First aid kits are available in all labs, shops and at the Information Desk at the main entrance. If a student, visitor, or employee should become sick or injured, Public Safety should be contacted immediately at 336-506-4286 or Ext. 4286 to report the nature of the situation. If the situation warrants, Public Safety will request assistance from the local EMS.

Any cost generated in any medical situation requiring transport by EMS will be the responsibility of the person sick or injured.

Bulletin Boards

Posters of any type are not permitted on walls, doors, windows or exterior surfaces of the building. Posters are to be placed on bulletin boards only.

Important announcements concerning student activities, meetings, course scheduling, job openings and special events are posted on authorized bulletin boards throughout the College.

Permission to mount posters or notices on bulletin boards must be obtained from the Student Activities Coordinator located in Room 229 (Student Activities Center) at 336-506-4339.

College News

Stories and videos of interest to students, faculty and staff can be found in the *News* and *Events* sections on the College website homepage. Additional campus updates and events are sent via student ACCess email and are also available on the College website: click on *Services for Students*, then click *Campus Life and Student Activities*.

Dress Code

It is not the intent of the College to restrict individual style and creativity. Rather, it encourages all students to dress in a manner in keeping with the serious academic intent of the College, appropriate to the standards of the vocation/profession the student is studying, and in a manner acceptable to the community. Because of hazards created in the building, bare feet are prohibited.

Emergency Evacuation

In the event of a fire alarm, all individuals are to exit the building through the nearest exit as provided on the classroom evacuation placards. Move into the parking lot areas so that curbs are clear for fire and emergency vehicles. Do not gather on stairs, walkway bridges or near exits.

Do not re-enter the building until an "all-clear" announcement has been provided by Public Safety personnel.

Severe Weather

In the event of a tornado and/or high wind situation, an announcement may be made utilizing the public address system requesting all individuals to proceed to the severe weather shelter areas. These areas are designated throughout the campus by green signs labeled "Severe Weather Shelter Area" depicting the tornado symbol. Individuals should remain in these areas until the "all-clear" announcement has been provided by Public Safety personnel.

Inclement Weather

Decisions affecting the delay of classes, or cancellations, will be announced on many local radio stations and the following television stations as soon as conditions warrant. Changes in the operating schedule will be posted on the College's website and on the main phone line recording (336-578-2002) dependent upon continuation of Internet and phone service to the College.

CAMPUS CLOSINGS

Campus closings are posted on the College website
www.alamancecc.edu

TV Channels

WFMY (Channel 2, Greensboro)
WRAL (Channel 5, Raleigh-Durham)
WGHP (Channel Fox8, High Point)
WTVD (Channel 11, Durham)
WXII (Channel 12, Winston-Salem)
WXLV (Channel 45, Winston-Salem)
News 14 Carolina (Raleigh/Triad)

Inclement weather decisions are sent to students via their ACCess email accounts. Students are encouraged to set up an ACC Alert account to receive weather and emergency messages by phone and text message. See "ACC Alerts" on previous page.

Inclement Weather Schedule

In the event weather conditions cause the College to open on a delayed schedule, classes will resume at the opening time and continue on a normal schedule. Classes that would have been held before the College officially opens are cancelled with the possibility for make-up at a later time.

Information/Lost & Found

Many services are handled by the receptionist at the Information Desk. Receptionists can help you with class locations, directions to specific areas, parking permits, and lost and found. Unclaimed lost and found items may be disposed of if not claimed within one month.

Littering

Maintaining a clean and environmentally conscious campus is an important value of the College community. Littering is an infraction punishable by citation and fine.

Safety Glasses

Industrial quality eye protection will be issued to students free of charge by the instructor. Students will be responsible for wearing safety glasses and returning them to the instructor. In the event glasses are lost by the student, he/she must provide a suitable replacement. Glasses may be purchased from the student bookstore.

It is a requirement of North Carolina General Statutes that students wear protective glasses in shops or laboratories when in the area or vicinity of:

- a. Hot liquids, solids or molten materials
- b. Milling, sawing, turning, shaping, cutting or stamping of any solid materials
- c. Heat treatment, tempering or kiln firing of any metal or other materials
- d. Gas or electric arc welding
- e. Repair or servicing of any vehicle
- f. Caustic or explosive chemicals/materials

Student Commons/Vending

The student commons is open to all students for relaxation and socializing. It contains lounge space, TV lounge, and Wi-Fi capacity.

Vending is located at the north end of the student commons area. Eating should be confined to the tables in this area. Card playing is allowed except between the hours of 11 a.m. and 1 p.m. when most people eat lunch and need the table space. Students are asked to be cooperative.

Telephones

A public pay telephone is available at each campus location for student use. Students are not permitted to use telephones located in faculty or staff offices.

Only emergency calls directed to the administration with sufficient justification such as serious illness or death in the family warrant paging a student from class. Personal messages of any other type will not be delivered to a student.

The ACC Information Desk number is 336-578-2002.

COLLEGE POLICIES

College Policies

The *ACC Student Handbook* has detailed information on College policies such as: release of student information, smoking, sexual misconduct, acceptable computer usage, loitering, drug-free environment, and student rights and responsibilities. Familiarize yourself with these expectations.

Academic Freedom Policy

Alamance Community College is committed to providing a learning environment in which individuals can develop the skills necessary to function successfully in an open society. As qualified instructors in their disciplines, faculty members enjoy academic freedom in teaching their subjects and in providing an environment that is conducive to development, implementation, and revision of curricular programs and courses, the selection of teaching materials, and the evaluation of student performance. Likewise, faculty members have the ethical obligation and responsibility to exercise reasonable judgment in teaching their subjects, in respecting individuals and their diverse views, and in maintaining competence in the discipline. Outside the classroom, faculty have the rights of private citizens to speak freely on matters of public concern and to participate in lawful political activities.

Acceptable Use Policy for Computer Workstations

General Principles

1. Access to resources on the campus network and the Internet is provided to support the research, educational and administrative purposes of the College. All who use these services will do so responsibly, respecting the rights of other users, the integrity of the physical facilities and all applicable laws and regulations.
2. Computer workstations and the campus network may be monitored to ensure that use is consistent with the mission of the College and with the purposes for which they are intended.

Responsible Use

1. Demonstrating common sense and courtesy by limiting online time and printing time to a maximum of one hour where workstations are shared.
2. Complying with all software license agreements and copyrights.
3. Refraining from the transmission or display of material that would be considered threatening, obscene or harassing by the average person or by community standards.
4. Adhering to all College policies and all regulations in the ACC student or personnel handbook related to the use of College computers.
5. Avoiding the use of College computer workstations for any profit making activity.
6. Adhering to the acceptable use policies of any outside networks to which a user might connect.
7. Respecting the integrity of data contained on and the operation/maintenance of the networks.

Failure to comply with these statements of responsible use may result in disciplinary action and/or legal prosecution.

Use of Personal Computer Software

1. ACC licenses the use of computer software from a variety of vendors. The College does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.
2. ACC employees shall use software only in accordance with a license agreement. Supervisors must maintain documentation of the appropriateness of all software loaded on computers assigned to their area of responsibility. Compliance with license agreements must be documented a minimum of once per year. More frequent reviews are encouraged.
3. Special license agreements are required to use software on area networks or multiple machines. Supervisors must assure that software being used under either arrangement is appropriate.
4. ACC does not condone the illegal duplication of software or the use of illegally duplicated software. Employees having knowledge of any misuse of software at ACC shall notify their supervisor or the College President.
5. According to the Copyright Act of 1976, Section 107 (fair use provisions), illegal reproduction of software can be subject to civil damages of as much as \$100,000 and criminal penalties including fines and imprisonment. Any ACC employee or student who makes, acquires or uses unauthorized copies of computer software on College-owned computers shall be subject to disciplinary action and/or legal prosecution. Copies of the referenced statute and/or assistance in interpretation are available from the Director of the Learning Resources Center.

Building and Facilities Use

The philosophy of Alamance Community College emphasizes an open door to total education. Part of the fulfillment of this philosophy includes providing exposure to diverse viewpoints for educational activities of this College; however, it is equally important that the educational activities of this College not be impeded by the activities of anyone. The accomplishment of the educational mission shall be considered to have first priority in all decisions concerning any use of College facilities under this policy. The following principles are set forth regarding use of campus facilities:

1. Commercial activities are prohibited.
2. Solicitation of funds, including sale of literature or other items, is prohibited except for College projects, the College bookstore and College food services.
3. Citizens may engage in speech which serves the educational goals of this College. Any speaker whose speech addresses an educationally relevant topic and who complies with the time, place and manner regulations shall not be denied permission to speak. These following restrictions shall apply regardless of the race, color, religion or creed of the speaker.
 - a. Those groups who desire to give talks or speeches may use the auditorium, the designated area in the main foyer, the designated Free Speech area, or classroom space, upon application to and approval by the Director of Public Information and Marketing. Request for approval should be made at least five days prior to the anticipated talk or speech.
 - b. Those desiring to distribute literature, solicit signatures on petitions, or engage students and faculty in individual conversations may do so in the designated area in the main foyer or the designated Free Speech area upon application to and approval by the



Students and employees from ACC, the Alamance-Burlington Early College and local schools, along with the public learned about the fight for women’s voting rights during an informative, hands-on and wide ranging exhibit. The “She Changed the World” exhibit, courtesy of the N.C. Department of Natural and Cultural Resources, featured a display of ten historic documents, photos and paraphernalia, including the original copy of the 19th Amendment sent to North Carolina for ratification in June 1919. This event was coordinated by the Department Head of Social/Behavioral Sciences and advisor to the student History Club.

- c. Costs and damages incident to the use of the facility under this policy shall be borne by the organization or sponsoring individual/entity using the facility. As a condition of use, the user organization may be required to provide satisfactory assurance of financial responsibility to the College, including depositing sufficient funds or bond(s) to cover clean up and damage.
 - d. Scheduled activities of the College, its students and recognized student groups shall take priority over activities by others desiring to use College facilities.
 - e. No activity will be allowed that is calculated or directed to incite or produce imminent, lawless action or conduct and/or is likely to incite or produce such action.
 - f. No sound amplification equipment will be allowed in the designated main foyer area or other permitted area without prior approval by the Director of Public Information and Marketing. Only approved sound amplification equipment will be allowed in the auditorium.
 - g. Permission to use facilities shall be granted only during normal College operating hours, unless approved by the President.
 - h. If the College deems a requested activity or speech political or religious or other permitted free speech in nature, the College reserves the right to locate such student and/or visiting presenters to the Free Speech area, currently the patio area east of the B-Wing on the Carrington-Scott Campus.
4. College facilities may be used by all groups and for all uses which are required by the general statutes of North Carolina.
 5. To the extent that appropriate space is available and subject to the procedures for reservation of space, the College’s facilities may be made available pursuant to this policy to civic, charitable or governmental groups not affiliated with this College for occasional meetings or activities when their work is compatible with or supplemental to the educational purposes of this College. Use by such groups may not be continued for extended periods of time. In no

event shall this use be authorized where it conflicts with or disturbs College activities.

6. In making its facilities available for use under this policy, Alamance Community College assumes no obligations or responsibility for the activities of any person or group. Furthermore, the College reminds all users to be aware of and comply with applicable laws, including those concerning safety, libel, slander, defamation, and obscenity.
7. Appeals from decisions of the Director of Public Information and Marketing shall be to the College President or his delegate. All decisions shall be rendered as promptly as possible.
8. No alcoholic beverages or illegal drugs shall be allowed in any College facility or at any College authorized student activity.

Appeals—Appeals of administrative decisions regarding solicitations, distributions of written/printed materials and assemblies and use of ACC buildings, facilities and grounds, and equipment may be filed through the Office of the President.

Use of rooms and other College facilities for other than regularly scheduled classes must be arranged ahead of time through the Administrative Secretary to Vice President of Instruction. All special events must be cleared on the master calendar of student activities. Rooms may be reserved for a specific hour for meetings of a club or committee.

See the following to reserve specific rooms:

Auditorium/conference rooms—Executive Assistant to Vice President of Instruction, 336-506-4139

Boardroom—Executive Assistant to the President, 336-506-4145

Children on Campus

Children of students, faculty or staff are not permitted in classrooms, labs or shops while instruction is being delivered. Similarly, children of students, faculty or staff are not to be left unattended in any College facilities at any time.

Communicable Disease Policy

Definition

Communicable disease is defined as “an illness due to an infectious agent or its toxic products 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.”(NC G.S. 130A-2 Page 1 § 130A-2) Communicable diseases include but are not limited to: influenza; chicken pox; measles; tuberculosis; conjunctivitis; infectious mononucleosis; acquired immunodeficiency syndrome (AIDS); Hepatitis A, B, C, and D; meningitis; methicillin-resistant Staphylococcus aureus (MRSA); and Hemorrhagic Fevers (including Ebola). Communicable diseases can be categorized according to how they are transmitted:

- Class A Communicable Diseases—can be transmitted through casual contact

Examples: influenza, tuberculosis, conjunctivitis, infectious mononucleosis, meningitis, methicillin-resistant Staphylococcus aureus, COVID-19

- Class B Communicable Diseases—are transmitted through exposure to blood or bodily fluids

Examples: acquired immunodeficiency syndrome (AIDS), Hepatitis B or C, Hemorrhagic Fevers (including Ebola)

Purpose

Alamance Community College (ACC) recognizes that certain communicable diseases can have serious implications on the health and safety of all students and employees. The college does not discriminate, in policy or practice, against persons infected with a communicable disease. However, ACC does expect that individuals who have been exposed to or have symptoms of a communicable disease conduct themselves in an ethical and legal manner in accordance with the Centers for Disease Control and Alamance County Health Department policies and, in the event of a determined pandemic level, in accordance with applicable govern-

mental directives and orders, emergency or otherwise.

Policy

Individuals exposed to or infected with a communicable disease are expected to seek prompt expert medical advice and implement recommended treatment in accordance with the policies of the Centers for Disease Control and Alamance County Health Department. Individuals exposed to or determined to be infected with Class A Communicable Diseases are encouraged to advise ACC of their medical status circumstances by notifying their course instructors or campus employers as appropriate, and providing documentation if requested. Instructors and campus employers will consult the Director of Public Safety for advice or instructions as needed. Individuals exposed to or infected with Class B Communicable Diseases are expected to advise ACC of their medical status and treatment so that the College can respond appropriately to their needs on a case by case basis. Written documentation may be required. Upon diagnosis, students should immediately contact the Vice President for Student Success or the Coordinator of Disability Services. Employees shall immediately contact the Director of Human Resources.

Information relating to the communicable disease of a student/employee/contracted employee of ACC will be disclosed only to responsible college officials on a strictly need-to-know basis and will be kept confidential in accordance with applicable governmental privacy and health regulations and subject to applicability, if any, of the Family Education Rights and Privacy Act of 1974 and Americans with Disabilities Act. Unauthorized disclosure of an individual's identity and medical information by an employee of ACC is prohibited. Violation of this prohibition may result in disciplinary action, including suspension from, or termination of an individual's employment with ACC.

Persons determined to be infected with a Communicable Disease, who qualify as an individual with a disability pursuant to

the Americans with Disabilities Act, will not be excluded from participation in or denied benefits of ACC's services, programs or educational activities or from employment unless individually based medical judgments indicate that exclusion from classes or other restricted activities, or work, is necessary for the health and safety of the individual or members of the college community.

ACC will follow the Centers for Disease Control and Alamance County Health Department standards for monitoring and tracking individuals with exposure to communicable diseases. ACC will refer symptomatic students or employees to an appropriate medical facility and require documentation from this medical facility stating that the student or employee is medically safe to return to the campus or engage in ACC programs. Decisions in individual cases that restrict access to employment or to educational programs/activities will be made by the Executive Vice President in consultation with the appropriate Vice President/Dean/ Director, and in consultation with the Director of Public Safety, local public health officials, and, if available, the individual's physician/health care provider. As required by applicable law, ACC will endeavor to provide the individual with reasonable accommodation(s) given consideration as to the circumstances.

In public health and/or pandemic level communicable disease situations, the President will implement the College's Emergency Response Plan and "Communicable Disease and Pandemic Threat Response Procedures." Actions that may be taken by the President to prevent the spread of communicable disease include but are not limited to:

1. Modify campus-based instruction and/or College services to other delivery systems such as online.
2. Limit or prohibit employee travel and/or student field trips/site visits.
3. Close or limit access to certain College buildings or programs temporarily.

4. Prohibit those infected with a communicable disease from coming onto the College's campuses or attending ACC sponsored functions or programs.
5. Control entry to campus facilities and screen visitors and community members for relevant symptoms and/or exposure.
6. Close the College temporarily.

ACC may require immunizations, prior to admission or employment, for specified communicable diseases, including, but not limited to, Class A Communicable Diseases. In lieu of proof of vaccination an individual may provide a licensed medical professional's statement of immunity or of contraindication to a vaccine; a lab blood test/titer documenting immunity; or a statement of religious exemption. ACC may apply more restrictive requirements for employment or participation in a specific ACC program or class, such as child care, clinical programs and certain health services programs on a case by case basis.

ACC will promote a healthy and safe environment for both students and employees through minimizing risk of transmission of diseases that are blood or body fluid borne. ACC will comply with federal regulations and state statutes regarding bloodborne pathogens as set forth in the Federal Register, 29 CFR §1910.1030 and the North Carolina Administrative Code, 10A NCAC 41A, by attempting to limit/prevent occupational exposure of employees to blood or other potentially infectious bodily fluids and materials that may transmit bloodborne pathogens that can lead to disease or death.

An employee who could "reasonably anticipate", as a result of performing required job duties, to face contact with blood, bodily fluids or other potentially infectious materials is covered by the OSHA Bloodborne Pathogens Standard, the North Carolina Administrative Code, and this Policy. "Occupational Exposure" includes any reasonably anticipated skin, eye, mucous membrane or parenteral (brought into the body through some way

other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. "Good Samaritan" acts, such as assisting a co-worker or student with a nosebleed would not be considered "reasonably anticipated occupational exposure." An employee who suspects that s/he has had exposure to blood or bodily fluid may request to be tested, at ACC's expense, provided that the suspected exposure poses a significant risk of transmission, as defined in the rules of the Commission for Health Services. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission will be conducted in accordance with 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV). ACC will strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions. Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws, ACC's policies, and in the best interest of all ACC stakeholders.

Criminal Activity Reporting

A. Students/Faculty/Staff/Visitors:

Known and suspected violations of federal and North Carolina criminal laws and campus violations will be reported to Public Safety for appropriate action.

B. Public Safety will, upon notification of criminal activity:

1. Respond to, process and document the complaint/report
2. Involve (as necessary) the appropriate law enforcement support agency
3. Conduct necessary follow-up activities and file required documentation to the College administration.

C. Responsible Administrator(s) will review campus crime reports with the Director of Public Safety to ensure that:

1. The data required by the Crime Awareness and Campus Security Act is compiled and disseminated to the Vice President of Administrative and Fiscal Services.
2. Campus crime prevention programs are followed with special emphasis placed on campus community involvement.
3. The information flow stresses the necessity for individual awareness and that students, faculty and staff take some responsibility for their own personal safety.

Disability Discrimination Policy

The purpose of this policy is to establish that ACC prohibits in any form harassment or discrimination based on disability. This policy relates to employees, employee applicants, students, or student applicants. Any individual who feels that he/she has been harassed or discriminated against on the basis of a personal disability is encouraged to contact his/her supervisor, a College counselor, or the Vice President for Student Success to file a grievance through procedures described in the *ACC Employee Handbook* and/or the *ACC Student Handbook*.

Diversity Policy

Diversity is the uniqueness each of us brings to fulfilling values and goals, whether they are those of the College or the individuals who make up the College community. Alamance Community College values the benefits in diversity and is committed to creating a community that recognizes the inherent value and dignity of each person.

As a community, the College actively promotes and awareness of and respect toward differences of race, gender, ethnicity, national origin, culture, sexual orientation, religion, age, and disability through programs such as curriculum development, professional development, and student activities.

An essential feature of this community is an environment in which all students, faculty, administrators, and staff are

able to study and work free from bias and harassment. By building on our common values and goals, we are able collectively to accept the individual differences of all people and still maintain and fulfill individual values and goals for the advancement of the College and the community.

Loitering

Alamance Community College encourages the use of its facilities by citizens in accordance with the stated purposes and policies of the College. The primary use of College facilities is for enrolled students, patrons, staff and guests.

The Board of Trustees of Alamance Community College authorizes the President or his designated representative to designate any or all areas of the campus as open only to enrolled students, patrons, staff or guests. Loitering is not permitted. The President may establish guidelines for the enforcement of this policy toward individuals whose presence may be undesirable, disruptive or otherwise inappropriate on the campus, at a particular place on campus or at a College-related event. Such individuals may be subject to removal from campus and/or trespassing charges.

Nondiscrimination Statement

Alamance Community College does not discriminate in administering its programs and activities. No person shall be denied access to admission, employment or fair treatment or in any way be discriminated against on the basis of race, sex, religion, age, national origin or handicap.

Applicants, employees and students of Alamance Community College may lodge grievances involving alleged violations of their rights under the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992 with the Equal Opportunity/Affirmative Action Officer at 336-506-4133 or the Assistant Secretary, Office for Civil Rights, 330 C. Street S.W., Washington, DC.

Release of Information: Family Educational Rights and Privacy Act (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974, Alamance Community College releases no personally identifiable information about students without the express written consent of the student. Exceptions to this practice are those types of information defined by law as “directory information.” At Alamance Community College, “directory information” includes the student’s name; dates of attendance; enrollment status; program of study; degrees, diplomas or certificates awarded; and honors and awards associated with the College. In compliance with the Solomon Amendmnt (10 U.S.C. § 983), Alamance Community College releases student addresses, telephone numbers, date of birth, and other required information to U.S. military recruiters upon request.

The College releases the following limited-use directory information: College-issued photographs, videos or other media containing a student’s image or likeness are disclosed by the College and/or third parties contractually affiliated with the College (such as vendors and partner institutions with a joint memorandum of understanding) for purposes limited to: a) publication in print and/or on web sites/ social media hosted by, on behalf of, or for the benefit of the College for purposes including but not limited to marketing, public relations, outreach, press releases, or College ID cards; and b) at College events including but not limited to college fairs, job fairs, open houses, and student organization activities.

