

2007-2008

HUSKINS/CONCURRENT ENROLLMENT STUDENT HANDBOOK

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HUSKINS PROGRAM

OVERVIEW

The Huskins Program is an excellent way for qualified high school students to accelerate their postsecondary career plans by participating in college courses while still enrolled in high school. Roanoke-Chowan Community College, Ahoskie Christian School, Hertford County Public Schools, Northampton County High School-East, Northeast Academy, and Ridgecroft School are pleased to jointly offer students this opportunity.

PURPOSE: The purpose of the Huskins Program is to provide college level academic, technical, and advanced vocational courses for qualified high school students. This program makes it possible for high school students to enroll in college courses that will help fulfill their educational goals. In Huskins classes, high school students earn college credits as well as high school credits upon successful completion of courses.

OVERVIEW: The Huskins Program is available for students in grades 9 through 12 who have achieved a level of academic and social maturity necessary to perform successfully in college credit courses. Students must also be at least half-time high school students and be progressing satisfactorily toward graduation. Applicants should pre-register for the Huskins Program with their high school counselors, then complete and return the necessary Roanoke-Chowan Community College application forms with parent/guardian and principal/headmaster's signatures. Some classes require placement tests prior to enrollment. Classes may be taught either on the college campus or on the high school campus.

PROGRAM BENEFITS: Students receive many benefits from participating in the Huskins Program.

- By attending college-credit classes, students begin to build credits toward a college certificate, diploma, or associate's degree, at the same time that they are earning high school credits for high school graduation.
- Courses that are identified as college transfer courses are fully transferable to any of the 16 universities within the UNC System.
- The instructors are highly credentialed in their subject area, meeting the North Carolina Community College System's academic and technical requirements.
- There is no tuition for students (from public or private schools) who are accepted into Huskins classes, making participation a wise economic decision. Public school systems cover the costs of textbooks; however, students in private schools are responsible for textbook costs. However there may additional fees that are the responsibility of the students.
- The program helps introduce students to a college campus (typically with smaller class sizes) and to academic rigor with familiar friends, taking the hesitation out of pursuing life-long goals in unfamiliar environments.

ACADEMIC INFORMATION

GRADING SYSTEM

Official grades are mailed to all students at the end of each semester. Students may receive early warning notices at any time during the semester indicating academic or attendance concerns. As feedback is received from instructors, the Student Support Services staff attempts to contact those students who are referred. Contacts with the students are attempted either through the instructor or

posted notes (classroom/lab doors). If response is not obtained through these means, the staff then attempts to make contact via telephone calls and/or mailed notices.

Mid-term course progress reports will be sent to the high schools as stated in the Concurrent Enrollment/Huskins Bill Approval Form signed by students. Students who are not passing at mid-semester should schedule a conference with the instructor(s).

Students enrolled in curriculum program courses will be graded according to the system shown below and will be assigned a grade point equivalent in quality points (QP) for each course in which they are enrolled. Courses with two or more components will have one grade for high school credit.

College Numerical Grade	College Letter Grades Used on Transcripts	High School Grade Point Equivalent *Check with individual high schools for equivalents.
90-100	A Excellent	
80-89	B Good	
70-79	C Average	
60-69	D Poor	
Less than 60	F Failure in performance or failure to remove an I grade	

COURSE CREDIT

Students who successfully complete a course will receive college semester-hour credit as well as high school credit. **Any grades received (whether passing, failing or withdrawal) will become a part of the students' official college transcripts.** Students' transcripts may impact future financial aid eligibility at Roanoke-Chowan Community College or other colleges. Refer to the College catalog for details on repeating courses.

Units of credit assigned to courses by the public school system will determine high school credit. One Huskins course may consist of two or more college courses. College courses with two or more components may have one grade for high school credit. (See appropriate high school registration manuals.) Weighted credit applies to high schools only.

Exams

The College may require final exams in courses regardless of any exam policies that the high schools may have. See individual course syllabi for exam requirements.

PATHWAYS

Area	Semesters Offered
Associate in Applied Science with Allied Health Concentration	Fall and Spring through Huskins and Concurrent Enrollment Programs
Pre-Nursing with Allied Health Concentration	Fall and Spring through Huskins and Concurrent Enrollment Programs

Roanoke-Chowan Community College offers courses for suggested pathways to assist students in planning for their college education. These pathways begin with courses offered for high school students in grades 9 through grades 12. These pathways are not mandatory course schedules but are designed to give students the best sequence (of courses for college credit as they continue their

high school education and career preparation. (Courses may be taken in different order; however, course prerequisites and co-requisites must be followed. Courses suggested in the pathways are also considered to be best course offerings from each of the respective RCCC curricula for preparing students in the particular areas of study and the particular career fields.)

The courses in these pathways are offered as either Huskins or Concurrent Enrollment courses. (See "Concurrent Enrollment Program Overview.")

POLICIES

PROGRESSION POLICY FOR ACADEMIC CREDIT

One Huskins course may consist of one or more college courses which have been combined to meet contact-hour requirements. Courses with two or more components may have one grade for high school credit. [i.e. ENG111 and ENG111A (lab)]

Some Huskins courses require completion of prerequisites; accordingly, progression into subsequent, related course(s) will be at the discretion of the appropriate curriculum division director and dean of curriculum.

WITHDRAWING FROM AND DROPPING A COURSE

The College and the public and private schools reserve the right to cancel classes due to insufficient enrollment or administrative reasons.

Students are permitted to drop courses without penalty prior to the 60 percent point of the semester and receive a W on their student record. Students who drop courses or are dropped by an instructor after the end of the official drop period will receive an F. No grade will be given or recorded for courses dropped during the tuition refund period. The Drop/Add Form is available in Student Services. This form must be properly completed and submitted to the Registrar's Office. Please note: It is the responsibility of the student to complete the Drop/Add Form, secure all necessary signatures, and submit the completed form to the Registrar's Office for processing.

