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When it becomes necessary to notify a student in a class, which is in session, that the student needs to address some immediate issue (i.e., family emergency, legal issue, safety issue, etc.), the following procedure should be used by any party, including security and law enforcement agencies, that needs to address the student.

The party seeking the student should go to the secretary's office in the department or program for the class the student is attending. The secretary should notify the department dean/chair of the issue, if he or she is available. If the department dean/chair is not available, the appropriate Vice President should be notified. If none of those individuals are available, the secretary may assume responsibility for the process.

The responsible party should go to the classroom, politely knock on the door, call the instructor into the hall and tell the instructor that the student needs to be excused from the class to deal with a critical issue. The instructor should call the student out of class and tell him/her that s/he needs to address the issue. If there is a safety issue or a legal issue, security may accompany the responsible party to the classroom but should remain in the background out of sight of the students in the classroom.

Every effort should be made to not embarrass the student. Also, any interruption or disruption of the class should be kept to a minimum. Once the student is out of class, all parties should return to the secretary's office and address any issues pertaining to the student in a private setting.

Adopted: 6.25.2024

I. Purpose

To provide for an orderly evacuation of a College facility during an emergency, the following plan and operating procedures have been adopted.

A. Evacuation and Emergency Escape Procedures

In the event of an alarm sounding or other notice of evacuation, all persons including students, faculty, staff and visitors should leave the building by the closest available exit in an orderly manner. Emergency evacuation routes are posted in the facilities.

B. Accountability for Students

Faculty should take attendance at the beginning of each class so that all persons may be accounted for after an evacuation. The instructor should evacuate the class and bring the roster to account for all students. It is preferable that doors are closed but not locked, as classrooms are evacuated and the instructor ensures that the classroom is empty. The instructor should regroup the class at the evacuation site. Any student(s) unaccounted for should be reported to emergency response personnel immediately.

C. Accountability for Employees

Supervisors or designees should account for the employees in their immediate work area or department. Any employee(s) unaccounted for should be reported to emergency response personnel immediately. Since supervisors are responsible for accounting for employees, it is imperative that work groups reassemble in the designated evacuation site after evacuation.

D. Evacuation Sites

The primary evacuation site should be utilized when possible. However, an alternate site is designated in case the primary site is unsuitable due to smoke/wind conditions or other factors.

Building Name	Primary Evacuation Site	Alternate Evacuation Site
Jernigan Building	Front Lawn	Jernigan Building Auditorium
Freeman Building	Parking Lot B	Student Services Multi-purpose Room
Freeland Building	Parking Lot D2	Community Room
Davis Center	Parking Lot D4	Community Room
Young Building	Modlin Road	Student Services Multi-purpose Room

Student Services Building	Parking Lot H	Student Services Multi-purpose Room

E. Rescue and Medical Duties

Appropriate county emergency response personnel, including fire and rescue department personnel, shall perform rescue and medical duties. College employees are neither trained nor required to perform rescue and medical duties. Nothing in this Policy should be interpreted as restricting employees from providing first aid or rescue assistance on a volunteer basis.

F. Evacuation of Persons with Disabilities

In the event of a building evacuation for buildings with multiple floors, persons with mobility impairment who may be on an upper floor must use their own discretion to determine if using the elevator is more of a risk than waiting for rescue personnel to reach them. If person(s) with mobility impairment cannot access or chose not to access the elevator, they should go to designated area(s) located on each of the upper floors so that emergency personnel can access their location quicker. The locations of all designated areas shall be maintained in an emergency evacuation protocol and be readily available for emergency response personnel.

College faculty and staff cannot be required to lift or carry a person with a mobility impairment. This is not required as it is beyond the Office of Civil Rights' definition of "minor assistance" and is a "service(s) of a personal nature" which is not required by the American with Disabilities Act. This is not to imply that College employees are prohibited from offering this type of assistance during an emergency. If a person with mobility impairment does not utilize a wheelchair but could benefit from assistance during an evacuation, office or computer lab chairs with rollers are readily available in every building.

The College shall develop an emergency evacuation protocol for persons with disabilities and shall make sure that appropriate College personnel are trained based on the protocol requirements.

G. Fire Drills and Mobility Impaired Individuals

A person with mobility impairment may request advance notification of planned fire drills so that the individual can decide whether evacuation during the drill is advisable or would possibly pose a risk of injury. In this case, mandatory participation is <u>not</u> required for a person with mobility impairment. To request advance notification, the person with a documented mobility disability must notify the Disability Services Coordinator, who will provide the Campus Resource Officer with a list of such persons requesting advance notification, once the person has requested the early alert service. The Campus Resource Officer will notify the persons by telephone, in person, or by e-mail prior to the drill.

Adopted: 6.25.2024

I. INTRODUCTION

In order to be prepared for a bomb threat, the following procedures have been established to: determine how and by whom a bomb threat will be evaluated; establish a chain of command for bomb threat situations; describe the procedures to be followed if facilities are to be evacuated; assign responsibility for searching facilities; and provide updates to key administrative staff on appropriate responses to bomb threats.

II. PROCEDURES

A. If a Bomb Threat is Received:

1. If the bomb threat is received by anyone other than the switchboard operator, the individual should gather and record as much information as possible and then contact the security immediately. The security officer will immediately notify the President. If the President is not immediately available then the operator shall notify the Executive Vice President and if that person is not immediately available, then Vice President is to be notified. If none of the individuals in the chain of command are available, the switchboard operator shall call 911.

2. The President, or in his/her absence, the next available administrator, shall evaluate the threat and determine the appropriate action to be taken. The building(s) may be searched and/or evacuated, if necessary. The administrator in charge shall notify and issue instructions to the following personnel: security personnel; maintenance; and emergency services (911 dispatch).

B. If Facilities are to be Evacuated:

1. Evacuation notices will be announced by network email, telephone and messenger.

2. College employees shall assist in clearing the buildings of people and then exit themselves.

3. The switchboard operator and maintenance personnel will remain on campus and remain in radio contact with security.

4. Maintenance and/or custodial staff will assist emergency response personnel to search and clear buildings, if requested.

5. All students, and those employees not required to remain on campus, should evacuate the campus and remove their vehicles.

6. The President or administrator in charge shall determine when the College shall return to normal operations. Employees and students will receive an email blast when the College is set to reopen.

Adopted: 6.25.2024

In the event of a critical incident, individuals should use the following procedures:

1. To the extent possible, move to a safe location, contact 9–1–1 and provide as much information as possible (e.g., description of incident, person(s) involved, if you or others are injured). If able, also contact the College's main switchboard or send out an e-mail to notify as many people as possible.

2. "Lockdown" classroom or office, turn out lights and move away from windows or doorways and take cover utilizing any solid objects that could offer protection.

3. If you have, or learn, more information, contact 9–1–1 or the College's main switchboard (only make additional contacts if you have additional or updated information).

4. Keep calm and make sound decisions. Remain in lockdown until you receive notification from College officials or law enforcement that all is clear.

5. In the event the campus is being evacuated, consult Procedure 2.1.2.1 – Campus Evacuation Plan.

Adopted: 6.25.2024

I. PANDEMIC HEALTH EVENTS

The College is committed to preparing for and responding to any public health outbreaks and/or epidemics that are uncontained and pandemic in nature. The College wishes to minimize the impact of a pandemic health event on students, faculty and staff by working with local, regional, state and national health officials.

To do this, College employees will strive to: (a) protect the health of students, faculty, staff and visitors on the College campus and extension sites; (b) communicate with the College community and the public during the duration of a pandemic event; (c) sustain necessary College operations and services as long as it is reasonable and safe to continue to do so; and (d) prevent the spread of the pandemic event within the College's facilities.

II. OPERATION ASSUMPTIONS

The following assumptions are made for purposes of this Policy:

A. The Center for Disease Control; branches, divisions, or offices of the United States or North Carolina governments; or the local county health department has declared a pandemic health event.

B. A declared pandemic health event results in travel restrictions, quarantine areas, school closures and public events/activities cancellations.

C. The College will work with local authorities to coordinate locally-based response plans.

D. It is reasonably expected that a pandemic outbreak may result in the closing of all College facilities for a period of time.

III. PANDEMIC EVENT COORDINATOR

The Director of Facilities will serve as the Pandemic Event Coordinator ("Coordinator"). The Coordinator will be responsible for the following:

A. Coordinating all planning efforts.

B. Organizing the Pandemic Event Response Team, scheduling its meetings and evaluating its performance.

C. Reviewing and updating the pandemic event procedures with the Pandemic Response Team.

D. Identifying and procuring resources for responding to a pandemic event.

E. Monitoring pandemic status with local, state and national health agencies.

IV. PANDEMIC EVENT RESPONSE TEAM

The Coordinator will serve as the leader of the College's Pandemic Event Response Team ("Team"). The Team membership is as follows:

- Campus Safety & Security
- President of the College
- VP of Administration and Fiscal Services
- EVP of Instruction and Student Services
- VP Workforce and Institutional Advancement

V. COMMUNICATIONS

A. COMMUNICATIONS TO THE PUBLIC

1. The College's public relation's officer ("Spokesperson") will serve as the lead spokesperson for the College communicating with the media. The President will serve as alternate spokespersons and will coordinate all public communications with the College's Spokesperson. All other College employees should not attempt to speak for the College.

2. The College will utilize the notification procedures for a schedule interruption as outlined in Policy 2.1.11 and with direct contact to local daily newspapers. This will distribute information by area radio and television, daily newspaper, automated telephone attendant, and the College's website. Website information will include College plans and, if available, links to local, state, and federal agencies to help create awareness and educate people on the pandemic event, prevention strategies and general information for the public good.

3. The College's Spokesperson will conduct media briefings and issue news releases as necessary.

B. COMMUNICATIONS TO EMPLOYEES

1. The Spokesperson will communicate with employees by email, voicemail and the College's website. Timely information and updates will be sent and posted as available. Information on where to find up-to-date and reliable information about the pandemic event will be distributed when known.

2. The Human Resources Director and Spokesperson will communicate with employees about healthcare services and the need to maintain personal healthcare.

3. The Human Resources Director will contact employees about accounting for absences, leaves, compensation and any other personnel issues related to disruptions resulting from a pandemic health event.

C. COMMUNICATIONS TO STUDENTS

1. The Spokesperson will communicate with students by student email, the College's website and the automated telephone attendant. Communications will include information about the pandemic health event, changes in course delivery, schedule changes, College closing/re-opening information and other information as needed.

2. The Spokesperson will distribute to students information from public health officials that might prevent or impact an outbreak of a pandemic health event.

VI. PREVENTION

Upon notification that the potential outbreak of a pandemic health event is occurring within the United States, the Coordinator will immediately assemble the Team. The Team will review procedures, assign responsibilities and schedule the following actions:

A. Set up prominent notices at all building entrances to instruct employees, students, and visitors not to enter campus buildings if they have any symptoms of the pandemic health event.

B. Post informational notices around campus (building entrances, notice boards, conference rooms, and restrooms) to educate how to stop the spread of the pandemic health event through personal hygiene practices. Notices will include information concerning hand hygiene, covering coughs and sneezes, and appropriate student/employee spacing.

C. Instruct housekeeping to obtain adequate supplies of tissues, hand sanitizing gels, disinfectant soaps, and disinfectant cleaning supplies.

D. Distribute to all employees and students a pandemic health event fact sheet containing information regarding stopping the spread of the event and performing effective individual spacing.

E. Instruct all shared work areas (desktops, tables, door knobs, stair rails, etc.) be cleaned with a disinfectant at least daily, and preferably more than once daily.

F. Determine the impact of the pandemic health event on the number of plant operations staff available and alternative methods to sanitize the campus.

G. Implement other appropriate actions required by the federal, State or local government.

Adopted: 6.25.2024

Every effort will be made to make announcements regarding adverse weather/emergency closings as early as possible. Decisions impacting day classes will be made by 6:00 a.m. or earlier if possible. Decisions about evening classes will be made by 2:00 p.m.

Early College ("EC") students should follow the county/city schools' schedule. However, if the College is open, EC students should make every effort to attend their College classes.

Announcements regarding closures, or delayed schedules, will be posted on the College's website and on the following list of television/radio stations:

Television - WITN TV 7 (Washington); WAVY TV 10 (Virginia)
Radio – 98.3 FM and 99.3 FM or 970 AM

Several of these television/radio stations do not allow options to include situations that may occur, such as late openings and optional workdays for employees. Therefore, the College weather hotline will be utilized for all weather announcements. The College's hotline number is (252)862-1200. Please call the number for additional information.

Adopted: 6.25.2024
Cross Reference: Procedure 3.2.11.1

The following procedures shall be used when third party groups use the College's facilities:

I. Groups Permitted to Use the College's Facilities and Grounds

A. Permitted Groups

The following groups shall be permitted to use the College's facilities and grounds:

1. Student groups and College affiliated groups;
2. Governmental entities;
3. Non-profit entities;
4. Community members; and
5. For-profit entities for non-revenue generating events (e.g., banquets, awards presentations, charity fundraisers, etc.).

Any use of the College's facilities must be in furtherance of the College's educational purposes or are in promotion of the community's cultural and educational welfare and do not compete with any classes or events that are offered or could be offered by the College. For-profit businesses may not use the facilities for for-profit business activities or in violation of the N.C.G.S. § 66-58.

B. Priority

The College maintains the right to reserve and use any of its facilities at any time, with or without prior notice, for its use and such use will take priority over any other use. Individuals or groups that participate in speech not protected by the First Amendment, that engage in activity which causes a material and substantial disruption to the College educational environment and/or operations or conduct or activities that are contrary to the College's educational mission or are in competition with the College shall not be allowed to use the College's facilities for any reason.

C. Rental and Service Fees

Rental and service fees are established herein for use of the College's facilities by governmental entities, non-profit entities, community members and for-profit entities. The President may, in his/her discretion, waive the rental and/or service fees for all entities and individuals except for-profit entities.

II. Procedures Governing Uses of College Facilities

A. The College's educational program has priority at all times. No activities will be scheduled for a use which interferes with the College's instructional programs or activities.

B. The use of any College property shall be under the direction of an authorized member of the College staff. Facility Use Reservation Agreements ("Agreements") must be used for every Non-College facility use.

C. Completed Agreements must be submitted to the College at least two (2) weeks in advance of the proposed use. Facilities will not be reserved/scheduled until the College's educational programs have been scheduled for that academic term. The President may, in his/her discretion, allow for reservation/scheduling for a longer period.

D. Keys to College buildings shall be assigned only to College employees and buildings shall be opened only by such employees.

E. Tobacco use is not permitted anywhere on the College campus. For more information, see Policy 2.2.1 – Tobacco Free Campus.

F. Drinking or possession of alcohol and/or unauthorized controlled substances on the College campus is prohibited. For more information, See Policy 2.1.7 – Alcohol and Drugs on Campus. In limited situations, alcoholic beverages may be allowed pursuant to Policy 2.2.5 – Use of Alcohol at Campus Events.

G. Youth or children's groups shall be adequately supervised by responsible adults provided by the sponsoring organization.

H. College furniture, and/or equipment shall not be removed, altered, re-arranged or displaced without permission from an authorized College employee.

I. User shall be responsible for the payment of any and all damages to the College's buildings, furnishings, fixtures or equipment whether caused by User or his/her patrons. Nothing shall be affixed to any walls, curtains, seating or other surfaces in any building without the College's prior written permission.

J. Authorization shall be given for entrance to specific areas only and use of specific facilities only within a building.

K. Agreements shall be revoked when the use interferes with regular College use, when facilities are misused or when the foregoing rules are violated. Future use shall not be considered for organizations which have misused facilities.

L. As a condition for use of the facilities, the College requires compensation for additional campus resource officers, cleaning personnel or other staff members deemed by the College to be necessary for use of the facilities.

M. The College requires proof of liability insurance by the user based on the risks involved in the intended use. The College must be listed as an additional insured on the policy. Further, users shall be required to sign an indemnity agreement in favor of the College.

N. The College shall require proof of copyright license fee payment in the event of a theatrical performance, to include royalty fees for play production and for any music used in the production.

O. Organizations using College facilities and planning for catering service must receive College approval in advance. The contract for providing catering services shall be between the user and the caterer.

P. User shall not advertise any performance or the appearance of any performer prior to executing the Agreement with the College.

Q. The College reserves the right to request that rental and service fees be paid in advance for use of facilities.

R. The Agreement should include all technical requirements, plans, ideas and program content pertaining to the event. All equipment brought in by the user will be inspected to ensure safety and the College will have the final approval and authority for the use of such equipment.

S. No collections of donations, whether for charity or otherwise, shall be made, attempted or announced on the premises without the College's prior written approval.

T. Persons will not be permitted inside any room in excess of the established seating capacity. No additional chairs may be placed in the hall, hallways or any other portion of the facility open to the public. No standing room may be utilized, nor is anyone permitted to sit in any aisle.

U. The user agrees that no recording, either visual or audio, of any kind will be made of the event without prior written approval from the College. The College has the right to require payment for said privilege. The College has the right to record any event conducted in the College's facilities.

V. Move out must be completed no later than one half hour after the scheduled end time. Failure to comply with the move out deadline may result in the user's effects being considered abandoned and may be disposed of by the College.

W. Attendance at any event may not be restricted on the basis of race, color, sex, gender, religious affiliation, national origin, political affiliation or disability.

III. Rental and Service Fees

A. Facility Rental Fees

The following is a list of the available facilities for use and the facility rental rate.

Facility Location	Fees	Equipment/Furniture Set-up
Classroom space	**$50/hour**	
Multipurpose Room (GYM)	**$100/hour**	**$100.00**
Auditorium	**$75/hour**	**$25.00**
Community Room (Freeland 140)	**$75/hour**	**$50.00**

B. Service Fees

The following is a list of service charges associated with facility use. The user will be notified in advance of service fees associated with requests for additional services not included in the following list.

Service	Fees	
Security (required for all events)	**$25/hour**	***per officer**
Custodial Staff (present during event)	**$15/hour**	***per staff member**
Custodial Clean-up	**$100**	
Sound System	**$75**	
Projector	**$50**	
Projector Screen	**$50**	
Laptop	**$50**	
Presentation Clicker	**$25**	
Presentation Station & Projector	**$50**	

Adopted: 6.25.2024
Amended:

All plantings on the College's campuses shall be:

A. Ecologically appropriate and reflect the College's desire to be a thoughtful steward of the natural resources under its protection;

B. Regionally adapted and suitable for landscape microclimates, pest pressures and the soils of the campus;

Adopted: 6.25.2024

For equipment where ENERGY STAR© certification is available, the College will make procuring ENERGY STAR© rated products a priority if the additional cost is less than or equal to the resulting energy savings in a reasonable time. All purchased items must meet all North Carolina State Procurement Guidelines.

Adopted: 6.25.2024

The College is committed to responsible energy and water management in support of its sustainability Policy. Faculty, staff and students are encouraged to play a role in promoting efficient, reduced energy and water use. The College community will strive to make office spaces, classrooms and shared spaces more energy and water efficient. In working towards this goal, individuals are encouraged to use the following procedures:

A. Use common-sense energy saving measures such as turning off lights and equipment when leaving a room.

B. Follow Procedure 2.2.7.2 - Energy Star Certified Products when purchasing appliances, computer equipment and devices.

C. Equipment should be set on energy saving settings such as “sleep mode” when not in use.

D. All plug-in devices, such as printers and scanners, are to be turned off when not in use. Use of personal printers and other devices is prohibited (this excludes lap-tops used for educational purposes).

E. Close windows and exterior doors to prevent loss of conditioned/heated air.

F. Use energy-saving technologies (e.g., “smart” energy strips, timers, sensors) whenever possible.

G. College maintenance is responsible for setting thermostats for all buildings. If your room or office is not comfortable, send in a maintenance request (recommended temperature setting is 70-76 degrees);

H. In cold weather, open drapes or blinds to let in sun and close them at night. In warm weather, close drapes or blinds during the day and open them at night;

I. Place a maintenance request for any leaky faucets or toilets. Students should make reports to their instructor or advisor who then in turn will place a maintenance request.

J. Be proactive by submitting your ideas to the College administrators. When you see energy inefficiencies around you, contact the College administration to see how the problem can best be addressed.

K. Carpooling, and biking is strongly encouraged along with driving fuel efficient and low emissions vehicles.

L. Recycle, re-use, rethink, repair is encouraged.

M. Make use of electronic media rather than printing.

N. Help your coworkers to be more energy efficient.

O. Remove bulbs in areas where overhead lighting is excessive.

P. Set hot water temperatures at the minimum required.

Q. When driving College vehicles, do not sit and idle while waiting for the driver/passenger.

Adopted: 6.25.2024

The College follows a five-year strategic planning cycle; however, College leadership changes may result in extensions to the cycle's time frame. Every five years, the Board sets five-year goals for itself during its annual retreat. The President's Administrative Council uses the Board's goals and data generated from College surveys and focus groups to revise the College's mission statement and vision statement (if necessary) and to set several measurable five-year goals as the College's strategic plan. While the strategic plan is a five-year process, goals will be evaluated at least annually.

These goals drive the College's organization, communication and resource allocation for the next five years. The Administrative Council will identify core team members for each of the goals. Teams are made-up of membership from throughout the College based on the focus of each team. These teams meet frequently and reevaluate goals annually.

Once teams are formed, they will operate in pursuit of the five-year goals' objectives. Teams may enlist other College personnel as needed for both ad hoc and recurring tasks. Teams meet frequently and the chairs of each team shall meet with each other quarterly to update the College on team progress and to coordinate team efforts.

At the end of each five-year cycle, teams shall make recommendations based on the achievement (or lack thereof) of the College's goals. These recommendations will be used by the Administrative Council in setting the next five-year goals.

Adopted: 6.25.2024

A. Except in instances of donor preference or for some other compelling reason, gifts to the College should be channeled through the Foundation.

B. All gifts to the College must be approved by the President (or designee) before they can be accepted. Individuals offering gifts to the College through a College employee should be directed to the President (or designee) who will decide to either:

1. Accept a gift depending upon the conditions of the donation, any restrictions, the gift's future benefit to the College, potential use, maintenance and operation costs, insurance and/or cost of disposal; or

2. Refuse an offer of a gift if conditions of the offer so warrant (i.e., restrictions on use, the gift's future benefit to the College, potential use, maintenance and operation costs, insurance, and/or cost of disposal).

C. Once the President decides on an offer of a gift to the College, either a letter of acceptance and appreciation or explanation of refusal should be sent to the donor by the President. It may be appropriate to send the donor additional letters of appreciation from other College representatives.

D. For any donation given to the College, the College shall generate and send a letter to the donor which contains an acknowledgment of the donation and the date the donation was given. The College shall keep all donation acknowledgement letters on file for a minimum of three (3) years and will only destroy or discard them pursuant to Policy 2.3.11 – College Records.

E. If the value of a noncash donation exceeds $5,000, in addition to the letter, the College shall also complete the "Donee Acknowledgement" portion of Federal IRS Form 8283.

1. The College shall keep all donation acknowledgement letters on file for a minimum of three (3) years and will only destroy or discard them pursuant to Policy 2.3.11.

2. If the College sells, exchanges or otherwise disposes of the donation within three (3) years of receipt, it will file Federal IRS Form 8282 with the IRS and provide the donor a copy of the form.

F. The College will not accept donations of hazardous materials or chemicals.

Adopted: 6.25.2024

The College is a limited public forum that does not regulate speech or activities based on content or viewpoint. All individuals using College Space must comply with the following Procedures. These Procedures only apply to the use of College Space and not to the use of facilities on campus. For more information regarding facility use, see Policy 2.2.3 – Facilities Use.

Nothing in these Procedures prohibits College Members from engaging in conversations with others on the College campus nor does it prohibit any College-sponsored activity.

I. Definitions

A. College Members – students who are currently enrolled at the College, registered student organizations, and/or individuals currently employed by the College.

B. College Space – all outdoor areas on the College campus.

C. College Use – use of a College Space by the College for official College business and/or functions.

D. Designated Area(s) – areas on campus in which the College permits noncommercial expressive activities of College Members and Non-Members on a first come first-served basis, unless the use of such area(s) have been previously scheduled pursuant to other provisions of this Policy. The President, or designee, is authorized to designate other areas on campus as Temporary Designated Areas when needed dependent on the location and size of a specific event or activity. Temporary Designated Areas are not permanent and will end after the specific event or activity. The following locations are the College's designated areas: Gazebo in the middle of campus.

E. Non-College Members – any individuals who are not currently enrolled at the College and/or are not currently employed by the College.

II. Use of Designated Areas by College Members

A. The College is committed to making the majority of its outdoor College Space, including the Designated Areas, available to College Members who wish to exercise their rights of speech, distribution of material, and assembly.

B. Except for assemblies, activities, or other use where 30 or more people are expected to attend, reservations to use Designated Areas by College Members are not required but are recommended for planning purposes. Reservations ensure that the desired space will be available on the desired date and time. For more information about reservations, see Section IV (B).

C. For assemblies, activities, or other use where 30 or more people are expected to attend, reservations of the Designated Area are required and should be made at least two (2) business days prior to the start of the activity. Where an event was not initially expected to have more than 30 people but evolves to exceed 30 people, the College Member in charge of planning the event shall make reasonable efforts to inform a designated administrator of the activity with as much time as possible under the circumstances.

D. The College maintains the right to reserve any Designated Area at any time, with or without prior notice, for College Use and such use will take priority over any other use.

E. All outdoor assemblies or events in Designated Areas may not be conducted within thirty (30) feet of any building or otherwise interfere with free flow of vehicular, bicycle, or pedestrian traffic.

III. Use of Designated Areas by Non-College Members

A. Except as stated herein, Non-College Members shall be allowed to use the Designated Areas between the hours of 8:00 a.m. and 9:00 p.m. on Mondays through Fridays when the College's general curriculum classes are in session. The Designated Areas are not available on weekends or when the College is closed. The College maintains the right to use the Designated Area at any time, with or without prior notice, for College Use and such use will take priority over any other use.

If on the weekends the College is having an official College event or if a speaker or group is hosting an event that is open to the general public and/or is a matter of public concern, the Designated Area, or Temporary Designated Area, if so established, will be open to Non-College Members at times established by the President or designee.

B. Any Non-College Members will be allowed to use the Designated Areas within the time restriction. All Non-College Members must complete a Reservation Form (the "Form") no later than two (2) business days prior to the start of the activity.

C. The College will assign use of a Designated Area on a first come, first serve basis; however, the College may regulate hours to fairly accommodate multiple groups.

IV. Use of College Spaces other than Designated Areas

A. Reservations of College Spaces that are not Designated Areas are required for any use by individuals or groups, whether College Members or Non-College Members. Use of any College Spaces may be denied when such use may disturb the conduct of regular College activities. Reservations must be made at least three (3) business days prior to the activity. For activities in which 30 or more people are expected to attend,

it is recommended that reservations are made as soon as possible, but no later than three (3) days in advance.

B. College Space must be capable of accommodating the event as determined by the nature of the activity, staging requirements, and the anticipated audience. All activities must be in compliance with College health and safety policies, the North Carolina Fire Prevention Code, and local fire and life safety regulations.

V. General Rules and Regulations for Both College and Non-College Members

A. While expressing speech, distributing material, or assembling, both College and Non-College Members are prohibited from doing the following:

1. Engaging in non-protected speech such as obscenity, speech inciting criminal conduct, speech that constitutes a clear and present danger, or speech that constitutes defamation;

2. Touching, striking, approaching, or impeding the progress of pedestrians in any way, except for incidental or accidental contact;

3. Obstructing the free flow of pedestrian or vehicular traffic;

4. Using sound amplification or creating noise levels that are reasonably likely to or do cause a material and substantial disruption to the College educational environment and/or operations;

5. Damaging, destroying, or stealing College or private property;

6. Endangering the health or safety of persons; and

7. Possessing or using firearms, explosives, dangerous weapons, or substances not allowed on campus by law or by College policy (e.g., drugs, alcohol, tobacco, non-service animals, etc.).

Any acts that are disruptive to the College's normal operations will not be tolerated and may result in an immediate termination of the activity.

B. Individuals may distribute pamphlets, booklets, brochures, and other forms of printed materials on the condition that such material is designed for informational (not commercial) purposes. Individuals distributing materials must provide a receptacle for the disposal of such materials. The College does not assume any obligation or liability for the content of such distributed material. Any signs used may not be larger than three (3) feet by four (4) feet in size. Signs must either be held by participants or be freestanding signs that do not stick into the ground. No signs may be mounted on buildings, trees, or other College property.

C. Individuals are responsible for the cleanliness and order of the area they use. Individuals shall leave the area in the same condition it was in before the activity. Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes the campus buildings, sidewalks, lawns, shrubs, and trees.

D. Individuals are subject to sanctions for failing to comply with these procedures or other College policies. Such sanctions may include, but are not limited to: repairing, cleaning, painting, replacement costs, restitution (by order of a court), and being banned from future use. College Members may also be subject to College disciplinary action as outlined in the College policies and procedures. Individuals who violate these procedures may be issued a trespass warning and denied future access to College premises. Violations that require police intervention will be reported to the College's security forces.

VI. Requesting Reservations for Use of Designated Areas and Other College Spaces.

A. The College does not restrict assemblies, speech, or other activities based on the content or viewpoint. The purpose of reservations is to ensure there is adequate space at the requested date and time and to ensure the health and safety of those on the College campus.

B. All reservation requests should be submitted on the appropriate form to the Office of Administration & Fiscal Services. Reservations will cover only one (1) day at a time. Requests for standing dates (e.g. every Tuesday) will not be honored.

C. The Office of Administration & Fiscal Services may deny a request to reserve space for an activity if:

1. the applicant has not completed a reservation request form as required under this policy;
2. the reservation request contains a material misrepresentation or materially false statement;
3. the reservation request is not submitted within the required time frame;
4. the applicant has been notified of damage to College property from use in the past and has not paid for repairs;
5. the reservation request is for a time that conflicts with the time of another preexisting reservation and there will not be sufficient room for the requested reservation;
6. the request to use College Space is scheduled at a time that conflicts with another preexisting reservation or the use of College Space at the requested time will interfere with a regularly scheduled College Activity; or
7. the use or activity would present an unreasonable health or safety danger.

The denial to use a College Space or Designated Area may be appealed through the College's grievance and complaint policies.

VII. Polling Places on Campus

If campus buildings are used as public polling places, all activity must be in accordance with statutory and state/local Board of Elections requirements.

VIII. City Sidewalks

City sidewalks that run along the borders of or within the College's campus are public forums and are available to all members of the public. Use of city sidewalks must comply with federal and state laws as well as city ordinances.

Adopted: 6.25.2024
Amended July 2021
Legal Reference:

CAMPUS FREE SPEECH, DISTRIBUTION OF MATERIAL AND ASSEMBLY REGISTRATION FORM

Except as stated herein, Non-College Members shall be allowed to use Designated Areas to conduct protected First Amendment activities between the hours of 8:00 a.m. and 9:00 p.m. on Mondays through Fridays when the College's general curriculum classes are in sessions. The Designated Areas are not available on weekends or when the College is closed. The College maintains the right to use the Designated Areas at any time, with or without prior notice, for College Use and such use will take priority over any other use.

If on the weekends the College is having an official College event or if a speaker or group is hosting an event that is open to the general public and/or is a matter of public concern, the Designated Areas, or Temporary Designated Area, if so established, will be open to Non-College Members at times established by the President or designee; provided, however, that the Designated Areas must be open at least one and one-half hours prior to and after the event.

Pursuant to Procedure 2.3.5.1 ("Procedure"), all Non-College Members must complete a Registration Form ("Form") and submit it to VP of Administration & Fiscal Services office ("College Administrator") no earlier or later than three (3) business days prior to their activity on campus. The purpose of this Form is to make sure there is adequate space in the designated area during the day and time of your request and to allow the College to make any necessary plans prior to your use. The College will assign use of a designated area on a first come, first serve basis; however, the College may regulate hours of use to fairly accommodate multiple groups.

The College does not restrict speech and/or activities based on content or viewpoint. For more information and for a list of general rules and regulations, you can access the Procedure on the College website at: _____.

Name: _____

Requested Date and Time: _____

Brief Description of Activity: _____

_____

_____

Anticipated Number of People: _____

****

(To be Completed by College Administrator)

Approved Date and Time: _____

Designated Area: _____

Signature: _____ Date: _____

College Administrator

A. The President, or the President's designee, shall review, before distribution, all official College publications. Such publications include, but are not limited to: advertisements, catalogs, brochures, flyers, manuals or handbooks, leaflets, news releases, special reports, newsletters, schedules, posters, displays, multimedia presentations, memos or mass mailed letters.

B. All of publications must have prior approval of the respective project/program supervisor, be coherent in design and presentation and convey a positive image that supports the College's mission.

C. All College publications and advertisements printed with state or local funds should carry the statement that the College is an equal opportunity employer and does not discriminate in its educational programming.

D. College employees involved in the creation or production of any official or divisional publications should familiarize themselves with intellectual property and copyright laws before using another person's material in a publication.

Adopted: 6.25.2024

A. Campus bulletin boards are provided for employees and recognized student organizations. For purposes of this Policy a "recognized student organization" is defined as an organized student group that is recognized by the Student Government Association.

B. The use of campus bulletin boards by recognized student organizations or College employees is subject to the following general regulations:

1. All materials posted on campus bulletin boards must be directly related to College programs, events, clubs or services.

2. All posted materials must: a) be clear and legible; b) include the sponsoring club or College program/division/department name; c) include the date; and d) provide current contact information.

3. Posted materials shall not include language that is obscene or language that: a) incites criminal conduct; b) constitutes a clear and present danger; or c) causes a substantial disruption in the College's business operations.

4. All notices must be posted on a bulletin board. No notice, advertisement, document or signage of any kind may be affixed to any building, wall, window, door, street, sidewalk, traffic sign, campus signage, light post or pole, trash can, staircase, railing, tree or other vegetation or any other part of the campus. Campus bulletin boards are the sole designated location for posting communications.

5. Flyers may remain on a bulletin board for three weeks or two business days after the event or service advertised has ended, whichever is sooner. It is the responsibility of the recognized student organization or College employee to remove its advertisement in a timely manner.

C. Any violation of these provisions shall result in the immediate forfeiture of the privilege of using campus bulletin boards and possible disciplinary action.