The above directory information may be published or made available without the consent of the student. A student not wanting this disclosure of information must request this in writing to the attention of the Registrar during the first two weeks of initial enrollment.

Alamance Community College discloses education records without a student’s prior written consent under the FERPA exception

for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including public safety); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney or clinical/co-op site); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Students may have access to all of their educational records by requesting in writing to the Vice President for Student Success a conference for this purpose. A person competent in interpreting student records shall be present to explain the meaning and implications of the records. Should they desire, students have the right to challenge the accuracy of their records through the student grievance procedure and to insert written objections and explanations on any information contained in the record.

Complaints about possible failures of Alamance Community College to comply with the Family Educational Rights and Privacy Act may be made to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Release of Information from Other Institutions

Transcripts: The College will not release or make copies of transcripts received from other educational institutions. Students should request original copies directly from the school attended.

Sexual Misconduct Policy

(Effective Date: September 14, 2020)

Purpose

Alamance Community College (the “College” or “ACC”) is committed to providing an educational environment in which all employees and students, without regard to sex, sexual orientation or gender identity, have a right to work and learn free from sexual harassment and sexual violence. Sexual misconduct is prohibited, and the College will promptly, fairly, and impartially address complaints through its Title IX procedures or when a sexual misconduct complaint falls outside the jurisdiction of Title IX. The College will apply its student conduct procedures or grievance procedures as appropriate to the particular complaint. This policy applies to sexual misconduct that occurs within the scope of the College’s educational programs and activities (both on-campus and off-campus) against a person in the United States. The College will provide supportive measures as well as compliant resolution options to its students, applicants and employees who are alleged victims.

Sexual harassment and sexual violence are deemed forms of sex discrimination prohibited by Title IX of the Educational Amendments of 1972 (and Title IX Final Rule 2020) which prohibits sex discrimination against students and employees in educational institutions which receive federal funds and by Title VII of the Civil Rights Act of 1964, as amended, which prohibits sex discrimination in employment and by North Carolina General Statutes 136-16.

Definitions And Prohibited Conduct

- Prohibited conduct includes sexual harassment as defined in Title IX Final Rule 2020:
 - ♦ An employee of the College conditioning educational aid, benefit or service on an individual’s participation in unwelcome sexual conduct (quid pro quo harassment) as prohibited in the Title IX Final Rule 2020.

- ♦ Offenses defined in the Clery Act and the US Violence Against Women Reauthorization Act of 2013 (including sexual assault, dating violence, domestic violence, and stalking on the basis of sex as prohibited in Title IX Final Rule 2020.
- ♦ Unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access, as prohibited by in Title IX Final Rule 2020.
- Prohibited conduct includes any form of sexual violence. (These are physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability or a medically diagnosed impairment.) Sexual violence includes:
 - ♦ VAWA and Clery Act offenses
 - ♦ Any form of sexual violence defined as a criminal sex crime in North Carolina G.S. 14-27.1 and G. S. 50B – 1 (including rape, sexual battery and sexual coercion).
- Prohibited conduct includes unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications, based on sex or sexual stereotyping, when the conduct is sufficiently severe or pervasive as to create a hostile work or learning environment when evaluated from the standpoint of a “reasonable person” and consistent with First Amendment protections of free speech and academic freedom.

Reporting Options

Any person may report sexual misconduct (harassment or violence) to one or more of the following: the Title IX Coordinator (who is ACC’s Director of Human Resources), a College “responsible alamancecc.edu

employee,” a College “counselor/advisor,” their employment supervisor, a College Public Safety official, a local law enforcement officer, a local medical professional, a local mental health professional or a pastoral counselor. A report may be made in person, by mail, by telephone, or by email. Upon receipt of a complaint, the Title IX Coordinator will determine whether the complaint meets the condition of the Title IX Final Rule 2020. If so, the Title IX response process will be initiated. If not, the complaint will be referred to the appropriate student conduct or employee grievance contact person. In all cases, the Title IX Coordinator will contact the complainant confidentially to discuss the availability of supportive measures and to explain the process for filing a formal complaint. Supportive measures are individualized reasonably available services designed to ensure equal educational access, protect safety, or deter sexual harassment; and the steps taken must be non-punitive, non-disciplinary, and not unreasonably burdensome to the accused party.

College “responsible employees” are all faculty members, administrators, and support staff (including student employees and contracted service providers) except the Title IX Coordinator and designated “counselors/advisors”; all student services staff members except designated “counselors/advisors”; and ACC Public Safety staff. A “responsible employee” shall report to the College’s Title IX Coordinator or designee relevant details of instances of sexual misconduct made known to him or her, and he/she shall inform the complainant of his/her right to file a Title IX complaint with the College and to report a crime to ACC Public Safety and/or local law enforcement.

College “counselors/advisors” are not considered “responsible employees” for reporting purposes but are counselors/advisors whom students or employees may consult confidentially for support and information. These designated individuals are the Director of Student Success, Coordinator of Disability Services and counselor trainees working under the

supervision of a professional counselor, ACC-selected/appointed sexual assault responders designated and appointed for a term of service by the Vice President of Student Services and ACC-approved third parties providing confidential counseling services on the campuses or by referral. These “counselors/advisors” are not required to report incidents except as described below, and they will provide information about support services students can use whether or not they file a complaint on-campus or with off-campus authorities. “Counselors/advisors” will report incidents under certain specific circumstances, including an informed consent release by the complainant, a threat of harm to self or others, a court order, or harm to minors. (NCGS 14-27.5)

There is no time limit to invoking this policy to respond to alleged sexual misconduct. However, complainants are encouraged to report allegations of sexual misconduct immediately in order to maximize the College’s ability to obtain the relevant information and witness testimony needed to complete a thorough and impartial investigation. The College will strive to resolve complaints within 60 days of the initial report (not including appeal processes) unless fact-finding is delayed to defer to law enforcement evidence gathering, or if other “good cause” delays or special circumstances such as College break periods apply. Complainant and respondent (accused) will be notified in writing of extensions and delays.

A third party complaint, made on behalf of someone else who has been the victim of sexual misconduct/harassment/violence, will be investigated by ACC. Complainants should be aware it may be difficult to keep the victim’s identity confidential during the investigation because of the circumstances of the charge.

Confidentiality

In general, the College will obtain consent from the complainant before beginning a Title IX or other investigation. The College will keep confidential the identity of complainants, respondents (accused persons) witnesses except as permitted by

FERPA, as required by law, or as potential criminal conduct. College officials reserve the authority to determine, consistent with State and local law, whether appropriate law enforcement authorities should be notified. If the College determines the alleged perpetrator poses a serious and immediate threat to the College community, the Director of Public Safety will be called upon to issue a timely warning to the community as required by the Clery Act. Such a warning does not include information that identifies the victim.

If the complainant requests confidentiality or asks that the complaint not be pursued, the College will take reasonable steps to investigate and respond to the complainant consistent with the complainant's request. The College will inform the complainant that its ability to respond may be limited. The College's Title IX Coordinator or designee will evaluate the complainant's request for confidentiality in the context of ACC's obligation to provide a safe environment for students and employees, and will inform the complainant prior to starting an investigation if it cannot ensure confidentiality. At minimum in every case of reported sexual harassment and sexual violence, an anonymous report of the incident must be provided by the Title IX Coordinator to ACC Public Safety staff in order to comply with campus crime reporting (Clery Act) requirements.

The College will maintain as confidential any accommodations or protective measures provided to students or employees, to the extent that confidentiality does not impair the ability of the College to provide the protective measures and does not infringe on the due process rights of an accused person.

Retaliation

Those who make complaints or otherwise participate in investigative and/or disciplinary processes under this policy are protected from retaliatory acts. No employee or student may engage in interference, coercion, restraint, or reprisal against any person alleging sexual misconduct. Perpetrators of retaliation will face disciplinary action. Likewise, claims

of sexual misconduct that are substantiated as malicious or frivolous may result in disciplinary action against the instigator.

Resolution Options

Informal Resolution Options:

The complainant has the right to end an informal resolution process at any time and pursue formal resolution.

1. Confidential consultation with the Title IX Coordinator or designee for support, information, and/or exploration of possible actions.
2. Confidential counseling and referral: "Counselors/advisors" as designated in this policy may counsel a student confidentially to provide support, information, referral, and/or exploration of possible actions.
3. For complaints subject to the Title IX Final Rule 2020, the two parties can agree to engage in an informal resolution process in lieu of a formal investigation, except in cases that allege quid pro quo harassment. Both parties must give voluntary, informed and written consent. Informal resolution options are not available under the Title IX Final Rule 2020 when the accused person is an employee.
4. Informal voluntary mediation, contingent on the availability of qualified mediators and on the voluntary, informed and written consent of both parties. This option is available only for complaints of sexual violence including but not limited to rape, sexual abuse, sexual assault and sexual battery.

Formal Resolution Options:

The complainant has the right to pursue the applicable following options individually or simultaneously:

A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging sexual misconduct and requesting that the College investigate the allegation of sexual misconduct. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in, the educational program or activities of the

College. The document must be filed with the Title IX Coordinator in person, by mail, or by electronic submission and must contain the complainant's physical or digital signature. If the allegations in a formal complaint do not meet the definition of sexual harassment in the Title IX Final Rule 2020, or did not occur in the College's educational program and activities against a person in the United States, then the Title IX Coordinator will dismiss the complaint under Title IX Final Rule 2020 and will refer the complaint to the College's Student Code of Conduct procedures (if the accused person is student) or to the employee grievance procedure policy (if the accused person is an employee or contracted employee.) The Title IX Coordinator will notify the parties in writing when a complaint is dismissed under Title IX Final Rule 2020 and the reasons for the dismissal.

1. If the case is addressed under the Title IX Final Rule 2020, it will be investigated and adjudicated under the College's Title IX procedures. A description of the Title IX investigation and grievance procedures may be obtained from the Title IX Coordinator. Adjudication includes the provision of a live hearing with cross-examination. Both parties have the right to appeal a determination regarding responsibility, or the dismissal of the allegations in a formal complaint, on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the complaint, or Title IX personnel had a conflict of interest or bias that affected the outcome of the matter.
2. If the case is dismissed under Title IX Final Rule 2020, and the accused is an Alamance Community College student, the College will follow its student grievance procedures/student conduct process as described in the student handbook, including appeal procedures described. Note that the:

- investigation and resolution will be prompt, fair and impartial;
 - standard of evidence for a finding of "responsible" is preponderance of the evidence;
 - accuser and accused are entitled to have an advisor of their respective choice present at a disciplinary proceeding and any related meetings. An advisor serves on a consulting (non-participatory) basis in a disciplinary hearing; and,
 - sanctions assigned to a student found responsible include one or more of the following: oral warning, written warning, educational or community service sanction, general probation, restrictive probation, suspension, explicit and/or indefinite dismissal.
3. If the case is dismissed under the Title IX Final Rule 2020 and the accused is an Alamance Community College employee or contracted employee, the College will follow its employee grievance procedures, including appeal procedures. An employee found responsible will be assigned one or more of the following disciplinary sanctions: oral warning, written warning, special training appropriate to the findings, probation, suspension or dismissal.
 4. File a criminal complaint with the applicable local law enforcement agency. Public Safety staff will assist with this process.
 5. File a complaint directly with the appropriate Federal or North Carolina agency (ex. Equal Employment Opportunity Commission, Office of Civil Rights). Contact information may be obtained from the Title IX Coordinator.

Notification Of Outcome

For cases adjudicated under Title IX Final Rule 2020, a written determination by the decision-maker addressing criteria described in the Final Rule must be sent simultaneously to the parties along with information about how to file an appeal.

For cases adjudicated under the Student Code of Conduct or the employee grievance procedures, the College will notify the accused in writing whether or not it found that sexual misconduct occurred, all disciplinary sanctions assigned in the case, and information about how to file an appeal. The College will notify the complainant in writing of the finding whether or not sexual misconduct occurred, any individual remedies offered to the complainant, other steps the College has taken to eliminate a hostile environment and prevent recurrence, and, information about how to file an appeal. The College will disclose to the complainant matters about disciplinary sanction(s) assigned to the accused that are directly related to the complainant's participation in the College's educational program and activities.

Names of any other persons, such as a victim/survivor or witness, will be included only with the consent of those persons. The College will not require a party to abide by a nondisclosure agreement that would prevent the re-disclosure of information related to the outcome of the proceeding.

Training And Education

The College expects all employees and students to participate in training and education on sexual harassment and sexual violence topics at regular intervals. Training and education topics and content provided by the College will be consistent with Title IX and Campus SaVE Act regulations and recommendations. Employees in specific roles will participate in specialized training. Those roles include Title IX Coordinator, responsible employees, counselors/advisors, complaint investigators, hearing officials, grievance committee members, and Public Safety staff. The sexual misconduct policy and procedures will be published in key College publications (ex. General Catalog, Student Handbook, Employee Handbook, College web site) and made widely available to members of the College community.

Tobacco-Free Policy

ACC is a 100% tobacco-free environment.

This policy applies to all individuals, including but not limited to employees, students and visitors who may be located inside or outside of any buildings, parking lots or the grounds of any of our college locations.

Tobacco is defined as all products derived from, or containing tobacco, including and not limited to those listed below.

- Cigarettes
- Cigars, cigarillos
- Pipes or hookah
- Smokeless tobacco
- Electronic cigarettes or vaporized nicotine

Littering the remains of tobacco products or any other waste product on college property is further prohibited.

It is the responsibility of all students faculty, staff and visitors to observe, adhere to an respect the College's tobacco-free policy. Citations and fines are imposed for using tobacco.

Visitors Policy/Designated Free Speech Area

In order to achieve the Alamance Community College Board of Trustees' objective of providing a safe environment on its campuses for conducive educational opportunities for its students and a campus environment to nurture learning for such students by ACC's faculty and staff, the following visitor policy has been adopted:

Visitors are welcome at Alamance Community College (ACC). However, persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities, including parking lots and commons areas. Legitimate reasons include, but are not limited to, an orientation by an escort to learn about the campus and college programs, attending an official college program or event, visiting the bookstore, using the library, using daycare, using the dental clinic, using automotive repair services, using

cosmetology services, using horticulture services, visiting the Scott Family Collection, participating in a culinary event, buying food from the snack bar in the commons area or the Culinary Department, making deliveries of goods and/or services ordered by ACC, or attending announced public meetings, functions, or seminars.

Visitors have the right of free speech on ACC's campus, pursuant to the First Amendment of the United States Constitution, provided such speech shall be exercised or limited in accordance with ACC's policies as to prior notice, media, and place upon campus to ensure ACC's Board of Trustees' policy and goal first above stated or which speech is contrary to public health or safety. All visitors on ACC's campus shall be mindful and shall exercise only socially appropriate behavior, including the exclusion of lewd, indecent or obscene, vulgar, offensive, or threatening speech or any sex, color, ethnic, racial, minority, or religious discrimination speech, writing, or activity, or which contains sexual innuendo, metaphor or simile or that encourages unlawful activity, discrimination, or interference with another individual's protected rights.

All weapons, knives, firearms, dangerous chemicals, or instrumentalities/articles that might be injurious to persons or property are prohibited on ACC's campus, except for permitted exclusions for ACC's Public Safety staff, law enforcement training courses or clinics, or faculty supervised course sessions as part of the regular, approved curriculum, and those exceptions allowed under N.C.G.S 14-269.2(k). This statute provides that a handgun may be brought on campus by an individual who has a valid "concealed handgun permit" and such a handgun remains either (1) in a closed compartment or container within such permit holder's locked vehicle, or (2) within a locked container securely affixed to such permit holder's vehicle.

All alcohol products, controlled substances, and illegal drug apparatuses are prohibited from ACC's campus. Loitering is prohibited. The campus is normally

closed at the following times: 10 p.m. to 7:30 a.m. Monday through Friday morning, 5 p.m. on Friday until 8 a.m. Saturday morning, 12 noon on Saturday until 7:30 a.m. on Monday. (On weekends during the summer, ACC is also closed from 12 noon on Friday until 7:30 a.m. on Monday.)

Only registered students are permitted to attend college classes/labs and only registered students or ACC faculty and staff are to utilize certain institutional support services (i.e., tutoring, career interest inventories, graphic computer labs, photo labs, culinary/bakery equipment, or automotive, horticulture, shop and mechanical equipment and/or materials, etc.). Exceptions to this policy may be authorized by the appropriate administrative officer or department chair. Children of either enrolled students or college employees may not attend classes/labs unless registered, nor should children twelve years of age or under be left to play or be unattended in hallways, the Student Center, or other similar areas on the campus.

In cases of suspected violations of this policy by visitors to ACC, appropriate Public Safety officials, or staff, are authorized to conduct an investigation sufficient to make a determination whether the visitor violated any of the provisions of this policy provided that such investigation complies with applicable law. If the need should arise, ACC's Public Safety staff and/or other appropriate officials of ACC may obtain the assistance of local law enforcement. An investigation that results in the search of a visitor or his/her possessions may be undertaken where staff has reasonable grounds for suspecting that the search will turn up evidence that the visitor has violated or is violating law or is in possession of contraband. The scope or extent of the search and the methods used for the search must reasonably relate to the objectives of the search and may not be excessively intrusive upon the privacy of the visitor in light of the nature of the alleged infraction or reasonably suspected illegal activity. Where ACC Public Safety staff have a reasonable suspicion that the visitor's possessions contain materials that pose a threat to the welfare and

safety of the students, staff, and faculty, or of the school's property, the visitors' possessions may be searched without prior warning by use of a metal detector or other approved security device. A visitor's suspected criminal act shall be reported to the appropriate police authority. Any appropriated, possible evidence may be turned over by ACC Public Safety staff to local law enforcement.

Weapons Policy

All weapons, knives, firearms, dangerous chemicals, or instrumentalities/articles that might be injurious to persons or property are prohibited on ACC's campus, except for permitted exclusions for ACC's Public Safety staff, law enforcement training courses or clinics, or faculty supervised course sessions as part of the regular, approved curriculum, and those exceptions allowed under N.C.G.S 14-269.2(k). This statute provides that a handgun may be brought on campus by an individual who has a valid "concealed handgun permit" and such a handgun remains either (1) in a closed compartment or container within such permit holder's locked vehicle, or (2) within a locked container securely affixed to such permit holder's vehicle.

SERVICES FOR STUDENTS



The Follett Bookstore on campus provides required textbook material and a large selection of school supplies, computer accessories, college apparel and gifts.

ACC Foundation

The ACC Foundation helps students who do not qualify for federal Pell Grant assistance, but who would still struggle to pay for tuition, books and supplies. The ACC Foundation helps hundreds of students each year attend ACC through scholarships, special stipends, work study opportunities, and student emergency distress funds. In most cases, the Foundation requires students receiving aid to have a 2.5 grade point average and to be making reasonable progress toward a degree.

More information about the Foundation aid or scholarship applications can be found in the Financial Aid Office on the first floor of the Wallace W. Gee building on the Carrington-Scott Campus.

Donations may be made by visiting www.accfoundation.com or by calling 336-506-4416.

Student Success Center

The Student Success Center assists students in developing comprehensive

educational plans to meet their life goals. Specific focus is placed on career exploration, counseling referrals, success coaching, community resource connections, and vocational and technical program counseling. The Center offers flexible hours to accommodate both day and evening students. Appointments are recommended.

Location: Room 233, Main Building

Bookstore

The Follett Bookstore on the Carrington-Scott Campus provides students with all required textbook materials, including textbook rental and RedShelf digital titles. The rental program option allows students to search rentable textbooks by title and course online at www.alamanceshop.com. All textbook rentals must be checked in by an associate inside the bookstore. There are no drop-off locations on- or off-campus for textbook rentals.

A large selection of basic school supplies are available as well as art supplies, drafting kits, computer accessories and culinary supplies and uniforms. The store carries a selection of Alamance Community College clothing and gifts. Gift cards and a textbook buyback service are also available. Campus ID is required for buyback. Students who have their student ID, generated by ACC, may supply their ID as normal and must be present in order to sell back textbooks. Customers without a student ID must provide proof of campus affiliation or course enrollment.

Payment can be made by cash, checks, Visa, MasterCard, Discover, and American Express. Students may purchase in the store or online. Questions concerning bookstore policies and/or procedures should be directed to the Bookstore manager or staff at 336-506-4156.

Financial Aid Use

Students using Financial Aid in-store are required to be present and provide their student ID, generated by ACC, when purchasing, returning and/or selling back their textbooks. Student signature is also required.

Credit Card Policy

All credit card purchases must be accompanied by the card, and the cardholder must be present at time of purchase. If the cardholder is not present or cannot be present, the bookstore's website is available 24/7 at www.alamanceshop.com.

Call 336-506-4156 for more information or to purchase books by mail.

Career Services

The Career Services office provides a wide range of resources and services to students in the process of (1) making career decisions, (2) developing job search skills, and/or (3) locating employment opportunities. These include career counseling, assessment testing, access to vacancy information, on-campus recruitment, and individual help with resume writing and interview preparation.

ACC maintains both an electronic and a physical job vacancy board, with local employment opportunities posted. Job descriptions and application information are available on the Job Vacancy Board on the second floor in the main building and on the website at www.alamancecc.edu/services-for-students-site/career-services/.

Counseling Services

On Campus

Confidential academic, personal, and career counseling services and referrals are available to all ACC students. Members of the counseling staff are generally available for appointments Monday-Thursday, 8 a.m.-5 p.m. and Friday, 8 a.m.-3 p.m. in the Student Success Center. Walk-ins are welcome but appointments are recommended.

Call 336-506-4362 or 336-506-4146 for more information.

Off Campus Personal Counseling/Therapy

Students can contact their mental health LME (local management entity), talk to their personal physicians, call the information center at a local hospital or refer to the directory under "counselors" in the local phone directory.

Off Campus Physical Health Issues or Problems

Students should contact their personal physician, consult the yellow pages for walk-in clinics, call the health center under the county's listings in the white pages, or go to the emergency room at a local hospital.

Off Campus Spiritual Needs

Students should contact the church or synagogue of their choice and ask for a counseling appointment. Religious counseling centers are also listed in the directory of the phone book.

