# Table of Contents

## Administration
1.01 Introduction 7
1.02 History of the College 8
1.03 Accreditation 9
1.04 Board of Trustees 9
1.041 Shared Governance 10
1.05 Mission Statement 11
1.06 Institutional Addresses DELETED 5/7/08
1.07 Hours of Operation DELETED 5/7/08
Benefit Fact Sheet DELETED 5/7/08
1.08 Policy Development and Revision 13
1.09 Conflict of Interest 13
1.10 Planning and Evaluation 14
1.101 Instructional Programs Planning & Evaluation Subcycle 15
1.11 Investment Management 16
1.12 Foundation 17
1.13 Naming Opportunities 18

## Personnel/Benefits
2.01 Disability Income Continuation 20
2.02 Employee Dress 20
2.04 Equal Opportunity 21
2.041 Diversity 21
2.05 Exit Interview and Checklist 22
2.06 Annual Performance Evaluation of All Permanent Employees 23
2.07 Faculty Evaluation by Students 24
2.09 Insurance 25
2.10 Leave 25
2.11 Annual Leave 26
2.12 Civil Leave 28
2.13 Compensatory Leave 29
2.14 Educational Leave 30
2.15 Funeral Leave 31
2.16 Holidays 32
2.17 Leave of Absence Without Pay 32
2.18 Military Leave 33
2.19 Sick Leave 34
2.191 Family Medical Leave 36
2.20 Voluntary Shared Leave 39
2.206 Six-Hour Five-Day Employees 42
2.21 Longevity Pay 42
2.23 Nepotism 43
2.25 Outside Employment 44
2.26 Part-time Faculty Employment 45
2.27 Pay Plan 45
2.28 Professional Development 46
2.29 Political Activities of Employees 48
2.30 Recruitment and Selection of Full-time Personnel 49
2.301 Veteran’s Preference 52
2.302 Employment of Personnel 53
2.31 Disciplinary Action of Employees 55
2.311 Employment Separation 57
2.312 Pre-disciplinary Rights 58
2.313 Due Process of Personnel Action 59
2.314 Administrative Leave with Pay 61
2.315 Contract Renewal and Non-Renewal 62
2.316 Employees Grievance 63
2.317 Reduction in Force 67
2.318 Whistle-Blower Policy 68
2.32 Resignation 68
2.33 Retirement 69
2.33.1 Contracted Retiree Employment 69
2.34 Salary Determination 70
2.35 Service Recognition 70
2.36 Tax-Sheltered Savings 71
2.37 Teaching Compensation for Non-Instructional Personnel 71
2.38 Tenure 71
2.39 Tuition Exemption DELETED July 2013 71
2.40 Worker’s Compensation 71
2.5 Employee Personnel Files 72
2.51 Employment Categories 72

Student Services
3.01 Academic Probation 73
3.02 Academic Suspension 74
3.03 Admissions 75
3.03.1 Time Provisions for Completing a Curriculum Program 77
3.04 Alternative Credit 78
3.05 Athletic Participation 81
3.06 Breakage Fees 82
3.07 Course Substitution 82
3.08 Curriculum Course Repetition 84
3.08.01 Community Service Class Enrollment 84
3.09 Curriculum - Tuition Refund 85
3.10 Developmental Courses 86
3.11 Drop/Add 87
3.12 Dropping Curriculum Students from Class Roll (REPEALED) 88
3.13 Dual/Concurrent and Huskins Bill Enrollment 89
3.14 Family Educational Rights and Privacy 90
3.15 Graduation Requirements 90
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.01</td>
<td>Academic Freedom and Responsibility in the College Community</td>
<td>145</td>
</tr>
<tr>
<td>5.02</td>
<td>Academic Rank</td>
<td>146</td>
</tr>
<tr>
<td>5.03</td>
<td>Advisory Committees</td>
<td>147</td>
</tr>
<tr>
<td>5.04</td>
<td>Bookstore Operating Profits</td>
<td>149</td>
</tr>
<tr>
<td>5.05</td>
<td>Class Roster / 10% Reporting</td>
<td>149</td>
</tr>
<tr>
<td>5.07</td>
<td>Complimentary Textbooks and Other Instructional Materials</td>
<td>150</td>
</tr>
<tr>
<td>5.08</td>
<td>Continuing Education Accountability</td>
<td>151</td>
</tr>
<tr>
<td>5.09</td>
<td>Course Identification by County</td>
<td>153</td>
</tr>
<tr>
<td>5.10</td>
<td>Curriculum Course Schedule Change</td>
<td>154</td>
</tr>
<tr>
<td>5.11</td>
<td>Curriculum Development</td>
<td>154</td>
</tr>
<tr>
<td>5.11.1</td>
<td>SACS/COC Notification of Changes</td>
<td>155</td>
</tr>
<tr>
<td>5.12</td>
<td>Annual Program Planning &amp; Review (APPR)</td>
<td>156</td>
</tr>
<tr>
<td>5.121</td>
<td>APPR Template (DELETED 5/7/09)</td>
<td></td>
</tr>
<tr>
<td>5.13</td>
<td>Faculty Academic and Professional Preparation</td>
<td>157</td>
</tr>
<tr>
<td>5.14</td>
<td>Faculty Loads and Assignment</td>
<td>160</td>
</tr>
<tr>
<td>5.15</td>
<td>Field Trip/Extended Class Activity</td>
<td>165</td>
</tr>
<tr>
<td>5.16</td>
<td>Grade Posting</td>
<td>166</td>
</tr>
<tr>
<td>5.17</td>
<td>Procedure for Sale of Books and Materials Outside the Bookstore</td>
<td>166</td>
</tr>
<tr>
<td>5.18</td>
<td>Program Probation/Termination</td>
<td>167</td>
</tr>
<tr>
<td>5.19</td>
<td>Ethical Guidelines</td>
<td>169</td>
</tr>
<tr>
<td>5.191</td>
<td>Process for Employee to Carry Out Duties in a Professional, Ethical and Collegial Manner</td>
<td>170</td>
</tr>
<tr>
<td>5.20</td>
<td>Purchase/Resale of Textbooks and Instructional Materials</td>
<td>171</td>
</tr>
<tr>
<td>5.21</td>
<td>Returning Tests and Examinations</td>
<td>171</td>
</tr>
<tr>
<td>5.22</td>
<td>Term Textbook Request</td>
<td>172</td>
</tr>
<tr>
<td>5.23</td>
<td>Textbook Adoption</td>
<td>172</td>
</tr>
<tr>
<td>5.30</td>
<td>New Teaching Methods</td>
<td>173</td>
</tr>
<tr>
<td></td>
<td><strong>General</strong></td>
<td></td>
</tr>
<tr>
<td>6.01</td>
<td>Allocation and Use of Information Technology Resources</td>
<td>174</td>
</tr>
<tr>
<td>6.02</td>
<td>Bulletin Boards &amp; Flyers</td>
<td>175</td>
</tr>
<tr>
<td>6.03</td>
<td>Campus Deliveries for Students</td>
<td>175</td>
</tr>
<tr>
<td>6.04</td>
<td>Children on Campus</td>
<td>176</td>
</tr>
<tr>
<td>6.05</td>
<td>Communicable Diseases</td>
<td>176</td>
</tr>
<tr>
<td>6.06</td>
<td>Controlled Substances</td>
<td>177</td>
</tr>
<tr>
<td>6.07</td>
<td>Copyright-Computer Software</td>
<td>178</td>
</tr>
<tr>
<td>6.08</td>
<td>Copyright-Printed Material</td>
<td>179</td>
</tr>
<tr>
<td>6.09</td>
<td>Copyright-Video</td>
<td>181</td>
</tr>
<tr>
<td>6.10</td>
<td>Employees’ Collection Fund</td>
<td>182</td>
</tr>
<tr>
<td>6.11</td>
<td>Food Services</td>
<td>183</td>
</tr>
<tr>
<td>6.12</td>
<td>Grants and Contracts</td>
<td>184</td>
</tr>
<tr>
<td>6.13</td>
<td>Health Services</td>
<td>184</td>
</tr>
<tr>
<td>6.14</td>
<td>Inclement Weather</td>
<td>185</td>
</tr>
<tr>
<td></td>
<td>Inclement Weather Announcements</td>
<td>185</td>
</tr>
<tr>
<td>6.15</td>
<td>Keys</td>
<td>188</td>
</tr>
<tr>
<td>6.16</td>
<td>Lost and Found</td>
<td>188</td>
</tr>
</tbody>
</table>
6.17 Mail Services
6.18 Maintenance and Repurposing of Computer Equipment
6.19 Media Inquiries, Media Relations, and Public Information Marketing & Public Affairs Department (MPA)
6.20 Personal Use of College-Owned Equipment
6.21 Philosophy of Open Communication
6.22 Publications
6.221 List of Publications
6.23 Purchasing and Inventory
6.24 Copying of Materials
6.25 Responding to On-Campus Emergencies
6.251 Physical Combat
6.252 Verbal Altercations
6.253 Physical Injury
6.254 Civil Disturbance
6.255 Serious Injury/Illness
6.256 Fire Evacuation
6.257 Automobile Accident
6.258 Tornado
6.259 Bomb Threat
6.26 Safety
6.27 Security
6.28 Sexual Harassment
6.281 Sexual Assault
6.29 Smoking
6.30 Solicitation and Fund Raising
6.31 Special Curriculum Services
6.32 Telephone
6.33 Travel
6.34 Use of Institutional Facilities
6.35 Van Use
6.36 Vehicles and Parking
6.37 Work Order Requests
6.38 Internet Acceptable Use Policy
6.40 Web Pages
6.42 Intellectual Property Rights / Ownership

Organization
7.011 President’s Council
7.02 Standing College Committees
**Introduction**

1.01

The following policies and procedures are designed to guide employer-employee practices at Central Carolina Community College. An attempt has been made to insure fairness to all individuals and to protect the interest of the employer, the employee and the student.