D. The College reserves the right to remove fliers and signage without notice if it is outdated or does not adhere to this Policy.

Adopted: 6.25.2024

A. The College's logo is the College's primary identifying element. It represents the College's brand and promotes immediate identification. The College's logo is to be used on all approved and reviewed College publications, both print and electronic, as well as on approved social media sites. The location of the logo on the document is usually determined by the design of the publication or advertisement. Unique logos for individual divisions, departments or programs are not permitted. However, the President may approve an addition to the College's logo to allow a department or program to distinguish its identity.

B. The College's official seal is reserved for official documents and publications representing the Board or the President, or the President's designee. The seal may be used on publications and advertisements only by the President's expressed permission. The President or President's designee shall keep in custody the College Seal and shall authenticate true copies of decisions, acts, or documents where official signature are required by law.

Adopted: 6.25.2024

The purpose of this procedure is to establish guidelines for on-campus solicitation. Solicitation involves personally and directly contacting students and employees for the purpose of selling goods/services for profit and/or tickets and chances to win goods/services. Requests by individuals, organizations or groups must be made in writing to the College's Vice President of Administrative and Fiscal Services at least one week prior to solicitation date. The Vice President of Administrative and Fiscal Services will determine the appropriateness of the request and advise the requester.

(**Adopted:** 04-25-83) (**Revised:** 04-11-97; 09-19-01; 12-01-23)

I. DEFINITIONS

A. Full-time Employee – any individual who occupies a College designated full-time position working forty (40) hours per week. All full-time positions are classified as either full-time curriculum or full-time non-curriculum and exempt or non-exempt. Full-time instruction employees receive contracts for nine (9) month periods within a fiscal year and may be contracted on a month-to-month basis per instruction needs.

B. Part-Time Employee with Benefits – any individual who is employed for thirty to thirty-nine (30 – 39) hours per week for at least nine (9) months per year. All part-time employees with benefits positions are classified as either part-time curriculum or part-time non-curriculum.

C. Part-time Employee – any individual who is employed less than 30 hours per week. All part-time positions are classified as either part-time curriculum or part-time non-curriculum.

D. Full-time, Temporary Employee – any individual who is employed in a full-time position (i.e., 40 hours or more per week) but the job is temporary (i.e., less than one (1) year except in extraordinary situations). All full-time, temporary employees are classified as exempt or non-exempt. For purposes of the Affordable Care Act, any full-time, temporary employee who is anticipated at the date of hire to work in excess of three (3) months during the academic year is considered a full-time employee for purposes of an offer of health insurance.

E. Part-time, Temporary Employee – any individual who is employed in a part-time position (i.e., less than 30 hours per week) but the job is temporary (i.e., less than one (1) year except in extraordinary situations).

II. PROCEDURES

The College shall use the following employment procedures when hiring new employees and creating new employment positions.

A. Verifying Staffing Needs and Employment Positions

1. Verifying Staffing Needs. Verifying the need for new positions or the need to fill vacant positions will precede filling any position. To meet the College's needs, the President may transfer, promote, reassign or demote any College employee. Reclassifying and/or reassigning position responsibilities may be the most appropriate method in a particular situation to satisfy the College's staffing needs. A reclassified and/or reassigned position does not necessarily constitute a position vacancy.

2. Employment Positions. All employment positions shall be included in the preliminary budget. During the school year, any new positions (or need to fill a vacant position) shall be approved by the President.

B. Employment Positions

1. Position Descriptions. All positions must have a position description which describes and communicates reporting relationships, position classification, and major parameters of the position, including responsibilities and associated tasks. The position description must also specify education and experience requirements. Experience in lieu of education may be used as a viable option for some positions as approved by the President. The salary range for each position will be determined according to the College's approved salary scale. Position descriptions shall be reviewed periodically and updated to reflect changes and adjustments in duties and responsibilities.

   For grant and specially funded positions, the job announcement must include the funding source, the parameters, employment timeline, the pay range, benefits provided, contributions to retirement, FICA taxes, etc.

2. Position Vacancy Announcement. Upon determining that a vacancy exists, the administrator of a division shall complete a Requisition, inclusive of the position description and minimum qualifications, and obtain the appropriate signatures.

   An announcement of an open position will be generated for each position advertised by the College and posted either internally only or internally and externally. This announcement will contain the following:

   a. title of job;
   b. responsibilities of job;
   c. qualifications, both required and preferred, including:
      i. education,
      ii. work experience,
      iii. work experience in lieu of education, if appropriate, and
      iv. other qualities necessary for adequate performance;
   d. statements about salary and employment term;
   e. application instructions;
   f. deadline for accepting applications (if applicable);
   g. proposed hiring date; and
   h. an equal opportunity employer statement.

   In order to attract qualified applicants and ensure applicant pools meet EEO requirements and reflect the College's hiring goals, position announcements will be widely distributed.

3. Advertising Positions. Full-time curriculum and non-curriculum and part-time non-curriculum vacancies may be advertised internally and externally depending on the President's authorization. The President has the discretion to skip the advertising process in situations of urgency. Position vacancies shall be strategically advertised in the College's website, NCCCS website (http://www.nccommunitycolleges.edu), Community College Personnel listserve, College email, and other mediums as appropriate. Vacancies shall be advertised and filled contingent upon need and funding.

C. Application Process

1. Application. Applicants will be required to submit to the Human Resources Department a completed College Application for Employment and any other documentation specified in the position vacancy announcement. Applications will be archived to document the applicant pool and a database shall be maintained to provide affirmative action records for each position announcement.

   Applications for employment are accepted online and in the Human Resources Department only during the advertised period. Applications received after the closing date of any position vacancy announcement not be considered for the applicant pool. Unsolicited applications and/or resumes should not be received and/or maintained by any department (excluding those for Continuing and Adult Education and part-time curriculum instructors); these applications should be forwarded to the Human Resources Department so that a response may be sent to the applicant. Applications which are incomplete or those on which the applicant has written "see resume" shall not be considered; all applications must be signed by the applicant to be valid.

2. Screening Applicants. The hiring manager for the department with the vacancy shall review and screen all full-time and part-time applications. Only qualified applicants, as defined in the position vacancy announcement, will be considered for an interview. In the event the announcement generates no qualified applicants, and/or no qualified minority applicants, the position description and the position vacancy announcement will be reviewed and the position will be re-advertised for one week.

   A screening and advising committee ("Committee") will then review the pool of qualified applicants and select those to be interviewed. The Committee will give the names of candidates to be interviewed to the Human Resources Department for review. If it is determined the list of proposed interviewees is not representative of the pool, the Human Resources Department will recommend to the Hiring manager that the Committee review the applicants a second time.

3. Interviewing Candidates. Unless otherwise directed by the President, interviews shall be conducted by the Committee. For employment positions at the Director level or above, the President may chair the Committee or be involved in interviewing the top three candidates. Interviews must be adequately planned and involve a diverse group of employees. Interviews for part-time non-curriculum positions will also be conducted by the Committee.

   The College's Director of Human Resources will be responsible for informing the Committee members of their responsibility during the screening and review process, and appropriate interview procedures and expectations for conducting a non-discriminatory interview. The Chairperson of the Committee will be responsible for submitting required documentation related to the interview and recommendation process. Applicants typically have one interview with Committee but may be asked to interview with a second Committee, administrators, faculty and/or other groups.

   All full-time curriculum and non-curriculum exempt position applicants will be required to complete their "Philosophy" on community college education included in each application packet. Any applicant may be asked to respond to written questions or demonstrate certain skills necessary for the position. For instance, an instructor could be asked to prepare and teach a portion of a class or a secretary could be asked to demonstrate their skill with an applicable software package.

D. Selecting and Hiring Candidates

Committee recommendations concerning qualifications and capabilities, including application data on all of the candidates interviewed for consideration, will be forwarded to the Human Resource Department, indicating the top three candidates in rank order. The Human Resource Department will conduct reference checks (through NEOED), background checks, verify transcripts and prepare an offer package for approval by the President. The President has the right to accept or decline the recommendation.

Upon the President's approval, the Director of Human Resources will make an offer of employment to the prospective employee. New employees will normally start their employment on the first day of the month following the employment offer. The Human Resources Department will conduct New Employee Orientation upon hiring and in person every year after convocation.

The President, or designee, will ensure that the following actions are taken:

1. For all full-time employees, provide information to the Board of Trustees for ratification at the next Board meeting.

2. Transmit the official employee notification letter to the candidate outlining salary, working conditions, terms of employment, etc.

3. Instruct the Human Resources Department to prepare letters of appointment for the President's signature; the new employee shall sign the letter of appointment before starting work.

4. Prepare and file the personnel folder in the Human Resources Department.

5. The Human Resources Department will assist new employees with completing necessary employment forms.

E. Duties and Responsibilities

1. Administrator/Supervisor Responsibilities:

   a. Obtain or verify the position identification with the Human Resources Department and provide correct budget information needed to establish the position.
   b. Review and/or recommend revisions to the official Position Description or develop a new position description if necessary.
   c. Complete the Requisition and obtain necessary signatures.
   d. Discuss with the Human Resources Department the employment process to determine if additional advertising is advisable (i.e., University/College placement offices, trade journals, professional organizations, etc.).
   e. Prepare and submit to Human Resources the names of recommended members for the Committee. Regarding the Committee:
      i) The supervisor typically is chair;
      ii) The Committee is made up of three to four additional members; and
      iii) The Committee includes a cross-section of College employees (full-time or part-time employees).

<u>Part-Time Employees</u>

a. The hiring manager must ensure that a part-time contract is completed for the position. Adjunct curriculum faculty contracts are completed by the administrative assistant of the VP of Academic and Student Affairs;
b. Adjunct continuing education faculty contracts are completed by the Dean of Workforce & Continuing Education and approved by the Vice President of Workforce & Institutional Advancement.
c. All part-time contracts should use the part-time staff contract template which is found in the HR Teams site. The original contract

must be submitted to the Director of HR prior to the person beginning their part-time position.

Under no circumstances should a person begin work until all HR paperwork is complete (background check, contract, I-9 forms, and credentials).

2. Committee Chair:

   a. After obtaining approval of the Committee members, the chair shall contact the members acknowledging their participation on the Committee and establish the initial meeting date and time.
   b. Establish and inform the Human Resources Department of the meeting date and time so that the committee receives instruction on the process and signs the Confidentiality form.
   c. Determine by consensus those applicants to be interviewed. For full-time curriculum positions, identify alternate applicants to be interviewed in case final review of credentials does not meet specified minimum requirements. Also, please confirm the applicant meets 3.7.1 SACS guidelines.
   d. Submit a list with names of candidates to be interviewed to Human Resources for review and approval. Qualified minorities or other appropriate applicants may be added to the interview list by the President based on feedback from Human Resources.
   e. Submit a list of questions which will be asked of all candidates to Human Resources for review and approval.
   f. Provide each applicant with a copy of the position description.
   g. Interview applicants using the approved list of questions and refrain from asking "non-job related" questions or questions that might be considered discriminatory. If, as a result of an improper question, the applicant shares information that could be construed as being discriminatory on the questioner's part:
      i. Do not write the information down.
      ii. Do not pursue the subject.
      iii. Verbally reinforce that the question and answer were not job related and cannot be used in considering the candidate for employment.
   h. Establish the date and time of the teaching demonstration if applicable.
   i. Complete the *Interview Profile Sheet* and *Teaching Demonstration Evaluation* (if applicable) for each applicant.
   j. Determine the rank order of applicants interviewed and provide to the Human Resources department.
   k. Establish with the President's office a date and time for an interview with the President with the top candidate.
   l. Once the President has approved the candidate, the Chair should notify HR

3. Human Resources Responsibility

   a. Review the *Requisition Form*.
   b. Ensure that the position has been established and verify the budget information.
   c. Determine the salary range from the official College salary plan.
   d. Review the list of questions to be asked in the interview if requested.
   e. Perform checks of references, transcript and background.
   f. Make an offer of employment and determine the applicant's employment starting date.
   g. Prepare *Offer Letter* (letter of appointment) for the President's approval.
   h. Obtain appointment letters with employee signature.
   i. Facilitate "New Hire Orientation" for full-time employees.
   j. Notify all applicants of the outcome of the employment process.

Adopted: 6.25.2024
Revision: 2.24.2026

DRESS CODE

The appearance and conduct of R-CCC employees are of utmost importance when establishing a positive image for education in the community and for presenting a good example for the students. It is important that all R-CCC employees' attire be professional, neat, and appropriate for the work being done. Common sense and good judgment regarding appearance should always be exercised and this dress code serves to define basic expectations and guarantee consistency across the college.

This policy is not intended to preclude any department policies requiring employees to wear a uniform, lab coat, gloves, specific shoes, protective wear or other items needed to comply with internal policies or safety and external regulatory requirements.

Please see the below dress code policy, effective February 1, 2022. The dress code applies to full-time and part-time employees.

Acceptable Attire

- Business attire or uniforms are always acceptable.
- All directors, coordinators, and supervisors are to dress professionally (shirts, ties, slacks, suits, dresses, etc.).
- Good grooming and neatness are required at all times for all employees.

Casual Fridays

The following clothing stipulations only apply on Fridays.

R-CCC T-shirts or sweatshirts (without hoods) only. All other T-shirts and sweatshirts are prohibited.
Denim, jeans (Jeans must be dark rinse, clean and free of rips, tears and fraying, no jeggings, and may not be excessively tight or revealing.)
Sneakers, tennis shoes (Sneakers are permitted for Nursing instructors on days of clinical, PE instructors on days in the gym for class, maintenance staff, or with doctor's note.)

Unacceptable Attire

1. Cutoffs
2. Leggings
3. Hoodie

Hoodie: *noun*

a hooded sweatshirt, jacket, or other top:

4. Athletic wear, sweats, workout clothes (P.E. instructors on days in the gym for class)
5. Tee shirts with or without logos are unacceptable.
6. Bare Feet
7. Shorts
8. Spandex or Lycra such as biker shorts
9. Tank tops, tube tops, halter tops with spaghetti straps
10. Underwear as outerwear
11. Beach wear
12. Sunglasses (in offices, meetings, classrooms- unless note from physician)
13. Midriff length tops
14. Off-the-shoulder tops
15. Caps, hats, head wraps (in offices, meetings, classrooms, except for religious beliefs)
16. Flip-flops/Crocs
17. Clothing with profanity, nude, or semi-nude pictures or graphics

Definitions

Professional attire is defined as suits, ties, dress shirts/blouses, dress slacks, and business skirts/dresses.

Business casual attire is defined as slacks, khakis, polo and cotton shirts, golf shirts, skirts and dresses, turtlenecks, sweaters, and loafers.

Casual attire is defined as jeans, capris, tee shirts, sweatshirts, casual skirts/dresses, athletic shoes, and sandals.

Enforcement

While on the job and in situations where one may represent the college, it is expected that employees will exercise good judgment and professionalism in appearance and action.
An employee unsure of what is appropriate should check with a supervisor, manager, or the Human Resources Department. Supervisors are held accountable and responsible for enforcing this policy, including meeting with employees whose appearance does not follow the policy and/or causes a safety risk. Employees who disregard this policy may be asked to go home for a change of clothing and will be required to use personal leave or leave without pay for the period absent from work. Repeated violations of the dress code will result in disciplinary action up to and including termination.

Adopted: February 1, 2022
Revised: 3.11.2025

I. WORKING HOURS

Full-time curriculum positions shall work a minimum of forty (40) hours each week and are expected to be scheduled on campus at least thirty (30) hours a week with a minimum of five (5) office hours per week and a minimum of four (4) hours per day on campus on scheduled workdays.

Scheduled workdays are defined as those days during which class is in session or days designated by the College for other College business such as meetings, professional development, planning, etc.

II. WORKLOAD

Full-time curriculum teaching loads during the academic year shall include such combinations of distance learning, day, evening and weekend classes as the College's needs require. A Cooperative Education course shall not count for more than one (1) lecture hour and a 099 course shall not count at all in computing faculty teaching load. Distance education courses shall have the contact hour value as set forth in the NCCCS Common Course Library.

The normal teaching load for all full-time curriculum members shall be at least eighteen to twenty (18 – 21) lecture hours and eighteen to thirty (18 – 30) contact hours per semester. When the number of lecture hours falls below fifteen (18) hours because of the number of clinical or laboratory hours involved, the number of contact hours should be increased to bring the teaching load to a minimum of twelve (12) lecture hours (utilizing the standard of three (3) clinical hours equal one (1) lecture hour, three (3) laboratory hours equal one (1) lecture hour, or two (2) laboratory hours equal one (1) lecture hour, depending upon the nature of the course taught as set forth in the NCCCS Common Course Library, or to a maximum of thirty (30) contact hours).

Program Category	Faculty Load
College Transfer/General Education/Public Services (except Cosmetology)	18-21 non-concurrent contact hours a minimum of five office hours
Business and Vocational Technologies	18-21 non-concurrent contact hours a minimum of five office hours
Health Technologies	18-21 non-concurrent contact hours a minimum of five office hour
Vocational/Industrial Technologies	24-26 non-concurrent contact hours a minimum of two office hours
Cosmetology	24-26 non-concurrent contact hours a minimum of two office hours

Teaching loads shall be calculated for the academic year. Compensation shall not be made for a teaching load in excess of normal except when the compensation has been requested, approved by the Academic Dean, and authorized by the Vice President of Instruction and Student Services. Excessive teaching assignments, committee assignments, outside employment, and other activities which would encroach upon the teaching effectiveness of any faculty member should be minimized. Full-time Curriculum members are encouraged, but not required, to conduct research and participate in community service activities.

Any underload shall be dealt with by adding additional responsibilities to an employee's workload, including non-curriculum courses, as approved by his or her Academic Dean and the Vice President of Instruction and Student Services. Teaching loads may also be adjusted by the College to take into consideration such factors as the use of instructional assistance, team teaching or the use of non-traditional instructional delivery systems. Additions to curriculum employee workloads including committee assignments, special assignments, curriculum development of a new program or a new course in a program and/or the complete revision of an existing course or program shall be analyzed by the Program Coordinator or Academic Dean. When the additional duties are deemed to be above and beyond what is normally expected of a curriculum employee, then a reduced teaching load or extra remuneration should be offered to the employee to compensate for the additional work.

Adopted: 6.25.2024
Legal Reference: 1D SBCC 400.4 (Recodified Nov 2017)

Part-time curriculum employees (adjunct faculty members) shall be limited to teaching a maximum of three-quarters of a full teaching load during a semester. Determination of the maximum number of hours for a part-time curriculum employee is calculated by taking three-quarters of a full-time teaching load defined in Procedures 3.1.3.1 – Full-Time Curriculum Working Hours and Workload. In extreme circumstances, a part-time curriculum employee may be allowed to exceed the maximum teaching load for one semester per academic year with the permission of the Vice President of Instruction and Student Services.

In no event may part-time curriculum employees work more than 29 hours per week inclusive of prep time, meetings, and other College duties, without expressed, written permission. For purposes of preparation time, the Vice President of Instruction and Student Services, in consultation with the department heads and Deans, may set the number of hours for preparation time for each class taught by a part-time curriculum employee.

Adopted: 6.25.2024

I. FULL-TIME, NON-CURRICULUM EMPLOYEES

A. Exempt Employees

1. The College's administrative offices are open for business hours from 8:00 a.m. to 5:30 p.m., Monday through Thursday 8:00 a.m. to 12:00 p.m. Friday. Other hours of operation may exist in order to meet customer needs.

2. Full-time, non-curriculum employees who are exempt from the Fair Labor Standards Act ("Act") may also be required to perform work over and above their assigned forty (40) hour work week when such duty is determined to be in the College's best interest

B. Non-Exempt Employees

1. Non-exempt College employees will be assigned, in writing, a standard forty (40) hour work week by their immediate supervisor. The immediate supervisor will keep a copy of the assignment and one copy will be filed in the employee's personnel file. Employees will be required to keep and complete weekly timesheets.

2. The College will not pay overtime compensation to non-exempt employees who work in excess of forty (40) hours per week. In approved instances, the College shall, however, provide compensatory time in lieu of overtime pay. Non-productive time off such as vacation, holiday, inclement weather, bonus and sick days will not be counted as actual time worked for the purpose of calculating compensatory time. Furthermore, when a non-exempt employee works more than one (1) non-exempt job for the College, any compensatory time will be calculated based on the combined hours worked.

   See Policy 3.1.4 – Compensatory Time.

II. PART-TIME, NON-CURRICULUM EMPLOYEES

Part-time, non-curriculum employees with benefits shall not work in excess of thirty-nine (39) hours per week unless there are special circumstances requiring extended hours for a short duration of time. Work in excess of thirty-nine (39) hours per week requires written authorization from the supervisor and the appropriate Vice President.

Part-time, non-curriculum employees shall not work in excess of twenty-five (25) hours per week unless there are special circumstances requiring the extended hours for a short

duration of time. Work in excess of twenty-five (25) hours per week requires written authorization from the supervisor and the appropriate Vice President.

Adopted: 6.25.2024
Revised: 8.26.2025
Legal Reference: The Fair Labor Standards Act of 1938
Cross Reference: Policy 3.1.4 – Compensatory Time

PROCEDURE:

Exempt Positions:

An Exempt position is a distinction made under the Fair Labor Standards Act for those employees who work in positions that are exempt from the Act's minimum wage and overtime pay provisions. In order for a position to be exempt, that position would have to meet the executive, administrative, or professional classification provisions described in 29 Code of Federal Regulations 541.1, 541.2, 541.3, and other applicable federal regulations. Faculty members are considered exempt employees.

Non-exempt Positions:

A non-exempt position is a position that does not meet the executive, administrative, or professional classification. The employees in these positions are subject to the minimum wage, overtime pay, and record keeping provisions of the Fair Labor Standards Act. A record of the number of hours worked each workday and the total hours worked each workweek must be kept under the record-keeping requirements of the Act.

> Time sheets (RCCC 603) are to be completed daily by each employee in a non-exempt position. On the last workday of each month the non-exempt employee is responsible for signing and submitting his/her time sheet to his/her immediate supervisor.

Adopted: 6.25.2024

I. DEFINITION

An interim position is a temporary job that fills a gap within the organization until a permanent person can be hired.

II. PROCEDURE

The college shall use the following procedures when hiring or appointing an interim employee in a vacant position.

A. No one will remain in an interim position more than 6 months prior to a decision having to be made to either move the individual back to their previous position or allow them to apply for the vacant position.

a. Current employees moving into an Interim position will receive a monthly stipend for their additional duties if they are moving into an administrative role in the following amounts:

i. Coordinator $500.00
ii. Director $750.00
iii. VP $1,000.00

B. All positions will need to be posted on AppOne for a period of no less than 5 calendar days. VPs can make the determination whether the job will be posted Internally or External.

C. Application Process

a. Applicants will be required to submit to the Human Resources Department a completed College Application for Employment and any other documentation specified in the position vacancy announcement. Applications will be archived to document the applicant pool and a database shall be maintained to provide affirmative action records for each position announcement.

b. Only qualified applicants, as defined in the position vacancy announcement, will be considered for an interview. In the event the announcement generates no qualified applicants, and/or no qualified minority applicants,

the position description and the position vacancy announcement will be reviewed and the position will be re-advertised for one week.

c. Interviewing Candidates. Unless otherwise directed by the President, interviews shall be conducted by the Committee. For employment positions at the Director level or above, the President may chair the Committee or be involved in interviewing the top three candidates.

D. Selecting and Hiring Candidates

Upon the President's approval, the Executive Director of Human Resources will make an offer of employment to the prospective employee. New employees will normally start their employment on the first day of the month following the employment offer.

Adopted: 6.25.2024

I. SALARY PLAN – NON-CURRICULUM PERSONNEL

A. Overview

1. The salary plan is applicable to all non-curriculum personnel. The plan provides for salaries which will attract and retain qualified individuals. The goal is to provide salaries on the basis of the external market, internal equity, and individual performance.

2. The plan establishes the following: a) an appropriate classification system for College positions; and b) a salary range for each position which will result in equitable treatment of employees within the College and assist in attracting and retaining qualified personnel.

3. The plan is based on the following: a) a job description for each position defining the major responsibilities and the minimum requirements; b) establishment of a salary range for each grade; c) analysis of the positions and assignment to pay grades and respective salary ranges in accordance with internal equity and how the market values the jobs; and defined administrative responsibilities for implementing the pay guidelines.

B. Salary Plan Administration

1. The President has ultimate authority and responsibility for the salary plan including distribution of salary adjustments and salary administration changes. Any exceptions to, or major revisions in, the plan must be approved by the President . Any salary increase for FT or PT employees must be approved by the President.

2. To provide the opportunity for proper objectivity, coordination and control of classification and salary matters, the Executive Director of Human Resources will have ongoing responsibility for the direction and administration of the salary plan and will: a) be responsible for maintaining and updating the plan; b) evaluate all positions for appropriate placement in the salary structure; and c) ensure the College has job descriptions for all non-curriculum positions.

3. All management personnel have responsibility for being fully educated on the salary plan so as to interpret policy fairly for their employees. Managers should: a) communicate with employees regarding the salary plan and work with the Executive Director of Human Resources on program guidelines and individual pay issues; b) evaluate their employees with regard to their performance; and c) work with the Human Resources department to update

position duties when changes have occurred and address any potential impact on compensation.

C. Annual Salary Schedule Review and Individual Salary Increases

1. Each year the President will recommend whether or not the salary structure will be revised and, if so, the amount based on market and budgetary factors.

2. As part of this process, data will be reviewed relative to market trends and the College will strive to revise the salary ranges annually to keep pace with market conditions. If the structure is adjusted, the range minimums and maximums will increase by the same amount. Range adjustments are normally effective on July 1 of each year.

3. The College will decide how much to budget for employee salary increases each year based on the amount appropriated by the state legislature and the College's budget.

4. If budgeted for, employees who fulfill the requirements of the job will be eligible to receive a salary increase. Employees subject to an individual performance development plan will not be eligible to receive increases until performance objectives have been met (*see* Performance Management Guidelines for additional information).

5. Employees having questions or concerns about their individual salary, including the increase, should speak with their immediate supervisor. If there are further concerns, the matter should be discussed with the department head prior to discussion with the Executive Director of Human Resources.

D. Salary Determination or Adjustments

1. New Appointment

   a. New employees will be placed between the minimum and first quartile of their respective salary range. Appointments above the first quartile may be recommended by the Executive Director of Human Resources with Presidential review and approval.

   b. Exceptions for salaries above the first quartile of the salary range must be documented. The request shall provide appropriate documentation indicating the rationale for hiring above the first quartile. Consideration for such a request shall be based upon factors such as the qualifications of the candidate, number of qualified applicants identified, length of time in recruiting for the position, the difficulty in filling the position and/or other market issues. When determining the starting salary for a new hire,

consideration will also be given to the current salaries of other employees in the same or comparable jobs who possess similar qualifications.

2. Promotion. The salary of an employee promoted to a position in a higher grade will be adjusted as set forth in the relevant salary plan.

   In instances where an employee's job duties may significantly expand or increase to the point that the position is reassigned to a higher pay grade, the amount of the increase will be adjusted as set forth in the relevant salary plan.

3. Demotion. When an employee moves, either voluntarily or because of a performance related reason, from a higher graded position to one assigned to a lower pay grade, the salary will normally be decreased. The College will evaluate each situation on a case-by-case basis and strive to maintain salary at an equitable level. Decreases in salary will be determined on a case-by-case basis based on the specific circumstances and budget limitations. However, in no case shall the salary be above the maximum of the pay range for the new grade.

   In instances where a demotion is involuntary and non-performance related, the employee's salary shall be maintained at its current level so long as it is not above the maximum of the pay range for the new grade.

4. Transfer. When an employee makes a lateral move from one position to another within the same pay grade, the current salary shall remain unchanged.

5. Pay Below Range Minimum. No employee shall be paid lower than the minimum of a pay range.

6. Pay Above Range Minimum. If any employee's salary is equal to or exceeds the maximum of the range to which their job is assigned, future pay increases shall be limited to the amount that the salary ranges are adjusted; these will be determined on a case-by-case basis.

E. Evaluation of Positions

The College's evaluation system is based on achieving market equity and internal equity. Where available, market data will serve as a gauge to placing jobs within the grade that best captures each job's market rate as defined by the College. Where market data is unavailable, internal equity factors will determine where a position is graded. Internal equity will ensure that positions possessing comparable skills and responsibilities are evaluated equally while market equity will ensure that the salary ranges of all positions are set competitively with the College's defined markets.

When position responsibilities change significantly or new positions are created, a position review will be conducted. The review may be initiated by the supervisor, department head, or Human Resources to ensure that current duties and responsibilities are being appropriately reflected in the position's evaluation and pay grade assignment.

The following guidelines should be followed:

1. Request for review of an existing position.

    a. The employee and the supervisor will complete a job description. The job description must be approved by the department head before it is submitted for review.

    b. The Executive Director of Human Resources will review and confirm the accuracy of the description with the supervisor and employee.

2. Evaluation procedures.

    a. Following review and follow-up with the requesting department, Human Resources will evaluate the new or changed position based on the job description and, if needed, information gathered from discussions with the parties involved.

    b. Human Resources will provide to the appropriate department official a grade and salary range for the position.

    c. The employee, supervisor, and department head will be notified of the decision.

When a new position is created, the supervisor shall complete a job description and the same procedure will be followed as described above. Human Resources will evaluate the position and determine the grade assignment.

F. Application of Fair Labor Standards Act

The Executive Director of Human Resources has the responsibility to carry out the provisions of the Fair Labor Standards Act in determining the exempt and non-exempt status of employees.

1. Exempt employees are personnel who, by virtue of their duties, can satisfy certain qualifications fixed by legal regulations and may, therefore, be determined exempt from coverage under the act. Exempt employees are defined as executive, administrative, professional and other.

2. Such exemptions are based on the specific position descriptions and duties of the employees involved.

3. The Executive Director of Human Resources may consult with the College's legal counsel or other appropriate consultants for guidance on the appropriate classification of employees under the Fair Labor Standards Act.

II. SALARY PLAN – FULL-TIME CURRICULUM PERSONNEL

A. Overview

The salary plan is applicable to all full-time curriculum employees. The plan provides for salaries which will attract and retain qualified individuals. The goal is to provide salaries based on external market and internal equity factors.

The plan establishes a salary range for each employee based on their educational degree which will result in equitable treatment within the College and assist in attracting and retaining qualified personnel.

The plan is based on the following: 1) assignment to a salary range in accordance with the faculty member's educational credentials; and 2) placement within the salary range in accordance with the faculty member's relevant experience.

B. Salary Plan Administration

To provide the opportunity for proper objectivity, coordination and control of salary matters, the Executive Director of Human Resources will have responsibility for direction and administration of the plan and will: 1) ensure that all employees are appropriately and equitably recognized for their educational credentials and relevant experience; and 2) monitor market conditions to ensure the salary schedule remains competitive with the higher education market.

C. Curriculum Employee Salary Determinations

1. New Curriculum Employees. New curriculum employees shall be placed in the salary range that corresponds to their educational degree. Starting salaries will normally be set near the minimum or in the lower portion of the range for employees with limited prior teaching experience and where market factors are not an issue. The President may approve a starting salary to be set higher in the range in situations where one or more of the following conditions exist:

    a. The individual has significant prior teaching experience and/or possesses special skills beneficial to the position;

    b. There is significant difficulty in recruiting to fill the position; and/or

c. The teaching discipline is in high demand and the market recognizes higher pay for the teaching field.

2. Pay Below Range Minimum. No employee shall be paid below the minimum of their salary range.

3. Pay Above Range Maximum. The goal will be to manage salaries within the ranges established for the plan. Should any employee reach the maximum of his or her salary range, future pay adjustments will continue to occur; however, the percent increase will not exceed the percent increase of the respective salary range.

4. Salary Adjustments. Each year the curriculum salary plan will be reviewed for adjustment based on the market and information received from the state. The goal will be to annually adjust the salary ranges to maintain the market competitiveness of the compensation plan while recognizing budgetary factors.

III. ADVANCED DEGREE ATTAINMENT

A. The College encourages its employees to advance their education by pursuing and achieving advanced degrees. Full-time employees in regularly allotted positions who earn an academic degree higher than the one held at the time of employment may be considered to receive a pay increase.

B. If a curriculum employee, in good standing, obtains an advanced degree (after obtaining prior approval of the VP of Academic and Student Affairs) and meets the following guidelines during his/her employment with the College, s/he may be considered for an increase based on the scale below or the minimum pay established by NCCCS for the respective degree:

1. If the advanced degree is in the subject area in which the employee is contracted to teach; and

2. If the advanced degree enables the employee to teach additional courses for which they did not previously have credentials to teach.

C. If a non-curriculum employee, in good standing, obtains an advanced degree and meets the following guidelines during his/her employment with the College, s/he may be considered for an increase based on the scale below or the minimum pay established by NCCCS for the respective degree if the advanced degree is in a field related to the employee's job responsibilities.

D. Salary increases will be based on the following scale:

Entry Level	Associate	Bachelors	Masters	Doctorate
Non-Degree	$1,000	$1,500		
Associate		$1,500		
Bachelors			$2,000	
Masters				$3,000

E. The employee must provide evidence of coursework completion and the degree awarded. The degree must be conferred by an institution of higher education accredited by one of the six regional accrediting agencies recognized by the U.S. Department of Education and must be directly related to the employee's work at the College.

F. No increase shall be given for the attainment of the next higher degree to employees hired with the written understanding that they complete such a degree as a condition for continued employment.

G. During periods of limited budget availability, the President may declare a moratorium on implementing pay increases for earned higher degrees with the provision that employees who otherwise qualify would receive their increase at the beginning of the next fiscal year after which funds become available. In such cases, no retroactive increase will be provided to compensate for the moratorium period.

H. Upon attaining an additional or higher degree, the salary increase will be implemented at the beginning of the next fiscal year contract period. Employees who are candidates to receive an advanced degree must notify the Executive Director of Human Resources by May 1st to be eligible to receive the salary increase at the next effective date.

I. The College will adhere to any State legislative action regarding salary increases.

IV. FINANCIAL EXIGENCY.

During times of financial exigency, the President temporarily may suspend all or portions of this Procedure if necessary to maintain the financial integrity of the College. Once the suspension has ended, the College will not make any retroactive payments to employees earned under this policy; however, the employee will receive prospective payments earned under this policy.