Off Campus Recreational Activities

Private fitness centers, county or city recreation departments and the YMCA/YWCA are good contacts. Various support or interest groups may also be available through libraries, schools, hospitals, and business organizations.

Off Campus Career and Job Information

Students can consult the local NCWorks office. Large organizations will have Human Resource offices that post job listings. Colleges and universities have placement offices that list available positions. Employment agencies that hire for temporary positions are also a good way to see what is available in the job market.

Off Campus Legal Concerns

Check legal aid organizations (yellow pages), local attorneys, law enforcement personnel, or the District Attorney's office.

Faculty Advising

Upon enrollment at Alamance Community College, each student is assigned a faculty advisor who will provide academic guidance throughout his/her program. It is the student's responsibility to schedule an appointment with her/her advisor. Advisor contact information can be found in personal WebAdvisor/Self Service accounts under "My Profile."

The academic advising process should involve discussion of career and educational goals as well as course selection and degree progress. Students can monitor degree progress by using the Program Evaluation in WebAdvisor. The evaluation is a tool but it does not confirm graduation status. Students should always confirm with their advisor that they are meeting degree requirements for graduation.

Financial Assistance

The public purpose of Financial Aid programs is to provide financial assistance to students who, without such aid, would be unable to attend college. Financial aid takes many forms, including federal, state and college grants; scholarships; loans; work-study employment; or a combination of these funding sources. It is the policy of Alamance Community College to make available to students both need and merit-based financial aid resources for which they are eligible in order to attend ACC. The following policies and resources are intended to provide guidance to students desirous of enrolling at the College.

The Financial Aid Office (FAO) is designated as the principal point of contact for information about, application for, verification and administration of financial aid resources at ACC. The FAO provides current information about how to apply for financial aid, the types of aid available, financial literacy, cost of attendance, and the administration of aid once verified and awarded.

- A. Availability of Financial Aid:** While ACC provides assistance and resources to all applicants, it is the responsibility of every student to apply

for financial aid. On-line resources about the availability of financial aid by funding source are available from the following:

- 1. Federal Assistance:** U.S. Department of Education: www.studentaid.ed.gov
 - **Federal Pell Grant (Title IV):** The Pell Grant (FPELL) is a federal aid program based primarily on financial need. Students apply using the Free Application for Federal Student Aid (FAFSA) and are classified on an index of need. The amount of grant money to an individual varies based on federal government guidelines. Pell grants can be applied to the regular academic year or to the summer session.
 - **Federal Grants (Other):** An example is the Supplemental Educational Opportunity Grant (SEOG).
 - **Federal Work Study:** This financial aid award allows students to earn a portion of the cost of their education through supervised work at a specific job, according to an agreed-upon schedule, for a definite rate of pay per hour and a certain length of time. Students are not allowed to work during their regularly scheduled class hours.
Note: ACC has elected not to participate in Federal Loan Programs.
- 2. State Assistance: CFNC.org** and
 - North Carolina Community College Grant
 - North Carolina Education Lottery Scholarship
With respect to all other State grant or scholarship programs, The State Board of Community Colleges, through the System Office, administers a number of both state and privately funded scholarship and other financial aid programs. Each of these programs is accompanied by

guidelines and procedures for accessing the funds and making re-payments in the event of non-compliance. The eligibility criteria and guidelines can be located at: www.nccommunitycolleges.edu

3. **Scholarships:** Federal, state, local, and ACC sources offer scholarships. They are awarded based on financial need, academic performance, and/or time of application. Some scholarships are open to all students while others are open to students in specific program areas; for example, business, machining, or nursing. Most scholarships require the completion of the FAFSA to establish financial need. The Alamance Community College Foundation awards several hundred scholarships each academic year. Scholarship application forms are found on the College's web site: alamancecc.edu/scholarships.

4. **College Resources:** www.alamancecc.edu/financial-aid
Note: For a list of more than 130 "named" scholarships sponsored by the ACC Foundation, go to: alamancecc.edu/scholarships.

B. Determining Eligibility for Financial Aid: Students must apply for financial aid online at www.studentaid.edu.gov designating Alamance Community College "School Code" (005463). All federal and most state sources of financial aid require completion of the FAFSA (Free Application for Federal Student Aid) to determine eligibility.

A partial list of eligibility criteria includes:

- A U.S. citizen or eligible non-citizen.
- Provide a valid social security number.
- Not in default on a Title IV student loan borrowed for attendance at any institution.
- Not owe a repayment on a Title IV grant received for attendance at any institution.
- Not be enrolled concurrently in an elementary or secondary school.
- Have a valid high school diploma or GED.
- Be enrolled or accepted for enrollment in an eligible program of study.
- Not be convicted of a federal or state drug offense while receiving Title IV funds.
- Maintain satisfactory academic progress.

For a complete list of criteria, contact the FAO.

1. It is the policy of Alamance Community College to verify information for applicants of federal financial aid selected by the U.S. Department of Education for verification. Further, the Financial Aid Office (FAO) is authorized to request of applicants any documentation necessary to determine student eligibility for federal, state or college-administered financial assistance. Verification of eligibility is required before an award can be made; therefore, it is the responsibility of the student to provide information requested by the FAO or its designee.
2. Eligibility for Summer Pell grants can occur in two ways.
 - a. In the event a Federal Pell grant recipient does not use his/her full award by attending full time both fall and spring semesters, any funds not used during the regular academic semesters can be applied to the summer session if the student meets the enrollment criteria.
 - b. Federal Pell grant rules allow students to receive additional Pell grant funds to accelerate the completion of their program of study. A student qualifies by summer enrollment in a minimum of 6 credit hours in his/her major. Students unable to

enroll for 6 or more credit hours in their majors should contact the FAO to learn about other potential sources of summer session funding.

3. **Special circumstances:** Income often changes due to loss of a job, loss of a family member, or divorce. A student whose income has significantly changed from the prior year may complete a “special circumstance form” which enables the FAO to calculate income using the most recent 12 months of income. More information is available from the FAO (336-506-4340).

C. Maintaining eligibility for Financial Aid:

Students must also maintain eligibility in order to continue to receive federal and state financial assistance beyond the initial award. Federal and state policy requires students receiving financial aid to maintain “satisfactory academic progress” (SAP) standards as a condition of award. The ACC Financial Aid Office (FAO) strictly adheres to this policy. Under U.S. Department of Education rules, SAP has three qualitative and quantitative standards that students must adhere to and maintain in order to remain eligible:

1. **Qualitative Standard:** Students must maintain a minimum cumulative 2.0 grade point average (GPA); and,
2. **Quantitative Standard:** Students must also complete a minimum of 67 percent of all credit courses in which they enroll. Attempted hours versus completed hours are calculated to determine completion rate. Only grades of A, B, C, D, F, P, R, PA, PB, PC, or CE (Credit by Exam) are counted as earned hours. For maintaining financial aid eligibility, grades of I (Incomplete), WP, W, WF are not counted as credit hours earned, but they are counted as credit hours attempted. Credit hours

are used in the determination of enrollment status; and

3. **Maximum time frame:** A financial aid recipient is given 150 percent of the credits needed to graduate from his/her degree or diploma program. That is typically three years in a two-year degree program and two years in a diploma program to complete graduation requirements. In general, a maximum of about 105 attempted credit hours is allowed for an associate degree program and a maximum of about 60 attempted credit hours is allowed for a diploma program.

Alamance Community College also adheres to federal rules and standards regarding taking Developmental Education courses, audited courses, and course repeats in determining SAP. The College will evaluate the SAP for each student receiving financial aid on a semester-by-semester basis.

The FAO will assist students individually to maintain their financial aid eligibility. If however a student fails to meet any of the three SAP standards for two consecutive semesters, he/she will receive a notice that he/she is no longer eligible for any financial aid. No further financial aid will be awarded until the student corrects the academic progress deficiencies. A student has a right to appeal the suspension of financial aid only in cases where it is mathematically possible to achieve satisfactory SAP status prior to graduation. In order to initiate the appeal process, the student should submit a written appeal to the Financial Aid Office who will provide it to the SAP Appeals Committee. The written appeal should include:

- An academic plan, developed by consultation with a Student Success Center coach, indicating how the student will meet the SAP standards including minimum

grade point average, minimum completion rate, and maximum time frame; and,

- Third party documentation (counselor, advisor, or medical reports, etc.) that demonstrates significant circumstances that precipitated a failure to meet the SAP standards.

The Director of Financial Aid or his/her designee will notify the student making the appeal of a decision by the SAP Appeals Committee by electronic and/or U.S. Mail notification. The final decision to reinstate rests with the Appeals Committee. If the SAP appeal is denied a student may “earn” future reinstatement, as long as he/she qualifies under the maximum time frame requirement, by taking classes and earning a minimum cumulative grade point average of 2.0 and achieving a minimum completion rate (67%) sufficient to meet the SAP standards. If the SAP appeal is approved, the student will be placed on continuing probation until he/she gains satisfactory SAP compliance status. Students must comply with academic plan standards listed on their continuing probation contract.

D. Amount of Financial Aid Award:

The amount of financial aid the student applicant may receive is subject to multiple factors, such as the demonstrated financial need, number of credit hours attempted, availability of funds, and other considerations.

E. Credit Clock Conversion Policy:

The following programs at Alamance Community College do not have an associate degree component so the federal aid program regulations require the College to base the awards on a special calculation to determine Title IV credit hours for these programs:

Dental Assisting

To receive the amount listed on a student’s award letter, he/she must be enrolled in 12 Title IV credit hours each semester. To determine Title IV

credit hours, multiply the number of contact hours by 16 and divide by 37.5.

Example: Registered for 14 credit hours and 15 contact hours

$$(15 \text{ contact hours} \times 16) \div 37.5 = 6.4 \text{ Title IV hours}$$

Round down to 6 Title IV credit hours and receive aid at half time.

If a student is enrolled in one of the above diploma level programs, the Federal Pell Grant will be prorated depending on the amount of contact hours he/she is taking:

- 30-35 contact hours = student will receive 100% of the award
- 22-29 contact hours = student will receive 75% of the award
- 15-21 contact hours = student will receive 50% of the award
- Less than 15 contact hours = student will receive 25% of the award

F. Disbursement of Financial Aid:

Awarding and disbursement of financial aid is a cooperative process between the Office of Financial Aid (FAO) and the Office of the Vice President of Administrative and Fiscal Services. The FAO prepares, determines the amount of, and administers financial aid awards. The Office of the Vice President of Administrative and Fiscal Services disburses the payments. Specific and individual student information concerning satisfactory academic progress, financial eligibility, payment of financial aid, and refund of overpayment is available from the FAO and the Veterans coordinator.

1. Title IV and State Aid Disbursement Policy:

Federal Pell Grant and State Grant funds are available approximately 10 (ten) days prior to the beginning of each semester for educational expenses, including the payment of tuition, required fees and textbooks/supplies required for that academic term’s courses. Books can be purchased in one of two ways:

- a. Books can be charged against the student's account at the Follett Bookstore on the Carlington-Scott Campus; or
- b. Students may request a charge voucher to be used at Barnes & Noble bookstore at Alamance Crossing in Burlington.

Federal and state financial aid awards in excess of educational expenses may generate a "financial aid refund." This represents the dollar amount remaining after educational expenses have been deducted. Some types of financial aid may not qualify for a "financial aid refund." Any remaining fund balance in excess of the academic term's expenses will be disbursed approximately six weeks after the student's semester begins, after enrollment is verified, and after balances are calculated. A check will be mailed to the student at the address the student has on file with the Admissions and Records Office. It is the responsibility of the student to make certain the address on file is correct to avoid delays in the delivery of refunds.

With respect to enrollment verification, class attendance throughout the semester and the number of credit hours enrolled determines the eligibility for a "financial aid refund." Financial aid will be credited to a student's account based upon the financial aid recalculation date for curriculum courses and the hours enrolled at that point, but not before. If a student increases or decreases his/her credit hours before the recalculation date, it will affect his/her financial aid award and potential refund. If a student adds credit hours after the financial aid recalculation date, financial aid will not be increased.

2. **Scholarship Disbursement Policy:** The majority of ACC

Foundation scholarship funds are awarded annually by July 31 for the coming academic year. Additional funds may be awarded after that date, subject to availability. Funds awarded by the Foundation are generally limited to use for tuition and required fees. Only a few specific scholarships will cover purchase of textbooks or school supplies. In cases when the student has already paid his/her tuition prior to the award of the scholarship, he/she may request a "refund" of tuition to be paid by the Cashier's Office.

G. Repayment of Financial Aid: The award of financial aid enables students to access to higher education opportunities at Alamance Community College. Accompanying the award and acceptance of financial aid is a responsibility on behalf of the student to adhere to federal, state and college regulations and policies. Federal regulations assume that students earn financial aid over the course of an academic term by attending classes. State regulations require adherence to the State Board of Community Colleges, North Carolina General Statute and third-party grantor policy, laws and conditions. Awards made by the ACC Foundation are often accompanied by academic performance requirements. Failure to abide by federal, state or college regulations and policies may result in not only the loss of the award, but also the repayment of funds by recipient to the awarding entity.

1. **Repayment and Recalculation of Title IV [Federal Pell Grant] Funds:** As ACC is an institution that requires attendance-keeping for all courses, a student's withdrawal date is either:
 - a. The date the student began the College's withdrawal process (as described in the ACC catalog) or officially notified the College of intent to withdraw; or

- b. The student's last date of attendance at a documented academically-related activity.

ACC makes a determination of the amount of financial aid funds earned and unearned over the academic term by a student's class attendance, and complies with federal financial aid regulations, as follows:

- a. **No attendance (No Show):**
If a student awarded financial aid fails to attend any classes, the student is responsible for repaying all Federal Pell Grant funds received, including any portion thereof used for tuition, books and required fees.
- b. **Withdrawal on or before Financial Aid Recalculation Date:**
 - i. If a student awarded federal financial aid withdraws before attending classes, the student is responsible for repaying all Federal Pell Grant funds received, including any portion thereof used for tuition, books and required fees.
 - ii. If a student attends and withdraws from all classes before the Financial Aid recalculation date, he/she earns a small portion of the Federal Pell Grant. The student is responsible for repaying the remaining Federal Pell Grant funds received, including any portion thereof that was used for tuition, books, and required fees.
 - iii. If a student attends and withdraws from one or more classes before the Financial Aid recalculation date, but remains enrolled in one or more classes at the recalculation date, the classes that are withdrawn before the Financial Aid recalculation date cannot be counted in

the student's enrollment for Federal Financial Aid awards.

- iv. Courses added to a student's enrollment after the student's recalculation date cannot be counted in the student's enrollment for Federal Financial Aid awards.

c. **Course Adjustments After the Recalculation Date:**

- i. If a student attends classes but completely withdraws prior to the 60 percent point of the student's academic term, the student is responsible for repaying a portion of Federal Pell Grant funds received. If the student receives course grades of F, WP, and/or Incompletes before the 60 percent point of the academic term, the student may have to repay any unearned financial aid funds that were disbursed. Students should consult the Financial Aid Office to determine their individual circumstances when withdrawing prior to the 60 percent point of their academic term.
- ii. The ACC Financial Aid Office will perform a calculation to determine the portion of federal funds earned and unearned, and the amount of the repayment required by the student and the College. The student will be responsible for the Return to Title IV portion of tuition that the College is required to return to the United States Department of Education (US DOE). Any balance that the student fails to repay shall remain on his/her account. A written communication will be sent to the student informing him/her of the required repayment amount. The student will be

given 45 days to repay the “overpayment” amount to ACC. Failure to repay the amount owed will result in a referral to the US DOE for recovery. Repayments must be cleared prior to the receipt of any additional Title IV funds, and will restrict a student’s ability to re-enroll at ACC for a subsequent academic term.

d. Withdrawal After the 60 Percent Point: If a student awarded federal financial aid withdraws after the 60 percent point of the academic term, the student is deemed to have earned 100 percent of the federal financial aid award. Therefore, no Return to Title IV funds will be required of the student.

2. Repayment and Recalculation of State Grants and the North Carolina Education Lottery Scholarship Program: The North Carolina General Assembly established The Community College Grant Program and the North Carolina Education Lottery Scholarship for the benefit of needy students. These programs are complementary in their eligibility requirements and require the repayment of state funds for student withdrawal before or at the 35 percent point of the academic term. It is the policy of Alamance Community College (ACC) to comply with student eligibility, satisfactory academic progress, and attendance policies consistent with the administrative guidelines established by the State Education Assistance Authority and College Foundation of North Carolina, respectively. The formula below will be used to determine the repayment of funds for either program in which the student has not earned the funds by failing to attend classes, or withdrawing during the academic term

on or before the 35 percent point. The “last date of attendance” will be used, consistent with Title IV regulations, for return of state funds.

a. Official Withdrawal before or on the 35 percent point of the term:

i. Institutional Charges: If a student is entitled to a refund of tuition and fees, the state grant funds paid but unearned, as calculated by a consistently applied federal methodology, must be returned before issuing any refunds.

ii. Non-institutional expenses: If a student withdraws on or before the 35 percent point of the term, ACC shall calculate and prorate the amount of state funds disbursed for non-institutional expenses, and return state funds as appropriate.

iii. Any credit balance created by State funds and awaiting disbursement must be returned to the State Grant program rather than released to the student.

iv. ACC is not required to return any funds for non-institutional expenses when a student officially withdraws after the 35 percent point of the term.

b. Unofficial withdrawals or no earned academic credit:

i. If a student does not officially withdraw during the academic term before or on the 35 percent point of the term, ACC will determine and document the last date of attendance, consistent with regulations for the return of Title IV funds. ACC will calculate any required return of State funds using the same methodology identified for an official withdrawal.

ii. If ACC cannot document the last date of attendance, it will:

- a) Calculate any required return of State funds, noting that the last date of attendance cannot be determined.
- b) Calculate the refund using the 10 percent point in the semester as of the date of withdrawal (if ACC indicates that the last date of attendance or academic activity could not be established).

In all cases in which a student earns no academic credit for a term, ACC must determine whether the term was completed. If ACC determines that the student did not withdraw, but instead completed the courses and earned no academic credit, ACC is not required to return State funds. If ACC determines that the student unofficially withdrew, ACC will determine if any funds must be returned to State grants. Future disbursements of State aid are subject to Federal Title IV satisfactory academic progress determinations.

- c. The priority order of repayment of state funds required by this policy, up to the maximum amount of funds disbursed from each program, will be:
 - i. The Education Lottery Scholarship Program;
 - ii. The Community College Grant Program;
 - iii. The North Carolina National Guard Tuition Assistance Program; or,
 - iv. All other State grant or scholarship programs.

3. **Repayment to ACC Foundation:** The repayment of student scholarships and financial aid to the Alamance Community College Foundation shall be made in compliance with policies adopted by

the Foundation, not inconsistent with policies adopted by the ACC Board of Trustees.

H. Lifetime Limits of Federal Financial Aid–Pell Grants:

The U.S. DOE has established a “Lifetime Eligibility” maximum amount of Federal Pell Grant (FPG) funds that a student may receive. The lifetime eligibility is limited to the equivalent of six (6) years. The maximum that a full-time student may receive each award year (July 1–June 30) is 150 percent (full-time Fall, Spring, and Summer). Therefore, the lifetime eligibility of FPG funds that a student may receive is the equivalent of 600 percent.

Students are responsible for tracking the use of their lifetime eligibility maximum amount, whether they complete their studies at ACC or transfer to another community college or baccalaureate degree granting institution. The U.S. DOE has established an on-line tool for student use in monitoring and tracking the “Lifetime Eligibility Used” (LEU). Using their Federal Student Aid I.D., students can log in to: National Student Loan Data System to view their LEU status. If for example a student is eligible for 100 percent in an award year, but attends only one semester, he/she would have only used 50 percent. The NSLDS accumulates the percentage of eligibility used over the course of the student’s academic progression at any higher education institution.

I. Lifetime Limits of North Carolina State Aid:

The North Carolina Legislature has established a “Lifetime Eligibility” maximum amount a student may receive from the North Carolina Community College grant and the North Carolina Education Lottery grant. The North Carolina Community College grant is limited to 6 full time academic semesters or the equivalent if enrolled part-time. The North Carolina Education Lottery grant is limited to 10 full time aca-

ademic semesters or the equivalent if enrolled part-time. Students are responsible for tracking the use of their lifetime eligibility amount whether they complete their studies at ACC or transfer to another postsecondary institution.

Insurance

Accident insurance is available covering the student while attending ACC. Students desiring this coverage may make payment during fall registration or at other times designated by the Business Office. This fee is not refundable. Insurance is mandatory for selected academic programs. All students enrolled in courses with shops or labs are strongly encouraged to take advantage of this insurance.

Library/Learning Resources Center

The Library is one area of a multi-media Learning Resources Center. The Center also includes the Scott Family Collection, the Academic Skills Lab, and the Writing Center. The Learning Resources Center's purpose is to support the College's mission of providing comprehensive educational opportunities and promote student academic, career and personal success. It accomplishes this by making available a balanced collection of informational resources, relevant historical collections, and an open computer lab/tutorial center to support the College's instructional programs.

The library includes several group study rooms and a computer lab with Internet access primarily for course related research. Wireless Internet is also available within the Library.

The library collection consists of approximately 39,000 titles of books and audiovisual material combined. NCLive and selected other electronic databases are accessible through internet capable workstations in the Library. All library databases are accessed via a link on the library's web page, then logging in with the Self Service ID and password. Audiovisual

equipment is available for use by faculty, staff and civic organizations. Audiovisual services include equipment repair, videotaping as well as teleconference and multimedia assistance.

The library is open Monday through Thursday, 7:30 a.m. to 9:15 p.m.; Friday, 7:30 a.m. to 4 p.m.; and Saturday, 8 a.m. to 12 noon, during the fall and spring semesters. During the summer term, the library closes at 12 noon on Friday and is closed on Saturday.

The purpose of the Scott Family Collection is to collect, maintain, preserve, and make available materials of historical value related to the history of the Scott Family. This affords the researchers a view of Alamance County, N.C., and Southern history from the perspective of individuals who lived in this area.

Call 336-506-4116 for more information.

Placement Testing Services

ACC uses guidelines and diagnostic placement tests approved by the North Carolina Community College System to determine whether students must take developmental mathematics and/or English courses prior to enrolling in many ACC courses. Students who graduated from high school within 10 years of ACC enrollment are placed according to high school grade point average, with no placement test required.

