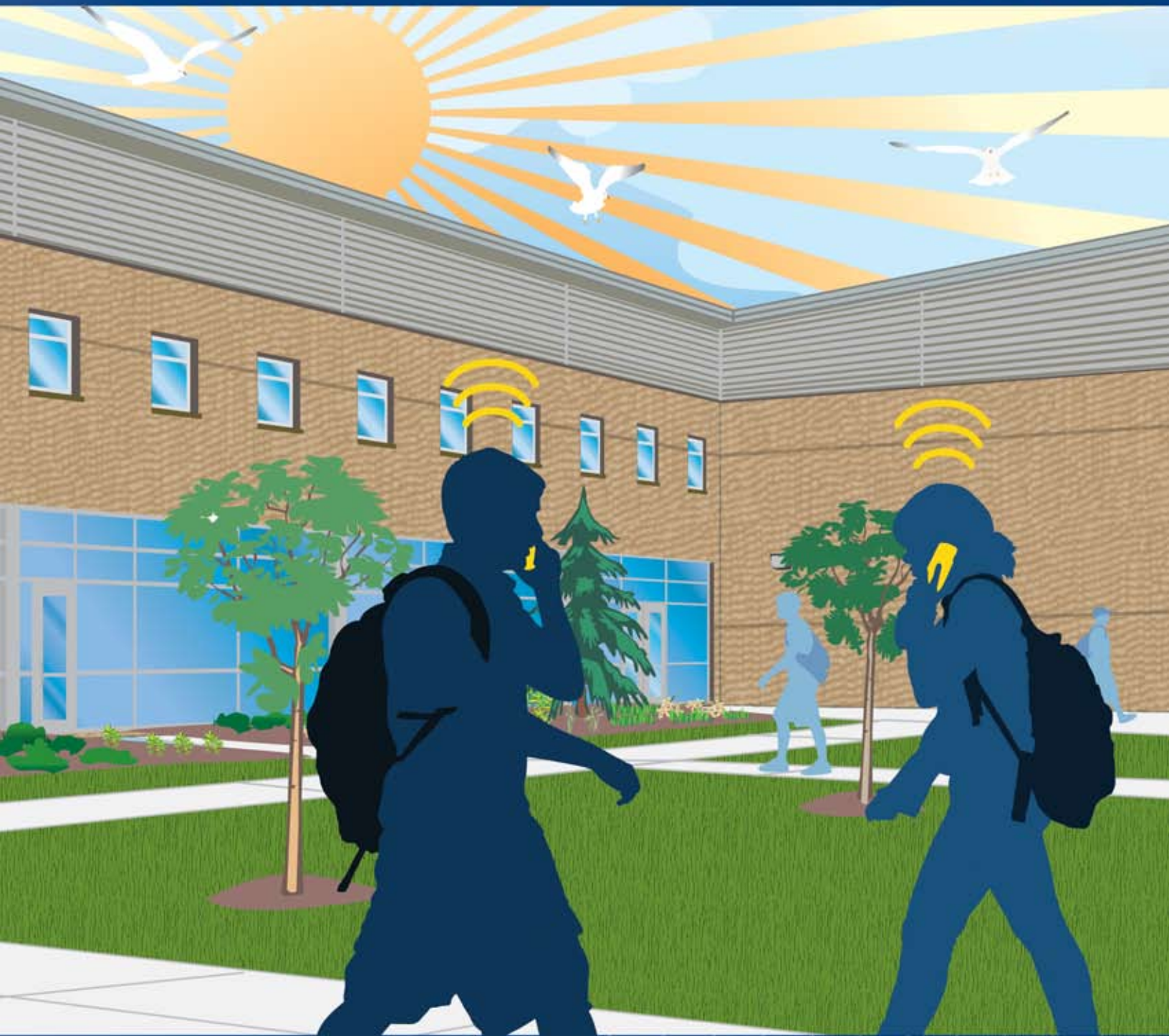


2009-2010 Student Handbook



Creating Success

Hope • Opportunity • Jobs

2009-2010

Student Planner



This planner belongs to:

Name _____

Address _____

City, State, Zip _____

Phone: _____

STUDENT SERVICES STAFF

(Located in the New Student Center – NSC)

Student Services upholds the mission and goals of the College by providing support services that will enable area students to enroll in appropriate academic programs. Student Services is committed to providing support services in the areas of admissions; testing and assessment; personal/career counseling; academic advising; registration/records; financial aid; veterans/child care assistance; tutoring; job placement; and extracurricular activities.

Student Services is here to aid you in selecting, entering, progressing through, and completing a course of study. Student Services offices are located on the first and second floors of the New Student Center. Office hours are as follows: Monday-Thursday 8:00 a.m.-6:00 p.m. and 8:00 a.m.-5:00 p.m. on Friday (Fall and Spring).

AJ Tyson, Jr., Senior Dean

Workforce/Student Development.....862-1307

Wendy Vann, Dean.....862-1234

Dinetta Gilliam, Administrative Assistant.....862-1305

Records and Registration – NSC Office 111-J & Office 111-M

Elizabeth Patterson, Registrar.....862-1220

Cara Edwards, Technical Support Specialist.....862-1243

Counseling Services – NSC Office 111-G

Sandra Copeland, Director.....862-1225

Financial Aid Services – NSC Office 111-C and Office 111-E

Trisha Sawyer, Director.....862-1246

Gayle Deanes, Assistant Financial Aid Officer.....862-1221

Testing Services – NSC Office 221C

Beverly Goodwin, Director, Assessment and Testing.....862-1238

Student Support Services (SSS) – NSC 113

Lorraine Mitchell, Director.....862-1272

Poteca Chamblee, Secretary.....862-1303

Janice Howell, Instructional Coordinator/Counselor.....862-1293

Isalean Overton, Tutor Coordinator/Computer Lab Technician.....862-1241

Student Activities – NSC 111

Tremaine Kwaskipui, Student Activities Coordinator.....862-1248

SGA Office- NSC 108A.....862-1260

Note: Please refer to the 2009-2010 R-CCC Catalog for a listing of all college employees.

