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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 2007-2008 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,

A handwritten signature in black ink, appearing to read "William C. Aiken". The signature is written in a cursive style with some capital letters.

William C. Aiken, President

**GREETINGS FROM THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT**

Hello students and welcome! Another year is upon us, presenting a new opportunity to see old friends and make new ones. At Sampson Community College, you will build alliances with one another and the faculty that will benefit you for years to come.

At SCC, you will find a warm and relaxing atmosphere that is conducive to your learning style. Also available to you are a number of clubs and associations with open invitations for you and all of your ideas. The best asset of all is a knowledgeable and supportive staff. After all, it is at SCC, "Where Students Come First!"

I look forward to knowing and working with you both as the SGA President and as a fellow student. Furthermore, I encourage you to join our association. We are only as good as we are together.

Sincerely,

A handwritten signature in cursive script that reads "Cherese Small".

Cherese Small, 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 provisions, contact the Student Services Division.

Sampson Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate degree.

## **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 is 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**

## **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 of 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 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 the 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.

### **ACCREDITATION**

Sampson Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the associate degree.

**ACADEMIC CALENDAR  
FALL 2007 - SUMMER 2008**

**FALL SEMESTER 2007**

Aug 13-14	Registration
Aug. 15	Schedule Adjustment/Faculty Workday
Aug. 16	Classes Begin
Sept. 3	Labor Day Holiday
*Oct. 8-9	Fall Break
Nov. 22-23	Thanksgiving Holiday
Dec. 6-7, 10-12	Final Exams
Dec. 12	Semester Ends (11:00 p.m.)
Dec. 13	Grades Due (9:00 a.m.)
*Inclement Weather	

**SPRING SEMESTER 2008**

Jan. 3	Registration
Jan. 4	Schedule Adjust./Faculty Workday
Jan. 7	Classes Begin
Jan. 21	MLK, Jr. Holiday
Mar. 21 & 24-28	Holiday/ Easter Break
*Apr. 21 & 22	Spring Break
May 5-9	Final Exams
May 9	Semester Ends (11:00 p.m.)
May 12	Grade Reports Due (9:00 a.m.)

**SUMMER SEMESTER 2008**

May 19	Registration
May 20	Schedule Adjustment/Faculty Workday
May 21	Classes Begin
May 26	Memorial Day Holiday
July 2-4	Summer Break/July 4 Holiday
July 29-31	Final Exams
July 31	Semester Ends (11:00 p.m.)
Aug. 1	Grade Due (9:00 a.m.)

**ACADEMIC CALENDAR  
FALL 2008 - SUMMER 2009**

**FALL SEMESTER 2008**

Aug 12 & 13	Registration
Aug. 14	Schedule Adjustment/Faculty Workday
Aug. 18	Classes Begin
Sept. 1	Labor Day Holiday
*Oct. 13-14	Fall Break
Nov. 27-28	Thanksgiving Holiday
Dec. 8-12	Final Exams
Dec. 12	Semester Ends (11:00 p.m.)
Dec. 15	Grades Due (9:00 a.m.)
*Inclement Weather	

**SPRING SEMESTER 2009**

Jan. 5	Registration
Jan. 6	Schedule Adjust./Faculty Workday
Jan. 7	Classes Begin
Jan. 19	MLK, Jr. Holiday
Mar. 5 & 6	Spring Break
*Apr. 10, 13-17	Holiday/ Easter Break
May 5-8, 11	Final Exams
May 11	Semester Ends (11:00 p.m.)
May 12	Grade Reports Due (9:00 a.m.)

**SUMMER SEMESTER 2009**

May 18	Registration
May 19	Schedule Adjustment/Faculty Workday
May 20	Classes Begin
May 25	Memorial Day Holiday
July 2 & 3	Summer Break/July 4 Holiday
July 27-29	Final Exams
July 29	Semester Ends (11:00 p.m.)
Aug. 30	Grade Due (9:00 a.m.)