These policies and procedures will be evaluated annually and changes will be made by the administration as necessary. The director of human resources will contact the president and vice-presidents in the fall of each year for additions or revisions to the manual. The final administrative authority of the college rests with the president and to guard against unreasonable and/or impractical results in implementation, he may make exceptions on an emergency basis.

All full-time and part-time employees are subject to, and expected to follow, policies and procedures within this manual. An updated copy of this policy is available in the Human Resources Department and all employees are granted access through the intranet.

The statements in this publication are not to be regarded as an irrevocable contract between the college and its students/employees. The college reserves the right to change any provisions or requirements at any time.

The term "he" and "his" are used in this document to represent both the masculine and feminine gender.

Revision Date: February 2009
History of the College

Central Carolina Community College is a tax supported, public nonprofit school under the control of a local Board of Trustees. CCCC traces its founding to 1961. In that year, the first classes were offered, the first Director was hired, and the first building was built. It became a part of the North Carolina Department of Community Colleges in 1963 under provisions of the General Statutes of North Carolina, Chapter 115-D. Members of the faculty are specially trained, qualified instructors with many years of experience in their chosen crafts or professions. Each member of the administrative and teaching staff meets the standards of the North Carolina State Board of Community Colleges, the Southern Association of Colleges and Schools and other agencies which accredit individual programs. Although established primarily for North Carolina residents, the College accepts students from other states.

On October 2, 1965, the North Carolina State Board of Education and the Advisory Budget Commission authorized elevation to "technical institute" status with authority to award Associate of Applied Science Degrees.

On May 1, 1979, the General Assembly passed a bill to permit technical institutes to change their names to "technical college" with the approval of the Board of Trustees and the County Commissioners. On May 23, 1979, the Board of Trustees, with the approval of the Lee County Board of Commissioners, voted unanimously to change the name of the institution from Central Carolina Technical Institute to Central Carolina Technical College, effective July 1, 1979.

The 1987 session of the General Assembly authorized all local institutions to change their names to "community college" with the approval of the Board of Trustees and the County Commissioners. On October 28, 1987, the Board of Trustees voted unanimously to change the name of the institution to Central Carolina Community College. The County Commissioners approved the decision on November 16, 1987, and the official date for the name change was January 1, 1988.

Central Carolina Community College operates various campuses in Lee, Harnett and Chatham Counties.

In addition to the technical programs which lead to an Associate of Applied Science Degree, vocational programs which lead to a diploma, and the College Transfer program which is equivalent to the first two years of college, Central Carolina Community College also offers noncredit courses in adult basic education, adult high school, and other adult education courses in technical, vocational, academic, and general interest areas.
Accreditation 1.03

Central Carolina Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Central Carolina Community College. CCCC was accredited by the North Carolina State Board of Education in 1970, by the Southern Association of Colleges and Schools in 1972, and reaffirmed in 1976, 1987, 1997, and 2008.

Board of Trustees 1.04

Central Carolina Community College is governed by a Board of Trustees comprised of sixteen (16) voting members and one ex-officio, nonvoting member who is the Student Government Association president. Voting members serve four (4) year terms which commence on July 1st. Four (4) trustees are appointed by the governor, four (4) are appointed by the Lee County Commissioners, four (4) are appointed by the Lee County Board of Education, two (2) are appointed by the Chatham County Commissioners, and two (2) are appointed by the Harnett County Commissioners. The regular meetings of the Board of Trustees shall be held in February, April, July, and October. The President in consultation with the Chairman of the Board will set the dates and inform the members at least 30 days in advance. Additional meetings are scheduled as needed.

The Board of Trustees functions pursuant to the statutes and regulations of North Carolina, the regulations and policies of the State Board of Community Colleges, the General Statutes (G.S.) of North Carolina 115D, and the North Carolina Administrative Code. A copy of the Bylaws of the Board of Trustees of Central Carolina Community College is available in the president's office.

By assignment of the State Board of Community Colleges, the College's primary service area is Lee, Chatham, and Harnett Counties.

The policies of the Board of Trustees express the intentions of the Board and the administration with regard to the operation of the college. Policies are expressed in general terms with the aim of guiding the administration and faculty. Additions to, and changes in, the policies are made upon recommendation of the president, members of the Board of Trustees, other personnel, and occur following appropriate planning and due consideration.

Copies of Chapter 115D-General Statutes of North Carolina, the North Carolina Administrative Code Title 23, and Department of Community Colleges (Chapter 2) are available to the employees in the office of the president, or via web.

Revised: 2009
Policy and Procedure Manual

1.041

Shared Governance

POLICY:

Policy governance is the means by which the Board of Trustees of Central Carolina Community College fulfills its trust responsibilities to the College's owners - the citizens of North Carolina especially those residing in Chatham, Harnett and Lee Counties. Governance is shared with the faculty and staff of the College by the following means:

Although only the trustees can establish policies by which the College is governed, any faculty member or other employee who perceives the need can suggest new policies or changes to existing policies. This can be accomplished through the administrative structure of the College or communicated directly to trustees through its procedures for establishing board agendas.

The Board believes very strongly in sharing governance through the College's planning process. It is the intent of the Board for faculty and all other employees to be vitally involved in planning the necessary process for the short-term strategic functions of the College and its long-term direction.

Matters for consideration by the full board are generally brought to the Board through its standing committees and they, in turn, rely strongly upon input from the standing committees of the College. It is the intent of the Board for faculty and other employees to participate in the governance of the College through these committees. Faculty are expected to have an especially clear voice in the matter of curriculum and academic policy development.

The Board of Trustees, both in philosophy and fact, operates as an open body. All committee meetings and all Board meetings are open to those who wish to be informed or who desire to communicate with the Board.

Approved: 1-22-97
Vision & Mission Statement

Vision –
Central Carolina Community College is the leading force for educational opportunities, economic progress, and cultural enrichment in the communities it serves.

Mission –
Central Carolina Community College serves as a catalyst for personal, community, and economic development by empowering people through education and training.

Values –

Community - We are committed to active and integral partnerships within the communities we serve. We are dedicated to maintaining positive relationships among our own community of faculty, staff, and students.

Diversity - We are committed to inclusiveness. We value and respect the unique attributes and contributions that enrich our college and its community.

Excellence - We are committed to continuous improvement, working to our full potential, and demonstrating quality at all levels. We demonstrate our excellence by meeting or exceeding our goals and establishing high expectations for achievement by everyone.

Innovation - We are committed to innovation and creativity. We demonstrate our commitment through our leadership in learning, technology, sustainability, and community partnerships.

Integrity - We are committed to fairness, respect, honesty, and accountability. We strive to earn our community's respect through our dedication to high academic and ethical standards.

Student-Centered - We value our students. We provide a student-focused learning environment and a support system that promote the academic and career success of every student.

Sustainability - We are committed to achieving sustainability by implementing best practices in policies and operations and in the identification of priorities. We promote understanding and development of communities that are ecologically, socially, and economically sustainable.