CURRICULUM PROGRAM ADVISORS

Accounting-C25100

(A-H) Pat Bennett
(I-Q) Debbie Hanke
(R-Z) Deborah Oakey (Lead Advisor)

Air Conditioning, Heating, & Refrigeration Technology-A35100 & D35100:

AHR-Heat Pump Certificate-C35100A

HVAC Certificate-C35100B

(A-Z) Michael Lassiter (Off-Campus Advisor)
(A-Z) John Mulder (Lead Advisor)

Associate Degree Nursing-A45100

(A-E) Carmen Askew
(F-J) Gloria Baker (Lead Advisor)
(K-P) Catherine McCutcheon
(Q-U) Stella Jenkins-Cameron
(V-Z) Deborah Stokes

Associate in Arts-A10100:

(A-D) Jeanne Blevins
(E-H) Lillie Faison
(I-M) Frank Harris (Lead Advisor)
(N-R) Lowell Savage
(S-V) Crystal Sharpe
(W-Z) Stuart Thomson

Pre-Major Options:

Business Administration-A1010B

Elementary Education-A1010R,

Information Systems-A1010V

Nursing-A1010I:

(A-D) Jeanne Blevins
(E-H) Lillie Faison
(I-M) Frank Harris (Lead Advisor)
(N-R) Lowell Savage
(S-V) Crystal Sharpe
(W-Z) Stuart Thomson

Associate in Fine Arts-A10200

Pre-Major Art-A1020A

(A-D) Jeanne Blevins
(E-H) Lillie Faison
(I-M) Frank Harris (Lead Advisor)
(N-R) Lowell Savage
(S-V) Crystal Sharpe
(W-Z) Stuart Thomson

Associate in General Education-A10300

(A-D) Jeanne Blevins
(E-H) Lillie Faison
(I-M) Frank Harris (Lead Advisor)
(N-R) Lowell Savage
(S-V) Crystal Sharpe
(W-Z) Stuart Thomson

Associate in Science-A10400

(A-D) Jeanne Blevins
(E-H) Lillie Faison
(I-M) Frank Harris (Lead Advisor)
(N-R) Lowell Savage
(S-V) Crystal Sharpe
(W-Z) Stuart Thomson

Barbering-D55110

(A-M) Sonya Chamblee (Lead Advisor)
(N-Z) Dee Eley

Biotechnology -A20100

(A-E) Carmen Askew
(F-J) Gloria Baker (Lead Advisor)
(K-P) Catherine McCutcheon
(Q-U) Stella Jenkins-Cameron
(V-Z) Deborah Stokes

Building Construction Technology-A35140

Building Construction Technology Certificate- C35140

(A-Z) James Messer (Off-Campus Advisor)
(A-Z) John Mulder (Lead Advisor)

Business Administration-A25120

Business Administration Certificate-C25120

(A-H) Pat Bennett
(I-Q) Debbie Hanke (Off-Campus Advisor: A-Z)
(R-Z) Deborah Oakey (Lead Advisor)

Computer Information Technology-A25260

CIT Basic-C25260B

Multimedia Certificate-C25260A

Operating Systems-C25260C

Web/Security-C25260D

(A-M) Linda Alexander
(N-Z) Janet Faison (Lead Advisor)

Cosmetology-D55140**Cosmetology Instructor-C55160**

(A-M) Sonya Chamblee (Lead Advisor)
(N-Z) Dee Eley

Concurrent Enrollment-T90980**Huskins-T90970**

(A-Z) Gloria Fairless

Criminal Justice Technology-A55180

(A-M) James Alexander
(N-Z) Ryan Cox (Lead Advisor)

Dental Assisting-D45240

(A-E) Carmen Askew
(F-J) Gloria Baker (Lead Advisor)
(K-P) Catherine McCutcheon
(Q-U) Stella Jenkins-Cameron
(V-Z) Deborah Stokes

Early Childhood Education-A55220**Early Childhood Education/Special Education-A5522A****Early Childhood Education/Teacher Associate-A5522B**

(A-H) Taunya Melendez
(I-Q) Audrey Moore (Lead Advisor)
(R-Z) Deboria Outlaw

Early College High School-T90930

(A-Z) Juanisha Vaughn-Hart

Health Care Technology-C45350

(A-E) Carmen Askew
(F-J) Gloria Baker (Lead Advisor)
(K-P) Catherine McCutcheon
(Q-U) Stella Jenkins-Cameron
(V-Z) Deborah Stokes

Human Services Technology-A45380**Mental Health-A4538C**

(A-M) Kim Bazemore (Lead Advisor)
(N-Z) Joseph Rampersad

Industrial Systems Technology-A50240**IST Electrical Cert.-C50240A****IST Mechanical Cert.-C50240B****IST PLC Cert.-C50240**

(A-Z) Keith Horne (Lead Advisor)

Lateral Entry -C55430

(A-M) Jeanne Blevins
(N-Z) Taunya Melendez (Lead Advisor)