Under some circumstances students may be exempt from the placement testing requirement. If required, placement testing should be completed prior to initial enrollment.

Appointments for testing, exemption policies, additional placement testing information, and resources for test preparation can be obtained on the ACC website or by contacting the Coordinator of Recruitment/Placement Testing at 336-506-4361.

Public Safety

The Carrington-Scott Campus has public safety officers on duty 24 hours a day. In an emergency ask any College employee for assistance or contact the College's Information Desk and the assistant will call Public Safety.

EMERGENCIES:

4286 (if calling from an *internal* College telephone)

336-506-4286 (if calling from cell or external telephone)

Selective Service Compliance Regulations

ACC complies with the federal requirement that all eligible young men register with the Selective Service System before being considered for financial aid.

Services for Students with Disabilities

Alamance Community College is invested in full compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments of 2008. The College ensures that policies, procedures, programs, activities and facilities are appropriately accessible to students. The College focuses on the student as an individual and works toward equal opportunity, full integration into the campus environment, physical accessibility, and the provision of reasonable accommodations, auxiliary aids and services to students.

Federal law prohibits the College from making pre-admission inquiries about disabilities. It is the responsibility of the student to self-disclose the disability to Disability Services, provide appropriate documentation and engage in an interactive process with the Coordinator of Disability Services. Students should contact the Disability Services office through the Student Success Center, Main Building, second floor. Students are strongly encouraged to begin the process at least 30 days prior to the start of the semester or course. Information provided by a student

is voluntary and appropriate confidentiality is maintained.

Disabilities Services information can be accessed on the Disability Services Moodle site located on the College's website at www.alamancecc.edu. An appointment with the Coordinator of Disability Services is required for accommodations and/or services to begin. For questions or assistance, call 336-506-4130.

Standards of Progress for Veterans Benefits

Students receiving veteran benefits must conform to certain standards of progress and conduct:

A. Maintenance of satisfactory attendance

- a. If a student is dropped from class and not readmitted, the drop is reported to the United States Department of Veteran Affairs (USDVA) when the drop decreases training time. A total withdrawal will result in termination of all benefits. Retroactive overpayments from the beginning date of the term will be charged unless mitigating circumstances are established by the student and sent to the USDVA.
- b. Complete withdrawals for the last two previously enrolled semesters is considered unsatisfactory attendance. A student who completely withdraws for the last two previously enrolled semesters will not be recertified during the subsequent semester. Veteran benefits may be reinstated after attending one semester in a decertified status if satisfactory attendance is maintained.
- c. Appeals to the decertified status must be made in writing to the Director of Enrollment Management using the VA certification appeal form on the College's website. The appeal must (1) include explanation/documentation regarding the mitigating circumstances that led to the complete

withdrawals (2) include an action plan for success moving forward (3) be received at least one week prior to the start of the semester. A decision will be sent to the student in writing within three business days of the appeal.

B. Maintenance of satisfactory academic progress

- a. Students must maintain satisfactory academic progress as defined by the College. At ACC, students in curriculum programs must achieve a cumulative GPA of 2.0 to be progressing towards/eligible for graduation.
- b. A student who does not maintain a 2.0 cumulative GPA for two consecutive semesters will not be recertified for veteran benefits until satisfactory academic progress is achieved.
- c. Appeals to the decertified status from unsatisfactory progress must be made in writing to the Director of Enrollment Management using the VA certification appeal form on the College’s website. The appeal must (1) include explanation/documentation regarding the mitigating circumstances that lead to the unsatisfactory GPA (2) include an action plan for success moving forward (3) be received at least one week prior to the start of the semester. A decision will be sent to the student in writing within three business days of the appeal.

C. Maintenance of satisfactory conduct

- a. The USDVA will be notified if a student using veteran benefits is dismissed due to unsatisfactory conduct. In addition to any condition specified as a result of the dismissal, the student must meet with the Vice President of Student Success prior to reentering the College. Recertification for veteran benefits will occur upon recommendation by the Vice President of Student Success.

Hours for Veterans

Below are the number of hours required in a fall or spring semester to draw benefits for all eligible programs.

Technical and College Transfer Programs

USDVA payments are based on an individual’s classification according to his/her CREDIT HOURS per semester for all programs.

- Full time..... 12 or more credit hours
- 3/4 time..... 9-11 credit hours
- 1/2 time..... 6-8 credit hours
- Less than 1/2 time..... 1-5 credit hours

Note: during the summer term, 6 or more credit hours equals full time.

Credit and contact hours earned in work-based learning courses may qualify for USDVA benefits.

Study Skills

Introductory college courses ACA 111 and ACA 122 are taught on a regular basis. In these courses students consider such topics as time management, values clarification, note taking, effective reading, taking exams and problem solving techniques. These are excellent courses for students of all ages. If you want to “learn to learn,” you should ask your academic advisor about these courses.

Transportation Services

Two public transit systems serve the main campus at Alamance Community College Monday through Friday.

The Burlington Link Transit system includes drop-off and pick-up services to ACC’s main campus and Dillingham Center. In addition, this public bus system connects students to multiple locations and services across Burlington and Gibsonville. For more information about times, routes, and discount student fares, visit www.linktransit.org.

The Piedmont Authority for Regional Transportation also serves ACC's main campus and provides connecting routes to Greensboro and Chapel Hill with additional stops in Whitsett, Burlington, Graham and Mebane. For more information about times, routes and fares, visit www.partnc.org/route4express.

Tutoring Center

The Tutoring Center (Room 348 in the main building of the Carrington-Scott Campus) is part of the Learning Resources Center (Library). Staff members are available to help and encourage students by emphasizing the motto, "helping you to help yourself."

The purpose of the Tutoring Center is to support the mission and goals of the College by providing an open computer lab and tutorial services for individuals and groups. The lab provides access to and assistance with educational software designed to enable both curriculum and continuing education students to meet their course, degree, transfer, or career needs. The lab also provides tutoring for many subjects during a scheduled appointment or drop-in visit on a first-come, first-served basis.

Lab Hours: Fall and Spring Semesters

Monday-Thursday	7:30 a.m.-9 p.m.
Friday	7:30 a.m.-2 p.m.
Saturday	8:00 a.m.-noon
Sunday	Closed

Summer Term

Monday-Thursday	7:30 a.m.-9 p.m.
Friday	7:30 a.m.-noon
Saturday-Sunday	Closed

For additional information, contact the Tutoring Center at 336-506-4167.

The Tutoring Center has an open computer lab with access to and assistance with educational software. Center staff members provide tutorial services for individuals and groups at ACC.



The Writing Center is open to all students at ACC. Individual sessions with a writing consultant help with any writing assignment for any course. Computer space is available for revisions during consultations.

Writing Center

The Writing Center is open to all students at the College and may be used for any writing assignment in any course. Writing consultants offer guidance for any part of the writing process from brainstorming to final revision, encouraging students to explore ideas and helping them revise for organization, grammar, and mechanics. Viewing writing as a process helps students meet their own goals as writers as well as to meet the requirements of a particular course.

The Center offers individual appointments, face-to-face or online. To make an appointment, students should register online at alamance.mywconline.net or come to the Writing Center, located at the Carrington-Scott Campus, main building,



Room 354 in the Tutoring Center (behind the Information Desk area). Walk-in appointments are often available.

For questions or for help with the registration process, call 336-506-4190 or email writing.center@access.alamancecc.edu.

Work-Based Learning (WBL)

Work-Based Learning (WBL) prepares students to become career-ready graduates. The College offers this approach as an integral part of some of its programs and as an option in many others. WBL capitalizes on the intersection of curriculum and on-the-job learning. Its portfolio offers curricula soft skills/employability course work and robust on-the-job training. Upon completion, students will display an understanding of their role in an organization, soft/employability skills, and requisite workplace maturity, responsibility, and independence.

On-the-job training is a hallmark of WBL. The experiential learning enables students to apply classroom knowledge in the workplace through a formally structured internship. The student's total experience is planned, coordinated, and supervised by the College and the employer. Students complete a WBL experience in their declared academic program. Students are exposed to field-specific practices and processes through the mentorship of a supervisor. This relationship allows students to build a professional network for career advice and guidance.

On-the-job career training and class attendance may occur on alternate half-days, full days, weeks, semesters, or other periods of time, depending on the

occupation and the desired learning experience. WBL improves the educational program by leveraging industrial expertise and up-to-date equipment; and it permits the College to offer a wider range of programs that meet community, industrial, and student needs.

While the College offers reasonable assurance that students can be placed within commuting distance of the campus, it cannot guarantee to provide the WBL experience in close proximity to campus. Therefore, students are expected to assume responsibility for obtaining a WBL employment site and for their own transportation to and from the work site.

Only faculty members and department heads may register students for WBL courses. All students who register for WBL courses must be coded as students in the academic program specifically associated with the WBL courses.

Degree programs offering WBL options are:

Required for degree: Advertising and Graphic Design; Agricultural Biotechnology; Air Conditioning, Heating and Refrigeration Technology; Animal Care and Management; Automotive Systems Technology; Culinary Arts; Welding Technology.

Option for Major Elective: Accounting and Finance; Horticulture Technology; Air Conditioning, Heating and Refrigeration Technology; Automotive Systems Technology; Biotechnology; Business Administration; Computer-Aided Drafting Technology; Computer-Integrated Machining; Information Technology; Mechatronics Engineering Technology; Medical Office Administration; Office Administration; Office Administration/Legal.

STUDENT LIFE/ACTIVITIES

ACC Ambassadors

The ACC Ambassadors are a group of exemplary students who serve as representatives of the College on and off campus. This program began in 1987 and was the first in the state. ACC Ambassadors develop leadership skills by hosting activities, conducting campus tours, recruiting students, and speaking to community and civic groups. Ambassadors also conduct the annual alumni phonathon. In return for these services, ACC Ambassadors receive a stipend.

Nominations of Ambassadors are accepted in the spring, followed by selection interviews in July. For more information about serving as an Ambassador, contact the ACC Foundation at 336-506-4102.

Student Government Association

The Student Government Association (SGA) welcomes your interest and support. The executive board officers and senators are responsible for providing a democratic self-government for the entire student body. The SGA is composed of students who have been elected or appointed by their peers. Any student may submit a motion or suggestion that he/she

feels should be considered by the SGA during an official General Board meeting.

SGA Programming and Campus Events

SGA provides student activities throughout the year. These activities are both educational and social, and offer experiences beyond the classroom. These events are open to the entire student body. To learn more about clubs, organizations, and student activities at ACC, visit a regularly scheduled SGA meeting or stop by the SGA office (Room 229, Main Building).

SGA Elections

Elections for SGA executive positions take place each spring semester for the upcoming academic year. New students are urged to get involved and explore the roles and responsibilities of SGA positions and to seek to become candidates. In addition to the elected officers of SGA, there are Senator positions available by application and interview. These positions require creative minds, leadership qualities, and teamwork skills. Interested students should contact the Coordinator of Student Activities or SGA Executive Board Members to learn more details.

SGA Office • 336-506-4239
Student Center
Room 229, Main Building



ACC Ambassadors welcomed guests at the 2019 Donor-Recipient Reception, hosted by the ACC Foundation.

Clubs and Organizations

Alamance Community College sponsors many student clubs and organizations. These groups allow students to pursue various interests beyond the work they do in the classroom. These groups work closely with the Student Government Association to provide excellent student leadership opportunities and campus involvement.

AIKIDO CLUB—The Aikido Club exists for furthering and facilitating training in the art of Aikido among students and other members of Alamance Community College as an extension of PED 232 and PED 240 courses. The club provides space both on and off campus for ACC Aikido practitioners for club training and advises participants about training and the nature of Aikido.

AUTOMOTIVE CLUB—The Automotive Club promotes an appreciation of automotive technology to fellow students and the campus community at large. The club provides assistance to students, faculty, and staff members with their automotive needs while helping to advance members' understanding and knowledge of automotive repair.

BIOTECHNOLOGY CLUB—The Life Sciences and Biotechnology Club is open to all ACC students interested in biotech and science careers, or current biotechnology issues. The Biotech Club builds a community passionate about biotechnology by creating opportunities to learn and interact with fellow ACC students.

CHESS CLUB—Chess Club is open to all ACC students who are interested in playing and learning more about the game. Chess Club aims to create a friendly yet competitive environment for students learn, practice, and play chess.

CRIMINAL JUSTICE CLUB—The Criminal Justice Club is dedicated to promoting a more complete understanding of the criminal justice system and its concerns, investigating community action and volunteer programs, and stimulating both member and community participation.

CODA ARMS—The A Cappella Club (currently known as Coda Arms) is open to any student that aims to expand upon their vocal prowess. Coda Arms schedules various performances throughout each semester such as the variety show, Christmas tree lightings, and jazz festivals to name a few.

CULINARY TEAM—The Culinary Team promotes the culinary arts as an academic and career option. It sponsors culinary students who participate in culinary competitions. It also sponsors and teaches workshops for the food service industry.

DENTAL ASSISTING CLUB—The Dental Assisting Club promotes dental assisting as a career option and is dedicated to dental health for all people. It attempts to influence health care, foster awareness, and encourage participation in community affairs concerning dental health care.

FLORA-HORTICULTURE CLUB—The Flora-Horticulture Club is dedicated to the promotion of horticulture as an academic and career option. It strives to advance an appreciation of horticulture to fellow students and the community. The Horticulture Club aims to enhance the beauty of the College and raise the appreciation and protection of the natural environment of the area.



A Club Carnival was held last fall with games and fundraising activities to solicit new members for campus clubs. The event was sponsored by SGA.

HISTORY CLUB—The History Club is open to any ACC student interested in history. The club seeks to increase student knowledge of historical facts through educational and recreational activities. During the year the club may sponsor field trips, service projects, speakers, and fundraisers.

IT CLUB: The IT (Information Technology) Club provides students with the opportunity to discuss various IT topics and issues outside the classroom. The goal is to connect students with similar interests in IT and help students learn how to use it in real-world situations. Students can participate in competitions, go on field trips, and volunteer in school events. IT club members strive to learn from each other and educate others on the use of technology.

MARTIAL ARTS CLUB—The Martial Arts Club of ACC seeks to mentally and physically prepare members for self-defense situations. In the process of this training, members will further develop their individual senses of self-control, discipline, and respect for others.

MATH AND PHYSICS CLUB—The Math and Physics Club celebrates the knowledge, understanding, and appreciation of mathematics and physics in a college environment. A typical meeting consists of announcements, an educational video or live presentation, and time for students to discuss topics or ideas they are interested in. The club also orga-



The FLORA Club has an annual Valentine's Day Flower Sale to raise money for club activities and funds for traveling to horticulture competitions.



Students building and exploring programmable bots during a weekly IT Club meeting.

nizes events such as sky watching, guest presentations, escape rooms, or visits to the Morehead Planetarium.

MEDICAL ASSISTING CLUB—The Medical Assisting Club is dedicated to promoting medical assisting as a profession through formal education, continuing education credentialing, and professional development.

MOCK TRIAL TEAM—The Mock Trial Team at ACC trains students in trial simulations and competes with teams from other institutions. Students develop critical thinking and public speaking skills, as well as knowledge of legal practices and procedures.

MUSIC AND DRAMA CLUB—The Music and Drama Club is open to all ACC students interested in music and/or drama. Each year the club tries to promote music and drama at ACC through activities such as music and drama collaborations/discussions, performances, guest speakers, and workshops. The club works to support music and drama education and participates in philanthropic activities to benefit the college and surrounding community.

NURSING CLUB—The ACC Nursing Club consists of all students enrolled in the Nursing program, day and evening. Club activities consist of community service, volunteering and fundraising for graduation, and activities to pay various student fees. The club is dedicated to caring for the community, our College, and each other.



A group of ACC students spent the evening meal prepping and serving families and individuals at Allied Churches of Alamance County on Veterans Day.

PHI THETA KAPPA—Phi Theta Kappa is a chapter of the international honors fraternity serving two-year institutions which offer associate degrees. The purpose of the organization is to recognize and encourage scholarship, leadership, service, and the cultivation of fellowship among students in the community college system.

POLITICS, PHILOSOPHY, AND ECONOMICS CLUB—The Politics, Philosophy, and Economics Club is an interactive and engaging club that focuses on current events and hosts philosophical discussions and debates. The purpose of this club is to spread curiosity, critical thinking, and skepticism, believing that this will make the world a safe, more productive, and happier place.

ROTARACT CLUB—Rotaract is sponsored by the Rotary Club of Alamance County. Rotaract is an international service organization for college students that fosters leadership and responsible citizenship, encourages high ethical standards in business, and promotes peace and understanding among all human beings. Students participate in joint service projects with Rotary members as well as professional development activities.

SIGMA DELTA MU (National Spanish Honor Society)—Sigma Delta Mu is the national honor society for Hispanic studies for two-year colleges. Candidates for membership must have completed one semester of college Spanish, be enrolled in the second semester or higher, and have grades averaging B or better in all college Spanish courses plus at least a B (3.0) in all college work to date. In addition, students must be of good character and be genuinely interested in Hispanic culture.

SIGMA PSI—Sigma Psi is a group dedicated to discussing relative and recent news and evaluating the psychological and sociological aspects of these events.

SOLIMOD CLUB—The Solimod Club aims to promote an appreciation of design and solid modeling to member students, other enrolled students, and the campus community and provides support to the Computer-Aided Drafting curriculum development of the College.

SPANISH CLUB—The Spanish Club is dedicated to promoting a complete understanding of the Spanish culture, investigating community action and volunteer programs, and stimulating both member and community participation.

SUSTAINABLE ENVIRONMENT CLUB—The Sustainable Environment Club seeks to inform, engage, and educate the student body and public about environmental sustainability. Throughout the year, members focus on workshops and activities that inform and educate the campus community about the responsible use of energy, recycling, litter removal, water consumption, and sustainable foods.

VETERANS ASSOCIATION CLUB—The Veterans Association Club provides a network of support to military veterans, their families, and civilian supporters. The club endeavors to cultivate student veterans concerns through scheduled meetings, advocacy, social and recreational activities. Most importantly, members foster *esprit de corps* among student veterans and promote an understanding of student veterans issues.

VISUAL ARTS CLUB—The Visual Arts Club promotes the visual arts to fellow students and the public, brings better understanding of the visual arts, and provides a forum for members to show their art through club activities.

WISDEM—What is WISDEM? Women in Science, Design, Engineering and Manufacturing.

Student Activity Center

ACC's Student Activity Center provides space for students to relax between classes, meet with classmates in study groups, or catch some news or TV programming. The Center has wireless access and a multi-purpose room that can be reserved for class or club meetings. Staff members are available between 8 a.m. and 5 p.m. daily, with the exception of Friday afternoons. The Student Government Association is located in Room 229, Main building, on the Carrington-Scott Campus with posted office hours. For information: 336-506-4367.

Student Fund-Raising Activities

All fund-raising projects conducted by student organizations must be approved by the SGA and the Coordinator of Student Activities. Clubs and/or other student organizations and groups must present their proposals in writing to the Student Government Association at least two weeks prior to the initiation of any proposed project. For more information, contact Student Activities.

The number of campus fund-raising projects is not limited. However, in no event shall any club or other student organization or group hold more than two off-campus fund-raising projects per year.

Off-Campus Student Activities

All student activities sponsored by the College and held off campus must be approved by the Student Government Association and the Vice President for Student Success. This approval must be secured at least one week prior to the date of the event. To be approved, the event must be sponsored by a recognized campus organization, have a faculty/staff advisor who is willing to be present at the event and demonstrate that appropriate provisions for control have been established. In addition, sources of revenue for the provision of refreshments must be specified. No alcoholic beverages shall be allowed at any student activity authorized by the College. Any chartered organization which violates this policy may have its charter revoked or restricted by the College pending a hearing before the Student Development Committee.

Student Publications

All student publications must be approved by the Vice President for Student Success or his/her designee. Students who are interested in the publication of materials designed for College use should contact the Vice President for information and assistance.

ACADEMIC POLICIES/GUIDELINES

The Semester System

The College operates on the semester system. The semester schedule is approximately 16 weeks long. During the summer, the term is eight weeks long. Developmental courses, and some curriculum courses, are scheduled in 4-week or 8-week modules during each semester.

A student who wishes to graduate in minimum time should work closely with his/her academic advisor in planning an appropriate class schedule for each semester.

Graduation/Transfer Persistence Rates

ACC tracks students who graduate from the College or transfer to other colleges or universities. Information: Institutional Research 336-506-4113 or Student Success Center 336-506-4140.

Grading System and Quality Points

At the end of each semester, grades are given in each course using letters to indicate the quality of work done. Grade reports are posted to each student's WebAdvisor account.

<u>Grade</u>	<u>Quality Points Per Credit Hour</u>
A-Excellent	4
B-Good	3
C-Satisfactory	2
D-Lowest passing	1
F-Failure	0

NOTE: *Grades in developmental classes are NOT calculated into a student's GPA.*

I-Incomplete **no credit**

This indicates that a student has made significant and satisfactory progress in the course; however, due to unavoidable circumstances is not able to complete course requirements by the end of the semester. Since the "incomplete" extends

enrollment in the course, requirements and deadlines for satisfactory completion will be established through faculty/student consultation. The work for the "I" grade must be completed, and a grade assigned "A, B, C, D, F" no later than the end of the next semester/term, or the grade of "I" will automatically be changed to an "F."

R-Re-enroll **no credit**

A student who has been unable to meet the course objectives in the specified time must re-enroll to earn credit. This grade may only be given to students in noncredit developmental courses.

WP-Withdrew Passing **no credit**

A student may withdraw up to the 80 percent point of the course and receive a WP. Instructors can withdraw a student during this time period for excessive absences. The WP grade is not used to compute the student's GPA. After the official drop date as published in the student calendar, students must complete the course and will be awarded the appropriate grade earned at the end of the semester.

P-Passed

This grade is awarded in corequisite noncredit developmental courses and in the work experience portion of work-based learning. It may also be awarded for other experiential learning courses such as supervised field studies or review courses. When courses are graded in this manner, it must be reflected in the master course plan, and the Registrar's Office must be notified when the course is established. This grade signifies that the student has satisfactorily completed the course (equivalent

to a C or better). Failure to complete the course graded in this manner may be indicated with any other appropriate grade as prescribed in the course plan. No grade points are awarded for hours completed in this manner, and the P grade is not used to compute the grade point average (GPA).