Please note the following dates:

Last Day to Drop Without Academic Penalty – Fall 2007	October 29, 2007
Last Day to Drop Without Academic Penalty – Spring 2008	March 19, 2008

- The high schools or the College may drop a student from a course for excessive absenteeism or behavioral problems.
- When the College drops students from courses for behavioral problems, action will be taken according to the Roanoke-Chowan Community College: CODE OF STUDENT CONDUCT and in consultation with the appropriate high school staff and administration.
- When disciplinary actions occur, academic consequences may occur. Ultimate authority for student discipline is vested in the President of Roanoke-Chowan Community College by the Trustee Board. Discipline authority has been delegated to the Associate Dean/Dean for Student Development Services. (See the Roanoke-Chowan Community College: CODE OF STUDENT CONDUCT HANDBOOK included in this publication.)
- **Courses taken through the Huskins program become part of the official college transcripts.**
- **When students are dropped from courses, high school administrators will determine the high school credit ramification and student placement.**

TUITION/BOOKS

Students enrolled in the Huskins Program are exempt from tuition. However, there may be additional fees that are the responsibility of the students

Textbooks are purchased by Hertford County High School for their enrolled students and by Northampton County High School-East for their enrolled students and are the property of Hertford County Public Schools and Northampton County High School-East, respectively. Students **must** return textbooks at the end of each semester or at the time of withdrawal. Students are responsible for paying for any lost textbooks. Failure to pay will affect the awarding of high school course credit which may affect graduation.

Textbooks are purchased by the students and are property of the students if enrolled at Ahoskie Christian School, Excel Academy of Higher Learning, Northeast Academy, or Ridgcroft Schools.

ATTENDANCE

Students are expected to attend all regularly scheduled classes.

- **The College attendance policy states that student absences cannot exceed 15% of the scheduled class time.**
- **Instructors may decrease a student's letter grade by one letter grade if a student misses beyond 15 percent of the scheduled class time or may drop students if the time missed will result in failure of the course.**
- **The College does not recognize excused absences.**
- Students are responsible for work missed and are expected to be prepared for the next class. Make-up work, although required, does not make up the absence.

If students are permanently suspended from their public schools, the students will simultaneously be suspended from the course(s) at the College for the remainder of the suspension period.

- **College class time missed due to suspension or expulsion from the high school will be counted against the 15 percent absence maximum for the course.**

Courses follow school calendars as indicated below:

- **Huskins classes that meet on the high school campuses follow the high school calendars for holidays, snow delays/closings, and semester beginning and ending dates.**
- **Huskins classes that meet on the College campus follow the College Calendar and begin on the first day of the semester of the College Calendar. Classes follow the College Calendar for holidays, snow delays/closings, and semester ending dates.**
- **Exception: Certain classes may have early or late beginning dates and/or early or late ending dates to ensure that the required number of contact hours is met for each class. Check the posted schedule for the current semester for beginning and ending dates.**

INCLEMENT WEATHER POLICY

Huskins classes that meet on the Roanoke-Chowan Community College campus follow the same schedule as the College, not the public schools, for snow closings or delays. Announcements pertaining to school closings or delays will be made on the College's web page (<http://www.roanokechowan.edu>), FM 98.3 Murfreesboro, AM 970 or FM 99.3 Ahoskie, and WAVY 10 Virginia or WITN TV 7 Washington, N.C. beginning at 6:30 AM for day classes and 3:00 PM for evening classes.

For a recording pertaining to delays or closings, students may also call (252) 862-1200 and wait for the recording.

No announcement means the College is on a regular schedule.

Two types of announcements may occur:

College Closed: Either day or evening, day only, or evening only. If the announcement is for day only, students should stay tuned to see if evening classes might also be cancelled.

Classes Delayed: Either day and evening, day only, or evening only. Class delays are based on the first class hour of 8:00 a.m. for day classes and 5:00 p.m. for evening classes. Therefore, a one-hour delay means 8:00 a.m. classes are cancelled, but the 9:00 a.m. classes will be held as usual.

The decision to drive in inclement weather is a personal one. The College does not accept responsibility for that decision. Faculty will work with students who are unable to attend because of hazardous road conditions. In the event the high school schedule is compressed and shortened or under the regular schedule, students not riding public or private school busses are responsible for communicating College course requirements to the appropriate classroom teachers and for checking out at Attendance Offices. The decision to attend College classes remains with the student.

Students are responsible for classroom work missed because of cancellations, delays, or closing. Instructors will assign makeup work (with instructions for completing assignments) for classes missed due to inclement weather and according to the State guidelines.

CONFIDENTIALITY

Roanoke-Chowan Community College protects the privacy of students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. The Act protects the educational records of students who are 18 years of age **or** who attend a postsecondary institution. Students attending postsecondary institutions are covered under the act **regardless** of age. The College may not release educational records to parents without the written consent of the student except under certain conditions specified in the Act.

Parents requesting information related to students' educational records must contact Student Development Services.

For more information see The Family Educational Rights and Privacy Act (FERPA) website, U.S. Department of Education at: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

BEHAVIOR/DISCIPLINE

All College students are expected to conduct themselves as mature adults in classrooms and elsewhere on campus. Students must attend class on time, be well prepared for class, show respect for themselves, classmates, and instructors and exhibit appropriate conduct.