Manicuring/Nail Technology -C55400

(A-M) Sonya Chamblee (Lead Advisor)
(N-Z) Dee Eley

Medical Office Administration-A25310**Office Administration-A25370**

(A-M) Joan Deloatch (Lead Advisor)
(N-Z) Darcie Tumey

Plumbing -C35300 & D35300

(A-Z) Phillip Deloatch (Off-Campus Advisor)
(A-Z) John Mulder (Lead Advisor)

Pre-Nursing -A10300N

(A-E) Carmen Askew
(F-J) Gloria Baker (Lead Advisor)
(K-P) Catherine McCutcheon
(Q-U) Stella Jenkins-Cameron
(V-Z) Deborah Stokes

Radiography-A45700

(A-E) Carmen Askew
(F-J) Gloria Baker (Lead Advisor)
(K-P) Catherine McCutcheon
(Q-U) Stella Jenkins-Cameron
(V-Z) Deborah Stokes

Special Credit-T90990

(A-Z) Sandra Copeland

Web Technologies-A25290

(A-M) Linda Alexander
(N-Z) Janet Faison (Lead Advisor)

Welding Technology-D50420**Pipe-C50420B****Plate-C50420C**

(A-Z) Victor Davidson (Lead Advisor)

DATES YOU SHOULD KNOW

Fall 2009

Fall 2009 Tuition Due by 4:30 p.m.	August 3, 2009
Early Registration participants (Schedules with unpaid balances will be purged.)	
Professional Development (Faculty and Staff)	August 10-11, 2009 (M/T)
Fall Registration	August 12-14, 2009 (W/TH/F)
First Day to Charge in Bookstore	August 12, 2009 (W)
Last Day to Apply for a 100 % Refund	August 14, 2009 (F)
First Day of Class/Semester & First 8-week Session	August 17, 2009 (M)
Last day to Add	August 19, 2009 (W)
Last Day to Remove Summer 2009 "I" Grades	August 19, 2009 (W)
Last Day to Charge in Bookstore	August 20, 2009 (TH)
Last Day to Apply for a 75% Refund	August 26, 2009 (W)
10% Point of the Semester	August 26, 2009 (W)
Labor Day Holiday (College Closed)	September 7, 2009 (M)
Financial Aid Refund Checks mailed	September 25, 2009 (F)
Student Fall Break (Faculty Professional Dev.)	October 12-13, 2009 (M/T)
Last Day of First 8-week Session	October 14, 2009 (W)
Registration for Second 8-week Session	October 14, 2009 (W)
First Day of Second 8-week Session	October 15, 2009 (TH)
Last Day to Drop Without Academic Penalty	October 26, 2009 (M)
Advising Day - Spring 2010 (No Classes)	November 11, 2009 (W)
Early Registration Spring 2010	November 12-13, 2009 (TH/F)
May 2010 Prospective Graduate Applications Due	November 25, 2009 (W)
Thanksgiving Holiday (College Closed)	November 26-27, 2009 (TH/F)
Spring 2010 Tuition Due - by 4:30 p.m.	December 9, 2009 (W)
Early Registration participants (schedules with unpaid balances will be purged)	
Last Day of Classes/Semester & Second 8-week Session	December 14, 2009 (M)
Fall 2009 Grades Due (12:00 noon)	December 16, 2009 (W)
Christmas Holiday (College Closed)	December 23-25, 2009 (W/TH/F)
College Reopens for Staff	December 28, 2009 (M)

Spring 2010

New Year's Day Holiday (College Closed)	January 1, 2010 (F)
College Reopens (Professional Dev. Faculty & Staff)	January 4, 2010 (M)
Faculty Workday	January 5, 2010 (T)
Spring Late Registration	January 6-8, 2010 (W/TH/F)
First Day to Charge in Bookstore	January 6, 2010 (W)
Last Day to Apply for a 100 % Refund	January 8, 2010 (F)
First Day of Class/Semester & First 8-week Session	January 11, 2010 (M)
Last day to Add	January 13, 2010 (W)
Last Day to Remove Fall 2008 "I" Grades	January 13, 2010 (W)
Last Day to Charge in Bookstore	January 14, 2010 (TH)
Martin Luther King, Jr. Holiday (College Closed)	January 18, 2010 (M)
Last Day to Apply for a 75% Refund	January 21, 2010 (TH)
10% Point in the Semester	January 21, 2010 (TH)

Financial Aid Refund Checks mailed	February 19, 2010 (F)
Last Day of First 8-week Session	March 8, 2010 (M)
Registration for Second 8-week Session	March 8, 2010 (M)
First Day of Second 8-week Session	March 9, 2010 (T)
Last Day to Drop Without Academic Penalty	March 18, 2010 (TH)
Early Registration Summer 2010	March 25-26, 2010 (TH/F)
Easter Holiday (College Closed)	April 5, 2010 (M)
Spring Break (No Classes)	April 6-9, 2010 (T/W/TH/F)
Advising Day - Fall 2010 (No Classes)	April 13, 2010 (T)
Early Registration - Fall 2010	April 14-16, 2010 (W/TH/F)
Summer 2010 Tuition Due	April 23, 2010 (F)
Early Registration participants by 4:30 p.m. (schedules with unpaid balances will be purged)	
May 2010 Graduate Grades due (12:00 noon)	May 7, 2010 (F)
Last Day of Classes/Semester & Second 8-week Session	May 11, 2010 (T)
Spring 2010 Grades Due (12:00 noon)	May 13, 2010 (W)
Graduation Rehearsal (9:30 a.m.)	May 14, 2010 (F)
Graduation	May 14, 2010 (F)