## DIRECTORY

### BOARD OF TRUSTEES

NAME	TERM EXPIRES
Mr. Larry M. Barnes (Chairman)	2010
Mr. Willie D. Jacobs (Vice-Chairman)	2011
Mr. Douglas M. Daughtry	2009
Ms. Betty Jo Faircloth	2010
Ms. Fay Gaddy	2011
Ms. Juanita German	2008
Mr. Randy Jacobs	2009
Mr. R. Pat Jones	2010
Mr. Jefferson Strickland	2009
Ms. Norma R. Naylor	2008
Ms. Carole G. Robinson	2011
Mr. Robert O. Sanderson	2008
Ms. Chereese Small	2007-08

### ADMINISTRATION

William Aiken	President
Matthew Bauer	Network Administrator
Ann Glover	Resource Development Officer
Bill Kemmer	Computer Systems
Paul Ruggles	Director of Computer Services
Delores Simmons	Receptionist
Erica Smith	TV Production Coordinator/PIO
Bill Starling	Vice President of Administration
Frankie Sutter	Personnel Officer/Administrative Assistant
Angie Warner	Planning and Research Coordinator

**BUSINESS AND FINANCE DIVISION**

Betty Hudson	Assist. Printing Tech./Assistant Equipment Coord.
Kelly Jackson	Coordinator of Financial Services
Nicole Jordan	Cashier/Business Office Assistant
Shelby Kidd	Printing Technician/Equipment Coordinator
Billy Langston	Coordinator of Auxiliary Services
Marilyn Lee	Director of Accounting
Virginia Lucas	Vice President of Finance
Elaine McLamb	Payroll Officer
Kay Pope	Bookstore Manager
Karen Sadvary	Purchasing Agent/Auxiliary Services Bookkeeper
Jean Vann	Administrative Assistant/Assistant Payroll Officer
Pam Wise	Bookkeeper of Accounts Payable

**LIBRARY**

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

**STUDENT SERVICES DIVISION**

Michael Harpe	Dean of Student Services
Cynthia Barber	Counselor
Joy Rogers	Student Activities Coordinator
Delsey Brewington	Financial Aid Specialist
Tonita Smith	Counselor/ Disability Services
Barbara Jackson	Secretary
Bill Jordan	Director of Admissions
Denise Rackley	Registrar
Judye Tart	Director of Financial Aid
Marleen Powell	Financial Aid Assistant

## INSTRUCTIONAL DIVISION

Sue Miller	Vice President of Academic Affairs
Nahel Awadallah	Science Coordinator/Instructor-Biology
JoEllen Axthelm	Instructor-Early Childhood
Susan Baxter	Chair-Early Childhood Associate
David Bishop	Evening Director
Linda Blankenship	Secretary/Receptionist-Continuing Education
Robin Bradshaw	Coordinator/Instructor Unlicensed Health Programs
Peggy Brewer	Compensatory Education Coordinator/Recruiter
Perry Brighman	Instructor-Compensatory Education
Katie Brown	Director of Focused Industrial Training
Patsy Burgess	Division Chair- Business and Public Service Prog.
Susan Burns	Instructor-Biology
Sue Butler	Compensatory Education Aid/Driver
Wanda Capps	Instructor-Nursing
Linda Jewell Carr	Principal-Early College
Lynn Cavanaugh	Secretary-Health Programs
Carmen Christopher	Instructor-English
Tom Clere	Instructor-English
Torwana Coe	Instructor-Early Childhood
Billie Crawford	Dean of Continuing Education
Shelia Darden	Department Chair-Cosmetology
Beth Daughtery	Secretary-Arts and Sciences
Jennifer Eavenson	Instructor-Math
Lee Anne Edmonds	Instructor-Biology
James Ezzell	Instructor-Basic Skills
Melissa Ezzell	Instructor-Developmental
James Gillispie	Instructor-History
Perry Gillespie	Professional Development Coordinator
Harold Godwin	Instructor-Math
Nydia Gonzalez	Coordinator of Basic Skills/ESL
Barney Grady	Chair-Construction Trades Technology
Lewis Gravis	Instructor-Sociology/Online Learning Coordinator
Callista Gribble	Compensatory Education Aid/Driver
Cindy Gurley	Division Chair-Health Programs
Laurie Hamilton	Instructor-Livestock and Poultry Technology
Eddie Hines	Instructor-English/Reading
Sherry Hines	Chair-Office Systems Technology
David Hodges	Instructor-Horticulture
Judy Holland	Chair-Criminal Justice Technology and BLET
Lisa Horne	Secretary-Agriculture and Industrial Programs
Clara Houston	Instructor-Cosmetology
Adriene Howard	Basic Skills/HRD Data Specialist
Roscoe Howard	GED Examiner
Cynthia Dianne Hudson	Instructor-Nursing
Cliff Ireland	Director of the Small Business Center
Vickie Jackson	Coordinator of Human Resource Development
Dale Johnson	Instructor-Compensatory Education
Loretta Jones	Instructor-Cosmetology