Adopted: 6.25.2024
Revised: 2.24.2026
Legal Reference: 1C SBCCC400.3; the Fair Labor Standards Act of 1938, as amended.

I. Submission of Credentials

A. All employee's credentials are on file in the Human Resources office.
B. While employed at the College, employees are expected to report any new credentials to the Human Resources office each year.
C. All employees must provide official College transcripts to the Human Resources office for any new degree obtained with the submission of a new contract the following June.
D. All college transcripts will be maintained in the Human Resources office.

II. Classes sponsored by the College

A. Professional development activities' coordinators are expected to maintain a roster of workshop participants.
B. On the last day of a workshop, all rosters for the workshop should be submitted to the Institutional Effectiveness Office.
C. After a workshop is completed, the IE office will provide each workshop participant with a certificate of completion.
D. A copy of the certificate will be maintained in the IE office.
E. A history of the professional development participation will be maintained by the IE office.
F. Rosters of attendance at College sponsored professional development activities will be maintained in the IE office.

III. Professional Development Activities not sponsored by the College

A. Examples of professional development events not sponsored by the College include conferences, workshops and seminars that do not occur on the College's campus.
B. All staff members are expected to submit records of attendance for professional development activities to the IE office.
C. Examples of documentation include a certificate of completion, instructor verification, or a College renewal credit form (located in the professional development office).
D. Records of employee professional development activities will be maintained in the IE office.

Adopted: 6.25.2024

College employees shall be afforded and offered the following benefits, based on the following classifications of employment:

A. Full-Time Employees

Full-time employees, including full-time employees serving in a probation period, will be afforded the following benefits:

1. All leave as specified in College Policy;
2. Longevity Pay, with requisite years of experience;
3. Employee Tuition Exemption;
4. Teachers' and State Employees' Retirement System ("TSERS") benefits. TSERS benefits include: retirement, long-term disability, short term disability, and life insurance;
5. Participation in the North Carolina State Health Plan (in accordance with State Health Plan laws and guidelines with employer contribution); and
6. Other optional benefits as specifically provided by the College or as may be required by State law.

B. Part-Time Employees with Benefits

Part-time employees with benefits will be afford the following benefits:

1. All leave as specified in College Policy;
2. Longevity Pay, with requisite years of experience;
3. TSERS benefits;
4. Participation in the North Carolina State Health Plan (in accordance with State Health Plan laws and guidelines with employer contribution); and
5. Other optional benefits as specifically provided by the College or as may be require by State law.

D. Full-Time Temporary Employees

1. All leave as specified in College Policy; and
2. Any full-time, temporary employee who is anticipated at the date of hire to work more than three (3) months during the academic year is considered a "full-time" employee and shall be offered health insurance in accordance with State Health Plan policies and guidelines.

Adopted: 6.25.2024
Cross Reference: Policy 3.1.5 – Re-Employment of Retired Persons

To comply with the Patient Protection and Affordable Care Act, the College outlines the following procedures to determine which employees are treated as full-time employees for purposes of shared responsibility provisions of § 4980H of the Internal Revenue Code regarding health insurance coverage.

A. Ongoing Employees

1. An "ongoing employee" is defined as an employee who has been employed for at least one complete standard measurement period.

2. The Standard Measurement Period is a defined time period of not less than three (3) but not more than twelve (12) consecutive calendar months (as designated by the College). The Standard Measurement Period is eleven (11) consecutive calendar months beginning December 1st through October 31st of the following year.

3. The Administrative Period is the time between the Standard Measurement Period and the Stability Period used to determine which ongoing employees are eligible for health coverage and open enrollment. The Administrative Period begins each November 1st through December 31st.

4. The Stability Period is the period of time that allows employees who were determined to be "full-time" during the Standard Measurement Period to be treated as full-time employees for the purpose of an offer of health insurance coverage. The Stability Period will be January 1st through December 31st.

B. New Employees

1. A "new employee" is generally an employee who starts work in the middle of a Standard Measurement Period and would not have accumulated enough work history needed to complete a Standard Measurement Period. This "new employee" would be subject to an Initial Measurement Period.

2. The Initial Measurement Period is the period of time not less than three (3), but not more than twelve (12), consecutive months. The Initial Measurement Period for each new employee will start on the new employee's first day of employment and last through the end of twelve (12) consecutive months.

3. The Administrative Period is the period of time from the end of the Initial Measurement Period through the end of the first calendar month beginning on or after the end of the Initial Measurement Period. The total length of this Administration Period will be one full month plus a partial month, depending on the end of employee's Initial Measurement Period.

4. The Stability Period for such employees must be the same length as the Stability Period for ongoing employees. Therefore, the Stability Period for new employees will equal twelve (12) consecutive months beginning the first month after the Administrative Period. Once an employee, who has been employed for an Initial Measurement Period, has been employed for an entire Standard Measurement period, the employee must be reviewed for full-time status, beginning with that Standard Measurement Period, at the same time and under the same conditions as other ongoing employees. At this point, the "new employee" is now considered an "ongoing employee" and will have the same Standard Measurement Period as other "ongoing employees".

5. The Initial Measurement Period and the following Standard Measurement Period will most likely overlap. Creating two separate measurement periods will ensure that an employee has the opportunity to become eligible for health coverage depending on their working hours in either period.

C. Eligibility

An employee who is employed on average of at least thirty (30) hours of service per week or one-hundred thirty (130) hours of service per calendar month over the course of any measurement period described above is eligible for an offer of health insurance benefits.

D. Compliance and Reliance

In compliance with § 4980H of the Internal Revenue Code, the College utilizes a reasonable method consistent with Notices 2011-36, 2011-73, 2012-17 and 2012-58. As additional guidance is issued, the procedures will be amended to ensure continued compliance with the Affordable Care Act.

Adopted: 6.25.2024
Legal Reference: § 4980H of the Internal Revenue Code; Internal Revenue Service Notices 2011-36, 2011-73, 2012-17, 2012-58

An employee may be granted Educational Leave with pay ("leave") provided all of the following conditions are met:

1. The employee has submitted the appropriate leave application.

2. The employee is employed full-time on a 9, 10, 11, or 12-month basis and has been employed by the College for a minimum of three years.

3. The leave does not exceed eighty (80) business days during the leave period in any twelve (12) month period.

4. The President has approved the leave.

5. The employee is under contract (full-time) to return to the College the full year following the leave.

6. An employee pursuing course work toward an advanced degree must attend an accredited institution.

7. The College's needs must take priority over any employee's requested work schedule adjustments. Depending on the employee's request and any supervisory recommendations, the College may impose additional conditions as needed and based on the situation.

8. Requests for the leave are considered on a first come, first serve basis. Multiple requests in the same department are considered individually based on impact to the work area. Prior to the leave being granted, the appropriate Vice President must ensure that the employee's duties and responsibilities are to be adequately performed during the employee's absence.

9. An employee who fails to honor the contract and does not return to work after the leave shall be required to repay the full amount of salary and benefits expended for the educational leave. If the employee fulfills a portion of the contract but does not work the entire year after the leave, the employee shall be required to repay a pro-rata portion of the salary and benefits expended by the College for the leave.

10. Requests for leave must be submitted in a timely manner for planning purposes, preferably during the budgeting process or 180-days prior to the leave request.

11. Employees may be considered for additional leave after completing two (2) consecutive years of employment subsequent to the completion of the prior leave.

12. Employee shall provide verification of completion of course(s) taken (e.g., letters, certificates, transcripts, etc.).

13. Requests which do not meet the criteria for leave may be addressed in Policy 3.2.17 - Leave Without Pay.

Adopted: 6.25.2024

I. PROGRAM INTRODUCTION

Program Purpose

The purpose of this program is to develop a system for returning employees to work quickly and safely after injury or illness covered by Workers Compensation, and to improve the identification and appropriate management of temporary and permanent disabilities for these employees.

Objectives

1. Support employees in their recovery from injury or illness by providing modified or alternative assignments, when available and appropriate under the circumstances.

2. Minimize the amount of absence and resulting impact to both the employee and the College due to work related injuries and illness.

3. Return the employee to their regular job assignment as soon as medically possible.

4. Prepare employees for the anticipated return to work sequence prior to an injury.

5. Help restore employees to their highest level of physical and mental health by implementing temporary or transitional work positions, approved for the employee's particular medical condition, when available and appropriate under the circumstances.

II. PROGRAM ADMINISTRATION

When an employee of the College sustains a work-related injury or illness, compensable under workers' compensation, and the treating physician releases the employee to return to work with temporary restrictions, the College will make all reasonable efforts to enable the employee to return to work within the temporarily imposed physical restrictions.

When an employee has reached maximum medical improvement and has been released to return to work by the treating physician but has received a disability which prohibits employment in his/her previous position, the College may place the employee in another position if the employee is qualified for the position and an open position exists. The position in which the employee is assigned must be meaningful and productive for the College and the employee. This placement may be a permanent assignment or either a part-time or temporary assignment until a permanent assignment is found. If a suitable

position is not available, the College may continue work placement efforts for a period not to exceed twelve (12) months.

Nothing in this Program shall be construed to require the College to create a new position, or significantly alter the essential duties of a position, for an employee whose temporary or permanent work restrictions prohibit the employee from performing the essential duties of his or her position.

Return to Work Program Coordinator

The Executive Director of Human Resources for the College will serve as the Return-to-Work Program Coordinator. The Return-to-Work Program Coordinator (or Program Coordinator) shall be responsible for administering the Administrative Procedures established through this policy.

The duties of the program coordinator shall include, but are not limited to the following:

1. Ensure all potential workers' compensation claims are reported to the insurance carrier.

2. Maintain effective communications with all parties involved in a workers' compensation claim. This will include, but not limited to the following: employee, supervisor(s), medical care provider(s), insurance representative(s) and administrative personnel.

3. Establish a working list of potential transitional duty assignments.

4. Coordinate the timely implementation of transitional duty assignments.

5. Return the injured employee to his/her regular job assignment when a physician releases him/her to return to full duty.

6. Keep Supervisor(s) informed of any changes or modifications in work restrictions of employees participating in the transitional duty program.

III. EMPLOYEE RESPONSIBILITIES

All employees of the College have designated responsibilities including:

1. An employee must report any work-related injury or illness to the employee's supervisor immediately upon discovery. (Failure to report a work-related injury or illness in a timely manner may result in denial of workers' compensation benefits.)

2. Following a work-related injury the employee must provide a written description of any temporary or permanent work restrictions designated by the physician.

3. If the employee is seen by a physician during normal working hours, the employee must report back to work after receiving medical treatment, unless otherwise instructed by the attending physician or the employee's supervisor.

4. If a physician sees the employee after normal working hours, the employee must report to work the day after the injury at his/her normal reporting time, unless otherwise instructed by the attending physician or the employee's supervisor.

5. The employee must follow the physical restrictions imposed by the treating physician.

6. The employee must report any change in temporary physical restrictions (in writing) to his/her supervisor and the Program Coordinator immediately upon gaining knowledge of such changes in physician-imposed restrictions.

IV. SUPERVISOR RESPONSIBILITIES

Under this program, a supervisor of the College has certain responsibilities. These include:

1. When an employee is away from work due to an injury or illness, the supervisor will maintain an open line of communication with the employee. The employee should be contacted at least once a week while they are away from the worksite. In addition, an employee with physician-imposed restrictions at a worksite should be contacted at least once a week for conditional updates.

2. Supervisors must assist the Program Coordinator in identifying appropriate transitional work assignments for injured employees who have been returned to work with restrictions.

3. Supervisors must ensure that an employee does not return to work until the treating physician approves a return-to-work status.

4. After an employee's return to work, supervisors should adhere to an employee's work restrictions when assigning the employee specific duties or tasks. If an employee violates his/her own work restrictions, the supervisor should inform the Program Coordinator as soon as possible.

5. Supervisors must keep the Program Coordinator informed of the status, condition and progress of all employees assigned to transitional duties.

V. TRANSITIONAL DUTY / TEMPORARY ASSIGNMENTS

Medical Case Review

When an employee is released to return to work with medical restrictions, the Program Coordinator shall review the imposed restrictions with the employee's supervisor. If the College can adhere to the temporary restrictions in the same position or a similar position that is available and appropriate under the circumstances, a temporary job description will be developed based on the relative medical information provided from the attending physician. The Program Coordinator will forward a copy of the proposed transitional duty position description to the attending physician for review.

If the attending physician approves the transitional duty position, the Program Coordinator will schedule an appointment with the employee to discuss return to work procedures. Should the attending physician disapprove the proposed transitional duty position, the Program Coordinator should obtain further clarification on the injured employee's restrictions.

Temporary Assignments Made by Program Coordinator

Transitional duty assignments shall be made on a case-by-case basis and the Program Coordinator shall consider the following factors when making the determination to return the employee back to work in a transitional assignment:

1. Whether the temporary restrictions can be reasonably accommodated;
2. The expected length of the assignment and restrictions;
3. The efficient operation of the College; and
4. If the restrictions prevent the employee from performing the essential duties of his/her position, whether there is other suitable work available within the College the employee can perform.

The Program Coordinator shall determine the length of a temporary assignment, taking into consideration the factors above. In no instance shall a temporary work assignment exceed nine (9) months. Temporary assignments may include a reduction in the amount of days or hours worked by the employee.

Employee Acceptance or Refusal of Temporary Assignment

Once approved by the attending physician, the Program Coordinator shall brief the employee on the assigned transitional duty position. At that time, the employee shall be offered the position in writing and given no more than three (3) days to make a decision

on acceptance of the transitional duty position assigned by the program Coordinator and approved by the attending physician.

The employee may, at his/her discretion, refuse to accept the assigned transitional duty position. If the employee accepts the position, all necessary worksite accommodations shall be made and the employee shall return to work.

If the employee refuses the position, the Program Coordinator shall notify the claims adjuster assigned to the workers' compensation case who may file an application (Form 24) with the Industrial Commission of the State of North Carolina to have compensation terminated. Compensation will be paid until the Industrial Commission gives approval for the termination.

The employee is required to acknowledge the refusal to accept transitional duty. The statement shall include specific information concerning the transitional duty which was offered to the employee, the date of the offer, and that the employee voluntarily declined the transitional duty with the full and complete understanding that workers' compensation payments may be affected.

If efforts to contact the employee fail, a certified letter shall be mailed to the home address of the employee. The letter shall state information concerning the medically approved transitional duty, the rate of pay assigned to the transitional duty and an expected return to work date. If the employee fails to return to work within (2) two working days of the designated return to work date, the employee's refusal to return shall be considered a refusal of the offer of transitional work duty.

Wage Compensation and Use of Leave

When the employee returns to work full time but with medical restrictions, he or she will receive compensation at his/her regular salary rate. If an employee has limited work hours, he or she will receive regular salary for the hours worked. Workers' Compensation will generally pay sixty-six and two thirds percent (66 2/3%) of the difference between the average weekly wage the employee was earning prior to the injury and the average weekly wage the employee is able to earn while working limited duty.

- When an employee returns to work for limited hours, the employee may use available sick and annual leave to supplement the partial workers compensation leave.
- An employee who was injured working, and who has returned to work, **is not** charged leave for time lost from work for authorized injury-related medical treatment that occurs during regularly scheduled work hours. Time away from work attending authorized medical treatment shall be noted in the employee's payroll records. Paid time is limited to reasonable time for authorized injury-related medical treatment and travel (a Maximum of 4 hours). Any other time

away from work for the medical treatment or travel shall be charged to any earned and available paid leave balances, such as sick, vacation, compensatory, or bonus leave. If no paid leave balance is available, the excess time away from work shall be leave without pay.

VI. SEPARATION DUE TO UNAVAILABILITY

An employee may be separated on the basis of "unavailability" when the employee remains unavailable for work after all applicable leave credits have been exhausted and the Superintendent or Board does not grant a leave without pay, or does not extend a leave without pay period, for reasons deemed sufficient by them in accordance with the law.

Separation Due to Unavailability is not a disciplinary dismissal and will not sever any benefits the injured employee is receiving under the Workers' Compensation Act. An employee does not lose any due process rights provided by law or other Board policy when separated due to unavailability. Separation due to unavailability shall be applied in accordance with G.S. 115C and any applicable local board policy.

Unavailability may be due to:

(1) the employee's inability to return to all of his/her position's essential duties and work schedule due to a medical condition or the vagueness of a medical prognosis; **and**
(2) the employee and the College are unable to reach agreement on a return-to-work assignment that meets both the operating needs of the College and the employee's medical/health needs; or

OR

(1) the employee's inability to return to all of the position's essential duties and work schedule due to other extenuating circumstances; **and**
(2) the employee and the LEA cannot reach agreement on a return-to-work arrangement that meets both the needs of the LEA and the employee's situation.

This Return-to-Work Program is intended to comply with all state legal requirements regarding workers' compensation. If any provision herein conflicts with state or federal law, the law is controlling.

Adopted Date: **3/26/2024**

Every effort will be made to make announcements regarding adverse weather/emergency closings as early as possible. Decisions impacting day classes will be made by 6:00 a.m. or earlier if possible. Decisions about evening classes will be made by 2:00 p.m.

Early College ("EC") students should follow the county/city schools' schedule. However, if the College is open, EC students should make every effort to attend their college classes.

Announcements regarding closures, or delayed schedules, will be posted on the College's website and on the following list of television/radio stations:

Television - WITN, WAVY TV 10
Radio – WDLZ, WRCS
Regroup Messaging

Several of these television/radio stations do not allow options to include situations that may occur, such as late openings and optional workdays for employees. Therefore, the College weather hotline and/or official social media accounts will be utilized for all weather announcements. The College's hotline number is (252)862-1200. Please call the number for additional information or check the College's official social media accounts.

Adopted: 6.25.2024
Cross Reference: Procedure 2.1.11.1

(1) Roanoke-Chowan Community College will protect the confidentiality of personnel information in compliance with federal and state law including but not limited to North Carolina General Statutes 115D-27, -28, and -29. No employee may release confidential personnel information except in strict compliance with the law.

(2) All requests for information regarding a current or former employee of Roanoke-Chowan Community College must be referred to the Human Resources Department. Requests for a reference regarding a current or former employee must be referred to the Human Resources Department for handling. No College employee may issue a reference letter to any current or former employee without the permission of the President.

(3) Under no circumstances should any College employee release any information about any current or former College employee over the telephone. All telephone inquiries regarding any current or former employee of the College must be referred to the Human Resources Department.

Adopted: 6.25.2024

1. **PURPOSE:**

The purpose of this procedure is to describe the process through which all staff members and administrators (excluding curriculum instructors/program chairs and instructional division heads) are evaluated.

2. **PROCEDURE:**

Each staff member and administrator (other than curriculum instructors/program chairs and instructional division heads) will be evaluated annually with the evaluation process completed by July 30th of each calendar year.

The employee's job description will serve as the basis of the performance criteria. At the beginning of the contract year, the employee and his/her supervisor will agree upon and select a minimum of five (5), but not more than twenty (20) of the duties/responsibilities listed in the employee's job description that will become the performance criteria for that particular appraisal period.

It is the responsibility of the staff member or administrator and his/her supervisor to confer regarding the results of the evaluations and formulate a professional development plan to address any concerns identified through the evaluation. The plan also may include activities which may assist an individual in achieving his/her professional goals. The administrator or staff member will have the right to disagree in writing with the supervisor's conclusions; and this written dissension will be placed **in** the file with the completed evaluation form.

Should a professional development plan not be agreed upon, it is the responsibility of the supervisor to develop one and require that the employee implement it.

Copies of the completed evaluation will be maintained by the employee, the employee's supervisor, and Human Resources.

Definitions:

The following definitions are used throughout the evaluation process:

5 - Outstanding	**An employee whose work is characterized by:** • sustaining exemplary performance throughout the rating period; • providing excellent service in support of the mission of the organization; • consistently exceeding and sometimes far exceeding the criteria of the job responsibilities; • consistently demonstrating initiative for the benefit of the College, Division and/or Department; • demonstrating full mastery of knowledge, skills and abilities, required work, and basic competencies.
4 - Exceeds Expectations	**An employee whose work is characterized by:** • consistently high level of accomplishment; • often exceeding performance expectations; • providing significant service in support of the mission of the organization; • independently demonstrating highly proficient knowledge, skills, and abilities, required work and behavioral competencies.
3 - Meets Expectation	**An employee whose work is characterized by;** • achieving results at a level that generally meet and may at times exceed performance targets; • providing commendable support to the contributions of the organization; • demonstrating fully proficient knowledge, skills and abilities, required work, and behavioral competencies with only a few areas in need of some improvement.
2 - Needs Improvement	**An employee whose work:** • requires substantive improvement to fully meet the performance targets; • provides basic support to the mission of the organization; • is at the beginner or developmental stage of demonstrable knowledge, skills and abilities; • exhibits inadequate behavioral competencies; • requires guidance and training to improve performance.
1 - Unsatisfactory Must conduct a performance improvement plan	**An employee whose work:** • fails to meet the criteria of the job function; • falls short of performance targets; • provides inadequate support to the mission; • performs below the beginner or developmental stage of demonstrable knowledge, skills and abilities; required work and behavioral competencies.

(**Revised:** 10-24-88; 04-22-96; 9-30-24, 2-24-26) **Approved:** 05-16-96; 6-25-24

1. **PURPOSE:**

The purpose of this section is to describe the procedures by which the teaching performance of full-time curricular faculty and part-time curricular faculty is assessed by their students.

2. **PROCEDURE:**

The Student Evaluation of Instruction instrument contains three sections: (1) student self-evaluation, (2) course evaluation, and (3) instructor evaluation. Each full-time faculty member will be evaluated by his/her students in two courses (other than distance learning courses and off-campus courses) in the fall and spring semesters of each academic year.

The Institutional Researcher will select two courses (other than distance learning and off-campus courses) for each full-time faculty member for evaluation by students enrolled in those courses. Each part-time faculty member will be evaluated in all courses (other than distance learning and off-campus courses) in each semester he/she teaches. The Institutional Researcher will select a sample of courses for each high school for evaluation by students with one course selected from each academic area offered. Also, the Institutional Researcher will select a sample of courses for each off-campus site for evaluation by students with two courses selected from each academic area offered.

The Institutional Researcher will prepare a packet of survey instruments for each course selected and distribute these to the faculty.

During the identified evaluation week, the instructor will turn the packet over to a student in the class and leave the room while the forms are completed. The student will

hand out the evaluation forms, collect them, put them back into the packet, and return them to a designated site.

Distance learning courses will be evaluated using the on-line Student Evaluation of Instruction Instrument. The Institutional Researcher will select one course for each full-time instructor teaching a distance learning course and each part-time instructor will be evaluated in all distance learning courses. During the identified evaluation period, the on-line evaluation form will be posted for students to complete and return electronically to the Institutional Researcher.

The evaluation instruments will be tabulated and then compiled into a summary sheet. The originals will be destroyed to protect the anonymity of the students. The summary sheet will be distributed to the Dean and the program coordinator. The program coordinator will hold a conference with the faculty member to discuss the survey results. The instructor will have an opportunity to discuss any comments or ratings. Copies of the evaluation summary will be kept on file by the program coordinator and the Dean for a period of two years.

It is the responsibility of the program coordinator and the instructor to agree upon and formulate measures to address concerns that may arise from the information gathered from student evaluations.

(**Adopted:** 04-30-84) (**Revised:** 10-24-88; 01-09-95; 04-22-96; 08-19-02; 6.25.2024)

Employees shall notify their immediate supervisor if they are convicted, arrested, indicted or charged (including citations) for any offense other than a minor traffic offense (e.g. parking, speeding). Notice must be in writing and provide all relevant facts regarding the arrest, conviction, indictment or charge. Notice must be provided within one (1) business day of the conviction, arrest, indictment or charge. Employees shall also inform their supervisor of the disposition of any arrest, indictment, or citation.

For purposes of these procedures, a "conviction" means the entry in a court of law or military tribunal of (1) a plea of guilty, nolo contendere, no contest or the equivalent; (2) a verdict of guilty; or (3) a prayer for judgment continued or a deferred prosecution.

Employees may be disciplined, up to and including termination, if the conviction, arrest, indictment or charge: (i) poses a threat to the physical safety of students or personnel; (ii) demonstrates that the employee does not have the integrity or honesty to fulfill his or her employment duties with the College; and/or (iii) creates a substantial disruption to the ordinary operation of the College.

Adopted: 6.25.2024

The Check Out List (RCCC 617) should include signatures from the following:

1. **Employee's Immediate Supervisor** – By signing the form, the supervisor is verifying that the employee's office is vacated; the employee's keys have been turned in to the supervisor; all pertinent, job-related documents have been submitted; and the appropriate individuals have been notified for removal of copier, network, and e-mail access.
2. **Director, Learning Resources Center** – By signing the form, the Director is verifying that the employee has returned all books and/or equipment that were checked out with the employee's ID card, and that the employee has no outstanding fees for overdue or lost books or equipment.
3. **Administration & Fiscal Services** – By signing the form, they agree that the employee doesn't have any outstanding travel or other expenses.
4. **Director of Human Resources** – By signing the form, the Director is verifying receipt of the employee's resignation/termination letter; that the Manager has conducted the exit interview with the employee informing the employee of amount of accrued retirement, number of vacation and sick days, and how to continue hospitalization/insurance.

When all appropriate categories have been completed, the Check Out List shall be turned in to the Executive Director of Human Resources, who will forward a copy to the Business Office.

(**Adopted:** 02-01-82)
(**Revised:** 10-24-88; 06-11-90; 03-24-97; 05-27-03)
Approved 05-29-03; 6.25.2024

Check Out List

This form is intended to assure the Employee and the College that all needed provisions for termination of service have been attended to before the final day of employment. Therefore, ALL full-time and permanent part-time employees are required to complete the checklist, to be included as part of his or her personnel file.

This form is to be taken to each department listed below to be "checked out" and signed by the appropriate person. The employee need not go to the departments in the order listed but must go to Human Resources last.

EMPLOYEE INFORMATION

EMPLOYEE NAME	EMPLOYEE SS# *(last 4-digits)*	JOB TITLE

REASON FOR SEPARATION	LAST DAY OF EMPLOYMENT

FORWARDING ADDRESS

CHECK LIST

DEPARTMENT SUPERVISOR

- ☐ Pertinent college documents have been submitted
- ☐ Office cleaned
- ☐ Supplies returned
- ☐ Curriculum files in order (faculty only)
- ☐ Other please specify: _____

Immediate Supervisor Signature: _____ Date: _____

Division Dean Signature: _____ Date: _____

LEARNING RESOURCES CENTER

- ☐ All books and/or equipment that were checked out with the employee's ID card have been returned
- ☐ Employee has no outstanding fees for overdue or lost books or equipment

FT Library Staff Signature: _____ Date: _____

FINANCIAL & ADMINISTRATIVE SERVICES

- ☐ Outstanding travel and other expenses as well as petty cash have been settled

Dean of Finance or Controller Signature: _____ Date: _____

MANAGEMENT INFORMATION SERVICES

All computer network access has been discontinued (see list below)

- ☐ VPN
- ☐ Outlook
- ☐ Telephone (cancel long dist code)
- ☐ Datatel
- ☐ Files transferred to an existing backup person (if applicable)
- ☐ Employee notified to uninstall college software on home computer
- ☐ Voicemail & Password reset
- ☐ AD Login expired
- ☐ Laptop computer returned
- ☐ College equipment for home use has been returned
- ☐ Other please specify: _____
- ☐ Other please specify: _____
- ☐ Other please specify: _____

IT Director Signature: _____ Date: _____

HUMAN RESOURCES

- ☐ All College keys returned
- ☐ Final Payroll Issued
- ☐ Employee notified of benefits continuation election
- ☐ Req building access code disabled
- ☐ Forwarding address received
- ☐ Vacation hours to date have been calculated *(staff only)*
- ☐ Exit interview conducted
- ☐ ID badge returned
- ☐ Other please specify: _____

Director of Human Resources Signature: _____ Date: _____

R-CCC 617 - Oct '10 Previous editions obsolete

The College strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to College policy, the College prohibits discrimination in its education programs and activities based on sex.

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Under Title IX, discrimination on the basis of sex includes *quid pro quo* harassment; sexual harassment; and sexual assault, stalking, dating or domestic violence (collectively referred to as "sexual harassment"). The College's Title IX Coordinator has oversight responsibility for handling sexual harassment complaints and for identifying and addressing any patterns and/or systemic problems involving sexual discrimination or harassment.

All allegations involving sexual harassment should be directed to the College's Title IX Coordinator and addressed under these procedures. For other complaints of discrimination and harassment not related to sexual harassment, refer to Discrimination and Harassment Procedure 3.3.7.2/5.3.4.2.

I. DEFINITIONS

The following definitions shall apply to this procedure. The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a person's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

A. **Complainant** – an individual who is alleged to have been subjected to conduct that could constitute Sexual Harassment, as defined in these Procedures, and who was participating or attempting to participate in the College's education program or activity at the time of the alleged Sexual Harassment.

B. **Confidential Employees** – 1) employees with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and mental health counselors; 2) employees whom the College has specifically designated as Confidential Employees for purposes of providing support and resources to a Complainant; and 3) employees conducting human subjects research as part of a study approved by the College's Institutional Review Board.

C. **Consent** – knowing, voluntary, and clean permission by word or action to engage in sexual activity. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocation can establish consent. Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Consent has not been obtained in situations where the individual: i) is forced, coerced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.

D. **Dating Violence** – violence on the basis of sex committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. For purposes of this definition, Dating Violence includes but is not limited to sexual or physical abuse or the threat of such abuse.

E. **Domestic Violence** – violence on the basis of sex committed by a current or former spouse or intimate partner of the Complainant; by a person with whom the Complainant shares a child in common; by a person with whom the Complainant cohabitates or has cohabitated as a spouse or intimate partner; by a person similarly situated to a spouse of the Complainant under the domestic violence laws of the State; or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic violence laws of the State.

F. **Education Program or Activity** – for purposes of these Procedures, this means any locations, events, or circumstances in which the College exercises substantial control over both the Respondent(s) and the context in which the alleged sexual harassment occurs. It also means any building owned or controlled by a student organization that is officially recognized by the College.

G. **Formal Complaint** – a verbal or written report alleging sexual harassment against a Respondent that objectively can be understood as a request for the College to investigate the allegation(s) and make a policy violation determination. A Formal Complaint initiates a formal grievance process in which parties are entitled to due process protections. A Formal Complaint is separate and distinct from a Report, which provides only notice to the College of an allegation or concern about sexual harassment and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures.

H. **Informal Resolution** – a resolution reached regarding an allegation of sexual harassment without going through the entire formal grievance process. Informal Resolution may include mediation, facilitated dialogue, conflict coaching, restorative justice, or other models of alternative dispute resolution. Informal Resolution cannot be used for a student's allegation of sexual harassment against a College employee.

I. **Report** – notice to the College of an allegation or concern about sexual harassment that provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. When the College receives a Report of alleged sexual harassment, the College is deemed to have knowledge of conduct that reasonably may constitute sexual harassment.

J. **Respondent** – an individual who has been reported to engage in conduct that could constitute Sexual Harassment.

K. **Retaliation** – to intimidate, threaten, coerce, or discriminate against any person by the College, a student, employee, or a person authorized by the College to provide aid, benefit, or service under the College's education program or activity, for the purpose of interfering with any right or privilege secured by law or policy, or because the person has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.

The exercise of rights protected by the First Amendment does not constitute retaliation. It is also not retaliation for the College to pursue Policy violations against those who make materially false statements in bad faith in the course of a resolution under these Procedures.

L. **Sexual Assault** – an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system.

M. **Sexual Harassment** – a form of sex discrimination that means harassment on the basis of sex. Sexual Harassment includes hostile environment harassment; *quid pro quo* harassment; or any instance of sexual assault, dating violence, domestic violence, or stalking.

Hostile environment harassment is unwelcome sex-based conduct, which based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity.

Hostile environment harassment is a fact-specific inquiry that includes consideration of the degree to which the conduct affected the Complainant's ability to access the College's education program or activity; the type, frequency, and duration of the conduct; the parties' ages, roles, previous interactions, and other factors that may be relevant; the location of the conduct and the context in which the conduct occurred; and any other sexual harassment in the College's education program or activity.

Quid pro quo harassment is when a College employee or agent who provides an aid, benefit, or service under the College's education program or activity and explicitly or impliedly conditions the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct.

N. **Stalking** – engaging in a course of conduct on the basis of sex, directed at the Complainant, which would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

For purposes of this definition, "course of conduct" means two or more acts, including but not limited to acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

O. **Standard of Evidence** – the College uses preponderance of the evidence as the standard for proof of whether a violation of this policy has occurred. In the student due process hearing and employee grievance process, legal terms like "guilt", "innocence" and "burden of proof" are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the Respondent either "responsible" or "not responsible" for violating these Procedures.

P. **Supportive Measures** – individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party that are offered to restore or preserve educational access, protect safety, or deter sexual harassment. Examples of support measures are referral to counseling, medical, or other healthcare services; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; leaves of absences; increased security and monitoring of certain areas of the College; and other similar measures.

Q. **Title IX Coordinator** – for purposes of these Procedures, the Title IX Coordinator refers to Kimberly Lassiter, Executive Director of HR. The Title IX Coordinator's office is in Jernigan Building Room 103. The phone number is 252-862-1302 and the email is kclassiter@roanokechowan.edu.

II. SCOPE AND APPLICABILITY

A. These Procedures apply to the conduct of and protect:

1. College students and applicants for admission into the College;

2. College employees and applicants for employment;

3. College student organizations; and

4. Third parties participating or attempting to participate in a College education program or activity.

B. These Procedures apply to conduct that occurs in any College Education Program or Activity or under circumstances where the College has disciplinary authority and of which the College has knowledge.

C. When a party is participating in a dual enrollment program, the College will coordinate with the party's school district to determine jurisdiction and coordinate providing supportive measures based on the allegations and identities of the parties.

III. REPORTING

A. Reporting to Local Law Enforcement

Individuals may report sexual harassment directly to local law enforcement agencies by dialing 911. Individuals who make a criminal allegation may also choose to pursue the College's grievance procedure simultaneously. A criminal investigation into the matter does not release the College from its obligation to conduct its own investigation (nor is a criminal investigation determinative of whether sexual harassment has occurred). However, the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the College must make available supportive measures when necessary to protect the parties and/or the College community.