Summer 2010

Summer Registration	May 18-19, 2010 (T/W)
First Day to Charge in Bookstore	May 18, 2010 (T)
Last Day to Apply for a 100 % Refund	May 19, 2010 (W)
First Day of Class	May 20, 2010 (TH)
Last Day to Add	May 24, 2010 (M)
Last Day to Remove Spring 2010 "I" Grades	May 24, 2010 (M)
Last Day to Charge in Bookstore	May 25, 2010 (T)
Last Day to Apply for a 75% Refund	May 26, 2010 (W)
10% Point of the Term	May 26, 2010 (W)
Memorial Day Holiday (College Closed)	May 31, 2010 (M)
Financial Aid Refund Checks mailed	June 18, 2010 (F)
Last Day to Drop Without Academic Penalty	July 1, 2010 (TH)
July 4th Holiday (College Closed)	July 5, 2010 (M)
Early Registration - Fall 2010	July 12-15, 2010 (M/T/W/TH)
Semester Ends	July 30, 2010 (F)
Summer 2010 Grades Due (12:00 noon)	August 2, 2010 (M)

WHERE TO GO FOR WHAT

Absences	Instructor
Academic Advising	Faculty Advisor
Academic Policies	Catalog
Add a Course	(1) Faculty Advisor (2) Registrar
Academic Records, Grades, Graduation, Refunds	Registrar
Accidents	Campus Security
Address Change, Class Schedules, Parking Permits	Student Services
Admission/Readmission	Director of Counseling
ADN Admission	Director of Counseling
Athletics	Athletic Coach
Blackboard	Distance Learning Coord.
Books and Resource Materials	Library (LRC)
Cap and Gown Purchase	Bookstore
Campus Safety	Campus Security
Campus Notices/Announcements	Campus Cruiser
Career Counseling/Job Placement	Director of Counseling
Change of Major	Faculty Advisor, Counselor, Registrar
Child Care Assistance	Financial Aid
Copying Services	Library (LRC)
Counseling Services (Academic, Personal, Career)	Director of Counseling
Distance Learning	Distance Learning Coord.
Disability Assistance	Director of Counseling
Drop a Course	(1) Faculty Advisor (2) Instructor (3) Registrar
Emergencies/First Aid	Campus Security
Financial Aid, Scholarships	Financial Aid
Financial Matters	Cashier, Business Office
General Interest Courses	Continuing Education Dept.
Grading Information	Registrar's Office
Graduation Information	Registrar's Office
ID Cards	Student Services
Insurance Forms	Business Office
Intramural Sports	Student Activities Coord.
Library Services	Learning Resources Center
Lost and Found	Campus Security
Minority Male Mentoring Program	Student Activities Coord.
Parking Decals	Student Services
Parking Issues	Campus Security
Placement Testing	Testing Center
Registration	Faculty Advisor/Registrar
Scholarship Applications, Work-study	Financial Aid
Student Activities	Student Activities Coord.
Student Grievances	Dean, Student Services
Textbooks & Supplies	Bookstore
Transcripts	Registrar
Transfer Counseling	Director of Counseling
Tutoring	Student Support Services
Veterans Benefits	Dean, Student Services
Website Address	www.roanokechowan.edu

INFORMATION YOU SHOULD KNOW

Academic Information

Honors – Full-time students who maintain high academic standards are recognized each semester through the President's List (4.0 GPA) or the Dean's List (minimum 3.25 GPA, with no grade lower than a B). Both lists require that students complete at least 12 credit hours, none of which include courses numbered 100 or lower, and have no I grades.

Requirements—A 2.00 GPA for work taken at the College is required for graduation. The minimum cumulative, "good standing" GPA and other pertinent information regarding academic standing is outlined in the 2009-2010 R-CCC Catalog.

Probation/Warning—Should you fail to re-establish the required average by the end of the second academic warning semester, you will be placed on academic probation (allowed to enroll in only six semester hours). Students placed on academic probation are not eligible to receive financial aid or VA benefits.

Attendance/Reinstatement Procedure

Student experiencing attendance problems, should notify their instructor(s) immediately. Absences from class do not relieve you of meeting course requirements. Regardless of the reason, instructors have the authority to drop you after two consecutive weeks of being absent from class. If you choose not to complete a course for which you are registered, you must process a Drop Form in the Registrar's Office. If you are dropped from a course and wish to be reinstated, you must submit a Request for Reinstatement Form to the Dean of Student Services (or designee) after permission is granted by the instructor.

Bookstore

Roanoke-Chowan Community College maintains a bookstore for the convenience of students. Course supplies and required textbooks, as well as novelties, clothing, graduation attire, and invitations may be obtained in the bookstore. The hours are posted on the entrance door. The bookstore return policy allows you 5 days from the purchase date with your receipt to return merchandise. Books must be in the same condition as purchased, and if shrink wrapped, it must still be in the original wrap. For more information, please see the Bookstore Manager or call at (252) 862-1292.

Campus Cruiser

RCCC Campus Cruiser is a Web-based portal system that enables RCCC to electronically share information, syllabi, campus calendars, student support & registration services, etc. Refer to the College Website at www.roanokechowan.edu for more information.

Cell Phones and Beepers

Students must turn off cell phones and beepers upon entering class, unless the student's occupation (medical, emergency, or law enforcement) requires that it is on at all times. Students may not receive or send telephone calls or pages during class time.

Change of Name and Address

If you move or change your phone number or name at any time, go to Student Services to complete a Student Status Change Form and bring with you legal documentation verifying the change.

Change of Program

Students who decide to change programs of study must schedule a conference with a counselor in Student Services. Upon agreement that the change is warranted, students will be given the name of their new advisor and instructed to submit a Curriculum/Program Change Form to the Registrar.

