

Sampson Community College



Student Handbook
2010 - 2011

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GREETINGS FROM THE SAMPSON COMMUNITY COLLEGE PRESIDENT

Welcome to Sampson Community College. On behalf of the entire faculty and staff of the College, I want to convey to you best wishes for the 2010-2011 academic year. We are pleased to have the opportunity to serve you and to make your educational and personal experiences rewarding ones while attending the College. We value your opinions and hope you will make suggestions as to how we can improve Sampson Community College.

Our primary goal is to ensure your success in and out of the classroom. Sampson Community College has a wide range of services and programs designed to help you in a variety of areas. I hope you will take advantage of these activities. The College is constantly looking at ways to expand its course offerings and programs that will address students' academic, career, and lifelong learning goals; you play an integral part in this process.

I hope you will engage in the learning process and call on faculty and staff for information and help; I am sure you will find them willing to assist. I encourage you to make the most of your time at SCC by building relationships with the entire campus community. Best wishes for a successful year.

Sincerely,



William C. Aiken, President

GREETINGS FROM THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT

Welcome new and returning students! My name is Gregory Frederick, your current SGA president. I am so excited you are here to take part in a life changing experience with me. Sampson Community College is a school where I have found many opportunities and I am confident the same thing will happen for you. Please take the time to become an active member of the Student Government Association (SGA). As a member of SGA, I have made lifelong friendships, I have grown as a leader, and I have had the opportunity to make real changes on the SCC campus. Come and be part of a team of students who are truly emerging leaders.

Congratulations on this new chapter in your life! I wish you all the luck with your academic, personal, and professional pursuits. Please remember that I am here to help in any way I can.

Sincerely,



Gregory Frederick, SGA President

INTRODUCTION

This handbook is printed for the benefit and convenience of Sampson Community College students. It should serve as a guide to help you achieve your educational goals. Review the handbook carefully, become familiar with its contents, and keep it handy for reference. This book is designed to make your venture into the academic world a more meaningful and worthwhile experience.

The College supports the protections available to members of its community under all applicable Federal Laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 798A and 845 of the Public Health Service Act, Title I Educational Amendments of 1976 (PL 94-482), the Equal Pay and Age Discrimination Acts, and Executive Order 11246, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

For information concerning these policies and provisions, contact the Student Services Division.

HISTORY

Sampson Community College, one of the fifty-eight institutions in the North Carolina System of Community Colleges, was established in September 1965 under the provisions of Chapter 115-A of the General Statutes of North Carolina as an extension unit of Goldsboro Industrial Education Center (now Wayne Community College). The first institutional site was one office and one classroom located in the Sampson County Board of Education Building on Rowan Road. The institution moved from temporary offices in June 1966 to an old elementary school on Highway 421, six miles north of Clinton, and began the first curriculum programs in September of the same year. By an act of the 1967 General Assembly, the college became an independent unit and was called "Sampson Technical Institute." The first Board of Trustees was appointed in February, 1968. As the institution grew, the need for a new campus with modern facilities was realized. A \$500,000 bond issue was approved by Sampson County voters in April 1972. A vocational storage building was occupied on the Highway 24 campus in July 1974, and the main building on this new campus, the North Building, was occupied in January 1976. A new vocational shop building, East Building, was occupied in the fall of 1977 allowing for the expansion of several vocational programs. In 1979, through enabling legislation by the General Assembly, the Board of Trustees approved the school's name change to "Sampson Technical College."

The College added additional facilities in 1982 with the construction of a 6,000 sq. ft. vocational shop building on the main campus and the county's provision of 8,000 sq ft. in the new Courthouse Annex for the Continuing Education Division. In August 1987, the college completed construction of the West Building, and began erecting a new Student Center/Adult Education Building, the South Building, which was occupied in September 1988. In October 1987 the College changed its name to "Sampson Community College." The Board of Trustees approved changing the name of West Building to W.W. Kitchin Hall on August 21, 1989, and South Building to the Robert D. Warren Student Center on June 10, 1997. In the fall of 1998, two new buildings, the Technology Center and Activities Center were occupied. The Occupational Building along with renovations to the East Building was completed in the fall of 2005 adding an additional 36,031 square feet to the College Campus structures. In the fall of 2008, the Board of Trustees named the Occupational Building in honor of the current president Dr. William C. Aiken. In the summer of 2010, the College enrolled the first group of students in occupational classes in the Ammonia Refrigeration Training Center. The specialized shop and classroom building includes 5,000 sf of space designed to support specialized training in the use of ammonia refrigeration in the food processing industry.

Revised: July 2010

ACCREDITATION

Sampson Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Sampson Community College.

MISSION

Sampson Community College, founded as an extension unit of the Goldsboro Industrial Education Center, was chartered as an independent member institution of the North Carolina Community College System in 1967. The College operates as a comprehensive two-year public community college serving adult students of Sampson and surrounding counties. Consistent with the historical traditions of North Carolina's community colleges, the College affirms its belief in the incomparable worth of all students and its commitment to open-door student admissions. Central to this commitment, the College recruits and retains outstanding faculty members who support this mission and are dedicated to the art of teaching and advising students from all backgrounds and at all levels of educational preparation.

The College's educational programs are comprehensive, ranging from instruction in basic skills through collegiate studies at the sophomore level. A principal focus of the College's curricular programs is to provide occupational education at the certificate, diploma, and degree levels in programs of study that lead to meaningful employment for students in southeastern and central North Carolina. The College also provides opportunities for students to complete general collegiate studies in the arts and sciences leading to associate degrees that qualify them for admission and success in senior institutions. The College endeavors to provide access to educational programs and services at times, places, and costs that meet the needs of adult students. Faculty members are encouraged to utilize available technologies to improve classroom teaching and learning and to facilitate distance learning opportunities across all programs.

As part of its commitment to lifelong learning, the College offers continuing education to adult students including opportunities to acquire basic skills, to complete the GED, and to participate in non-credit academic and personal enrichment classes. The College recognizes its obligation to work cooperatively with local business and industry, public schools, professional and trade associations, and community organizations to develop and deliver a comprehensive educational program that meets the needs of these constituents. The College supports local and regional economic development efforts and provides industries with access to specialized state-sponsored training and financial incentive programs.

In recognition of the increasing globalization of all economic activity, the College seeks to develop student multi-cultural awareness through classroom instruction and enrichment programs available to the entire campus community. The College acknowledges its responsibility to continually evaluate both the quality and relevance of all educational programs.

In support of its educational mission and undergirding philosophy, the College recruits and retains qualified individuals for admission and employment without regard to their race, color, sex, national origin, religion, age, disability, political belief, or affiliation consistent with state and federal law.

Approved by the Board of Trustees November 11, 2003

ACADEMIC CALENDAR

FALL SEMESTER 2010

Aug 10 & 11	Registration
Aug. 12	Schedule Adjustment
Aug. 16	Classes Begin
Sept. 6	Labor Day Holiday
*Oct. 11-12	Fall Break
Nov. 24-26	Thanksgiving Holiday
Dec. 7-10, 13	Final Exams
Dec. 13	Semester Ends
Dec. 14	Grades Due
*Inclement Weather	

SPRING SEMESTER 2011

Jan. 4	Registration
Jan. 5	Schedule Adjustment
Jan. 6	Classes Begin
Jan. 17	MLK Jr. Holiday
*Mar. 10-11	Spring Break
Apr. 22, 25-29	Holiday/ Easter Break
May 4-6, 9-10	Final Exams
May 10	Semester Ends
May 11	Grades Due
*Inclement Weather	

SUMMER SEMESTER 2011

May 15	Graduation
May 16	Registration
May 17	Schedule Adjustment
May 18	Classes Begin
May 30	Memorial Day Holiday
July 1, 4-5	July 4 th Break
July 26-28	Final Exams
July 28	Semester Ends
July 29	Grades Due

DIRECTORY

BOARD OF TRUSTEES

<u>NAME</u>	<u>TERM EXPIRES</u>
Mr. Larry M. Barnes (Chair)	2014
Mr. Willie D. Jacobs (Vice-Chair)	2011
Mr. Douglas M. Daughtry	2013
Ms. Betty Jo Faircloth	2014
Ms. Barbara Faison	2012
Mr. Chris Fann	2013
Ms. Fay Gaddy	2011
Mr. Randy Jacobs	2013
Mr. R. Pat Jones	2014
Ms. Norma R. Naylor	2012
Ms. Carole G. Robinson	2011
Mr. Robert O. Sanderson	2012
Mr. Gregory Frederick, SGA President	2010-2011

PRESIDENT'S DIVISION

Dr. William C. Aiken	President
Gloria Edwards	Grants Writer
Lisa Turlington	Foundation Director
Virginia S. Lucas	VP of Finance
Tim Wright	VP of Academic Affairs
Amy Noel	Dean of Student Services
Beverly Stanley	Foundation Assistant
Dr. William J. Starling	VP of Administration
Frankie Sutter	Personnel Officer/Administrative Assistant

ADMINISTRATION

Dr. William J. Starling	VP of Administration
Ronnie Adams	Maintenance Supervisor
Gay Bass	Receptionist
Matthew Bauer	Network Administrator
Erica Jones	Public Information Officer
Bill Kemmer	Computer Systems Assistant
Billy Langston	Coordinator of Auxiliary Services
Edna Raynor	Housekeeping Supervisor
Paul Ruggles	Director of Computer Services
Kenneth Oates	Security
Angie Warner	Planning & Research Coordinator

ACADEMIC AFFAIRS

Tim Wright	VP of Academic Affairs
Patsy Burgess	Business & Public Service Programs, Chair
Ann Butler	Dean of Continuing Education
Wanda Capps	Health Programs, Chair
Perry Gillespie	Professional Development Coordinator
Lewis Gravis	Director of Distance Learning
Dr. Steve Matthis	Dean of Occupational Programs/Ag & Industrial Programs, Chair
Marvin Rondon	Evening Director/Early College Liaison

BUSINESS AND FINANCE DIVISION

Virginia Lucas	VP of Finance
Sallie Adams	Asst. Payroll Officer/General Bookkeeper
Lauren Cochran	Cashier/Business Office Assistant
Betty Hudson	Asst. Printing Tech./Asst. Equipment Coordinator
Kelly Jackson	Director of Budgeting & Internal Controls
Nicole Jordan	General Bookkeeper
Shelby Kidd	Equipment Coordinator/Printing Technician
Kay Pope	Bookstore Manager
Karen Sadvary	Purchasing Agent/Auxiliary Svc. Bookkeeper
Pam Wise	Accounts Payable Bookkeeper

LIBRARY

Mark Rushing	Director of Library Services
Sherry Best	Library Services Coordinator
Anita Boney	Library Technical Assistant
Peggy Lindsay	Librarian
Alice Williamson	Librarian

STUDENT SERVICES DIVISION

Amy Noel	Dean of Student Services
Delsey Brewington	Assistant to the Registrar
Kim Davis	Office Assistant
Sharon Leggett	Counselor
Tracy Moore	Student Activities/Community Outreach Coordinator
Marleen Powell	Financial Aid Assistant
Denise Rackley	Registrar
Oscar Rodriguez	Director of Admissions
Tonita Smith	Counselor/Disability Services
Betsy Stevens	Student Services Office Manager
Judye Tart	Director of Financial Aid

INSTRUCTIONAL PROGRAMS

AGRICULTURAL & INDUSTRIAL PROGRAMS

Dr. Steve Matthis	Dean of Occup. Programs/Ag & Ind. Programs, Chair
Ken Braswell	Ammonia Refrigeration Chair
Bronda Cooper	Cosmetology Instructor
Barney Grady	Building Construction Technology Chair
Laurie Hamilton	Livestock & Poultry Technology Instructor
David Hodges	Horticulture Technology Instructor
Lisa Horne	Secretary
Loreta Jones	Cosmetology Chair
Rex Matthis	Welding Technology Chair
Dana Meredith	Industrial Maintenance Technology Chair
David Miller	Cosmetology Instructor
Nancy Olsen	Horticulture Technology Chair
James Thomas	Industrial Systems Instructor

BUSINESS & PUBLIC SERVICE PROGRAMS

Patsy Burgess	Division Chair
JoEllen Axthelm	Early Childhood Education Instructor
Susan Baxter	Early Childhood Education Chair
Mike Brim	Criminal Justice Technology/BLET Chair
Torwanna Coe	Early Childhood Education Instructor
Bruce Creech	Accounting/Business Admin. Instructor
Sherry Hines	Medical Office/Office Administration Chair
Wanda Kenny	Computer Lab Coordinator
Darell Matthews	Computer Info. /Info. Sys. Security Chair
Michele Moore	Community Spanish Interpreter Chair
Kristina Quay	Early Childhood Education Instructor
Edith Rogers	Secretary
Joy Rogers	Technology & Security Instructor
Al Spraker	Computer Info. /Info. Sys. Security Instructor
Patricia Welfare	Accounting/Business Administration Chair
Teresa Wolf	Early Childhood Education Instructor

HEALTH PROGRAMS

Wanda Capps	Division Chair
Robin Bradshaw	Coordinator/Instructor Unlicensed Health Programs
Lynn Cavanaugh	Secretary
Diane Hudson	Associate Degree Nursing Instructor
Daphene Lane	Practical Nursing Instructor
Shannon Matthews	Associate Degree Nursing Instructor
Betsy Ramos	Associate Degree Nursing Instructor
Rebecca Scott	Unlicensed Health Programs Instructor
Diana Shipp	Practical Nursing Instructor
Lisa Smith	Associate Degree Nursing Instructor
Veronica Stevens	Associate Degree Nursing Instructor

ARTS & SCIENCES/COLLEGE TRANSFER

Jay Gillispie	Division Chair
Susan Burns	Biology Instructor
Beth Daughtery	Secretary
Lisa Dobson	Director of Student Support Services
Jennifer Eavenson	Math Instructor
LeeAnne Edmonds	Science Instructor
Melissa Ezzell	Developmental Math Instructor
Dr. Jay Gillispie	History Instructor
Harold Godwin	Director of Developmental Studies/Instructor
Lewis Gravis	Sociology Instructor
Eddie Hines	Developmental Reading/English Instructor
Britt Honeycutt	English Instructor
Helen McKenzie	Student Support Services Secretary
Kimberly Philpott	Counselor/Retention Specialist
Carole Phipps	Math Instructor
Rebekah Lowry	Developmental Reading/English Instructor
Carrah Royal	English Instructor
Dr. Cindy Shillady	Biology Instructor
Darren Smith	Biology Instructor
Jan Tart	Academic Skills Coordinator
Michael Traylor	Developmental Math Instructor
Janice Williams	Lead Tutor/Data Entry Clerk/Secretary
Paul Wolf	Psychology Instructor

CONTINUING EDUCATION

Ann Butler	Dean of Continuing Education
Linda Blankenship	Secretary/Receptionist
Peggy Brewer	Compensatory Education Coordinator Recruiter
Katie Brown	Director of Customized Training
Melita Butler	Secretary
James Ezzell	Basic Skills Instructor
LaVoice Faison-Stevens	Basic Skills Instructor
Nydia Gonzalez	Coordinator of Basic Skills/ESL
Aдриene Howard	Basic Skills/HRD Data Specialist
Cliff Ireland	Director of Small Business Center
Sheron Jones	Basic Skills Instructor
Toledo Kemmer	Career Readiness Specialist
April Melvin	Basic Skills Instructor
Donnette Pope	GED Examiner
Alonza Royal	Coordinator of Human Resource Development
Fred Stamey	Truck Driver Training Instructor/Coordinator
Richard Stephenson	Director of Emergency/Medical Services
Candace Taylor	Director of Basic Skills
Carol Watson	Literacy Support Specialist
Aleta Whaley	Director of Occupational and Community Services

I. GENERAL INFORMATION

HOURS AND PLACE OF OPERATION

The College provides access to the campus for students, employees, and visitors during the College's scheduled hours of operation. During the Fall and Spring semesters, these hours are 8:00 a.m. through 11:00 p.m., Monday through Thursday, and from 8:00 a.m. to 4:00 p.m. on Fridays during scheduled academic days.