Individuals may choose not to report alleged sexual harassment to law enforcement authorities. The College respects and supports individuals' decisions regarding reporting; nevertheless, the College may notify appropriate law enforcement authorities if legally required or warranted by the nature of the allegations.

B. Reporting to College Officials

The College's Title IX Coordinator oversees compliance with these Procedures and Title IX regulations. Questions about these Procedures should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to sexual harassment may do so by reporting the concern to the College's Title IX Coordinator in person, by mail, by telephone, by email, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report of alleged sexual harassment.

C. Employees' Mandatory Reporting

All College employees, including student-employees, other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected sexual harassment to appropriate officials immediately. Failure of a Mandated Reporter to report an incident of sexual harassment of which they become aware is a violation of College Policy and may subject the employee to disciplinary action.

D. Confidential Employees' Reporting

Confidential Employees designated by the College are not required to report actual or suspected sexual harassment. Confidential Employees must, however, provide a Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency unless otherwise required by law.

E. External Contact Information

Concerns about the College's application of these Procedures and compliance with certain federal civil rights laws may be addressed to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Email: OCR@ed.gov
Phone: (202) 453-6012

Equal Employment Opportunity Commission (EEOC)
131 M Street, NE
Washington, D.C. 20507
Email: info@eeoc.gov
Phone: 1-800-669-4000

IV. GRIEVANCE PROCEDURES

A. Scope

1. Use of these grievance procedures applies to reports alleging sexual harassment carried out by employees, students, or third parties.

2. All reports of sexual harassment are taken seriously. At the same time, those accused of sexual harassment are presumed "not responsible" throughout this grievance procedure.

B. Initial College Response and Assessment

1. After receiving a report of sexual harassment, the Title IX Coordinator takes prompt and appropriate steps to:

    a. Communicate with the individual who reported the alleged conduct;

    b. Offer and implement supportive measures to eliminate and prevent the recurrence of sex harassment, deter retaliation, remedy the effects of sex harassment, and provide due process rights during a College investigation;

c. Provide the individual with a copy of this Policy and Procedure; and

d. Determine whether the alleged conduct, as described by the reporting party, falls within the scope of this policy and if so, initiate the investigation and resolution procedures outlined below.

e. The Title IX Coordinator may delegate the authority to take some or all of these steps to a Deputy Title IX Coordinator.

2. Supportive Measures

a. Any Party may seek modification or reversal of the College's decision to provide, deny, modify, or terminate supportive measures applicable to the Party. A request to do so should be made in writing to the Title IX Coordinator.

b. An impartial employee who has authority to modify or reverse the decision will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the definition of supportive measures as defined in this Procedure.

c. The College will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances materially change.

3. There is no time limitation on providing a Formal Complaint to the Title IX Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

4. False Allegations and Evidence

a. Deliberately false and/or malicious accusations under this Policy or Procedure are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a Policy violation.

b. Witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process can be subject to discipline under appropriate College policies, procedures, and rules.

5. Emergency Removals/Administrative Leave

a. The College may remove a student Respondent, upon receipt of a report, Formal Complaint, or at any time during the grievance process, on an emergency basis when the College performs an individualized safety and risk analysis and determines that an imminent and serious threat to the health or safety of any student or other individual justifies removal.

   i. The risk analysis is performed by the behavior assessment team must recommend to the appropriate College official to implement or stay an emergency removal of a student and the conditions and duration of such emergency removal.
   ii. In all cases in which an emergency removal is imposed, the student shall be given notice and an opportunity to challenge the removal decision immediately following the removal by submitting a written appeal to the President.
   iii. Violation of an emergency removal under this Procedure is grounds for independent disciplinary action, up to and including suspension or expulsion.

b. The College may place an employee on suspension with pay upon receipt of a report, Formal Complaint, or at any time during the grievance process. An employee does not have a right to appeal a determination to place the employee on suspension with pay pending the conclusion of the Title IX grievance procedure. Violation of the terms of the suspension is grounds for independent disciplinary action, up to and including dismissal.

6. The Title IX Coordinator may administratively close a Formal Complaint of sexual harassment at any time if:

   a. The Complainant voluntarily withdraws any or all of the allegations in the Complaint and the Title IX Coordinator declines to initiate a Complaint;

   b. The Respondent is no longer enrolled or employed by the College;

   c. The College is unable to identify the Respondent after taking reasonable steps to do so; or

   d. The College determines the conduct alleged in the Complaint would not constitute a violation of this Policy and Procedure, even if proven.

   The Title IX Coordinator will notify the parties if a Formal Complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate College office or department to resolve the report or complaint. All parties may appeal the Title IX Coordinator's dismissal of a Formal Complaint under this section by using the appeal procedures in Section VI, below.

7. Confidentiality/Privacy

   a. The College makes every effort to preserve the Parties' privacy. The College will not share the identity of any individual who has made a report of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sexual harassment, any Respondent, or any witness, except as permitted or required by or to fulfill the purposes of applicable laws and regulations.

   b. Parties and Advisors are prohibited from unauthorized disclosure of information obtained by the College through these Procedures to the extent that information is the work product of the College, meaning it has been produced, compiled, or written by the College for purposes of its investigation and resolution of a Formal Complaint. It is also a violation of these Procedures to publicly disclose institutional work product that contains a Party or witness's personally identifiable information without authorization or consent.

8. Regardless of when alleged sexual harassment is reported, a Complainant must be participating in or attempting to participate in the College's education program or activity for a Formal Complaint to be investigated.

9. Consolidation

   The College may consolidate complaints of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party, when the allegations of sexual harassment arise out of the same facts or circumstances.

C. Informal Resolution

1. Any party may request the College facilitate an informal resolution to a sexual harassment complaint at any time prior to a final determination. The Title IX Coordinator may offer the parties the opportunity for informal resolution, too.

   a. Upon a request for informal resolution, the Title IX Coordinator determines whether informal resolution is appropriate based on the facts and circumstances of the case. The Title IX Coordinator ensures that any proposed informal resolution is consistent with the College's obligations to prevent and redress sexual harassment.

   b. A student's allegations of sexual harassment against a College employee are not eligible for informal resolution.

c. The Title IX Coordinator provides the parties with written notice of proceeding with an informal resolution, including the allegations of sexual harassment, the requirements of the informal resolution process, the potential terms that may be requested or offered in informal resolution, and what information the College will maintain, including any potential disclosures of information.

d. The Title IX Coordinator also designates an independent, neutral person to facilitate the informal resolution, which could be the Title IX Coordinator.

2. Informal resolution is voluntary.

a. The Complainant and Respondent must provide written consent for informal resolution to take place.

b. Any party has a right to end the informal resolution process at any time prior to agreeing to a resolution and begin or continue the formal investigation and grievance process.

3. Informal resolution concludes the matter only when all parties have signed a written agreement that confirms resolution of the allegations.

a. The resolution agreement must include a waiver of the parties' right to have a formal grievance process on the allegations that have been informally resolved.

b. Parties are prohibited from revoking or appealing a resolution agreement. Should the Respondent violate the terms of an informal resolution agreement, such violation will subject the Respondent to an investigation and the formal grievance process contained in this procedure.

4. If a resolution agreement is not reached, the College will continue with a formal investigation.

D. Investigations

1. The goal of a formal investigation is to reach a determination as to whether a Respondent has violated one or more College policies prohibiting sexual harassment and if so, remedy the effects of a violation.

a. The Title IX Coordinator may include possible violations of other College policies that contributed to, arose from, or are otherwise related to alleged violations of this Policy and Procedure in the scope of an investigation.

b. The Title IX Coordinator gives written notice to the Complainant and Respondent of the investigation, providing sufficient details to allow the parties to respond and prepare for initial interviews, including the identity of the parties involved (if known), the conduct alleged to be sexual harassment, the date and location of alleged incidents (if known), the specific policies implicated, a statement that the Respondent is presumed not responsible and a determination of responsibility is made at the conclusion of the process, information regarding the parties' right to an advisor and the right to review relevant evidence, a statement that retaliation is prohibited, information about the confidentiality of the process, and notice that the College prohibits knowingly making false statements or submitting false information during the grievance process.

c. The Title IX Coordinator designates an investigator to investigate the allegations of sexual harassment. The Title IX Coordinator may serve as the investigator if the Title IX Coordinator is not serving in another role throughout the grievance process.

d. The investigator is also the decision-maker as to whether a Respondent has violated one or more College policies prohibiting sexual harassment, unless otherwise determined by the Title IX Coordinator.

2. Parties to an investigation can expect a prompt, thorough, and equitable investigation of complaints, including the opportunity for parties to ask questions, present witnesses and provide information regarding the allegations.

3. Parties and witnesses should cooperate in the investigation process to the extent required by law and this policy. If a party or witness chooses not to participate or becomes unresponsive, the College reserves the right to continue its grievance process without their participation to ensure a prompt resolution.

4. The standard of proof used in investigations is preponderance of the evidence. It is the College's responsibility to establish the standard of proof and gather evidence during investigations.

5. The College aims to bring all investigations to a resolution within forty-five (45) days from the date the Title IX Coordinator determines an investigation will commence.

a. Extensions of timeframe for good cause are allowed, so long as written notice and the reason for the delay is provided to the parties. Good cause includes:

i. The complexity and/or number of the allegations;

ii. The severity and extent of the alleged misconduct;
iii. The number of parties, witnesses, and other types of evidence involved;
iv. The availability of the parties, witnesses, and evidence;
v. A request by a party to delay an investigation;
vi. The effect of a concurrent criminal investigation or proceeding;
vii. Intervening holidays, College breaks, or other closures;
viii. Good faith efforts to reach a resolution; or
ix. Other unforeseen circumstances.

b. Investigations typically include interviews with the Complainant, the Respondent, and any witnesses, and the objective evaluation of any physical, documentary, or other evidence as appropriate and available. The College will give the Complainant and the Respondent written notice of any interview, meeting, or hearing at which a party is invited or expected to participate. This written notice may be via e-mail.

c. The Title IX Coordinator will inform the Complainant and Respondent at regular intervals of the status of its investigation.

d. The Parties have an equal opportunity to present witnesses and other evidence tending to prove or disprove the allegations.

6. Interviews conducted as part of an investigation under this Procedure may be recorded by the College. Recordings not authorized by the College are prohibited.

7. The Complainant and Respondent have the right to be accompanied by an advisor of their choosing during all stages of an investigation.

a. A party may elect to change advisors during the process.

b. All advisors are subject to the same rules:

i. During the investigation, the advisor's role is limited to providing advice, guidance, and support to the Complainant or Respondent. An advisor is not permitted to act as a participant or advocate during the investigative process.
ii. Advisors are expected to maintain the privacy of the records shared with them.
iii. Advisors are expected to refrain from interfering with investigations.
iv. Any advisor who oversteps their role or interferes during an investigation process will be warned once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave. The Title

IX Coordinator determines whether the advisor may return or should be replaced by a different advisor.

8. Prior to finalizing a report, the investigator provides all parties an equal opportunity to review any relevant evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint.

   a. The Complainant and Respondent may submit a written response to the evidence, including any questions a party wants asked of another party or witness, within three (3) business days after receipt of the evidence.

      i. Responses must be submitted to the investigator via email, mail, or hand delivery by 5:00 p.m. eastern standard time on the date responses are due.
      ii. Responses may not exceed 10 double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.

   b. The investigator considers any responses received from the parties and conducts any further investigation necessary or appropriate.

9. Following an investigation, the investigator submits an investigative report and written determination to the parties that fairly summarizes relevant evidence. The report and determination includes a summary of the allegations; a summary of the response; a summary of the investigative steps taken to verify the allegations and response; a summary of the evidence relevant to a determination of responsibility; a determination on the question of responsibility, including rationale for the result and any discipline sanction that the College is permitted to share pursuant to State or federal law; and the procedures and permissible bases for the parties to appeal.

10. In cases where the Respondent is a student, after the investigative report and written determination has been sent to the parties, all parties shall have three (3) business days to request a hearing. If either party requests a hearing, the hearing procedures described in College Procedure 5.3.2.2, *Discipline and Appeal for Non-Academic Violations* shall be followed, except that 1) all parties shall have the right to participate in the hearing to the extent required by Title IX; and 2) a single hearing officer will be utilized in lieu of a committee.

E. The following sanctions may be imposed for those who have violated these Procedures:

1. Students

   a. Verbal or Written Warning

b. Restrictions
c. Probation
d. Administrative withdrawal from a course without refund
e. Required Counseling
f. No Contact Directive
g. Suspension
h. Expulsion
i. Other consequences deemed appropriate to the specific violation

2. Employees

a. Verbal or Written Warning
b. Performance Improvement Plan
c. Required Counseling
d. Required Training or Education
e. Transfer or reassignment
f. Demotion
g. Suspension with or without Pay
h. Dismissal
i. Other consequences or conditions of employment deemed appropriate to the specific violation

If the investigator or hearing officer finds student expulsion or employee suspension, demotion or dismissal is an appropriate sanction for a Respondent, but the investigator does not have authority to authorize such sanction, the investigator or hearing officer will make a recommendation of the sanction to the appropriate College official after the time for appeal has expired. If the investigator or hearing officer recommends the Respondent be expelled, suspended, demoted, or dismissed, during the time in which either party has to appeal, the Respondent shall remain in their current status (allowed on campus, on emergency removal, or on paid administrative leave) unless otherwise determined by the appropriate College official.

V. APPEALS

After the investigator submits their investigative report and written determination to the Complainant and Respondent, all parties are given an equal opportunity to appeal the determination. Appeals may be based only on these grounds:

A. Procedural irregularity that would change the outcome;

B. New evidence that was not reasonably available at the time of the decision that would change the outcome; and/or

C. The Title IX Coordinator, investigator, or decision-maker had a bias or conflict of interest for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.

Parties must submit any appeal, specifying at least one of the grounds above, to the President of the College by 5:00 p.m. eastern standard time via email or mail, within three (3) business days of receiving the written determination of responsibility. Appeals may not exceed ten (10) double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.

The College notifies all parties when an appeal is filed and provides all parties a copy of the appeal and a chance to submit a written statement supporting or challenging the outcome. Parties must submit written statements supporting or challenging the outcome to the President of the College by 5:00 p.m. eastern standard time via email or mail, within three (3) business days of receiving a copy of an appeal.

Within ten (10) days of receiving an appeal, the President shall conduct a review of the record, including the appeal(s) received, any written statements supporting or challenging the outcome, the investigation report and written determination, and any accompanying evidence prior to issuing a written decision to the Complainant and Respondent that describes the result of the appeal and the rationale for the result. If the appeal does not provide information that meets the grounds for appeal, the President will deny the appeal.

The President's written decision is final.

VI. PROTECTION AGAINST RETALIATION

The College will not in any way retaliate against an individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.

Retaliation is a violation of College policy regardless of whether the underlying allegations are ultimately found to have merit. Reports of retaliation are treated separately from reports or complaints of sexual harassment.

VII. LIMITED IMMUNITY

The College community encourages the reporting of misconduct and crimes. Sometimes, complainants or witnesses are hesitant to report to College officials or participate in resolution processes because they fear they themselves may be accused of various policy violations. It is in the best interest of this College that as many complainants as possible choose to report to College officials and that witnesses come forward to share what they know. To encourage reporting, the College offers sexual harassment complainants and witnesses amnesty from minor policy violations.

VIII. SUSPENDING PROCEDURES

In cases of emergency or serious misconduct, the College reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

IX. STUDENT AND EMPLOYEE EDUCATION AND ANNUAL TRAINING

All College employees shall receive annual trainings on the following topics:

A. The College's obligation to address sex discrimination in its education programs or activities;
B. The scope of conduct that constitutes sex discrimination under Title IX, including the definition of "sex-based harassment"; and
C. All applicable notification and information requirements.

In addition to the training that all College employees must receive, the Title IX Coordinator, investigators/decision-makers, those hearing appeals, and those involved in any informal resolution process shall receive annual trainings on the following topics:

A. These grievance procedures;
B. How to serve impartially, including avoiding prejudgment of facts at issue, conflicts of interest, and bias;
C. Issues of relevance of questions and evidence; and
D. The types of evidence that are impermissible regardless of relevance.
E. In addition, for Title IX Coordinators: training on specific Title IX Coordinator responsibilities, the College's recordkeeping system, and Title IX recordkeeping requirements.

Each year, all students and employees will receive an electronic copy of these Procedures sent to their College email address of record. These Procedures will be maintained online in the College's website and a hard copy will be kept on file (in English and Spanish) in the Title IX Coordinator's office. Other translations will be made available upon request.

X. RECORDKEEPING

The College maintains all records of Title IX grievance proceedings and all materials used to train Title IX personnel for seven years.

Adopted: 7.31.24

Legal Reference: Title IX of the Education Amendments Act of 1972, as amended, 20 U.S.C. 1681 *et seq.* and its implementing regulations; Office for Civil Rights, Q&A on the Title IX Regulations on Sexual Harassment (July 2021); Office for Civil Rights, Dear Educator Letter on Title IX and Sexual Misconduct (June 23, 2021)

Cross Reference: 5.3.4.1

The College strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to College policy, the College prohibits discrimination in its activities, services and programs based on race, color, national origin, religion, sex, gender identity, sexual orientation, pregnancy, disability, genetic information, age, political affiliation or veterans' status.

I. DEFINITIONS

The following definitions shall apply to this Procedure and shall be collectively referred to herein as "Unlawful Discrimination".

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a person's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

A. **Discrimination:** any act or failure to act that unreasonably differentiates treatment of others based solely on their Protected Status and is sufficiently serious, based on the perspective of a reasonable person, to unreasonably interfere with or limit the ability of that individual to participate in, access or benefit from the College's programs and activities. Discrimination may be intentional or unintentional.

B. **Harassment:** a type of Discrimination that happens when verbal, physical, electronic or other behavior based on a person's Protected Status interferes with a person's participation in the College's programs and activities and it either creates an environment that a reasonable person would find hostile, intimidated or abusive or where submitting to or rejecting the conduct is used as the basis for decisions that affect the person's participation in the College's programs and activities.

Harassment may include but is not limited to: threatening or intimidating conduct directed at another because of the individual's Protected Status; ethnic slurs, negative stereotypes and hostile acts based on an individual's Protected Status.

C. **Protected Status:** race, color, national origin, religion, sex, gender identity, sexual orientation, pregnancy, disability, genetic information, age, political affiliation or veterans' status.

[1] If you make revisions to these Procedures, make sure to make the same to Procedure 5.3.4.2

D. Standard of Evidence - the College uses the preponderance of the evidence as the standard for proof of whether a violation occurred. In the student due process hearing and employee grievance process, legal terms like "guilt, "innocence" and "burden of proof" are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the alleged Perpetrator either "responsible" or "not responsible" for violating these Procedures.

II. STATEMENTS OF PROHIBITION

A. Prohibition of Retaliation.

The College strictly prohibits punishing students or employees for asserting their rights to be free from Unlawful Discrimination. Retaliation against any person participating in connection with a complaint of Unlawful Discrimination is strictly prohibited. Reports of retaliation will be addressed through this procedure and/or other applicable College procedures. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figures or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against any employee or student found to have retaliated against another.

B. Prohibition of Providing False Information.

Any individual who knowingly files a false report or complaint, who knowingly provides false information to College officials, or who intentionally misleads College officials involved in the investigation or resolution of a complaint may be subject to disciplinary action including, but not limited to expulsion or employment termination. The College recognizes that an allegation made in good faith will not be considered false even if the evidence does not confirm the allegation(s) of Unlawful Discrimination.

III. REQUESTING ACCOMMODATIONS

A. Students.

Students with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the College's Dean of Student Services located at Student Services Center room 111-F. Information provided by students is voluntary and strict confidentiality is maintained. All requests for accommodations will be considered following the appropriate federal and state laws.

The College will also provide reasonable accommodation of a student's religious beliefs/practices provided such expression/practice does not create a hostile

environment for other students and employees and/or the accommodation does not cause an undue hardship for the College.

B. Employees.

Employees with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the College's Office of Human Resources located at Jernigan Building room 103. Information provided by employees is voluntary and strict confidentiality is maintained.

The College will also provide reasonable accommodation of an employee's religious beliefs/practices provided such expression/practice does not create a hostile environment for other employees and students and/or the accommodation does not cause an undue hardship for the College.

IV. REPORTING OPTIONS

A. Student Complaints.

Any student wishing to make a report relating to Unlawful Discrimination may do so by reporting the concern to the College's Dean of Student Services located at Students Services Center room 111-F.

For Unlawful Discrimination incidents between students and employees, the Dean of Student Services will work in partnership with the Executive Director of Human Resources to investigate and resolve the allegations.

B. Employee Complaints.

Any employee wishing to make a report related to Unlawful Discrimination may do so by reporting the concern to the College's Executive Director of Human Resources located at Jernigan Building Room 103.

V. INITIAL INVESTIGATION

As these Procedures apply to both students and employees as either the Complainant or the Respondent, the administrator receiving the incident report will determine if the case should be handled by: 1) the Dean of Student Services, or designee (student/student); 2) the Executive Director of Human Resources, or designee (employee/employee); or 3) both (student/employee). For incidents involving students and employees, the College will utilize the process for both the student investigation and the employee investigation sections as applicable.

A. Student Investigation.

1. Students filing complaints ("Complainants") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Dean shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the College's Executive Director of Human Resources. During the course of the investigation, the Dean may consult with other relevant College administrators and the College Attorney.

2. During the investigation, and if applicable to the complaint[2], the Dean shall meet with the Complainant and the alleged Perpetrator ("Respondent") separately and give each party an equal opportunity to provide evidence, including informing the Dean of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

3. During the investigation process, the Dean may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to complete coursework); or the directives that include no contact between the involved parties.

4. A confidential file regarding the complaint shall be maintained by the Dean. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under these Procedures.

5. The Dean shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Dean may have an additional ten (10) calendar days to complete the investigation. The Dean shall notify the parties of this extension.

6. The parties to an investigation will be notified of available counseling services and their options of changing academic situations and other interim measures.

B. Employee Investigations.

[2] The Complainant's complaint need not necessarily be against a specific individual but could concern an action, policy, procedure or decision by the College that the individual believes constitutes Unlawful Discrimination.

1. Employees filing complaints ("Complainants") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Executive Director of Human Resources or designee shall fully investigate any complaints. During the course of the investigation, the Executive Director of Human Resources may consult with other relevant College administrators and the College Attorney.

2. During the investigation, and if applicable to the complaint, the Executive Director of Human Resources shall meet with the Complainant and the alleged Perpetrator ("Respondent") separately and give each party an equal opportunity to provide evidence, including informing the Executive Director of Human Resources of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

3. During the investigation process, the Executive Director of Human Resources may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The Executive Director of Human Resources may suspend an employee with pay pending an investigation if such action is in the College's best interest.

4. A confidential file regarding the complaint shall be maintained by the Executive Director of Human Resources. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under these Procedures.

5. The Executive Director of Human Resources shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Executive Director of Human Resources may have an additional ten (10) calendar days to complete the investigation and shall notify the parties of this extension.

6. The parties to an investigation will be notified of available counseling services and other interim measures.

7. If the Executive Director of Human Resources is named as a Respondent in the Complaint, the President may assign another College administrator to investigate the Complaint. If the President is named as a Respondent in the

Complaint, the Chair of the Board of Trustees may appoint a third-party to investigate the Complaint.

VI. RECOMMENDATION AND APPEAL

A. Students.

1. After the investigation is complete, the Dean will put forward a recommendation of finding, based on the Standard of Evidence, and sanction(s) to both the Complainant and Respondent. If the recommendation is accepted by both parties involved, the recommendation and sanction(s) will become effective. The Dean will submit to each party a final outcome letter that will include, but not be limited to, the following:

    a. Determination if the Respondent is responsible or not responsible for violating these Procedures;
    b. Sanction;
    c. Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together (the Dean will assist in this process).
    d. Short-term College counseling services available to each party.

2. If the Dean's recommendations are not accepted by either the Complainant or the Respondent, either or both parties may appeal and request a formal hearing. If the Dean recommends sanctions that they cannot impose (i.e., expulsion), the matter shall automatically be set for a hearing. The Vice President of Instruction and Student Services will preside over the hearing as the Presiding Officer. The process for the hearing is outlined below:

    a. Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply. The Standard of Evidence shall apply for the hearing.
    b. Written notice including the date, time, and location of the hearing will be sent to all parties.
    c. At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.
    d. The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officer. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the Presiding Officer at least three (3) College business days prior

to the hearing date. In this case, the College Attorney will also be present.

e. Both parties have a right to a written notice of the hearing outcome.

B. Employees.

1. After the investigation is complete, the Executive Director of Human Resources will put forward a recommendation of finding, based on the Standard of Evidence, and sanctions to both the Complainant and Respondent. If the recommendation is accepted by both parties involved, the recommendation and sanctions will become effective. A final outcome letter will be submitted to the Complainant and Respondent that may include, but not be limited to, the following:

   a. Determination if the Respondent is responsible, not responsible, or if the decision is deemed inconclusive, or shared responsibility.
   b. Sanction, if appropriate.
   c. Monitoring of academic schedules or workplace schedule if needed.
   d. Short-term counseling services will be offered to each party.

2. If the Executive Director of Human Resources' recommendations are not accepted by either the Complainant or the Respondent, either or both parties may appeal to the Vice President of Administration & Fiscal Services. If the Executive Director of Human Resources recommends sanctions that they cannot impose (i.e., termination) the matter will automatically be forwarded to the President for consideration. The process for the appeal is outlined below:

   a. Each party shall have the right to meet with the President separately. Prior to the meeting with the President, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses.
   b. Written notice including the date, time, and location of the meeting will be sent to all parties.
   c. At the meeting with the President, each party shall have a right to speak and be questioned by the President and present any written evidence to the President.
   d. The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the President. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the President at least three (3) College business days prior to the hearing date. In this case, the College Attorney will also be present.
   e. The President will review the evidence provided by each party and shall consider the statements of the parties. The President's

determination will be based on the Standard of Evidence. Both parties have a right to a written notice of the President's decision.

If the President is named as a Respondent in the original Complaint, the Executive Director of Human Resources will inform the Chair of the Board of Trustees, who will assign another person to consider the appeal.

C. Sanctioning.

The following sanctions may be imposed for those who have violated these Procedures.

1. Students.

   a. Verbal or Written Warning
   b. Probation
   c. Administrative withdrawal from a course without refund
   d. Required Counseling
   e. No Contact Directive
   f. Suspension
   g. Expulsion (President must impose)
   h. Other consequences deemed appropriate

2. Employees.

   a. Verbal or Written Warning
   b. Performance Improvement Plan
   c. Required Counseling
   d. Required Training or Education
   e. Demotion (President may impose)
   f. Suspend with or without Pay (President must impose)
   g. Termination (President must impose)
   h. Other consequences deemed appropriate to the specific violation

Adopted:1-4-2024

I. PURPOSE AND SCOPE

The purpose of this procedure is to provide a comprehensive framework for preventing, addressing, and eradicating hazing incidents involving College students, faculty, and staff. This procedure applies to all individuals and organizations associated with the College, including but not limited to students, employees, volunteers, and affiliated organizations, both on and off campus.

II. DEFINITIONS

A. Hazing: Any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students at an institution of higher education. This includes but is not limited to:

1. Physical brutality or abuse
2. Forced or coerced consumption of any food, liquid, drug, or other substance
3. Forced or coerced physical activity
4. Sleep deprivation
5. Exclusion from social contact
6. Conduct that could result in extreme embarrassment or humiliation
7. Any activity that would unreasonably interfere with academic pursuits

B. Organization: Any association, corporation, order, society, corps, athletic team, club, fraternity, sorority, service, social or similar group, in which two or more enrolled students of the College are members, regardless of whether the organization is officially recognized by the College.

C. Student: Any person who is enrolled at the College, regardless of their age or student status (e.g., full-time, part-time, or online), or who has been accepted for admission or readmission to the college.

III. PROHIBITED CONDUCT

The College strictly prohibits hazing in any form. This includes but is not limited to any activity that:

1. Causes or is likely to cause bodily harm, serious mental or emotional harm, substantial emotional distress, or personal degradation or disgrace resulting in physical or mental harm to a student.

2. Interferes with a student's academic pursuits, including grades, academic assignments, or scheduled curricular activities.

3. Occurs on or off campus and involves the forced consumption of any food, liquid, drug, or other substance.

4. Involves sleep deprivation, excessive physical exertion, or exposure to the elements.

5. Requires a student to engage in any illegal activity or violate college policies or codes of conduct.

6. Creates a power imbalance between individuals or groups, or exploits a student's known physical, psychological, or social vulnerabilities.

7. Involves the use of social media, electronic communications, or other technology to facilitate hazing activities.

IV. REPORTING AND INVESTIGATION

A. Reporting Hazing Incidents

1. Mandatory Reporting: Any person who witnesses, experiences, or has knowledge of hazing activity must promptly report the incident to the appropriate College official. (See Section IX) Failure to report known hazing incidents may result in disciplinary action.

2. Reporting Methods: Reports may be made in person, by phone, via email, or through the college's online reporting system. Anonymous reports will be accepted and investigated to the extent possible.

3. Confidentiality: The College will protect the confidentiality of all parties involved to the extent possible, consistent with the need to conduct a thorough investigation and comply with applicable laws.

4. Amnesty: Students who report hazing incidents or who cooperate in hazing investigations may be granted amnesty for minor policy violations discovered during the course of the investigation, at the discretion of the Vice President of Academic Affairs.

5. Retaliation: Retaliation against any person who reports hazing or participates in an investigation is strictly prohibited and will result in disciplinary action.

B. Investigation of Hazing Allegations

1. Prompt and Thorough Investigation: The College will promptly investigate all reports of hazing in a fair, impartial, and thorough manner.

2. Investigation Process:

    a. Initial assessment of the report to determine appropriate interim measures and investigation scope.

    b. Interviews with the reporting party, alleged victims, witnesses, and accused individuals.

    c. Collection and review of relevant evidence, including documents, electronic communications, and physical evidence.

    d. Consultation with law enforcement or other authorities as needed.

    e. Preparation of an investigation report.

3. Timelines: Investigations will be completed within 30 calendar days of the initial report, unless extenuating circumstances require an extension. All involved parties will be promptly notified of any timeline extensions.

4. Interim Measures: The College will take appropriate interim measures to protect the safety and well-being of students during the investigation, which may include no-contact orders, temporary suspension of individuals or organizations, or changes in academic or living arrangements.

5. Standard of Evidence: The College will use a preponderance of evidence standard (more likely than not) in determining whether a violation of this procedure has occurred.

V. DISCIPLINARY ACTIONS AND SANCTIONS

A. Students found responsible for hazing will face disciplinary action up to and including suspension or expulsion from the College. Sanctions may include but are not limited to:

1. Disciplinary probation

2. Loss of privileges or college recognition

3. Mandatory educational programs or counseling

4. Community service

5. Suspension

6. Expulsion

7. Withholding or revocation of degree

B. Employees found responsible for hazing or for failing to report known hazing incidents will face disciplinary action up to and including termination of employment. Sanctions may include but are not limited to:

1. Written reprimand

2. Suspension without pay

3. Demotion

4. Termination of employment

C. Organizations found responsible for hazing may face sanctions including but not limited to:

1. Probation or suspension of organizational activities

2. Loss of college recognition or registration

3. Revocation of charter or affiliation agreements

4. Prohibition from hosting or participating in college-sponsored events

5. Loss of access to college facilities, funding, or other resources

6. Mandatory reorganization or leadership changes

7. Permanent dissolution of the organization

D. **Aggravating Factors**: The following factors may result in more severe sanctions:

1. Prior hazing violations

2. Multiple violations in a single incident

3. Use of force, violence, or weapons

4. Intentional or reckless disregard for health and safety

5. Retaliation against reporters or witnesses

6. Interference with the investigation process

E. Mitigating Factors: The following factors may be considered in determining appropriate sanctions:

1. Self-reporting of the violation

2. Acceptance of responsibility and demonstration of remorse

3. Cooperation with the investigation process

4. Implementation of corrective measures to prevent future violations

VI. PREVENTION AND EDUCATION

A. On a regular basis, the College will provide education and training on hazing prevention and the College's anti-hazing procedure to all students, faculty, and staff. The training may include:

1. Defining hazing and outlining prohibited conduct.

2. Explaining reporting procedures and the College's investigation and disciplinary processes.

3. Highlighting the negative physical and mental health consequences of hazing.

4. Promoting a culture of respect, inclusion, and student well-being.

5. Providing bystander intervention strategies.

6. Ethical leadership.

6. Discussing legal and disciplinary consequences of hazing.

7. Positive strategies for building group cohesion.

B. **New Student and Employee Orientation:** All new students and employees will receive information about this procedure and hazing prevention during their orientation programs.

C. **Student Organization Training:** All student organizations must complete annual anti-hazing training as a condition of maintaining college recognition or registration.

D. **Online Resources:** The College will maintain an online resource center with information about this procedure, reporting procedures, and a link to the College's Clery Act Annual Security Report.

E. **Hazing Transparency Report:** The College will publish on its public website, and update at least two times each year, a report that summarizes any incident concerning a student organization recognized by the College found to be in violation of this procedure. The report will include the following information:

1. The name of the student organization;

2. A general description of the violation that resulted in a finding that a violation of this policy occurred, including whether or not the violation involved the abuse or illegal use of alcohol or drugs;

3. Any sanctions imposed on the student organization; and

4. Related dates (the date of the alleged incident, the date of the initiation of the investigation, the date the investigation ended with a finding, and the date the institution provided notice to the organization of the finding).

The report will not include any personally identifiable student information.

VII. PREVENTIVE MEASURES AND EARLY INTERVENTION

A. Risk Assessment: The College will conduct periodic risk assessments to identify potential hazing risks within student organizations.

B. Early Warning System: The College will implement an early warning system to identify and address potential hazing risks, including:

1. Regular check-ins with student organization leaders and advisors

2. Anonymous tip lines for reporting concerns

C. Student Organizations must maintain detailed records of all new member activities, if any, and submit them for review upon request.