Children on Campus

Children on campus, not enrolled in a college program, must be under the direct supervision of a parent or guardian. Children are not allowed in classrooms, laboratories, or offices without permission of a College Dean or the President. Children may not be left unattended in vehicles at any time. The College will not assume responsibility of liability for any minor children. Students bringing minors to class will be asked to leave and will be immediately referred to the Dean of Student Services or the Director of Counseling Services.

Programs sponsored/cosponsored or approved for use of the facility by the college will be exempt from this procedure if the children are supervised by designated adult(s). Campus tours and/or student groups visiting the college must be accompanied by a college staff member.

Communicable Disease Policy

Roanoke-Chowan Community College is committed to assuring, as far as possible, that each student enjoys safe and healthful study conditions. To this end, the College offers the following information: A student infected, or reasonably believed to be infected, with a communicable disease shall not be excluded from enrollment or employment, or restricted in his/her access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or the welfare of other members of the institution and community. (For more details, please refer to the R-CCC Catalog.)

Counseling Services

Counselors are available to assist students with academic and personal concerns and to facilitate educational and career planning. Information about programs of study, disability services, career services, community referrals, and placement testing are services provided by the counseling staff. No appointment is necessary to meet with a counselor. Counseling sessions are confidential, and if more intensive counseling is required, counselors will help with appropriate referrals. Counseling Services is located in the New Student Center, Office Suite 111, and can be reached at (252) 862-1225.

Course Make-Up Work

Instructors may establish procedures for make-up work.

Crime Awareness and Campus Security Act of 1990

In 1990, The Campus Security Act was signed into law. The implications of the law affects, to some extent, all postsecondary institutions. More importantly it involves the entire campus community, not just the campus security department in responding to crime incidents that occur on campus.

In 1998, the Campus Security Act was amended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Act requires WCC to prepare and distribute to all current faculty, staff, and students an annual report which sets forth our policies on crime prevention issues and provide statistics on the number of specific, violent crimes (murder and non-negligent manslaughter and negligent manslaughter, forcible and non-forcible sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and hate crimes) which have occurred on campus and also the number of arrests on campus for liquor law violations, drug use violations, and weapons possession.

The annual report is available at the campus security department.

Employees and students play a major role in the success of crime prevention programs by taking individual precautionary steps to avoid becoming a crime victim, as well as by working together as a campus community. Known or suspected violations of federal and state laws occurring on campus should be reported to Campus Security. Criminal incidents occurring at off-campus, college-sponsored activities should be reported to the Campus Security and the law enforcement agency having jurisdiction.

Campus security is comprised of authorized Hertford County deputy sheriffs and non-sworn employees without authority granted by NCGS 74-A. As required by the provisions of this act, the following is provided:

Offenses Reported	Academic Year		
	05-06	06-07	07-08
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	1	1	0
Burglary	0	2	0
Motor Vehicle Theft	0	0	0
Arrests Initiate for the following:			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	2
Weapons Possession	0	0	0

Dress

Students are expected to dress appropriately for all occasions while on campus. Shoes must be worn at all times.

Drop a Course/Add a Course

Students may add courses during the designated add period (first three days of each semester). The add period sets a cutoff date for allowing students to enroll in courses. Students are not permitted to add courses beyond the scheduled add period, unless permission is granted by the appropriate college dean.

Students are permitted to drop courses without penalty prior to the 60 percent point of the semester.

A grade of W will be issued for courses dropped prior to the 60 percent point. Students who drop courses after the 60 percent point will receive a grade of F. Grades are not issued for courses dropped during the refund period and before the census date of the class. A W grade will appear on the student's record for a drop that occurs after the census date of the class.

Withdrawing from a class may affect a student's Financial Aid eligibility for future terms of enrollment. The Financial Aid Office is required to calculate a Return of Title IV Funds when a student drops all courses. Students are encouraged to consult with a financial aid officer prior to dropping courses.

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. Drop/Add forms are available in Student Services.

Drugs and Alcohol

The abuse and use of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the usage of drugs or alcohol may impair the well-being of employees, students and the public at large; drug and alcohol usage may also result in damage to the college property. Therefore, it is the policy of this College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, on College premises, or as part of any College-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows: Roanoke-Chowan Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who possesses, uses, sells, gives, or any way transfers a controlled substance while in the workplace, on College premises, or as part of any College-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

See the Student Code of Conduct for more detailed information.

Emergency Exit Procedures

In order to insure the safety of each person who comes to the campus, an emergency evacuation plan has been developed for each individual building.

Each building has an emergency evacuation plan with all emergency routes from each of the various rooms in the facility specified on the plan. Copies of each plan are posted in each classroom and on each bulletin board of the facility to which the particular plan applies. The elevators are not to be used in drills or real emergencies where the building must be evacuated quickly.

After the buildings have been evacuated, each individual should stand at least one hundred feet away from the particular building and should not enter the building again until all danger (or the drill) is over. College staff and faculty should become familiar with proper escape routes from each building and lead students and guests from the building during either a drill or real emergency.

Fees

All fees, except transcript fees, are due at the time of registration.

Activity fee - \$16.25 for 1 to 5 hours, \$32.50 for 6+ hours, each fall and spring.

Insurance fee (\$2)--good for the current registered semester and is in effect while on campus or traveling to and from classes.

Transcript fee (\$5)--charged for copies of official transcripts (unofficial transcripts are available at no charge). Transcripts

will be provided within ten working days after receipt of a written request. Transcripts will not be released if you owe the College money, nor will they be faxed to another school/business.