Goals –
Goal 1: Students - Maximize student learning, access, and success

Goal 2: Employees - Attract, develop, and sustain high-performing employees
Goal 3: Partnerships - Build and strengthen partnerships

Goal 4: Financial Foundation - Maintain a strong financial foundation

Goal 5: Technology - Champion the implementation of effective technologies in programs and operations

Goal 6: Collegiate Environment - Promote a collegiate environment


Revision Date: 4-23-2013
Policy Development and Revision 1.08

POLICY:
Any College employee or group of employees may submit to the President, through the appropriate Vice President, a document requesting a new policy or the revision of an existing policy. The document must include:
1. The policy being addressed
2. The action requested
3. The rationale for the requested action
4. The draft of the new or revised policy

APPLICATION:
All employees

PROCEDURE:
At the discretion of the president, the request will be discussed with the President’s Council and/or administrative staff to determine whether it should be considered as policy. The president will assign the appropriate person, team, or committee to draft or revise the policy. The draft policy will be distributed electronically to the appropriate college personnel for review and feedback for at least one week prior to a final recommendation to the president. For policies requiring board action, the president or the president’s designee will present the final draft to the appropriate committee of the Board of Trustees and to the full board for a decision. Only changes to a policy statement require board approval; changes to procedure do not require board approval. The final version of a new or revised policy will be immediately added to the current policy manual with an approval date. Both the current and revised policy shall appear in the manual until the effective date of the revised policy.

APPROVED: 10-25-95
REVISED: 2-15-06

Conflict of Interest 1.09

POLICY:
North Carolina law prohibits trustees and employees of the state institutions from letting contracts for services/materials/supplies or the like to themselves or to firms/corporations for which they may receive financial benefit. Violation of this law (G.S. 14-234, 236) constitutes a misdemeanor and will result in removal of the person from the position. Individuals who have questions regarding their status are encouraged to contact the vice-president for administrative services.

APPLICATION:
Trustees and employees
APPROVED: 10-25-95
Biennial Planning and Evaluation 1.10

POLICY:
All personnel are involved in the biennial strategic planning and evaluation process of the College.

APPLICATION:
All college employees

PROCEDURES:
1. The strategic planning and evaluation process for developing and monitoring the goals and objectives of the College operates on a biennial cycle. The biennial cycle is illustrated by section 1.101.
2. Strategic planning is a function of the Institutional Effectiveness / Planning Committee, which is a standing College committee chaired by the IE Director.
3. The IE/Planning Committee meets in the Fall of odd numbered years in a retreat setting to review trends, a comprehensive SWOT analysis, an environmental scan, and College performance indicators. A sub-committee of the IE/Planning Committee also reviews the vision and mission of the College.
4. Implications derived from the data analysis are converted into a biennial College Strategic Plan. Due dates are established and responsible parties are designated.
5. The recommended Strategic Plan and revisions to the mission and vision statements are submitted to the Administrative Staff for review and then to the Board of Trustees for final approval in January of even numbered years.
6. It is the College's philosophy and method of operation to make fiscal planning an integral part of the planning cycle (see section 5.122). Budget hearings are held in September/October of each year to recommend a budget tied to the Strategic Plan, tied to the priorities set by the President’s Council, and tied to the Annual Program Planning & Review (APPR) process.
7. Each unit of the College is also evaluated on an annual basis as illustrated in section 1.10 and 1.101.

RULES:
The College Institutional Effectiveness / Planning Committee is composed of representative faculty and staff members, members of the administrative staff, and at least one member of the Board of Trustees.

APPROVED: 7-1-94
REVISED: 10-25-95, 1-22-97, 8-6-97, 11-2-04
1.101

**Biennial Strategic Planning**
Standing Committee: Institutional Effectiveness & Planning

- Conduct Environmental Scan

- Review/Revise Mission & Vision

- Review Performance Indicators
  - Environmental Scan
  - SWOT Analysis

- Submit Strategic Plan to Board of Trustees for Approval
  - January – Even Years

- Submit Strategic Plan to Administrative Staff for Review

- Develop New Strategic Plan
  - November – Odd Years
Investment Management

POLICY:
The college shall invest any special and local funds, in excess of current needs, with the State Treasurer of North Carolina.

APPLICATION:
Board of Trustees and college administration

PROCEDURES:
1. The controller analyzes the cash balances of special and local funds three (3) times each month: (A) on the tenth of the month, (B) after the monthly payroll is completed, (C) at the end of the month to determine if there are excess funds.
2. One time each month, the college investment records are reconciled with the State Treasurer's bank statement.
3. Earned interest is prorated to the special and local funds.
4. The proration is approved on a monthly basis by the Vice President of Administrative Services.
5. Investments are reviewed by the board of trustees at the quarterly meeting.

APPROVED: 1-25-84
REVISED: 10-25-95
Foundation 1.12

The CCCC Foundation, a nonprofit organization established in 1988, serves to broaden the base of financial support to the college beyond that which is obtained through local and state appropriations. These funds come from the private sector and are used to improve instruction, upgrade equipment, enhance facilities and provide assistance to students. Management of the Foundation is by a board of directors composed of business, professional and community leaders from the service area. This board functions independently and is not governed by the college or its board of trustees. A list of current board members is available from the executive director.

Procedures for accepting Gifts In-Kind for the college.

Donations of equipment, supplies and other tangible items should be accepted through the Foundation using the following guidelines:

1) **Items must be of use to the college.** This will need to be established by Administration either by a site visit or detailed description provided by donor. Please note, items should not be accepted on behalf of the college unless there is either a need for a particular program, department or for fund-raising purposes.

2) The Gift-In-Kind form should be completed and delivered to the Foundation before pick up or delivery in order to determine that all necessary information has been provided. This form is located on the college’s Intranet under Foundation section.

3) After it is determined that the college can use items or has ample space to store until placed into usage, then delivery or pick-up will need to be arranged by designated department.

Revised: February 2009
POLICY
The College will consider naming existing/future buildings, campus complexes, classrooms, departments, courtyards and other facilities to recognize a major financial contribution to the institution, or to recognize a person who has made an extraordinary contribution to the advancement of the College.

APPLICATION
College facilities and academic programs.

PROCEDURES
1. No commitment will be made on the naming of any building, portion of a building or other facility without the express prior approval of the College President and the Board of Trustees. The Foundation will provide all pertinent information concerning the proposed gift to the College President who will in turn inform the Board of Trustees.

2. Upon approval, a commitment may be made to the donor regarding naming a building or facility in accordance with the following guidelines adopted by the Foundation Board of Directors.

<table>
<thead>
<tr>
<th>Facility/ Program</th>
<th>Contribution Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Building (Lee Campus)</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>Telecommunications Building (Sanford)</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Classroom &amp; Fitness Building (Lee Campus)</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Classroom &amp; Office Admin. Building (Chatham Campus)</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Chatham Small Business (Chatham Campus)</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Classroom Building (Harnett Campus)</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Western Harnett Center</td>
<td>$ 750,000</td>
</tr>
<tr>
<td>ESTC Classroom Building</td>
<td>$ 750,000</td>
</tr>
<tr>
<td>Student Center (Lee Campus)</td>
<td>$ 750,000</td>
</tr>
<tr>
<td>Continuing Education (Harnett Campus)</td>
<td>$ 500,000</td>
</tr>
<tr>
<td>Vet Med Tech (Lee Campus)</td>
<td>$ 500,000</td>
</tr>
<tr>
<td>Library (Lee Campus)</td>
<td>$ 500,000</td>
</tr>
<tr>
<td>Gymnasium (Lee Campus)</td>
<td>$ 250,000</td>
</tr>
<tr>
<td>Academic Programs</td>
<td>$ 100,000</td>
</tr>
<tr>
<td>Specialized Classroom/Lab</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>General Classroom</td>
<td>$ 10,000</td>
</tr>
</tbody>
</table>
3. The College will consider naming facilities or components of the College for individuals who have made major non-financial contributions to the development of a particular facility, or the College in general, according to the following procedures:
   (a.) A proposal must be made to the Building and Grounds Committee of the Board of Trustees of the College (for a facility) or to the Program Committee (for a department) which states in detail the major contributions the individual made toward the growth and development of the College.
   (b.) The appropriate committee will consider the merits of the proposal and will develop a recommendation to the full board.
   (c.) Upon a favorable recommendation from the appropriate committee, the full Board of Trustees will consider the proposal. A favorable vote of three-fourths of the Boards’ voting members shall be required for approval.

ADOPTED: 1-24-90
REVISED: 10-25-95, February 2009, April 22, 2009
Disability Income Continuation  2.01

This benefit is provided at no cost to the employee. After one year of full-time permanent service with the State of North Carolina, employees qualify for short-term benefits. Five years of contributory membership in the retirement system are required to qualify employees for long-term benefits. The booklet, Your Retirement Benefits, provides explanation of these programs and may be obtained from the Business Office.

Employee Dress  2.02

Faculty and staff members will dress in a professional manner which observes health and safety regulations, appropriateness to respective work environments, and consideration of Central Carolina Community College's position as an institution serving the public. Personal cleanliness and good hygiene are expected of all employees. In general all employees are expected to dress in appropriate business attire.

APPLICATION:
Full and part-time employees

PROCEDURE:
1. Any recommendation/complaint concerning a deficiency or inappropriateness in dress on the part of an employee can be brought to the attention of the employee's immediate supervisor.