Wanda Kenny	Computer Lab Coordinator
Karen King	Office Manager-Continuing Education
Lillie Lamb	Instructor-Compensatory Education
Daphene Lane	Instructor-Nursing
Denise Lane	Compensatory Education Aid/Driver
John Mabry	Instructor-Practical Air Conditioning
Darell Matthews	Chair-Information Systems Technology
Shannon Matthews	Instructor-Nursing
Rex Matthis	Chair-Welding Technology
Steve Matthis	Division Chair-Agricultural & Industrial Programs
Helen McKenzie	Secretary-Student Support Services
April Melvin	Instructor-Basic Skills
Dana Meredith	Chair-Industrial Maintenance Technology
Nancy Olsen	Chair-Horticulture Technology
Ann Patterson	Compensatory Education Aid/Driver
Gene Park	Instructor-Accounting and Business Administration
Michael Parker	Director of Student Support Services
Kathy Peay	Instructor/Developmental and Basic Skills
Kimberly Philpott	SSS Counselor/Retention Specialist
Carole Phipps	Instructor-Math
Loretta Price	Compensatory Education Aid/Driver
Kristina Quay	Early Childhood Instructor
Betsy Ramos	Instructor-Nursing
Sandra Raynor	Instructor-Nursing
Oscar Rodriguez	Coordinator of Bilingual Services
Edith Rogers	Secretary-Business and Public Service Programs
Marvin Rondon	Early College High School Liaison
Diana Shipp	Instructor-Nursing
J.W. Simmons	Dir. of Community Service and Lifelong Learning
Amy Noel Slater	Director of Distance Learning
Lisa Smith	Instructor-Nursing
Al Spraker	Instructor-Information Systems Technology
Richard Stephenson	Director of Emergency and Medical
LaVoice Faison-Stevens	Basic Skills Instructor
Veronica Stevens	Instructor-Nursing
Jan Tart	Academic Skills Center Coordinator
Candace Taylor	Director-Basic Skills
John Tillery	Compensatory Education Aid/Driver
Bart Trescott	Director of Developmental Studies/Instructor
Dollie Underwood	Compensatory Education Aid/Driver
Carolyn Vann	Instructor-Compensatory Education
Carol Watson	Literacy Support Specialist
Aleta Whaley	Defensive Driving Coordinator/Secretary
Patricia Welfare	Chair-Accounting and Business Administration
Janice Williams	Secretary-Developmental Studies
Paul Wolf	Instructor-Psychology
Teresa Wolf	Instructor-Early Childhood & Psychology
Tim Wright	Division Chair-Arts and Sciences/Department Chair of College Transfer

## I. GENERAL INFORMATION

### A. 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 10:30 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.

### B. 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. This information is vital for the accurate mailing of grades or other information from the College and for the relaying of emergency messages.

### C. 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 is 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.**

#### **D. Emergency Calls**

**Emergency Messages Call (910) 592-8084 (day), ext: 2033 (night)**

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.

#### **E. Children on Campus**

**MINORS NOT ENROLLED IN COURSES AT SAMPSON COMMUNITY COLLEGE ARE NOT PERMITTED TO LOITER ON THE COLLEGE CAMPUS.** Parents enrolled or visiting the campus are not to allow their minor children to enter the classrooms, shops, and laboratories or to loiter in the halls or play on the College grounds. 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.

#### **F. Loitering**

No loitering is allowed on the College campus.

#### **G. Closing of School Due To Inclement Weather**

The College will at times have to delay opening due to weather conditions or other uncontrollable circumstances. When such conditions appear or are anticipated, the notice of delayed opening, like school closings, will be announced on the local radio stations (WCLN and WRRZ) as well as on the other TV and radio stations the College uses to announce its school closings.

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:

- WCLN FM 107.3
- WCLN AM 1170
- WRRZ AM 880
- 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

These are the preferred stations to which to listen to since they will broadcast the announcements earlier and more frequently.