The College's hours of operation are from 8:00 a.m. to 5:00 p.m. Monday through Thursday on non-academic days and from 8:00 a.m. to 4:00 p.m. on Fridays during the Fall and Spring semesters. During the Summer semester, these hours are 7:30 a.m. to 5:30 p.m. Monday through Thursday and from 8:00 a.m. to 12:00 Noon on Friday. The College's hours of operation are subject to change during non-academic days. During weekends, the College opens only those buildings housing weekend classes during class hours. Access to buildings after these hours may be requested through the administration.

Classes are conducted at the College and in outlying areas. In general, curriculum courses are held on the College campus; continuing education and literacy courses are held both on the campus and at other locations within the service area.

CHANGE OF ADDRESS OR TELEPHONE

It is the responsibility of the student to notify the Student Services Division of any changes of address and/or telephone number immediately after the change is made. Any student requesting such changes must present valid forms and documentation reflecting the current and corrected information. This information is vital for the accurate mailing of grades or other information from the College and for the relaying of emergency messages.

RELEASE OF INFORMATION

Sampson Community College supports the rights and privacies afforded each student by the Family Educational Rights and Privacy Act of 1974 and operates in compliance with its provisions.

The statute governs access to records maintained by certain educational institutions and the release of such records. In brief, the statute provides:

1. That such institutions must provide student access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.
2. That institutions must obtain the written consent of the student before releasing personally identifiable data about the student with the exception of directory information.

Directory information is defined as the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, class schedule, and the most recent previous educational agency or institution attended by the student.

Any student who does not wish the College to release any or all of the information designated as directory information without the student's written consent must notify the Registrar's office.

EMERGENCY CALLS

Students should ask their family, friends, and associates not to contact them at the College. Classes will not be interrupted for incoming calls for students except during emergency situations. The Dean of Student Services, the Director of Evening Programs, or other College designee will screen all messages in order to determine the nature of the emergency. If it is apparent that an emergency exists, the staff will make every effort to relay the message. Callers must identify themselves and the number from which they are calling.

If a person visits the campus requesting the location of a student concerning an emergency situation, the person should be referred to the Dean of Student Services or the Director of Evening Programs. If an emergency situation exists, a short message will be delivered to the student giving the name of the person, a brief message, and where the person will be waiting.

If a law enforcement officer wishes or asks to see a student, the officer should be referred to the Student Services Division. In situations where the safety of the College community is in question, the officer will be referred to the Dean of Student Services, the Director of Evening Programs, or the Vice President of Administration.

**Emergency Messages should be directed to: (910) 592-8084 (day)
(910) 990-4994 (night)**

POLICY PERTAINING TO CELLULAR PHONE AND ELECTRONIC DEVICES USAGE

Students may not disrupt class with the use of cellular phones, pagers, or similar electronic devices. Students who act in disregard to this policy are subject to being dropped from class at the discretion of the instructor. Specific penalties are included in the course syllabus.

Effective Fall 2006 semester

STUDENT IDENTIFICATION CARDS

All students enrolled in courses or programs offered by the college (curriculum, basic skills, GED) must obtain a standard student identification card within the first week of classes. An ID card station is set up on curriculum registration days. Student identification cards are issued by the Student Activities Coordinator in the Student Services Division during the rest of the semester. Students are required to display their Student ID at all times on campus and must present it for access to SCC facilities, services, and activities. Student ID cards are valid from the semester of entry until graduation, but must be validated with a color-coded label for each semester of enrollment. A receipt showing payment of fees must be presented when an ID card is issued. Broken ID cards will be replaced at no charge when the damaged portion is presented. A replacement fee of \$5.00 must be paid to the Business Office for ID cards that are lost.

Student ID cards may be obtained in the Student Services Division Monday through Thursday from 8:00 a.m. until 5:00 p.m. and on Friday from 8:00 a.m. until 4:00 p.m. Students who have evening classes or scheduling conflicts may contact the Student Services Division for an appointment to have an ID made. All other requests for Student ID cards should be directed to Student Services at (910) 592-8084.

PARKING REGULATIONS

Currently enrolled students who drive to campus should obtain a student parking permit within the first week of class. The parking permit should be clearly displayed in the lower portion of the windshield on the passenger side of the vehicle. The permit entitles students to park in any campus lot designated for student parking. Students who park in unauthorized areas and/or do not have a permit properly displayed may receive a parking ticket from the college. Parking fines are \$5.00 per ticket. Students who have unpaid fines will not be allowed to register for courses in subsequent semesters and may not obtain transcripts or educational records from the college until the student's account is cleared with the Business Office.

VISITORS

Sampson Community College welcomes visitors. Campus tours are provided upon request for prospective students and may be scheduled with the Admissions Office. Visitors should check in at the receptionist's desk in the main administration (North) building upon their arrival. Visitors are asked to sign in stating their intended purpose on campus and are issued temporary Visitor's ID badges to be worn for the duration of their visit. A Visitor's ID badge is required to use library services and other public resources on campus. Students are not allowed to have visitors on campus. Persons on campus without legitimate reasons consistent with the mission of the college are considered to be loitering. **Loitering on the College campus is strictly prohibited.**

UNATTENDED MINORS ON CAMPUS

MINORS NOT ENROLLED IN COURSES AT SAMPSON COMMUNITY COLLEGE ARE NOT PERMITTED TO LOITER ON THE COLLEGE CAMPUS. Minor children (under the age of 18) are not allowed to accompany parents or guardians to classrooms, shops, or laboratories or to be left unattended anywhere on the college campus. This policy is intended to prevent disruption on the campus and to prevent injuries to unsupervised minors. The College assumes no liability for injuries incurred by minors while on campus.

EATING, DRINKING, AND SMOKING IN CLASSROOMS

Eating, drinking, and the use of tobacco products are not permitted in the classrooms, library, shops, or laboratories.

SMOKING ON CAMPUS

In recognition of the adverse consequences of smoking and secondary smoke to the health of our students, our employees, and visitors to the campus, all college buildings are designated smoke and tobacco free. The purpose of this policy is to promote a more healthful campus environment for students, visitors, and employees through the reduction of secondary smoke exposure to nonsmokers. The Board of Trustees upon the recommendation of the administration has adopted a campus-wide "No Smoking" policy as of January 2, 2007. Smoking is allowed only outside of buildings and at least 15 feet away from entrances. Employees and students who violate this policy may be subject to disciplinary action.

PEER-TO-PEER COMPUTING APPLICATIONS AND UNAUTHORIZED DOWNLOADS OF MUSIC

Purpose

The primary purpose of this policy is to inform, educate, and set expectations for all members of the college community of their individual and corporate responsibilities in the use of Peer-to-Peer applications using the College's network. (The policy is also intended to bring attention to the possibility of enforcement proceedings against individuals who illegally download music as defined by the Recording Industry Association of America. "RIAA")

Policy

It is the policy of Sampson Community College that the College's network connections may not be used to violate copyright laws. The unauthorized reproduction of copyrighted materials is a serious violation of SCC's Computer Use Policy, as well as the U.S. Copyright Laws, as discussed above.

The College may, at its discretion, put into place file transfer limitations on inbound and outbound traffic necessary to support the primary usage of the network: academic and enterprise computing. The data network must be available for SCC's students, faculty, and staff to support essential daily operations.

If an artist, author, publisher, the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), or a law enforcement agency notifies the College that a faculty/staff member of student is violating copyright laws, the computer services staff will provide administrative officers information in the form of Internet Protocol (IP) address information and any information from logs to assist in the investigation of the complaint. Appropriate action will be taken against the violator in accordance with College policy. In some cases, violations of College policy will result in suspension or revocation of network privileges and/or civil or criminal prosecution under state and federal statutes.

CLOSING DUE TO INCLEMENT WEATHER

At certain times the opening of the college may be delayed due to weather conditions or other uncontrollable circumstances. When such conditions appear or are anticipated, the delay or closing will be announced on area television and radio stations and on the automated attendant serving the main College telephone number (910) 592-8081.

The decision to alter the published schedule, cancel classes, or to close the College is based upon the condition of the campus roads, parking lots, walkways, and the prevailing highway and road conditions as assessed by local and state officials. Announcements regarding closing or delaying classes are typically made prior to 6:00 a.m. for day classes and before 2:00 p.m. for evening classes unless sudden deterioration in weather conditions necessitate even later notice.

Decisions regarding weekend classes will be made using the same procedures for weekday classes. For purposes of this policy, the decision to cancel classes or close the College applies to all College classes and the Sampson Early College High School classes.

***Note: the Sampson County Superintendent may close or delay classes for the SECHS at such other times as necessary. Because these delays or closings are based upon the perception of the safety of bus operations throughout the county, these announcements do not apply to College operations.**

If the College announces it will delay opening until a certain time, then all class time scheduled after the delayed opening will be held as scheduled. For example, if the College announces that opening will be delayed until 9:00 a.m., then an 8:00 a.m. - 8:50 a.m. class will be cancelled in its entirety; and an 8:00 a.m. - 9:50 a.m. class will start at 9:00 a.m. and end at 9:50 a.m.; and a 9:00 a.m. - 9:50 a.m. class will be held as scheduled. The staff, in this example, would delay reporting for work until 9:00 a.m. Also, please remember that at times, rather than canceling all classes, only day classes (or only evening classes) will be canceled. Day classes are those classes that start before 5:00 p.m. Evening classes are those classes that start at 5:00 p.m. or later.

Stations used by the College for inclement weather announcements are:

- WRAL FM 101.5
- WRAL TV Channel 5
- WECT TV Channel 6
- WTVD TV Channel 11
- SCC TV Starvision Channel 14
- SCC TV Starvision Cable Chan. 1

Please do not call the stations as it only ties up the lines and keeps the College administration and other institutions from being able to call in to make important announcements.

FIRST AID

All buildings with 25 or more persons are equipped with first aid kits. The location of each kit is as follows:

<u>Building</u>	<u>Location</u>
Activities Center	Office
Ammonia/Refrigeration Bldg	Office and Airlock
East Building	EMS Office
Occupational Building	Ind. Maint. Instructors Off.
Industrial Building	Welding Instructor's Office
Kitchin Building	Library Desk
Kitchin Building	Science Lab Room 228K
Maint. Shop Bldg./North Bldg.	Maintenance Office
North Building	Student Services Division
North Building	Evening Division
Technology Center	Nursing Office
East Building	Compensatory Ed. Classroom
Warren Student Center	Butler Basic Skills

The first aid supplies will be inventoried and maintained for use by a person designated in each area for that purpose.

COMMUNICABLE DISEASE

Sampson Community College is committed to assure, to the extent possible, that each employee and student enjoys safe and healthful work and study conditions. The College, in its effort to control

communicable diseases on the campus, has adopted a Communicable Disease and Bloodborne Pathogens policy.

Policy Statement on Communicable Disease and Bloodborne Pathogens

Persons infected or reasonably believed to be infected with communicable diseases will not be excluded from enrollment or employment, or restricted in their access to College services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, other members of the institution, or others associated with the institution through clinical, cooperative, intern, or other such experiences, involving the general public.

Persons who know, or have a reasonable basis for believing, that they have been infected or have a communicable disease which may pose a threat to others are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves so as to protect themselves and others. Employees, employees of contractors or contracted services, or students infected with a communicable disease have the responsibility of reporting this fact to the Personnel Officer or the Dean of Student Services, as appropriate.

The institution will continue a program of educating and informing employees and students about communicable diseases, warning signs, and protective measures. The education program will include, but not be limited to, written publications, seminars and workshops, and curriculum content.

CAMPUS SECURITY

The College strives to maintain a safe and orderly environment for students, faculty, and visitors. Crime awareness is a collective responsibility of all people on our campus, and they must take individual precautions to protect themselves from becoming the victim of a crime. The promotion of campus security is a shared responsibility as well; and the cooperation of students, faculty, and visitors is necessary to ensure safety on campus.

1. Campus Law Enforcement

The College employs one full-time officer from the Clinton Police Department (CPD) and other part-time police officers as security personnel. These officers are recognizable on the campus in their CPD uniforms. Their duties include parking and traffic enforcement as well as campus security. While on duty on the campus, these officers serve as representatives of the College and as sworn members of the Clinton Police Department with arrest authority. The College resides within the City of Clinton. Students, employees, and visitors are subject to the enforcement actions of sworn officers from the Clinton Police Department.

These officers have the authority to arrest individuals without approval of College officials for violations of city, state, and federal laws. The College encourages the accurate and prompt reporting of all crimes to campus security personnel, to College officials, or directly to the Clinton Police Department through 911 calls.

Security/evening staff are available to accompany individuals to their cars during evening hours when requested through the Evening Director's office. Officers may also provide additional assistance to the maintenance staff in closing and securing the buildings at the conclusion of evening operations.

Security staff members are equipped with radios that may be used to request assistance directly from central dispatch for responses by the Clinton Police Department and Sampson County Emergency Services. These employees are sworn officers with the power of arrest. They are authorized to summon police in the event of an incident requiring law enforcement. Law enforcement support agencies include the State Bureau of Investigation, the State Highway Patrol, the Sheriff's Department, Clinton Police, and other special agencies.

2. Emergency Call Stations

An emergency call station is available near both east and west student parking areas that allow students to request immediate assistance when needed. These stations alert college staff and security officers that assistance is needed and provide a visible flash to notify others in the area that a student needs aid. Questions concerning the use of these stations should be directed to the Security Staff.

3. Security Considerations

The College campus provides designated well-lighted parking areas for students and employees with open walkways between buildings and parking lots. The campus is equipped with emergency call boxes located in the west parking lot and the southeast parking lot adjacent to the Activity Center. These call boxes alert the employees monitoring the College's radio system that emergency assistance is needed. In addition to those carried by campus security officers, the maintenance and housekeeping employees and a number of administrators carry hand-held radios that communicate across the campus. These employees can request 911 services through the switchboard operator or summon assistance from other staff when needed.

When not in use by the College, the plant staff secures all campus buildings. Most buildings are equipped with security alarm systems that report intruders to a monitoring service that then calls both local police and an administrator for response. During hours the College is closed, the Clinton Police Department (CPD) drives through the campus as part of their regular monitoring activity.

4. Access to Campus Facilities

The College provides access to the campus for students, employees, and visitors during the College's scheduled hours of operation. During the Fall and Spring semesters, these hours are 8:00 a.m. through 10:30 p.m., Monday through Thursday, and from 8:00 a.m. to 4:00 p.m. on Fridays during scheduled academic days. During the Summer semester, these hours are 8:00 a.m. to 10:00 p.m. Monday through Thursday and from 8:00 a.m. to 12:00 p.m. on Friday. The College's hours of operation are subject to change during non-academic days.