2. The immediate supervisor will judge whether or not the recommendation/complaint is justified in terms of the employee's work environment.

3. If the immediate supervisor believes the recommendation/complaint to be valid, he is to inform the employee of the nature of the recommendation/complaint and the changes that should be made.

4. If the employee rejects his supervisor's decision, he may pursue employee grievance procedures.

APPROVED:  10-25-95
REVISED    February 2009
Equal Opportunity 2.04

POLICY:
Central Carolina Community College serves the public without regard to Race, Color, National Origin, Religion, Age, Sex and Sexual Orientation, Gender, Family status, Disability status, Veteran status, or any Health or Genetic Information.

APPLICATION:
Every employee, student and member of the general public.

RULES:
Any employee who feels that he has been the object of discrimination may register a complaint with the director of human resources. Any student or member of the general public may register such a complaint with the vice-president of student services.

APPROVED: 7-1-76
REVISED: 10-25-95, February 2009

Diversity 2.041

POLICY:
Central Carolina Community College believes the college experience is greatly enriched through diversity; therefore, the College encourages diversity of thought within the student body and staff. The College seeks to treat equally and protect the rights of all attending or working for the College regardless of Race, Color, National Origin, Religion, Age, Sex and Sexual Orientation, Gender, Family status, Disability status, Veteran status, or on the basis of any Health or Genetic Information. Furthermore, the college seeks to promote awareness of diversity and the respect for all individuals, and the College pledges to adhere to this mission in its relationship with the community.

APPROVED: 4-24-96
REVISED: February 2009
Exit Interview and Checklist

POLICY:
Prior to the last date of employment, every employee must complete the Employee Exit Checklist and the employee will have an opportunity to schedule an exit interview with the appropriate dean/provost, or director of human resources.

APPLICATION:
Full-time college employees

PROCEDURES:
Employee will:
• schedule appointments with the appropriate persons
• participate in the exit interviews
• complete Employee Exit Checklist
• the checklist will become a part of the individual’s permanent file when completed

RULES:
Exit forms are available from the director of human resources.

APPROVED: 10-25-95, February 2009
Annual Performance Evaluation of Employees 2.06

POLICY:
Each permanent employee and part-time faculty member will be evaluated annually by the employee’s respective supervisor using the procedures and formats adopted by the College.

PROCEDURES:
1. All permanent employees and part-time faculty will be evaluated at least annually by the employee’s supervisor.
2. The evaluations will be completed at the times specified in the annual evaluation calendar.
3. The supervisor will schedule an evaluation conference to discuss performance items on the appropriate form. Specific forms adopted by the College can be found in ‘Helpful Files By Department’ under HR on the College’s home page. The evaluation conference will also address specific performance criteria cited in the employee’s job description as well as professional development requirements.
4. Employees will also be asked to complete a self-evaluation in preparation for the evaluation conference.
5. Evaluations of Senior Leadership will be completed by the Vice-Presidents and President, as appropriate, and follow the same steps as described above. These reviews will be used annually to assess the ongoing effectiveness of the College’s leadership.
6. A signed copy of the completed evaluation, recommendations, and required follow-up requirements, if any, will be placed in the employee’s personnel file.

Approved: 4-26-06; February 2009; May 2013
Policy and Procedure Manual

Faculty Evaluation by Students

POLICY:
The job performance of faculty shall be evaluated utilizing the appropriate evaluation instruments.

APPLICATION:
Full- and part-time curriculum instructors

PROCEDURES:

STUDENT EVALUATIONS OF FACULTY
1. Every full-time instructor will be evaluated by students at least once per year by two classes of students--one chosen by the supervisor and one chosen by the instructor.
2. The evaluations will take place on a floating basis any time during the fall term (to be determined by the supervisor).
3. All part-time instructors will be evaluated at least once per year and always in the first term hired for new adjuncts. The number of classes evaluated will be at the discretion of the supervisor and will take into consideration such factors as number of classes taught, total number of students, and the differing nature of classes.
4. All evaluations may be administered by a facilitator, other than the instructor. Facilitators may be other instructors, staff, or a responsible student in the class. To ensure unbiased responses, the instructor will not remain in the classroom during the evaluation. If any instructor receives an evaluation of 75 or below, that person’s immediate supervisor and dean/provost will develop and review the plan of action.
5. The evaluation facilitator will receive written instructions as to the evaluation procedure and completion of the checklist.
6. If results of the evaluation indicate serious concerns, the supervisor will conference with the instructor to share results and recommendations. Every effort will be made to conceal the identity of students who rate an instructor low. If the results of the evaluations do not indicate concerns which need immediate attention, the results will be shared with the instructor after the term ends.
7. The supervisor will place a written summary of the conference in the instructor’s permanent file, which is maintained in the office of the Director of Human Resources.

RULES:
If any full-time faculty member receives an evaluation below 93 during the fall evaluations, s/he will automatically have two additional classes evaluated spring term--one chosen by the supervisor and one chosen by the instructor.

APPROVED: 7-1-87
REVISED: 10-25-95, 5-27-97, 10-11-04, 11-04-04
Insurance and Basic Benefits Summary

Group health insurance is provided by the State of North Carolina for all full-time permanent employees. Additional coverage may be purchased for dependents at group rates. Part-time staff in permanent positions working at least 30 hours per week may purchase insurance, but must pay the total cost for coverage. Information about health benefits is available in the Business Office.

Term Life Insurance (Death Benefit) is provided by the State of North Carolina at no cost for all full-time permanent employees. Individuals are eligible after being employed for twelve months. The insured value is equal to the salary of the previous year, with a minimum of $25,000 and a maximum of $50,000.

Term Life Insurance is also provided by Lee County at no cost for all full-time employees, with coverage beginning the month following the initial paycheck. The insured value is $40,000 with additional coverage available for the individual and dependents at the employee's expense.

Supplemental Insurance - Full-time permanent employees may purchase additional insurance through payroll deduction. Accident, cancer, dental, term/universal life, and disability income/intensive care insurance information is available in the Business Office.

REVISED: 2-20-06; February 2009

Leave

Absence from work during scheduled hours will be charged to the appropriate leave account of the employee. The minimum amount of leave which can be taken is one (1) hour, and leave should be reported in hourly increments. It is the responsibility of each employee to report all leave to his/her supervisor on a Leave Request form by the end of the following month in which leave is taken. Leave records are maintained by the Business Office and reported to the employee on the monthly check stub. Leave earnings are accurate for the reporting month, but leave taken will always reflect the previous monthly balance. Records of leave for separated employees are retained with the personnel file in the office of administrative services.

APPROVED: 7-1-76
REVISED: 10-25-95, February 2009
**Policy and Procedure Manual**

**Annual Leave 2.11**

**Policy:**

Employees who are working or on paid leave for one-half or more of the regularly scheduled workdays in any month shall earn annual leave.

**Application:**

All full-time permanent or probationary employees and part-time permanent employees appointed in budgeted positions for as much as one-half time.

**Procedures:**

The employee will submit the Leave Request form to the supervisor for approval far enough in advance for the administration to plan for the absence. The supervisor will forward the request to the appropriate dean/provost, the dean/provost will forward the request to the president who will send the request to the business office. The monthly check stub will reflect current annual leave accrued, and the amount of leave taken as of the previous month.

**Rules:**

1. The monthly earning rate is based on the length of aggregate state service. The annual leave rates are stated in terms of hours rather than days; this requires no conversion for special schedules. Annual leave for employees shall be computed at the following rates:

<table>
<thead>
<tr>
<th>Years of Aggregate State Service</th>
<th>Hours Earned Each Month</th>
<th>Hours Earned In One Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 years</td>
<td>8 hours</td>
<td>96</td>
</tr>
<tr>
<td>2 but less than 5 years</td>
<td>9 hours</td>
<td>108</td>
</tr>
<tr>
<td>5 but less than 10 years</td>
<td>11 hours</td>
<td>132</td>
</tr>
<tr>
<td>10 but less than 15 years</td>
<td>13 hours</td>
<td>156</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>15 hours</td>
<td>180</td>
</tr>
<tr>
<td>20 years or more</td>
<td>17 hours</td>
<td>204</td>
</tr>
</tbody>
</table>

2. Part-time permanent employees who are appointed in budgeted positions for as much as halftime shall earn annual leave on a pro-rata basis.

3. Annual leave may be accumulated without maximum until June 30 of each fiscal year. Only 240 hours (30 days) will be carried forward to the next fiscal year, and all hours over 240 will be converted to sick leave.

4. Aggregate State service shall include, on a month-for-month basis, all permanent employment with the State whether such service was exempt from or subject to the Personnel Act. (See Business Office for qualifying agencies).