P1–Passed Tier 1

This grade is awarded in transitional noncredit developmental mathematics and/or English courses. No grade points are awarded and the grade is not used in the computation of the grade point average (GPA).

P2–Passed Tier 2

This grade is awarded in transitional noncredit developmental mathematics and/or English courses. No grade points are awarded and the grade is not used in the computation of the grade point average (GPA).

P3–Passed Tier 3

This grade is awarded in transitional noncredit developmental mathematics and/or English courses. No grade points are awarded and the grade is not used in the computation of the grade point average (GPA).

TR–Transfer

This signifies that credit for a course was accepted from another institution. No quality points are awarded, and the grade is not used in the computation of the GPA.

CE–Credit by Examination

This signifies that the student has met the course objectives as demonstrated by a proficiency examination. No quality points are awarded, and the grade is not used in the computation of the GPA.

AU–Audit

This signifies that the student has taken a course for no credit. No quality points are awarded, and the grade is not used in the computation of the GPA. The student who enrolls for a course cannot change from audit to credit or credit to audit after the official drop/add period.

ACC operates on a quality point system. For each credit hour of work with a grade of A, B, C, D or F, a numerical value of 4, 3, 2, 1 or 0, respectively, is awarded. This number is multiplied by the number of credit hours for the course to determine the quality points earned. A student's semester grade point average (GPA) is determined by dividing the total quality points earned in all courses by the total credit hours attempted (excluding I, R, TR, CE, P and AU grades). This grade point average (GPA) is a general measure of the quality of the student's work.

Hours attempted and quality points earned in previous terms are included in the above procedures to determine the *Cumulative Grade Point Average*.

NOTE: Students can access their grade point average through Self Service.

Grade Appeal Process

Any student who believes he/she has received an unfair grade may appeal the grade/decision. A grade appeal should be initiated within 30 days from the date the grade was issued and the appeal should be in writing. The student should follow the following steps during this process:

- 1. Appeal to the Instructor.** The instructor will investigate and respond to the appeal, in writing, within five college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within five days after receiving the decision.
- 2. Appeal to the Department Head.** The department head will investigate and respond to the appeal, in writing, within five college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within five days after receiving the decision.
- 3. Appeal to the Academic Dean.** The academic dean will investigate and respond to the appeal, in writing, within five college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within five days after receiving the decision.

4. Appeal to the Vice President of Instruction. The Vice President of Instruction will investigate and respond to the appeal, in writing, within five college working days. The decision of the Vice President of Instruction is final.

Note: Grade appeals should be moved forward in a timely manner. However, in the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. If the grade is upheld, the student will be withdrawn and refunded the tuition

Scholastic Standing

President's List—The President's List honors those students who have obtained a 3.8 (rounded) or higher grade point average for a grading period. To be eligible for the President's List, the student must have completed a minimum of 12 credit hours.

Dean's List—The Dean's List honors those students who have obtained a grade point average of 3.3 to 3.7 (rounded) for a grading period. To be eligible for the Dean's List, the student must have completed a minimum of 12 credit hours.

Part-Time Honors List—The Part-Time Honors List honors those students who attend less than full time who have obtained a 3.5 or higher grade point average for a grading period. To be eligible for the Part-Time Honors List, the student must have completed a minimum of six credit hours.

Academic Progress Standards

[Note: This section does not address Financial Aid Satisfactory Academic Progress (SAP), a U.S. Department of Education-mandated requirement and process completed each semester to determine whether a student is eligible to continue receiving financial aid. Financial Aid SAP information is found on the College's web site at www.alamancecc.edu/financial-aid-site/satisfactory-academic-progress/]

The College's minimum standards of academic progress are intended to en-

sure academic success and graduation. The standards provide advance notice to students and opportunities to improve by students who perform below the minimum grade point average required for graduation. Students who believe their Academic Warning or Academic Probation status is incorrect or unfairly assigned may appeal by using the College's Grade and Academic Standing Appeal Process (see Student Grievance Procedures).

Academic Standard for Graduation—All students in curriculum programs must achieve a minimum cumulative grade point average (GPA) of 2.0 in the student's current program of study to be eligible for graduation.

Academic Warning—At the end of each fall and spring ("regular") semester, students' cumulative grade point averages are reviewed. A student is expected to achieve a minimum cumulative GPA of 2.0 based on credit hours attempted. If a student's cumulative GPA is below 2.0, the student is placed on Academic Warning until he/she has completed the next regular semester of enrollment. Students on Academic Warning receive written communication notifying them about the College's Academic Progress Standards, providing them with information about resources available for academic support, and informing them of advising contacts for both academic and financial aid matters.

Academic Probation—A student on Academic Warning is placed on Academic Probation when his/her cumulative GPA remains below 2.0 after completion of the Academic Warning semester. The student is not in good academic standing, but is permitted to enroll for a probationary semester. Access to the College's course registration system is prevented by an Academic Probation "hold" placed on the student's record. Students on Academic Probation receive written communication notifying them about the College's Academic Progress Standards, providing them with information about resources available for academic support, and informing them of advising contacts for both academic and financial aid matters.

In addition, as soon as possible after notification of probation, but no later than mid-term of the semester of Academic Probation, each student on Academic Probation must take the initiative to meet with a Faculty Advisor or a Student Success Coach/Counselor. The purpose of the meeting is to discuss academic issues and develop an Academic Improvement Plan. The Academic Improvement Plan may include required time in the Skills Lab, conferences with a Career Counselor, conferences with the Single Stop Coordinator, attending Academic Success workshops, and/or using other various strategies for success. After an Academic Improvement Plan is in place, the student's access to the course registration system is restored (if there are no other "registration hold" conditions in effect). A student on Academic Probation who does not achieve a minimum cumulative 2.0 GPA by the end of the first Academic Probation semester is permitted to enroll for one additional regular semester while continuing on Academic Probation. The conditions described above are re-imposed including the update of, and commitment to, an Academic Improvement plan in consultation with a Faculty Advisor and/or Student Success Counselor.

Academic Suspension—A student is placed on Academic Suspension from the College after his/her cumulative GPA remains below 2.0 following two consecutive regular semesters of being on Academic Probation. The student is not in good academic standing, and a notation of "Academic Suspension" is made on the student's official transcript. Access to the College's course registration system is prevented by an Academic Suspension "hold" placed on the student's record. A student placed on Academic Suspension is dropped from any courses for which he/she is pre-registered (with refund of tuition and fees), is not eligible to receive financial aid, is not permitted to register for any curriculum courses for a minimum of the next regular semester (and the summer session preceding it, if applicable), is not allowed to participate in College functions on- or off-campus, and is not allowed to

use College facilities except a) the Library which is open to the general public, and b) facilities required as part of the student's enrollment in non-credit Workforce Development classes. A student on Academic Suspension may not enroll in any curriculum courses at ACC during the period of Academic Suspension.

[Note: Some limited-enrollment programs may have more rigorous academic progress standards as outlined in the College Catalog and in departmental handbooks. A student may be academically suspended from his/her program of study, independent of College-wide academic standing, if he/she does not meet the program-specific academic progression.]

Re-Enrollment after Academic Suspension—Students who have been placed on Academic Suspension are prohibited from enrolling in any curriculum coursework in future semesters or terms. A student who wants to re-enroll in curriculum courses or programs following a minimum of one regular semester of Academic Suspension must request a waiver of his/her academic suspension by completing a Reinstatement from Academic Suspension Form and submitting it to the academic dean for his/her program of study. The academic dean consults with faculty, the student's academic advisor, and counselors for assistance with the review. A decision will be finalized within five business days of the receipt of the Reinstatement from Academic Suspension form. If reinstatement is approved, the student must complete the College's readmission process. The reinstatement is granted for one regular semester or summer session as appropriate to the student's circumstances; the student is placed on Academic Probation with a notation on his/her official transcript; and reinstatement approval may include stipulations related to the number of credit hours for which a student may enroll, a semester or term grade point average that the student must achieve, and/or required participation in specific student success services or activities. If a student makes progress in that term but has not achieved a minimum cumulative GPA of 2.0 at the

end of the term, the student may submit a written appeal to the academic dean to continue enrollment on Academic Probation for one additional regular semester. If the Reinstatement from Academic Suspension, or the appeal to continue on Academic Probation is denied, the student is not permitted to enroll in curriculum courses at ACC for any subsequent semesters or terms without approval from the Vice President of Instruction.

Academic Forgiveness

Academic forgiveness is awarded on a one-time basis for courses with a grade of “F” or “WF.” It is designed to give students returning to the College a second chance at successfully completing a degree. Students need to send a written request for forgiveness to the Vice President for Student Success who grants final approval. To be eligible for academic forgiveness, a student must:

- not have been enrolled in curriculum classes at the College for at least three years
- upon returning to ACC, complete a minimum of 12 credit hours with a grade average of “C” or better
- be currently enrolled when requesting academic forgiveness

While forgiven grades will still appear on the official transcript, they will not be calculated into the student’s cumulative grade point average. Grades that are included in academic forgiveness are not exempt from academic progress requirements relating to financial aid or VA benefits.

Curriculum Attendance Policy

Regular class attendance is regarded as essential to academic progress, and students are expected to attend all scheduled classes for which they are registered. However, it is recognized that special circumstances such as death in the family, serious illness, or personal emergencies may cause a student to be absent, and it is assumed that absences will be permitted within limits. When a student misses 20 percent or more of the total contact hours prior to the withdrawal date for a

course, the student will be withdrawn from that course. If a student is dropped from a course due to absences, he/she may appeal the decision. See *“Readmit Procedures Following Course Drop” for details*. Individual departments may set more restrictive attendance requirements with the approval of the academic dean and the Vice President of Instruction, provided that the requirements are stated in the syllabus distributed to students the first week of class.

A student who enters a course after the first scheduled session will be counted as absent from any class missed prior to the first day of attendance unless transferred internally. Three tardies may be counted as an absence at the instructor’s discretion. Students in distance education courses must adhere to the contact policy stated in the course syllabus.

Absences for approved school activities including field trips and planned student activities shall not be counted toward accumulated absences provided the student contacts the instructor(s) involved at least two days prior to the absence to prepare to make up work missed. The instructor must advise the student to attend class if the student’s grade could suffer due to the absence.

Requirements for Attendance for an Online Class

Attendance in an online class is based upon the completion of academic work, not simply accessing the Moodle course. Logging in to Moodle and only viewing course components (e.g., assignments, announcements, or discussion board posts) does not constitute attending class. Therefore, students who log in to Moodle but do not complete assignments for two consecutive weeks (14 consecutive days) and who fail to communicate with the instructor during that time period will be dropped. Submission of any assignment, including those with failing grades, will constitute attendance in the class. Appeals of all drops due to attendance can be made to the appropriate dean. The procedures for the appeal are outlined in the ACC Curriculum Student Handbook.

If an online student's absences exceed 14 days *after* the last day to earn a Withdraw Passing (WP) grade, that student cannot drop the class; instead, he or she will receive the grade earned.

If a student is dropped by an instructor for nonattendance in a course, the last assignment submitted for a grade will constitute the last date of attendance for that student.

Excused Absence for Religious Observance Policy

Students shall be permitted no more than two days of excused absences for religious observances during an academic year. These absences are **not** in addition to the number currently permitted by College policy, thus the threshold of maximum absences from class each semester is 20 percent **including** those for religious observance, or the maximum percentage listed on the course syllabus, which has been approved by the College administration.

The only difference for religious observance absences is that the student must be permitted the opportunity to make up any tests or other work missed due to an excused absence for religious observance.

Students requesting an excused absence for religious observance must make their requests at least 14 days in advance, using the appropriate College form and having that form submitted to the instructor(s) at least 14 days prior to the intended absence. The completed form includes not only the day requested and classes(es) to be missed, but also the agreed upon manner on how, when, and where the make-up(s) will take place for the missed work. Failure to adhere to the agreed upon schedule will void the student's right to make up the work, unless the instructor(s) involved agree to a reschedule.

A student may not request different religious observance days for different classes offered on the same day. If a request is made for any class on a cer-

tain day, that request will count as one of the two days permitted for the entire academic year.

Student's Attendance Responsibilities

1. The student is responsible for keeping a record of his/her absences or tardies.
2. Absence from class for any reason does not relieve the student from responsibility for the performance of any part of his/her work.
3. The student is responsible for initiating any request to make up work missed. The decision to assist the student with make up work, including tests, in every case rests with the instructor.
4. The student is responsible for complying with any special attendance regulations specified by the instructor.
5. If a student is dropped from a course due to absences and wishes to appeal the decision, he/she is expected to attend classes during the time of his/her appeal.

Instructor's Attendance Responsibilities

1. An instructor may prescribe reasonable, special attendance regulations which are not less restrictive than standard school policy. At the beginning of each term, the instructor shall inform the students of these regulations and file a copy with the Vice President of Instruction for approval.
2. An instructor shall be responsible for recording all absences and dropping the student from the course when the allowable number of absences has been exceeded (excluding those for field trips and planned student activities as previously noted).
3. An instructor shall be responsible for notifying the student of the drop upon the student's next attendance in class.

Readmit Procedures Following Course Drop

When a student is dropped from a course:

1. The instructor will notify the student of the drop.
2. The instructor will submit the drop/add form with a recommendation to the Academic Dean.
3. The student is permitted three school days in which to submit an appeal by stating in writing his/her reasons for absences to the Academic Dean.
4. If the student is readmitted to the course, the student and instructor will be notified by the Academic Dean. A readmitted student may be dropped on the next absence.
5. If the appeal is denied by the Academic Dean, the drop/add form will be forwarded to the student records office for processing and the student and instructor will be notified of the decision. Further appeal will be to the Student Grievance Committee.

Disruptive Behavior in the Classroom

Within the classroom, the student must behave in an appropriate manner so all members of the class can attain their educational objectives. If an act of misconduct threatens the health or well-being of any member of the classroom or seriously disrupts the learning environment, an instructor may direct the student(s) involved to cease and desist such conduct. If the behavior continues, the instructor will ask the student(s) to leave the classroom immediately, and the instructor will notify his/her immediate supervisor at the conclusion of the class period. The immediate supervisor will then notify the academic dean and the Vice President for Student Success. The student may not be allowed to return to class until an administrative review of the matter to determine whether further disciplinary action is warranted. A possible sanction is an administrative withdrawal of the student from the course.

Distance Learning

The Distance Learning program strives to provide quality instruction through web-based technologies to enable students to attain their educational goals. Courses delivered online earn the *same credit* and maintain the *same quality* and standards as traditional classroom courses. Courses are universally designed and delivered to meet the needs of a diverse population of students. Students enrolling in online courses should have access to a computer with reliable internet access. For students that do not have a computer of their own, ACC has two open access labs for students in the Academic Skills Lab and Library. In addition, many public libraries also offer access to computers and Wi-Fi. Some online courses require a proctored exam. Students unable to take the proctored exam on campus can work with their instructor to find an approved proctor.

Types of Distance Learning Courses:

Not sure what type of distance education course is right for you? ACC has several types to choose from depending on your schedule and specific educational needs.

- **Online “E”**—Course with 100 percent of instruction delivered via the Internet (Example: BUS 225 01E)
- **Hybrid “H”**—Face-to-face (seated) course combined with required online assignments/tasks. Face-to-face meeting times will be determined by each department. Students who register for a hybrid course must have access to the Internet and be able to complete assigned course activities online in addition to meeting on scheduled class days. (Example: HIS 131 03H)
- **Web-Assisted “W”**—Course is delivered face-to-face with a requirement that students have Internet access as a way to complete assigned tasks online. (Example: COM 110 01W)

In addition to the numerous curriculum courses, ACC offers more than 200 non-credit online courses each month.

Online Degrees

- Associate in Arts
- Associate in General Education
- Associate in Applied Science in Fire Protection Technology

Online Certificates

- Accounting and Income Tax
- Child Care Essentials
- Early Childhood
- Early Childhood Administration
- Financial Accounting
- Fire Inspections
- Fire Protection
- Fire Protection Management
- General Business Administration
- Web Design

Contact Distance Learning

Phone 336-506-4114 or 336-506-4115, email distancelearning@alamancecc.edu, or visit the web at www.alamancecc.edu/acconline.

Readmission to the College

Any student that previously attended Alamance Community College, including ACC graduates, but has not enrolled in curriculum courses for two or more consecutive semesters (summer session excluded), shall submit an application for readmission. Students applying for readmission must meet the requirements for the current program of study, including an evaluation of all coursework at ACC and other institutions. The current catalog at the time of readmission will govern the student's academic status and graduation requirements.

Students who have been suspended or dismissed for non-violent or academic disciplinary reasons may be readmitted either under a condition of general probation or subject to specific readmission provisions as determined by ACC, upon approval of the Vice President of Instruction or Vice President of Student Success, as applicable. The Student Code of Conduct policy applies to all readmission considerations.

In instances when the dismissal of a student occurred because of articulable, imminent, and significant threats made by the applicant for readmission to himself/

herself, other individuals, or property, ACC reserves the right to deny readmission. Students who have been dismissed on the basis of making prior threats shall submit an application for readmission, including written evidence from qualified professional sources, that the student no longer poses a threat to himself/herself or other members and property of the College community.

ACC reserves the right to deny readmission in all instances of application for readmission, whether for academic or non-academic reasons.

Instructor Absences

In cases when the instructor is not in class and other arrangements have not been made, the students are automatically dismissed after 10 minutes (30 minutes for evening courses). A roll must be signed by the students present and turned in to the receptionist at the main building entrance.

Changing Student Course Schedule Drop/Add Period

The drop/add period for changing student course schedules is designated and announced each semester. **Alert: Beginning with the first day of classes, students wishing to drop and add classes must do so simultaneously (same session) to avoid a 25 percent administrative tuition charge.**

Examples:

1. A student drops ENG 111 for 3 credits and adds PSY 150 for 3 credits during the same session. The student will have an "even" exchange for tuition charges.
2. A different student drops ENG 111 for 3 credits on the first day of classes. The student changes his mind, returns five minutes later and adds the same or another class. The student would be given a 75 percent refund for the dropped ENG 111 class and then charged 100 percent for the added class, resulting in an additional 25 percent charge, even though maintaining the same credit hours.

Course Withdrawals After the Drop/Add Period

Each semester, a drop/add period for enrolled students to change their schedules begins on the first day of class and extends for a designated period of time. A 75 percent tuition refund will be awarded through the 10 percent point of the course. If a student drops a course during the last 20 percent of the semester, the final grade will reflect the earned numerical average of his/her work in the course. Students who have formally dropped a course may not continue attending those classes. *Note: An instructor may drop a student from a course for excessive absences (see Attendance Policy).*

Procedures: Students should obtain a “Drop Form” from the College’s website or the Admissions/Records desk in Student Success, first floor of the Gee Building on the Carrington-Scott Campus. Students must have each instructor sign the drop form and record the appropriate grade. Return the drop form to the Admissions/Records office. Failure to follow this procedure may result in a grade of “F” for courses that the student stops attending.

It is the student’s responsibility to ensure the drop form is completed and sent to the Student Success office.

Administrative Withdrawal

The College reserves the right to withdraw any student when such action is in the best interest of the College and/or student. Such action will be taken only after careful deliberation and consultation with all parties who possess information pertinent to the situation.

Payment

Payment may be made to the Business office by cash, check, money order or credit card (Discover, VISA or MasterCard only). VISA, MasterCard, Discover, and American Express payments can now be made on Self Service. There is a \$31 charge for returned checks, and any student who has had two checks returned will forfeit the privilege of paying by check for a

period of three years. Any returned checks must be satisfied immediately. Payments may be submitted via Self Service or by visiting the Business office. Payments may also be made via payment plan. Students may sign up for a payment plan through WebAdvisor. There is a \$25 charge to enroll in a payment plan.

Tax Information

Form 1098T—Tuition Payments Statement will be available in an electronic format on the student’s Self Service account by January 31. If the student does not choose the electronic format, Form 1098T will be mailed to the student on January 31. If the information on the 1098T is incorrect according to his/her records, the student should bring it and copies of his/her records to the Cashier office for correction. Form 1098T captures only the amount billed to the student.

Tuition Transfer

If a student has paid tuition for a given semester and moves to another area of North Carolina, the curriculum tuition paid for that semester can be transferred to any other technical college or community college, provided the student presents a copy of the receipt for that semester and satisfies all admissions, academic, and administrative requirements of each institution. This includes only the curriculum tuition and does not include any other student fees.

ACC Transcripts

No transcript will be released without the consent of the student/alumnus. Unofficial transcripts can be accessed at any time through the student Self-Service account and are free of charge. Official ACC transcripts are processed through the National Student Clearinghouse’s eTranscript service. Orders can be placed online 24 hours a day, 7 days a week, with tracking information provided to the requester. Electronic transcripts are processed within 15 minutes unless further research is needed. Requests to mail official tran-

scripts are processed within 1-2 business days. *NOTE: Official transcripts will not be released if there is an outstanding financial obligation to the College.*

Transfer Credit

Transfer Credit to ACC

Alamance Community College allows transfer of credit for students from regionally accredited post-secondary institutions, military schools, and other post-secondary institutions provided the courses represent collegiate course work from accredited institutions. In all cases, the following conditions must be met:

- a. The course is required for graduation at Alamance Community College.
- b. The course was passed with a “C” or better. CE Grades are not transferable.
- c. The course closely parallels the content and competencies of the course it replaces at Alamance Community College.

Refer to the ACC General Catalog for specific guidelines on transfer credits.

An admissions counselor, following guidelines approved by the various academic departments, awards transfer credit. The awarding of military credit is based on recommendations in the Guide to the Evaluation of Educational Experience in the Armed Services, published by the American Council on Education. A maximum of 75 percent of degree requirements is transferable from all sources.

Within the Nursing department, departmental policy limits transfer credit for nursing courses to NUR 111. This course must have been taken no more than two years prior to enrollment at the College with a grade of “B” or better.

Transfer credit courses are not used in the computation of the student’s grade point average in his/her program at Alamance Community College. A candidate for a certificate, diploma, or degree must take a minimum of 25 percent of his/her major courses (excluding credit by exam) at the College.