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.

If you are unable to receive the announcement, call the College (telephone number 592-8081). The College will provide a recorded message beginning at 7:00 a.m. on days when classes have been canceled or delayed.

## **H. Eating, Drinking, and Smoking in Classrooms**

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

## **I. 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 have 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.

## **J. 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
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.

#### **K. Campus Security**

The College strives to maintain the safest environment possible 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 a safe environment.

##### **1. Campus Law Enforcement**

The College employs one full-time officer from the Clinton Police Department (CPD) and other part-time city 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 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.

**Table 1. Crimes Reported on the Campus**

<b>Crime Category</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Murder/non-negligent homicide	0	0	0
Forcible sex offense (including forcible rape)	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0

**Table 2. Crimes Reported in the City of Clinton**

<b>Crime Category</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Murder/non-negligent homicide	1	2	1
Forcible sex offense (including forcible rape)	3	6	4
Non-forcible sex offenses	NR	NR	NR
Robbery	36	15	21
Aggravated assault	44	49	48
Burglary	167	166	137
Motor vehicle theft	36	41	34
Arson	NR	NR	NR
Negligent manslaughter	NR	NR	NR

**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.

## **II. ACADEMIC INFORMATION**

### **A. 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.

### **B. 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.

### **C. 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.

### **D. Schedule Adjustment**

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

### **E. Advisory System**

The faculty advisement system at Sampson Community College constitutes an integral part of each student's educational experience. It is designed to draw upon the expertise of the total academic community in providing academic, personal, and career advising and is designed to improve coordination among students, faculty, and student services personnel.

A complete description of the program including objectives, guidelines, and forms is available in the Faculty Advisor Handbook.

### **F. Attendance Policy**

All students are expected to attend every scheduled class. Attendance is computed beginning with the first scheduled class meeting. 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. Developmental Studies require a minimum of 90 percent attendance. If there are extenuating circumstances, the instructor has the authority to make an exception to the attendance policy.

Students are expected to report to class on time. Specific guidelines regarding attendance and tardiness are included in course outlines/syllabi.

### **G. Academic Forgiveness Policy**

Students may apply for the removal of grades earned (or transfer credit awarded) at Sampson Community College under the provision 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.

### **H. Class Absences for Student Activities**

The College encourages student participation in college-sponsored and intercollegiate athletic 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.

## **I. 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.

## **J. Standards for 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 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 change of program, withdrawal from the College, or a continuation of full-time status with approval of the department head, the associate dean, 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.

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.

### **K. 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:

<b>Credit Hours Enrolled (After Drop/Add)</b>	<b>Minimum Credits Successfully Completed</b>
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 are 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.

#### **L. 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.

#### **M. Grading System**

Grading the performance of students in coursework is the responsibility of individual faculty members. Departments have adopted standardized grading scales 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 or withdrew or was withdrawn after the midterm with a passing grade
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

## N. 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.

- 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.

## **O. 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 50 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.

## **P. 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.

### **Q. 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.

### **R. 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.

### **S. 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.

### **T. 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.

### **U. 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 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.

Enrolled associate degree seeking students may be awarded credits for prior experiential learning toward degree completion requirements. Contact your Program Chair for specific information.

#### **V. 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.

#### **W. 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 may repeat the course as many times as necessary in order to earn a passing grade. (A passing grade is defined as a grade of "C" or better for developmental courses within the Associate Degree and Practical Nursing Education programs that require grades of "C" or better for passing.)

#### **X. 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.

#### **Y. 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.

## **Z. 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.

## **AA. 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 telecourses and web-based 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.

## **BB. 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 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

#### A. 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.

#### B. 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 ADMISSIONS OFFICE AND LIBRARY FOR STUDENTS' INSPECTION.

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

#### C. 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.

#### D. Special Supply and Uniform Costs

Students in some curricula are required to purchase special supplies or clothing. Example of charges:

Cosmetology Kits - \$350 estimated

Nursing Uniforms - \$250 estimated

Students should consult with their department chair for special supplies required in their curriculum.

**E. Activity Fee/Special Fee**

Each student enrolled for twelve semester hours or more (full-time) will pay \$12.00 per semester student activity fee. This fee is for the cost of student publications, dances, social events, and other activities. This fee is refundable if the conditions for tuition refund apply. Part-time students will pay activity fees according to the following schedule:

1-5 semester hours	\$6
6-11 semester hours	\$9
12 or more semester hours	\$12

A \$5.00 Special Fee will be charged for fall, spring, and summer semesters.