5. The college will accept the transfer of up to ten (10) days of annual leave previously earned from qualifying agencies when an individual is initially employed. Any earned amount over 10 days an employee wishes to transfer will be considered on a case by case basis and is subject to the President’s final approval. The President’s decision is final and is not subject to the grievance policy.

6. Aggregate State service must be substantiated by the employee to the Business Office.

7. The President may advance annual leave not to exceed the amount an employee can earn during the current fiscal year.
8. Under special circumstances curriculum faculty may be allowed to take up to three (3) days of earned annual leave each year while classes are in session. Such leave must be requested five (5) working days in advance. The decision as to whether this leave will be granted will be made by the Vice President upon recommendation of the appropriate dean and certification by the Executive Vice President of Instruction that such leave would not adversely affect the instructional program.

9. The minimum amount of annual leave which may be taken is one (1) hour. Saturdays and/or Sundays are charged if they are scheduled workdays.

10. Annual leave may also be used for medical appointments, as sick leave when it has been exhausted, and for absences due to adverse weather conditions.

11. Unused annual leave may be transferred when an employee transfers between institutions of the community college system. Actual terms of the transfer depend upon agreement between the Presidents of the institutions and the employee at the time of the transfer.

12. Lump sum payment of annual leave will be made only at the time of separation. (Not to exceed 30 days)

13. Employees retiring on disability may exhaust annual leave rather than be paid in a lump sum.

14. Should an employee be separated before he has earned all of the annual leave taken, it will be necessary to make deductions from his final salary check for overdrawn leave.

15. Retirement deduction shall be made from all terminal leave payments.

16. Receipt of lump sum leave payment and retirement benefits shall not be considered as dual compensation.

17. When an employee exhausts sick and annual leave before disability retirement, the date separated will be the ending date of annual leave. The employee continues to earn benefits while exhausting leave on disability retirement.

18. In the case of a deceased employee, payment for unpaid salary, terminal leave, and travel must be made, upon establishment of a valid claim, to the deceased employee's administrator or executor. In the absence of an administrator or executor, payment must be made to the Clerk of Superior Court of the county of the deceased employee's residence. (Note General Statutes 26-68)

APPROVED:  7-1-76
REVISED:  09-09-98; 01-01-05; 7-26-06, February 2009
Civil Leave

POLICY:
Employees called to serve as juror or as witness for the city, county, state or federal government in a matter unrelated to official duties, will be granted leave with pay for the actual period of service.

APPLICATION:
Full-time permanent or probationary employees and part-time permanent employees appointed in budgeted positions for as much as one-half time.

PROCEDURES:
The employee will report a summons to jury duty, or as a witness for government, to the immediate supervisor to provide coverage of schedule. The Leave Request form must be submitted to the supervisor the day the employee returns to work. The supervisor will forward the request for signatures to the appropriate dean/provost, the dean/provost will forward the request to the president, who will send the request to the Business Office.

RULES:
Civil Leave is neither earned nor accumulated and shall not be deducted from other leave earnings. Employees will be entitled to retain any juror's pay. No leave is required for an employee to attend court as a part of his duties, but any fees collected will be turned in to the college. Annual Leave must be taken when an employee is required to appear in a private lawsuit.

APPROVED: 7-1-76
REVISED: 10-25-95
Compensatory Leave

2.13

POLICY:
Employees who submit time sheets and work in excess of forty (40) hours per week shall receive one and one-half hours for each hour exceeding forty hours per week.

APPLICATION:
Employees will maintain a daily log of hours worked on time sheets for submission to their supervisors at the end of each month. Supervisors will check, sign and forward sheets to the Business Office.

RULES:
Work beyond the normal workday shall be determined and approved by the employee's immediate supervisor. Employees in this classification who work beyond the forty (40) hour week are entitled to one and one-half hours for each hour of overtime by Wage and Hour Laws. This leave should be taken within the monthly pay period at the discretion of the immediate supervisor. Personnel employed in exempt (professional) positions are not eligible for this leave.

The Federal Fair Labor Standards Act deals with determining which employees are exempt or non-exempt from considerations of minimum wage and overtime. When determining this status of an employee, the supervisor’s decision is not based solely on the job title. Careful consideration is given to the duties associated with that employee’s position. The law regarding minimum wage and overtime is complex and often misunderstood. Supervisors facing such decisions are encouraged to consult with the college’s director of human resources.

APPROVED: 7-1-76
REVISED: 10-25-95, February 2009
Educational Leave

POLICY:
Release time from duties to pursue a traditional academic experience or return to business/industry may be granted by the Board of Trustees upon review of the respective Vice President and recommendation by the President.

APPLICATION:
Full-time permanent employees.

RULES:
1. Educational Leave is accumulated at the rate of two days (16 hours) per each month the employee works with a maximum accumulation of sixty (60) days. Leave must be taken in minimum increments of one-half day.
2. An employee must be employed by the college for at least six (6) consecutive 16-week terms or three (3) full years before eligibility is established.
3. Educational leave may be considered for any appropriate amount of time not to exceed sixty (60) work days per calendar year.
4. An employee is eligible for educational leave once every three years with a minimum of three full years separating each eligible term. This rule applies for educational leave granted for less than 60 days.
5. Eligibility for educational leave does not guarantee approval of a request.
6. Experiences during the leave will be directly related to improving employee competence in regularly assigned duties.
7. Educational leave will be considered for times and periods least disruptive to the operation of the college. (Note: In the case of employees with contracts less than 12 months, educational leave may be granted and then set aside for use during the months under which the employee is not under contract if it is determined that leave during a fall or spring term would create a hardship for the institution. All other rules and procedures apply.)
8. The request must be submitted to the president at least three (3) months prior to commencement of the leave.
9. The president will decide if the leave will be recommended to the Board and will communicate to the employee decisions made.
10. The employee must be under contract to the college for the next academic year.
11. An employee who fails to honor the subsequent contract or any part thereof shall be required to repay the full or prorated portion.

PROCEDURES:
1. The employee will submit (1) a Leave Request form with dates of proposed leave, (2) a current Professional Development Plan, (3) a written report to the President which defines the educational experience and how it will benefit the employee and college, and (4) an Educational Leave Agreement.
2. All documents listed in #1 above must be forwarded to the employee’s immediate supervisor and Vice President for review, verification of eligibility, and a recommendation to the president. The final decision whether to forward the request to the Board rests with the president.

APPROVED: 7-1-76
REVISED: 10-25-95, 1-1-05, 8-2-05
Funeral Leave

POLICY:
Sick leave may be taken by employees in the event of a death in the immediate family.

APPLICATION:
Full-time permanent or probationary employees and part-time permanent employees appointed in budgeted positions for as much as one-half time.

PROCEDURES:
The employee will report the need for leave to the immediate supervisor. The Leave Request form must be submitted for approval to the supervisor on the day the employee returns to work. The supervisor will forward the request to the appropriate dean/provost. The dean/provost will forward the request to the president, who will send the request to the Business Office.

RULES:
For the purpose of this policy, immediate family member is defined as wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, stepfather, stepson, and stepdaughter and other dependents living in the household.

Annual leave may be used as an option in this situation, but must be used in the event of a death outside the immediate family.

APPROVED:  7-1-76
REVISED:   10-25-95, February 2009
Holidays 2.16

POLICY:
The college will grant employees the same number of holidays as allowed by the North Carolina Office of State Personnel.

APPLICATION:
Full-time permanent or probationary employees and part-time permanent employees appointed to budgeted positions for as much as one-half time.

PROCEDURES:

<table>
<thead>
<tr>
<th>HOLIDAY</th>
<th>NUMBER OF DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>1</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>1</td>
</tr>
<tr>
<td>Easter</td>
<td>2 (Good Friday/Monday)</td>
</tr>
<tr>
<td>Independence Day</td>
<td>1</td>
</tr>
<tr>
<td>Labor Day</td>
<td>1</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>2 (Thursday/Friday)</td>
</tr>
<tr>
<td>Christmas</td>
<td>2 (or more)</td>
</tr>
</tbody>
</table>

RULES:
Any days over ten (10) granted to state employees during a calendar year will be added during the Christmas break.

APPROVED: 7-1-76
REVISED: 10-25-95

Leave of Absence Without Pay 2.17

POLICY:
When unusual circumstances affect an employee, a leave of absence without pay may be granted by the Board of Trustees upon recommendation of the president.

APPLICATION:
Full-time permanent employees.

PROCEDURES:
Written request shall be made to the president specifying the nature of the circumstances and terms of the leave. The president will submit the request to the Board of Trustees for decision. The president will advise the employee of the board decision.

The Leave Request form will be submitted to the immediate supervisor.