Transfer Credit to Other Institutions from the University Transfer Program

University Transfer credits earned at ACC will transfer to many other state and private institutions across the country. The Academic Advising Department Head can provide specific information.

Transfer Credit to Other Institutions from Technical Programs

An increasing number of colleges and universities accept courses completed in a technical curriculum for credit toward the baccalaureate degree. Each institution has its own means of evaluating the appropriateness of transfer credit. Some institutions accept the associate in applied science degree in total and have a specialized program of two additional years to complete the baccalaureate degree. Other institutions consider each applicant and his/her record individually and award transfer credit for courses which they deem appropriate. Still other institutions will award credit on the basis of successful completion of challenge examinations. Students interested in additional information about transferring to other institutions should contact the Academic Advising Department Head. In all cases, the receiving institution is the final authority on the appropriateness of transfer credit, and students should make contact with those institutions to which they are interested in transferring.

Credit by Exam

Students who believe they are competent in a course may ask the department head for Credit by Exam (CE). A student may challenge a particular course only once. The student must be currently enrolled at ACC and must not have enrolled in the course prior to taking the exam. A nonrefundable \$25 exam fee will be charged. Students will be given credit for the course if they achieve a score of at least 85 percent on the test. If students do not earn at least 85 percent on the

test, they must register for the course, pay tuition, and complete the requirements for the course in order to receive credit. A maximum of 25 percent of the student's program of study may be awarded on this basis.

If a student registers, pays tuition for a course, and then decides to challenge the course by requesting credit by exam, that student must complete the credit by exam process prior to the end of the drop/add period. Exceptions to this procedure must be approved by the Vice President of Instruction.

Credit by Credential

In cases where the learning outcomes of current, industry-earned credentials align with the learning outcomes of a course(s), academic credit may be awarded.

Academic credit may be awarded for adequately documented and validated industry-recognized credentials. These credentials must be approved by the subject matter experts based on content and outcomes. This credit must be approved by the department head, academic dean, and the Vice President of Instruction. Students should contact the department head to determine if a credential qualifies for academic credit.

Course Loads

The minimum course load for classification as a full-time student is 12 credit hours. The normal course load to complete a program in a minimum amount of time varies from one curriculum to another. No student may enroll for more than 23 credit hours in any semester without the recommendation of the appropriate academic dean. Course loads and requirements for university transfer students may vary. Information on recommended loads may be obtained from the department head or from individual advisors.

Prerequisites and Corequisites

Prerequisites and/or corequisites are indicated for many courses offered at Alamance Community College. These are intended to provide students the knowledge and skills needed to begin a given course. Students failing to meet prerequisites prior to beginning a course or failing to register for the appropriate corequisite for a course will be dropped from the given course.

Occasionally, prerequisite or corequisite knowledge and skills may be obtained other than by completion of the required course. Such situations require written approval by the appropriate academic dean.

Graduation

Requirements for the degree, diploma or certificate vary according to each curriculum as outlined in the catalog and available through the student's Self Service account. Students should confer with their academic advisors each term to ensure they are taking the proper sequence of courses leading to graduation. **All students must have a minimum cumulative grade point average (GPA) of 2.0 in the student's current program of study. The program of study is defined as the program identified in the graduation application and all courses required for the program.**

At the beginning of the semester in which a student will complete degree requirements, he/she must apply for graduation online via Self Service or in the Admissions/Records office, first floor, Gee Building on the Carrington-Scott Campus. Applications must be completed prior to the graduation application deadline posted annually in the ACC Curriculum Student Handbook.



Pictured are the 2019 graduates of Alamance Community College. Commencement ceremonies were held at the Alumni Memorial Gymnasium at Elon University.

Graduation Fee/Attire

After applying for graduation, each curriculum student is charged a graduation fee to cover the costs of the certificate, diploma or degree, and the cap and gown. This fee will be refunded only in the event the student does not meet graduation requirements. Any student completing a second certificate, diploma or degree within the same graduation year may be required to pay the additional cost of the certificate, diploma or degree.

Information about how to order caps and gowns is located at www.alamancecc.edu/admissions-site/transcripts-and-records/.



Graduation marks the most important part of a student's journey. Students should apply and prepare in advance to participate in the Commencement ceremony.

STUDENT RIGHTS/RESPONSIBILITIES

Student Code of Conduct, Rights, and Responsibilities

Part I—Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Alamance Community College honors the right of free speech, discussion and expression, the right to petition for redress of grievances, and the right to peaceably assemble, each of which is consistent with the First Amendment of the United States Constitution. That these rights are a part of the fabric of this institution is not questioned. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property and interference with the rights of other members of the community cannot be tolerated. As members of the academic community, students are expected to exercise their freedoms with responsibility. As such, students are subject to the same federal, state and local laws to which all citizens are subject, and which are enforceable by duly constituted authorities. When students violate these laws, they may incur governmental penalties. When they violate academic policies or the college's Code of Conduct, they may incur college penalties.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn is shared by all members of the academic community. This institution has a duty and responsibility to develop policies and procedures that provide and safeguard this freedom. Such policies and procedures, as outlined

below, have been established within the framework of general standards and with participation of the members of the academic community. The purpose of these procedures is to ensure to students and the College community fundamental fairness, in the context of educational goals and the institutional mission.

Part II—General Policies

- A. The College is dedicated not only to learning and the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through a sound education program and policies governing student conduct that encourage independence, maturity, and responsible community membership.
- B. ACC's responsibility to protect its educational purpose through the establishment of standards of conduct and scholarship for students who attend is inherent in the governance and disciplinary power of the College, as exercised by the Board of Trustees and President. In developing standards of responsible student conduct and academic performance, disciplinary proceedings play a role secondary to counseling, guidance, admonition, and example. In the exceptional circumstances where these preferred means fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from the unfair imposition of serious penalties.
- C. Procedural fairness is basic to the proper enforcement of all College policies and rules. In particular, no disciplinary sanctions shall be im-

- posed unless the student has been informed in writing of the charges against him/her and has (1) an opportunity to know the nature and source of the evidence against him/her; (2) an opportunity to respond to all alleged violations and present evidence on his/her own behalf; and (3) an opportunity to file a petition of appeal of any disciplinary action taken against him/her.
- D. Students shall have an opportunity to participate in the formulation and improvement of policies and/or rules relating to student conduct and the welfare of students, through the Student Government Association and through membership on College committees and boards.
- E. Any student who believes his/her rights have been violated in the application of this policy may pursue appeal as described in these procedures.
- F. The College may apply sanctions or take other appropriate actions when student conduct directly interferes with the College's: (1) primary educational responsibility to all members of the College community in pursuit of their educational goals and objectives; and/or (2) responsibility for protecting real and personal property, safe-keeping of records providing administrative and student support services, and sponsoring or facilitating community-wide activities such as lectures, concerts, clinics, repair services, and other functions.
- G. Career and College Promise (CCP) students whose classes meet on the ACC campus are subject to the ACC Student Code of Conduct, and complaints will be adjudicated by ACC. Records are subject to FERPA. CCP students whose classes meet at their high school are subject to their high school's student code of conduct, and complaints will be adjudicated by the high school.
- H. Early College and Middle College students are subject to complaint adjudication by Early/Middle College administrators.

- I. Each student shall be responsible for his/her own conduct, from the time of application for admission through the actual awarding of a degree, diploma, certificate or skills certification. This requirement applies during the academic year, between terms, and before and after classes begin and end.
- J. Policies and regulations that relate to college-recognized student organizations, and their duties and responsibilities, are established through the Constitution of the Student Government Association and the Student Code of Conduct. Complaints against groups or their members for violations of the Student Code of Conduct are adjudicated by the Vice President for Student Success or designated student conduct officer.

Part III—Student Code of Conduct

This Code of Conduct encompasses and applies to all properties and facilities owned or leased by ACC, including all ACC campuses and all off-campus sites at which the College conducts programs, services or events.

A. General Conduct Responsibilities and Regulations: The following describe general rules of student conduct, including behaviors and actions, which are established as policy by the Board of Trustees or designees and are prohibited at Alamance Community College. The Board authorizes ACC officials to take immediate action and/or begin disciplinary proceedings when a student or students are in violation of these rules. Alleged violations of these rules will be adjudicated through Student Code of Conduct procedures.

- 1. Academic Dishonesty and Plagiarism:** Students are expected not to give or receive help during tests, projects, or homework assignments unless authorized by the instructor. Plagiarism is prohibited. Plagiarism is defined as intentionally or unintention-

ally stealing words or ideas from another person, website, article, book, or any other source (published or unpublished), and passing them off as one's own in a paper, speech, oral report, exam, quiz, project, or other assignment. All borrowed phrases, sentences, and ideas must be attributed to any sources(s) consulted. The instructor directly concerned can address academic dishonesty and plagiarism in his/her course(s) and/or can file charges under the Code. All academic dishonesty cases should be reported to the Vice President for Student Success with a recommendation of whether "charges" or "no charges" should be brought. Sanctions which can be imposed by instructors at their discretion, based on the type of assignment and the content of the instructor's syllabus, may include:

- Having the student repeat the assignment;
- Assigning a lower grade on the assignment;
- Assigning a "zero" on the assignment; or,
- Assigning an "F" in the course.

Other sanctions, as described in Part IV of this Policy, may be assigned as outcomes of adjudication by the Vice President for Student Success or designated student conduct officer.

2. **False Representation:** ACC prohibits representing the College, its community members, or a student organization without authorization, or representing or using the identity of an individual member of the campus community without express authorization of the individual.
3. **Violation of Probation:** ACC prohibits violating the terms or conditions of any disciplinary probation imposed by the College or a sanctioning body thereof; or,

non-compliance with any rule or regulation during a period of academic or disciplinary probation.

4. **Lewd or Indecent Conduct:** This includes public, physical, verbal, or online actions (including the wearing of clothing displaying such language, pictures, or symbols); distribution of obscene or libelous written materials; use of profanity or obscenity; lack of complete dress for the occasion; or engaging in harassment or sexual harassment.

- Harassment is defined as oral, written, graphic or physical behavior that demeans, threatens, bullies, or intimidates the targeted person or group; and furthermore it occurs when either the behavior is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the school's programs or activities; or when a reasonable person would conclude the behavior resulted in a hostile environment. Depending on the circumstances and context, harassment may include but is not limited to epithets, taunts, profane or derogatory comments or slurs and lewd propositions, impeding or blocking movement, offensive touching or any physical interference with normal school activity, stalking, and repeated unwanted verbal or online behavior.
- Sexual harassment and hostile environment are defined and described in ACC's Sexual Misconduct Policy and Procedures to Address Sexual Misconduct posted on the College's web site.

- 5. Possession and/or Consumption of Drugs, Alcohol or Other Substances:** A student shall not knowingly possess, use, sell, distribute, transmit or be under the influence of any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, compound, combination or derivative, alcoholic beverage or intoxicant of any kind on any property or in any facility owned or leased by ACC, including all ACC campuses and all off-campus sites at which the College conducts programs, services or events. Use of a drug authorized by a medical prescription issued to the student from a student's qualified health provider shall not be considered a violation unless the student is taking the medical prescription inconsistent with the dosage prescribed by the health provider so as to be under the influence or intoxicated. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual student for violations of this policy or other College policies and the accompanying sanctions.
- 6. Gambling:** ACC prohibits gambling in whatever forms it takes, wagering, or games of chance, where the playing for money or material is involved.
- 7. Theft or misuse of Real or Personal Property or Equipment:** Students must not misuse College property, property of a member of the college community, or of a visitor to any ACC campus. Misuse is defined as damage, theft, unauthorized occupation or access, seizure, intentional breaking or destruction, tampering with safety or security equipment, motor vehicles, instructional equipment, technology, trespassing, providing false alarm or communicating a threat, or any

use that is inconsistent with the prescribed, customary authorized or intended use. ACC also prohibits any actions taken by a student that threaten or cause injury to another student, member of the college community, or visitor involving college property. In addition to any sanctions that may be imposed or disciplinary actions taken, the student may also be personally liable for the cost of misuse, including the payment of costs of repair or replacement costs, or the recovery of college personnel or operating costs.

- 8. Mental or physical abuse:** ACC prohibits mental or physical abuse by a student or student group/organization to any person of the campus community or to any visitor. Mental or physical abuse is defined as and includes verbal, online, or physical actions that threaten bodily harm, endanger the health or safety of any person, or intimidate or coerce another. Hazing is a form of mental or physical abuse. This prohibition applies to and encompasses all properties and facilities owned or leased by ACC, including all ACC campuses and all off-campus sites at which the College conducts programs, services or events.
- 9. Forgery and false documents:** ACC prohibits the forgery, alteration, duplication, or misuse of records and documents submitted to the College and/or of College documents, records, or instruments of identification by a student with intent to deceive.
- 10. Disruptive Conduct:**
- Student use of college facilities and grounds must not be inconsistent with prescribed, customary or authorized use. Violations include preventing, obstructing or substantially interfering with the use of a facility or portion thereof by

those persons for whom or to whom the space is assigned; unauthorized sales and solicitations; and inciting or organizing attempts to prevent student attendance at classes. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; or which interferes with free access, ingress or egress to College facilities or grounds is prohibited.

- b. Behavior that is harmful, obstructive, or disruptive to the educational process or institutional functions of the College, or behavior that infringes on the rights of others on College property or at College events or activities, is prohibited.

11. Weapons and Fireworks/Incendiary Devices: Possession or use of firearms, fireworks, explosives, incendiaries, knives, and other types of weapons on College property or at any College function in connection with a College-approved activity, is prohibited (except by persons specifically authorized by the College president or designee, and in accordance with G.S. 14-269.2). Examples include but are not limited to possession of bowie knives, dirks, daggers, loaded canes, sword canes, machetes, box cutters, brass knuckles and hazardous chemical or biological agents unrelated to College instructional activities.

12. Fire Alarm, Public Safety, or Notification Device: No student shall intentionally sound or tamper with a fire alarm without cause, improperly use fire prevention equipment, set fires on campus without proper authorization, fail to evacuate a building or grounds during an alarm or public notification, or tamper with a

public alert or notification device, such as a “call box,” camera, or speaker system.

13. Failure to Comply: A student shall comply with instructions and directives of College officials and campus public safety officers acting in performance of their duties, and shall further identify themselves to these persons when requested to do so.

14. Tobacco and Food: ACC prohibits smoking or other tobacco use in any unauthorized location. The College also prohibits eating or drinking in any classroom, shop, lab or unauthorized location, unless otherwise permitted by college officials.

15. Violation of Law: Violation of law is a violation of the Student Code of Conduct. ACC may pursue disciplinary action against a student who is charged with a violation of law. Adjudication under the Code of Student Conduct may be carried out prior to, simultaneously with, or following criminal or civil proceedings that are conducted off-campus. Determinations made or sanctions imposed under this Code shall not be subject to challenge or change on the grounds that the criminal charges have been dismissed, reduced, deferred, or because of any particular result. When a student is charged by federal, state or local authorities with a violation of law, ACC will not request or agree to special consideration for that student because of his/her status as a student.

16. “Contempt” or “perjury” in relation to any hearings relative to the Student Code of Conduct, conduct appeals process, or student grievance process is prohibited.

B. Financial Obligations and Business Relationships:

The College and the student enter into a business relationship when the student enrolls and incurs financial obligations to the College in the form of required tuition and registration fees, books, college imposed fees, college-based loans or scholarships, federal or state administered financial aid, insurances, uniforms, supplies and materials. The College assumes no responsibility for, nor will it act in behalf of, privately incurred debts or obligations involving students in relationships with third parties or sponsorships outside the College. The College prohibits failure to pay required tuition and registration fees, College imposed fees or fines, failure to repay college-based loans or scholarships, the passing of worthless checks, or fraudulent actions when transacting college business.

The College will take the following actions in instances wherein the student fails to honor the business relationship with and financial obligations to ACC: Diplomas, grades, transcripts or records, permission to register for succeeding semesters or to attend class or participation in graduation exercises will be withheld from students who have outstanding debts to the College, or who have not made arrangements acceptable to the Business Office for the discharge of such responsibilities, including:

- The payment of costs to repair or replacement costs and/or the recovery of college personnel or operating costs for damages to College property by the student(s) or student groups/organizations responsible for such damage; or,
- The payment of charges, fees, defaulted payments, Pell Grant or other financial aid overpayments, and fines owed for violations of the College's student parking and traffic regulations.

C. Motor Vehicles: Parking areas and vehicular access to the campus are limited. Those students who use personal vehicles on College property should recognize the pedestrian nature of the campus and local regulations that have been established:

1. All vehicles owned and/or operated by faculty, staff and students using the parking facilities of Alamance Community College shall be duly registered with the administrative officers of the College. Each faculty, staff or student parking permit shall be placed as instructed where it will be clearly visible from the outside of the vehicle. Parking permits for motorcycles or bicycles shall be displayed on the frames in a conspicuous manner. All such permits will, by color, name, and other distinguishable characteristics, differentiate student vehicles from other vehicles driven or owned by faculty and staff. The College will have available new parking permits at the beginning of each new academic year (August). All employees and students are required to make application for and display a parking permit within two weeks after classes begin. Any employee or student who fails to display a parking permit on his/her vehicle within the specific time will be subject to a parking violation and fine.
2. Students are allowed only to park in lots available for student parking. See the Campus Building/Parking Map in the ACC Student Handbook for designation of parking areas. Vehicles parked in spaces not designated for parking or in driveways may be towed at the owner's or the driver's expense. All towing charges shall be set by the company towing the vehicle and shall be paid by the driver and/or owner to the towing company. The College assumes

- no responsibility for fees incurred by the towing of any vehicle.
3. It is a violation of these regulations for any student or other person to operate a motor vehicle over any street, drive or parking lot of the College in willful disregard of the rights or safety of others or without due caution, and at a speed or in a manner so as to endanger any person or property.
 4. Any violation of the provisions of these regulations shall be punishable by a fine. Any student, faculty or staff of ACC receiving three violations during one academic term, or five violations in one school year, may be referred for disciplinary action. Fines may be issued for parking in a fire lane(s); taking up two spaces; parking in VISITOR, FACULTY, NO PARKING, or HANDICAPPED areas; driving the wrong way on one-way street; failure to display a valid parking permit; abandoning a vehicle (towing charges); overtime parking in a 15-minute zone; blocking walkways or roadways; disregarding safety of others, exceeding the campus-wide 10 mph speed limit, careless and reckless driving, or spinning tires.
 5. Persons receiving violation citations must pay fines at the Business Office within seven college days of the date and time of the citation. Fines issued as a result of parking or driving violations not paid or appealed within the time limitation are subject to doubling.
 6. Students should heed all traffic signs and regulations. Full regulations are posted and copies of the complete policy concerning parking and traffic control regulations are available upon request.

Part IV—Sanctions

As a consequence of student violations of the Student Code of Conduct (Code), Alamance Community College may impose sanctions against any student or

group of students. The Board of Trustees has established and administers its Code and appropriate sanctions through delegation of authority to the President, who further delegates authority to the Vice President for Student Success, the Vice President of Workforce Development, the designated student conduct officer, and the Student Conduct Appeals Panel as appropriate to each case.

The goals of imposing disciplinary sanctions are to hold the student accountable, to educate the student about expected behavior, to improve student understanding of community standards, to provide the opportunity for the student to learn from the incident/behavior, and to protect the rights and safety of other members of the College community and of College property.

The President, Vice President for Student Success, Vice President of Workforce Development, designated student conduct officer, or Student Conduct Appeals Panel may impose any disciplinary action listed below, as well as appropriate modifications thereto. Any sanctions imposed by the authorized administrators may be appealed by the accused to the Student Conduct Appeals Panel. In cases of sexual misconduct, findings and sanctions may be appealed by the accused or the accuser. Any decision of the Student Conduct Appeals Panel may be appealed to the President, who may delegate authority to the Executive Vice President.

The type and severity of student conduct disciplinary sanctions may be impacted by past disciplinary history of the student; the nature of the violation; the severity of the injury, harm or damage resulting from the incident; institutional precedent in sanctioning similar violations; and demonstrated understanding of the offense by the student. The following sanctions may be imposed upon any student, or student group as applicable, found to have violated the Code.

- A. Oral Warning:** When a violation does not warrant notation on the individual's official college record, or when mitigating circumstances warrant, the student may be issued

an Oral Warning censuring him/her for the violation and warning that any subsequent violations are likely to result in heavier sanctions. If there is no repetition or escalation of the sanctioned behavior, all notes related to the violation and warning will be destroyed consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

B. Letter of Warning: When a violation does not warrant notation on the individual's official College record, or when mitigating circumstances warrant, the student may be sent a Letter of Warning censuring him/her for the violation and warning that any subsequent violation of the Student Code of Conduct is likely to result in heavier penalties because of the prior infraction. The generation of a Letter of Warning is within the discretion of the Vice President for Student Success, Vice President of Workforce Development, or designated student conduct officer. If there is no repetition, escalation, or further violation of the Student Code of Conduct related to the violation the letter will be destroyed consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

C. Educational and Community Service Sanctions: A student or student group/organization may be assigned educational and/or community service activities intended to improve his/her/their ability to function within the range of behavior expected of members of the ACC community. Sanctions address the particular nature and circumstances of a violation. Examples include but are not limited to performing a specified number of community service or college service hours, writing a reflection paper or other written assignment relevant to the circumstances of the violation, assignment of specified counsel-

ing, requirement to make restitution, agreement to a behavioral contract, assignment of a no-contact order, or any other educationally appropriate sanction. If there is no repetition, escalation, or further violation of the Student Code of Conduct related to the violation, records will be destroyed consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

D. General Probation: A student or student group/organization may be placed on general probation when involved in a minor violation. General probation may be imposed with two specific conditions. First, the student must demonstrate capability and a willingness to adhere to the Code without further penalty. Second, the student must acknowledge that repetition of the same violation warrants further action. General Probation will not remain in effect more than two academic semesters and any intervening summer session. If there is no additional violation of the Student Code of Conduct related to the violation, records will be destroyed consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

E. Restrictive Probation: Restrictive Probation results in loss of good conduct standing. Restrictive conditions of probation may limit activity of the student in the College community during the probationary period. Generally, the student will not be eligible for initiation into any campus or national organization, may not receive any College award or other honorary recognition, may not occupy a position of leadership or responsibility with any College or student organization, and may not be allowed to participate in any type of extracurricular student activity. Student groups/organizations placed on Restrictive Probation may be prohibited from participating in

specified College activities, from fundraising activities, and from initiation of new members. Restrictive Probation shall remain in effect for no more than two academic semesters and intervening summer sessions. Any additional violation of the Code during a period of Restrictive Probation may result in immediate dismissal from the College for an individual or loss of College recognition for a student group/organization. Records related to restrictive probation will be retained consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

F. Interim Suspension: The Vice President for Student Success, Vice President of Workforce Development, or designated student conduct officer may assign a short-term suspension for conduct that poses a threat to the health or well-being of any member of the College community or to the activities and property of the College. An interim suspension may be assigned also when an accused student or student group/organization does not respond timely to begin the complaint resolution process after being notified of a student conduct complaint. Interim suspension is generally limited to five school days or until a student begins participation in the complaint adjudication process.