In the event of inappropriate behavior, students will be subject to disciplinary action by both the College and the high schools. While enrolled, students must comply with the College's Code of Conduct outlined as follows:

CODE OF STUDENT CONDUCT HANDBOOK

Effective July 1, 2007

General Purpose

Roanoke-Chowan Community College strives to create an academic community conducive to the development of each student by fostering an educational process committed to excellence and equity. College students are citizens of the local, state and national governments and of the academic community and are therefore, expected to conduct themselves as law abiding members of each community at all times. Admission to a College carries with it special privileges and imparts special responsibilities apart from those rights and duties enjoyed by non-students. Students are expected to behave in a manner that is conducive to the mission of the College. In recognition of the special relationship that exists between the College and the academic community, Roanoke-Chowan Community College Board of Trustees has authorized the President to take such action that may be necessary to maintain campus safety and preserve the integrity of the College.

Applicability

This Code of Student Conduct is applicable to every student enrolled at the College, and may at times, apply to persons off campus when using College facilities or participating in RCCC programs or activities, including off campus trips and clinical sites. The term "student" includes all persons registered for or enrolled in one or more courses at RCCC, either for credit or non-credit. Students may be accountable to both civil authorities and to the College for acts that constitute violations of law and this Code. Disciplinary action at the College will be independent and proceed during the process of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. RCCC has the discretion to proceed with disciplinary action under this Code in addition to any criminal or civil judicial proceedings.

Statement of Expectation

Each student of Roanoke-Chowan Community College is expected to conduct him or herself in accordance with the College policy to preserve RCCC's safe and supportive learning environment. Roanoke-Chowan Community College has the right to take necessary and appropriate action to support and protect the health, safety and well-being of the college community. RCCC students are expected to abide by local, state and federal laws as well as college policies.

Faculty Rights and Authority

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in prohibited behaviors that result in disruption of a class or college-sponsored activity may be directed by the faculty member to leave the class or activity for the remainder of the period. Actions of dismissal should be reported to the Associate Dean/Dean for Student Development Services. Longer suspensions from a class or activity, or dismissal on disciplinary grounds, require action by the Associate Dean/Dean for Student Development Services or designee.

Conduct Required

Each student shall conduct himself/herself in a manner consistent with the College's mission as an education institution. Any student who fails to conduct himself/herself in such a manner violates this Code and a disciplinary penalty may be imposed.

Prohibited Student Conduct

Specific examples of conduct which are violations of the Code for which students are subject to disciplinary sanctions include but are not limited to the following, and include any attempt to commit the following:

- Any behavior that is disruptive to the educational process of the College as determined by a College official.

- Commission of an act that would constitute an offense under appropriate federal, state or local criminal statute.
- Academic Dishonesty – cheating, plagiarizing, or aiding and abetting another person in cheating or plagiarism (Cheating means getting help that was not approved by your instructor from someone or something on a test, quiz, exam, or assignment. Plagiarism means to submit as one's own the work of another. Plagiarism is stealing someone else's ideas or words).
- Alcoholic Beverage and Illegal Substances – using, selling, or possessing alcoholic beverages or controlled substances or being under the influence of alcohol or controlled substances on college property or college sponsored events.
- College Policy Infraction – violating any other college policy that has been publicized.
- Complicity – aiding, abetting, attempting, conspiring, hiring, willfully encouraging or being an accessory to any violation of the Student Code of Conduct.
- Computer Misuse – See “Computer Network Acceptable Use Policy” in RCCC Catalog or RCCC web site.
- Discrimination or Harassment – discriminating or harassing conduct.
- Facilities Misuse
- False Information – furnishing false information, forging, unauthorized altering or misusing of any document, record or instrument of identification, withholding information from the college, falsely claiming to represent the college.
- Gambling – wagering for money or other things of value.
- Theft of or Damage to Property
- Violent, Threatening, and Intimidating Behavior
- Weapons – possessing or using unauthorized firearms or other weapons.
- Excessive Noise – the College is considered a noise-free zone, including its hallways, walkways, driveways, and parking areas.

When violations of the Student Code of Conduct occur, the College will take appropriate disciplinary action. The College has adopted procedures to allow due process, as required by law.

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. Information on the Student Code of Conduct Policy and due process may be obtained from the Associate Dean/Dean of Student Development Services.

Student Rights and Protections

All students are guaranteed the following rights: 1) freedom to pursue their educational goals; 2) freedom to inquire, assemble, and express their opinions; 3) due process as provided in the fourteenth amendment of the US Constitution; 4) un-prejudicial evaluation of academic performance (all students are entitled to an explanation of the basis for grades); 5) the expectation of personal safety and protection of property while on campus; and 6) continuity of the educational process.

Students accused of disciplinary violations are entitled to the following procedural protections:

- To be informed of the specific charges against them.
- To be allowed to request an informal resolution of the case.
- To be allowed reasonable time to prepare a defense.
- To hear and respond to all evidence upon which a charge is based.
- To call and question relevant witnesses.
- To be assured of confidentiality, in accordance with the terms of the Family Education Rights and Privacy Act of 1974.
- To be allowed to request that any person conducting a disciplinary conference, or serving as a discipline committee member or chair, be disqualified on the grounds of personal bias.
- To be provided with a copy of these rights prior to any conference or disciplinary hearing.
- To be considered innocent of the charges until proven guilty by a preponderance of the evidence.

Authority for Student Discipline

Ultimate authority for student discipline is vested in the Board of Trustees and President of Roanoke-Chowan Community College. Discipline authority has been delegated to the Associate Dean/Dean for Student Development Services.

Any member of the College community may refer a student, student group, or organization suspected of violating this Code to the Associate Dean/Dean. All case referrals must be submitted in writing. Those referring cases are normally expected to serve as the complainant, and to present relevant evidence in judicial review hearings.

The Associate Dean/Dean will conduct a preliminary review to determine whether the alleged misconduct might result in expulsion or suspension from the College. Student subject to suspension or expulsion will be entitled to a hearing before a Judicial Review Board.