RULES:
Leave may be granted, not to exceed twelve months. The employee will neither accrue nor lose benefits, which have accrued during this leave. When the scheduled return of the employee occurs in the next fiscal year, reinstatement will be contingent on availability of funds.

APPROVED: 7-1-76
REVISED: 10-25-95
Military Leave

2.18

POLICY:
Military leave with pay shall be granted to members of reserve components of the U.S. Armed Forces for certain periods of active duty training and for state military duty. Employees who are members of reserve components are entitled to leave with pay for 96 hours (12 days) per fiscal year when ordered to active duty for annual training or other purposes. Reserve employees who are called to active duty exceeding the 96 hour (12 days) period will be granted leave without pay.

APPLICATION:
Employees of the college.

PROCEDURES:
Employees must submit a request to take military leave thirty (30) days in advance of the requested leave date. A copy of one's orders or other appropriate documentation evidencing performance of required military duty will accompany the Leave Request form.

RULES:
On rare occasions, due to annual training being scheduled on a federal fiscal year basis, an employee may be required to attend two periods of training in one calendar year. For this purpose only, an employee shall be granted an additional 96 hours (12 days) of military leave during the calendar year as required. An employee shall make every effort to avoid military duty conflicting with critical work periods of the college. Reservists returning from extended duty will be returned to the same position or one of like status and pay.

APPROVED: 11-1-88
REVISED: 10-25-95
REVISED: 1-1-05
Sick Leave

POLICY:
Employees who are working or on paid leave for one-half or more of the regularly scheduled workdays in any month shall earn sick leave.

APPLICATION:
All full-time permanent or probationary employees and part-time permanent employees appointed in budgeted positions for as much as one-half time.

PROCEDURES:
The employee will report sick leave to the immediate supervisor, prior to the employee's usual starting time, to provide coverage of schedule. The Leave Request form must be submitted for approval to the supervisor on the day the employee returns to work. The supervisor will forward the request to the appropriate dean/provost. The dean/provost will forward the request to the president, who will send the request to the business office. The monthly check stub will reflect current sick leave accrued, and the amount of leave taken as of the previous month.

RULES:
1. Leave is earned at the rate of eight (8) hours per month or ninety-six (96) hours per year. Part-time, permanent employees who are appointed in budgeted positions for as much as halftime shall earn sick leave on a pro-rata basis.
2. Sick leave is cumulative indefinitely.
3. The president may advance sick leave not to exceed the amount an employee can earn during the current fiscal year.
4. The president may require a statement from a medical doctor or other acceptable proof that the employee was unable for work to the end that there will be no abuse of sick leave privileges.
5. Sick leave may be granted for:
   - Illness or injury which prevents an employee from performing usual duties
   - Death in the employee's immediate family
   - Illness in the employee's immediate family (No more than twelve (12) days in any fiscal year may be granted for this purpose.). Immediate family is confined to:
     o Parents
     o Spouse,
     o Children,
     o Other dependents living in the household.
   - Medical appointments
   - Quarantine due to contagious disease
   - The actual period of temporary disability connected with child bearing as determined by the attending physician. During such a period of disability, the natural father may request sick leave for parental purposes.
6. Sick Leave is nontransferable to any other type of leave.
7. The minimum amount of sick leave which may be taken is one (1) hour.
8. Only scheduled work hours shall be charged in calculating the amount of sick leave taken. Saturdays and/or Sundays are charged if they are scheduled workdays.
9. Employees having accumulated leave from prior service in state employment may transfer sick leave provided all requirements are met. (See business office for requirements)

10. Sick leave with pay will have no effect on the employee's increment anniversary date; however, sick leave without pay will delay the increment one month for each month he is on leave without pay for over half the workdays in the month.

11. Sick leave is not allowable in terminal leave payment when an employee separates from the college. Deductions will be made from the final check for overdrawn leave.

12. This leave shall be exhausted before an employee goes on leave without pay.

13. Employees separated for any reason shall be credited with accrued sick leave if reinstated within three (3) years.

14. All sick leave shall be transferred to total service as provided under North Carolina Teachers' and State Employees' Retirement System. One month of credit is allowed for each twenty (20) days, or any portion thereof, of sick leave to an employee's credit upon retirement.

15. During the period of terminal leave an employee ceases to earn leave and increments, and ceases to be entitled to take sick leave.

16. Sick leave without pay may be granted by the Board of Trustees for the remaining period of disability after both sick and annual leaves have been exhausted. In the event such leave exceeds one (1) year, an extension must be requested.

APPROVED: 7-1-76
REVISED: 10-25-95, February 2009
Family and Medical Leave

POLICY:

In 1993, Congress passed the Family and Medical Leave Act (FMLA) to help employees balance the demands of their workplace and the needs of their families. In accordance with federal regulations, employees of Central Carolina Community College are eligible for benefits under the Family and Medical Leave Act (FMLA).

RULES:

1. Full-time or permanent part-time regular employees of CCCC who have worked for at least one year with a minimum of 1,250 hours over the twelve months prior to the requested leave period are eligible for leave under the FMLA. The hours included in this calculation are:

   • All normal work days of employee
   • All paid leave time taken by employee, including vacation & sick leave
   • All paid holidays for which employee is eligible

2. Guidelines are very specific for leave options under FMLA. It may be used for the following absences:

   • A serious health condition which makes the employee unable to work
   • The birth of a child for either parent
   • To adopt a child or become a foster parent
   • To care for a parent, spouse or child who has a serious health condition
   • To care for a seriously ill or injured family member in the military (26 weeks)

   A serious health condition is an illness, injury, impairment, or physical or mental condition that involves any period of incapacity. CCCC may require certifications of illness of the employee, spouse, child or parent to verify the validity of the leave request. The employee requesting leave due to his or her own serious health condition will be required to obtain a fitness-for-duty certification before returning to work.

   FMLA runs concurrent with leave being exhausted, so employees are required to use leave while taking FMLA leave time. Sick leave may be used only in accordance with CCCC's current sick leave policy. If an employee is exhausting sick and/or vacation leave the pay status will be the same as if he or she was working. If an absence will (or does) last for more than 5 days, and the reason would otherwise qualify for FMLA leave, the employee must use FMLA leave.

   Intermittent leave or a reduced leave schedule may be available based on medical necessity or in the event of childbirth or adoption. Intermittent leave is defined as leave taken in separate blocks of time due to a single illness or injury. A reduced leave schedule is defined as leave that reduces an employee's usual number of working hours per work week. Intermittent leave must be taken in 1-hour increments.
For employees who meet the eligibility requirements and guidelines, a description of FMLA benefits follows:

During the 12 week period approved for FMLA:

- If an employee is in pay status, his or her regular benefits will continue
- If an employee is not in pay status, the state will continue to pay the health insurance premium as usual. The employee will be responsible for paying the dependent coverage amount each month to his or her payroll office. CCCC shall recover the premiums if the employee fails to return to work after the leave period is exhausted unless the employee has a continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control as defined in the federal regulations.

Up to 26 weeks leave may be granted for an employee with a family member in the uniformed services to care for a seriously ill or injured family member in the military that has not been discharged from the military as disabled. The 26 weeks leave may only be granted in cases where caregivers are granted FMLA for military care giving. Employees can take only 12 weeks for any other FMLA-qualifying leave.

3. The amount of FMLA leave used by or available to an employee will be calculated using a “rolling year” calculation. The College will review the 12 months previous to the leave request, add all FMLA time the employee has used during those previous 12 months, and subtract that total from the employee's 12-week leave allotment. The employee's remaining available balance is 12 weeks less whatever number of days (or hours) the employee used during the 12 months preceding that day. The College cannot change its calculation method to different method without first giving all employees at least 60 days' notice of the pending change. Employees can take FMLA for more than one qualifying reason in a rolling year, but are limited to a total of 12 weeks (except in the case of military caregiver leave). Eligible employees may take up to 12 work weeks of leave during the 12 month period defined by the rolling year. Unused portions of FMLA leave cannot be carried over between eligibility periods.

When applying approved leave for an employee, the following time is counted:

- An employee’s regularly scheduled shift, including extra hours worked, if any
- Holidays that occur within a week when an employee is on FMLA leave for that entire week
- Holidays when an employee was scheduled or expected to work

Holidays will not be counted if leave is used in increments of less than 1 week during a week in which a holiday falls. If an employee’s schedule varies weekly and the College cannot determine how many hours an employee would have worked, the calculation will be based on the average number of hours worked per week in the 12 months prior to the employee taking leave (including overtime, time on leave of absence, etc.). During College closures of longer than 1 week when employees are not expected to report for work (e.g., Christmas/New Year
holiday), the days the College is closed do not count against an employee’s FMLA leave entitlement.

4. At the end of the 12 weeks of approved FMLA leave, the employee will return to his or her same position with the College, or one with the same pay grade, benefits, and other conditions.