D. Advisor Training and Oversight:

1. All faculty and staff advisors to student organizations must complete specialized anti-hazing training.

2. Advisors are required to attend and monitor new member activities and report any concerns promptly.

VIII. RESOURCES AND SUPPORT SERVICES

A. Reporting and Information:
Kimberly Lassiter
Phone: (252)862-1302
Email: kclassiter@roanokechowan.edu
Online Reporting: Complaint Form

B. Campus Safety:
Tamara Allen – Campus Security
Emergency: 911
Non-Emergency: (252)862-1219

IX. LIMITATION OF LIABILITY

While the College is committed to preventing and addressing hazing, the College cannot guarantee that hazing incidents will not occur. The College's liability is limited to its good faith efforts to implement and enforce this procedure. Nothing in this procedure shall be construed as creating any additional rights or causes of action against the College beyond those provided by applicable law.

Adopted/Revised: 6.23.25

Legal Reference: The Stop Hazing Act, § 485(f)(7) of the Higher Education Act of 1965, 20 U.S.C. 1092; N.C.G.S. §§ 14-35, -38.

I. PURPOSE

The College is fully committed to providing a learning and working environment that is free from prohibited discrimination. The College prohibits discrimination in employment on the basis of known pregnancy, childbirth, or related medical conditions. Pregnant and nursing employees will be provided with accommodations as required by law.

II. DEFINITIONS

A. Qualified Employee. An employee seeking an accommodation through this policy who is:

1. an employee who meets the qualifications of a position desired or held and can perform the Essential Functions of the position, with or without an accommodation(s); or
2. an employee who cannot perform one or more Essential Functions of the position if the inability to perform the Essential Function(s) is temporary, the Essential Function(s) could be performed in the near future (for example, after the pregnancy and return to work), and the inability to perform the Essential Function(s) can be reasonably accommodated without an undue hardship on the operation of the College.

B. Essential Functions. The fundamental job duties of the position the employee with a known Limitation holds or desires to hold. The term Essential Functions does not include the marginal functions of the position.

C. Limitation. A physical or mental condition related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions that the employee or the employee's representative has communicated to the College. An employee may communicate any limitation orally, in writing, or by another effective means, to the appropriate supervisor or the Human Resources Department.

III. ACCOMMODATION FOR PREGNANT AND PARENTING EMPLOYEES

Qualified applicants and employees with known limitations will be provided reasonable accommodations, without unnecessary delay, unless the accommodation demonstrably would impose an undue hardship on the operation of the College.

A. Leave as a Reasonable Accommodation

Leave may be a reasonable and appropriate accommodation if requested or selected by the employee, or if it is the only reasonable accommodation that does not cause undue hardship on the College. Qualified employees may not be required to take leave, whether paid or unpaid, if another reasonable accommodation can be provided that does not result in an undue hardship for the College.

B. Break Time to Express Milk

For one year after the birth of an employee's child, the employee will be provided reasonable break times to express breast milk for the child each time the employee has need to express milk. The appropriate supervisor will designate a place in reasonable proximity to the employee's usual work area, other than a bathroom, that the employee may use to express milk. Any designated place must be functional as a space for expressing milk (e.g., is regularly cleaned, has electricity and appropriate searing, has a surface sufficient to place a breast pump, is in reasonable proximity to a sink, running water, and a refrigerator for storing milk, is shielded from view, and free from intrusion from others.

C. Employee Not Required to Accept Accommodations

An employee is not required to accept an accommodation. However, if an employee rejects a reasonable accommodation that is necessary for the employee to perform one or more of the position's essential functions, or to apply for the position, or if the employee rejects the proposed temporary suspension of an essential function(s), and, as a result of that rejection, cannot perform one or more essential function of the position, or cannot apply for the position, the employee will not be considered a "qualified employee."

IV. REQUESTING ACCOMMODATIONS

Any requests for accommodation, questions, or clarifications regarding this policy should be made to the Human Resources Department. The Human Resources Department will engage in the interactive process with the employee to determine if the employee is a Qualified Employee, to identify the Limitation, and determine whether any accommodation is needed due to the Limitation. If necessary, the Human Resources Department may request supporting documentation to assist in making any determination during the interactive process.

V. RETALIATION PROHIBITED

The College will not take any adverse action in terms, conditions, or privileges of employment against a qualified employee on account of the employee requesting or using a reasonable accommodation to the known limitations related to pregnancy, childbirth, or related medical conditions of the employee.

Adopted: 6.10.2025

Legal Reference: Consolidated Appropriations Act, P.L. 117-328, div. II - Pregnant Workers Fairness Act; Fair Labor Standards Act, as amended, 29 U.S.C. 201, *et seq.*; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106

Cross References:

The Board shall adopt a Continuing Education Internal Program Accountability Plan ("Plan"). At a minimum, the Plan shall include a class visitation plan in accordance with the State Board of Community Colleges Code and define a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes, and establish a framework for defining program quality and improvement procedures.

The Board shall review the Plan at least once every three years from the date of its adoption. The Plan, including amendments, shall be submitted to the Continuing Education Department at the System Office upon adoption.

Adopted: 6.25.2024
Legal Citation: 1D SBCCC 300.4(a)(1)-(4)

The College recognizes that some courses requested by the community, or which serve a special need, are not supported by state revenues and membership hours produced from the classes are not counted towards full-time equivalent calculations. When these circumstances exist, it may be necessary to offer certain classes on a self-supporting basis. Therefore, the College shall develop guidelines for appropriate self-supporting classes that meet the standards of the State Board of Community Colleges and the College's mission.

Adopted: 6.25.2024
Legal Citation: 1D SBCCC 200.3(2)(c); 1E SBCCC 600.1 – 600.4

The College shall provide customized training programs for businesses experiencing job growth, productivity enhancement needs, or creating technology investment to support the community and State's economic development. The College shall administer the training program with consultation and assistance from the North Carolina Community College System Office Economic Development staff.

Before a business or industry becomes qualified to receive assistance under the customized training program, the President of the North Carolina Community College System shall determine that:

A. The business is making an appreciable capital investment;

B. The business is deploying new technology;

C. The business or individual is creating jobs, expanding an existing workforce or enhancing the productivity and profitability of operations within the State; and

D. The skills of the workers will be enhanced by the assistance.

College employees may not engage in the regular management, supervision or operation of a business receiving assistance under this policy during the hours the employee is employed for the instructional or educational purposes of the College.

Adopted: 6.25.2024
Legal Citation: N.C.G.S. § 115D-5.1; 1D SBCCC 500.98

The College shall monitor the quality and viability of all its programs and services. Each curriculum program, each continuing education program area, including Basic Skills, occupational extension, and community service, and each service area will be reviewed at least every five (5) years to determine program strengths and weaknesses and to identify areas for program improvement. The program review process shall be consistent with the requirements of the regional accrediting agency.

The College shall publish its data on all performance measures annually in its electronic catalog or on the internet and in its printed catalog each time the catalog is reprinted.

Legal Reference: 1B SBCCC 400.3
Adopted: 6.25.2024

Offering relevant and updated curriculum courses and programs is critically important to the success of both the College and its students. For any curriculum not otherwise mandated by the North Carolina State Board of Community Colleges ("State Board") or by another controlling entity, as it becomes necessary to introduce new courses and programs, the following Procedures shall be followed.

A. Instructional employees directly involved in teaching a particular class or within a particular program shall assist in the development of new curricula and in the review of anticipated changes to existing curricula.

Each academic division shall hold annual meetings to review and make recommended changes in the curricula within that division. Instructional employees directly involved with instruction in the curriculum are responsible for preparing written course descriptions and outlines for each new or revised course offering as well as initial feasibility studies. The division is encouraged to make requests to the Dean for any new curriculum deemed useful to the College and its students.

B. The Vice President of Instruction and Student Services ("Vice President") shall act as the coordinator for curriculum development and shall work with Deans in conducting further feasibility studies, consulting with industry and business representatives concerning course content and length, as well as other activities necessary to develop a curriculum application.

C. After the Vice President has made an initial review, and after consultation with the Dean, the Vice President may submit the request to the College's Curriculum Advisory Committee ("Committee"), a group of College administrators and curriculum personnel appointed by the President. Upon review, the Committee shall present its recommendation to the Vice President. The Vice President shall determine if the requested change is substantive. If the requested change is minor (e.g., replacing a course in a program of study), the Vice President may make the necessary change. If the requested change is substantive, or if it involves a new program, the Vice President may present his/her recommendation to the President. Prior to making a recommendation to the President, the Vice President shall ensure that the State Board, all accreditation bodies, and the Board's policies are followed in the development of a curriculum proposal including providing notice to other community colleges.

D. The President shall examine the fiscal aspects of proposed curricula or changes in existing curricula and ascertain that the budgetary requirements are within the College's fiscal capabilities. All new curricula must be approved by the President before it is submitted to the Board.

E. The Vice President shall present the request to the Board or a Board committee regarding the nature of the request, the results of the feasibility study and any other pertinent information requested. The full Board must formally approve the request prior to submission to the North Carolina Community College System Office ("System Office").

F. If approved by the Board, the College will submit the request to the System Office and State Board for approval. The College may officially offer the curriculum for credit after it has received all necessary approvals from the System Office and State Board. The Vice President for Instruction and Student Services is responsible for all reporting to the System Office and State Board.

G. The continued operation of any curriculum at the College is dependent upon adequate state funds and a sufficient enrollment to make it financially feasible to continue. The College reserves the right to discontinue any program if sufficient funds are not available. In addition, the College shall terminate a curriculum program when there has been no enrollment for two years. The College may request a one-year extension of a curriculum program upon justification of the potential for employment opportunities and student enrollment. If the College plans on terminating a curriculum program, the President or designee shall inform the System Office President by submitting a termination notice. The System Office President shall have the program removed from the College's program approval list.

Adopted: 6.25.2024
Legal Citation: 1D SBCCC 400.6

1. PURPOSE:

The purpose of this section is to establish the procedures concerning student advisement.

2. PROCEDURE:

A. All full-time faculty will serve as advisors.

B. Advisor assignments are handled by Student Services as part of the admissions process. In one-person programs, the Program Coordinator is the advisor. In other programs, advisors are assigned alphabetically based on recommendation of the Program Coordinator and the Dean of the program.

C. Special Credit students are advised by Curriculum Registrar, until they decide to enter a curriculum. A curriculum advisor will then be assigned to the student.

D. The Director of Advising and the advising team will be assigned to all new students at the point of admissions for the first semester of enrollment. The Advising team will pre-register the student for the following semester. Once the student's second semester starts, the advising team will change the advisor assignment to a faculty advisor. This will be changed in Colleague, alerting the faculty advisor in Self–Service and Watermark. The advising team will also email the advisor and the advisee with the changes.

E. During early registration, advisors are available for at least five posted hours per week. Schedules should be planned to maximize availability of advisors and to ensure that a representative of each program is available for evening registration periods. During regular registration, advisors are to be available for all hours of daily registration. For evening registration, a representative for each program will be available. Throughout all registration periods, the student should meet with the assigned curriculum advisor. However, on the last day of regular registration, the Director of Advising and the advising team are authorized to act as curriculum advisors if the appropriate advisor/Dean of Curriculum is not accessible. The registration form will be utilized during this period and must have the appropriate Dean's signature before processing.

F. The advisor will maintain a counseling file. The counseling file may contain the following documents:

a.) Evaluation Report

b.) Curriculum Track Sheet

c.) Career Coach Assessment

d.) Placement test scores, where applicable

e.) Transfer credit evaluation form, where applicable

Adopted: 6.25.2024

When books and book-like media (i.e., audio visual materials, CD's, electronic resources and other learning resources of durable nature) ("Instructional Material") originally purchased from State or federal funds are no longer useful to the College, the College shall dispose of the Instructional Material as follows:

1. Destroying locally, through standard recycling methods or disposed of by the College through a local sale;

2. Disposing of through a profit-sharing arrangement with a company that resells and recycles Instructional Material;

3. Disposing of through donations to non-profit, tax-exempt organizations, (including the College's Foundations) or tax-supported agencies or institutions; or

4. Disposing of through a public bid sale by the State Surplus Property Agency.

The College shall maintain records and receipts of each sale for auditing purposes. The College shall use any receipts generated from the sale of surplus Instructional Material to purchase additional Instructional Material.

Adopted: 6.25.2024
Legal Citation: 1H SBCCC 400.2

As a SACSCOC requirement for membership, the College is required to comply with the current Substantive Change Policy for SACSCOC Accredited Institutions (the "Policy"). The College is required to notify SACSCOC of changes in accordance with the Policy and, when required, seek approval prior to the institution of changes.

I. Substantive Change Definition

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

1. Any change in the established mission or objectives of the institution;
2. Any change in legal status, form of control, or ownership of the institution;
3. The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated;
4. The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation;
5. A change from clock hours to credit hours;
6. A substantial increase in the number of clock or credit hours awarded for successful completion of a program;
7. The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program;
8. The establishment of a branch campus;
9. Closing a program, off-campus site, branch campus or institution;
10. Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution;
11. Acquiring another institution or a program or location of another institution;
12. Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution; and
13. Entering into a contract by which an entity not eligible for Title IV funding offers 25%, or more, of one or more of the accredited institution's programs.

In addition, the Policy lists additional substantive changes, both institutional and programmatic, that must be reported prior to implementation.

II. Reporting Substantive Changes

A. Institutional Substantive Changes

Any major change to the College's operations or structure should be assessed in relation to the Policy. Once a change has been identified and an anticipated date of implementation has been estimated, the President's Office and SACS Liaison will work together in submitting the requisite notice to SACSCOC, prior to implementation of the change.

B. Program Substantive Changes

Each semester, the SACS Liaison will meet with Program Managers and Department Chairs to identify any program changes that may meet the definition of "substantive change". Any changes that are in progress, planned for the future, or anticipated to be required at some later date will be identified.

Once a change has been identified and an anticipated date of implementation has been estimated, the SACS Liaison will work with the program involved, the Vice President of Instruction and Student Services, and the President's Office in order to submit the required notification to SACSCOC.

III. Dissemination of Substantive Change Policy

The College recognizes the importance of timely identifying potential substantive changes so that SACSCOC may be notified within the required time frames.

Each semester, the SACS Liaison will review the Policy, and this Procedure, with the President's Administrative Council and the Academic Affairs Committee.

IV. Cataloging Substantive Changes

The SACS Liaison will maintain an electronic and hard copy history of notifications sent to SACSCOC and responses from SACSCOC. Electronic copies will also be provided to departments or programs involved in the change.

The College will comply with the directives of the SACSCOC upon notification of submitted changes.

Adopted: 6.25.2024
Legal Reference: 1B SBCCC 400.1; SACSCOC Policy Statement (December 2016)

1. **PURPOSE:**

The purpose of this section is to establish the procedure for the annual selection of the College's nominees for the Excellence in Teaching Award and Staff Award. One nominee shall be selected for each award.

2. **PROCEDURE:**

Eligibility

A. All full-time curriculum faculty, including academic department heads, who have been employed as full-time curriculum faculty with the College for a minimum of three academic years are eligible nominees for the Excellence in Teaching Award. The only exception is previous state award winners. The eligible positions for this award are listed on the nomination form that is included as an addendum to this procedure. Each year, the Coordinator for Human Resources Services shall determine the eligible personnel based on length of service and previous state award winners.

B. All full-time and permanent part-time employees who have been employed as full-time or permanent part-time staff with the College for a minimum of three years are eligible for the Staff Award. The only exceptions are the President and previous state award winners. The eligible positions for this award are listed on the nomination form which is included as an addendum to this procedure. Each year, the Coordinator for Human Resources Services shall determine the eligible personnel based on length of service and previous state award winners.

Nomination Process

A. By March 1 each year, the President shall send a notice to all full-time and permanent part-time employees and the SGA president announcing that nominations are being accepted for the Excellence in Teaching and Staff Awards. The announcement, which also shall be posted on the College's Web site and Campus Cruiser, shall include the nomination form criteria for selection, eligible personnel for each award, and the deadline for submitting nominees.

B. Any full- or part-time employee and current and former students may nominate candidates for either award. No self-nominations shall be accepted, and the Faculty and Staff Associations shall not endorse any nominee.

C. Nominations are made by completing the appropriate nomination form. In addition to being included with the award announcement, the nomination forms shall be made available at various locations throughout the campus and on the College's Web site. Nomination forms should be returned to collection boxes that shall be placed at receptionist desks in the Jernigan Building and in the Student Services Office. Online nominations should be returned to the Institutional Researcher.

D. The Institutional Researcher is responsible for collecting the completed nomination forms and compiling a list of nominees for each award. Nominations shall then be submitted to the nominee's immediate supervisor, who is responsible for collecting data for the nomination packets.

E. For the Excellence in Teaching Award, the nomination packet consists of the Nomination Form, the Nominee Input Form, the Supervisor Input Form, a summary of student evaluations from the previous two semesters, and the most recent supervisory evaluation. For the Staff Award, the nomination packet consists of the Nomination Form, the Nominee Input Form, the Supervisor Input Form and the most recent supervisory evaluation with corresponding job description. The completed nomination packets will be reviewed by the appropriate division unit head and submitted to the Chair of the Selection Committee by a given deadline. The signed Checklist indicates the nominee's approval for release of supervisory and student evaluation data (faculty only.)

Selection Committee

When the list of nominees for each award has been compiled, a seven-member Selection Committee shall be appointed (excluding award nominees) as follows:

- Two faculty members shall be appointed by the Faculty Association
- Two staff members shall be appointed by the Staff Association

- One faculty member and one staff member shall be appointed by the Planning and Budget Committee.
- One community representative shall be appointed by the President.

Appointments for the Selection Committee shall be submitted to the President, who is responsible for notifying the committee members and coordinating the first committee meeting. The Selection Committee shall rate each candidate using the Excellence in Teaching and Staff Rating sheets.

By April 30 each year, the Selection Committee shall submit to the President the College nominee for the Excellence in Teaching Award and the nominee for the Staff Award. The President shall notify each of the final nominees and forward to them the packet of required information for submission to the North Carolina Community College System along with the submission deadline. Each nominee shall be responsible for completing the packet and submitting it to the President's Office at least five working days prior to the submission deadline. Following the selection, the two College nominees shall be announced at a faculty and staff meeting and at a meeting of the College Board of Trustees.

Admission to the College does not guarantee immediate acceptance to the curriculum program desired by the applicant. Admission to certain programs may have additional specific entrance requirements. Students may have to complete basic skills or developmental level courses before being accepted into their desired academic curriculum program.

The Director of Admissions administers all admissions requirements and enforces all College admission policies and procedures.

I. Curriculum Programs

A. Diploma and Degree Seeking Applicants

For curriculum diploma and degree seeking applicants, all applicants must:

1. Submit a completed application for admission.

2. Provide an official high school transcript or an official GED score from a regionally accredited institution. These transcripts must include the date the diploma was awarded, the type of diploma and have the institution's official seal. It must be mailed or electronically transferred from the issuing institution or agency. Current applicants who are high school seniors should submit a transcript showing work through the end of the first semester of the senior year. A final official transcript must then be submitted upon high school graduation, and before enrollment, to be fully accepted. Applicants who have completed an associate's degree or higher from a regionally accredited post-secondary institution may submit college transcripts with conferred degree awarded in lieu of high school transcripts.

3. Complete the College's placement test to determine if developmental courses are required before enrollment into college level math or English. If a student is placed into developmental English or math, these courses should be completed during the first two semesters of enrollment.

   Placement test minimum scores ("cut scores") are determined by the North Carolina Community Colleges Developmental English/Reading and Math Redesign committees and approved by the North Carolina Community College Board of Trustees. Cut scores are evaluated on an annual basis.

   Test scores are considered valid for a period of five (5) years. When more than five (5) years passes between the time of placement testing and enrollment in applicable course, the student should retest.

   Students may waive the placement testing requirements under the following conditions:

a. Documentation of acceptable SAT or ACT scores as established by College Administrators. SAT and ACT examinations must have been taken within the last three (3) years.

b. Results of NC-DAP placement tests taken at another North Carolina Community College System institution, which have been taken within the preceding five (5) years and meet the College's scores.

c. Documentation of Advanced Placement (AP) English or Math test while in high school and has earned a score of 3 or above

d. Transfer credit (grade "C" or better) received from a regionally accredited institution for college transferrable reading, math, and English courses. Development level courses may be considered for transfer credit if taken at a North Carolina Community College within the last three (3) years. The student must submit an official transcript to receive transfer credit and to officially waive the need for placement testing. A maximum of seventy-five percent (75%) of the total semester credit hours in any program will be accepted in transfer.

e. Enrollment as a non-degree seeking student taking courses with no prerequisite(s)

f. Documented unweighted high school GPA of 2.8 or higher; GED score of 165 on each section test; or HISET score of 15 on each subject tests with minimum of 4 on the essay.

4. Returning students who are eligible for readmission and who have not been enrolled at the College for two (2) academic semesters must submit a new admission's application and update residency classification prior to registration. The student is required to meet the curriculum requirements in effect at the time of readmission according to the current College catalog.

Students who have been placed on academic or disciplinary suspension must fulfill the terms of their suspension before being considered for readmission. Students on disciplinary suspension must also submit a letter to the Dean of Student Services requesting readmission.

The College reserves the right to deny readmission to a former student, including a student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements. All of the student's debts to the College must be paid in full before registering for courses.

B. Non-Degree Seeking Applicants

Non-degree seeking students are those students who enroll in one or more courses but do not desire to graduate from one of the established curricula. The student may register for any course which is open to all students and does not require a prerequisite. However, if a student plans to register for a course that requires a prerequisite course, the student must submit an official transcript from a regionally accredited institution showing completion of this requirement with a grade of "C" or better prior to registering. An applicant who plans to enroll in mathematics and/or English courses must satisfactorily complete the College placement test requirement. Students may not register for courses in a program that has a waiting list or restricted admission (such as nursing).

Non-degree seeking students are not eligible for financial aid or veterans benefits nor are they permitted to earn any degree, diploma or certificate awarded by the College.

II. Continuing Education Programs

For applicants seeking admission to a continuing education program, all applicants must complete the College's continuing education registration process and pay the applicable tuition and institutional fees.

III. Certificate Programs

For applicants seeking admission to a certificate program, all applicants must complete the College's certificate program registration process and pay the applicable tuition and institutional fees. Students who change from certificate programs to diploma or associate degree programs must complete the additional requirements for admission to those programs.

Adopted: 6.25.2024

I. Enrollment of High School Students (non-degree seeking)

The College provides seamless opportunities for high school students to get a head start with their college education by enrolling in eligible pathways through Career and College Promise ("CCP"). Enrollment in identified courses is available to students enrolled in public and private schools (including home schools) through articulation agreements between the school system and the College and approved by the North Carolina Community College System Office.

II. CCP Overview

CCP provides seamless dual enrollment educational opportunities for eligible North Carolina high school students to accelerate completion of college certificates, diplomas and associate degrees that lead to college transfer or provide entry-level job skills. The College offers the following CCP pathways aligned with the K-12 curriculum, career and college ready standards adopted by the State Board of Education:

A. College Transfer Pathway, leading to a college transfer certificate requiring the successful completion of at least thirty (30) semester hours of college transfer courses, including English and mathematics, except for the Associate Degree Nursing pathway;

B. Career and Technical Education Pathway, leading to a certificate or diploma aligned with one or more high school Tech Prep Career Clusters;

C. Career and Technical Education – Workforce Continuing Education, leading to a State or industry recognized credential; and

D. Cooperative Innovative High School Programs (CIHS) are located on college campuses (unless a waiver was provided) and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years. Examples include Early and Middle College High Schools.

Tuition is waived for CCP students; however, all CCP students taking classes on-site at the College or online though the College, except for those in Cooperative Innovative High School Programs, must purchase their own textbooks and supplies required for their classes. Transportation for high school students will not be provided by the College.

Admission Criteria and Program Requirements:

- The College will develop specific and uniform admission criteria and program requirements for CCP enrollment.
- These criteria and requirements will comply with State Board of Community College regulations.

III. Continuing Education Courses for Minors

A minor, age 16 or 17, may enroll in continuing education course sections subject to the following conditions:

A. Minors shall not displace adult students.

B. Minors shall pay the registration fees associated with the course section except for cases where they meet eligibility requirements for a fee waiver.

For minors that are also enrolled in a high school, the College shall not designate Continuing Education course sections to provide partial or full credit towards meeting high school graduation requirements. Further, the College shall not offer Continuing Education course sections that are specifically scheduled for high school students except those that are part of an approved Workforce Continuing Education Career and College Promise Pathway or those that are self-supporting course sections.

IV. Exclusive College Programs for Minors

Except as provided above, the College cannot offer enrollment options for students who are under the age of sixteen (16) unless they have earned a high school diploma.

Adopted: 6.25.2024

Legal Reference: N.C. Session Law 2011-145, § 7.1A(a)-(l); Article 15, Part 9, Chapter 115C of the N.C.G.S. – Cooperative Innovative High School Programs; 1D SBCCC 200.95; 1D SBCCC 400.11; 1D SBCCC 300.4

The College's Health Science Programs are designated as limited enrollment programs. Factors for admission include, but are not limited to: clinical space availability, instructor-to-student ratios specified by the applicable accrediting/approving agencies and/or other limited instructional resources. In addition, Health Science Programs may have additional student enrollment criteria including, but not limited to: 1) successful completion of required developmental courses; 2) minimum GPA requirements; 3) successful completion of clinical enrollment requirements (i.e., criminal and drug background checks); and 4) other content criteria.

Adopted: 6.25.2024

A. A full-time student is a student enrolled in any given semester with twelve (12) or more semester hours of credit. A part-time student is a student enrolled with fewer than twelve (12) semester hours of credit. A freshman is a student who has completed less than half the required credit hours of an associate degree program and a sophomore is a student who has completed more than half the required credit hours of an associate degree program.

B. Part-time students may enroll for individual curriculum courses. Credit earned by such students may be applied to a degree, diploma or certificate depending upon the level of such work.

C. Special credit students who do not wish to apply for a degree, diploma, or certificate program may enroll for individual curriculum courses upon completion of an application for admission only. Special credit students who later wish to enroll in a program of study must complete all admission requirements and declare a program of study. Credit earned as a special credit student may be applied to program requirements, if appropriate.

Adopted: 6.25.2024
Legal Reference: IG SBCCC 100.1

1. A student must complete the Religious Accommodation Form and turn it to his/her instructor(s) prior to the consensus date (10% point) for the class. A student who submits the Form after the census date must show good cause for the late submission and the late submission itself may be taken into account in determining whether the student has a religious practice or belief requiring accommodation and whether granting the request would create undue hardship.

2. The instructor and the student should discuss what a reasonable accommodation should include in all given cases. At a minimum, reasonable accommodations must provide that the student who is absent on days of examinations or class assignments due to a religious observance will have an opportunity to make up the work, without penalty, unless granting the make-up opportunity would create undue hardship.

3. If the instructor and student agree upon a reasonable accommodation, the accommodation is then documented and shall be implemented.

4. If the instructor denies the student request for a reasonable accommodation, or only agrees to provide an accommodation that is unsatisfactory to the student, the student and the instructor will meet with the Academic Dean. If the parties cannot reach a consensus, the student may file a written grievance directly to the Vice President for Instruction and Student Services ("Vice President") within five calendar days after the meeting with the Academic Dean. The Vice President shall meet with the student, instructor and Academic Dean and hear from all parties regarding the student's requested accommodations and make a written determination regarding the student's request. The student may appeal the Vice President's decision to the President without five (5) calendar days of receipt of the Vice President's written determination. The President will conduct an "on the record" review and, at the President's discretion, hear from the parties. The President will render a final decision. Where a timely request is made by the student but denied by the instructor, the grievance process shall be expedited as much as reasonably possible to ensure that a student pursuing a religious accommodation is not unduly disadvantaged by the passage of time.

5. Excused absences from classes or examinations for religious observances will not be counted against any mandatory attendance requirements, but they do not relieve students from responsibility for any part of the course work required during the period of absence. The instructor may appropriately respond if the student fails to satisfactorily complete any alternative assignment or examination.

Adopted: 6.25.2024

The College shall allow any enrolled student who is in the United States Armed Forces who has received temporary or permanent re-assignment as a result of military operations and a National Guard service member placed onto State active-duty status during an academic term to be given an excused absence for the period of time the student is on active duty.

A. The College shall provide the student the opportunity to make up any test or other work missed during the excused absence.

B. The College shall give the student the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.

C. The College shall give the student the option of receiving a temporary grade of "incomplete" or "absent from the final exam" for any course that the student was unable to complete as a result of being placed on State active duty status; however, the student must complete the course requirements within one (1) semester following their return from action service to avoid receiving a failing grade for the course.

D. The College shall permit the student to drop, with no penalty, any course that the student was unable to complete as a result of being placed on State active duty status.

Adopted: 6.25.2024
Legal Reference: 1B SBCCC 500.1

Attendance through the ten percent (10%) date of the semester is reported using the Ellucian Self-Service function. Faculty may begin entering their class attendance data after the drop/add period has ended. The Curriculum Registrar is responsible for setting the report due date and communicating that information to faculty each semester. The due date falls shortly after the ten percent (10%) date of the semester or course (if the course begins later in the semester).

A. Once you have accessed your account, click on the Faculty tab.

B. Click on the Attendance Tracking option under the Faculty menu.

C. Enter the Form Start Date (Form start date = first class meeting day).

D. Select the specific course to report attendance and click submit.

E. Faculty should enter an attendance type of "E" in the corresponding date column to reflect the first day of attendance for each student. Absences that occur after a student has entered the class should be documented by entering an "A" in the corresponding date column.

F. Students who have not attended by the census date of the course [ten percent (10%) period] should be reported as a "No Show" by clicking in the "No Show" box next to the students' names. (Course census dates are displayed on the top of the web form under the course name and meeting information.)

G. Submit the report by clicking the certified button under the Census tab. This report is subject to review by State Program Auditors; therefore, it must be accurate and submitted on time. Failure to report attendance correctly could result in significant costs to the student and the College. The Curriculum Registrar will work with the Department Chairs to ensure attendance reports are completed by the deadline.

Adopted: 6.25.2024

In certain circumstances, students may demonstrate readiness through other means. In such cases, prerequisites or co-requisites may be met or waived with appropriate approvals and/or permission of the Vice President of Instruction and Student Services ("Vice President"). Two routine ways in which prerequisite or co-requisite requirements are met are through: 1) credit by examination; or 2) evaluation of Joint Services Transcripts.

I. Credit by Examination

A student may petition the course instructor by written application for permission to seek course credit by examination. A maximum of 18 credit hours may be earned through proficiency examination. To obtain permission to take a credit by examination test, students should follow these steps:

A. Register for the course and pay the appropriate tuition and fees.

B. By the end of the drop/add period, the student must petition in writing to his/her instructor the request to take the proficiency exam. Approval must be granted from the instructor and the department chairperson.

C. The Program Coordinator will arrange a time for the test to be given no later than the census date (10% of the course).

D. If the student passes the proficiency exam, with a C or higher a grade of "CE" is assigned, and the student will no longer be required to attend class. If the student does not pass the proficiency exam, the student must complete the course with a passing grade to earn credit.

Credit hours will be recorded in the Total Hours Earned and will count towards hours for graduation; however, there will be no Quality Points assigned, the grade will not affect the student's GPA and Financial Aid or Veteran's Benefits shall pay for courses in which a grade of "CE" is earned.

II. Joint Services Transcript Evaluation

Joint Services Transcript ("JST") is an academically accepted document approved by the American Council on Education ("ACE") to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations. When the College receives an official copy of a JST, the Registrar will review and apply appropriate course credit. The Vice President will be consulted if there is need for further discussion regarding proposed course credit.

Adopted: 6.25.2024

The College recognizes that students may request work-based learning course credit for prior learning using apprenticeships, state or industry recognized credentials/continuing education to curriculum credit, courses listed in high school to community college articulation agreements, military education and training, standardized examinations, challenge examinations, portfolio assessments, and public safety training prefix courses consistent with College policy and State Board of Community College code 1D SBCCC 800.2.

To ensure optimum management and student opportunities, students must follow the below procedures to request a prior learning assessment ("PLA"):

A. The student must be admitted as a full-time or part-time student at the College and meet all requirements for the program in which course credit for prior learning is being sought.

B. The student must apply to the College for prior learning through the Curriculum Registrar and provide any documentation that supports their application.

C. The Curriculum Registrar will be the point of contact for all questions concerning PLA.

D. Students are referred to an instructor in the area of the student's interest to recommend evaluations necessary to determine the student's level of expertise in the course(s).

E. An instructor will evaluate the student's knowledge, skills, and experience in the program field to determine if the student should be considered for PLA credit.

F. Upon completion of evaluations, the student will be informed of recommendations for award of credit or course work needed.

G. All documentation of the PLA process, including evaluation results, must be maintained in the student's file by the Curriculum Registrar and other College officials as necessary.

Academic departments determine the specific procedures they utilize to grant course credit, course waivers, or prerequisite overrides and determine the scores or outcomes required for such consideration.

Students who wish to receive credit for prior learning must consult with the head of the Academic Dean that offers courses in that area or a designee of the Office of the Vice President of Instruction and Student Services. Such requests will be evaluated on a case-by-case basis.

Adopted: 6.25.2024

PURPOSE:

The purpose of this section is to provide procedures for the preparation of the graduation ceremony.

PROCEDURE:

Preparations for the graduation ceremony are made in the following manner:

The Curriculum Registrar is responsible for:

A. Requisitioning degrees, diplomas, certificates, chairs and ribbons for seating, flowers for stage, and programs.

B. Sending letters to prospective curricular graduates notifying them of the time, place, and when to purchase their caps, and gowns.

C. Having all degrees, diplomas, and certificates properly arranged on stage and lining up the graduation participants prior to the ceremony.

D. Identifying ushers and marshals who will assist with the graduation ceremony.

E. Requesting the posting of all pertinent graduation information on the College's website to keep students and college employees abreast of the graduation exercises.

F. Forwarding all pertinent graduation information to the Business Office and Library staff for the handling of posting financial clearance and payment of graduation fees.

G. Working with a graduation vendor to coordinate ordering of academic regalia and other memorabilia for prospective graduates.

The President is responsible for:

A. Securing a keynote speaker; sending invitations to special guests; signing degrees, diplomas, and certificates; and having these signed by the Chair of the Board of Trustees.