Temporary Disciplinary Action

In the event that the Associate Dean/Dean or President has reasonable cause to believe that a student's continued enrollment poses (1) a danger to the health or safety of the student, others persons, or College property; or is (2) an ongoing threat of disrupting the academic process, the Associate Dean/Dean may impose a disciplinary penalty, pending a hearing. The Associate Dean/Dean may suspend a student from the College for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to him/herself or to others, or to the stability and continuance of normal college functions.

Upon the decision to impose disciplinary action, the Associate Dean/Dean shall notify the student by an expeditious but reasonable means.

Rights of Due Process/Student Appeal Policy

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. The notice of appeal must be sent to the Associate Dean/Dean for Student Development Services within ten working days after receipt of disciplinary action. The appeal may be heard by the Judicial Review Board which is composed of two representatives of the Student Government Association, two faculty members, and one staff member. The decision of the Review Board is final, subject only to the student's right to appeal to the President of the College or ultimately to the Board of Trustees.

Judicial Review Board hearings shall be taped and a copy of the tape will be made available to the defendant upon request. The chair of the Judicial Review Board shall notify the defendant of all charges and hearing date in writing in advanced of the scheduled hearing. Failure of the defendant to appear at the hearing, after proper notice, will result in the committee making a decision in the defendant's absence. The defendant has the right to be accompanied and advised by a person of his or her own choosing. Only the defendant can participate in the proceedings. Furthermore, legal representation is not permitted in College disciplinary proceedings, whether formal or informal. However, legal representation is permitted when the student faces concurrent criminal charges.

The Judicial Review Board may request the appearance of any person that each party wishes to have appear and testify. The Board has no authority to compel the appearance of any person who is neither defendant nor complainant. The Board Chair shall have the duty of maintaining order at the hearing and shall have the right to exclude any party or witness from the hearing, temporarily or permanently.

Order of Presentation

1. Chairperson's opening remarks
2. Opening statements of complainant. Presentation of evidence (including witnesses). Questioning by Board and defendant.
3. Opening statements of defendant. Presentation of evidence (including witnesses). Questioning by Board and complainant.
4. Summary statements by complainant (bears burden of proof).

5. Summary statement by defendant.
6. Chairperson's closing instructions.
7. Private deliberation by the Board.
8. Board's decision is rendered.

Evidence shall include all facts based on oral testimony of witnesses who are present before the Board and all tangible objective evidence. Written statements by witnesses not present at the hearing may be admitted into evidence, but the Board shall decide how much weight, if any, shall be given to such statements.

Evidence of a student's past record may be introduced if a pattern of similar behavior has been demonstrated. The penalty phase of the hearing will consider evidence of pattern behavior.

- Any party may present witnesses subject to the right of cross-examination by other parties.
- Witnesses are excluded from the hearing room, but brought in individually before the Board to provide testimony.
- The complainant must establish the responsibility of the defendant by a preponderance of the evidence.

The Board will, after hearing all evidence and summations, retire to a room for deliberation. The chairperson of the Board will announce the decision promptly and notify the defendant of the verdict in writing.

Disciplinary Penalties

The following penalties comprise the range of official College actions, which may be taken when a student engages in prohibited conduct. These penalties are not exclusive and may be imposed together with other penalties.

1. Warning: A verbal or written notice to the student that a violation of a published College policy has occurred and that the continuation of such conduct or action could result in further disciplinary action. This becomes a matter of record in the Associate Dean/Dean's office.
2. Restricted privileges: Denial or restriction of one or more privileges granted to students. These may be, but are not limited to, the use of an automobile, access to specific areas of the campus, dining privileges, visitation privileges, or participation in athletics, intramurals or other extracurricular activities.
3. Disciplinary Probation: An indication that the student is not in good standing, and that his/her continued enrollment is conditioned upon adherence to published College policies.
4. Withholding an official transcript or degree.
5. Prohibition against readmission.
6. Suspension: Separation from the College for a definite term, during which the student shall not be permitted to attend courses or participate in any College activity.
7. Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion. Expulsion is not a permanent separation, but neither is a definite time set when return is expected.

Appeals

Any disciplinary determination resulting in suspension or expulsion from the College may be appealed to the President or designee. The appeal must be in writing, sent to the Office of the President by certified mail, return receipt requested. The appeal must be received by the President within 10 business days after the notice of suspension or expulsion.

Academic Impact

A student suspended as a result of the Judicial Review Process may be allowed to complete his/her academic work without extension of time. Since the student is prohibited from entering the campus without permission, coordination shall be through the Associate Dean/Dean for Academic Affairs. An expelled student has no right to complete academic work.

Student Grievance Procedures

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff (support and administrative) concerning the following:

- A. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.
- B. Sexual harassment complaints should be directed to the Associate Dean/Dean for Student Development Services. Copies of the procedure may be obtained from this office.
- C. Academic matters, excluding individual grades except where the conditions in item "A" above apply.

- Step 1. The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 working days of the incident which generated the complaint. The student and instructor are encouraged to seek resolution informally before filing an academic grievance.
- Step 2. If the complaint is not resolved at the informal conference with the instructor or staff member, the student should meet with the faculty or staff member's direct supervisor within 10 working days after meeting with the faculty/staff person with whom the grievance is filed. As part of the effort to resolve the issue, the supervisor will consult with the accused and chief administrative officer of the division concerned.
- Step 3. If the complaint is not resolved at the informal conference with the direct supervisor, the student may file a written grievance. The grievance forms may be obtained from the Office of the Associate Dean/Dean, Student Development Services. The completed grievance form must be presented to the Office of the Associate Dean/Dean, Student Development Services within 10 working days after satisfying Step 2. The Office of the Associate Dean/Dean, Student Development Services will refer the grievance form to the chief administrative officer of the division. The Associate Dean/Dean, Student Development Services shall respond in writing to the student within ten (10) working days after consulting with the chief administrative officer. The Associate Dean/Dean's decision is final.