Approved: 4-26-06
Revised: February 2009, January 2013
Voluntary Shared Leave

POLICY:

In cases of a prolonged medical condition, a permanent full or permanent part-time employee may apply for or be nominated to become a recipient of leave transferred from the vacation leave account of another employee within their agency or from the sick leave or vacation account of an immediate family member in any agency. For purposes of this policy, medical condition means medical condition of an employee, generally considered to be at least twenty (20) consecutive workdays. If an employee has had previous random absences for the same condition that has caused excessive absences, or if the employee has had a previous, but different, prolonged medical condition within the last twelve months, an exception to the 20-day period may be made. The intent of this policy is to allow one employee to assist another in case of a prolonged medical condition, that results in exhaustion of all earned leave. Use of this policy further presumes prudent and justifiable past use of earned leave benefits.

APPLICATION:

All permanent full or permanent part-time employees

PROCEDURES:

1. A prospective recipient may make application for voluntary shared leave at such time as medical evidence is available to support the need for leave beyond the employee's available accumulated leave. The administration may establish internal guidelines to facilitate the administration of this process.
2. By letter of application to the president a recipient shall apply, or be nominated by a fellow employee, to participate in the program.
3. Application for participation would include name, social security number, description of the medical condition and estimated length of time needed to participate in the program. A doctor's statement must be attached to the application.
4. The Privacy Act makes medical information confidential; therefore, prior to making the employee's status public for purpose of receiving shared leave, the employee must sign a release to allow the status to be known.
5. The president may choose to delegate the responsibility for reviewing the validity of requests to a peer group or establish a committee for this purpose. Such a committee may also be used in an advisory capacity to the president.

RULES:

1. The transfer and use of vacation or sick leave from one individual to another is specifically prohibited unless allowable within this policy.
2. An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, or threaten any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving, or using annual leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct. Individual leave records are confidential and only individual employees may reveal their donation or receipt of leave. The employee donating leave cannot receive remuneration for the leave donated.
3. An employee who has a medical condition and who receives benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the shared leave program. Shared leave, however, may be used during the required waiting period and following the waiting period provided DIPNC benefits have not begun.

4. An employee on workers' compensation leave who is drawing temporary total disability compensation may be eligible to participate in this program. Use of donated leave under the worker's compensation program would be limited to use with the supplemental leave schedule published by the Office of State Personnel. (Ref. Section 8, page 17)

5. Non-qualifying conditions: The policy will not ordinarily apply to short-term or sporadic conditions or illnesses. This would include such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments. These examples are illustrative, not all inclusive. Each case must be examined and decided based on its conformity to policy intent and must be handled consistently and equitably.

6. Participation in this program is limited to 1,040 hours (prorated for permanent part-time employees), either continuously or, if for the same condition, on a recurring basis. However, management may grant employees continuation in the program, month-by-month for a maximum of 2,080 hours, if management would have otherwise granted leave without pay.

7. The employee must exhaust all available leave before using donated leave.

8. Leave donated to a recipient's leave account is exempt from the maximum accumulation carry over restrictions at fiscal year end.

9. At the expiration of the medical condition, as determined by the administration, any unused leave in the recipient's donated leave account shall be treated as follows:
   A. The vacation and sick leave account balance shall not exceed a combined total of 40 hours (prorated for permanent part-time employees).
   B. Any additional unused donated leave will be returned to the donor(s) on a pro rata basis and credited to the leave account from which it was donated. Fractions of one hour shall not be returned to an individual donor.

10. If a recipient separates from the college, participation in the program ends. Donated leave shall be returned to donor(s) on a pro rata basis.

11. A non-family donor may contribute only vacation leave to another employee. A non-family donor may not contribute leave outside the college.

12. A family member who is a state employee may contribute vacation leave to another immediate family member state employee. For transfer of vacation leave to an immediate family member, immediate family is defined as spouse, parents, children, brother, sister, grandparents, and grandchildren. Also included are the step, half, and in-law relationships. Sick leave may also be transferred to an immediate family member state employee if the family member is a spouse, parent, child (including step relationships) or other dependent living in the employee's household. Prospective recipients should request shared leave from qualified relatives prior to soliciting college employees.

13. The minimum amount to be donated is four (4) hours.

14. An employee family member donating sick leave to a qualified family member under this program may donate up to a maximum of 1040 hours, but may not reduce the sick leave account below 40 hours.
15. The maximum amount of vacation leave allowed to be donated by one individual is to be no more than the amount of the individual's annual accrual rate. However, the amount donated is not to reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate.

Example 1 - Employee with 5 but less than 10 years of state service earns 120 hours annually. Employee may contribute four or more hours but may not reduce vacation leave balance below 60 hours.

Example 2 - Employee with 20 or more years of state service earns 192 hours annually. Employee may contribute four or more hours but may not reduce vacation leave balance below 96 hours.

16. To facilitate the administration of the program, the administration may establish a specific time period during which leave can be donated.

17. The administration shall establish a system of leave accountability which will accurately record leave donations and recipients use. Such accounts shall provide a clear and accurate record for financial and management audit purposes.

18. Withdrawals from recipient's leave account will be charged to the recipient's account according to usual leave policies.

19. Leave transferred under this program will be available for use on a current basis or may be retroactive for up to 30 calendar days to substitute for leave without pay or advanced vacation or sick leave already granted to the leave recipient.

20. Each approved medical condition shall stand alone and donated leave not used for each approved incident shall be returned to the donor(s). Employees who donate "excess" leave (any amount above the 240 maximum allowable carry over) at the end of June may not have it returned. Their prorated share will be lost the same as it would have been at the end of June.

APPROVED:  7-1-93
REVISED:   10-25-95, 1-1-05
Six-Hour Five-Day Employees 2.206

POLICY:

Employees may be scheduled to work on a six (6) hour per day, five (5) day per week basis as the college needs dictate.

APPLICATION:

Permanent 30 hour per week employees.

RULES:

1. Health insurance is paid for these employees as for forty (40) hour, permanent staff, and they may elect to purchase health insurance for family or children.
2. Employees are contributing members of the N.C. Retirement System
3. Employees do not qualify for Tuition Exemption
4. Employees do not qualify for Educational Leave
5. Bonus leave will be paid to these employees of a pro rata basis
6. Sick and Annual Leave are earned on a pro rata basis
7. Employees will be charged six (6) hours for each full day of sick and annual leave
8. Employees will receive six (6) hours for each college holiday
9. All leave taken which is less than a full day will be reported on an “hour for hour” basis.

APPROVED: 4-27-05

Longevity Pay 2.21

Full-time permanent employees will receive an annual bonus payment as they meet the requirements of aggregate qualifying service set forth in subchapter 2D.0109 of the North Carolina Administrative Code. Length of full-time permanent and part-time permanent (equated to full-time) employment is the qualification for this benefit. Payment will be made in lump sum subject to all deductions, and during the pay period in which eligibility has been established. Current service and pay rates are:

<table>
<thead>
<tr>
<th>Aggregate State Service</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 but less than 15 years</td>
<td>1.50%</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>2.25%</td>
</tr>
<tr>
<td>20 but less than 25 years</td>
<td>3.25%</td>
</tr>
<tr>
<td>25 or more years</td>
<td>4.50%</td>
</tr>
</tbody>
</table>
Nepotism  

2.23

POLICY:
The college shall not employ two or more persons concurrently who are closely related by blood or marriage in positions which are supervisory or in which substantial influence over employment, salary, or management decisions are factors.

APPLICATION:
All employees

PROCEDURES:
It is the policy of the State Board of Community Colleges that present and prospective employees shall be evaluated on the basis of individual merit without respect to race, sexual orientation, religion, national origin, or any other factors not involving professional qualifications and performance. This policy and its restrictions are adopted to avoid the possibility of favoritism based on family relationships, and are based on Subchapter 2C.0204 of the NC Administrative Code.

RULES:
"Closely related" is defined to mean mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, first cousin, stepparent, stepchild, stepbrother, stepsister, guardian, ward, or individuals living within the same household.

APPROVED: 2-1-76
REVISED: 10-25-95
Outside Employment

POLICY:
Employees may secure and maintain employment including self-employment beyond the regular full-time position.

APPLICATION:
Full-time permanent employees

PROCEDURES:
Consistent with the policy of the State Board of Community Colleges, the college considers the employment of all full-time employees to be primary. Any other employment in which the employee chooses to engage is considered secondary. The president shall have prior approval of the Board of Trustees before engaging in any secondary employment. All other employees shall receive prior approval from the president or the president’s designee before engaging in secondary employment. Any approval of secondary employment may be withdrawn at any time.