B. Appointing a committee that will be responsible for coordinating a graduation luncheon for the graduates.

C. Selection of the date, time, and location of the ceremony.

D. Securing and presenting a gift to the keynote speaker.

The Director of Marketing & Recruitment is responsible for:

A. Publicizing activities related to graduation.

B. Taking pictures of the graduation exercises.

The Print Shop is responsible for:

A. Printing the graduation programs.

(Revised: 10-31-88; 2-10-03, 5-28-24) Approved: 2-15-03; 6.25.2024

PURPOSE:

The purpose of this section is to establish procedures for participation in graduation by Roanoke-Chowan Community College curriculum students.

PROCEDURE:

A. The Registrar will inform all curricular program coordinators of the procedures for participation in graduation by degree, diploma, and certificate students on or before midterm of the fall semester.

B. Students who successfully complete all requirements for their specific curriculum are eligible to participate in Roanoke-Chowan Community College's graduation exercises. In order to participate in graduation exercises, a student must:

1. Complete all required courses and credit hours with a minimum 2.0 GPA. Transfer students must complete a minimum of 25 percent of credit hours required for a degree, diploma, or certificate in residence at Roanoke-Chowan Community College.
2. File an application for graduation in the Registrar's Office for each award applicant is completing.
3. Pay a graduation fee.
4. Attend graduation rehearsal.

The Registrar will send notification to all curricular graduates and inform them of the following:

A. Date and time of graduation
B. Amount of graduation fee
C. Deadline for ordering caps and gowns

A final letter containing pertinent information for curricular graduates will be prepared

and sent by the Registrar no later than two weeks prior to graduation. The letter will include the following:

A. Date and time of graduation
B. Date and time graduates must be on campus for graduation rehearsal
C. Proper care of caps and gowns
D. Dress to be worn under gowns
E. Reminder that all college materials and/or financial obligations must be met prior to graduation

All candidates must be present for rehearsal. The following procedures will be emphasized at rehearsal:

A. Positioning of students in line-up
B. Marching in and out
C. Entering and leaving the stage
D. Accepting degrees, diplomas, and certificates
E. Positioning and turning tassels

Students who fail to attend graduation rehearsal or who arrive after actual graduation exercises have begun may not be allowed to participate in the exercises. The graduation fee includes one(1) unofficial transcript, the actual award and the diploma cover. Academic Regalia consisting of the cap, gown, and tassel, must be purchased in addition to the graduation fee. In the event of inclement weather the commencement ceremony will be held indoors and a limited number of tickets will be issued to each graduate based on the number of graduates participating in the ceremony.

C. Issuance of Awards

1. R-CCC holds an annual graduation ceremony at the conclusion of the spring semester.
2. Degrees, certificates, and diplomas will be ordered for all eligible students.

3. Awards will be issued only once a year and can be picked up the Monday following the graduation ceremony.
4. Students who are within one (1) course or four (4) credit hours of meeting graduation requirements for their program of study and intend to complete those requirements by the following summer may be allowed to participate in the spring graduation ceremony, with approval by the appropriate dean.
    a. Students must submit their request for exception no later than midterm of the spring semester they intend to participate in commencement.
    b. Students will indicate their understanding that completion of coursework is required to receive their respective credentials.

(**Revised:** 05-12-97; 04-22-02;02-24-03, 5-28/24) **Approved** 03-07-03

PURPOSE:

The purpose of this section is to establish procedures for participation in graduation by High School Equivalency Diploma students.

PROCEDURE:

The College & Career Readiness Director shall contact all literacy instructors employed by Roanoke-Chowan Community College and inform them of the procedures for participation in graduation. Students who successfully complete High School Equivalency Diploma requirements ten working days before the graduation date are eligible to participate in the College's graduation exercises. The Con-Ed Registrar will mail letters to all High School Equivalency Diploma eligible graduates to inform them of the following:

- Date, time, and place of graduation
- Process for ordering academic regalia
- Amount of graduation fee, if required
- Deadline for ordering caps and gowns

A letter containing the following information for High School Equivalency Diploma graduates will be prepared by the Con-Ed registrar to be distributed with graduation apparel:

- Date, time, and place of graduation
- Time graduates must be on campus for graduation rehearsal and the graduation ceremony

- Proper care of caps and gowns
- Dress to be worn under gowns
- Reminder that all college materials must be returned and/or financial obligations must be met prior to graduation
- Information on curricular schedule

All candidates must be present for rehearsal. The following procedures are emphasized at rehearsal:

- Positioning of students in line
- Marching in and out
- Entering and leaving the stage
- Accepting diploma cover
- Positioning and turning tassels

Students not present for graduation rehearsal will not be allowed to participate in the ceremony. All graduating High School Equivalency students will pay a graduation fee as set forth in Board of Trustees.

(**Adopted:** 07-03-84) (**Revised**: 10-09-84; 07-31-89; 04-27-92; 05-12-97; 09-29-97; 09-19-01, 5-28-24)

I. OVERVIEW

The Vice President of Instruction and Student Services ("Vice President") is responsible for implementing student discipline procedures for academic dishonesty. The College is committed to providing an excellent educational experience for all students. Academic integrity is an essential component to this level of education. The academic penalty for academic-related violations should be clearly stated by the instructor in each course syllabus and review at the beginning of the first-class meeting.

These procedures only apply to academic-related violations, outlined herein and defined in Policy 6.3.2 – Standards of Student Conduct. For non-academic violations, see Administrative Procedures 6.3.2.2.

II. SANCTIONS FOR VIOLATIONS

The following sanctions may be imposed for academic violations:

A. Re-complete the assignment;

B. Additional course work;

C. Loss of credit for the assignment; or

D. Loss of credit for the class.

III. INSTRUCTOR'S INVESTIGATION AND DETERMINATION

A. INSTRUCTOR'S INVESTIGATION

An instructor suspecting an incident of an academic-related violation shall follow these steps to address the concern:

1. The instructor suspecting the alleged violation shall first present concerns to the student and provide an opportunity for the student to explain or refute the concerns.

2. The student will be allowed to comment on the evidence or to present evidence to clarify the issue in question.

3. Based on the evidence presented and the student's comments, the instructor shall determine whether or not an academic-violation has occurred. This determination will result in one of the following findings:
   a. An academic-related violation did not take place and the issue is resolved.

b. An act of academic dishonesty did occur in the instructor's opinion.

B. INSTRUCTOR'S DETERMINATION

The instructor will communicate his/her findings via email to the student's official College email address within five (5) business days of the initial meeting with the student. If an email address is not available, the instructor shall send his/her written findings to the student's mailing address on record with the College. The findings must contain, with specificity, the evidence supporting the instructor's determination. The instructor shall also inform the student of the imposed academic sanctions. The sanction will remain in place unless modified or overturned on appeal.

IV. APPEAL PROCEDURES

A. APPEAL TO THE VICE PRESIDENT

1. A student who disagrees with the instructor's decision may appeal to the Vice President. This appeal must be submitted in writing within three (3) business days of receipt of the instructor's decision and describe, with specificity, why the student believes the instructor's findings to be in error.

2. The Vice President will conduct an "on the record review" examining the instructor's written findings and student's written appeal. The Vice President may require the student, the instructor and any other necessary party to provide additional documents as needed, including written statements, or provide written clarification to submitted documents.

3. After considering the evidence presented, the Vice President will affirm, modify or overturn the instructor's decision.

4. The Vice President will inform the student via the student's official College email address of the decision within ten (10) business days of the receipt of the student's appeal. If an email address is not available, the instructor shall send his/her written findings to the student's mailing address on record with the College.

5. The Vice President's decision is final.

Adopted: 6.25.2024

I. OVERVIEW

The Vice President of Instruction and Student Services ("Vice President") is responsible for implementing these Procedures.

These Procedures apply to non-academic violations defined in Policy 5.3.2 – Student Code of Conduct. For academic-related violations, see Procedure 5.3.2.1 – Discipline and Appeal for Academic Violations. For issues regarding sexual harassment and sexual violence, see Procedure 5.3.4.1 – Sexual Harassment and Sexual Violence and for issues related to other forms of unlawful discrimination, see Procedure 5.3.4.2 – Unlawful Discrimination.

II. SANCTIONS FOR VIOLATIONS

The following sanctions may be imposed for non-academic violations:

A. Reprimand. A reprimand is written communication which gives official notice to the student that any further disciplinary offense will carry heavier penalties because of this prior infraction.

B. Disciplinary Probation. Disciplinary probation results in loss of good standing and becomes a matter of record. While on disciplinary probation, the student will not be eligible for initiation into any local or national organization and shall not receive any College award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any College or student organization, publication or activity. This sanction prohibits the student from officially representing the College or participating in any extracurricular activities including intramural competitions. Disciplinary probation will be in effect for not less than two (2) semesters including the current semester. Any further disciplinary offenses while under disciplinary probation will result in the student's immediate suspension.

C. Restitution. Restitution is paying for damaging, misusing, destroying or losing property belonging to the College, College employees or students. Restitution may take the form of financial payment or appropriate service to repair or otherwise compensate for such damages.

D. Withholding Academic Records and/or the Right to Register. Withholding transcripts, diplomas or the right to register or participate in graduation ceremonies is imposed when a student's financial obligations are not met or the student has a disciplinary case pending final disposition.

E. Temporary Suspension. Temporary suspension is the exclusion from all College property and all College activities pending the resolution of a disciplinary proceeding.

F. Disciplinary Suspension. Discipline suspension is the exclusion from all College property and all College activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than disciplinary probation. A student under disciplinary suspension must receive specific written permission from the Vice President before returning to campus. Disciplinary suspension appears on the student's academic transcript.

G. Expulsion. Expulsion is dismissing from the College. The student may be readmitted to the College only with the approval of the President. Expulsion appears on the student's academic transcript.

H. Group Probation. Group probation is given to a College club or other organized student group for a specified period of time. If group violations are repeated during the term of probation, the charter may be revoked or activities restricted.

I. Group Restriction. Group restriction is removing College recognition during the semester which the offense occurred, or for a longer period (usually not more than one other semester). While under restriction, the group may not seek to add members, hold or sponsor events in the College community or engage in other activities as specified.

J. Group Charter Revocation. Revocation is the removal of College recognition for a group, club, society or other organization for a minimum of two (2) years. Re-charter after that time must be approved by the President.

In addition to the above stated sanctions, the College may require counseling. The student may be required to attend one or more counseling sessions with a licensed professional counselor. The student may be required to complete counseling before returning to the College after a period of suspension or expulsion. The student must provide written documentation from the licensed professional that the requirement has been met. Additionally, if required by the Vice President, the student must also provide a statement from the licensed professional that the student is able to return to class based on his/her professional judgment. The student may be referred to the College's licensed professional counselor at no charge or elect to use his/her own licensed professional counselor and bear the cost.

III. IMMEDIATE REMOVAL FROM CAMPUS

If an act of misconduct threatens the health, safety or well-being of any member of the academic community and/or seriously disrupts the function and good order of the College, an instructor will immediately notify any College Vice President or Dean who will immediately meet with the student and direct the student to cease and desist such conduct and advise the student that failing to cease and desist will result in an immediate removal from campus. If the student(s) fails to cease and desist, or if the behavior is such that the

student(s) needs to immediately be removed from campus, the College Vice President or Dean may then immediately have the student(s) removed from campus.

The College Vice President or Dean invoking the removal shall notify the Vice President in writing of the student involved and the nature of the infraction as soon as possible but no more than one (1) working day following the incident. Upon receipt of the College Vice President or Dean's written notice, the Vice President shall meet with the student as soon as possible to allow the student to present his/her side. If, in the Vice President's opinion, the student behavior threatens the health, safety and well-being of the College community, the Vice President shall place the student on temporary suspension pending the outcome of the disciplinary matter. Temporary suspension may be imposed only: (a) to ensure the safety and well-being of members of the College; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a direct threat of disruption or interference with the normal operations of the College.

IV. DISCIPLINARY PROCEDURES

In order to provide an orderly system for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

A. Incident Report

Any College employee or student may file written charges with the Vice President against any student or student organization for violations of the Student Code of Conduct. The individual(s) making the charge must complete and submit an Incident Report within five (5) business days of the incident given rise to the alleged violation.

B. Investigation and Determination

The Vice President shall conduct an investigation into the charges and allegations. Within ten (10) business days after receipt of the incident report, the Vice President shall complete his/her investigation of the charges and shall meet with the student (or student representative(s) on behalf of a student organization), present the results of the investigation and provided the student (or student representative(s)) with an opportunity to present his/her side. After discussing the alleged infraction with the student, the Vice President may act as follows:

1. Drop the charges;

2. Impose a sanction; or

3. Refer the student(s) to a College office or community agency for services.

All disciplinary actions should be progressive in nature and should take into account the totality of the situation; however, depending on the severity of the infraction, even first-time offenses could result in suspension or expulsion.

C. Notification

The Vice President shall provide the student with his/her written decision and instructions governing the appeal process. Such notice shall be given in person or sent to the student's College email address or mailing address of record.

VI. DISCIPLINARY APPEAL PROCEDURE

A. Appeal to the Disciplinary Review Committee

A student who disagrees with the Vice President's decision may request an appeal before the Disciplinary Review Committee ("Committee"). This request must be submitted in writing to the Vice President within three (3) working days after receipt of the Vice President's decision. The Vice President shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student(s) against whom the charge has been filed, and the relevant facts revealed by the Vice President's investigation. The Vice President's decision shall not be tolled pending appeal.

1. Committee Composition

   Membership of the Disciplinary Review Committee shall be composed of the following:

   a. Three faculty/staff members appointed by the President.
   b. Three student members appointed by the Student Government Association and approved by the President.
   c. One administrator appointed by the President to serve as Committee Chairperson who will vote only in case of a tie.
   d. At least two faculty/staff members and two students plus the Chairperson must be present in order for the Committee to conduct business.
   e. Committee members will serve one (1) year from the beginning of fall semester through summer semester with replacements appointed by the President or SGA if necessary.

2. Committee Hearing Procedures

   a. Pre-Hearing Procedural Responsibilities of the Vice President – The Committee must meet within ten (10) working days of receipt of the student's request for a hearing. At least five (5) working days prior to the date set for the hearing, the Vice President shall send notification to the student(s) with the following information:

      i. A restatement of the charge or charges.
      ii. The time and place of the hearing.
      iii. A statement of the students' basic procedural rights.

iv. A list of witnesses that the Vice President or designee plans to present.
v. The names of the Committee members.

At least two (2) days prior to the hearing, the student(s) will provide the Vice President with a witness list and whether or not the student will be represented by legal counsel. Failure to notify the Vice President regarding legal counsel could result in the hearing being continued until such time that the College can have its legal counsel present. Should the College's legal counsel attend, he/she shall serve as the procedural officer for the hearing.

b. The following due process rights shall apply to the Committee hearing:

i. The right to counsel. The role of the person acting as counsel is solely to advise the student(s). The counsel shall not address the Committee.
ii. The right to produce witnesses on one's behalf.
iii. The right to request, in writing, the President to disqualify any member of the Committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved the President.
iv. The right to present evidence.
v. The right to know the identity of the person(s) bringing the charge(s).
vi. The right to hear witnesses on behalf of the person(s) bringing the charge(s).
vii. The right to testify or to refuse to testify without such refusal being detrimental to the student.

c. The following hearing procedures shall apply:

i. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:

- The student(s)
- Counsel(s)
- Committee Members
- Vice President, or designee

ii. Witnesses shall only be present in the hearing room when giving their testimony.

iii. The Vice President, or designee, shall present evidence and witnesses to support his/her decision. Committee members may ask questions to the witnesses.

iv. The student(s) will then have an opportunity to present evidence and witnesses. Committee members may ask questions to the witnesses.

v. Each side will have an opportunity to make a short, closing argument. The hearing will be audio recorded. Recordings will become the College's property and access to the recordings will be determined by the Committee Chairperson. All recordings will be filed in the office of the Vice President. The Chairperson shall establish the record at the close of evidence.

vi. Upon completion of a hearing, the Committee shall meet in closed session to affirm, reverse or modify the Vice President's decision.

vii. Committee decisions shall be made by majority vote.

viii. Within two (2) working days after the hearing, the Chair shall notify the student(s) and Vice President, in writing, with the Committee's decision.

B. Appeal to the President

If the Vice President or student disagrees with the Committee's decision, either may request an appeal to the President. This request must be submitted in writing to the President within three (3) working days after receipt of the Committee's decision.

The President will conduct an "on the record review" of the record presented to the Committee. The President shall provide a written decision to the student and Vice President within ten (10) business days from receipt of the student's appeal.

V. Student Voluntary Withdrawal

If a student is accused of violating the Student Code of Conduct and voluntarily withdrawals prior to the conclusion of the disciplinary matter without the consent of the Vice President, the student will not be allowed to re-enroll to the College unless reasonable re-entry restrictions, as determined by the President, are satisfied. For students who withdrew prior to a determination regarding alleged misconduct that threatened the health, safety or well-being of any member of the academic community and/or seriously disrupted the function and good order of the College, in addition to other reasonable re-entry restrictions, the student must provide proof from a psychiatrist or licensed psychologist, at the student's expense, that the student no longer poses a direct threat.

Adopted: 6.25.2024

The College strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to College policy, the College prohibits discrimination in its education programs and activities based on sex.

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Under Title IX, discrimination on the basis of sex includes *quid pro quo* harassment; sexual harassment; and sexual assault, stalking, dating or domestic violence (collectively referred to as "sexual harassment"). The College's Title IX Coordinator has oversight responsibility for handling sexual harassment complaints and for identifying and addressing any patterns and/or systemic problems involving sexual discrimination or harassment.

All allegations involving sexual harassment should be directed to the College's Title IX Coordinator and addressed under these procedures. For other complaints of discrimination and harassment not related to sexual harassment, refer to Discrimination and Harassment Procedure 3.3.7.2/5.3.4.2.

I. DEFINITIONS

The following definitions shall apply to this procedure. The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a person's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

A. **Complainant** – an individual who is alleged to have been subjected to conduct that could constitute Sexual Harassment, as defined in these Procedures, and who was participating or attempting to participate in the College's education program or activity at the time of the alleged Sexual Harassment.

B. **Confidential Employees** – 1) employees with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and mental health counselors; 2) employees whom the College has specifically designated as Confidential Employees for purposes of providing support and resources to a Complainant; and 3) employees conducting human subjects research as part of a study approved by the College's Institutional Review Board.

C. **Consent** – knowing, voluntary, and clean permission by word or action to engage in sexual activity. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocation can establish consent. Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Consent has not been obtained in situations where the individual: i) is forced, coerced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.

D. **Dating Violence** – violence on the basis of sex committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. For purposes of this definition, Dating Violence includes but is not limited to sexual or physical abuse or the threat of such abuse.

E. **Domestic Violence** – violence on the basis of sex committed by a current or former spouse or intimate partner of the Complainant; by a person with whom the Complainant shares a child in common; by a person with whom the Complainant cohabitates or has cohabitated as a spouse or intimate partner; by a person similarly situated to a spouse of the Complainant under the domestic violence laws of the State; or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic violence laws of the State.

F. **Education Program or Activity** – for purposes of these Procedures, this means any locations, events, or circumstances in which the College exercises substantial control over both the Respondent(s) and the context in which the alleged sexual harassment occurs. It also means any building owned or controlled by a student organization that is officially recognized by the College.

G. **Formal Complaint** – a verbal or written report alleging sexual harassment against a Respondent that objectively can be understood as a request for the College to investigate the allegation(s) and make a policy violation determination. A Formal Complaint initiates a formal grievance process in which parties are entitled to due process protections. A Formal Complaint is separate and distinct from a Report, which provides only notice to the College of an allegation or concern about sexual harassment and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures.

H. **Informal Resolution** – a resolution reached regarding an allegation of sexual harassment without going through the entire formal grievance process. Informal Resolution may include mediation, facilitated dialogue, conflict coaching, restorative justice, or other models of alternative dispute resolution. Informal Resolution cannot be used for a student's allegation of sexual harassment against a College employee.

I. **Report** – notice to the College of an allegation or concern about sexual harassment that provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. When the College receives a Report of alleged

sexual harassment, the College is deemed to have knowledge of conduct that reasonably may constitute sexual harassment.

J. **Respondent** – an individual who has been reported to engage in conduct that could constitute Sexual Harassment.

K. **Retaliation** – to intimidate, threaten, coerce, or discriminate against any person by the College, a student, employee, or a person authorized by the College to provide aid, benefit, or service under the College's education program or activity, for the purpose of interfering with any right or privilege secured by law or policy, or because the person has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.

The exercise of rights protected by the First Amendment does not constitute retaliation. It is also not retaliation for the College to pursue Policy violations against those who make materially false statements in bad faith in the course of a resolution under these Procedures.

L. **Sexual Assault** – an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system.

M. **Sexual Harassment** – a form of sex discrimination that means harassment on the basis of sex. Sexual Harassment includes hostile environment harassment; *quid pro quo* harassment; or any instance of sexual assault, dating violence, domestic violence, or stalking.

Hostile environment harassment is unwelcome sex-based conduct, which based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity.

Hostile environment harassment is a fact-specific inquiry that includes consideration of the degree to which the conduct affected the Complainant's ability to access the College's education program or activity; the type, frequency, and duration of the conduct; the parties' ages, roles, previous interactions, and other factors that may be relevant; the location of the conduct and the context in which the conduct occurred; and any other sexual harassment in the College's education program or activity.

Quid pro quo harassment is when a College employee or agent who provides an aid, benefit, or service under the College's education program or activity and explicitly or impliedly conditions the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct.

N. **Stalking** – engaging in a course of conduct on the basis of sex, directed at the Complainant, which would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

For purposes of this definition, "course of conduct" means two or more acts, including but not limited to acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

O. **Standard of Evidence** – the College uses preponderance of the evidence as the standard for proof of whether a violation of this policy has occurred. In the student due process hearing and employee grievance process, legal terms like "guilt", "innocence" and "burden of proof" are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the Respondent either "responsible" or "not responsible" for violating these Procedures.

P. **Supportive Measures** – individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party that are offered to restore or preserve educational access, protect safety, or deter sexual harassment. Examples of support measures are referral to counseling, medical, or other healthcare services; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; leaves of absences; increased security and monitoring of certain areas of the College; and other similar measures.

Q. **Title IX Coordinator** – for purposes of these Procedures, the Title IX Coordinator refers to Danielle Ruffin, Dean of Student Services. The Title IX Coordinator's office is in Student Services Building Room111F. The phone number is 252-862-1267 and the email is dpruffin4929@roanokechowan.edu.

II. SCOPE AND APPLICABILITY

A. These Procedures apply to the conduct of and protect:

1. College students and applicants for admission into the College;

2. College employees and applicants for employment;

3. College student organizations; and

4. Third parties participating or attempting to participate in a College education program or activity.

B. These Procedures apply to conduct that occurs in any College Education Program or Activity or under circumstances where the College has disciplinary authority and of which the College has knowledge.

C. When a party is participating in a dual enrollment program, the College will coordinate with the party's school district to determine jurisdiction and coordinate providing supportive measures based on the allegations and identities of the parties.

III. REPORTING

A. Reporting to Local Law Enforcement

Individuals may report sexual harassment directly to local law enforcement agencies by dialing 911. Individuals who make a criminal allegation may also choose to pursue the College's grievance procedure simultaneously. A criminal investigation into the matter does not release the College from its obligation to conduct its own investigation (nor is a criminal investigation determinative of whether sexual harassment has occurred). However, the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the College must make available supportive measures when necessary to protect the parties and/or the College community.

Individuals may choose not to report alleged sexual harassment to law enforcement authorities. The College respects and supports individuals' decisions regarding reporting; nevertheless, the College may notify appropriate law enforcement authorities if legally required or warranted by the nature of the allegations.

B. Reporting to College Officials

The College's Title IX Coordinator oversees compliance with these Procedures and Title IX regulations. Questions about these Procedures should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to sexual harassment may do so by reporting the concern to the College's Title IX Coordinator in person, by mail, by telephone, by email, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report of alleged sexual harassment.

C. Employees' Mandatory Reporting

All College employees, including student-employees, other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected sexual harassment to appropriate officials immediately. Failure of a Mandated Reporter to report an incident of sexual harassment of which they become aware is a violation of College Policy and may subject the employee to disciplinary action.

D. Confidential Employees' Reporting

Confidential Employees designated by the College are not required to report actual or suspected sexual harassment. Confidential Employees must, however, provide a Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency unless otherwise required by law.

E. External Contact Information

Concerns about the College's application of these Procedures and compliance with certain federal civil rights laws may be addressed to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Email: OCR@ed.gov
Phone: (202) 453-6012

Equal Employment Opportunity Commission (EEOC)
131 M Street, NE
Washington, D.C. 20507
Email: info@eeoc.gov
Phone: 1-800-669-4000

IV. GRIEVANCE PROCEDURES

A. Scope

1. Use of these grievance procedures applies to reports alleging sexual harassment carried out by employees, students, or third parties.

2. All reports of sexual harassment are taken seriously. At the same time, those accused of sexual harassment are presumed "not responsible" throughout this grievance procedure.

B. Initial College Response and Assessment

1. After receiving a report of sexual harassment, the Title IX Coordinator takes prompt and appropriate steps to:

    a. Communicate with the individual who reported the alleged conduct;

    b. Offer and implement supportive measures to eliminate and prevent the recurrence of sex harassment, deter retaliation, remedy the effects of sex harassment, and provide due process rights during a College investigation;

c. Provide the individual with a copy of this Policy and Procedure; and

d. Determine whether the alleged conduct, as described by the reporting party, falls within the scope of this policy and if so, initiate the investigation and resolution procedures outlined below.

e. The Title IX Coordinator may delegate the authority to take some or all of these steps to a Deputy Title IX Coordinator.

2. Supportive Measures

a. Any Party may seek modification or reversal of the College's decision to provide, deny, modify, or terminate supportive measures applicable to the Party. A request to do so should be made in writing to the Title IX Coordinator.

b. An impartial employee who has authority to modify or reverse the decision will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the definition of supportive measures as defined in this Procedure.

c. The College will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances materially change.

3. There is no time limitation on providing a Formal Complaint to the Title IX Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

4. False Allegations and Evidence

a. Deliberately false and/or malicious accusations under this Policy or Procedure are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a Policy violation.

b. Witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process can be subject to discipline under appropriate College policies, procedures, and rules.

5. Emergency Removals/Administrative Leave

a. The College may remove a student Respondent, upon receipt of a report, Formal Complaint, or at any time during the grievance process, on an emergency basis when the College performs an individualized safety and risk analysis and determines that an imminent and serious threat to the health or safety of any student or other individual justifies removal.

   i. The risk analysis is performed by the behavior assessment team must recommend to the appropriate College official to implement or stay an emergency removal of a student and the conditions and duration of such emergency removal.
   ii. In all cases in which an emergency removal is imposed, the student shall be given notice and an opportunity to challenge the removal decision immediately following the removal by submitting a written appeal to the President.
   iii. Violation of an emergency removal under this Procedure is grounds for independent disciplinary action, up to and including suspension or expulsion.

b. The College may place an employee on suspension with pay upon receipt of a report, Formal Complaint, or at any time during the grievance process. An employee does not have a right to appeal a determination to place the employee on suspension with pay pending the conclusion of the Title IX grievance procedure. Violation of the terms of the suspension is grounds for independent disciplinary action, up to and including dismissal.

6. The Title IX Coordinator may administratively close a Formal Complaint of sexual harassment at any time if:

   a. The Complainant voluntarily withdraws any or all of the allegations in the Complaint and the Title IX Coordinator declines to initiate a Complaint;

   b. The Respondent is no longer enrolled or employed by the College;

   c. The College is unable to identify the Respondent after taking reasonable steps to do so; or

   d. The College determines the conduct alleged in the Complaint would not constitute a violation of this Policy and Procedure, even if proven.

   The Title IX Coordinator will notify the parties if a Formal Complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate College office or department to resolve the report or complaint. All parties may appeal the Title IX Coordinator's dismissal of a Formal Complaint under this section by using the appeal procedures in Section VI, below.

7. Confidentiality/Privacy

   a. The College makes every effort to preserve the Parties' privacy. The College will not share the identity of any individual who has made a report of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sexual harassment, any Respondent, or any witness, except as permitted or required by or to fulfill the purposes of applicable laws and regulations.

   b. Parties and Advisors are prohibited from unauthorized disclosure of information obtained by the College through these Procedures to the extent that information is the work product of the College, meaning it has been produced, compiled, or written by the College for purposes of its investigation and resolution of a Formal Complaint. It is also a violation of these Procedures to publicly disclose institutional work product that contains a Party or witness's personally identifiable information without authorization or consent.

8. Regardless of when alleged sexual harassment is reported, a Complainant must be participating in or attempting to participate in the College's education program or activity for a Formal Complaint to be investigated.

9. Consolidation

   The College may consolidate complaints of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party, when the allegations of sexual harassment arise out of the same facts or circumstances.

C. Informal Resolution

1. Any party may request the College facilitate an informal resolution to a sexual harassment complaint at any time prior to a final determination. The Title IX Coordinator may offer the parties the opportunity for informal resolution, too.

   a. Upon a request for informal resolution, the Title IX Coordinator determines whether informal resolution is appropriate based on the facts and circumstances of the case. The Title IX Coordinator ensures that any proposed informal resolution is consistent with the College's obligations to prevent and redress sexual harassment.

   b. A student's allegations of sexual harassment against a College employee are not eligible for informal resolution.

c. The Title IX Coordinator provides the parties with written notice of proceeding with an informal resolution, including the allegations of sexual harassment, the requirements of the informal resolution process, the potential terms that may be requested or offered in informal resolution, and what information the College will maintain, including any potential disclosures of information.

d. The Title IX Coordinator also designates an independent, neutral person to facilitate the informal resolution, which could be the Title IX Coordinator.

2. Informal resolution is voluntary.

a. The Complainant and Respondent must provide written consent for informal resolution to take place.

b. Any party has a right to end the informal resolution process at any time prior to agreeing to a resolution and begin or continue the formal investigation and grievance process.

3. Informal resolution concludes the matter only when all parties have signed a written agreement that confirms resolution of the allegations.

a. The resolution agreement must include a waiver of the parties' right to have a formal grievance process on the allegations that have been informally resolved.

b. Parties are prohibited from revoking or appealing a resolution agreement. Should the Respondent violate the terms of an informal resolution agreement, such violation will subject the Respondent to an investigation and the formal grievance process contained in this procedure.

4. If a resolution agreement is not reached, the College will continue with a formal investigation.

D. Investigations

1. The goal of a formal investigation is to reach a determination as to whether a Respondent has violated one or more College policies prohibiting sexual harassment and if so, remedy the effects of a violation.

a. The Title IX Coordinator may include possible violations of other College policies that contributed to, arose from, or are otherwise related to alleged violations of this Policy and Procedure in the scope of an investigation.

b. The Title IX Coordinator gives written notice to the Complainant and Respondent of the investigation, providing sufficient details to allow the parties to respond and prepare for initial interviews, including the identity of the parties involved (if known), the conduct alleged to be sexual harassment, the date and location of alleged incidents (if known), the specific policies implicated, a statement that the Respondent is presumed not responsible and a determination of responsibility is made at the conclusion of the process, information regarding the parties' right to an advisor and the right to review relevant evidence, a statement that retaliation is prohibited, information about the confidentiality of the process, and notice that the College prohibits knowingly making false statements or submitting false information during the grievance process.

c. The Title IX Coordinator designates an investigator to investigate the allegations of sexual harassment. The Title IX Coordinator may serve as the investigator if the Title IX Coordinator is not serving in another role throughout the grievance process.

d. The investigator is also the decision-maker as to whether a Respondent has violated one or more College policies prohibiting sexual harassment, unless otherwise determined by the Title IX Coordinator.

2. Parties to an investigation can expect a prompt, thorough, and equitable investigation of complaints, including the opportunity for parties to ask questions, present witnesses and provide information regarding the allegations.

3. Parties and witnesses should cooperate in the investigation process to the extent required by law and this policy. If a party or witness chooses not to participate or becomes unresponsive, the College reserves the right to continue its grievance process without their participation to ensure a prompt resolution.

4. The standard of proof used in investigations is preponderance of the evidence. It is the College's responsibility to establish the standard of proof and gather evidence during investigations.

5. The College aims to bring all investigations to a resolution within thirty (30) days from the date the Title IX Coordinator determines an investigation will commence.

a. Extensions of timeframe for good cause are allowed, so long as written notice and the reason for the delay is provided to the parties. Good cause includes:

i. The complexity and/or number of the allegations;
ii. The severity and extent of the alleged misconduct;

iii. The number of parties, witnesses, and other types of evidence involved;
iv. The availability of the parties, witnesses, and evidence;
v. A request by a party to delay an investigation;
vi. The effect of a concurrent criminal investigation or proceeding;
vii. Intervening holidays, College breaks, or other closures;
viii. Good faith efforts to reach a resolution; or
ix. Other unforeseen circumstances.

b. Investigations typically include interviews with the Complainant, the Respondent, and any witnesses, and the objective evaluation of any physical, documentary, or other evidence as appropriate and available. The College will give the Complainant and the Respondent written notice of any interview, meeting, or hearing at which a party is invited or expected to participate. This written notice may be via e-mail.

c. The Title IX Coordinator will inform the Complainant and Respondent at regular intervals of the status of its investigation.

d. The Parties have an equal opportunity to present witnesses and other evidence tending to prove or disprove the allegations.

6. Interviews conducted as part of an investigation under this Procedure may be recorded by the College. Recordings not authorized by the College are prohibited.

7. The Complainant and Respondent have the right to be accompanied by an advisor of their choosing during all stages of an investigation.

a. A party may elect to change advisors during the process.

b. All advisors are subject to the same rules:

i. During the investigation, the advisor's role is limited to providing advice, guidance, and support to the Complainant or Respondent. An advisor is not permitted to act as a participant or advocate during the investigative process.
ii. Advisors are expected to maintain the privacy of the records shared with them.
iii. Advisors are expected to refrain from interfering with investigations.
iv. Any advisor who oversteps their role or interferes during an investigation process will be warned once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave. The Title

IX Coordinator determines whether the advisor may return or should be replaced by a different advisor.