5. Student Right-To-Know and Campus Security Act of 1990

The information in this section summarizes the College's policies and programs intended to promote campus safety and to comply with the provisions of the 1990 Campus Security Act and the 1998 Clery Act and their amendments.

Questions concerning campus security, crime reporting, or the College's compliance with The Clery Act and its amendments should be directed to the Dean of Student Services located in the Student Services Division, North Building, or the Vice President of Administration, North Building Administrative Offices. Both administrative offices may be reached by calling 910-592-8081.

In compliance with the requirements of Clery Act, the following crime statistics are provided to inform the campus community about the occurrence of crimes on the campus and within the City of Clinton for the noted three-year period.

OFFENSE			
	YEAR	YEAR	YEAR
MURDER / NON-NEGLIGENT MANSLAUGHTER	2007	2008	2009
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	4	1
MOTOR VEHICLE THEFT	0	0	0
ARSON	0	0	0
LIQUOR LAW ARRESTS	0	0	1
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0
DRUG LAW ARRESTS	0	0	2
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	0	0	1
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0

6. Monitoring and Recording of Criminal Activity

Anyone suspected of involvement in any illegal acts should be reported immediately to the Clinton Police Officer assigned to the campus or to any college employee. An administrative officer can be reached during the College's normal hours of operation by dialing the operator (0) or an administrative office directly.

7. Information on Registered Sex Offenders

Information concerning registered sex offenders residing in Sampson County may be obtained at the following web site maintained by the State Bureau of Investigation: <http://ncfindoffender.com/>

8. Criminal Reporting and Notification

The policy of the College is to prepare and disclose both campus and community crime statistics to currently enrolled students in a timely manner through one or more methods of notification including mail, information handouts, posters, and electronic means.

As noted above, students are encouraged to report all crimes to a campus officer or to an administrative staff member for the purpose of making timely warning reports and for the purposes of making the annual statistical disclosure. These staff members include the president, vice presidents, dean, evening director, or any campus official supervising a College event.

WEAPONS ON CAMPUS

Both state and federal laws prohibit guns, firearms, explosives, and other deadly weapons on the College campus. These laws apply even if you have a permit to carry the weapon. Law enforcement officers acting in their official capacity are allowed to carry weapons on campus.

These laws will be strictly enforced by security and College officials. Possession of a weapon on campus constitutes a felony.

II. ACADEMIC INFORMATION

ACADEMIC STANDARDS

Associate Degree, Diplomas, and Certificates

Sampson Community College is authorized by the North Carolina State Board of Community Colleges to award the following degrees, diplomas, and certificates to students who have completed all program requirements consistent with the provisions of this catalog.

Associate in Applied Science Degree

The Associate in Applied Science degree is awarded upon completion of the course requirements for most two-year programs. These programs include 64-76 semester hours.

Associate in Arts Degree

The Associate in Arts degree is awarded upon completion of the course requirements for the College transfer associate of arts program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree in the liberal arts at a senior college or university.

Associate in Science Degree

The Associate in Science degree is awarded upon completion of the course requirements for the College transfer associate of science program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree in the sciences at a senior college or university.

Associate in General Education Degree

The Associate in General Education Degree is awarded upon completion of the course requirements for the general education program. This curriculum is designed for students desiring post-secondary courses in the liberal arts or technical and vocational fields but may not desire to follow specific professional requirements.

Diploma

The diploma is awarded upon completion of the course requirements for programs with 36-48 semester credit hours.

Certificate

Certificates are awarded for completion of programs with 12-18 semester hours.

SEMESTER SYSTEM AND CREDIT HOURS

All credits in the North Carolina Community College System are earned in semester hours. Students who have attended Sampson Community College or another North Carolina community college under the quarter system should have their transcript evaluated for conversion of quarter credits to the semester system. The College's academic year is comprised of two sixteen-week semesters and one summer session.

REGISTRATION

One or more registration days are provided for students prior to the first day of classes each semester. Pre-registration is generally scheduled for students already in attendance at the College. Students are requested to register at the specified times listed in the College's academic calendar.

SCHEDULE ADJUSTMENT

A schedule adjustment period is provided following the registration period for each semester. Students may not add class(es) once the class(es) has/have met.

ADVISORY SYSTEM

The college's academic advising system is an essential part of the student's educational experience. It is intended to include the entire academic community in order to facilitate communication between students, faculty, and student services staff. Upon admission to the college, students meet with a counselor to select a program of study that is appropriate to each individual's aptitudes and interests. Once a program is selected, students are assigned a faculty advisor who assists with course planning, registration, and documenting academic progress. Progress conferences may be scheduled at any time throughout the year. Academic advisors and counselors make every effort to provide effective guidance, but the student bears the final responsibility for ensuring that all academic requirements are satisfied for the selected program.

ATTENDANCE POLICY

All students are expected to attend every scheduled class and to report to class on time. Attendance is computed beginning with the first scheduled class meeting. Tardiness (arriving to class late or leaving class early) also counts toward accumulated absences. If an emergency prevents a student from attending class, the student should notify his/her instructor as soon as possible.

In the event that a student does not attend at least 85 percent of all scheduled contact hours, the instructor may drop the student. If there are extenuating circumstances, the instructor has the authority to make an exception to the attendance policy. Specific guidelines regarding attendance and tardiness are included in course outlines/syllabi.

CLASS ABSENCES FOR STUDENT ACTIVITIES

The College encourages student participation in college-sponsored events and extracurricular programs. However, in some instances these activities may conflict with a student's class schedule. Students who miss a class, shop, lab, or clinical experience will be counted absent when not in attendance and are expected to complete all missed assignments.

ACADEMIC FORGIVENESS POLICY

Students may apply for the removal of grades earned (or transfer credit awarded) at Sampson Community College under the specific provisions of the College's Academic Forgiveness Policy. Although the courses will not be removed from the student's cumulative record, the grades no longer will be calculated into the student's major or cumulative grade point average and no longer will apply toward the fulfillment of any college requirement. Students who would like specific information concerning the Academic Forgiveness Policy should contact their advisor.

CLASSIFICATION OF STUDENTS

1. **CONTINUING STUDENT**: A student enrolled during the current or previous semester.
2. **RETURNING STUDENT**: A student previously enrolled at Sampson Community College who has been out of school one semester or more and has not attended another institution since leaving SCC.
3. **FIRST-TIME FRESHMAN**: A student enrolling at SCC for the first time who has never gained any transferable credit hours from any other college.
4. **TRANSFER STUDENT**: A student who has attended another college prior to enrolling at SCC.
5. **FRESHMAN**: A student who has completed less than 34 credit hours in a specific curriculum.
6. **SOPHOMORE**: A student who has completed 34 or more credit hours toward a degree, diploma, or certificate.
7. **FULL-TIME STUDENT**: A student who is registered for 12 or more credit hours toward a degree, diploma, or certificate.
8. **PART-TIME STUDENT**: A student who is registered for fewer than 12 credit hours toward a degree, diploma, or certificate.
9. **SPECIAL STUDENT**: Special students are those who are enrolled in curriculum courses for credit but are not working toward a degree, diploma, or certificate. Special students must meet all course prerequisites prior to registering for the course. If a special student should decide to earn a degree, diploma or certificate, the student must

complete all admissions requirements for regular students. Special students will not receive credit toward graduation for more than 15 credit hours of major courses completed prior to acceptance into a curriculum program.

10. **DAY STUDENT**: A student having the majority of his courses beginning before 5 p.m.
11. **EVENING STUDENT**: A student having the majority of his courses beginning after 5 p.m.

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS

All curriculum students are expected to meet institutional standards of academic progress and show evidence that they are making satisfactory progress toward the completion of their program. In addition, students receiving financial aid are required to meet standards of progress established to comply with federal regulations. Students enrolled as special students are exempt from these policies.

Satisfactory Progress

To remain in good academic standing, all students must maintain a cumulative GPA of 2.0 or higher within their program of study. (The total number of hours transferred from another institution or transferred with the College will be considered in determining the required GPA for meeting minimum standards to remain in good academic standing.)

Academic Warning

Students who do not meet the required GPA may continue their enrollment at the College but will receive a notice of academic warning. This warning will indicate that the student is not making adequate academic progress and may be subject to further academic sanctions if the student fails to achieve a satisfactory GPA in the next term of enrollment.

Academic Probation

If the required GPA of 2.0 is not attained by the end of the academic warning term, the student will be on academic probation and will be referred to Student Services to determine available alternatives. These alternatives may include a reduction in academic load, a one-time change of program, withdrawal from the College, or a continuation of full-time status with approval of the Department Chair, Division Chair, and the Vice President of Academic Affairs. If a program change is determined to be the best alternative and the student is eligible, the student will enroll under academic warning and will be required to meet the minimum GPA at the end of the probationary term.

Academic Suspension

Students who fail to meet the cumulative grade point average requirements after one term of academic probation will be academically suspended. After one semester of suspension, students may apply for readmission and, if admitted, take courses approved by their counselor. Readmitted suspended students are placed on probation during the semester in which they re-enroll. Failure of readmitted suspended students to demonstrate substantial academic improvement in the semester in which they re-enroll will result in suspension from the curriculum.

Appeal

Students who have a legitimate reason for not meeting one or all the academic standards may appeal their status in writing to the Vice President of Academic Affairs. Waiver of academic standards may be granted for death of an immediate relative of the student, injury

or illness of the student, or other special circumstances. Appropriate documentation must accompany the appeal. If a student's appeal is successful, then the student is still considered to be maintaining satisfactory progress. The student will be notified in writing of the committee's decision.

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Satisfactory Progress - Financial Aid

Federal regulations require minimum standards of satisfactory progress which students must meet in order to receive financial assistance from Title IV programs. Title IV programs include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, North Carolina Student Incentive Grant. To be eligible to receive financial aid, a student must comply with the following conditions:

1. To remain in good academic standing, a student must maintain a cumulative 2.0 grade point average (GPA).
2. A minimum of 70 percent of the attempted credit hours must be completed each semester. Attempted hours will include all developmental courses, all withdrawals, incompletes, and repeated courses. See the following example:

Credit Hours Enrolled (After Drop/Add)	Minimum Credits Successfully Completed
15	11
11	7
6	4

3. Maximum time frame allowed to complete degree, diploma, and certificate requirements will be 150 percent of the required credit hours. See the following example:

Associate in Arts	64	96
Information Systems-Degree	57	86
Welding-Diploma	37	55

*Students required to take developmental courses will have those hours added to their attempted hours allowed. However, students may not receive federal financial aid for more than 30 semester hours of developmental courses.

Academic Warning-Financial Aid

Students who do not meet the required GPA or who do not pass the required number of credit hours attempted in a semester may continue receiving their financial aid but will receive a notice of academic warning. This warning will indicate that the student is not making adequate academic progress and may be subject to further academic sanctions and loss of financial aid if the student fails to complete the required credit hours and achieve a satisfactory GPA in the next semester of enrollment.

Academic Probation-Financial Aid

If the required GPA is not attained or if the required number of credit hours is not passed by the end of the academic warning term, the student will be placed on academic probation.

Students are not eligible for federal financial assistance as long as they are on academic probation.

Appeal-Financial Aid

A student may appeal their academic standing to the Vice President of Academic Affairs consistent with the provisions under “Appeal” in the previous section.

TRANSCRIPTS AND GRADE REPORTING

Records of progress are maintained by the College on all students. These records are confidential and are released only upon written request from the student or for academic advising. All student obligations to the College must be completed before a transcript is released.

Grade reports will be mailed to the student’s most recent address of record at the end of each semester. Final grades will be withheld until all student obligations to the College are completed.

GRADING SYSTEM

Grading the performance of students in coursework is the responsibility of individual faculty members. Program Departments have adopted a standardized 10 point grading scale to provide uniformity within curriculum programs. Grading scales are included in each course syllabus.

The categories of institutional grades and the corresponding symbols for students who have met minimum course requirements are:

Superior	A	superior academic performance
Good	B	good academic performance
Average	C	average academic performance
Passing	D	below average academic performance
Satisfactory	S	used in selected lab courses to indicate that the student has satisfactorily completed course requirements
Credit by Exam	CE	credit earned by examination procedures of the College
Experiential Credit	EC	credit earned under experiential learning policy of the College
Transfer Credit	TR	credit earned from courses taken at other accredited educational institutions
Audit	AU	participation as an auditor of a course

The categories of institutional grades and symbols for students who have not met minimum course requirements are:

Unsatisfactory	U	used in selected lab courses to indicate that student performance judged to require repetition of the course
Failure To Meet Course Requirements	F	student performance judged to require repetition of the course
Withdrawal	W	used to indicate a student withdrew from a course prior to the midterm
No Grade	NG	used to indicate a student failed to attend any classes
Incomplete	I	used when the instructor determines that at least the minimum course requirements may be met by a student during the next consecutive semester without repeating the course
Advanced Credit	AC	Credit earned under the articulation agreement with public schools

GRADE POINT AVERAGES

Cumulative grade point averages and program grade point averages are computed for students enrolled in a degree, diploma, or certificate program. A student's program grade point average is computed on only those courses included with their declared program of study. Program grade point averages are used for determining satisfactory academic progress and for graduation readiness. A student's cumulative grade point average includes all curriculum courses attempted in which grades of A, B, C, D, and F are assigned. This average may be requested by employers or receiving institutions.

Grade point averages are based on quality points assigned as follows:

<u>Grade</u>	<u>Quality Points</u>
A	4
B	3
C	2
D	1
F	0

For students who repeat a course and receive a higher grade in accordance with the curriculum course repeat policy, only the higher grade will be counted in determining the hours earned and the grade point average. Credit hours and quality points earned under the quarter system will be converted to their semester equivalents in the calculation of student grade point averages.

1. Example of computing grade points earned is as follows:

$$\text{GPA} = \frac{50}{18} = 2.78$$

<u>Course</u>	<u>Credit Hours</u>	<u>Grade</u>	<u>QP. Sem. Hr.</u>	<u>QP. Earned</u>
English	3	A	4	12
Math II	4	C	2	8
Physics I	3	C	2	6
Psychology	3	B	3	9
Business I	<u>5</u>	B	3	<u>15</u>
	18			50

The grade point average is calculated by dividing the total quality points by the total number of semester hours attempted, including courses passed and failed. When a course is taken more than once, the higher grade will be included in calculating the GPA. All courses attempted will be shown on the official transcript.

GRADUATION REQUIREMENTS

Graduation exercises are conducted once a year, usually at the conclusion of the Spring semester. Students who anticipate completing all requirements in their program of study prior to graduation must file an application for graduation with the Registrar's office on or before the date listed in the College's academic calendar.

Students completing the requirements for a diploma or degree are eligible for award of the highest academic credential completed at that time. Separate certificates, diplomas, and/or degrees in one curriculum program will not be issued in the same year.

Students in continuous enrollment in the same program (defined as enrolling fall, and spring semesters) may elect to complete the requirements of that curriculum as stated in the catalog at the time of their admission. Students who interrupt their study or are suspended from a program or the College are required to complete the program requirements effective at the time of readmission.

The College attempts to ensure the relevance of each program through ongoing revision in course offerings and curriculum requirements. In addition, the College may alter its programs through actions taken by the North Carolina State Board of Community Colleges. In general, students in continuous enrollment in a program may elect to complete the course requirements of the curriculum as stated in the College's catalog at the time of their admission. Students who interrupt their studies will be required to complete the program requirements effective at the time of their readmission.