Student-on-Student Sexual Harassment

Under Title IX of the Education Amendments of 1972, no education program or activity receiving federal financial assistance may exclude, deny benefits to or discriminate against any person on the basis of sex (20 U.S.C. sec. 1681.a). The purpose of the statute is to prevent "discriminatory practice" in education and "to provide... effective protection against those practices."

Sexual harassment is a form of discrimination that may violate state and federal laws. Roanoke-Chowan Community College is committed to providing an environment for all students that is free from offensive or degrading conduct or remarks. In 1980, the Equal Employment Opportunity Commission adapted guidelines to help define sexual harassment in the academic setting. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made an expressed or implied term or condition of employment or status in a class, program or activity;
2. Submission to or rejection of such conduct by an individual is used to make employment or educational decisions (such as hiring, promotion, or grading in a course);
3. Such conduct has the effect of substantially interfering with an individual's work or educational performance or creates an intimidating, hostile, or offensive environment for working or learning.

Student-on-student sexual harassment falls under the conduct listed above as item #3. If a student feels that he or she is being sexually harassed by another student, he or she should notify the appropriate instructor or staff person immediately. Sexually harassing behavior can be intimidating, exploitive, or coercive and diminishes the goals of the college to provide a healthy living, learning, and working environment.

Students found guilty of sexually harassing another student will be subject to disciplinary action up to and including dismissal from the college.

College/Workplace Anti-Violence Policy

Safety and security of all students, staff, faculty and customers is a primary concern of Roanoke-Chowan Community College. Therefore, acts of violence made by or against any of the aforementioned will not be tolerated. Students, staff, faculty and customers committing acts or threats of violence will be subject to disciplinary action that may result in dismissal/ suspension from the college and/or having privileges suspended.

Roanoke-Chowan Community College has a zero tolerance for violence and therefore prohibits the following behaviors:

- any act or threat of violence made by an employee, student or customer against another;
- any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion;
- any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public;
- any act or threat of violence made directly or indirectly by words, gestures, or symbols;
- use or possession of weapons on the college campus.

Student Sexual Assault Response System

Roanoke-Chowan Community College provides a comprehensive Student Sexual Assault Response System which defines and coordinates the efforts of the College to provide a caring and effective institutional response to student sexual assaults that maintains the dignity of all members of the campus community. Roanoke-Chowan Community College will not tolerate any form of sexual assault, rape, or nonconsensual sexual activity. Members of the campus community found to be in violation of this policy will be subject to disciplinary action including, but not limited to, suspension and expulsion from the College. This policy will be enforced using internal disciplinary procedures, public safety programs, and the encouragements of external prosecution of alleged offenders. While allowing flexibility, this policy is intended to ensure continuity and consistency for both victims/survivors and accused perpetrators to receive needed support services.

The College's Sexual Assault Counselor will oversee the implementation of this policy/protocol and serves as a primary resource for the student reporting an assault. All students who are victims of sexual assault are encouraged to report to Security that a sexual assault has occurred on campus and/or contact the Sexual Assault Counselor as soon as possible after the alleged incident. Complaints by or against students will be forwarded to the Associate Dean/Dean for Student Development for resolutions within existing disciplinary procedures. The Security Department will investigate the crime and secure criminal warrants as appropriate. For more information about procedures involving student reports of sexual assault and the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, contact to the Sexual Assault Counselor in Student Development Services. All incidents of sexual assault must be reported to the Associate Dean/Dean for Student Development Services with identifying information or anonymously.

Electronic Sexual Assault Guidelines:

The primary purpose of the Roanoke-Chowan Community College computer network is educational and all users must understand this purpose. Users must rely on the honesty, integrity, and respect for the rights of others. The college does not attempt to define all acceptable or unacceptable uses of the network. Some examples of unacceptable use include: using the network for any illegal activity, using the network for financial gain, invading the privacy of others and posting anonymous messages, and creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail. Unacceptable use of the network by students will result in suspension and/or loss of privileges. In addition, violation of state or federal statutes could make the users subject to criminal prosecution.

Substance Abuse and Communicable Disease Policy

Roanoke-Chowan Community College recognizes its responsibility to provide:

- a wholesome environment of health education awareness for students, faculty, and staff,

- a climate which discourages alcohol and substance abuse and the spread of communicable diseases, and
- the implementation of those measures which foster good school/community relations in the pursuit of maximized learning experiences for all its students.

Roanoke-Chowan Community College will conduct educational programs as needed to inform students, staff, and faculty about substance abuse and communicable diseases, including warning signs and preventive measures. The educational program may include, but not limited to, written publications, audio and video presentations, guest speakers, seminars, workshops, health fairs, and other similar publications and activities. The College will also appoint a task force, as needed, composed of representatives from all segments of the institution, to advise and assist in implementing policies, programs, and procedures in support of these endeavors.

Substance abuse assistance will focus on actions such as:

- providing existing human resources for early intervention for individuals with a chemical problem,
- offering educational drug abuse prevention programs,
- referring persons needing assistance to existing community agencies, while preserving the dignity of the individual and the confidentiality of their student record, and
- referring students exhibiting erratic and/or disruptive behavior to the Associate Dean/Dean of Student Development Services where students will be subject to disciplinary action.

The possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G. S. 89 90 through G.S. 90 94 in or on any part of the Roanoke-Chowan Community College campus will not be tolerated. For any infraction which is a violation of Federal or N.C. Law student will be turned over to local authorities.

Policies regarding communicable diseases are as follows:

- Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.
- Any student, college employee (either full time or part time) and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact on a confidential basis, to the appropriate supervisor.
- Persons who know or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.
- The College will widely publicize and carefully observe the safety guidelines established by the U.S. Public Health Service and the Centers for Disease Control and Prevention for the handling of blood and other body fluids and secretions in all areas of the College where such fluids or secretions may be encountered.