**F. 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.

**G. 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 school as quickly as possible but 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.

## **H. Breakage Fee**

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by a student is the responsibility of the student. The student will be required to pay for such items.

## **I. 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 is not eligible for registration who has an outstanding balance. 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.

## **J. 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.

**NOTE: TEXTBOOKS THAT HAVE BEEN SOILED, WRITTEN IN, OR OTHERWISE DEFACED ARE NOT REDEEMABLE.**

#### **K. 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.

#### **L. 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.

#### **M. 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**

### **A. Student Services Division**

The purpose of the Student Services Division is to provide support and service for the student beginning with the student's contact with the College and continuing throughout the student's educational experience and occupational contact.

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 June, July, and August.

### **B. Counseling**

Counselors welcome the opportunity to help students at any time during their enrollment at the College. Students are encouraged to talk to counselors about their personal, academic, career, or transfer decisions. Students may see any counselor they prefer. To access a Student Services Academic Advisor, students should refer to the chart below for assignment breakdown.

<b><u>Student Services Counselors</u></b>	<b><u>Area of Responsibility</u></b>	<b><u>Extension</u></b>
Cynthia Barber	Pre-Registered Nursing, Associate Degree Nursing, Pre-Practical Nursing, Practical Nursing, College Transfer	x2026
Tonita Smith	Single Parents, Cosmetology/Manicuring, Office Systems Tech., Accounting, Business Administration, Early Childhood, Teacher Associate, Building Construction Technology	x2025
William Jordan	Information Systems Security, Criminal Justice Tech., Horticulture Tech., Welding Tech., BLET, Computer Information Technology, General Education, Industrial Systems Tech., Livestock & Poultry Technology	x2022
<b><u>Student Support Staff</u></b>	<b><u>Student Support Services Participants</u></b>	
Jan Tart	Business Administration, Accounting, Office Systems Technology, and Information Systems Security	x3504
Kimberly Philpott	Pre-Registered Nursing, Associate Degree Nursing, Pre-Practical Nursing, Practical Nursing, College Transfer	x3511
Michael Parker	Cosmetology, Early Childhood, Welding Building Technology, Criminal Justice, Industrial Systems and Horticulture	x3520

Appointments are not required but may be requested by those who wish to visit the Student Services Division.

### **C. Career Services**

Counselors are available to assist students with career planning, self-assessment, and career counseling to help them identify career goals. In addition, occupational information is available to assist in career exploration.

The Career Center, located in the Student Services area, contains up-to-date occupation and education information. It also houses a computer for on-line interest inventories, career information, and job placement services.

Students interested in job placement services should begin the placement process by making an appointment with the Job Placement Counselor. The counselor will assist students with resumes, job applications, and job search skills. A bulletin board listing 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. The phone number is 592-5756.

To utilize college career and job placement services, students are encouraged to come to the Student Services Division or call 592-8084, Ext. 2025.

#### **D. Asset/Compass Placement Test**

Sampson Community College uses the ASSET/COMPASS Placement Test as part of the admissions process. The ASSET/COMPASS placement program consists of four tests, one English, two mathematics, and one reading. The test is designed to help place entering students in the appropriate courses or curriculum programs, and to provide as close a match as possible between the students' skills and the course requirements. Because students entering Sampson Community College differ considerably in achievement, they are offered developmental courses during the first semester of enrollment.

#### **E. Financial Aid**

The student financial aid program is designed to assist deserving students in meeting the costs of attending college. The program consists of four major types of aid: grants, scholarships, loans 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 officer, 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.

#### **F. Veterans**

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.

#### **G. 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.

#### **H. Notary**

The College has made arrangements for three notary publics to be available to employees and students to notarize papers pertaining to college business. They are Judye Tart, Student Services Division; Lisa Horne, Secretary for Agricultural and Industrial Programs; Oscar Rodriguez, Bilingual Services Coordinator; and Angie Warner, Planning and Research Assistant.

#### **I. The Library**

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 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.