When an educational program has been revised or replaced by a new curriculum or degree program, students may elect to complete the program requirements as stated in the catalog in effect at the time of admission. Students admitted after the adoption of a revised program are only eligible for graduation from the revised program.

The following institutional requirements for graduation must be met:

1. All course requirements for the student's selected curriculum must be successfully completed with at least 25 percent of the curriculum requirements completed through Sampson Community College.
2. No more than 25 percent of the curriculum course requirements may be gained through proficiency examinations.
3. A GPA of 2.00 ("C") has been attained for courses with the student's program of study.
4. All financial obligations and library obligations at the College must be met.

ACADEMIC HONORS

Dean's List

The Dean's List, issued each semester, is composed of students who attain a minimum grade point average of 3.50 with no letter grade below "C" while earning 12 or more credit hours in a degree or diploma program.

President's List

The President's List, issued each semester is composed of students who attain a grade point average of 4.00 while earning 12 or more credit hours in a degree or diploma program.

Graduation with Honors

A graduating student who has earned an overall grade point average of 3.50 in a degree or diploma program with no letter grade below "C" will be graduated with **Honors**.

Graduates in a degree or diploma program who have earned an overall GPA of 4.00 will be graduated with **High Honors**. Recognition of these candidates will be made by attaching an Honors seal or High Honors seal as appropriate to the diploma or degree.

CREDIT BY EXAMINATION

The College recognizes standardized and challenge examination programs through which students may receive credit in lieu of course work and earn course credits toward the completion of a certificate, diploma, or degree. These examination programs are subject to the following conditions:

1. Credit will not be awarded when equivalent degree credit has been granted for regular course work.
2. Credit by examination may not be attempted if the student has acceptable college credit for more advanced courses or for courses whose content includes material similar to a course for which college credit has already been received.
3. No more than 25 percent of the required course work for completion of a selected curriculum may be earned by examinations.
4. Students successfully completing a proficiency examination will have a grade of "CE" recorded on the official transcript. (The grade of "CE" earns credit hours toward graduation but does not earn grade points.)

5. The course(s) must be a curriculum course listed in the Registrar's office as a challengeable course.

STANDARDIZED EXAMINATIONS

Sampson Community College participates in the advanced placement programs of the College Entrance Examination Board. An entering student who scores 3 or above on the Advanced Placement (AP) test will receive appropriate course credit. Students taking Advanced Placement tests should have the score reports sent to the Registrar's Office for evaluation concerning placement and credit. Students who are talented and well prepared may also receive credit for a variety of courses by achieving a passing score on one of the College-Level Examination Program (CLEP) tests. Students interested in receiving further information concerning these examinations, required minimum scores, course equivalents, and credits awarded should contact the Director of Admissions.

CHALLENGE EXAMINATIONS

The College recognizes that exceptional students, by means of special studies or experiences, may already have achieved the objectives of certain courses. Students may petition to receive credit in selected courses on file in the registration office by special examinations referred to as challenge examinations developed by the faculty. Students interested in this opportunity must submit a completed application request form to their department chair and schedule the examination. All requests for challenge exams must be approved by the Vice President of Academic Affairs. A student may challenge a course only once. Unsuccessful attempts are not recorded on the transcript.

REMOVAL OF INCOMPLETE GRADES

Faculty members may assign a grade of "I" to students when, in the judgment of the faculty member, the student is making satisfactory progress at the end of the semester, but because of extenuating circumstances, is unable to complete the course requirements. To remove the incomplete, a student must satisfactorily complete all work by the end of the following semester. At that time, the incomplete will be changed to the appropriate letter grade by the instructor of record, or when necessary, by the faculty member's department chair. Students who fail to complete the work by the end of the following semester will be assigned the letter grade of "F" for the course.

COURSE PREREQUISITES

Students must comply with the catalog requirements that courses may not be taken until all prerequisites have been met. Students who place into developmental courses must complete these courses prior to registering for any curriculum course identified as requiring these competencies as course prerequisites.

INDEPENDENT STUDY

Under unusual circumstances a student may have a need to enroll in a course on an independent study basis under the guidance of an instructor. Students who wish to register for a course under this policy should contact their advisor and complete an application for independent study. All requests for independent study must be approved by the Vice President of Academic Affairs and filed with the registrar's office. Students receiving federal financial aid including veteran's benefits are not eligible for courses delivered under this policy.

EXPERIENTIAL LEARNING CREDIT

When a student has experienced learning through employment or training and/or has earned certifications provided by non-collegiate institutions such as public and/or military services that parallels coursework included in the student's degree program of study, he/she may contact the Program Chair to request experiential learning credit.

SCC will evaluate and award credits toward degree completion for prior experiential learning in those instances where there is sufficient documentation that demonstrates that the student has achieved all outcomes for specific courses in the degree program. No more than 25 percent of credits toward graduation may be awarded for experiential learning. The Experiential Learning Policy is reviewed bi-annually and therefore is subject to change.

COURSE AUDITS

In some programs, there are courses students may audit. Contact your advisors or department chair for courses approved for audit.

Students who wish to audit approved courses must follow regular registration procedures and complete a Request for Course Audit Form at the time of registration. Students auditing a course receive no credit but are encouraged to attend classes regularly and participate in all class activities. Students auditing will be charged the same fee as students taking the course for credit.

Students with a recorded "Audit" for a course may repeat the course one time on an "Audit" basis. Students desiring to change from "Credit" to "Audit" or from "Audit" to "Credit" must do so during the drop/add period.

COURSE REPETITION

A student who has successfully completed a course and received credit may repeat the course one time in an effort to earn a higher grade or to add to their mastery of course content. A student who has not received credit for a course (developmental or curriculum) may not repeat the course more than two times in order to earn a passing grade. A passing grade is defined as a grade of "C" or better for developmental courses and courses within the Associate Degree and Practical Nursing Education programs that require grades of "C" or better for passing.

COURSE LOAD

The normal student course load is 12-15 credit hours each semester. A student must register for 12 semester hours to be considered a full-time student. The normal maximum course load is 18 semester hours.

Students may enroll in only those courses approved by the student's advisor. Students on academic probation may be required to register for a reduced course load according to limitations imposed by the student's advisor. The permission of the student's advisor and the Vice President of Academic Affairs must be obtained for a student to enroll in more than 18 semester hours during a semester.

A student attending another community college concurrently may not enroll in more than 18 credit hours per semester without prior approval of the student's advisor and the Vice President of Academic Affairs. Any student enrolled in two or more colleges concurrently during a semester will

give each college complete enrollment information including the name of each college in which enrolled, the number of credit hours taken, the class schedules, and other relevant information.

COURSE SUBSTITUTIONS

Substitutions of courses, other degree requirements, and academic regulations may be made only with adequate cause when such actions do not compromise the attainment of the educational objectives of a student's program of study. Exemptions from, or substitutions for, requirements established for a program of study must be recommended by the department chair and have the approval of the appropriate associate dean and the Vice President of Academic Affairs. All substitution approvals must be filed with the registrar's office.

CHANGE OF PROGRAM

Students are permitted to change curriculum programs in response to changes in their educational and career objectives. Students who wish to change programs are required to consult with a college counselor concerning their educational plans and secure approval for the program change from the department chair of the receiving program.

Students may change from their initial program of study to a second program without restriction provided appropriate consultation with a counselor is completed. Students who seek subsequent changes in their program must have a minimum cumulative grade point average of 2.0 to be eligible for any further program changes.

All requests for changes in programs should be initiated at least four weeks prior to the date of registration. Curriculum courses previously passed are evaluated for purposes of transfer credit to the student's new program of study. Previously earned credit hours approved for transfer are granted toward completion of the graduation requirements for the new program of study.

WITHDRAWAL FROM THE COLLEGE

Students may withdraw from a course(s) or the College up to the 70 percent date without incurring a penalty grade. Students who quit attending a class will be administratively withdrawn when the student violates the attendance policy. Students whose last date of attendance is prior to the 70 percent date will receive the letter grade of "W." After this date, a student will receive a grade of "F." For courses that do not meet for a sixteen-week period, the 70 percent date will be the class period in which the 70 percent point occurs.

For nontraditional courses, including but not limited to distance learning and Internet delivery courses, the withdrawal date for the course will be the date the student last completed an academic-related activity verifiable by the instructor.

Students who register but fail to attend class(es) will receive a grade of "NG"; a student who registers and withdraws during the registration period will receive no grade indication. Students with documented medical or other emergency reasons may request approval to withdraw at any time through the Vice President of Academic Affairs. A student will receive a grade of "W" for course(s) withdrawn by the Vice President.

TRANSFER CREDIT POLICY

Transfer of Credits to Sampson Community College

An applicant who previously enrolled in any other college, university, or post-secondary institution is considered a transfer student and must furnish the Director of Admissions official transcripts of all work previously earned or attempted.

Credits earned at other accredited institutions in comparable courses or programs may be credited toward graduation requirements in a certificate, diploma, or degree program at Sampson Community College. Credits for all courses with a grade of “C” or better, applicable to the student’s entering a program at SCC, will be eligible for transfer. Credits from non-accredited institutions will not be accepted.

Credits for coursework completed ten (10) years prior to admission may be accepted after evaluation and approval of the Vice President of Academic Affairs, the Registrar, and the chair of the program in which the applicant wishes to enroll. Typically, general education courses will not have to be repeated. A student may be required to repeat courses in their program’s major area of concentration when changes in technology and current practice indicate new competencies must be acquired.

Transfer credit courses are not used in the computation of the student’s grade point average in the student’s program at SCC. All transfer students are admitted in good academic standing. However, the total number of hours transferred from other institutions will be considered in determining the required GPA for meeting minimum required standards to remain in good academic standing. Transfer students admitted on provisional or conditional status must complete all admissions requirements within the first semester of attendance. At least 25 percent of the curriculum requirements must be completed through SCC.

Transfer of Credits within Sampson Community College

When a student transfers from one curriculum program to another, all courses applicable to the new program with a grade of C or better will be transferred and included in the computation of the student’s grade point average.

When transferring within a program; for example, from diploma to degree, all courses will be transferred and included in the computation of the student’s grade point average.

Transfer of Credits from Sampson Community College

Transfer counselors in the Student Services Division and the student’s faculty advisor will provide assistance in course planning for the student who wishes to transfer to another institution. However, the student has the responsibility to indicate the intent to transfer and to initiate contact with the counselor and the faculty advisor. Students should obtain a current catalog and application form from their selected institution and use this information when selecting courses. Transfer counselors are available to assist in consultation with other institutions to determine the receiving institutions policies on acceptance of SCC courses.

Credits earned at Sampson Community College may be transferred to other institutions in the North Carolina Community College System and most four-year colleges and universities. Students wishing to transfer these credits must complete a college transcript request form in the Student Services Division for an official transcript to be forwarded to the receiving institution.

III. FINANCIAL INFORMATION

BUSINESS OFFICE

The Business Office is responsible for the collection of all tuition, fees, fines, and other educational costs borne by the student. In addition, the College's Business Office distributes all financial aid and work study awards. The Business Office is located on the first floor of the North Building. The office is normally open to students between the hours of 8:00 a.m. and 5:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday. The Business Office closes each Friday at 12:00 noon during summer session.

RESIDENCY

To qualify for in-state tuition, a legal resident must have maintained his domicile in North Carolina for at least the twelve months immediately prior to his or her classification as a resident. In order to be eligible for such classification, the individual must establish that his or her presence in the state during such twelve-month period was for the purpose of maintaining a bonafide domicile rather than for the purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parent(s) or court-appointed legal guardian of the individual seeking resident classification is (are) bonafide domiciliaries of this state, this fact shall be prima facie evidence of domiciliary status of the individual applicant (2) if such parents or guardians are not bonafide domiciliaries of this state, this fact shall be prima facie evidence of non-domiciliary status of the individual. Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. Each enrolled student is responsible for knowing the contents of the manual, which is the controlling administrative statement of policy on this subject. COPIES OF THE MANUAL ARE AVAILABLE IN THE SCC ADMISSIONS OFFICE FOR STUDENT INSPECTION.

Note: Residency requirements are established by the Legislature and are subject to change without notice.

TUITION

Tuition is set by state policy and is subject to change without notice. For information on current tuition rates, please contact the Student Services Division.

Students enrolled for twelve (12) or more credit hours are considered full-time. North Carolina residents age 65 or older may enroll tuition free in curriculum courses.

Fees are due and payable prior to the students entering the first scheduled class. The Registration Receipt Form that is validated by the Business Office upon collection of tuition and fees at registration will be required to enter any class.

SPECIAL SUPPLY AND UNIFORM COSTS

Students in some curricula are required to purchase special supplies or clothing. Students should consult with their department chair for special supplies required in their curriculum.

Example of charges:

Cosmetology Kits/Smocks - \$550 estimated
Nursing Uniforms/Nursing Kit (supplies required for lab) - \$250.00 estimated

ACTIVITY FEE/SPECIAL FEE

Each student enrolled for twelve semester hours or more (full-time) will pay \$16.00 per semester student activity fee. This fee is for the cost of student publications, social events, and other activities. This fee is refundable if the conditions for tuition refund apply. A \$5.00 Special Fee will be charged for fall, spring, and summer semesters. Part-time students will pay activity fees according to the following schedule:

1-5 semester hours	\$8
6-11 semester hours	\$12
12 or more semester hours	\$16

TECHNOLOGY FEE

Each student enrolled for twelve semester hours or more (full-time) will pay \$16.00 per semester technology fee. Part-time students will pay technology fees according to the following schedule:

1-5 semester hours	\$8
6-11 semester hours	\$12
12 or more semester hours	\$16

Fees may be changed by the action of the Board of Trustees. The maximum technology fee is set by state policy and is subject to change without notice.

INSURANCE FEE

A student accident insurance policy designed for the students of North Carolina Community Colleges is required for all curriculum students at a nominal cost per semester. For information concerning coverage and benefits, contact the Business Office. A copy of the insurance plan is distributed to each student at registration. Nursing students are required to purchase professional liability insurance at an approximate cost of \$20.00 per year.

ACCIDENT REPORT PROCEDURES

It is the student's responsibility to initiate the claim. Accidents must be reported to the college **no later than 48 hours** following the incident. Claim forms are available in the Business Office. These forms must be completed and returned to the Business Office for filing with the insurance company within 90 days following the accident.

BREAKAGE FEE

Any student who causes breakage, damage, loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment will be responsible for the replacement or repair of such items.

PAYMENT OF FEES

The North Carolina Community College System has established the following policies:

1. Tuition and fees for each semester are payable on the date of registration.
2. A student who owes an outstanding balance is not eligible for registration. This includes any outstanding balance at another institution of the North Carolina Community College System.
3. No student will be allowed to graduate, receive a diploma or certificate, or a transcript of his or her record, nor will any information concerning his or her record be forwarded to another institution or other person so long as the delinquent account is outstanding.

TUITION REFUNDS

Students who find it necessary to withdraw from a course or the College during the semester must complete the following procedures to officially withdraw from classes and be eligible for any refund of tuition and fees.

1. Obtain a withdrawal form (Registration Change Notice Form) from Student Services or from the student's advisor;
2. Have the form signed by the instructor(s) for the class(es) from which the student is withdrawing;
3. Have the form completed and signed by the student's advisor;
4. Submit the completed form to the Student Services Division.

The withdrawal form should be completed immediately upon the last date of attendance and before the 10 percent point of the semester. It is the student's responsibility to obtain instructors'/advisors' signatures on their withdrawal form. Withdrawals that are not processed by the Student Services Division and subsequently signed by the student are unofficial and are not eligible for refunds.