Computer Network Acceptable Use Policy

The primary purpose of the Roanoke-Chowan Community College computer network is educational. The college's mission is to enhance economic development and the quality of life in our community through an environment of academic excellence, dedicated to educating a diverse population for success in the workplace and in higher education. All users must understand this purpose.

The users of www.roanokechowan.edu (all of RCCC's computer resources and computer network) must rely on the honesty, integrity, and respect for the rights of others and on a conscious effort to be of service to others and the community. The college does not attempt to define all acceptable or unacceptable uses of the network. Acceptable conduct must be assessed by individual users. The following information assists the users in making such assessments.

Examples of Acceptable Use Encouraged by Roanoke-Chowan Community College:

Acceptable Use of Computers and the Network for:

1. Obtaining and spreading knowledge;
2. Gathering research material and data;
3. Analyzing data;
4. Providing data and research in support of public service;
5. Preparing course materials;
6. Enhancing educational approaches and teaching methods;
7. Enhancing course work;
8. Developing surveys and administering targeted demographic surveys.

Examples of Unacceptable Use:

Users are responsible for their actions and activities on www.roanokechowan.edu, including responsibility for becoming informed of and complying with license and copyright provisions of the software they use. Unacceptable use of the network will result in suspension or revocation of those privileges.

Unacceptable Use Includes:

1. Using the network for any illegal activity, including violation of copyright or other contracts;
2. Using the network for financial or other commercial gain;
3. Degrading or disrupting equipment or system performance;
4. Vandalizing the data of another user;
5. Wastefully using finite resources;
6. Gaining unauthorized access to resources or entities, including unauthorized use of others' passwords;
7. Invading the privacy of individuals;
8. Posting anonymous messages;
9. Creating or displaying threatening, obscene, racist, sexist, or harassing (persistently annoying of another user) material, including broadcasting unsolicited messages or sending unwanted mail;
10. Using the network in support of groups outside the College when such use is not in keeping with the mission of the College; and
11. Using personal web pages not primarily focused on the mission of the College.

Network Procedures:

Manners - Appropriate network manners include being polite, using appropriate language, and not revealing personal addresses or phone numbers of students or colleagues. Remember: Electronic mail (e-mail) is not guaranteed to be private. In addition, system operators log network use (WWW, e-mail, etc.) However, all communication and information accessible on the networks can be assumed to be private (following the dictates of common politeness and common sense.)

Authorization - Students, faculty, and staff must have appropriate authorization to use the network.

Priority of Access - Students, faculty, and staff have the right to access the equipment; thus, users shall not play games or use computer resources for non-academic purposes when other users require the system for academic purposes.

Conflicts - In the case of conflicts among users of computing resources and the network, resolution will follow the RCCC Network Administration Hierarchy.

Disclaimer - Information obtained through www.roanokechowan.edu is at the user's own risk. RCCC is not responsible for the accuracy or quality of information obtained. Users need to consider the source of any information obtained, and, as this is a global network, accept responsibility for accessing inappropriate material as described under Unacceptable Uses.

Penalties for Improper Use - Users violating guidelines, including applicable state and federal laws, are subject to loss of network privileges. In addition, violation of state or federal statutes could make the users subject to criminal prosecution.

SERVICES

SPECIAL SERVICES FOR THE DISABLED

The College fully supports the Americans With Disabilities Act and is committed to providing reasonable accommodations in order for disabled students to achieve and maintain their maximum learning potential.

Students with a special need should contact the Director of Counseling. Students who self-identify their disability and request accommodations must provide documentation from a qualified professional that supports the request for accommodations. Designated parking spaces for the disabled are located conveniently near each building.

- **Student IDs are required and can be obtained in Student Services**

All students registering for curricular courses must have an ID card and must wear it at all times while on campus. The card is issued when students first register and then validated in subsequent semesters. The cost of the initial card is covered in the student activity fee; a replacement card is \$5. The ID card serves as a library card for RCCC students and must be presented when checking out materials from the Learning Resources Center. The card also must be presented for admission to certain college-sponsored events, or when requested.

LEARNING RESOURCES

The Roanoke-Chowan Community College Learning Resources (LRC) is for student use for both information and recreational reading. The LRC provides print and audiovisual resources, electronic data access, and staff to help you with your information needs. Please feel free to ask for their assistance.

- Current periodicals, newspapers, and reference books do not circulate.
- LRC materials circulate for varied periods of time. Be sure to check the due date when checking out any material
- Instructors place reserve materials on restricted shelves. Each instructor designates how reserve material will circulate.

LRC Hours:

Monday - Thursday from 7:30 a.m. - 9:30 p.m.

Friday from 7:30 a.m. - 4:00 p.m.

Holiday and semester break hours may vary.

Please be considerate of others by returning books on time and in good condition. **A late fee will be charged for all overdue books. Anyone having unpaid fees or outstanding books will not be able to have a transcript issued, register for another semester, or be allowed to graduate until these fees are paid or these matters settled.**

Transportation and Parking

The College provides no transportation service for students. Hertford County Schools provides transportation for Huskins and Concurrent Enrollment students (enrolled in Hertford County Schools only) during the regular school day only. Students must check with the high schools in which they are enrolled on transportation requirements.

Parking for students, faculty, and staff on all campuses is on a first-come, first-served basis except for certain designated areas. Parking permits are available from Student Services free of charge for registered students. Parking fines cost the student \$5.00.

Students are responsible for being aware of all traffic and parking regulations as outlined in the Student Policy manual, located in Student Services. Lack of knowledge of these regulations will not justify forgiveness of penalties for violations.