#### **J. Student Support Services**

Student Support Services (SSS) is a program designed to assist students who have a need for academic support to successfully complete their course of study. In order to receive services offered by the program, students must be dedicated to reaching their academic potential 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, cultural/educational enhancement activities, assistance in securing financial aid, and assistance in job placement. Enrollment is open to eligible students with continuing access until graduation.

Student Support Services (SSS) is currently located in Warren Building, ext: 3520.

#### **K. 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. **Students with special needs who may require accommodations are responsible for requesting these services.**

Students with documented disabilities will be afforded accommodations in their classes consistent with the requirements of the Americans with Disabilities Act. You should notify your instructor within the first week of classes if you have a disability for which you would like to request assistance. Additional assistance may be obtained from the College's Coordinator of Disability Services located in the Student Services Division. Please understand that the College is unable to provide you any accommodations unless you provide professional documentation of your disability and a timely notification of your needs.

#### **L. 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 must be completed before a transcript is released.

#### **M. 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.

#### **N. 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.

#### **O. 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.

#### **P. Game Room Equipment**

Use of recreational equipment and games in Warren Building is restricted to currently enrolled curriculum students, faculty, and staff only. All non-student activity fee paying students are not allowed in game room at any time during the day or evening.

## **Q. 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.

## **R. 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.

## **S. Intercollegiate Athletics**

The College's intercollegiate athletic program contributes to the personal development of the students and is designed to promote total growth, including academic success, and physical and emotional well-being. In recognizing its obligation to develop and deliver a comprehensive educational program, the College acknowledges that academic study taken solely and apart from other activities may limit the achievements of the individual student later in life. Accordingly, the trustees direct the President and his staff to pursue a viable student development program, which may include intercollegiate athletics, with the limitations imposed by college resources and the students themselves. Ultimate responsibility for control of the athletics program rests with the president.

The athletic program provides an opportunity for students to participate in some type of competitive sports activity as regularly as their interests, abilities, and time will permit. Students wishing to participate on the various athletic teams must be in good academic and disciplinary standing. The academic standards are published in the student handbook and the college catalog. Recruiting, admissions, financial aid, and academic eligibility is the same for all students. The College does not provide athletic scholarships.

## **T. 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 are 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.

## **U. 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.

## **V. 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**

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.

### **W. 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,
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, and
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.

### **X. 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.)

## **Y. Bilingual Services**

The Bilingual Services Office, currently located in North building, is designed to serve as an advocate for the bilingual population. The coordinator serves as translator/interpreter for SCC students as well as campus visitors and participates in recruiting and tutoring for bilingual students. Some of the services provided inside the College include interviewing and counseling Hispanic students, helping Hispanic students to obtain scholarships and financial aid, developing new classes to meet the needs of the Hispanic community, hiring bilingual instructors, upgrading the Library's bilingual resources, and providing tutorship to Spanish trainees.

The Bilingual Services Office serves as a liaison between the bilingual population and local and county community agencies. The Bilingual Services office also counsels the Hispanic population about SCC programs and services such as how to obtain a driver's license and voters registration, how to complete a job application or apply for unemployment benefits, and how to prepare for a job interview. The Bilingual Services Office offers information on school enrollment for children and the vaccinations required, home and child abuse programs, how to obtain legal residency for in-state tuition, and how to apply for utilities and obtain bank services.

## **Z. Online Student Services**

**Sampson Community College** - [www.sampson.cc.nc.us](http://www.sampson.cc.nc.us)

### **ASSESSMENT/CAREER PLANNING/PLACEMENT**

**American College Testing** - [www.act.org](http://www.act.org)

**Career Planning Inventory** - [www.ncsu.edu/careerkey](http://www.ncsu.edu/careerkey)

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

**NC Occupational Information** - [www.soicc.state.nc.us/soicc/](http://www.soicc.state.nc.us/soicc/)

**North Carolina Job Bank** - [www.ncesc.com](http://www.ncesc.com)

### **CHILD CARE INFORMATION FOR PARENTS**

**NC Division of Human Services** - [www.dhhs.state.nc.us/](http://www.dhhs.state.nc.us/)

### **FINANCIAL AID WEBSITES**

**College Foundation of North Carolina** - [www.CFNC.org](http://www.CFNC.org)

**FAFSA on the Web** - [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**US Dept of Education Student Financial Assistance** - [www.studentaid.edu.gov](http://www.studentaid.edu.gov)