Tuition

The College's tuition refund policy is established by the North Carolina State Board of Community Colleges. Tuition refund for students shall not be made except under the following circumstances:

1.
 - a. A 100 percent refund will be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the College calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
 - b. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
 - c. For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws from the

class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to the 10 percent point of the class.

2. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.

Return of Title IV Funds

When a student withdraws during a semester, the amount of Title IV assistance (Federal Pell Grant, and N.C. State Incentive Grant) earned up to the date of withdrawal is determined by a formula specified by 34 CRF part 668.22. If the student received less assistance than the amount earned, a disbursement may be made after withdrawal. If the student received more assistance than earned, the excess funds must be returned.

If there are funds that must be returned, the school must return a portion equal to the lesser of institutional charges multiplied by the unearned percentage of funds or the entire amount of the excess funds. If the school is not required to return all of the excess funds, the student must return 50 percent of the remaining amount. Details of this policy are available in the Financial Aid Office.

3. Where a student having paid the required tuition for a semester dies during that semester (prior to or on the last day of examinations of the College the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

ACTIVITY/PARKING FEE, TECHNOLOGY FEE, AND BOOK REFUNDS

A 100 percent refund shall be made if the student officially withdraws during the registration period. If the student purchased textbooks, these may be redeemed in full at the bookstore during the registration period if the textbooks have not been soiled, written in, or defaced.

NOTE: AN ORIGINAL RECEIPT IS REQUIRED FOR ALL TEXTBOOK REFUNDS/EXCHANGES. TEXTBOOKS THAT HAVE BEEN DEFACED ARE NOT REDEEMABLE.

TEXTBOOKS

Students are required to provide or purchase their own textbooks. The College operates a bookstore located on the first floor of the Warren Student Center (near the Student Lounge), which stocks necessary books and materials for the courses currently offered by the College. The cost of books and other items varies with the program of instruction.

INSURANCE FEE REFUNDS

A 100 percent refund will be made under the following circumstances:

1. a student officially withdraws from class(es) or from the College prior to the first day of class(es),
2. a student is enrolled in one or more class(es) subject to an institutional error, or
3. a student is enrolled in one or more class(es) subsequently cancelled by the College.

Otherwise, the insurance fee is nonrefundable.

IV. SERVICES FOR STUDENTS

STUDENT SERVICES DIVISION

The Student Services Division of Sampson Community College is committed to supporting the academic, personal, and professional growth of all students. The objective of Student Services is to assist students in realizing their educational and professional goals while developing self-direction and independence. Student Services Staff are available to guide students through decision-making and problem-solving throughout their educational experience at the college. The objectives of the Student Services Division are built upon the stated philosophy and objectives of Sampson Community College and the North Carolina Community College System. These objectives are as follows:

1. To interpret to prospective students Sampson Community Colleges objectives, opportunities, and policies.
2. To assist in the implementation of the “Open Door” philosophy and policy.
3. To assist the student to select, enter, progress within, and complete a course of study, whether degree, diploma, upgrading, basic education, or cultural in nature.
4. To provide a professional, competent counseling program to assist students with academic, vocational, personal, and socio-economic problems.
5. To properly record, maintain, and make available to authorized persons information regarding students.
6. To remove the financial barrier to education for those students unable to pay.
7. To provide, develop, encourage, and evaluate a program of student activities.
8. To promote and encourage programs related to the health, safety, and physical welfare of the students.
9. To initiate, encourage, complete, and share systematic research and the results thereof.
10. To encourage suitable vocational or educational placement of each student upon termination of his/her studies at the College.
11. To continuously evaluate and improve student services.

Inquiries concerning student support should be directed to the Student Services Division. Hours of operation are from 8:00 a.m. - 8:00 p.m. Monday through Thursday, and from 8:00 a.m. - 4:00 p.m. on Friday. The Student Services Division closes each Friday at 12:00 noon during the summer semester.

COUNSELING

Counselors in the Student Services Division are available to provide academic, career, and personal counseling from pre-admission through graduation. Counseling services are free of charge for all prospective and current students as well as graduates of the college. Students are encouraged to schedule appointments with counselors to discuss their personal, academic, career, or transfer decisions. Appointments are encouraged, but students may visit with counselors at any time during normal operating hours.

Counselors are also available to assist students in working through personal issues that may negatively impact their ability to succeed in the educational setting. Referrals to outside agencies are provided to students who may benefit from ongoing counseling services. Any information discussed during counseling is kept strictly confidential in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

CAREER SERVICES

Career Services Counseling is available in Student Services to aid students and graduates as they search for career opportunities and transition from the educational environment to the workplace. Planning and guidance is provided to help students determine the educational requirements associated with their chosen career path. Other services include assistance with resume writing, job application, job search referrals, and interview preparation. Through collaboration with local businesses, industrial firms, and public agencies, the college posts current job opportunities on a regular basis. A bulletin board listing of job openings (full and part-time) is located in the lobby outside the Student Services Division. Students are also encouraged to use the Employment Security Commission JobLink Center for job placement services. Students may contact the Career Services Counselor at (910) 592-8084, extension 2025 for additional information.

COMPASS PLACEMENT TEST

Sampson Community College administers the COMPASS Placement Test as a standard part of the admissions process. COMPASS is an untimed, computerized test that evaluates academic competency in three areas; reading, writing, and math. The test is designed to help place entering students in courses and programs that are appropriate to individual aptitudes and abilities. Because students achieve at varying proficiency levels, developmental courses may be required during the first one to two semesters of enrollment. Prospective students who have completed the COMPASS or other North Carolina Community College System approved entry assessment (ASSET or ACCUPLACER) within the past three years may have their official test scores sent to the SCC Admissions Office.

FINANCIAL AID

The student financial aid program is designed to assist deserving students in meeting the costs of attending college. The program consists of three major types of aid: grants, scholarships, and student employment. An eligible student may receive one or more of these types of financial aid.

In making award decisions, the financial aid office first determines the student's financial need for college attendance. The need is the difference between the resources of the student and his parents and the costs of attending school. Any student who has completed the financial aid application procedures is considered for all types of financial aid without regard to the student's sex, race, color, disability, age, or national origin. In all financial aid awards, the student has the right to accept, reject, or appeal the aid he has been offered.

Finances should not keep you from attending college. If you are experiencing financial problems, which are interfering with your schooling, contact the College's financial aid director, admissions officer, or one of the other Student Services counselors. It is recommended that you meet with one of these staff members several weeks prior to the beginning of your enrollment at the College.

VETERANS INFORMATION

The Veterans' Benefits Law provides financial assistance to any veteran who is eligible for benefits under the G.I. Bill. When veterans enroll in an approved curriculum, they must pursue the exact curriculum listed in the school catalog; also, they must provide the Department of Veterans Affairs with records of attendance and must maintain satisfactory academic progress, attendance, and conduct for continuing eligibility for payments.

To initiate application procedures for Veterans Educational Benefits, the student veteran should contact the Director of Financial Aid at the school, who coordinates matters on campus pertaining to educational benefits from the Department of Veterans Affairs.

CHILD CARE INFORMATION

Any student who has child care concerns should see a counselor in the Student Services Division. An up-to-date list of child care providers is available upon request. While the College does not provide a child care facility, it does offer limited financial assistance to help off-set the cost of child care. Also, referrals are made to the Department of Social Services Child Care Program, which offers subsidized care to students who qualify. The child care funds administered by the Department of Social Services include Smart Start funds.

NOTARY SERVICES

Notary publics are available on campus for employees and students to notarize documents pertaining to college business. They are Judy Tart, Student Services Division; Lisa Horne, Occupational Building; and Angie Warner, President's Division.

LIBRARY SERVICES

The Library includes print and audiovisual services and is located on the first floor of Kitchin Hall. The Library is open from 8:00 a.m. to 9:00 p.m. Monday through Thursday and from 8:00 a.m. to 4:00 p.m. on Friday. Shortened hours of operation are usually observed during quarter breaks, holidays, and the summer. The library staff always posts any exceptions to the normal hours of operation on the doors of the Library providing a reasonable notice of change.

SCC's Library is technologically advanced, using computers for everything from magazine indexes to circulating materials. All materials and appropriate equipment are available for students' use. The Library does not charge fees for its services; however, fines are charged for late and/or non returned items. Patrons are responsible for lost items and must pay for them. If lost items are found, payment will be refunded. Students are encouraged to use the Library for study, research, audio-visual viewing, leisure reading, or browsing. The Library provides a pleasant atmosphere for doing any of these activities.

School rules require that students leave food, drink, and food and drink containers outside when visiting the library. Cell phones are also prohibited in the library. Children must always be accompanied by adults; they cannot be left unattended in the Library. Circulation is limited to persons who are 18 or older and (a) residents of Sampson County or (b) students at SCC.

TRIO STUDENT SUPPORT SERVICES

The TRIO Student Support Services program is a federally funded academic assistance initiative designed to assist students who have a need for academic support to successfully complete their course of study at SCC and transfer to a four-year college or university that will best meet their academic and career goals.

In order to receive services offered by the program, students must be enrolled in a curriculum that transfers to a four-year college or university and must meet one or more of the following guidelines: have a limited financial income (family income must fall within 15 percent of the current poverty

level), possess a physical, mental or learning disability, and/or be a first-generation college student (neither parent holds a four-year Bachelor's degree).

Students who join the Student Support Services program receive the benefits of tutorial assistance, computer-assisted instruction, counseling support, career interest inventories, personal/academic enrichment workshops, assistance in securing scholarships, and career exploration. Enrollment is open to 180 eligible students each academic year with continuing access until graduation. Student Support Services (SSS) is currently located on the second floor of the Warren Building. For more information call (910) 592-8081 ext: 3502.

STUDENTS WITH DISABILITIES

Sampson Community College is committed to ensuring that all students have access to and the opportunity to participate in the College's programs and services. These students must self-identify and be able to provide appropriate documentation.

The Disability Services Office assists in adapting general services offered by the college for the individual and specialized needs of students with health conditions, disabilities, or other limitations. The goal of Disability Services is to provide equal opportunity and access to the programs and facilities of the college in accordance with Section 504 of the Rehabilitation Acts of 1973 and the Americans with Disabilities Act of 1990. Questions pertaining to disability services may be directed to the Disability Services Coordinator at (910) 592-8084, extension 2025. TTY users may call (910) 596-0406. **Students with special needs who may require accommodations are responsible for requesting these services and providing appropriate documentation in a timely manner. The College is unable to provide any accommodations without professional documentation of disabilities.**

TRANSCRIPTS

Records of progress are maintained by the College on all students. These records are confidential and are released only upon written request from the student or for academic advising. Transcript requests must be requested 24 hours prior to pickup. Request forms for transcripts are available in the Student Services Division. All student obligations to the College, including outstanding fines/fees, must be completed before any transcripts (official or unofficial) will be released.

BULLETIN BOARDS

The bulletin board located in the Student Center (game room) is for official announcements and information considered of interest to the students. Anyone wishing to post information should contact the Student Activities Coordinator. Other bulletin boards are located around the campus.

STUDENT PUBLICATIONS

Sampson Community College honors the right of free and open discussion. To further facilitate responsible discussion and expression on campus, the College encourages student input for *The Viking Voice*, a newsletter for SCC students. Advisors assist the students in establishing publication policy consistent with responsible journalism, acceptable English composition, and the stated purpose of the College. Whenever the staff or advisor of a student publication is unable to resolve policy issues or questions the appropriateness of any article or item for publication, the advisor may refer the issue for resolution to the Student Affairs Committee.

LOST AND FOUND

This service is provided through the Student Services Division. All articles found should be turned in to any Student Service's staff member. These articles will be held for two weeks and then discarded.

GAME ROOM EQUIPMENT

Use of recreational equipment and games in Warren Building is restricted to currently enrolled curriculum students, faculty, and staff only. Students who do not pay activity fees are not allowed in game room at any time during the day or evening.

STUDENT ACTIVITIES

Student Activities are an integral part of the total development and awareness of personal capabilities of the individual. The Student Government Association (SGA) Constitution provides for these activities through the SGA Senate and student committees. These activities provide opportunities for leadership development and training in planning and implementation for students. The Coordinator of Student Activities assists students in coordination of activities, and all students are encouraged to participate in planning and evaluating activities. Financing of student activities is derived primarily from the budget adopted annually by the SGA.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association was organized in 1968 under a student government constitution. The purpose of this organization is to preserve an atmosphere of free discussion, inquiry and self-expression, cultural enrichment, and to insure the personal freedom and general welfare of the members of the student body. The SGA develops student's awareness of personal capabilities and assists in personal and leadership development. All curriculum students who pay activity fees are members of the SGA. Officers are elected each year and include a president, vice-president, and secretary. The constitution is published in this handbook.

INTERCOLLEGIATE ATHLETICS

The College acknowledges that physical fitness and athletic programs promote the total growth and well-being of the individual. In recognizing an obligation to develop and deliver a comprehensive educational program, the trustees direct the President and his staff to pursue a comprehensive student development program, which may include intercollegiate athletics. Limitations imposed by college resources and the students themselves will determine the viability of such programs. Ultimate responsibility for control of an athletics program rests with the President. The College does not provide athletic scholarships.

FUNDRAISING

To ensure that we do not overtax the generosity of the community, approval for solicitation of gifts by clubs and organizations must be coordinated and approved by the Resource Development Officer. Approval forms may be obtained through the SGA Office or Development Office. For your convenience, detailed information on fund-raising procedures is available in the Library, SGA Office, or Development Office. Do not hesitate to stop by if you have questions. Limited resources

are available through the SCC Foundation for special club needs. For more information, contact your club advisor.

SPEAKER APPROVAL

Any group, club, or staff must get approval prior to having a guest speaker. Guest Speaker Authorization Forms are in the SGA office.

STUDENT ORGANIZATIONS

College-Sponsored Organizations:

From time to time the College has established and will continue to establish student clubs, organizations, and societies for the purpose of assisting the College in carrying out its mission and goals. These groups are college-sponsored clubs and shall directly relate to the College's mission and goals. They shall fall into one of three categories: (1) Honor Societies which promote scholarship among students (Phi Theta Kappa); (2) Curriculum Clubs/Organizations which promote student interest in the College curriculum (Phi Beta Lambda, Cosmetology Club, Criminal Justice Club, Horticulture Club, Nursing Student Association, and Practical Nursing Student Association); (3) Cultural Clubs which promote interest in the diverse culture of the College's student body and service area.

These clubs and organizations may receive financial assistance from the College and participate in the College's annual awards banquet. All college-sponsored clubs shall have at least one advisor from the instructional or non-instructional faculty.

These clubs may conduct raffles only if in compliance with state and federal laws. Any solicitation from local businesses shall be done with the approval of the College's Resource Development Office.

Other Student Clubs and Organizations:

The College does not infringe upon students' freedom to organize and exercise their rights to free speech and free religion. Students at the College should be free to form groups, societies, and clubs, but in so doing they act independently of the College and they shall not represent themselves as a college organization. The College will not be responsible for these organizations. These clubs, however, may use the College's facilities and resources to the same extent as the public may use them. Any employee of the College assisting a student club in this category shall do so on their own time and shall not act as an agent of the College. These clubs shall be independent of the College.