CONCURRENT ENROLLMENT PROGRAM OVERVIEW

The Concurrent Enrollment Program is also an excellent way for qualified high school students to accelerate their postsecondary career plans by participating in college courses while still enrolled in high school and is similar to the Huskins Program. Roanoke-Chowan Community College, Ahoskie Christian School, Hertford County Public Schools, Northampton County High School-East, Northeast Academy, and Ridgecroft School are pleased to jointly offer students this opportunity.

PURPOSE: The purpose of the Concurrent Enrollment Program is to provide college level academic, technical, and advanced vocational courses for qualified high school students. This program makes it possible for high school students to enroll in college courses that will help fulfill their educational goals. In regular curriculum classes, high school students earn college credits as well as high school credits upon successful completion of courses.

OVERVIEW: The Concurrent Enrollment Program is available for high school students age 16 or older who have achieved a level of academic and social maturity necessary to perform successfully in college credit courses. Students must also be at least half-time high school students and be progressing satisfactorily toward graduation. Applicants should pre-register for the Concurrent Enrollment Program with their high school counselors, then complete and return the necessary Roanoke-Chowan Community College application forms with parent and principal/headmaster's signatures. Some classes require placement tests. Curriculum classes in which high school students can enroll as Concurrent Enrollment students are taught on the College campus.

PROGRAM BENEFITS: Students receive many benefits from participating in the Concurrent Enrollment Program.

- By attending college-credit classes, students begin to build credits toward a college certificate, diploma, or associate's degree, at the same time that they are earning high school credits for high school graduation.
- Courses that are identified as college transfer courses are fully transferable to any of the 16 universities within the UNC System.
- The instructors are highly credentialed in their subject area, meeting the North Carolina Community College System's academic and technical requirements.
- There is no tuition for students (from public or private schools) who are accepted into classes as Concurrent Enrollment students, making participation a wise economic decision. Public school systems cover the costs of textbooks; however, textbook costs are the responsibility of the students in private schools.
- The program helps introduce students to a college campus (typically with smaller class sizes) and to academic rigor with familiar friends, taking the hesitation out of pursuing life-long goals in unfamiliar environments.

ACADEMIC INFORMATION, PATHWAYS, POLICIES, AND SERVICES

The same academic information, pathways, policies, and services apply in the Concurrent Enrollment Program as in the Huskins Program. However, Concurrent Enrollment students must be 16 years of age and take regular curriculum classes.

**ROANOKE-CHOWAN COMMUNITY COLLEGE
FACILITIES**

Insert Map of RCCC Campus

**ROANOKE-CHOWAN COMMUNITY COLLEGE
MAIN CAMPUS**

<u>DEPARTMENT / AREA</u>	<u>BUILDING</u>
ADMISSIONS/REGISTRAR	NEW STUDENT CENTER (NSC) 111
AUDITORIUM	JERNIGAN 140
ART	YOUNG 122
BOOKSTORE.....	JERNIGAN 111
BUSINESS OFFICE	JERNIGAN 102
CAREER CENTER.....	NSC 214
CARPENTRY.....	YOUNG 118
COMMUNITY ROOM	FREELAND 140
COMPUTER LAB.....	JERNIGAN LRC (JERNIGAN 100)
CONTINUING ED	JERNIGAN 104
COSMETOLOGY.....	FREELAND 102
COUNSELING	NSC 111G
FINANCIAL AID	NSC 111E
HUSKINS/CONCURRENT ENROLLMENT (SECONDARY ALLINACES)	NCS 221D
INDUSTRIAL SYSTEMS.....	INDUSTRIAL SYSTEMS CENTER
LRC/LIBRARY	JERNIGAN 100
MAINTENANCE	MAINTENANCE & STORAGE
MULTIPURPOSE ROOM/GYM	NSC (by main entrance)
NURSING DEPARTMENT	FREELAND 129
S.G.A. OFFICE	NSC 108
STUDENT DEVELOPMENT SERVICES.....	NSC 111
STUDENT LOUNGE	NSC 108
STUDENT SUPPORT SERVICES	NSC 113
TESTING CENTER	NSC 221
TECHNOLOGY CLASSROOM.....	JERNIGAN 126
WEIGHT ROOM	FREELAND 130
WELDING	YOUNG 111

High School Contacts

Ahoskie Christian School				
Secretary	Vickie Holloway		332-2764	afwbc@embarqmail.com
Hertford County Schools				
Career-Technical Education/VOCATS Coordinator	Tomma Jenkins	C Hall	358-1761, 221	tjenkins@hertford.k12.nc.us
Twelfth Grade Counselor	Beth Douglas	C Hall	332-4096, 153	edouglas@hertford.k12.nc.us
Eleventh Grade Counselor	Isaac Williams	C Hall	332-4096, 128	iwilliams@hertford.k12.nc.us
Tenth Grade Counselor	Agnes Green	C Hall	332-4096, 129	agreen@hertford.k12.nc.us
Ninth Grade Counselor	James Futrell	HCMS	398-4091	jfutrell@hertford.k12.nc.us
Northampton County High School-East				
Twelfth Grade Counselor	Catherine Barefoot		585-0627, 223	barefootc@northampton.k12.nc.us
Eleventh Grade Counselor	Catherine Barefoot		585-0627, 223	barefootc@northampton.k12.nc.us
Tenth Grade Counselor	Fredia Lee		585-0627, 338	leef@northampton.k12.nc.us
Ninth Grade Counselor	Fredia Lee		585-0627, 338	leef@northampton.k12.nc.us
Northeast Christian Academy				
Finance Officer/Secretary	Gail Bennett		539-2461	
Ridgecroft School				
Counselor	Briley Hedrick		332-2964	bhedrick@ridgecroft.org
Curriculum Specialist	Karen Vaughan		332-2964	kvaughan@ridgecroft.org