8. Prior to finalizing a report, the investigator provides all parties an equal opportunity to review any relevant evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint.

   a. The Complainant and Respondent may submit a written response to the evidence, including any questions a party wants asked of another party or witness, within three (3) business days after receipt of the evidence.

      i. Responses must be submitted to the investigator via email, mail, or hand delivery by 5:00 p.m. eastern standard time on the date responses are due.
      ii. Responses may not exceed 10 double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.

   b. The investigator considers any responses received from the parties and conducts any further investigation necessary or appropriate.

9. Following an investigation, the investigator submits an investigative report and written determination to the parties that fairly summarizes relevant evidence. The report and determination includes a summary of the allegations; a summary of the response; a summary of the investigative steps taken to verify the allegations and response; a summary of the evidence relevant to a determination of responsibility; a determination on the question of responsibility, including rationale for the result and any discipline sanction that the College is permitted to share pursuant to State or federal law; and the procedures and permissible bases for the parties to appeal.

10. In cases where the Respondent is a student, after the investigative report and written determination has been sent to the parties, all parties shall have three (3) business days to request a hearing. If either party requests a hearing, the hearing procedures described in College Procedure 5.3.2.2, *Discipline and Appeal for Non-Academic Violations* shall be followed, except that 1) all parties shall have the right to participate in the hearing to the extent required by Title IX; and 2) a single hearing officer will be utilized in lieu of a committee.

E. The following sanctions may be imposed for those who have violated these Procedures:

1. Students

   a. Verbal or Written Warning

b. Restrictions
c. Probation
d. Administrative withdrawal from a course without refund
e. Required Counseling
f. No Contact Directive
g. Suspension
h. Expulsion
i. Other consequences deemed appropriate to the specific violation

2. Employees

a. Verbal or Written Warning
b. Performance Improvement Plan
c. Required Counseling
d. Required Training or Education
e. Transfer or reassignment
f. Demotion
g. Suspension with or without Pay
h. Dismissal
i. Other consequences or conditions of employment deemed appropriate to the specific violation

If the investigator or hearing officer finds student expulsion or employee suspension, demotion or dismissal is an appropriate sanction for a Respondent, but the investigator does not have authority to authorize such sanction, the investigator or hearing officer will make a recommendation of the sanction to the appropriate College official after the time for appeal has expired. If the investigator or hearing officer recommends the Respondent be expelled, suspended, demoted, or dismissed, during the time in which either party has to appeal, the Respondent shall remain in their current status (allowed on campus, on emergency removal, or on paid administrative leave) unless otherwise determined by the appropriate College official.

V. APPEALS

After the investigator submits their investigative report and written determination to the Complainant and Respondent, all parties are given an equal opportunity to appeal the determination. Appeals may be based only on these grounds:

A. Procedural irregularity that would change the outcome;

B. New evidence that was not reasonably available at the time of the decision that would change the outcome; and/or

C. The Title IX Coordinator, investigator, or decision-maker had a bias or conflict of interest for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.

Parties must submit any appeal, specifying at least one of the grounds above, to the President of the College by 5:00 p.m. eastern standard time via email or mail, within three (3) business days of receiving the written determination of responsibility. Appeals may not exceed ten (10) double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.

The College notifies all parties when an appeal is filed and provides all parties a copy of the appeal and a chance to submit a written statement supporting or challenging the outcome. Parties must submit written statements supporting or challenging the outcome to the President of the College by 5:00 p.m. eastern standard time via email or mail, within three (3) business days of receiving a copy of an appeal.

Within ten (10) days of receiving an appeal, the President shall conduct a review of the record, including the appeal(s) received, any written statements supporting or challenging the outcome, the investigation report and written determination, and any accompanying evidence prior to issuing a written decision to the Complainant and Respondent that describes the result of the appeal and the rationale for the result. If the appeal does not provide information that meets the grounds for appeal, the President will deny the appeal.

The President's written decision is final.

VI. PROTECTION AGAINST RETALIATION

The College will not in any way retaliate against an individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.

Retaliation is a violation of College policy regardless of whether the underlying allegations are ultimately found to have merit. Reports of retaliation are treated separately from reports or complaints of sexual harassment.

VII. LIMITED IMMUNITY

The College community encourages the reporting of misconduct and crimes. Sometimes, complainants or witnesses are hesitant to report to College officials or participate in resolution processes because they fear they themselves may be accused of various policy violations. It is in the best interest of this College that as many complainants as possible choose to report to College officials and that witnesses come forward to share what they know. To encourage reporting, the College offers sexual harassment complainants and witnesses amnesty from minor policy violations.

VIII. SUSPENDING PROCEDURES

In cases of emergency or serious misconduct, the College reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

IX. STUDENT AND EMPLOYEE EDUCATION AND ANNUAL TRAINING

All College employees shall receive annual trainings on the following topics:

A. The College's obligation to address sex discrimination in its education programs or activities;
B. The scope of conduct that constitutes sex discrimination under Title IX, including the definition of "sex-based harassment"; and
C. All applicable notification and information requirements.

In addition to the training that all College employees must receive, the Title IX Coordinator, investigators/decision-makers, those hearing appeals, and those involved in any informal resolution process shall receive annual trainings on the following topics:

A. These grievance procedures;
B. How to serve impartially, including avoiding prejudgment of facts at issue, conflicts of interest, and bias;
C. Issues of relevance of questions and evidence; and
D. The types of evidence that are impermissible regardless of relevance.
E. In addition, for Title IX Coordinators: training on specific Title IX Coordinator responsibilities, the College's recordkeeping system, and Title IX recordkeeping requirements.

Each year, all students and employees will receive an electronic copy of these Procedures sent to their College email address of record. These Procedures will be maintained online in the College's website and a hard copy will be kept on file (in English and Spanish) in the Title IX Coordinator's office. Other translations will be made available upon request.

X. RECORDKEEPING

The College maintains all records of Title IX grievance proceedings and all materials used to train Title IX personnel for seven years.

Adopted: 7.31.24

Legal Reference: Title IX of the Education Amendments Act of 1972, as amended, 20 U.S.C. 1681 *et seq.* and its implementing regulations; Office for Civil Rights, Q&A on the Title IX Regulations on Sexual Harassment (July 2021); Office for Civil Rights, Dear Educator Letter on Title IX and Sexual Misconduct (June 23, 2021)

Cross Reference: 3.3.7.1

The College strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to College policy, the College prohibits discrimination in its activities, services and programs based on race, color, national origin, sex, religion, pregnancy, disability, genetic information, age, political affiliation or veterans' status.

For complaints related to allegations of sexual harassment, sexual assault, or sexual violence, please see Procedure 3.3.7.1/5.3.4.1

I. DEFINITIONS

The following definitions shall apply to this Procedure and shall be collectively referred to herein as "Unlawful Discrimination".

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

A. **Discrimination:** any act or failure to act that unreasonably differentiates treatment of others based solely on their Protected Status and is sufficiently serious, based on the perspective of a reasonable person, to unreasonably interfere with or limit the ability of that individual to participate in, access or benefit from the College's programs and activities. Discrimination may be intentional or unintentional.

B. **Harassment:** a type of Discrimination that happens when verbal, physical, electronic or other behavior based on a person's Protected Status interferes with a person's participation in the College's programs and activities and it either creates an environment that a reasonable person would find hostile, intimidated or abusive or where submitting to or rejecting the conduct is used as the basis for decisions that affect the person's participation in the College's programs and activities.

Harassment may include but is not limited to: threatening or intimidating conduct directed at another because of the individual's Protected Status; ethnic slurs, negative stereotypes and hostile acts based on an individual's Protected Status.

C. **Protected Status:** race, color, national origin, sex, religion, pregnancy, disability, genetic information, age, political affiliation or veterans' status.

D. Standard of Evidence - the College uses the Preponderance of Evidence as the standard for proof of whether a violation occurred. In the student due process hearing and employee grievance process, legal terms like "guilt, "innocence" and "burden of proof" are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the alleged Perpetrator either "responsible" or "not responsible" for violating these Procedures.

II. STATEMENTS OF PROHIBITION

A. Prohibition of Retaliation.

The College strictly prohibits punishing students or employees for asserting their rights to be free from Unlawful Discrimination. Retaliation against any person participating in connection with a complaint of Unlawful Discrimination is strictly prohibited. Reports of retaliation will be addressed through this procedure and/or other applicable College procedures. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figures or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against any employee or student found to have retaliated against another.

B. Prohibition of Providing False Information.

Any individual who knowingly files a false report or complaint, who knowingly provides false information to College officials, or who intentionally misleads College officials involved in the investigation or resolution of a complaint may be subject to disciplinary action including, but not limited to expulsion or employment termination. The College recognizes that an allegation made in good faith will not be considered false when the evidence does not confirm the allegation(s) of Unlawful Discrimination.

III. REQUESTING ACCOMMODATIONS

A. Students.

Students with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the College's Dean of Student Services located at Student Services Center room 111-F. Information provided by students is voluntary and strict confidentiality is maintained. All requests for accommodations will be considered following the appropriate federal and state laws.

The College will also provide reasonable accommodation of a student's religious beliefs/practices provided such expression/practice does not create a hostile

environment for other students and employees and/or the accommodation does not cause an undue hardship for the College.

B. Employees.

Employees with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the College's Office of Human Resources located at Jernigan Building room 103. Information provided by employees is voluntary and strict confidentiality is maintained.

The College will also provide reasonable accommodation of an employee's religious beliefs/practices provided such expression/practice does not create a hostile environment for other employees and students and/or the accommodation does not cause an undue hardship for the College.

IV. REPORTING OPTIONS

A. Student Complaints.

Any student wishing to make a report relating to Unlawful Discrimination may do so by reporting the concern to the College's Dean of Student Services located at Student Services Center room 111-F.

For Unlawful Discrimination incidents between students and employees, the Dean of Student Services will work in partnership with the Executive Director of Human Resources to investigate and resolve the allegations.

B. Employee Complaints.

Any employee wishing to make a report related to Unlawful Discrimination may do so by reported the concern to the College's Executive Director of Human Resources located at Jernigan Building room 103.

V. INITIAL INVESTIGATION

As these Procedures apply to both students and employees as either the Complainant or the Respondent, the administrator receiving the incident report will determine if the case should be handled by: 1) the Dean for Instruction and Student Services, or designee (student/student); 2) the Executive Director of Human Resources, or designee (employee/employee); or 3) both (student/employee). For incidents involving students and employees, the College will utilize the process for both the student investigation and the employee investigation sections as applicable.

A. Student Investigation.

1. Students filing complaints ("Complainants") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Dean shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the College's Executive Director of Human Resources. During the course of the investigation, the Dean may consult with other relevant College administrators and the College Attorney.

2. During the investigation, and if applicable to the complaint, the Dean shall meet with the Complainant and the alleged Perpetrator ("Respondent") separately and give each party an equal opportunity to provide evidence, including informing the Dean of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

3. During the investigation process, the Dean may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to complete coursework); or the directives that include no contact between the involved parties.

4. A confidential file regarding the complaint shall be maintained by the Dean. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under these Procedures.

5. The Dean shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Dean may have an additional ten (10) calendar days to complete the investigation. The Dean shall notify the parties of this extension.

6. Complainants will be notified of available counseling services and their options of changing academic situations and other interim protective measures.

B. Employee Investigations.

1. Employees filing complaints ("Complainants") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or

discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Executive Director of Human Resources shall fully investigate any complaints. During the course of the investigation, the Executive Director of Human Resources may consult with other relevant College administrators and the College Attorney.

2. During the investigation, and if applicable to the complaint, the Executive Director of Human Resources shall meet with the Complainant and the alleged Perpetrator ("Respondent") separately and give each party an equal opportunity to provide evidence, including informing the Executive Director of Human Resources of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

3. During the investigation process, the Executive Director of Human Resources may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The Executive Director of Human Resources may suspend an employee with pay pending an investigation if such action is in the College's best interest.

4. A confidential file regarding the complaint shall be maintained by the Executive Director of Human Resources. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under this Procedures.

5. The Executive Director of Human Resources shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Executive Director of Human Resources may have an additional ten (10) calendar days to complete the investigation and shall notify the parties of this extension.

6. Complainants will be notified of available counseling services and other interim protective measures.

VI. RECOMMENDATION AND APPEAL

A. Students.

1. After the investigation is complete, the Dean will put forward a recommendation of finding, based on the Standard of Evidence, and

sanction(s) to both the Complainant and Respondent. If the recommendation is accepted by both parties involved, the recommendation and sanction(s) will become effective. The Dean will submit to each party a final outcome letter that will include, but not limited to, the following:

a. Determination if the Respondent is responsible or not responsible for violating these Procedures;
b. Sanction;
c. Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together (the Dean will assist in this process).
d. Short-term College counseling services available to each party.

2. If the Dean's recommendations are not accepted by either the Complainant or the Respondent, both may appeal and request a formal hearing. If the Dean recommends sanctions that s/he cannot impose (i.e., expulsion), the matter shall automatically be set for a hearing. The President will preside over the hearing as the Presiding Officer. The process for the hearing is outlined below:

a. Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply. The Standard of Evidence shall apply for the hearing.
b. Written notice including the date, time, and location of the hearing will be sent to all parties.
c. At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.
d. The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officer. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the Presiding Officer at least three (3) College business days prior to the hearing date. In this case, the College Attorney will also be present.
e. Both parties have a right to a written notice of the hearing outcome.

B. Employees.

1. After the investigation is complete, the Executive Director of Human Resources will put forward a recommendation of finding, based on the Standard of Evidence, and sanctions to both the Complainant and Respondent. If the recommendation is accepted by both parties involved,

the recommendation and sanctions will become effective. A final outcome letter will be submitted to the Complainant and Respondent that may include, but not limited to, the following:

a. Determination if the Respondent is responsible, not responsible, or if the decision is deemed inconclusive, or shared responsibility.
b. Sanction, if appropriate.
c. Monitoring of academic schedules or workplace schedule if needed.
d. Short-term counseling services will be offered to each party.

2. If the Executive Director of Human Resources' recommendations are not accepted by either the Complainant or the Respondent, both may appeal and request a formal hearing. If the Executive Director of Human Resources recommends sanctions that s/he cannot impose (i.e., termination) the matter will automatically be set for a hearing. The President will preside over the hearing as the Presiding Officer. The process for the hearing is outlined below:

a. Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply. The Standard of Evidence shall apply for the hearing.
b. Written notice including the date, time, and location of the hearing will be sent to all parties.
c. At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.
d. The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officer. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the Presiding Officer at least three (3) College business days prior to the hearing date. In this case, the College Attorney will also be present.
e. Both parties have a right to a written notice of the hearing outcome.

C. Sanctioning.

The following sanctions may be imposed for those who have violated these Procedures.

1. Students.

a. Verbal or Written Warning

b. Probation
c. Administrative withdrawal from a course without refund
d. Required Counseling
e. No Contact Directive
f. Suspension
g. Expulsion (President must impose)
h. Other consequences deemed appropriate

2. Employees.

a. Verbal or Written Warning
b. Performance Improvement Plan
c. Required Counseling
d. Required Training or Education
e. Demotion (President may impose)
f. Suspend with or without Pay (President must impose)
g. Termination (President must impose)
h. Other consequences deemed appropriate to the specific violation

Adopted:1-4-2024

Updated June 2020

I. PURPOSE AND SCOPE

The purpose of this procedure is to provide a comprehensive framework for preventing, addressing, and eradicating hazing incidents involving College students, faculty, and staff. This procedure applies to all individuals and organizations associated with the College, including but not limited to students, employees, volunteers, and affiliated organizations, both on and off campus.

II. DEFINITIONS

A. Hazing: Any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students at an institution of higher education. This includes but is not limited to:

1. Physical brutality or abuse
2. Forced or coerced consumption of any food, liquid, drug, or other substance
3. Forced or coerced physical activity
4. Sleep deprivation
5. Exclusion from social contact
6. Conduct that could result in extreme embarrassment or humiliation
7. Any activity that would unreasonably interfere with academic pursuits

B. Organization: Any association, corporation, order, society, corps, athletic team, club, fraternity, sorority, service, social or similar group, in which two or more enrolled students of the College are members, regardless of whether the organization is officially recognized by the College.

C. Student: Any person who is enrolled at the College, regardless of their age or student status (e.g., full-time, part-time, or online), or who has been accepted for admission or readmission to the college.

III. PROHIBITED CONDUCT

The College strictly prohibits hazing in any form. This includes but is not limited to any activity that:

1. Causes or is likely to cause bodily harm, serious mental or emotional harm, substantial emotional distress, or personal degradation or disgrace resulting in physical or mental harm to a student.

2. Interferes with a student's academic pursuits, including grades, academic assignments, or scheduled curricular activities.

3. Occurs on or off campus and involves the forced consumption of any food, liquid, drug, or other substance.

4. Involves sleep deprivation, excessive physical exertion, or exposure to the elements.

5. Requires a student to engage in any illegal activity or violate college policies or codes of conduct.

6. Creates a power imbalance between individuals or groups, or exploits a student's known physical, psychological, or social vulnerabilities.

7. Involves the use of social media, electronic communications, or other technology to facilitate hazing activities.

IV. REPORTING AND INVESTIGATION

A. Reporting Hazing Incidents

1. Mandatory Reporting: Any person who witnesses, experiences, or has knowledge of hazing activity must promptly report the incident to the appropriate College official. (See Section IX) Failure to report known hazing incidents may result in disciplinary action.

2. Reporting Methods: Reports may be made in person, by phone, via email, or through the college's online reporting system. Anonymous reports will be accepted and investigated to the extent possible.

3. Confidentiality: The College will protect the confidentiality of all parties involved to the extent possible, consistent with the need to conduct a thorough investigation and comply with applicable laws.

4. Amnesty: Students who report hazing incidents or who cooperate in hazing investigations may be granted amnesty for minor policy violations discovered during the course of the investigation, at the discretion of the Vice President of Academic Affairs.

5. Retaliation: Retaliation against any person who reports hazing or participates in an investigation is strictly prohibited and will result in disciplinary action.

B. Investigation of Hazing Allegations

1. Prompt and Thorough Investigation: The College will promptly investigate all reports of hazing in a fair, impartial, and thorough manner.

2. Investigation Process:

    a. Initial assessment of the report to determine appropriate interim measures and investigation scope.

    b. Interviews with the reporting party, alleged victims, witnesses, and accused individuals.

    c. Collection and review of relevant evidence, including documents, electronic communications, and physical evidence.

    d. Consultation with law enforcement or other authorities as needed.

    e. Preparation of an investigation report.

3. Timelines: Investigations will be completed within 30 calendar days of the initial report, unless extenuating circumstances require an extension. All involved parties will be promptly notified of any timeline extensions.

4. Interim Measures: The College will take appropriate interim measures to protect the safety and well-being of students during the investigation, which may include no-contact orders, temporary suspension of individuals or organizations, or changes in academic or living arrangements.

5. Standard of Evidence: The College will use a preponderance of evidence standard (more likely than not) in determining whether a violation of this procedure has occurred.

V. DISCIPLINARY ACTIONS AND SANCTIONS

A. Students found responsible for hazing will face disciplinary action up to and including suspension or expulsion from the College. Sanctions may include but are not limited to:

1. Disciplinary probation

2. Loss of privileges or college recognition

3. Mandatory educational programs or counseling

4. Community service

5. Suspension

6. Expulsion

7. Withholding or revocation of degree

B. Employees found responsible for hazing or for failing to report known hazing incidents will face disciplinary action up to and including termination of employment. Sanctions may include but are not limited to:

1. Written reprimand

2. Suspension without pay

3. Demotion

4. Termination of employment

C. Organizations found responsible for hazing may face sanctions including but not limited to:

1. Probation or suspension of organizational activities

2. Loss of college recognition or registration

3. Revocation of charter or affiliation agreements

4. Prohibition from hosting or participating in college-sponsored events

5. Loss of access to college facilities, funding, or other resources

6. Mandatory reorganization or leadership changes

7. Permanent dissolution of the organization

D. **Aggravating Factors**: The following factors may result in more severe sanctions:

1. Prior hazing violations

2. Multiple violations in a single incident

3. Use of force, violence, or weapons

4. Intentional or reckless disregard for health and safety

5. Retaliation against reporters or witnesses

6. Interference with the investigation process

E. Mitigating Factors: The following factors may be considered in determining appropriate sanctions:

1. Self-reporting of the violation

2. Acceptance of responsibility and demonstration of remorse

3. Cooperation with the investigation process

4. Implementation of corrective measures to prevent future violations

VI. PREVENTION AND EDUCATION

A. On a regular basis, the College will provide education and training on hazing prevention and the College's anti-hazing procedure to all students, faculty, and staff. The training may include:

1. Defining hazing and outlining prohibited conduct.

2. Explaining reporting procedures and the College's investigation and disciplinary processes.

3. Highlighting the negative physical and mental health consequences of hazing.

4. Promoting a culture of respect, inclusion, and student well-being.

5. Providing bystander intervention strategies.

6. Ethical leadership.

6. Discussing legal and disciplinary consequences of hazing.

7. Positive strategies for building group cohesion.

B. **New Student and Employee Orientation:** All new students and employees will receive information about this procedure and hazing prevention during their orientation programs.

C. **Student Organization Training:** All student organizations must complete annual anti-hazing training as a condition of maintaining college recognition or registration.

D. **Online Resources:** The College will maintain an online resource center with information about this procedure, reporting procedures, and a link to the College's Clery Act Annual Security Report.

E. **Hazing Transparency Report:** The College will publish on its public website, and update at least two times each year, a report that summarizes any incident concerning a student organization recognized by the College found to be in violation of this procedure. The report will include the following information:

1. The name of the student organization;

2. A general description of the violation that resulted in a finding that a violation of this policy occurred, including whether or not the violation involved the abuse or illegal use of alcohol or drugs;

3. Any sanctions imposed on the student organization; and

4. Related dates (the date of the alleged incident, the date of the initiation of the investigation, the date the investigation ended with a finding, and the date the institution provided notice to the organization of the finding).

The report will not include any personally identifiable student information.

VII. PREVENTIVE MEASURES AND EARLY INTERVENTION

A. Risk Assessment: The College will conduct periodic risk assessments to identify potential hazing risks within student organizations.

B. Early Warning System: The College will implement an early warning system to identify and address potential hazing risks, including:

1. Regular check-ins with student organization leaders and advisors

2. Anonymous tip lines for reporting concerns

C. Student Organizations must maintain detailed records of all new member activities, if any, and submit them for review upon request.

D. Advisor Training and Oversight:

1. All faculty and staff advisors to student organizations must complete specialized anti-hazing training.

2. Advisors are required to attend and monitor new member activities and report any concerns promptly.

VIII. RESOURCES AND SUPPORT SERVICES

A. Reporting and Information:
Danielle Ruffin
Phone: (252)862-1267
Email: dpruffin4929@roanokechowan.edu
Online Reporting: Complaint Form

B. Campus Safety:
Tamara Allen – Campus Security
Emergency: 911
Non-Emergency: (252)862-1219

IX. LIMITATION OF LIABILITY

While the College is committed to preventing and addressing hazing, the College cannot guarantee that hazing incidents will not occur. The College's liability is limited to its good faith efforts to implement and enforce this procedure. Nothing in this procedure shall be construed as creating any additional rights or causes of action against the College beyond those provided by applicable law.

Adopted/Revised: 6.23.25

Legal Reference: The Stop Hazing Act, § 485(f)(7) of the Higher Education Act of 1965, 20 U.S.C. 1092; N.C.G.S. §§ 14-35, -38.

I. Student Records

The College is required to maintain, at a minimum, current, complete and accurate records to show the following:

A. An application for admission that includes the student's educational and personal background, age and other personal characteristics.

B. Progress and attendance including date entered, dates attended, subjects studied and class schedule. This record shall be in a form which permits accurate preparation of transcripts of educational records for purpose of transfer and placement, providing reports to government services or agencies or for such other purposes as the needs of the student might require. Such transcripts shall be in a form understandable by lay persons and educators alike. The grading system on such transcripts shall be explained on the transcript form. Subjects appearing on the transcripts shall be numbered or otherwise designated to indicate the subject matter covered.

C. All student enrollment agreements shall include at a minimum, the program of study, program tuition and fees, date programs are to begin, time period covered by the tuition payment and statement of or reference to the College's tuition refund policy.

D. All student account ledgers shall include, at a minimum, monies owed and paid by each student, and refunds issued by the College.

E. A copy of the student’s high school transcript or certificate of high school equivalency or a signed, notarized attestation of either graduation from a public or private high school that operates in compliance with State or local law, graduation from a state registered home high school, or receipt of a certificate of high school equivalency, if the student provides the school with written evidence of the student’s inability to obtain a copy of the student’s high school transcript or certificate of high school equivalency or, for persons at least 18 years old who did not graduate from a public, private or state registered home high school or obtain a certificate of high school equivalency, demonstration of an ability to benefit as determined by any test instrument approved by the Department of Education.

II. Inspection by State Board of Community Colleges

A. Students’ records shall be open for inspection by properly authorized State Board officials.

B. The College’s financial records shall be open for inspection by properly authorized State Board officials.

Adopted: 6.25.2024
Legal Reference: 2A SBCCC 400.11

The Family Educational Rights and Privacy Act ("FERPA"), a federal law, provides students with certain rights with respect to their education records. These rights are:

A. The right to inspect and review your education records within forty-five (45) days of the day the College receives a request for access. You should submit to the College's Registrar a written request that identifies the record(s) you wish to inspect. The College's Registrar will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the College's Registrar, the Registrar will advise you of the correct official to whom your request should be made.

B. You have the right to challenge an item in your education records believed to be inaccurate, misleading or otherwise in violation of your privacy rights. You may file a grievance pursuant to Policy 5.3.6 – Student Grievance beginning at Step Three. If the final decision is that the information in the record is, in the College's determination, not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the Vice President of Instruction and Student Services shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the College's decision.

C. The right to consent to disclosures of personally identifiable information contained in your education records. FERPA requires that the College obtain your written consent prior to the disclosure of any such information with certain exceptions. College officials with a legitimate educational interest are an exception and do not need your consent. For a complete list of the disclosures that may be made without your consent, see 34 CFR Part 99.31 – 99.39. Exceptions to disclosures include, but are not limited to:

1. Organizations conducting studies;

2. Health/safety emergencies;

3. Under the U.S. Patriot Act;

4. Federal, state and local authorities;

5. Accrediting organizations;

6. State, local or tribal welfare agencies;

7. College officials with legitimate educational interest;

8. In response to subpoenas and court orders; and

9. In response to a lawsuit where a student names the College as a party.

D. A College official includes any of the following when that person has a legitimate educational interest in having access to the information**:**

1. Any administrator, certified staff member, or support staff member (including health, medical, safety, and security staff) employed by the College;

2. A member of the College's Board of Trustees;

3. A contractor, consultant, volunteer, or other party to whom the College has outsourced services or functions, such as, but not limited to: an attorney, auditor, cloud storage provider, consultant, expert witness, hearing officer, law enforcement unit, investigator, insurer/insurance company adjuster, investigator, or any other claims representative, medical providers or consultants, or counselors/therapists, provided that the person is performing a service or function for which the College would otherwise use employees, is under the direct control of the school district with respect to the use and maintenance of education records, and is subject to FERPA requirements governing the use and re-disclosure of personally identifiable information from education records; and

4. A person serving on a committee appointed by the College, such as a disciplinary or grievance committee or other review committee.

A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

E. The College may release Directory Information about you unless you have advised the College to the contrary. The College has designated the following information as Directory Information: name; address; telephone number; email address; major field of study; participation in officially recognized activities and sports; dates of attendance, grade level and enrollment status; and degrees, honors and awards received.

1. The College shall only release Directory Information to individuals and organizations that demonstrate, in the College's opinion, a legitimate, education interest in the information or provide a direct service to the College; provided, however, the College shall release Directory Information to military recruiters in compliance with the Solomon Amendment unless you specifically restrict the release of your Directory Information.

2. If you do not want the College to disclose your Directory Information described above from your education records to the recipients identified above without your prior written consent, you must submit a completed Student Release Form to the Office of Enrollment Management within fourteen (14) days of the beginning of the academic year or within fourteen

(14) days of you enrolling in the College.

F. In compliance with Title IX, the College may disclose the final results of campus disciplinary proceedings in which a student respondent is charged with a violent crime or non-forcible sex offense. Upon the request of the complainant, disclosure may be made regardless of whether the respondent was found responsible. Disclosures to third parties may be made only if the student respondent is found responsible. Disclosure in this situation is limited to the name of the violator, the type of student code violation found to have occurred, and the sanction imposed by the College.

G. The College shall release a student's educational records to the student's parents when requested by the parents and: i) the student is listed as a dependent on the parents' tax returns; ii) the student violated a law or the College's policies regarding drugs and alcohol and the student is under the age of 21; or iii) the disclosure is needed to protect the health or safety of the eligible student or other individuals in an emergency situation.

H. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Questions regarding student records should be directed to the College's Office of Enrollment Management.

Adopted: 6.25.2024
Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. pt. 99

Each area of the campus that handles student records shall establish internal procedures to protect the security and confidentiality of student information, including hard copy and digital formats. The following guidelines must be followed when accessing confidential information and student records.

I. Hard Copy Data

A. Student information with social security numbers and birth dates shall not to be placed on hard copy file folder labels (use student ID instead).

B. Student information with social security numbers and birth dates should not be left unsecured at any time.

C. File folders (hard copies) containing student information with social security numbers and birth dates must be kept in a locked drawer or a locked room with access only by appropriate personnel.

D. Any documents containing student information that is confidential should be shredded before discarding.

E. Interoffice mail containing sensitive student information shall be sent using a sealed, opaque envelope.

F. Sensitive information shall be mailed First Class or using other traceable delivery service and using an opaque envelope with no markings that will distinguish it as sensitive information.

II. Electronic Data

A. Electronic data shall be maintained by ITS and shall be backed up to a separate location daily. These records do not contain student SSN and are also backed up automatically twice per week by Open LMS.

B. Electronic student and confidential information is only accessible to appropriate personnel in accordance with procedures approved by ITS.

C. Access to information systems is only given to appropriate personnel upon permission by a staff member's supervisor. Permission records will be maintained by ITS.

D. Personnel who have been granted authority to access student information will be issued an ID and password by ITS to access information systems.

E. Each staff member is only to use his/her designated ID and password to access student and confidential information. Under no circumstances should an ID and

password be shared or should a staff member access College information systems under an ID and password that has not been issued to him or her.

F. Student information with social security numbers and birth dates is not to be distributed or transmitted through email or otherwise made accessible to users without clearance to see this information.

G. The student ID generated by the College's operating system will be used in place of the social security number for identification purposes and in all communications.

H. ITS reserves the right to revoke all privileges to information systems if College Information Technology policies and procedures are not followed.

I. Faxing of sensitive student information shall be done by first verifying the fax number. Once the number has been verified the intended recipient must be readily available to retrieve the information.

III. Student Communications

A. Students are required to create a unique password upon setting up their accounts in the College's information systems.

B. Electronic communication with an active student should only be sent to that student's College email address. Communication with prospective students or past students may be sent to the student's personal email, but should not include any sensitive information (e.g., student grades).

C. When communicating with students regarding technical support, registration, transcripts, financial aid and financial information, students should not be asked for a social security number or birth date in public/within hearing distance of other people.

D. Two forms of authentication must be requested when verbally verifying student identification. Appropriate forms of authentication are the student Colleague ID number, the last four digits of the social security number and birth date. Under no circumstances should a student be requested to verify his/her social security number through email.

IV. Security Breach

A. Any security breach or loss of records should be reported to one's immediate supervisor immediately upon discovery of the breach/records loss.

B. Any student that has had their sensitive information compromised shall be contacted within 24 hours via telephone. In the event that the student cannot be reached, the College will use the emergency contacts to try to establish communications with the student. After the College has exhausted these resources

the next form of contact will be First Class mail or other traceable delivery service in accordance with N.C.G.S. § 75-65.

C. While sensitive student information is in transport to the College, the information shall remain locked in the trunk or other secure area of the vehicle. If the vehicle does not have a secure location, the sensitive student information must not be transported until the information can be transported securely unless it will be transported with no stops that will require the vehicle to be left unattended.

D. Any student information that is collected off-campus or after campus hours shall remain in the custody of the student, agency or business until the sensitive student information can be delivered to the College.

E. With the exception of coursework to be graded, no College employee will have hard copies of sensitive student information in their possession overnight without prior approval from that employee's supervisor or the college president. Any digital records removed from campus should be encrypted and password protected.

Adopted: 6.25.2024

A. Club Advisors or designee are responsible for collecting funds and bringing them to the Business Office to deposit in accordance with Policy 6.2.5 – Daily Deposits. All monies collected must be deposited by the end of the business day on which it was collected.

B. The College will not accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks).

C. The Cashier will verify the deposit and print a receipt.

D. Club Advisors or designees must verify that cash is available prior to spending.

E. When making purchases, the Supplies & Materials Requisition Form must be completed and approved with the Advisors signature. The completed Supplies & Materials Requisition Form for expenses shall be submitted to Accounts Payable who makes an additional verification of funds. The requisition shall then be submitted to Purchasing for a Purchase Order.

F. Once items have been received, the appropriate documentation (receiving and/or invoice) shall be forwarded to Accounts Payable for payment.

Adopted: 6.25.2024

Active duty personnel serving in the Armed Forces may be eligible for Tuition Assistance ("TA") administered through the U.S. Department of Defense. TA is awarded to a student based on the assumption that the student will attend for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of the TA funds originally awarded. To comply with the U.S. Department of Defense policy, the College will return any unearned TA funds on a proportional basis up to sixty percent (60%) of the period for which the funds were provided. Funds will be returned to the military service, not to the service member. If a service member stops attending due to a military service obligation, the College will work with the affected service member to identify solutions that will not result in a student debt for the returned portion.

TA eligibility will be recalculated for students who withdraw prior to completing sixty percent (60%) of the term. The official last date of attendance, as determined by the College's attendance records, is used to determine the number of days completed. Recalculation of eligibility is based on the percentage of TA benefits earned using the following formula:

Number of days completed/Total days of the course (start to end dates) = Percent of TA earned.

TA funds will be returned to the government within forty-five (45) days of determination of the withdrawal.