Technology fee (\$16)—for all full-time students; all others will be charged a fee prorated by the Business Office.

Course specific fees will be charged on particular courses not to exceed \$30.00 per semester.

Financial Aid

Qualifications from financial aid (grants, federal work-study, scholarships) are determined from the results of a completed federal student aid application. Students who receive financial aid must meet the College's academic and financial aid requirements each semester to continue receiving financial assistance. Students must reapply for aid each year after January 1. The Financial Aid Office is located in the New Student Center, Office Suite 111, and can be reached at (252) 862-1221 or 862-1246.

Students interested in applying for financial assistance must complete the Free Application for Federal Student Aid (FAFSA). The form must be submitted in one of the following ways:

- Students may complete the online application at www.fafsa.ed.gov.
- Students may contact the Federal Student Aid Information Center toll-free at 1-800-433-3243 and request up to three (3) copies of the paper application which must be completed and mailed in the enclosed envelope.
- Students may download a PDF version of the FAFSA at www.FederalStudentAid.ed.gov and mail it in to the federal processor.

You must reapply each year. Renewal is not automatic. You should complete the application as soon as possible after January 1st of each year. To be considered for financial aid, applicants must be enrolled in an eligible curriculum leading to a degree or diploma, students must have a high school diploma or GED in which the transcript has been received by RCCC's admissions office, students must be meeting and maintain satisfactory academic progress, and a student may not owe a repayment on a grant or be in default on an educational loan, in addition to any other criteria set by the US Department of Education.

Priority Dates

In order to provide adequate time for processing and awarding financial aid prior to the start of classes, priority dates are identified for each semester.

Fall Semester – June 1st
Spring Semester – October 15th
Summer Semester – April 1st

If you submit your financial aid application after the established priority dates, you must be prepared to pay for your tuition, fees, and books. Please be aware that it takes approximately eight to twelve weeks to process the application.

If a student's financial aid eligibility has not been determined before the start of the semester, the student will need to be prepared to pay for tuition, fees, and books out of pocket or will need to set up a tuition payment plan. Emergency assistance is available, but limited on a first come-first serve basis. Once eligibility has been determined, the student will be reimbursed for the amount of financial aid he is eligible for minus any funds due to the college.

First Aid Kits

First aid kits are located in all buildings on campus, except for the Old Small Business Center. For assistance, please contact Campus Security at 862-1219 or stop by the Campus Security Office in NSC – Office 107.

Food and Drink are not permitted in classrooms unless authorized by the instructor.

Food Service

Vending machines are located in each building. The R-CCC Cafe is located in the NSC. The hours of operation are: Breakfast ~ 8:00 a.m. - 10:30 a.m.; Lunch ~ 11:00 a.m. - 2:00 p.m.

Graduation

Graduation exercises are held at the end of the spring semester. The \$50 graduation fee covers the award earned; additional degrees, diplomas, or certificates cost \$5. Cap and Gown orders and invitations are available for purchase through the Bookstore.

To participate in graduation exercises, you must satisfy all program requirements, file a completed graduation application for each award in the Registrar's Office, pay the graduation fee, satisfy all financial obligations, and attend graduation rehearsal. Students not participating in the graduation ceremony may pay a postage fee for their award to be mailed.

Grading Policy

The cumulative grade point average is determined by dividing the total number of quality points by the total number of credit hours of work attempted. Example: A student successfully completes four courses (12 semester hours) and earns an "A" in three classes (a total of 9 credit hours) and a "B" in one class (a total of 3 credit hours), the GPA would be determined as follows:

$$9 \text{ Hr} \times 4.0 = 36 + 3 \text{ Hr} \times 3.0 = 9 \quad 36 + 9 = 45 \text{ quality points}$$

$$45 \text{ quality points divided by } 12 \text{ credit hours completed} = 3.75 \text{ GPA}$$

For more details, please refer to the 2009-2010 R-CCC College Catalog.

ID Cards and Parking Decals

Identification (ID) cards must be worn at all times and are available from Student Services. The ID card serves as your means of identification for library privileges, bookstore charges, and any other college function or service you may be entitled to as students. The first ID is covered by your student activity fee. Replacement cards cost \$5. Parking decals must be visible on all vehicles parked on campus. Decals should be placed in the lower left side corner of the vehicle back windshield. The cost for decals is included in the student activity fee. Decals are available in Student Services.

Inclement Weather

Should it appear that adverse weather or other factors would necessitate closing of Roanoke-Chowan Community College, the President, or his representative, shall make the final decision. Notice of the College closing will be made on local radio and television stations, taped messaged at (252) 862-1200 and on the R-CCC web page at www.roanokechowan.edu. There are several sources to which students, staff and faculty may turn for information. They are as follows:

- WITN TV 7 – Washington
- WAVY TV 10 – Virginia
- FM 98.3 – Murfreesboro
- AM 970 or FM 99.3 – Ahoskie

A message regarding closings for both employees and students will be placed on the college telephone message system by 6:30 a.m. If an announcement is not posted on area media, the website or campus telephones, it may be assumed that the college is open for normal business hours.

Intramural Sports and Recreational Program

The Intramural Sports & Recreational Program is specifically designed to provide opportunities for students, faculty and staff to have fun, socialize, manage stress and improve personal health and wellness by participating in organized competitive sports and recreational activities. The Intramural Sports program includes basketball, volleyball and other competitive sports based upon the overall response by the R-CCC students, faculty and staff.

Physical Fitness Facility

The Physical Fitness Room is located in Freeland 130. Equipment includes treadmills, steppers and stationary cycles. Hours of operation are posted at the location. For further information, please contact Joseph Rampersad at 862-1367 or visit his office in Freeland, Office 130.