G. Suspension: A student or student group/organization involved in a violation warranting consideration of sanctions more serious than Restrictive Probation will face Suspension. The length of the suspension will be determined by such factors as disciplinary history of the student; the nature of the violation; the severity of the injury, harm or damage resulting from the incident; institutional precedent in sanctioning similar violations, and demonstrated understanding of the offense by the student. Suspension shall be of a short-term nature, generally not exceeding five school

days, beginning immediately with the assignment of the sanction. During the period of suspension, the student is not permitted on any campus of ACC without written permission of the Vice President for Student Success or Vice President of Workforce Development. Upon completion of the sanction and return to classes, the student will be placed on General Probation, subject to the conditions thereof. Records related to suspension will be retained consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

H. Dismissal: This sanction is the most severe that ACC imposes upon a student. There are two types of Dismissal: "Explicit" and "Indefinite."

1. Explicit Dismissal: A student involved in a violation warranting consideration of action more serious than Suspension, or repeated violations of misconduct, will be assigned Explicit Dismissal. The length of Explicit Dismissal will be determined by the same factors related to Suspension. The duration of the Explicit Dismissal sanction shall not exceed two academic semesters and any intervening summer sessions. A student who re-enrolls following explicit dismissal will be placed on general probation for one to two semesters following re-enrollment.

2. Indefinite Dismissal: A student will be assigned the Indefinite Dismissal sanction for violations of the Code so severe that his/her continued attendance or participation in any classes, programs or services would be considered an infringement upon the rights of the student body or college community, or the furtherance of the College's educational, civic or recreational purposes. The minimum length of Indefinite Dismissal will not be less than one

calendar year. A student wishing to be reinstated to good conduct standing must obtain clearance from the Vice President for Student Success or Vice President of Workforce Development prior to returning and must comply with conditions assigned to the return.

General Terms of Dismissal: The College requires that a student dismissed from the College, whether as Explicit or Indefinite Dismissal, be escorted from the campus immediately after the sanction is imposed. Any student dismissed for violations of conduct must secure written permission from the Vice President for Student Success or Vice President of Workforce Development before he/she again may be present on any College property, College-sponsored or supervised activity, or participate in any classes, programs, services or activities. If the student fails to leave the campus, or returns to the campus without written authorization, he/she may be faced with trespassing charges. If a student withdraws from the College while facing conduct charges, the same procedures apply as are applicable to dismissal, until such time as the charges are settled. In addition, an unresolved student conduct complaint may result in a “hold” placed on the student’s academic record and ability to conduct business with the College, until the conduct complaint is resolved.

When a student has been dismissed for violations of conduct, a report will become a part of the student’s permanent record.

Part V—Student Conduct Complaint Resolution Procedures:

A. Complaint forms for submitting alleged violations of the Student Code of Code of Conduct are located in the offices of the Vice President for Student Success, Vice President of Workforce Development, and Public Safety. Complaints should be submitted on a complaint form or other written document including: name(s) of student(s), faculty member(s) or staff involved; names of witness(es); a thorough descrip-

tion of the alleged violation; time, date and location of the alleged violation; and, any action(s) taken. The Complaint is to be filed with Vice President for Student Success (for curriculum students), or Vice President of Workforce Development (for continuing education and Academic/Career Readiness students). Allegations concerning violations of the Student Code of Conduct must be brought to the attention of a College administrator within 120 days of discovery of the alleged offense. Events, decisions, or activities (except sexual misconduct allegations) that occurred more than 120 days earlier are “stale” and are not normally subject to student conduct action. Exceptions to the time frame will be made at the sole discretion of the Executive Vice President or designee, and for example may involve allegations still under investigation or circumstances in which the safety of individuals or the College community are deemed to be at risk.

- B. Response to a Complaint: The Vice President for Student Success, Vice President of Workforce Development, Director of Public Safety, or their designees will notify the student of a complaint filed against him/her. The student has 24 hours after receiving the notice of complaint to contact the appropriate Vice President or designated student conduct officer for purposes of an administrative hearing. If the student makes no contact, the Vice President has the authority to suspend the student until a hearing of the particulars occurs. The student conduct complaint resolution should be completed within 60 days after the initiation of the complaint, except when specific circumstances cause a delay.
- C. A student conduct administrative hearing generally requires a personal meeting with the Vice President or designated student conduct officer. The administrative hearing is closed to the public. At the administrative

hearing, the student will be notified of the information included on the complaint form; have a chance to respond to or provide rebuttal to the complaint; be afforded an opportunity to provide supplemental information, including witness statements; and, be informed of his/her rights and responsibilities as detailed in the Student Code of Conduct. The student will be asked to sign a "Conduct Procedures Report" verifying that he/she was informed of his/her rights.

- D. The accused may have an advisor of his/her choice present at a disciplinary proceeding and any related meetings. In the case of sexual misconduct allegations, both the accused and the accuser may have an advisor present. An advisor serves on a consulting (non-participatory) basis in a disciplinary hearing or related meetings. If an attorney is to be present as advisor to the accused (in any case) or accuser (in sexual misconduct allegations only), current contact information of the attorney must be provided to the Vice President or designated student conduct officer at least five college days before the scheduled date of the administrative hearing.
- E. As appropriate to the allegations, the Vice President or designated student conduct officer interviews relevant student(s) and witness(es), reads supporting documentation, gives the student or students their fundamental fairness rights, makes a determination of responsibility, and assigns appropriate sanctions. In order to complete the administrative hearing process and reach a conclusion, more than one meeting may be needed.
- F. Final determination of responsibility is made by the Vice President for Student Success, Vice President of Workforce Development, or designated student conduct officer as applicable, and will be based upon the standard "preponderance of the evidence." The Vice President or designated student conduct officer will assign sanctions and notify the student. When practical, the student will be notified in person; and in all instances the student will be notified by letter sent through U.S. mail. Notice via electronic communication may be substituted by mutual agreement.
- G. Appeal of Student Conduct Decisions: An accused student found responsible, who believes the outcome of the administrative hearing is unfair, may appeal to the Student Conduct Appeals Panel. In cases alleging sexual misconduct, both the accused student and the accuser have the right of appeal. The burden of proof in an appeal rests on the appealing party to show by a preponderance of the evidence why the previous decision should not be affirmed. An appeal must be based on one or more of the following grounds:
 - 1. Insufficient evidence to support the decision.
 - 2. New evidence unavailable at the time of the original hearing.
 - 3. Procedural error serious enough to affect the outcome of the hearing.
 - 4. Excessive or inappropriate sanctions.
 - 5. Discrimination based on the appellant's membership in a protected group.
- H. The appellant has three college days to appeal the original decision to the Student Conduct Appeals Panel by submitting to the Chairperson of the Grievance Committee a written notice citing the grounds for the appeal and attaching supporting documentation.
- I. The Chairperson of the Grievance Committee will assemble a Student Conduct Appeals Panel from among the members of the Grievance Committee. A panel will be comprised of three members, unless the Chairperson of the Grievance Committee de-

cides otherwise in a particular case for good cause. No member who has a conflict of interest will serve on the panel. Decisions in a particular case are made by majority vote and based upon a preponderance of the evidence. The Chairperson of the Grievance Committee will chair the hearing but will not vote.

- J. The hearing of the student conduct appeal must be set by the Chairperson of the Grievance Committee within ten college days after receiving written notification of appeal. The Chairperson may grant an extension of the hearing date for extenuating circumstances, which shall be communicated to all parties.

K. Rules and Guidelines for Student Conduct Appeals Panels:

1. The Chairperson will provide the original hearing officer and original accuser (if relevant) with a copy of the written appeal and will request a written response from the hearing officer and/or original accuser as appropriate to the particular case. The Chairperson will then provide the appellant with a copy of the hearing officer's and/or original accuser's response.
2. The appellant, the original hearing officer, and the original accuser (as appropriate to the particulars of the case) are entitled to be present during all segments of the hearing in which testimony is given.
3. The hearing will be closed to the public. The hearing will be electronically recorded, except deliberations will not be recorded. Voice recordings and any transcripts thereof become the property of Alamance Community College. These materials will be securely housed in the Office of The Vice President for Student Success. At the expense of the requestor, access to copies of the materials will be determined by the Committee Chair after consultation with the Vice President

for Student Success. The College will not release any student information protected by the Family Educational Rights and Privacy Act, unless ordered by a court of law.

4. Each witness must submit a written statement of testimony to the Chairperson at least three college days prior to the scheduled date of the hearing. The Chair will make a determination and certify the witness as an individual having testimony relevant to the hearing. If it is impossible for a witness to appear in person, he/she may request in writing that his/her statement be considered at the hearing.
5. Witnesses may be present in the hearing only when they are providing oral testimony.
6. The appellant may have an advisor of his/her choice present at a student conduct appeal hearing and any related meetings. In the case of sexual misconduct allegations, the appellant, the original hearing officer, and the original accuser may have an advisor present. An advisor serves on a consulting (non-participatory) basis in a student conduct appeals hearing or related meetings. If an attorney is to be present as advisor to the appellant or the original accuser, current contact information of the attorney must be provided to the Chairperson of the Grievance Committee at least five college days before the scheduled date of the administrative hearing. The College reserves the right to have its legal counsel present as advisor or observer at any administrative hearing, Student Conduct Appeals Panel hearing, and related meetings.
7. The Student Conduct Appeals Panel has the authority to uphold the original decision, uphold or modify the sanctions, remit the case for a new administrative

- hearing, or reverse the decision and dismiss the complaint.
8. Perjury and Contempt:
 - a. Perjury is defined as the voluntary violation of an oath or vow given before testimony. It includes such examples as lying or falsification of records. Such acts of perjury may result in a penalty of dismissal for those college students, faculty, staff or witnesses who are found responsible for perjury.
 - b. Contempt is defined as any act or process in which a person prohibits or obstructs the system of fundamental fairness. Examples include being out of order in a committee session, attempting to bribe a committee member or witness, or not appearing at a scheduled appeal hearing. Such acts may result in a penalty of dismissal for those college students, faculty, staff or witnesses who are found responsible for contempt.
 9. Procedures in Student Conduct Appeals Panel Hearings:
 - a. The Chairperson of the Grievance Committee presides.
 - b. The complaint is read to the Appeals Panel and other participants.
 - c. The plea of the hearing officer and/or original complainant is heard.
 - d. Testimonies by both parties and witnesses occur. Every person giving testimony will take the following oath: "On my honor, I affirm to tell the truth, the whole truth, and nothing but the truth."
 - e. Either party may write questions for the Chairperson to use in hearing oral testimony. The Chairperson or any Appeals Panel member may ask questions of either party during the presentation of testimony.
 - f. For procedures specific to sexual misconduct cases, see ACC's "Procedures to Address Sexual Misconduct" posted on the College's web site.
 - g. A written notification of the committee's decision will be provided to the accused, the hearing officer, the accuser (when permitted by College policy), and the appropriate Vice President within 24 hours after the conclusion of the hearing and decision of the Panel. Appeal procedures to the Executive Vice President will be described in the written notification.
10. If the appellant is dissatisfied with the decision of the Student Conduct Appeals Panel, the final appeal rests with the President, who may delegate authority to the Executive Vice President. The student who appeals a student conduct decision has five college days to communicate, in writing, why the decision is unjust or the procedures used were unfair. Until the President's office receives the appeal in writing, all findings of the Student Conduct Appeals Panel remain in effect. The President, or Executive Vice President if so designated, completes a review of the record, will render a decision within 10 college days after receiving the written appeal, and will notify pertinent parties and the Student Conduct Appeals Panel. The President, or Executive Vice President if so designated, has the authority to uphold the original decision, uphold or modify the sanctions, remit the case for a new administrative hearing, or reverse the decision and dismiss the complaint. The President's, or if so designated the Executive Vice President's, decision serves as the final authority of the College.

11. While an action of the Vice President for Student Success, Vice President of Workforce Development, designated student conduct officer, or Student Conduct Appeals Panel is under appeal, a student may or may not be permitted to attend class or

participate in College-related activities. This determination will be made by the Vice President on a case-by-case basis. If the appeal is denied, the original sanction(s) stand and the academic standing of the student reverts back to the day sanctions were imposed.

STUDENT GRIEVANCE POLICY and PROCEDURES

Student Grievance Policy and Procedures

Grievance Policy

Complaint and grievance procedures are available to any student, faculty member, or staff member seeking redress for what is perceived to be unfair treatment of or by a student in the context of his/her association with ACC. The intent of these procedures is to have a fair and orderly resolution of any issue at the lowest possible administrative level at the College. Authorized decision-makers base their conclusions and remedies upon a preponderance of the evidence. In all cases the burden of proof is on the grievant.

Complaints/Grievances Against Students

Grievances related to alleged violations of the Student Code of Code are resolved through the student conduct adjudication and appeal processes. (See Student Code of Conduct)

Complaints and grievances against a student or students in academic matters related to courses, classroom behavior and attendance, academic regulations, or academic activities are resolved by instructors, department heads, and/or deans under their authority and responsibility for instruction. Academic Deans are the final arbiters in these matters. Referral may be made to the student conduct adju-

dication and appeal process if appropriate to the particular circumstances.

Grievances against part-time student workers in their roles as employees are resolved through the procedures in the *ACC Employee Policies and Procedures Manual*.

Complaints/Grievances By Students

Academic Matters

Grade and Academic Standing Appeal Process: Any student who believes he/she has received an unfair grade or decision regarding academic standing may appeal the grade/decision. A grade appeal or academic standing appeal should be initiated within 30 days from the date the grade or decision was issued and the appeal should be in writing. The student should follow the following steps during this process:

- 1. Appeal to the Instructor.** The instructor will investigate and respond to the appeal, in writing, within five college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within five days after receiving the decision.
- 2. Appeal to the Department Head.** The department head will investigate and respond to the appeal, in writing, within five college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within five days after receiving the decision.

3. Appeal to the Academic Dean. The academic dean will investigate and respond to the appeal, in writing, within five college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within five days after receiving the decision.

4. Appeal to the Vice President of Instruction. The Vice President of Instruction will investigate and respond to the appeal, in writing, within five college working days. The decision of the Vice President of Instruction is final.

Note: Grade appeals should be moved forward in a timely manner. However, in the event a student appeals a grade or academic standing decision that prevents progression in a program, the student will be allowed to enroll and attend the following semester, except clinical and work-based learning courses/experiences, pending the outcome of the appeal. If the grade or decision is upheld, the student will be withdrawn and refunded the tuition.

Other Academic Grievances: Complaints or grievances related to courses, course syllabi, classroom behavior, academic regulations, or academic activities are resolved by instructors, department heads, and/or deans under their authority and responsibility for instruction. A grievance should be initiated within 30 days of the event or action in question, and the grievance should be submitted in writing.

An academic grievance must be based on one or more of the following grounds:

- Arbitrary and/or capricious action on the part of the faculty/staff member.
- Application of standards different from those that were applied to other students in the course, program, or activity.
- Policy or procedure applied unfairly and/or in a different manner that it was applied to others.
- Administrative error in the application of a policy or procedure.

- Discrimination based on grievant's membership in a legally protected group.

An aggrieved student should first discuss the matter with the appropriate instructor. If unresolved, the student should appeal in writing within five days to the relevant Academic Dean. The Dean will conduct a substantive review of the grievance and will interview appropriate student(s), faculty members, and witness(es) involved; examine supporting documentation; inform the student or students of their fundamental fairness rights; make a determination of responsibility; and assign appropriate remedies. The Academic Dean has the authority to uphold or modify the earlier resolution, or to reverse the decision and dismiss the complaint. The decision of the Academic Dean is generally final. However, a grievant who believes he/she was not afforded his/her fundamental fairness rights may appeal, based on those grounds only, to the Vice President of Instruction within three days. The Vice President of Instruction will complete a review of the record to determine whether fundamental fairness was provided to the student during the grievance process. The Vice President of Instruction has the authority to uphold or modify the earlier resolution, or to reverse the decision and dismiss the complaint.

While the grievance is under appeal, a student may or may not be permitted to attend class or participate in College-related activities. The Vice President of Instruction, Vice President for Student Success, or Vice President of Workforce Development will make this determination on a case-by-case basis.

Non-Academic Matters

Financial Aid Eligibility Appeal Process: A student may appeal the suspension of financial aid by submitting a written appeal to the Director of Financial Aid who will provide the appeal to the SAP (Satisfactory Academic Progress) Appeals Committee. The decision of the SAP Appeals Committee is final.

Student Employee Grievances: Grievances by part-time student workers in their roles as employees are resolved through the procedures in the *ACC Employee Policies and Procedures Manual*.

Contracted Services Grievances: A student may appeal to the manager of the relevant contracted service (such as the Bookstore or Snackbar) within five days of the event or action in question. If the complaint is unresolved by the manager, the student may appeal to the Vice President of Administrative and Fiscal Services, whose decision is final.

Other Grievances: Other complaints and grievances are resolved through the Student Grievance Procedures described below. Grievances to be heard through this process include but are not limited to those related to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (note: procedures specific to sexual misconduct grievances are covered in ACC's *Sexual Misconduct Policy and Procedures to Address Sexual Misconduct*); Family Educational Rights and Privacy Act of 1974; section 504 of the Rehabilitation Act of 1973; Title II of The Americans with Disabilities Act of 1992; Age Discrimination Act of 1975; and other allegations of unfair treatment. Grievances should be pursued in a timely manner. Complaints about actions or decisions taken more than 120 days earlier will be considered "stale" and normally will not be eligible for resolution through the grievance procedures. Exceptions will be made at the sole discretion of the Executive Vice President or designee.

1. Within five college days of the incident that triggers a potential complaint, the aggrieved student should attempt to resolve the issue through discussion with the faculty/staff member(s) or student(s) perceived to be the source of the grievance (except a student alleging harassment or physical abuse will not be required to make direct contact with the accused person).
2. If not resolved, the aggrieved student has five college days to bring the grievance to the attention of a

College official (public safety officer, faculty member, staff member, or department head). A student who is unsure where to report should contact the Vice President for Student Success (curriculum students), the Vice President of Workforce Development (continuing education/academic and career readiness students) or their designee. *[Note: In addition or instead, grievances alleging sexual misconduct or alleging discrimination based on membership in a legally protected group may be brought to the College's Title IX Coordinator or to the College's Affirmative Action officer, respectively.]* The Vice President or designee will assist the student in examining the circumstances of the grievance and, if appropriate, advise in preparing an official written complaint. The Vice President or designee will forward the complaint to the appropriate administrator for resolution, based on the nature and particulars of the grievance.

3. The administrator who receives the referral will investigate and as needed will interview appropriate student(s) and witness(es) involved, examine supporting documentation, inform the student or students of their fundamental fairness rights, make a determination of responsibility, and assign appropriate remedies.
4. If the issue remains unresolved, students should be referred to the Vice President for Student Success who will assist the student to request a hearing by the Grievance Committee. The Vice President will notify the Grievance Committee Chairperson within three college days of consultation with the grievant that a hearing needs to be held.
5. The hearing of the grievance must be set by the Chairperson of the Grievance Committee within ten college days after receiving notification of the complaint. The Chairperson may grant an extension of the hearing date for extenuating circumstances,

which shall be communicated to all parties. See “Rules and Guidelines for Student Grievance Committee Hearings” and “Procedures in Student Grievance Hearings” below.

6. The Grievance Committee has the authority to uphold the original decision, uphold or modify the earlier resolution, remit the case for a new administrative hearing, or reverse the decision and dismiss the complaint.
7. If the grievance remains unresolved, final appeal rests with the President (or the Executive Vice President if the President so delegates). The student(s) who appeals a decision at this level has five college days to communicate, in writing, why the decision is unjust on the grounds of substantial procedural error. The President, or Executive Vice President if so delegated, will complete a review of the record to determine whether fundamental fairness was provided, will render a decision within 10 college days after receiving the written appeal, and will notify pertinent parties and the Grievance Committee Chairperson. The President, or Executive Vice President if so delegated, has the authority to uphold the original decision, uphold or modify the sanctions, remit the case for a new administrative hearing, or reverse the decision and dismiss the complaint. In all cases, the President’s, or Executive Vice President’s if so delegated, decision shall serve as the final authority of the College.
8. While an action of the Vice President for Student Success, Vice President of Workforce Development, Vice President of Instruction, or Grievance Committee is under appeal, a student grievant or accused person may or may not be permitted to attend class or work, or participate in College-related activities. The Vice President for Student Success, Vice President of Workforce Development, or Vice President of Instruction will make this determination on a

case-by-case basis. If the appeal is denied, the original decision stands, effective the date of the original decision.