1. Cosmetology Alliance Club

The purpose of the Cosmetology Alliance Club is to provide activities for students in addition to general classroom instruction that will enhance their knowledge of the art of cosmetology. As members, students are offered opportunities to participate in styling events and special training sessions which enable them to gain additional experience in current hair designing. The club also provides assistance for students who are financially unable to participate in these activities.

2. Criminal Justice Club

The Criminal Justice Club was organized in March of 1983. The objectives of the organization are to encourage/support:

- Harmony among the students in the Criminal Justice curriculum.
- Support for the Criminal Justice program at Sampson Community College.
- A good working relationship through individual output and training.
- Assistance to students who are financially unable to attend projects and field trips.
- Participation and involvement in the N.C. Law Enforcement Training Officer's Association.

3. **Sampson Community College Early Childhood Educators**

The SCCECE club was established to offer enrichment activities to those students who are pursuing a degree in the education field. The purpose of this club is to facilitate lasting relationships between future educators, the school, and the community. The club participates in a variety of educational opportunities related to teaching and working with children. Community service projects that help young children, state educational meetings, and trips are just some of the opportunities available to club members.

4. **Future Business Leaders of America/Phi Beta Lambda (FBLA/PBL)**

Future Business Leaders of America/Phi Beta Lambda (FBLA/PBL) of America is a national nonprofit, educational association made up of students pursuing careers in business or business education. FBLA/PBL is open to all students enrolled in business courses at the College. The objectives of the organization are to:

- develop character and self-confidence
- provide competent, aggressive business leadership
- foster an understanding of the American Free Enterprise System
- help students establish career goals
- develop character and self-confidence

5. **Horticulture Club**

The Horticulture Club was formed to offer students in the Horticulture program additional opportunities to study plant materials that are not growing on our campus. The club conducts projects to raise money for educational field trips to nursery shows and gardens for horticulture students.

6. **Phi Theta Kappa**

Phi Theta Kappa is the International Honor Society of the two-year college. The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunities for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. To be eligible, a student must be enrolled in a regionally accredited institution offering associate degree programs. In addition to meeting membership eligibility requirements as stated in Article IV and Chapter 1 of the Phi Theta Kappa Constitution and By-laws, each candidate for membership must have completed 12 semester hours of associate degree course work, with a Grade Point Average of 3.5 on a 4.0 scale, adhere to the Sampson Community College conduct code, and possess recognized qualities of citizenship.

7. **Practical Nursing Student Association**

The purpose of SCC-PNSA is:

- to assume responsibility for contributing to nursing education and influence the educational process.
- to provide activities representative of fundamental and current professional interest and concerns.
- to aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of diverse clients and families.

8. **SCC Association of Nursing Students**

The purpose of SCCANS is to foster responsibility and concern for nursing as a profession. The club promotes the highest level of wellness for all individuals. Ongoing educational programs are scheduled to promote interest in professional organizations and to keep the student informed about professional issues and current trends in the health care field. SCCANS provides avenues of communication with nursing students from other schools. Legislative issues which affect health care are of primary concern. Activities are designed to promote individual growth and maturity.

STUDENTS' ROLE AND PARTICIPATION IN DECISION-MAKING AT SAMPSON COMMUNITY COLLEGE

Sampson Community College encourages its students to participate in the institution's decision-making process to the fullest extent possible. Opportunities for participation are provided through formalized structure and the administration's practice of an open-door policy.

Formalized participation is provided in the following ways:

1. The Student Government Association President serves as an ex-officio member of the Board of Trustees (ex-officio status accords the SGA President all rights as other Trustees except the voting privilege).
2. Student representatives serve on several standing committees of the College.
3. Student representatives serve on the College's planning team.
4. When appropriate, student representatives serve on College ad-hoc committees.
5. The President meets with the SGA Senate and students periodically to discuss how the College can best meet student needs.
6. Students may appeal decisions made by faculty and staff through the academic and grievance processes.

Also, the College's administration practices an open-door-policy. Students may as individuals or groups present ideas for improvement or concerns to the appropriate administrator or the President at any time. The College administration will respond to such input in a timely manner. The College believes it can achieve excellence only by the full participation of those it serves, the students, in institutional decision-making.

SNACK BAR/VENDING

A Snack Bar is available for soft drinks, coffee, sandwiches, and plate lunches. This service is located on the ground floor of Warren Student Center. During fall and spring semesters, the hours of operation on Monday - Thursday are from 7:30 a.m. - 2:00 p.m. Hours of operation on Fridays are from 7:30 a.m. - 1:00 p.m. Beverage and snack vending machines are available at all hours of operation. (During summer semester, the snack bar will be closed on Friday unless otherwise notified.)

BILINGUAL SERVICES

Bilingual Services are provided to the Spanish-speaking population in the college's service area. Services provided include interviewing and counseling, seeking scholarships and financial aid, and providing referrals to outside agencies. The English as a Second Language (ESL) program offered through the Butler Basic Skills Department provides instruction in language, life skills, and cultural enrichment opportunities.

ONLINE STUDENT SERVICES

Sampson Community College - www.sampson.cc.nc.us

ASSESSMENT/CAREER PLANNING/PLACEMENT

American College Testing - www.act.org

Career Planning Inventory - www.ncsu.edu/careerkey

Occupational Outlook Handbook - <http://www.bls.gov/oco/>

NC Occupational Information - www.soicc.state.nc.us/soicc/

North Carolina Job Bank - www.ncesc.com

CHILD CARE INFORMATION

NC Division of Human Services - www.dhhs.state.nc.us/

FINANCIAL AID WEBSITES

College Foundation of North Carolina - www.CFNC.org

FAFSA on the Web - www.fafsa.ed.gov

US Dept of Education Student Financial Assistance - www.studentaid.edu.gov

US Dept of Education Pin Registration Site - www.pin.ed.gov

Financial Aid Resources - www.finaid.org

Scholarship Search - www.scholaraid.com

College is Possible (Information for Adult Students) - www.CollegeIsPossible.org

National Association of Student Financial Aid Administrators - www.nasfaa.org

Veterans Education Benefits - www.gibill.va.gov

Veterans Benefits Administration - www.vba.va.gov

DISABILITY WEB SITES

Recording for the Blind and Dyslexic - <http://www.rfbd.org>

ADA Technical Assistance - <http://www.adata.org>

COLLEGE CONNECTIONS

Articulation Agreement between NC Community Colleges and UNC System Universities - <http://www.ga.unc.edu>

North Carolina Community College System - http://www.ncccs.cc.nc.us/Colleges_map.htm

American Association Community Colleges - <http://www.aacc.nche.edu/>

North Carolina Independent Colleges and Universities (36 Campus) - <http://www.ncicu.org/>

University of North Carolina System (16 Campus) - <http://www.northcarolina.edu/>

College Board - www.Collegeboard.org

NC Mentor Online Application System - <http://www.ncmentor.org/online/>

LEARNING SKILLS & LIFE SKILLS

American Personal Power Learning Experiences - www.appleprof.com/

Studyweb - Links for learning - <http://www.studyweb.com/>

Council for Opportunity in Education – www.coenet.us

SELF-HELP AND PERSONAL COUNSELING

Mental Health Info-source (includes A to Z Disorder Search) - <http://www.mhsource.com/>

Mental Wellness - <http://www.mentalwellness.com/>

Internet Mental Health - <http://www.mentalhealth.com/fr71.html>

Mental Help Net: Home of the Oldest and Largest Online Mental Health Guide and Community - <http://www.mentalhelp.net/>

OTHER STUDENT SERVICES WEB SITES

Student Affairs Online - <http://www.studentaffairs.com/ejournal/>

Diversity Resources Page - <http://latino.sscnet.ucla.edu/diversity1.html>

WIRELESS INTERNET ACCESS

Wireless Internet access is available in certain areas on campus. Students may access this service free of charge.

Network Name: Wifi.public – select from list of available networks.

Coverage: Inside all main (i.e. brick) buildings except the first floor Occupational and the Activity Center Auditorium.

Hours of Operation: Mon-Fri 7:30 AM – 10:30 PM

Sat 7:30 AM – 3:00 PM

Access Limitations: No access to printing resources; Categories with explicit themes may be blocked.

V. STUDENT RIGHTS AND RESPONSIBILITIES

In compliance with the Student Right-To-Know Act, Sampson Community College discloses a graduation/completion/transfer-out rate of 75 percent for the 2007-2008 cohort for full-time, first-time degree/diploma/certificate seeking students (Critical Success Factors 2007-2008 Report).

STUDENT RIGHTS

1. Students have the right to receive in writing the requirements, evaluation methods, and the method of grade determination of a course at the beginning of each semester.
2. Students have a right to be informed about personal grooming requirements of a curriculum in which such requirements are applicable.
3. Students have a right to reasonably frequent evaluation including the grading and timely return of all work submitted on time by the student based solely on an academic basis in accordance with the College's grading scale and designed to measure student progress and acquired knowledge. Students may discuss their grades with the appropriate instructors. (In Health Science programs, letter grades are determined using published criteria.)
4. Students have the right in a classroom to non-disruptive open discussion, inquiry, and self-expression.
5. Students have the right to participate in a College-approved process of course evaluations.
6. Students have the right to attend classes under the guidelines established by the College's attendance policy; when students are late for classes, they can be admitted as "tardy" as long as they are not disruptive to the ongoing class.
7. Students have the right of access to their official academic records and the assurance that official records are free from information on personal, social, religious, or political activities or beliefs.
8. Students have the right to privacy of individual official student records. Access to student records will be granted to parents of a dependent student, appropriate College officials, and persons or agencies having a legitimate educational interest. Others wishing access must have written consent from the student. An exception to the above right will be made in the event of legal action or when the safety of persons or property is involved.
9. Students have the right to have protected the privacy of personally identifiable information contained in student records.
10. Students who have completed a course of study have the right to have their academic transcript permanently maintained by the Records Office.

11. Students have the right to express their views on issues of College policy on matters of interest to the student body.
12. Students have the right to a clearly defined means of participating in the formulation of College policy affecting academic issues and student affairs issues.
13. Students have the right to representation on committees that involve student life.
14. Students have the right to elect and be represented by Student Government Association officers in accordance with the College-approved procedures set forth in the SGA Constitution.
15. Students have the right to sponsor and produce publications free from undue censorship provided proper journalism techniques and general College publication guidelines are followed.
16. Students have the right to organize and join clubs and associations and to plan and participate in activities sponsored by those clubs and associations.
17. Students have the right to invite non-classroom guest speakers to the College. Guest Speaker Authorization Forms are located in the SGA office.
18. Students have the right to receive through publications such as a student handbook or a generally available body of institutional regulations, written statements of policies, rules, regulations, and penalties regarding the standards of behavior considered essential to the College's educational mission, its community life, and the educational progress of the individual.
19. Students have the right of access to a clearly defined, official grievance review process and the right to appeal a disciplinary action (See Section G.)
20. Students who are formally charged with an infraction of College rules and regulations are entitled to attend classes until the charge is adjudicated unless it is determined that the student's presence is a danger to person(s) or College property.
21. Students have the right to the same protection of their rights and liberties as provided to any other citizen of the United States or resident of North Carolina where infractions of Federal or State laws are being investigated.

STUDENT RESPONSIBILITIES

1. Students are responsible for an awareness of and for abiding by institutional rules, regulations, and policies.
2. Students are responsible for maintaining individual honor in their academic pursuits by neither participating in nor condoning acts of academic dishonesty.
3. Students are responsible for maintaining the standards of academic performance established for each course in which they are enrolled.
4. Students are responsible for learning the content and demonstrating the competencies of any course of study in which they are enrolled.
5. Students are responsible for maintaining in each course the standard of classroom conduct deemed by the institution to be conducive to the learning process.
6. Students are responsible for complying with institutional procedures governing tardies and absences.
7. Students are responsible for periodically reviewing their institutional academic record for completeness and accuracy.
8. Students are responsible for making arrangements to meet periodically with their advisors to review progress toward graduation.
9. Students are responsible for conducting themselves in an appropriate manner while on campus or while functioning as a representative of SCC.
10. Students are responsible for the creditable expression, individually and collectively, of views on issues of institutional policy and matters of interest to the student body.

11. Students are responsible for producing credible student publications that follow proper journalism techniques and general College publication guidelines.
12. Students are responsible for conducting the business of student clubs and associations in a fair and equitable manner.
13. Students are responsible for adhering to and complying with prescribed institutional grievance procedures.

FILING COMPLAINTS

Any student who has a grievance related to the programs, services, or activities offered by the College may file a complaint with the Dean of Student Services. The Dean will conduct an investigation and notify the student of the outcome within **five (5) business days**. If a student disputes the outcome, he or she may follow the process for appeal of non-academic sanctions described on page 58.

NOTE: All information listed in Section V Student Rights and Responsibilities and Section VI Student Code of Conduct, applies to students enrolled in curriculum programs, Basic Skills or Continuing Education courses.

VI. STUDENT CODE OF CONDUCT

Sampson Community College reserves the right to maintain a safe and orderly educational environment. Therefore, when in the judgment of College officials a student's conduct disrupts or threatens to disrupt the sanctity of the community; appropriate disciplinary action will be taken. All students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality while on campus and when attending college-sponsored events or field trips. The purpose of this code is not to restrict student rights but to protect the rights of individuals and to ensure the integrity of the institution's academic programs. The code of conduct applies to all currently enrolled students participating in any of the programs offered by the college. Officers of the Clinton Police Department will enforce criminal laws on the college campus.

ACADEMIC MISCONDUCT SUBJECT TO DISCIPLINARY ACTION

Academic misconduct is defined to include but is not limited to:

1. Giving or receiving unauthorized aid (aid or material used without the instructor's permission or approval) on an assignment. Unauthorized material includes but is not necessarily limited to test information, research papers, books, periodicals, and unauthorized electronic information.
2. Plagiarism as defined by the *American Heritage Dictionary* is "to steal and use the ideas and writings of another as one's own." Plagiarism includes not giving proper acknowledgment via footnote, endnote, or in-text citation. Quoting part of a source (a sentence or more) without proper acknowledgment through the above citation is plagiarism.
3. Copying, taking, or acquiring without permission any academic material (test information, research papers, notes, books periodicals, etc.) from a member of the College staff, faculty, or student body or any comparable violation of academic security.

DISCIPLINARY PROCEDURES FOR ACADEMIC MISCONDUCT

Faculty members will make a preliminary judgment about the seriousness of the incident and determine whether it is a possible violation of the Academic Code of Conduct. If the incident appears to be a violation, the faculty member will then decide whether the incident justifies a formal charge or whether a sanction on the test or assignment is appropriate. If the finding is that a violation rising to the level of a code of conduct charge has occurred, the faculty member may impose a variety of penalties for academic misconduct depending on the nature of the offense. Penalties include giving the student a grade of “F” or zero on the assignment or a grade of “F” in the course. Penalties will be included in the course syllabus.

In the event that the student wishes to appeal an individual grade resulting from alleged academic misconduct, including overcuts, the student must submit a written appeal within **three (3) business days** from the date they are informed of the penalty. Students may continue to attend class during the entire appeal process provided that they have initiated a written notice of appeal at each stage of the review process.

The student must present to the department or division chair supervising the faculty member a written notice of appeal outlining the grounds for the appeal. The department or division chair will provide the student with written notice of his or her finding as soon as practicable but not to exceed **three (3) business days** from notice of the appeal.