Learning Resources Center (LRC)

The LRC includes the library, the computer-assisted instruction lab, the audiovisual department, and the distance learning department; it can benefit your studies. Hours of operation are posted near the LRC's entrance. The LRC is located in the Jernigan Building.

Lost and Found

Items should be reported to Campus Security. Items turned in may be claimed upon proper demonstration of ownership.

New Clubs/Organizations

See the SGA Constitution for more information.

Paying for Classes

We accept cash, checks, credit cards, and approved third party vouchers in the Cashier's Office located in the Jernigan Building. We encourage you to pay your fees prior to the scheduled deadline or when registering for classes. (Please refer to the academic calendar and the course schedule for the semester deadline.)

Pets

Pets create several conditions that the College is not equipped to handle. Pets of any type cannot be brought on campus. This policy is in no way intended to restrict access to the campus of animals specifically trained to assist individuals with disabilities.

Posting Notices and Bulletin Boards

All notices, posters, etc., relating to student activities that are to be posted on the college campus must be initialed and dated by the Student Activities Coordinator and/or the Dean of Student Development Services. All other notices, posters, etc. not relating to student activities must be initialed and dated by a college administrator before posting on the campus bulletin boards or around campus. Notices should not be posted on glass, varnished doors, door frames, painted doors, dry wall (sheetrock), and water fountains. All notices not initialed and dated will be removed immediately. Persons posting notices should also remove them when they are no longer needed.

Repeating Courses

You may repeat a course for credit if a grade of D or F was earned, and only under the condition that in each case, credit hours will be considered hours attempted and used in computing the quality point average. Financial aid and veterans benefits recipients will not receive assistance/benefits for repeating courses in which a D grade was received unless required by the academic department.

Release of Information: Family Educational Rights & Privacy Act

In compliance with the Family Educational Rights and Privacy Act of 1974, releases no personal, identifiable information about students without the expressed written consent of the student. Exceptions to this practice are those types of information defined by law as "directory information." The directory information may be published or made available without the consent of the student. However, any student not wishing any of these types of information released may request in writing to Registrar that it not be released.

Services to Individuals with Disabilities

Roanoke-Chowan Community College and all employees shall operate programs, activities, and services to ensure that no qualified individuals with a disability shall be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any such program, activity, or service solely by reason of their disability. It is the student's responsibility to initiate requests for accommodations. Student requiring services should contact the Director of Counseling located in Student Services in the New Student Center, telephone (252) 862-1225.

Security - How To Contact College Security

Internally dial ZERO (0) or from an outside line call (252) 862-1200. You should reach the College Receptionist during normal college operating hours. Inform the receptionist you need to speak to College Security and give the receptionist the extension (internal), or the phone number (external) from where you are calling. Also, tell the receptionist a brief summary of why you need security and where the incident/situation is occurring. In addition, tell the receptionist where security can find you when they respond. The receptionist will relay this information to the security officer directly OR try to connect you by phone to the officer.

Smoking

Roanoke-Chowan Community College is a tobacco free establishment as of July 1, 2007. In the interest of providing a healthful and productive work environment for all employees and students, smoking is prohibited within any College-owned buildings and grounds. Smoking is also strictly prohibited within any College-owned and/or leased vehicles. This policy applies to all employees, students, contractors, vendors, and visitors.

Student Activities and the Activity Approval Form

A program of activities that provides for a variety of meaningful educational, cultural, and social experiences is available to students. The Activity Approval Form is to be completed by student organizations in planning activities and/or all college events which need approval and involve the use of college facilities and/or services. After information regarding the event has been completed, the approval of the sponsoring organization's advisor must be obtained. This form should then be presented to the Student Activities Coordinator's Office for referral and circulation to the appropriate college officer.

Soliciting and Fund Raising

Do not solicit local merchants and business people for prizes, gifts, donations, etc., in the name of the college or any club or organization. Do not conduct raffles or any kind of money-raising activity on campus except with prior approval from the Dean of Student Services. Do not have any survey by class or club members which purports to be for "Roanoke-Chowan Community College." If a class or club wishes to survey the community, it should be made clear that the survey is not a college-sponsored activity. In addition to the above, any individual or club sponsoring a food sale on campus must get the Dean of Students Services' permission and the Dean of Finance's permission before selling any food on campus.

Student Appeal

Please see the College Catalog and the Student Code of Conduct for more details.

Student Classification and Status

Please see the College Catalog for more details.

Student Grievance Procedure

Please refer to the College Catalog for more details.

Student Lounge

This lounge, located in the New Student Center, is open to all students. A television and microwave are available for student use. Loud music and other forms of disorderly noise are not permitted in the lounge.

Student Right-to-Know

As required by the Public Law 101-542, "Student Right-to-Know," the College maintains information regarding completion and graduation rates.

Student's Role in Institutional Decision Making

Students participate in institutional decision making by sitting on a variety of college committees, having a representative as an ex-officio member of the Board of Trustees, and through completing a variety of surveys distributed by the College.

Student Support Services

A federally funded program, Student Support Services assists students with academic problems and other difficulties which may prevent them from remaining in the College. The program offers services, such as peer/paraprofessional tutoring; personal, academic, career, and transfer counseling and peer mentoring. The Student Support Services program is located in the New Student Center, Office 113, and can be reached at (252) 862-1303.

Telephone Calls and Usage

Students cannot receive telephone calls or messages, except in cases of emergency; in these cases every effort will be made to relay information. Check classroom doors for messages. Pay phones are located in the Freeland, Young, and Jernigan buildings and the New Student Center.