Legal Reference: Department of Defense Instruction 1322.25 – Voluntary Education Programs; College Memorandum of Understanding with Department of Defense

Adopted: 6.25.2024

1. **PURPOSE:**

The purpose of this section is to describe the procedures for the preparation of institutional budgets.

2. **PROCEDURE:**

1. All personnel will be notified by the President that the budget-making process will begin. The timetable for the process will be determined by the President and communicated to institutional personnel at the beginning for the process. Budget preparation forms will be sent to appropriate personnel from the Business Manager.
2. The Heads of the major administrative units will develop budget recommendations for their respective areas.
3. The budget recommendations prepared by the Administrative Heads will be forwarded to the Business Manager and consolidated in line item format.
4. A line-item budget recommendation with corresponding budget recommendations from the Deans will be reviewed by the President.
5. The institutional budget recommendations will be presented to the Finance Committee of the Board of Trustees to be recommended to the full Board of Trustees for approval.

(**Revised:** 10-31-88; 2-10-03) **Approved:** 2-15-03

1. **PURPOSE:**

The purpose of this procedure is to describe the budgetary process for Roanoke-Chowan Community College.

2. **PROCEDURE:**

Budgetary decisions at Roanoke-Chowan Community College are closely aligned with the overall planning and assessment process. Because the College strives to make administrative decisions that result in improvements in institutional programs and services, budget allocations are the ultimate "planning decisions" that are the result of this process.

Each current year's budget is directed toward needed improvements indicated by the previous year's assessment results, and consequently supports the College's mission and goals.

The Roanoke-Chowan Community College budget consists of on-going budgeted operations and expansion or improvement of budgeted items.

Planning & Budgeting Team

The Planning & Budgeting Team develops final budget recommendations for requests submitted through the planning process. The Planning & Budgeting Team consists of the following individuals: President; Manager, Finance & Administration; Manager, Human Resources; Dean of Academic Affairs; Dean of Continuing Education & Workforce Development; Dean of Student Services; and Vice President for Planning and Advancement

Responsibilities of the Planning & Budgeting Team are:

- Develop, evaluate, and manage the budget process
- Prioritize budget requests
- Make recommendations to the President for budget allocations

On-Going Budget Operations

Each division and department is allotted a budget for on-going operations. The amount allocated to each area is based on historical budget figures and the availability of funds. Examples of on-going costs include office supplies, advertising, travel, and other reoccurring expenses. Faculty and staff do not submit requests for these budget items.

Department Chairs and Directors may submit a request to their Dean or Manager for an increase in their on-going operations budget. The request must be accompanied by a complete justification. If approved by the appropriate Dean or Manager, the Planning & Budgeting Team will consider the request.

Expansion or Improvement Budget

- New initiatives approved by the President.
- Institutional needs identified by the Manager, Finance & Administration.
- Approved improvement strategies that were identified in the assessment process as the result of an emergency.
- Requests from Deans or Managers that are identified as priorities by the Planning & Budgeting Team.
- Other initiatives that the Planning & Budgeting Team recommends in support of the Institutional mission and goals.

All expansion budget initiatives are directly linked to the institutional goals. Requests for expansion budget initiatives are submitted twice each year – in mid-February and in early October. The following procedures are followed for development of the expansion budget.

(a) First Submission (mid-February) Division and department heads complete a Budget Request Form (attached) that is distributed by the Business Office in cooperation with the Office of Planning & Advancement. On the form, department chairs and directors list objectives and strategies to achieve their department/division goals for the next academic year along with the resources needed.

(b) Approval of Budget Request. Budget Request Forms are submitted through supervisors to the Planning & Budgeting Team. Members of the Planning & Budgeting Team submit requests from their area of responsibility ranked in order of priority. Based on the priorities, the Team will indicate one of the following recommendations:

- Approval-high priority,
- Approval-low priority,
- **Delay, or**
- Not approved.

(c) First Allocation. This portion of the budget may vary upon the recommendation of the Manager, Finance & Administration based on extenuating circumstances. The Planning & Budgeting Team allocates half of the expansion budget for items of highest priority.

(d) Second Submission (early October) Division and department heads may submit additional requests for resources needed for the Spring Semester. Requests are subject to the same approval process described in Step 2.

(e) Second Allocation. This portion of the budget may vary upon the recommendation of the Manager, Finance & Administration based on extenuating circumstances. The Planning & Budgeting Team allocates the remaining portion of the expansion budget for items of highest priority.

(f) Supplemental High Priority Requests Supplemental high priority budget requests may be submitted through supervisors to the Planning & Budgeting Team at any time during the year. Supplemental requests are defined below.

Budget Priorities

The Planning & Budgeting Team will establish priorities for funding based on the following criteria:

(a) Supplemental High Priority Requests

- Resources that are required to meet external licensure or certification requirements.
- Resources that will enable programs and services to be offered at the essential level to maintain program quality.

(b) High Priority

- Resources required to maintain the program at the standard level of quality.
- Resources that will improve the program beyond the standard level.
- Resources that will enable the program to reach state-of-the-art level.

- Resources that achieve an equitable distribution in funding division and department requests.

(c) Low Priority

- Resources that would enhance the program but are not considered essential to maintain or enhance program quality.

(d) Delay

- Resources that are not essential and should be considered in another funding cycle.

(e) Not Approved

- Requests that are not in alignment with program/institutional goals or that need further justification will not be approved.

In the event that the Planning & Budgeting Team is unable to reach consensus on establishing budget priorities, the President will establish the priorities.

Adopted and Approved: 08-19-02

The following Procedures shall be used for student debt collection:

I. Enrolled Students

A. As charges become past due, the student will be informed regarding holds impacting future registration, transcripts and diplomas. Such holds remain in place until the past due amount is resolved.

B. Students with past due charges will receive a letter regarding holds at least once during Fall and Spring semester prior to registration opening for the next Spring or Fall term. Failure of the student receiving the letter shall not, however, excuse the debt or vacate the hold.

II. Previously Enrolled Students

A. The College shall send the previously enrolled student a letter informing the student of the terms of the debt and how to pay the debt.

B. If, after thirty (30) days, there is no satisfactory response to the letter, the College shall send a second and final letter; and

C. If, after thirty days, there is no satisfactory response to the second letter:

1. Refer the matter to one of the State approved collection agencies; and

2. Refer the matter to the North Carolina Department of Revenue pursuant to the Set-off Collection Act and the State Employees Debt Collection Act.

If the Student is paying a debt in periodic payments satisfactory to the College, the account may be retained until the account is satisfied.

Adopted: 6.25.2024

I. Scope of Procedure

This Procedure shall be used for all College non-student accounts receivable. Accounts receivable or uncollected billings that may be submitted for collection include, but are not limited to: salary overpayments, contract work completed by the College for which the College has not received payment, fees owed to the College, deposited checks returned unpaid for insufficient funds, and nonpayment for goods or services purchased from the College.

II. Age of Accounts and Collections of Past Due Billings

A. Current: An account that is invoiced but not due. For example, an account is invoiced April 1 but not due until April 30. The period from April 1 through April 30 is considered current.

B. 1-30 days past due: In the above example, this period is from May 1 to May 30. The account is considered 30 days past due after May 30. The College will mail the first past-due letter (demand letter) to the debtor; make phone contact; and receive a promise to pay.

C. 31-60 days past due: In the above example, this period is from May 31 to June 29. The account is considered 60 days past due after June 29. The College will mail the second and final demand letter to the debtor and send a confirmation letter for repayment.

III. Assessment of Late Fees

If, after thirty (30) days, there is no satisfactory response to the letter, the College shall apply a one-time late payment penalty fee of ten percent (10%) of the balance due (rounded to the nearest whole dollar).

IV. Collection Techniques.

A. If, after sixty (60) days, there is no satisfactory response to the second letter, the College shall:

1. Refer the matter to one of the State approved collection agencies; and

2. Refer the matter to the North Carolina Department of Revenue pursuant to the Set-off Collection Act and the State Employees Debt Collection Act.

C. The College reserves the right to take all appropriate legal action to collect the debt.

D. If the debtor is paying a debt in periodic payments satisfactory to the College, the account may be retained until the account is satisfied.

V. Use of Late Fees

Any funds the College accrues as a result of late fees shall be used as follows:

A. Applied towards any fees incurred by the College for the collection effort;

B. Student aid; and/or

C. Other expenditures of direct benefit to students.

Adopted: 6.25.2024

I. Tuition & Fees

A. In Person - Tuition and fee payments can be made in person using cash, check, money order, MasterCard, or Visa at the Business Office.

B. Online - Secure online payments can be made using MasterCard, or Visa.

C. By Mail - Payments by check or money order can be mailed to:

Roanoke Community College Business Office
Attn: Cashier
109 Community College Rd.
Ahoskie, NC 27910

The College cannot accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks). Please make checks payable to Roanoke Chowan Community College. Checks must be written for the amount due. Checks may not be postdated.

When paying by check or money order by mail, include student's name on the check to ensure proper credit. Payments mailed are not considered received until posted to your account.

D. By Phone - To protect student's financial security, the College will not accept credit card payments by phone or mail.

II. Online Bookstore

Payment options are listed on the website.

Adopted: 6.25.2024

The College will not cash any personal checks from employees except for those checks associated with the purchase of goods or supplies. All checks for goods and supplies will be for the exact amount of such items.

Adopted: 6.25.2024

A. Each quarter, the College shall conduct a review of all grant-funded projects or programs to ensure that they are effectively and efficiently administered by the College.

B. The Project Director, supervisor, or other pertinent personnel will meet with a Grants Administrator to review:

1. Program activity since the last review.

2. Program activity planned for the next quarter.

3. Progress toward satisfying the project or program goals as approved in the funded grant proposal. Specifically:

a. Are there actual or anticipated changes in project or program activity that might affect the ability to satisfy objectives? If yes, what recommendations can be made to correct the situation? Should the funding agency be notified of a program modification request? If yes, agree on a procedure to follow.

b. If changes are anticipated, what will be the impact on the project or program budget? Should the funding agency be notified and a budget modification requested? If yes, agree on a procedure to follow.

C. Fiscal questions relating to administration of grant. Specifically:

1. Determine the rate and nature of expenditures are appropriate. Review billing, accounts receivable, and encumbered funds to ensure understanding and agreement between program personnel and the Business Office.

2. Status of cash or in-kind match expenditures, if relevant.

D. Status of program reports required by funding agency including confirmation of due dates, information requested, personnel responsible for completing reports. Specifically,

1. Narrative program progress or final reports.

2. Fiscal reports, interim and final.

E. Status of multi-year funding and application for continued funding, if relevant, including due dates, information requested, and procedures for submitting application.

Adopted: 6.25.2024

In order to travel on College business, all employees must first complete the Travel Request Form.

A. The employee, supervisor and the departmental Vice President or President must sign the Travel Request Form to authorize the travel. This gives permission for the employee to be away from campus on College business and is required for insurance purposes.

B. Travel reimbursements must be reconciled and finalized within two weeks of returning from the trip. Not doing so could result in the denial of reimbursements. Reimbursements of travel funded with state funds may not be available until the end of the month. Please use the Travel Reimbursement Form and submit original receipts expenses.

Adopted: 6.25.2024

The following shall establish procedures for the use of College-owned vehicles for all full-time, part-time and contracted services employees.

A. College Owned Vehicles are grouped into the three following categories: service vehicles, curriculum vehicles, and passenger vehicles.

1. Service vehicles

   Include those vehicles that serve the Facilities Maintenance, Campus Arboretum, Facility Services departments and those used by College Security and Armed Resource Officers.

2. Curriculum Vehicles

   Those vehicles that serve curriculum programs.

3. Passenger Vehicles

   Cars and vans used for approved travel by College employees.

B. Reservations of curriculum and passenger vehicles are made by contacting the College's Business Office to schedule their use (excludes the construction vehicles which are dedicated to the program). Keys are to be picked up as closely as possible to requested time and returned promptly to allow for use by other employees. Employees reserving the curriculum vans are responsible for ensuring that the vehicle is properly used and is not damaged by passengers. Vehicles must be returned clean (free of all trash), properly documented and full of gas.

   If the vehicle is returned after the Business Office's normal working hours, return keys to the security officer on duty or in the key drop box. For reservations on weekends, keys should be picked up prior to 4:00 PM on Friday and returned by 8:00 AM on Monday. Vehicles requested for the entire week should be returned by 4:00 PM on Friday or immediately upon return. Vans may be requested for an entire semester, but keys must be picked up on the days of use and returned the same. If reservations have been made but vans are no longer needed, please contact the Business Office and cancel immediately so others may use. If vehicle request falls outside normal College operating hours, prior approval and an action plan must be developed to facilitate the trip. While traveling on College business, the vehicle may be used for travel to obtain meals and other necessities, but not for entertainment or any personal purposes. Individuals not employed by the College are not allowed to drive a College-owned vehicle. Vehicles may not be used for travel other than the trip travel and may not be taken to personal residences without approval from the President.

C. All employees must complete the Passenger Van Training course prior to operating any 15 passenger van. In some cases, a student may be allowed to drive the Passenger Vans. In

these cases, the student must have completed the Passenger Van Training prior to operating any 15 passenger van.

D. Each vehicle includes a vehicle book with the vehicle registration, insurance card, gas log and check sheet. If the vehicle needs repairs/maintenance, the driver should note this in the comments section of the check sheet. All paper work must be completed prior to returning the vehicle book and keys to the Business Office.

E. In the event the vehicle is involved in an accident (whether it is property and/or vehicle damage), law enforcement should be called immediately and proper paperwork should be submitted to the Business Office as soon as feasible.

Adopted: 6.25.2024

The College shall conduct an annual inventory of capitalized assets. Spot checks may be made at intervals when deemed necessary or advisable. The College shall inventory non-capitalized high risk assets at least once every two (2) years. The Vice President of Administrative and Fiscal Services, or designee, shall be responsible for making sure that the inventory is completed.

Adopted: 6.25.2024

Any damaged, stolen or missing materials or equipment owned by the College must be reported to the Vice President of Administrative and Fiscal Services as soon as the discovery is made. A written report must be filed within twenty four (24) hours of discovery of the loss. Conditions and circumstances leading to damage or loss should be included in the report, as well as actions proposed or taken to eliminate future losses.

Pursuant to N.C.G.S § 114-15.1, the President shall report possible violations of criminal statutes involving misuse of State property to the State Bureau of Investigation.

Adopted: 6.25.2024

When the College's equipment reaches the end of its useful life, becomes inoperable, becomes obsolete or is replaced, the Board, without the approval of the State Board of Community Colleges, may use any of the following to depose of said equipment:

1. Transfer the equipment to another community college.

2. Dispose of the equipment through the State Surplus Property Agency.

3. Sell or exchange the equipment (i.e., personal property) pursuant to Article 12, Chapter 160A of the North Carolina General Statutes.

4. Cannibalize or recycle the equipment (see page 73 of the N.C. Community College Purchasing and Equipment Procedures Manual entitled "Cannibalization of Equipment").

Should the capitalized asset be determined to have no useful value and cannot be traded, sold, cannibalized or recycled, it may then be discarded.

Adopted: 6.25.2024
Legal Reference: N.C.G.S. §§ 115D-15; 160A-266 through -271

I. PURPOSE

The procedure reflects the guidelines established by the North Carolina Department of Cultural Resources publication *Guidelines for Managing Trustworthy Digital Public Records*. Complying with this procedure increase the reliability and accuracy of records stored in digitally and will ensure these records remain accessible over time.

College employees will retain and destroy electronic records only in conformity with State law, College policy, this Procedure, and approved Record Retention and Disposition Schedule ("the Schedule") for community colleges adopted by the North Carolina Department of Cultural Resources and the North Carolina State Board of Community Colleges.

II. MAINTENANCE OF TRUSTWORTHY ELECTRONIC RECORDS

When creating electronic records or converting paper records to an electronic record, the electronic record shall be:

1) Produced by methods that ensure accuracy;

2) Maintained in a secure environment;

3) Associated and linked with appropriate metadata; and

4) Stored on media that are regularly assessed and refreshed.

A. Produced by Methods that Ensure Accuracy

All platforms used by the College to create and manage electronic records, including e-mail clients, social media platforms, and cloud computing platforms, will conform with all College policies.

Electronic files are named in accordance with the *Best Practices for File Naming* published by the North Carolina Department of Natural and Cultural Resources ("DNCR").[1]

Electronic files are saved in formats that comply with DNCR's *File Format Guidelines for Management and Long-Term Retention of Electronic Records.*[2] File formats used by the College are identified as standard by DNCR and are well-supported, backwards compatible, and have robust metadata support.

B. Maintained in a Secure Environment

[1] http://archives.ncdcr.gov/Portals/3/PDF/guidelines/filenaming.pdf.
[2] http://archives.ncdcr.gov/Portals/3/PDF/guidelines/file_formats_in-house_preservation.pdf.

Security of the information technology system and the records it holds is maintained in the following ways:

1) Access rights are managed by the IT department and are assigned by a supervising authority to prevent unauthorized viewing of documents.

2) Either the information technology system is able to separate confidential from non-confidential information, or data creators must organize and name file systems in such a way to identify confidentiality of the documents.

3) Folders with confidential information are restricted, and access rights to confidential data are carefully managed. Confidential material is redacted before it is shared or otherwise made available.

4) Physical access to computers, disks, and external hard drives is restricted.

5) All system password and operating procedure manuals are kept in secure off-site storage.

C. Associated and Linked with Appropriate Metadata

Metadata is maintained alongside the record. At a minimum, metadata retained includes file creator, date created, title (stored as the file name), and when appropriate, cell formulae and e-mail header information. Employees are not instructed to create metadata other than metadata that is essential for a file's current use and/or retention.

D. Stored on Media that are Regularly Assessed and Refreshed

Data is converted to new usable file types as old ones become obsolete. The following steps are taken to ensure the continued accessibility of records kept in electronic formats:

1) Data is audited and assessed annually. If there is evidence of file corruption, data should be migrated to new media.

2) Records are periodically verified through hash algorithms. This is required before and after transfer to new media to ensure the records were not altered.

3) Media is refreshed every three to five years. The College documents when and how records are transferred from one storage medium to another. Once the new media has been sampled to assure the quality of the transfer, the original media may be destroyed according to the guidelines of 07 NCAC 04M .0510.

4) Records are periodically migrated to new file types, particularly when a new information technology system requires that they be brought forward to render the file properly.

5) Metadata is maintained during transfers and migrations.

6) Storage media are maintained in a manner and in an environment that promotes bit-level preservation. Humidity does not exceed 50% and should not fall below 30%. Room temperature is set between 65° F to 75° F. The College adheres to the media manufacturer's recommendations for specific environmental conditions in which the media should be stored.

7) Whatever media is used to store data is clearly labeled with enough information that its contents can be determined.

III. COMPONENTS OF INFORMATION TECHNOLOGY SYSTEM

A. Training Programs

The IT department will conduct training for system use and electronic records management. All employees will be made aware of system procedures and policies and trained on them; employees will acknowledge by initialization or signature that they are aware of the policies and have received training on them. When appropriate, employees will also attend trainings offered by the North Carolina Department of Natural and Cultural Resources on the maintenance of electronic records. Documentation will be maintained for the distribution of written procedures, attendance of individuals at training sessions and refresher training programs, and other relevant information.

B. Audit Trails

At a minimum, the IT department will maintain documentation on who has read and/or write permission to files maintained by the College. Ideally, a log of activities on the system is maintained, which shows who accessed the system, how and by whom records were created and modified, and whether standard procedures were followed.

C. Audits

Audits are designed to evaluate the process or system's accuracy, timeliness, adequacy of procedures, training provided, and the existence of audit trails. Internal audits are conducted regularly by College IT staff, at least annually.

D. Documentation

The College maintains documentation that describes system procedures, practices, and workflows. This documentation also identifies system software and hardware and captures the system environment in terms of the organizational structure, functions and responsibilities, and system processes. It explains how the system operates from a functional user and data processing point of view. Documentation is reviewed and updated by IT staff annually or upon implementation of a new information technology system. Such documentation maintained by the institution includes:

1) Procedural manuals

2) System documentation

3) Security backup and disaster recovery procedures as a part of the Continuity of Operations Plan

4) Service level agreements for contracted information technology services

IV. OTHER ELECTRONIC RECORDS MANAGEMENT PRACTICES

A. Security and Disaster Backup and Restoration

The College has a disaster recovery plan for its electronic data in place, which includes contact information for data recovery vendors and information about backups of all data. Security backups to protect against data loss are generated for all but the most transitory of files. Routine backups are conducted and are stored in secure off-site storage.

V. CONVERTING RECORDS TO DIGITAL FORMAT

When converting non-permanent paper records, that have not met their retention period, to digital records, the appropriate College employees will complete the Compliance and Electronic Records Self-Warranty Form for each group of converted records. After digital conversion, the records custodian may request to dispose of the paper records from their supervisor. The following administrators may authorize the disposition of the paper records after digital conversion: [insert titles, i.e., Department chairs, or Deans, or Vice President, etc.] The Authorization to Dispose of Paper Records form should be used.

Adopted: 6.25.2024

COMPLIANCE AND ELECTRONIC RECORDS SELF-WARRANTY FORM[3]

The completion of this form by all signing employees signals that all employees will adhere to the rules set forth in College policy and procedure. Furthermore, this section is to be used as a self-evaluation tool to ensure that electronic records produced by the College are created, reproduced, and otherwise managed in accordance with guidelines for electronic public records published by the North Carolina Department of Natural and Cultural Resources.

Each signatory should initial each element for certification, print his/her name on the Approved by line, fill in the job title, and sign and date the form.

IT Professional
The IT Professional is the person responsible for providing technical support to the records custodians and who may be involved in infrastructure and system maintenance. The IT Professional certifies that:

_____ Audit trails document the identity of the individual who creates, duplicates, modifies, or otherwise prepares the records, what actions are taken by the individual during the course of the process, when these actions are taken, and what the results of these actions are.

_____ Audits:

- are performed periodically to confirm that the process or system produces accurate results.
- confirm that procedures followed are in accordance with the College's documentation.
- are performed routinely on files to ensure no information has been lost.
- are performed by an independent source (i.e., persons other than those who create the records or persons without an interest in the content of the records. Acceptable sources may include different department or authorized auditing authority).
- are adequately documented.

_____ The process or system hardware and software are adequately documented.

_____ Permanent records conform to all file format, file naming, and digital preservation guidance produced by the Department of Natural and Cultural Resources.

_____ Backup procedures are in place and comply with best practices as established by the Department of Natural and Cultural Resources.

_____ Successful disaster recovery backup is completed at least once every two years.

Approved by: _____ Date: _____

Title: _____

Signature: _____

[3] This form is to be used when the College converts a paper record group to a digital format.

College Records Custodian

The College Records Custodian coordinates records management training and compliance. The College Records Custodian certifies:

_____ The records created or duplicated by electronic means in this office are prepared in accordance with these guidelines as indicated by the following statements:

- Quality - Records are legible, accurate, and complete.
- The records are produced or reproduced as part of a regularly conducted activity.
- The records conform to DNCR guidance regarding file formats, file naming, and if applicable, digital preservation guidance produced by DNCR.
- Detailed, documented procedures are in place and followed when the records are created, copied, modified, or duplicated.
- The person who creates, copies, modifies, or duplicates records receives formal training on detailed system procedures prior to records preparation.
- Details of the training received are adequately documented through written policies and procedures.
- Employees sign training records after receiving training.

_____ This institution will comply with the best practices and standards established by the Department of Natural and Cultural Resources as published on its website.

_____ Affected records creators will be trained on the proper creation and maintenance of electronic records.

_____ Imaged records will be periodically audited for accuracy, readability, and reproduction capabilities before the original documents are destroyed.

_____ Participation in the design and implementation of campus electronic records initiatives.

Approved by: _____ Date: _____

Title: _____

Signature: _____

AUTHORIZATION TO DISPOSE OF PAPER RECORDS[4]

This form is used to request approval from the College Records Custodian to dispose of **non-permanent** paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied.

Before a college office may dispose of any paper record that has not met its required retention period and keep only a digital surrogate of that record, **all** the following conditions must be met:

□ The office agrees to abide by all guidelines and best practices as published by the Department of Natural and Cultural Resources, including File Format Guidelines and Best Practices for File-Naming.

□ An electronic records policy has been approved by the office and authorized by the Department of Natural and Cultural Resources.

□ All records series that will be scanned and their paper records destroyed after quality audits are listed in the table below:

Records Series Title	**Inclusive Dates** (e.g., 1987-1989; 2005-present[5])	**Required Retention Period**

□ Quality control audits have been performed on the electronic records.

□ The digital surrogates will be retained for the entirety of the required retention period.

Requested by: _____
Signature Title Date

Approved by: _____
Signature Department/Office Head Date

Concurred by: _____
Signature College Records Custodian Date

[4] This form is to be used when a College official intends to destroy non-permanent paper records that have been converted to digital format.

[5] If an office uses an open-ended date on this authorization from, the destruction of records must be listed on a destructions log with the precise dates of the records destroyed at a given time.

PURPOSE:
This procedure provides relevant departments and unit employees with basic guidance on how to best use social media as owners of an account and users/contributors.

PROCEDURE:
All departments, divisions, and student groups should promote themselves under the official Roanoke-Chowan Community College (R-CCC) page for each of these platforms. If an employee is an authorized contributor to any of the College's pages, or if they must maintain a separate social media presence, they are required to adhere to the following guidelines:

A. **Seek approval:** Before creating a social media account for a respective department or unit, employees must attain approval from their immediate supervisor and area Vice President (or his/her designee). Any content (imagery, video, text) must support the integrity of the school:
    i. Make certain photos and videos meet the brand requirements in terms of quality and composition.
    ii. Never tag and/or post an image or video of a student or faculty member without their expressed permission, unless the context of the post clearly implies such permission (i.e., President speaks at Orientation).
B. **Follow other relevant college policies:** These guidelines do not affect other College policies, regulations, or rules that might apply to the use of social media, including but not limited to the Use of Information Technology Resources Policy; Acceptable Use Policy; Code of Ethics, Records Retention and Disposal Policy; Human Resources Discrimination and Harassment Policy; and Procedure 3.3.7.2 Unlawful Discrimination and Harassment.
C. **Plan for having at least two administrators:** Having multiple page administrators for every social media account will ensure that the account can continue to thrive and be updated regularly, even if one of the existing administrators is not available, changes jobs, or leaves the college.
D. **Be accurate**: Make sure that you have all the facts before you post. Verify information with relevant sources. Cite and link to sources whenever possible.
E. **Realize posts are public:** Search engines can find posts for years after the publication date. Comments can be forwarded or copied. Archival systems save information even if posts are deleted. In addition, social media accounts are subject to the North Carolina Public Records Law.
F. **Keep confidential matters private**: Do not post proprietary information about R-CCC, including information about students, alumni, or employees. Most records related to students are protected from disclosure by Federal Educational Rights and Privacy Act (FERPA) and disclosing any personally identifiable student education records through social media is a violation of FERPA. Information collected in

connection with research may be protected under a nondisclosure agreement, research protocol or other applicable law or agreement.

G. **Be transparent:** Social media accounts on behalf of the department or unit should clearly state the account's role and goals. When posting with a college username, other users view what is posted as coming from the College.
H. **Be timely**: Page administrators should regularly monitor postings and content. Aim for standard times for postings and updates. The recommended minimum frequency is at least 2-3 posts daily.
I. **Be responsible:** Participation in social media on behalf of R-CCC is not a right but an opportunity. All employees approved for an R-CCC social media account must complete a brief social media training and a form outlining expectations for initial approval.
J. **Keep personal views separate**: Uphold the College's mission and values in activities. Do not include political comments or comments on social issues, and do not conduct any political activities on behalf of any party or candidate. Do not represent individual opinions as being endorsed by the College or any of its organizations.
K. **Adhere to the College brand:** Use official logos and graphics that represent and adhere to the College brand guidelines. Whenever possible, Roanoke-Chowan Community College or R-CCC should be listed prior to the department or unit. The marketing team and/or Director of Marketing and Recruitment can provide guidance with graphics and design.

Disclaimer: *Any comment, feedback, or other method of communication that is made by someone other than an official representative of R-CCC is solely the view and opinion of the author alone – it does not represent an official communication from R-CCC or any member of its faculty or staff. R-CCC does not endorse any advertisement or marketing effort that may be seen on any official R-CCC social media site. Social media sites are monitored for relevance. R-CCC reserves the right to remove any comments that are not related to the post, make unsupported accusations, use obscene language or images, are blatant spam, contain advertisements, or contain inappropriate personal or sensitive information. Repeated violation of these guidelines could result in a user being blocked from the page.*

ADDITIONAL INFORMATION

Common Social Media Networks

Currently, the most common social networks within this rapidly changing media space include Facebook, Instagram, X (Twitter), LinkedIn, YouTube, Pinterest, Snapchat, Flickr, and blogs.

Applications developed for any mobile devices that use the College's name, wordmark or other institutionally identifiable information fall under these guidelines.

R-CCC Employees

R-CCC recognizes that social media can be a highly effective tool for sharing ideas and exchanging information. While the College believes that social media can support professional and business development, the College is also aware that excessive or inappropriate social media use for personal or professional reasons can negatively impact R-CCC's productivity and resources. If social media is used in an R-CCC employee's capacity as an employee, then R-CCC permits reasonable use of social media that follows the College's guidelines and practices for social media. This use could include, though it is not limited to, access for research or to participate in audio conferences or webinars. Employees' activity cannot interfere with regular job duties and responsibilities. Personal social media sites are not appropriate tools for R-CCC communication between employees and students for R-CCC-related activities.

Employees using social media to communicate about the College or commenting on an R-CCC social media site should be mindful that any statements made could be attributed to the College. Employees should use discretion before posting or commenting. Under no circumstances shall communication include any form of profanity, obscenity, or copyright violations. Likewise, confidential, or non-public information shall not be shared.

R-CCC recognizes that its employees have a right to use social media on a personal basis in their lives outside of their professional activities and that such may include the right to exercise freedom of speech. At the same time, R-CCC encourages employees to use common sense when posting to social media sites, especially if referring to work-related activities. Always represent the interests of R-CCC in a professional manner. When posting on official R-CCC sites in an unofficial capacity, but about R-CCC activities, employees are advised to make it clear that the opinions expressed are their own and do not necessarily represent the College's official position.

Oversight

The Director of Marketing and Recruitment maintains the official presence on various social media websites including Facebook, Instagram, Snapchat, LinkedIn, Pinterest, YouTube, X (Twitter), Vine, and Flickr. The Director of Marketing and Recruitment also maintains the approved list of all social media sites affiliated with R-CCC. Social media guidelines are approved by the President of the College and Vice Presidents.

The Director of Marketing and Recruitment directs the strategic use of social media for the College and is responsible for creating, maintaining, and overseeing all R-CCC's authorized social media accounts. Specifically, the director:

- Oversees, authorizes, and confirms decisions regarding social media sites.
- Directs employees and students on best-usage practices.
- Evaluates and approves requests for new social media platforms.
- Serves as administrator for all social media accounts and sets up page administrators, editors, and contributors on R-CCC's social media accounts.

- Maintains a list of social media domains, active account logins and passwords for the College.
- Changes passwords to maintain control and account security.
- Leads social media messaging development with the Marketing Committee.
- Guides the Marketing Committee through social media planning and training.
- Monitors conversations, tone, style, and sentiment on all social media platforms.
- Responsible for collection and implementation of performance metrics and establishing goals.

Site Administrator's Role
The site administrator will ensure that:

- All content is appropriate, accurate and timely.
- Meaningful content is updated frequently on the account --- if content is not fresh, beneficial, or informative, you will lose followers and the need for the account is diminished.
- Appropriate consent is obtained and documented including words, graphics, photos, video, audio, images, PowerPoint presentations, artwork, and any other included elements. All videos must provide closed captioning and images must have alternative text to be compliant with the Office of Civil Rights accessibility standards - Section 508 Law and the World Wide Web Consortium's Web Content Accessibility Guidelines 2.1 (Level AA standards). Review this link for more information: https://www2.ed.gov/notices/accessibility/index.html. All Microsoft documents including PowerPoint must use the built-in accessibility features prior to posting.
- If your social media account includes the likeness (photo, video, or audio) of any member of the public, please obtain the individual's consent.
- All errors must be immediately corrected.
- The links offered are reviewed and deemed appropriate.

Monitoring
An important part of the role of the primary administrator is to monitor the site daily. If someone posts content that contains profanity or is personally threatening, it is the College's policy to remove such content and the user may be blocked from R-CCC sites.

All requests for social media accounts must be approved by the employee's immediate supervisor and area VP. A copy of the approval request form is available on the website.

Adopted: 6.25.2024

Pursuant to Policy 7.5, the College adopts the following community standards for its official social media outlets.

College social media outlets provide information of public interest to students, staff, and other residents of our community. The College encourages stakeholders and community members to engage, share thoughts and questions, share College posts with their networks, and comment on College posts regarding the posted topics.

Staff, students, community members, and visitors are encouraged to:

- Use good judgement in commenting and sharing information.
- Be respectful and supportive of others.
- Be mindful that minors use our social media websites.

The College considers its social media platforms to be moderated and limited public forums. As a result, the College reserves the right to remove comments that are clearly off-topic and inappropriate, including:

1. Profane or obscene language or content;
2. Content that promotes, fosters, or perpetuates prejudice or discrimination against protected classes;
3. Sexually harassing, lewd, bullying, harassing, or discriminatory content;
4. Conduct or encouragement of violence or criminal activity;
5. Commercial solicitations or advertisements including promotion or endorsement;
6. Information that may compromise the safety or security of individuals or the College campus.
7. Comments irrelevant to the post.

Violators of our community standards may have their comments removed from the College's social media platforms. Continued egregious violations of this policy may prompt the College to block or further restrict an individual's ability to comment on, or engage with, official College social media platforms. The College also reserves the right to delete comments and block users from commenting if they violate our community standards.

When appropriate, and if possible, a social media administrator will contact the commenter regarding a violation of this procedure to notify the commenter and/or request voluntary removal or editing of the comment. Appeals regarding this process may be made directly to the Dean of Academic Affairs via email at dpruffin4929@roanokechowan.edu or by phone at (252) 862-1267.

Adopted: 8.26.2025