9. Rules and Guidelines for Student Grievance Committee Hearings:

When it becomes necessary to assemble a “Grievance Committee,” the following procedures will govern a student grievance hearing (unless the case was earlier addressed through the student conduct process in which case the Student Conduct Appeal Panel procedure applies):

- a. **Grievance Committee Membership:** The Chairperson of the Grievance Committee is appointed by the ACC President. Committee members are appointed or reappointed annually and include three students (SGA President, Vice President, and Secretary), a faculty representative from the Faculty Affairs Committee, and a staff representative from the Health and Safety Committee. No member with a conflict of interest in the case under consideration will sit for the hearing. Three faculty alternates will be appointed by the Vice President of Instruction and three staff alternates will be appointed by the Executive Vice President. Alternate student committee members will be named and names submitted in writing to the Grievance Committee Chairperson by the SGA President or Student Activities Coordinator when needed. In any particular grievance case, a committee of three will be drawn from the Grievance Committee. Exceptions to the number of panelists in a case can be made by the Grievance Committee Chairperson for good cause. Determinations and decisions will be made by majority vote of those present and eligible to vote, and will be based upon a preponderance of the evidence. The Grievance Committee Chairperson will preside at hearings,

but will vote only to resolve a tie vote.

b. **Grievance Committee Procedures:**

- i. The Grievance Committee Chairperson will provide the accused with a copy of the written appeal and will request a written response or supporting documents from the accused as appropriate to the particular case. The Chairperson will then provide the grievant with a copy of the accused's response.
- ii. The grievant and the accused are entitled to be present during all segments of the grievance hearing in which testimony is given.
- iii. The hearing will be closed to the public. The hearing will be electronically recorded, except deliberations will not be recorded. Voice recordings and any transcripts thereof become the property of Alamance Community College. These materials will be securely housed in the Office of The Vice President for Student Success. At the expense of the requestor, access to copies of the materials will be determined by the Grievance Committee Chairperson after consultation with the Vice President for Student Success. The College will not release any student information protected by the Family Educational Rights and Privacy Act, unless ordered by a court of law.
- iv. Each witness must submit a written statement of testimony to the Grievance Committee Chairperson at least three college days prior to the date of the scheduled date of the hearing. The Chairperson will make a determination and certify the witness as an individual having testimony relevant to the hearing. If it is impossible for

a witness to appear in person, he/she may request in writing that his/her statement be considered at the hearing.

- v. Witnesses may be present in the hearing only when they are providing oral testimony.
- vi. The grievant may have an advisor of his/her choice present at a grievance hearing and any related meetings. In the case of sexual misconduct allegations, both the grievant and the accused may have an advisor present. An advisor serves on a consulting (non-participatory) basis in a grievance hearing or related meetings. If an attorney is to be present as advisor to the grievant or accused, current contact information of the attorney must be provided to the Chairperson of the Grievance Committee at least five college days before the scheduled date of the grievance hearing. The College reserves the right to have its legal counsel present at any grievance hearing or related meetings.
- vii. The Grievance Committee has the authority to uphold the original decision, uphold or modify the sanctions, remit the case for a new administrative hearing, or reverse the decision and dismiss the complaint.
- viii. Perjury and Contempt:
 - a) Perjury is defined as the voluntary violation of an oath or vow given before testimony. It includes such examples as lying or falsification of records. Such acts of perjury may result in a penalty of dismissal for those college students, faculty, staff or witnesses who are found responsible for perjury.
 - b) Contempt is defined as any act or process in which a person prohibits or obstructs the system of funda-

mental fairness. Examples include being out of order in a committee session, attempting to bribe a committee member or witness, or not appearing at a scheduled appeal hearing. Such acts may result in a penalty of dismissal for those college students, faculty, staff or witnesses who are found responsible for contempt.

10.Procedures in Student Grievance Hearings:

- a. The Chairperson of the Grievance Committee presides.
- b. The complaint is read to the committee and other participants.
- c. The plea of the accused is heard.
- d. Testimonies by both parties and witnesses occur. Every person giving testimony will take the following oath: "On my honor, I affirm to tell the truth, the whole truth, and nothing but the truth."
 - i. The grievant and the accused are not permitted to address each other directly. Either the grievant or the accused may write questions for the Chairperson to use in hearing oral testimony. The Chairperson or any committee member may ask questions of either party during the presentation of testimony.
 - ii. For procedures specific to sexual misconduct cases, see ACC's "Procedures to Address Sexual Misconduct" posted on the College's web site.
 - iii. A written notification of the committee's decision will be provided to pertinent parties and the appropriate Vice President within 24 hours after the conclusion of the hearing and decision of the Grievance Committee. Appeal procedures to the Executive Vice President will be described in the written notification.

State Authorization Grievance Process

Alamance Community College desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. Students residing outside of the State of North Carolina while attending ACC who desire to resolve a grievance should follow the College's Student Grievance Procedure.

If a complaint cannot be resolved through the institution's grievance procedures, students may file a complaint with NCSEAA within two years of the occurrence of the complaint.

SARA-NC Contact Information:

SARA North Carolina
North Carolina State Education Assistance Authority
P.O. Box 14103
Research Triangle Park, NC 27709
Toll Free Phone: (855) SARA-1-NC (727-2162)
Local Phone: (919) 549-8614, ext. 4667
Email: information@saranc.org
Website:
<http://www.saranc.org/Complaint.html>

Student Complaint Policy:
<http://www.saranc.org/Complaint.html>

Student Complaint Form:
<http://www.saranc.org/docs/SARA-NC-ComplaintForm.pdf>

The Student Grievance Contact Information for Individual States provides phone numbers, emails and/or links to state education agencies. Alamance Community College is accredited by the Southern Association of Colleges and Schools. (<http://www.sacs.org/>)

ACC CONSUMER INFORMATION

General Information

Accreditation

Alamance Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Applied Science, the Associate in Arts, the Associate in General Education, and the Associate in Science. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Alamance Community College.

In addition to this accreditation, many individual programs have accreditation or licensing boards as listed in the College catalog or at www.alamancecc.edu/about-acc-site/acc-accreditation/. Copies of these accreditations can be obtained from the Office of the Executive Vice President.

Degree Programs, Training and Other Educational Offerings

A complete and detailed listing of the college's degree programs and completion requirements can be found in the College catalog or at www.alamancecc.edu/academic-programs/.

Full-time faculty members, with their degree qualifications, are listed by program area in the College catalog. Contact information for college faculty is on the College's website at: www.alamancecc.edu. Click on **Employee Directory** at the bottom of the home page.

Students who need to complete a high school diploma or high school equivalency exam can find information at the College's Assessment Center (336-506-4376) or at www.alamancecc.edu and click on **Degrees and Programs**, then click **GED/Adult High School/ESL**.

Tuition and Costs of Attendance

Tuition is established by the North Carolina General Assembly. The current tuition and fee rates change annually and are published on the College's website at www.alamancecc.edu/financial-aid-site/tuition-and-fees/. Specific program fees, insurance and graduation fees are listed in the college catalog. Transportation costs vary depending on the distance a student must commute to the college. Programs containing work-based learning, clinicals, or externships also have transportation requirements to the individual sites. Programs with these requirements are listed in the College catalog. Cost of textbooks for each course is posted on Self Service on the College website.

Withdrawals and Refunds

Students must officially withdraw from courses to be eligible for refunds. To withdraw from a course, students should contact their faculty advisor or the Student Success office. Students will receive a 100 percent refund of tuition and fees if they withdraw before classes begin or if a course for which they are registered is canceled. A 75 percent refund is given once classes begin and up to the 10 percent point of a given course. Information on refund policies is in the College catalog, *Curriculum Student Handbook* and at www.alamancecc.edu/fiscal-services-site/refund-policy/.

Disability Services

The Disability Services Office is located in the Student Success Center on the Carrington-Scott Campus. Information on available services and how to access these services can be found on the College website at www.alamancecc.edu/services-for-students-site/disability-services/.

Student Right to Know Act–Completion and Graduation Rates

Each year the college publishes information on the average graduation rate of students who, when they first enroll, indicate that their intent is to earn a degree. The most current information about ACC's student retention rates, graduation rates, and transfer out rates is available at **nces.ed.gov/collegenavigator**. Type in Alamance Community College under "Name of School" then type the "Enter" key.

FERPA Directory Information

In compliance with the Family Educational Rights and Privacy Act of 1974, Alamance Community College releases no personally identifiable information about students without the express written consent of the student. Exceptions to this practice are those types of information defined as "Directory Information" which includes: student's name; dates of attendance; enrollment status; program of study; degrees, diplomas or certificates awarded; and honors and awards associated with the College. In compliance with the Solomon Amendment (10 U.S.C. § 983), Alamance Community College releases student addresses, telephone numbers, date of birth, and other required information to U.S. military recruiters upon request.

The College releases the following limited-use directory information: College-issued photographs, videos or other media containing a student's image or likeness are disclosed by the College and/or third parties contractually affiliated with the College (such as vendors and partner institutions with a joint memorandum of understanding) for purposes limited to: a) publication in print and/or on web sites/ social media hosted by, on behalf of, or for the benefit of the College for purposes including but not limited to marketing, public relations, outreach, press releases, or College ID cards; and b) at College events including but not limited to college fairs, job fairs, open houses, and student organization activities.

Students who wish to block this "Directory Information" may do so by written request to the Registrar during the first two weeks of initial enrollment. Alamance Community College discloses educational records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. Detailed information on FERPA can be found in the College catalog and in the *Student Handbook*.

Campus Security (Clery Act)

Campus safety and security are founded on a philosophy that advocates a proactive rather than a reactive approach to the safety and security of the college's students and facilities. Public Safety officers have a presence within college buildings and patrol parking areas. The Director of Public Safety regularly informs faculty and staff of issues pertaining to safety and security. Students and faculty/staff are encouraged to report to Public Safety any suspicious activity. Policies regarding controlled substances, facility usage, sexual harassment, and response to sexual violence can be found in the *Curriculum Student Handbook* (also available online **www.alamancecc.edu**; click on **Services for Students**; then click on **Student Handbook**). Yearly crime statistics are published on the College's website: **www.alamancecc.edu** (Click on **Services for Students**; then **Safety and Security**, then **Clery Act/Crime Awareness**). Information on sexual assault prevention programs is available through the Student Success Office.

Registered Sex Offender Information

Members of the campus community can obtain information about registered sex offenders by contacting the North Carolina Department of Justice website: **sexoffender.ncdoj.gov**, where they can search North Carolina and national registries, obtain contact information for their local sheriff's office, and/or sign up to receive e-mail alerts when registered sex offenders report an address in the local area.

Constitution Day Activities

Held annually on September 17, Constitution Day is a campus-wide, collaborative event hosted by the Department of Social and Behavioral Sciences and the Student Government Association. The event is held on the Carrington-Scott Campus, in and around the school auditorium. The day is highlighted by a guest speaker and also includes games, a Constitution quiz, and voter registration. Announcement of Constitution Day activities are sent via students' ACCess email and can be found on the College's website www.alamancecc.edu under News and/or Events.



Senior Associate Justice Paul Newby of the North Carolina Supreme Court was the guest speaker for the annual Constitution Day event held in September 2019.

Justice Newby talked to the audience of employees, students and the public about North Carolina's Constitution and the history of states' rights, in particular how that related to the colonies' resistance to the British monarchy prior to the American Revolution.

The event was sponsored by the ACC History Club.

Drug-Free Workplace Policy

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a legal standpoint, individuals convicted of violations of drug laws can face imprisonment and substantial fines. From a safety perspective, the users of drugs may impair the well-being of all employees or the public at large and result in damage to College property. Therefore, it is a policy of this College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the College's workplace is prohibited. Any employees or students violating this policy will be subject to disciplinary action up to and including termination or dismissal and referral for prosecution. The specifics of this policy are as follows:

1. Alamance Community College does not differentiate between drug users and drug pushers or sellers. Any employee or student who gives or in any way transfers a controlled substance to another person or sells or manufacturers a controlled substance while on the job or on College premises will be subject to disciplinary action up to and including termination or dismissal and referral for prosecution.
2. The term "controlled substance" means any drug listed in 21 U.S.C. Subsection 812 and other federal regulations as well as those listed in Article 5, Chapter 90 of the North Carolina statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include but are not limited to heroin, marijuana, cocaine, PCP and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each employee and student is required to inform the College within five days after he/she is convicted for violations of any federal or state criminal drug statute where such violation occurred on the College's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
4. The College Human Resources Office (employees) or Student Success Office (students) will notify the appropriate U.S. government agency within ten days after receiving notice from the employee or student or otherwise receiving actual notice of such a conviction.
5. If an employee or student is convicted of violating any criminal drug statute while on the workplace, he/she will be subject to disciplinary action up to and including termination or dismissal and referral for prosecution. Alternatively, the College may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment. Action by the College will be taken within 30 days after notification of a drug-related conviction.
6. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy. As specified in the College's conduct code for students, all students are expected to abide by this policy.

DRUGS/ALCOHOL: RISKS & LAWS (North Carolina Laws)

Types of Drugs

Health Risks

Schedule I: Heroin, LSD, Peyote, Mescaline, Psilocybin (shrooms), other hallucinogens, Methaqualone, (quaaludes), Phencyclidine (PCP), and MDA

Psychologically and physically addictive; depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallucinogens; possible damage to unborn fetus

Schedule II: Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Seconal, Nembutal, cocaine, amphetamines, and other opium and opium extracts and narcotics

Psychologically and physically addictive; withdrawal symptoms, convulsions, respiratory failure, frequent accidents; possible damage to unborn fetus; death; cocaine and amphetamines increase blood pressure which can lead to irregular heartbeat and death; amphetamines can cause agitation, increase in body temperature, hallucinations, convulsions, possible death

Schedule III: Certain barbiturates such as Amobarbital and codeine containing medicine such as Fiorinal #3, Doriden, Tylenol #3, Empirin #3 and cocaine-based cough suppressants such as Tus-sionex and Hycomine; and all anabolic steroids

Psychologically and physically addictive; potential liver damage, nausea and vomiting, dizziness, disorientation, shallow breathing, cold and clammy skin, coma, possible death; withdrawal symptoms include anxiety, tremors, insomnia, convulsions; possible damage to unborn fetus

Schedule IV: Barbiturates, narcotics and stimulants including Valium, Talwin, Librium, Eqanil, Darvon, Darvocet, Placidyl, Tranzene, Serax, lonamin (yellow jackets)

Psychologically and physically addictive; drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus

Schedule V: Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium, and atropine, such as Terpene Hydrate with codeine, Robitussin AC

Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness, withdrawal symptoms, including runny nose, watery eyes, panic, chills, cramps, irritability, nausea; possible damage to unborn fetus

Schedule VI: Marijuana, THC, hashish, hash oil, Tetrahydrocannabinol

Psychologically addictive; increased risk of lung cancer, bronchitis, and emphysema; contributes to heart disease, fatigue, paranoia, possible psychosis; withdrawal symptoms including insomnia, hyperactivity and decreased appetite; depression of the immune system; decreased sperm count in men and irregular ovulation in women

Malt Beverage—beer, 1/2 of 1% to 6% alcohol;
Unfortified Wine—wine not more than 17% alcohol;
Fortified Wine—wine of not more than 25% alcohol;

Spirituos Liquor—distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin
Mixed Beverage—a drink composed in whole or part of spirituous liquor and served at restaurants, hotels, and private clubs licensed by the state.

Psychologically and physically addictive; respiratory depression; depression of the immune system; increased risk of heart disease; cancer, accidents, hypertension; brain damage; damage to unborn fetus; impotence at high dosage levels

To Possess

Maximum Penalty:

Five years in prison and/or fine (felony)

To Possess with Intent to Sell or Deliver; to Manufacture or to Sell and/or Deliver

Maximum Penalty:

Ten years in prison and/or fine (felony)

Maximum Penalty:

Two years in prison and/or \$2,000 fine (misdemeanor)

UNLESS

1. Exceeds 4 tablets, capsules, other dosage units or equivalent quantity of hydromorphone
2. Exceeds 100 tablets, capsules, other dosage units or equivalent quantity
3. One gram or more of cocaine; Maximum Penalty: Five years in prison and/or fine (felony)

Maximum Penalty:

Ten years in prison and/or fine (felony)

Maximum Penalty:

to possess less than 100 tablets, capsules, other dosage units or equivalent quantity: Two years in prison and/or fine (misdemeanor);

to possess more than 100 tablets, capsules, other dosage unit or equivalent quantity: Five years in prison and/or fine (felony)

Maximum Penalty:

Five years in prison and/or fine (felony)

Maximum Penalty:

Same as Schedule III

Maximum Penalty:

Five years in prison and/or fine (felony)

Maximum Penalty:

Six month in prison and/or fine (misdemeanor)

Maximum Penalty:

Five years in prison and/or fine (felony)

Maximum Penalty:

To possess less than 1/2 ounce of marijuana or 1/20 ounce hashish: 30 days in prison and/or \$100 fine (misdemeanor); to possess more than 1/2 ounce of marijuana or 1/20 ounce hashish: Two years in prison and/or fine (misdemeanor); to possess more than 1 1/2 ounces of marijuana or 3/20 ounce of hashish or consists of any quantity of synthetic tetrahydrocannabinols or tetrahydrocannabinols isolated from the resin of marijuana: Five years in prison and/or fine (felony)

Maximum Penalty:

Five years in prison and/or fine (felony)

To possess, attempt to purchase or purchase; to sell or give malt beverages, unfortified wine, fortified wine, spirituous liquor or mixed beverages to anyone under 21 years old; Maximum Penalty: Imprisonment for a term not exceeding two years or a fine, or both, in the discretion of the court (misdemeanor); however, to possess, attempt to purchase or purchase by 19- or 20-year old is an infraction punishable by a fine not to exceed \$25

Aider and Abettor

1. Any person who is under 21 years of age to purchase and who aids or abets another to attempt to purchase, purchase or to possess, sell or give shall be guilty of a misdemeanor punishable by imprisonment for not more than six months and/or a fine up to \$500
2. Any person over 21 years of age to purchase and who aids or abets another to attempt to purchase, purchase or to possess, sell or give shall be guilty of a misdemeanor punishable by imprisonment for not more than two years and/or fine up to \$2,000

Drug/Alcohol Education and Prevention

Educational information on drug and alcohol issues will be available to all students on a continuing basis throughout the year. On a periodic basis, events will be scheduled featuring guest speakers, films video presentations, etc.

Any student wanting information or assistance should contact the Director of Career Services and Counseling in Student Success. Appropriate information or referral will be handled confidentially.

Drug/Alcohol Resource Guide

Local

- Alcoholics Anonymous Hotline 1-888-237-3235
- Narcotics Anonymous Helpline 1-866-375-1272
- Substance Abuse Hotline (LME)336-513-4444
- Residential Treatment Services336-227-7417
- ARMC Behavioral Medicine Services336-538-7893
- Cardinal Health Innovations (LME)336-513-4222
- UNC Health Care Alcohol and Substance Abuse Program919-966-6039

State and National

- Alcohol/Drug Council of N.C. Information and Referral Service .. 1-800-688-4232
- Drug-Free Workplace Help Line 1-800-967-5752
- American Council on Alcoholism Helpline 1-800-527-5344
- Al-Anon 1-800-449-1287
- Center for Substance Abuse Prevention (SAMHSA) 1-240-276-2420

VISION, MISSION, VALUES OF ACC

Vision, Mission, and Values of Alamance Community College

VISION

From access to success: Transforming lives and the communities we serve.

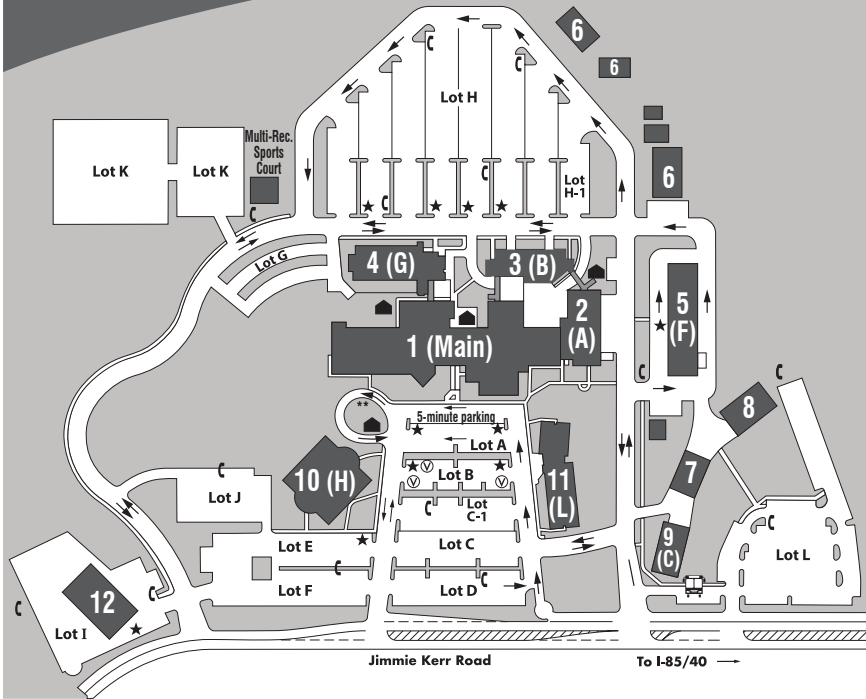
MISSION

The College provides comprehensive educational programs and services to advance our diverse population and empower lifelong learners to succeed as global citizens.

VALUES

- **Access**
- **Inclusion**
- **Collaboration**
- **Innovation**
- **Excellence**
- **Integrity**
- **Success**

CAMPUS BUILDING/PARKING MAP



Map Key for Buildings/Parking Lots at the Carrington-Scott Campus

- 1 Main Building
- 2 A Building (A)
- 3 B Building (B)
- 4 Wallace W. Gee Building (G)
- 5 Horticulture (F)
- 6 Greenhouses
- 7 Grounds Building (D)
- 8 Maintenance Building (E)
- 9 Animal Care Building (C)
- 10 Powell Building (H)
Allied Health/Biotechnology
- 11 Literacy Building (L)
- 12 Advanced Applied Technology Center
- ** 15-Minute Zone (Child Care)
- Smoking Areas (Gazebos)
- Emergency Phone

- Lot A Accessible
5-Minute Parking/Drop Off
- Lot B Faculty/Staff/Visitor/Handicap
- Lot C-1 Faculty/Staff
- Lots C, D Students
- Lots E, F Students
- Lot G Faculty/Staff
- Lot H-1 Faculty/Staff
- Lot H Students
- Lots I, J, L Students
- Lot K Gravel Lot-Students
- Handicap Accessible
- Visitor Parking
- Bus Stop (PART & LinkTransit)

Visitors may also park in Student Lots

CARRINGTON-SCOTT CAMPUS

1247 JIMMIE KERR RD. • GRAHAM, NC 27253-8000

DILLINGHAM CENTER

1304 PLAZA DR. • BURLINGTON, NC 27215



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