**US Dept of Education Pin Registration Site** - [www.pin.ed.gov](http://www.pin.ed.gov)

**Financial Aid Resources** - [www.finaid.org](http://www.finaid.org)

**Scholarship Search** - [www.scholaraid.com](http://www.scholaraid.com)

**College is Possible (Information for Adult Students)** - [www.CollegeIsPossible.org](http://www.CollegeIsPossible.org)

**National Association of Student Financial Aid Administrators** - [www.nasfaa.org](http://www.nasfaa.org)

**Veterans Education Benefits** - [www.gibill.va.gov](http://www.gibill.va.gov)

**Veterans Benefits Administration** - [www.vba.va.gov](http://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](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](http://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/](http://www.appleprof.com/)

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

**Council for Opportunity in Education** – [www.coenet.us](http://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/>

**Wellness Webmaster** - <http://www.wellnessweb.com/masterindex/mastindx.htm>

**OTHER STUDENT SERVICES WEB SITES**

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

**Campus Mediation** - <http://www.mtds.wayne.edu/campus.htm>

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

## V. STUDENT RIGHTS AND RESPONSIBILITIES

In compliance with the Student Right-To-Know Act, Sampson Community College discloses a graduation/completion rate of 20% and a transfer-out rate of 10% for the 2003 cohort for full-time, first-time degree/diploma/certificate seeking students.

### A. 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.

**B. 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 creditable 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.

### **C. Identification Cards**

All curriculum students, basic skills students, and GED students are to have a standard identification card with a current semester validation sticker that is to be carried and visible at all times on campus and presented for access to SCC facilities, services, and activities. The ID cards are valid from the semester of entry until graduation; each semester a different color-coded validation sticker must be affixed upon the card to validate current semester enrollment. See Student Services Division for ID schedule.

A receipt showing payment of fees must be shown before being issued an ID. The Coordinator of Student Activities/Athletic Director will be the contact person if individuals have a need for a valid ID or if there is a need to execute ID issuance for a class at a certain time that is not posted.

Continuing Education students will be given temporary IDs and parking authorizations produced in-house. The only groups of Continuing Education students to be issued the standard ID badges should have a written request from the Dean of Continuing Education and sent to the Coordinator of Student Activities/Athletic Director. Due to the cost associated with the parking stickers, no Continuing Education students will be issued a standard parking sticker.

### **D. 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.

### **E. 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.

**F. 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.

**Effective Fall 2006 semester**

## 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. The purpose of this code is not to restrict student rights but to protect the rights of individuals while on the campus or while attending a College-sponsored event and to ensure the integrity of the institution's academic programs. Clinton Police Officers will enforce criminal laws.

### A. Types of Conduct Subject to Disciplinary Action

**Academic misconduct** - defined to include but not limited to:

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.

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.

### **Other misconduct**

1. 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.
2. All other 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.
3. 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; 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.
4. 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.
5. 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.
6. 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.
7. Lewd or indecent conduct, including public, physical, or verbal action or distribution of or wearing clothes bearing obscene or libelous written material.

8. 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.
9. Violation of College regulations regarding the operation and parking of motor vehicles.
10. 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.
11. 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.
12. 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.
13. 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.
14. Unauthorized use, or misuse, of the College's computing resources including:
  - a. Logging on an account without the knowledge and permission of the account owner.
  - b. Changing, deleting, or adding to the programs, files, and data without authorization of the account owner.
  - c. Theft of program data and machine resources.
  - d. Attempts to thwart security of any College computer or computer system.
  - e. Attempts to disrupt the normal operations of any College computer system(s) including hardware and software.
15. Smoking or the use of other forms of tobacco products, in classrooms, shops, labs or any unauthorized areas.
16. 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.
17. Failure to comply with instructions of College officials acting in performance of their duties.
18. Violation of a local, state, or federal criminal law on the College campus.
19. Violation of the terms of a disciplinary action or any College regulation during the period of probation, suspension or expulsion.
20. Trespass, which includes unauthorized entry or presence on the property of the College or in a College facility or any portion thereof to which entry or presence has been restricted.