Transfer Credit

Credits earned at another accredited institution will be accepted if at least a C (B for nursing core courses) was received, the course is appropriate to your program of study, and a comparable course is offered at the College. Should you change programs, you will receive credit towards the new program if the credits previously earned are required for that program.

Tuition

Tuition rates are established by the State Board of Community Colleges and are subject to change. At the publication of this handbook, tuition is \$ 50 per credit hour, not to exceed \$800, for legal residents of North Carolina. Tuition for out-of-state residents is \$ 241.30 per credit hour, not to exceed \$ 3,860.80.

Tuition Refund Policy

A 100% refund shall be made if the student officially drops prior to the first day of classes of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered is canceled due to insufficient enrollment. A 75% refund shall be made if the student officially drops from the class(es) prior to or on the official 10% point of the semester. Student fees are NOT refundable. Federal regulations, if different from above, will overrule this policy. To be eligible for a tuition refund the student must: (1) Officially register and pay tuition and fees. (2) Process and submit a Drop/Add Registration Change Notice form to the Registrar's Office on or before the 10% point of the term as defined above. Refunds are not automatic. All requests should be submitted to the

Registrar located in Student Services. The department also maintains the Tuition Refund Form that must be completed and returned to Student Services before any refund will be considered. Note: The Refund policy is subject to change as directed by the N.C. Legislature and the N.C. Board of Community Colleges. Federal policy on Refund of Tuition for Title IV Funds will supercede the State policy on Refund of Tuition.

Veterans Assistance

Veterans and eligible dependents in any curriculum at the College may qualify for benefits from the Veterans Administration, Title 38, and United States Code. Services, such as advising, VA benefits information and assistance with Regional Office inquiries are provided. For more details, please see the VA Certifying Official located in Student Services.

Weapons and Firearms

Weapons and firearms are not allowed on campus. The College will enforce appropriate college and/or criminal charges against any person found possessing a weapon if it is not being used for college instructional courses.

Withdrawal from the College

If you decide to leave the College, please complete a "Drop and Add Form" located in Student Services. Unofficial withdrawals could result in a grade of "F" and a debt owed to the college for Pell recipients.

When to Register for Classes

Before registering for classes, you will want to pick up a R-CCC Catalog and class schedule. Both the catalog and the class schedule are posted on our website page prior to each registration period. Printed copies of the class schedule are available in Student Services. Printed copies of the catalogs are available in the College Bookstore.

After you have reviewed the degree requirements and suggested course sequence for your program, you should meet with your academic advisor on or prior to Advising Day and Early Registration. It is to your advantage to register during this period. Registering at this time means a greater likelihood that you will be able to register for your first choice classes and avoid long lines that can appear during Regular Registration. Regular Registration is scheduled three days prior to the start of a new semester. (Please refer to the 2009-2010 Academic Calendar for scheduled dates.)

Step 1: Register for Classes

On Advising Day, meet with your faculty advisor. During all other registration sessions, meet with a faculty member on the Advising Team to register. Printed schedules are ready for pickup immediately after registering for classes.

Step 2: Pay Tuition and Fees

Tuition and fees must be paid by all students by the required deadline and prior to attending classes. Students approved to receive Pell, will be issued an award letter from the Financial Aid Office. If you have applied for Pell funding, but have not received an award letter, please see the financial aid officers immediately. Cash paying students and those receiving funding from a third party must report to the Business Office to secure payment of tuition/fees. Students receiving veterans' benefits are responsible for all tuitions/fees. VA students should submit their registration schedule to the VA Certifying Official located in Student Services prior to the start of the semester for appropriate processing and reporting to the Regional VA Office. VA assistance is sent directly to the student from the Department of Veterans Affairs.

For additional information, please see the staff in the Records and Registration Office located in the New Student Center, Office Suite 111, or by calling 862-1305.

What is Expected of Me in Class?

Students who understand early in the semester what is expected of them and comply with those expectations are generally successful students. When you are in class, remember:

- Eating, drinking, and smoking are not permitted in the classroom.
- Each instructor has his/her own policies concerning tardiness, make-up work, attendance, etc. These policies will be explained to you early in the semester, and you should know and comply with them.
- Each instructor will also give you a course syllabus that should include a general course description, a list of pre requisites, a list of required materials, a course outline, grading criteria, and attendance requirements.

STUDENT CODE OF CONDUCT POLICY

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 educational 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:

1. Any behavior that is disruptive to the educational process of the College as determined by a College official.
2. Commission of an act that would constitute an offense under appropriate federal, state or local criminal statute.
3. 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).
4. 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.
5. Students must turn off cell phones and pagers upon entering class, unless the student's occupation (medical, emergency, or law enforcement fields) requires that a cell phone/pager is on at all times.
6. College Policy Infraction – violating any other college policy that has been publicized.
7. Complicity – aiding, abetting, attempting, conspiring, hiring, willfully encouraging or being an accessory to any violation of the Student Code of Conduct.
8. Computer Misuse – See Computer Network Acceptable Use Policy in RCCC Catalog or RCCC website.
9. Discrimination or Harassment – discriminating or harassing conduct.
10. Facilities Misuse
11. Profane language
12. 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.
13. Gambling – wagering for money or other things of value.
14. Smoking is prohibited in all campus buildings, grounds, and campus issued vehicles.
15. Theft or Damage to Property
16. Violent, Threatening, and Intimidating Behavior
17. Weapons – possessing or using unauthorized firearms or other weapons.
18. 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, other 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 of 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 PROCEDURE/DUE PROCESS

Purpose

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 of 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.

Procedure

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;