Students may appeal the division chair’s decision to an academic review committee chaired and appointed by the Vice President of Academic Affairs to include the Dean of Student Services, the appropriate division chair, and two faculty members. The committee will reach its decision by voting with the majority opinion prevailing. The student will be notified in writing of the committee’s finding within **three (3) business days** of the notice of the appeal.

FINAL COURSE GRADE APPEALS

Any student who protests a **final course grade** shall first attempt to resolve the disagreement with the course instructor. The student has the responsibility to identify the error in the assignment of the grade or to provide substantial evidence in support of a claim that the grade was not assigned in an impartial manner. Failing such resolution, the student may appeal the grade in accordance with the procedures outlined below. All final course grade appeals must be initiated **within 10 business days** of the Registrar’s distribution of final course grades for the academic term.

The student should present the appeal to the department or division chair supervising the faculty member. By conferring with the instructor and the student, the chair will seek resolution by mutual agreement. Failing such resolution, the division or department chair will transmit the appeal to the Vice President of Academic Affairs who will appoint an academic review committee. The committee will consist of the vice president, serving as the committee chair, the Dean of Student Services, the appropriate division chair/dean, and at least two faculty members appointed by the Vice President.

The committee will meet with the student and review any information provided in support of his/her appeal. Likewise, the committee will meet with the instructor(s) who must provide evidence in support of the assigned grade. If the committee affirms the instructor’s grade assignment, the Vice President will notify in writing the faculty member, the student, and the appropriate department and/or division chair. If the committee supports the student’s appeal, it will (1) identify the source of the error in the calculation of the grade and direct the faculty member to reassign the grade and (2) prescribe the method and conditions under which the student will be re-evaluated. In the event

that the recalculation of the grade or the reevaluation of the student's work results in a grade change, the established course grade change procedure will be followed.

The grade resulting from the reevaluation is final unless amended upon appeal to the President or the Hearing Committee of the Board of Trustees consistent with the policies set forth under Appeals to the President and/or Appeals to the Board of Trustees.

OTHER MISCONDUCT SUBJECT TO DISCIPLINARY ACTION

1. All forms of dishonesty including falsifying information to the College or another student and forgery, alteration, or use with intent to defraud the College's documents or instruments of identification without the College's permission.
2. Theft of, misuse of, or damage to College property; or theft of or damage to property of a member of the College community or a campus visitor on College premises or at College functions; trespassing which includes unauthorized entry upon the property of the College or into a College facility or a portion thereof that has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.
3. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College-sponsored or College supervised functions off campus or in College-owned vehicles.
4. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence that may be attributed to the use of drugs or of alcoholic beverages may not in any way limit the responsibility of the individual for the consequences of his or her actions.
5. Possession or use of a firearm, incendiary device, or explosive, except in connection with a College-approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
6. Lewd or indecent conduct, including public, physical, or verbal action or distribution of or wearing clothes bearing obscene or libelous written material.
7. Intimidating, threatening, or mentally or physically abusing any person on College premises or at a College-sponsored or College-supervised functions, including verbal or physical actions that threaten or endanger the health or safety of any such persons or that promote hatred or racial prejudice.
8. Violation of College regulations regarding the operation and parking of motor vehicles.
9. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
10. Engaging in any conduct that causes or is likely to result in any material disruption of any lawful function or activity of the College including the intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings or other College activities including public service functions and other duly authorized activities on College premises.
11. Participating in or conducting an assembly, demonstration, or gathering in a manner that threatens or causes injury to person or property; that interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.
12. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

13. Unauthorized use, or misuse, of the College's computing resources including:
 - Logging on an account without the knowledge and permission of the account owner.
 - Changing, deleting, or adding to the programs, files, and data without authorization of the account owner.
 - Theft of program data and machine resources.
 - Attempts to thwart security of any College computer or computer system.
 - Attempts to disrupt the normal operations of any College computer system(s) including hardware and software.
14. Smoking or the use of other forms of tobacco products, in classrooms, shops, labs or any unauthorized areas.
15. Fiscal irresponsibility such as failure to pay College-levied fines, failure to repay College-funded loans, or the passing of worthless checks to College officials.
16. Failure to comply with instructions of College officials acting in performance of their duties.
17. Violation of a local, state, or federal criminal law on the College campus.
18. Violation of the terms of a disciplinary action or any College regulation during the period of probation, suspension or expulsion.

DISCIPLINARY PROCEDURES FOR OTHER MISCONDUCT

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an employee or administrative officer may direct the student(s) involved to cease such conduct and advise them that failing to cease and desist will result in immediate suspension. If the student(s) fails to comply with the directions, the instructor or administrator may then excuse the student(s) from the class or activity. The Dean of Student Services or another administrative officer may suspend the student(s) from either the class or the College until a resolution of the matter can be made.

The college official invoking such action is required to notify the Dean of Student Services and the assigned Clinton Police Officer in writing of the individual(s) involved and the nature of the infraction immediately. In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process, the Dean of Student Services, or an appointed designee, is responsible for conducting such investigation as necessary and appropriate to determine the accuracy of the allegation(s) of misconduct and for handling the judicial procedures associated with the hearings and possible sanctions. All persons involved in reported incidents of misconduct are expected to comply with requests for information and to assist in any investigation.

The Dean of Student Services will notify the parties involved of the alleged misconduct and complete an investigation within **five (5) business days** after the charge is filed. The accused may be permitted to attend classes and participate in campus activities during the course of the investigation unless his or her presence poses an immediate or imminent threat to the safety and well-being of the campus community. The Dean will meet with all parties involved to present the findings of the investigation. If a party cannot be reached to schedule an appointment or refuses to cooperate, he or she will be notified of the outcome in writing. The Dean will send a certified letter

to the address on record providing a list of the charges, the imposed sanction, and instructions governing the appeal process as described on page 58.

After concluding the investigation of misconduct, the Dean may act as follows:

1. Drop the charges.
2. Impose a sanction consistent with those described in the Levels of Sanctions below.

NON-ACADEMIC SANCTIONS

1. **Counseling Intervention/Warning:** The student will receive counseling and verbal or written communication that gives official notice that any subsequent offense of the Student Code of Conduct will result in heavier penalties. This sanction has two important implications: (1) the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; and (2) if the individual errs again, further action will be taken. This sanction will remain in effect for no more than two semesters of the student's attendance.
2. **Restrictive Probation:** Restrictive probation results in the loss of good standing and becomes a matter of record. Restrictive conditions may limit the student's activity within the College community. Generally, the student will not be eligible for initiation into any local, state, or national organization and may not receive any College award or honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This sanction will remain in effect for no more than two semesters of the student's attendance.
3. **Suspension:** The student is dismissed from campus (and is not allowed to participate in any courses including distance education delivery) for a minimum of one semester to a maximum of one full academic year (three (3) semesters). This sanction is reserved for those offenses warranting discipline more severe than reprimands or for repeated misconduct. Students who are suspended from the College must submit a written request for readmission to the Dean of Student Services and obtain written permission before returning to the campus. Failure to secure permission prior to returning to campus may result in arrest for trespassing.
4. **Expulsion:** The student is dismissed from campus (and is not allowed to participate in any courses including distance education delivery) for an indefinite period and loses student status.

All of the above sanctions may be imposed on a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the group's affiliation with the College may be revoked or activities restricted.

OTHER SANCTIONS

1. **Restitution:** The student is required to pay for damaging, misusing, destroying, or losing property belonging to the College, College personnel, or other students.
2. **Financial Obligation:** The College has the right to withhold transcripts, diplomas, or the right to register or participate in graduation ceremonies.

APPEAL OF NON-ACADEMIC SANCTIONS

A student who disputes the imposed sanction may request a hearing before a Student Appeals Committee. The student must provide a written notice outlining the grounds for appeal to the Dean of Student Services within **three (3) business days** from the date he or she is informed of the penalty. The Dean shall refer the matter to the Student Appeals Committee and provide a report detailing the nature of the alleged misconduct and the relevant facts revealed during the investigation. The accused student will remain in good standing and be permitted to attend classes throughout the appeal process unless the presence of the accused poses an immediate or imminent threat to the safety and well-being of the campus community. If a student disagrees with the decision of the committee, he or she may appeal to the President following the process described below.

APPEALS TO THE PRESIDENT

Students who wish to appeal any academic and non-academic sanctions must submit a written notice of their appeal to the President within **three (3) business days** from the date of the written decision of the findings of the appropriate appeals committee. The decision of the President will be presented to the student via **certified letter within five (5) business days**. Students may appeal the finding of the President to the Board of Trustees as described below.

APPEALS TO THE BOARD OF TRUSTEES

If an Appeal to the President is denied, any student may then submit an appeal to the Board of Trustees filing a written notice of appeal with the Chair of the Board of Trustees within **three (3) business days** after notification of the rendering of the decision of the President. The Notice of Appeal shall contain the following:

1. The words “An Appeal to the Board of Trustees of Sampson Community College” as its title.
2. A statement of the decision of the administration from which the appeal is taken.
3. The particular area or areas of disagreement with the administration’s decision.
4. The appellant’s allegation of facts to support the relief, solution, or remedy sought.
5. The relief, solution, or remedy sought.
6. The names and addresses of witnesses to be called by the appellant(s) at the hearing.
7. The name(s), address(es), and telephone number(s), and signature(s) of legal counselor(s), if any, who will represent the appellant(s) at the hearing.
8. The name(s), address(es), telephone number(s), and signature(s) of the appellant(s).
9. Date(s) of signature(s).

Also, the Notice of Appeal shall contain any other information required under the provisions of the particular section which authorizes the appeal.

HEARING COMMITTEE

Upon the filing of a Notice of Appeal, the Chair shall appoint at least three trustees to the Hearing Committee and one of the appointed trustees as Chair of the Hearing Committee. The Chair of the Board of Trustees may serve as Chair of the Hearing Committee or as a member of the committee without being Chair. The Chair of the Board may ask the Board of Trustees to appoint the committee or the Board of Trustees without being requested may appoint the committee or, if prior to the beginning of the hearing, modify the composition of the committee appointed by the Chair.

PRE-HEARING CONFERENCE

The Chair of the Hearing Committee will call and conduct a pre-hearing conference. Both the appellant(s) and the administration of the College must be represented at the conference and must be given at least three business days' notice of the conference. At this conference he will set a time and place of the hearing and notify the parties verbally; determine if a transcript or audio-visual tape recording of the hearing will be made and notify the parties of his determination; obtain from the parties the names and addresses of any counsel that will be representing them at the hearing; obtain a list of witnesses to be called; explain the format of the due process hearing; and receive any brief of law the parties may submit.

RIGHT TO LEGAL COUNSEL

An appellant who exercises any of the rights granted hereunder has the right to be represented by legal counsel or by another person designated in writing to act on the appellant's behalf throughout the appeal. The appellant will be responsible for his or her own legal fees. If the appellant is to be represented by legal counsel, he or she must so inform the Hearing Committee in the notice of appeal or by separate written documents filed with the President at or prior to the Pre-Hearing Conference.

PROCEEDINGS TO BE CLOSED

All proceedings before the Hearing Committee will be closed with only the Committee members, the appellant(s), the President, any other College official involved in the matter, the appellant(s) representative(s) or legal counsel, any legal counsel representing the College officials involved in the matter, the legal counsel representing the Hearing Committee, and such witnesses as may be called by either side to be in attendance. Witnesses may be sequestered before their testimony and requested to leave following their testimony. Either a written transcript or an audio tape recording of all proceedings before the Committee will be kept, and upon request, a copy will be furnished to the appellant at his/her or their expense.

WAIVER OF PRIVACY RIGHTS

By taking any appeal hereunder, an appellant consents to all of his or her relevant College records being made available to the College officials involved in the matter, all members of the Hearing Committee, all legal counsel involved in the matter, and such witnesses as may be called by either side.

BURDEN OF PROOF

Burden of proof means that the party(ies) having the burden is (are) required to present evidence to prove the existence of those contentions. The appellant(s) will have the burden of proof, unless stated facts which entitle him/her or them to a favorable answer to his/her their otherwise in this manual or unless the law provides otherwise.

HEARING

The hearing will be conducted under the control of the Chair of the Hearing Committee. The Hearing Committee may consider only such evidence as is presented at the hearing and need consider only such evidence as it considers fair and reliable. All witnesses may be questioned by the Hearing Committee members, the appellant(s), the College officials involved in the matter, the legal counsel or representative(s) of the appellant(s), the legal counsel representing the College officials involved in the matter, and the legal counsel representing the Hearing Committee. The Committee may call additional witnesses or request to see any additional records or other information it deems relevant. If the Committee requests additional testimony or evidence, such evidence may be represented and such witnesses may be questioned in accordance herewith. Any such additional evidence may be questioned in accordance herewith. Any such additional evidence may be represented at the initial Hearing or the Chair, in his or her sole discretion, may postpone the Hearing for up to ten (10) business days and reconvene at that time to hear such evidence.

The Hearing will begin with presentation by the party having the burden of proof of evidence to support his or her contentions. The College officials or appellant(s) involved in the matter will then be entitled to present rebuttal evidence. The Chair of the Hearing Committee may then allow such rebuttal or hear any additional positions of the appellant(s) and/or the College officials involved in the matter as the Chair deems reasonable. During these proceedings, the Hearing Committee may at any time meet in closed session with only the Committee members and any other person(s) so requested to be in attendance. At the end of all presentation of evidence, the Hearing Committee will meet in closed session to consider and reach a final disposition of the matter.

The Hearing Committee will notify in writing the appellant, the President, and any other parties involved in writing of its decision within ten (10) business days of the final hearing in the matter. If the Hearing Committee affirms the decision below, then this will constitute the final action of the College in the matter, and all proceedings hereunder will be deemed to be terminated. If the Hearing Committee decides that some relief is merited then the committee will notify the President, the appellant, and any parties involved, of its disposition of the matter, which will be deemed to terminate all proceedings hereunder, or will recommend such other action as it deems appropriate in its sole discretion.

IMPLEMENTATION AND ENFORCEMENT OF DECISIONS

Any decision of the Hearing Committee rendered hereunder will be implemented and enforced by the President.

COMPLIANCE WITH TIME REQUIREMENTS

If applicant(s) fail(s) to comply with any of the time requirements set forth herein with respect to completing and filing the documents required to pursue his or her appeal, to appear or be represented at the Pre-Hearing Conference, or otherwise to proceed under this appeal procedures,

then the last substantive decision rendered on behalf of the College will stand as final, and all proceedings hereunder will be deemed to be terminated.

NOTICES TO APPELLANTS

Notices, decision, and other documents in this proceeding may be mailed to the appellant(s) at his or their address(es) of record by U.S. Postal Service first-class mail, postage prepaid and such mailing will be deemed delivered upon actual receipt by the party to whom sent or after three calendar days of when sent, whichever first occurs. The address of record from an appellant is the address of the appellant shown on the Notice of Appeal unless thereafter amended by the appellant. Personal delivery of documents to the appellant or to his legal counselor shall also constitute valid delivery and notice of documents.

DEFINITION OF BUSINESS DAY

Business Day is defined as any day the College is open to do business.

INSTITUTIONAL POLICIES AND STAFF CONDUCT

The complaint of a student or applicant who believes that he or she has been subjected to unfair, arbitrary, or discriminatory action resulting from any institutional policy or subjected to unfair, arbitrary, discriminatory or unprofessional conduct by a member of the College staff is a grievance to be resolved through the grievance procedures set forth below. (For code of conduct violations set forth on page 57, use procedures under that section. For appeals of course grades covered on page 58, use procedures under that section.)