Roanoke-Chowan Community College Contacts				
Coordinator Huskins/Concurrent Enrollment				
Coordinator of Secondary Alliances, Co-Op Ed and Tech Prep College Resource Development Officer	Gloria Fairless	NSC221D	832-1204	fairlessg@roanokechowan.edu
Community College Services				
Director of Counseling	Sandra Copeland	NSC111H	862-1233	sandrac@roanokechowan.edu
Director of Financial Aid	Trisha Sawyer	NSC111E	862-1246	sawvert@roanokechowan.edu
Division Directors				
Business Administration and Information Systems/Web Tech	Teikeshia Archer	FRL114	862-1235	archert@roanokechowan.edu
Allied Health/Public Service and Applied Technologies	Debra Stokes	NSC	862-1276	stokesd@roanokechowan.edu
College Transfer/Arts and Sciences	Rita Rogers	JER122	862-1205	rogersri@roanokechowan.edu

2007-2008 ACADEMIC CALENDARS

AHOSKIE CHRISTIAN SCHOOL

2007-2008

AUGUST	27	Open House @ 7:00 P.M.
	27	First Day of School at ACS - Dismiss @ 12:00
SEPTEMBER	3	Labor Day - No School
OCTOBER	8	Columbus Day - No School
	31	Nine Weeks End
NOVEMBER	2	Dismiss @ 12:00 – Teacher Workday
	12	Veteran’s Day – No School
	21	Dismiss @ 12:00
	22 and 23	Thanksgiving Holiday
DECEMBER	20	Dismiss @ 12:00
	21 thru 31	Christmas Holiday
JANUARY	1	New Year's Day
	2	Holiday
	3	School Back in Session
	21	Martin Luther King Holiday - No School
	23	Nine Weeks End
	25	Dismiss @ 12:00 – Teacher Workday
FEBRUARY	22	No School
MARCH	21	Good Friday – No School
	24 thru 28	Easter Vacation
APRIL	4	Nine Weeks End
	4	Dismiss @ 12:00 – Teacher Workday
	16 thru 18	Achievement Testing
MAY	1	National Day of Prayer
	9	Dismiss @ 12:00 – Teacher Workday
	23	Field Day
	26	Memorial Day – No School
	30	Kindergarten Graduation
JUNE	1	Baccalaureate @ 6:00 P.M
	2 Thru 3	Dismiss @ 12:00
	4	Awards Day/Last Day
		Students will be dismissed following the Awards Day Ceremonies
	5	High School Graduation @ 7:00 P.M.

Hertford County High School

Northampton County High School - East

**RIDGECROFT SCHOOL
2007-2008 YEAR
CALENDAR**

1-13 Teacher Float Days
14 Teacher Mandatory Day
16 First Day of School
31 School Dismissed at 12:30 p.m.

AUGUST '07						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER '07						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 School Closed-Labor Day
4 School Reopens
5 Interims Due in Office
6 Interims Distributed
13 End of First School Month (20)
15 ACT
25 End of First Six Weeks (28)

1 Parent-Teacher Conference; Report Cards Distributed
6 SAT
11 End of Second School Month (40)
12-15 School Closed – Fall Break (Inclement Weather Makeup Day)
16 School Reopens
17 Interims Due in Office
18 Interims Distributed
27 ACT

OCTOBER '07						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER '07						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

3 SAT
5 End of Second Six Weeks (27)
8 Report Cards Distributed
12 End of Third School Month (60)
21 School Dismissed at 12:30 p.m.
22-23 School Closed-Thanksgiving
26 School Reopens
27 Interims Due in Office
28 Interims Distributed

1 SAT
7 Teacher Bazaar; Lunch with Santa
8 ACT
12 End of Fourth School Month (80)
14 Full School Day; Afternoon Exam
17, 18, 19 Exams; School Dismissed 12:30 p.m.
19 End of Third Six Weeks (30); End of First Semester (85)
20-31 School Closed-Christmas

DECEMBER '07						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY '08						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2 School Closed-New Year's Day
3 School Reopens
8 Report Cards Distributed
18 School Dismissed at 12:30 p.m.
21 School Closed MLK Holiday (Inclement Weather Makeup Day)
22 School Reopens
24 Interim Reports Due in Office; End of Fifth School Month (100)
25 Interim Reports Distributed
26 SAT

9 ACT
14 End of Fourth Six Weeks (30)
19 Report Cards Distributed
21 End of Sixth School Month (120)
22-26 School Closed/Winter Break (Inclement Weather Makeup Day)
27 School Reopens

FEBRUARY '08						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

MARCH '08						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 SAT
12 Interim Reports Due in Office
13 Interim Reports Distributed
21 School Dismissed at 12:30 p.m.
24-28 School Closed-Easter Break
31 School Reopens

1 End of Seventh School Month (140)
11 End of Fifth Six Weeks (33)
12 ACT
16 Report Cards Distributed
30 End of Eighth School Month (160)

APRIL '08						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY '08						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Prom
2 School Closed- (Inclement Weather Makeup Day)
5 School Reopens; Interim Reports Due in Office
6 Interim Reports Distributed
7 AP Calculus Exam
8 AP English Literature Exam
9 AP US History Exam
14 AP English Language Exam
25 Baccalaureate, 7:00 p.m.
26-28 Exams, School Dismissed 12:30 p.m.
28 End of Sixth Six Weeks (32);
End of Ninth School Month (180);
End of Second Semester
29 Teacher Workday
30 Graduation, 7:00 p.m.

7 SAT
14 ACT

JUNE '08						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FIRST SEMESTER
1st Grading Period: August 16-September 25 (28 Days)
2nd Grading Period: September 26-November 5 (27 Days)
3rd Grading Period: November 6-December 19 (30 Days)

SECOND SEMESTER
4th Grading Period: January 3-February 15 (31 Days)
5th Grading Period: February 18-April 11 (32 Days)
6th Grading Period: April 14-May 28 (32 Days)

Roanoke-Chowan Community College