#### **B. Disciplinary Procedures and Appeals 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.

In the event that the student wishes to appeal a grade resulting from alleged academic misconduct, the student must submit a written appeal within three (3) school 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 division chair supervising the faculty member a written notice of appeal outlining the grounds for the appeal. The division chair will provide the student with written notice of his or her finding as soon as practicable but not to exceed three (3) school 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, one faculty member, and the SGA President. 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) school days** of the notice of the appeal.

### **C. Disciplinary Procedures for All Other Misconduct**

The Dean of Student Services, or his or her 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 employees are expected to comply with requests for information and to assist in any investigation.

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 instructor 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) fail to comply with the directions, the instructor 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 instructor or administrative officer 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. The Dean will investigate and resolve the matter in a timely manner consistent with the procedures outlined below.

In order to provide for an orderly procedure for handling student disciplinary cases in accordance with due process, the following procedures will be followed:

Any administrative official, faculty member, or student may file charges with the Dean of Student Services against any faculty, staff, student, or student organization for violations of all other misconduct immediately. The individual(s) making the charge must complete a charge form (available from the Office of the Dean of Student Services) stating:

1. Names of the party(s) involved.

2. Alleged violation of the Code of Conduct.
3. Time, place, and date of incident.
4. Names of person(s) directly involved or witnesses to the infractions.
5. Any action taken that relates to the matter.

The form must be signed by the charging party. The completed charge form should be forwarded directly to the Dean of Student Services.

Within five (5) school days after the charge is filed, the Dean of Student Services will complete an investigation of the charge and schedule a meeting with the student. After discussing the alleged violation, the Dean may act as follows:

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

The decision of the Dean will be presented to the student in writing immediately following a meeting with the student. In instances where the student cannot be reached to schedule an appointment with the Dean or where the student refuses to cooperate, the Dean will send a certified letter to the student's last known address providing the student with a list of the charges, the Dean's decision, and instructions governing the appeal process (See Appeals below).

#### **D. Non-Academic Sanctions**

1. **Counseling Intervention/Reprimand:** 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. A reprimand 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 reprimand 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. Restrictive Probation is for the period of one full academic year. (An academic year is three (3) consecutive semesters.)
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. This sanction is reserved for those offenses warranting discipline more severe than reprimands or for repeated misconduct. Students who receive this sanction must meet with the Dean of Student Services and get written permission from the Dean of Student Services before returning to the campus. Failure to secure prior permission may result in the arrest of the student 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 given to 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.

#### **E. 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.

#### **F. Appeal of Non-Academic Sanctions**

A student who disagrees with the decision of the Dean of Student Services may request a hearing before the Student Affairs Committee. The student must provide written notice of his/her appeal to the Dean of Student Services within three (3) school days from the date of the written finding of the decision of the Dean. The Dean shall refer the matter to the Student Affairs Committee together with a report of the nature of the alleged misconduct and the relevant facts revealed by the Dean's investigation.

#### **G. Appeals to the President**

Students who wish to appeal academic and non-academic sanctions must submit a written notice of their appeal to President within three (3) school 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) school days. Students may appeal the finding of the President to the Board of Trustees as described below.

#### **H. Appeals to the Board of Trustees**

Any student desiring to appeal to the Board of Trustees may commence the appeal by filing a written notice of appeal with the Chair of the Board of Trustees or with the President within three (3) school days after notification of the rendering of the decision from which the appeal is taken. 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.

## **I. Student Grievances**

### **Grade Appeals**

Any student who protests a 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 grade appeals must be initiated within 60 days of the distribution of final grades for the academic term by the Registrar.

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 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 appropriate division chair/dean, and 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 protest. Likewise, the committee will meet with the instructor 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 Board of Trustees.

## **J. 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 64, use procedures under that section.)

- a. 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.
- b. If the grievance cannot be resolved by consultation between the student and the staff member, the assigned division chair or supervisor shall mediate.
- c. 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.
- d. If further review is sought, the finding of the dean may be appealed in writing to the President of the College.
- e. 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:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
- b. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, or

- c. 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.

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.

#### 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. One of the grievance officers will be the Dean of Student Services.

#### 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.

#### 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.

#### 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.

For example:

- \* Grabbing, touching, or patting
- \* Sexual propositions
- \* Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- \* Unwanted flirtations or advances
- \* Verbal abuse
- \* Repeated pressure or requests for sexual activities
- \* Rewards for granting sexual favors or the 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

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.

**K. 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. Violation constitutes a felony.

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

## **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.