1. The student or applicant shall be referred to the staff member involved for resolution of the grievance; or, if the complainant does not wish to consult with the staff member on the grievance, he/she shall be referred to the division chair or staff member's supervisor.
2. If the grievance cannot be resolved by consultation between the student and the staff member, the assigned division chair or supervisor shall mediate.
3. If such mediation does not result in a resolution of the grievance, the complainant, the staff member, and the division chair, supervisor, or any two of them, shall present the grievance to the division chair or dean for resolution.
4. If further review is sought, the finding of the dean may be appealed in writing to the President of the College.
5. Further appeal may be made in writing to the Board of Trustees.

SEXUAL HARASSMENT POLICY AND PROCEDURES

Purpose

This policy is adopted to promote an atmosphere in which all members of the Sampson Community College community may work and study free of sexual harassment and to provide for the orderly resolution of complaints of sexual harassment.

Policy

All members of this community are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any student or employee by any other student or employee is a violation of the policy of this College and will not

be tolerated. Any such person violating the policy will be disciplined in accordance with the procedures outlined below.

Definition

Requests or demands for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any student or employee constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, or
3. such conduct has the effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive environment and is not protected by free speech under the First Amendment to the Constitution.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, and that, therefore, interferes with the individual's work/learning effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include, but are not limited to:

Verbal Comments of a sexual nature, including innuendos, suggestive comments, jokes, propositions, threats, and degrading/ discriminating/stereotypical words; comments directed primarily at one's gender.

Nonverbal Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.

Physical Unwanted physical contact including touching, pinching, brushing the body, pushing.

Examples of Prohibited Conduct

Prohibited conduct may include, but is not limited to, unwelcome behavior with sexual overtones that is intimidating or offensive to the recipient or observer of the behavior.

- Grabbing, touching, or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Repeated pressure or requests for sexual activities
- Rewards for sexual favors or withholding of rewards for refusing to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names
- Teasing a person about their sexual orientation

When reporting an incident, it is helpful to provide as much information as possible. Such information includes:

- A description of the event or events,
- The number of occurrences with dates and places,

- The names of any witnesses, and
- If appropriate, documents, papers, and/or other exhibits

Sexual harassment can apply to people of the same gender, not just male/female interactions. Whatever form it takes, sexual harassment is insulting and demeaning to the recipient, and will not be tolerated at the College. All employees, administrators, faculty and staff alike are responsible for maintaining an environment that is free from sexual harassment. Students, as well, are expected to comply with this policy and to take appropriate measures to ensure that such conduct does not occur. Employees or students who violate this policy will be subject to appropriate disciplinary action up to and including termination or expulsion.

Do not take sexual harassment lightly. The College cannot address the problem unless and until it is made aware a problem exists. Do not wait until the situation becomes intolerable to report sexual harassment.

Appointment of a Grievance Officer

The President shall appoint two or more sexual harassment officers (hereafter termed “grievance officers”) whose duty is to receive complaints in an informal manner. The names of the grievance officers are posted annually on the official bulletin board of the College (located at the east entrance of North Building) with the list of College committees.

Sexual Harassment Grievance Officers

Dean of Student Services
 Division Chair-Business and Public Service Programs
 Counselor, Student Services

If none of these grievance officers are available, employees should report such incidents through the chain of command or to the College president. Students should report such incidents to their instructor or any member of the College administration.

Application of the Grievance Procedures

Any employee who believes that she/he has been sexually harassed by a supervisor, a co-worker, or by anyone else associated with the College, or who believes that another employee is being subjected to sexual harassment, should report the matter immediately to either of the grievance officers so that appropriate corrective action may be taken.

Any student who believes that she/he has been the subject of sexual harassment or who believes that another student is being sexually harassed, should report the situation immediately to either of the grievance officers so that appropriate corrective action may be taken.

Following a complaint of sexual harassment, an investigation will be undertaken by the College. The College will, to the maximum extent feasible, maintain the confidentiality of all complaints on a need-to-know basis. However, an adequate investigation of such complaints generally will require disclosure to the accused party and other witnesses in order to gather pertinent facts.

No retaliatory measures will be taken against any student or any employee for complaining of sexual harassment. Likewise, no retaliatory measures will be taken against any individual for assisting or cooperating with the College in its investigation of sexual harassment complaints.

Any employee, student, or member of the College community who feels he or she has been or may have been subjected to sexual harassment is strongly encouraged to seek assistance from one of the grievance officers.

Any employee or student who has reported a violation but does not feel that appropriate corrective action has been taken may appeal the College's action to the College's Board of Trustees as set forth in Chapter VIII of the Board Manual. Also, the person or persons against whom the complaint was made may appeal to the Board of Trustees as set forth in Chapter VIII. The Board Manual may be found in the College library.

VII. STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Preamble

We, the students of Sampson Community College, desiring to reserve within the College an atmosphere of free discussion, inquiry and self-expression, and to insure the personal freedom and general welfare of the members of the Sampson Community College student body do hereby establish this the Constitution of the Sampson Community College Student Government Association.

ARTICLE I - NAME, COLORS, NICKNAME, MASCOT, AND OBJECTIVES

Section 1: Name

The name of the Association shall therefore be the Student Government Association of Sampson Community College.

Section 2: Colors

The colors adopted by this College shall be royal blue and white.

Section 3: Nickname

The nickname adopted by this College shall be the Vikings.

Section 4: Mascot

The mascot adopted by this College shall be a Viking.

Section 5: Objectives:

The objectives of the Student Government Association are:

1. To promote the welfare of the students.
2. To establish laws to govern student conduct and elections.
3. To establish an annual budget for the Activity Fee Fund.
4. To advise and work with the administration in the improvement of student life.

ARTICLE II - MEMBERSHIP

Section 1:

All curriculum students by virtue of their registration are members of the Student Government Association of Sampson Community College.

Section 2:

All students required to pay an activity fee to this College shall be eligible to vote in all Student Government Association elections during their period of enrollment.

ARTICLE III - EXECUTIVE AUTHORITY

Section 1: Officers

The executive power of the Sampson Community College Student Government Association shall be vested in a president, vice-president, and a secretary.

Section 2: Election of Officers

- A. The Officers of the Student Government Association are to be elected annually in a general election participated in by the voting members of the Sampson Community College Student Government Association. The President of the Student Government Association will be elected during the Spring semester. All other officers will be elected during the third week of the Fall semester. A run-off election, if necessary, will be held the week following the general election.
- B. The officers shall serve a term of one year, or until the election of new officers as provided for above or appointment of a replacement by the SCC Student Government Association Senate as provided for in Article IV, Section 4, of this constitution.
- C. To become a candidate for office, a student must submit to the Student Government Association Advisor a petition which contains the signatures of ten voting members of the Student Government Association.
- D. All candidates for office shall be elected by a simple majority of the votes cast at the time of the election as specified in Article III, Section 2A.

Section 3: Qualifications of Officers

- A. To be eligible for office, one must be a member in good standing, be enrolled in a curriculum program maintaining satisfactory academic progress, and must maintain a 2.00 grade point average. If an officer should earn less than a 2.00 grade point average, he/she shall automatically forfeit his right to hold office.
- B. The President must have completed 24 or more credit hours toward a degree, diploma, or certificate at Sampson Community College and shall be enrolled during the semester preceding the beginning of his term of office. All other officers may either be first or second year students enrolled in a diploma or degree program.

Section 4: Powers and Duties of the President

- A. He/She shall be the chief executive officer of the SCC Student Government Association in all authorized relationships with the faculty, administration, official guests, visitors, and students from other schools.

- B. He/She or his appointed representative shall represent the Student Government Association in all authorized relationships with the faculty, administration, official guests, visitors, and students from other schools.
- C. He/She shall have the power to call and the duty to preside over all meetings of the Student Government Association.
- D. He/She shall have the duty to enforce, obey and administer this Constitution and all laws and rules enacted by the Student Government Association.
- E. He/She shall have the power to appoint committees and make such other administrative appointments, vice-president, and secretary as necessary for the successful fulfillment of his office. Such appointments shall be subject to the approval of the Student Government Association Senate.
- F. He/She cannot raise motions or vote on matters of business at Student Government Association Senate meetings.
- G. He/She shall serve as ex-officio member of all standing committees.

Section 5: Powers and Duties of the Vice-President

The powers and duties of the Vice-President are as follows:

- A. He/She shall exercise the powers and duties of the president if the president is prevented from doing so.
- B. He/She shall succeed the president and serve the remainder of an unexpired term should that office become vacant for any reason.
- C. He/She shall assist the president in the performance of his duties.
- D. He/She shall serve as ex-officio member of all standing committees.

Section 6: Powers and Duties of the Secretary

The powers and duties of the Secretary are as follows:

- A. He/She shall be responsible for the maintenance of clear and orderly records of the Student Government Association and the Student Government Association Senate, including all minutes, proceedings, legislation, reports, attendance, rolls and correspondence.
- B. He/She shall inform the members of the Student Government Association, faculty, administration, of all official acts and resolutions of the Student Government Association Senate.
- C. He/She shall have the duty to attend meetings of the Student Government Association and Senate.
- D. He/She shall render reports as requested by the President.
- E. He/She shall serve as the chief financial officer of the Student Government Association.

Section 7: Oath of Office

A. I, _____, do solemnly swear to carry out the responsibilities of the office to which I have been elected and now accept. I further agree to abide by and execute the provisions of the office as stated in the Student Government Association Constitution and to comply with all published policies and regulations of Sampson Community College.

ARTICLE IV - LEGISLATIVE AUTHORITY

Section 1: The Sampson Community College Student Government Association Legislative Authority

The supreme legislative power of the Student Government Association shall be vested in the Student Government Association Senate.

Section 2: Composition of the Student Government Association Senate

- A. Each curriculum shall be entitled to at least one representative to the Student Government Association Senate.
- B. Each curriculum shall be entitled to one alternate representative. It is the alternate's duty to fulfill the duties and powers of the duly elected representative when he is prevented from doing so. Alternates shall be entitled to attend Student Government Association Senate meetings and are permitted to vote at said meetings even with the presence of the representative.
- C. On the second Monday of fall semester, each curriculum will hold a meeting to elect its representative and alternate. They shall be elected by the majority vote of their respective curriculum, to serve a term of one year.
- D. There may be five students elected at large to serve on the senate. Interested students shall submit their name and the executive council will vote to determine their membership of the senate. They will serve a term of one year.
- E. Any representative, alternate, or member at large who earns less than a 2.00 grade point average shall automatically forfeit his right to represent his curriculum.
- F. It is the duty of each representative to see to it that either he or his designated alternate be in attendance at each meeting of the Student Government Association Senate. Should a representative or his designated alternate fail to attend any two Student Government Association Senate meetings, the representative shall automatically forfeit his right to represent his curriculum. Should an at large member fail to attend any two Student Government Association Senate meetings, the at large member shall forfeit his right to represent the student body.
- G. Any vacancy occurring in a representative, alternate, or at large position shall subsequently be filled in the same manner in which it was originally filled.

Section 3: Student Government Association Senate Meetings

- A. The time and place for Student Government Association Senate meetings shall be set by the President of the Student Government Association, with the approval of the Senate.
- B. Senate meetings shall be open to all members of the Student Government Association, faculty, and administration.

- C. Senate meetings shall be conducted according to ROBERT'S RULES OF ORDER.
- D. A quorum of members must be present in order for official business to be transacted. A simple majority of the Student Government Association Senate members shall be a quorum. A two-thirds majority of all members present is required to pass all legislative acts.

Section 4: Powers and Duties of the Student Government Association Senate

The powers and duties of the Student Government Association Senate are as follows:

- A. To determine policies and programs for the Student Government Association and to enact all legislation necessary and proper to promote the general welfare of the Sampson Community College Student Government Association.
- B. To approve an annual budget for the Student Government Association.
- C. To assist in establishing laws to govern student conduct.
- D. To approve or reject all appointments made by the president of the Student Government Association.
- E. To approve a vice-president or secretary should one or more of these offices become vacant.
- F. To try all impeachments and to suspend or remove from office by a three fourths majority vote any elected official or appointed student official for malfeasance of office. Said officials shall be given an opportunity to defend themselves.
- G. To elect a temporary chairman from the body of Senators to preside at all Senate meetings until the election of the Student Government Association Vice-President.

ARTICLE V - STANDING COMMITTEES

Section 1: The Activities Committee

- A. The activities committee shall consist of one chairman and no less than four members.
- B. The powers and duties of the activities committee shall be to plan, arrange, and supervise all Student Government Association activities, and to release all necessary publicity pertaining to these activities.

Section 2: Summer Committee

- A. A summer committee of four chaired by the president-elect, is appointed by the current president. Each of the appointed members will become members of the Student Government Association Senate for the following year. This committee will meet at a time and place as designated by the chairman and the Student Activities Coordinator.
- B. The powers and duties of the summer committee shall be to initiate, plan, and coordinate all student activities during the summer term and the first two months of the next year or until such time as the Student Government Association Senate is able to function in its capacity; plan a tentative student calendar of events for publication in the Student Handbook for the academic year; and to function in lieu of the SGA during the summer session and to have all of the authority delegated to it by the President.

Section 3: Finance Committee

- A. A finance committee of four, appointed by the president and chaired by the Student Activities Coordinator, will have one meeting at the beginning of spring semester.
- B. The finance committee shall prepare a yearly student activity budget and present it for approval to the SGA and appropriate institutional personnel.

ARTICLE VI - STUDENT ORGANIZATIONS

To organize a club, interested students must present to the Student Government Association Senate:

- A. A petition which has been signed by not less than ten (10) prospective members who are students in good standing at the College.
- B. A copy of the proposed charter.
- C. The name of a faculty member who will serve as advisor.

ARTICLE VII - RATIFICATION AND AMENDMENT

Section 1: Ratification

This Constitution shall become fully effective upon:

- A. Its approval by a two-thirds majority vote of a quorum present in a Student Government Association Senate meeting.
- B. Its approval by its duly authorized administrative agent.

Section 2: Amendment

The procedure to be followed for the amendment of this Constitution shall be the same as for its ratification.

CAMPUS MAP

Sampson Community College Clinton, North Carolina



ACTIVITIES CENTER

Early College Lounge
Lecture Hall

EAST BUILDING

Compensatory Education
Continuing Education

KITCHIN HALL

First Floor – Library

Second Floor

College Transfer
Science Labs

MAINTENANCE BUILDINGS

Art Classrooms
BLET Training Room
Welding Lab

NORTH BUILDING

First Floor - Administration
Business Office
Evening Division
Foundation Office
President's Division
Receptionist
Student Services

North Building - Second Floor

Accounting & Business
Computer Services
Early Childhood
Medical Office & Office Admin.
Open Computer Lab

OCCUPATIONAL BUILDING

First Floor

Agricultural/Industrial Programs
Building Construction Lab
Horticulture Offices
Industrial Systems Lab
Livestock & Poultry Lab

Second Floor

BLET
Criminal Justice
Community Spanish Interpreter
Computer Info. Technology

TECHNOLOGY BUILDING

First Floor

Cosmetology
Early College High School

Second Floor

Distance Learning Classroom
Nursing & Health Programs
Online Learning Lab

WARREN STUDENT CENTER

First Floor

Bookstore
Board Room
Game Room
Snack Bar
Student Lounge
SGA Conference Room

Second Floor

Adult Basic Education
Butler Basic Skills
High School Equivalency (GED)