RULES:
1. All work performed must be outside the employee’s normal work day. For instructors, this includes the teaching assignment, office hours, preparation time, meeting times, and time required for other duties associated with a teaching position.
2. No institutional personnel, supplies, facilities or equipment are to be utilized in conjunction with outside employment.
3. Students, in normal course of their instructional activities, must not perform work for which a college employee receives pay or other tangible compensation.
4. Employees must not engage in any activity which would constitute a conflict of interest or damage the esteem to which the college is held by the community.
5. Employment at the college shall take precedence over all other work, and outside employment must not interfere with employee duties and responsibilities at the college or adversely affect performance.

APPROVED: 4-25-84
REVISED: 3-1-05
Part-time Faculty Employment 2.26

POLICY:
Department chairpersons and lead instructors will employ part-time instructors with the approval of their dean or provost. Part-time instructors will not be paid until all required materials, paperwork and original transcripts are in the possession of the administrative assistant to the director of human resources.

APPLICATION:
Part-time faculty

PROCEDURES:
1. The administrative assistant to the director of human resources will provide Part-time Employee Packets to department chairpersons and lead instructors.
2. Department chairpersons and lead instructors will determine the need for part-time instructors and will provide the employment packet to the applicant. The packet consists of the following: employment application, federal and state withholding forms, and requests for a copy of the applicant’s social security card and driver's license, and original transcripts, and references. References are provided by the part-time instructor.
3. Chairs or lead instructors will verify credentials of part-time prospects. Credentials will be approved by the dean or provost and, if deemed necessary, the Executive Vice President of Instruction as an added measure to assure SACS compliance.
4. The completed application packet, including all forms, should be returned to the department chair or lead instructor, who will then prepare a contract for employment, acquire appropriate signatures and forward the contract along with the complete application packet to the dean or provost.
5. The dean or provost will code, sign and forward the packet to the administrative assistant to the director of human resources, who will confirm the completeness of the file and forward appropriate documentation to the Payroll Office when the file is complete. Payment will not be made to part-time faculty until all required materials are in their files.
6. Verbal orientation is presented to part-time instructors by the department chairperson or lead instructor.
7. Part-time faculty are required to post and observe office hours for student conferences.
8. The administrative assistant to the director of human resources will prepare an official contract on the computer and distribute appropriately.

APPROVED: 10-25-95, 11-22-04, 11-21-05, February 2009

Pay Plan 2.27

Employees are paid on a monthly basis, and checks are dispersed on the last working day of each calendar month. The deadline for payroll information to the Business Office is the 10th day of the month.
Professional Development

POLICY:

Overview
The College agrees that effective professional development for both in-service and external opportunities includes:

- A focus on helping to achieve student learning goals and supporting student learning needs
- Employees and supervisors collaboratively planning and implementing development activities and outcomes
- A direct connection to the institutional and departmental missions and goals
- An ongoing commitment by the employee and the college
- Documentation of activity outcomes
- Financial support by the institution

It is each employee's responsibility to assume initiative for their own professional development needs. The college will sponsor on-campus seminars and courses, support travel for off-campus experiences within the limits of available resources, and provide educational leave to accommodate needs.

General Guidelines for Awarding Professional Development Credit

- Professional development credit will only be awarded for participating in an activity that has been designed to build an employee’s skills. The primary purpose of the activity should focus on expanding and enhancing job performance.
- Calculating hours awarded for conferences and similar events should reflect only time spent in actual training activities. For example, a full conference day might only provide 4 – 5 actual training hours.
- Credit will not be given for activities in which an employee is a presenter or session leader.
- Credit will only be given for activities beyond expected responsibilities and duties. Credit will not be awarded for activities that are a normal part of the employee’s job, such as attending a committee meeting.
- Viewing videotapes of college-conducted professional development sessions will be accepted for professional development credits.
- Employees should consult their supervisors if there is a question concerning an activity’s applicability for professional development credit.

Guidelines for Teaching Faculty
The content of professional development activities is based on the organization’s needs. For continuous improvement, those directly involved in instruction should focus on the following categories and the connections among them:

- Enhancement of the subject content
- Understanding the learning process
- Instructional practices
- Assessment
- Curriculum development
Hour Requirement
A minimum number of required hours of updating/upgrading has been established for each area of responsibility. Hours are applicable only if they meet the above guidelines.

Administration ........................................20 hours
Teaching Professional .........................20 hours
Support Professional ..............................20 hours
  (counselors, coordinators, librarians)
Other full-time Personnel .................10 hours
30-hour Professional .........................10 hours
30-hour Clerical .................................10 hours

APPLICATION:
Full-time and 30-hour employees

PROCEDURES:
The professional development year runs from January 1 to December 31. Activities are planned during the annual evaluation session. Employees should be prepared to discuss targeted activities and expected measurable outcomes with their supervisor during the annual review.

Activities listed may be specific or general. Specific activities may include identified conferences, workshops and return-to-industry opportunities. General activities may include broader areas for improvement or expansion, such as software, leadership, or diversity training. All activities should adhere to the guidelines cited above.

Professional development goals and expected outcomes are noted on the evaluation with specific timelines for completion. The supervisor should also incorporate activities that require funding into the unit plan (APPR).

During the following year’s evaluation, activities and outcomes are reviewed and discussed. Continuation of activities and/or new activities are determined by the employee and the supervisor.

APPROVED:  7-1-87
REVISED:   5-28-02, 11-10-04, 4-11-06
Political Activities of Employees

POLICY:
The Board of Trustees encourages all employees to exercise their rights and obligations of citizenship provided by the U.S. Constitution and the laws of North Carolina. To ensure proper exercise of these rights and obligations, established criteria must be met when considering either elected or appointed public office.

APPLICATION:
All full and part-time employees

PROCEDURES:
Any employee who decides to run for a public office shall notify the Board of Trustees, through the president, of the intention to run and certify that there will be no campaign or political activities during regular work hours or involvement of the college in such political activities.

Any employee who is elected to a part-time public office shall certify to the Board of Trustees, through the president, that this office will not interfere with the execution of college duties or that the employee will request annual leave.

RULES:
1. Any employee elected or appointed to a full-time public office or to the General Assembly shall be required to take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the Board of Trustees.

2. Any employee who becomes a candidate for public office shall be prohibited from soliciting support during regular work hours. The employee is prohibited from soliciting support on college property unless otherwise authorized by the Board of Trustees. The employee shall not use college equipment or supplies in the campaign.

3. Federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally-assisted programs [Hatch Act (5 U.S.C 1501-1508) and Intergovernmental Personnel Act of 1970]

4. Any employee violating this policy will be subject to disciplinary action up to and including termination.

APPROVED: 2-16-83
REVISED: 10-25-95, February 2009
POLICY:
Central Carolina Community College will offer employment and advancement for all job classes without regard to Race, Color, National Origin, Religion, Age, Sex and Sexual Orientation, Gender, Family status, Disability status, Veteran status, or on the basis of any Health or Genetic Information or protected first amendment reasons. Information concerning vacancies and qualifications for applicants will be disseminated through all reasonable channels.

APPLICATION:
All full-time applicants and personnel

PROCEDURES:
1. Announcement of Vacancies
   A. Notice of vacancy for fulltime permanent positions will be prepared and disseminated through channels deemed appropriate by the Director of Human Resources for notification to the general public.

   B. All fulltime job vacancies may be advertised on campus, in local and selected large circulation newspapers, professional journals and the North Carolina Employment Security Commission.

   C. With the approval of the President, a vacancy may be announced for 5 business days, through general college communications as” internal only” to prospective applicants who are present employees. If the position is to be filled by administrative reassignment/promotion, an Employee Status Change Notice will be submitted to the President for approval.

   D. Positions not filled by reassignment/promotion are considered open candidacy.

   E. All announcements for vacant positions will include the following information:
      1. The nature of the vacancy
      2. Qualifications and training needs
      3. How to apply (may vary according to nature of position)
      4. The deadline for receiving applications where applicable
      5. An "Equal Opportunity" disclaimer

2. Receipt of Applications: Applications for all positions at Central Carolina Community College except those for the presidency and temporary personnel in Continuing and Curriculum Education will be received by the Director of Human Resources. Applications for the presidency will be received by the Board of Trustees. Applications for temporary positions in Continuing Education will be received by the directors of Continuing Education, Emergency Services Training, and Basic Skills Coordinators. Applications for temporary curriculum education positions will be received by the department chairpersons, deans and provosts.
3. Procedure for Selection of Personnel - This procedure will be utilized whenever a new or replacement vacancy is to be filled.

A. Determination of Vacancy: The Vice President of the unit in which a vacancy exists will secure authorization for the position from the President and notify the Director of Human Resources by submitting a completed "Request to Hire" form.

1. If the vacancy is a new position the unit Vice President will indicate a need for a new position to the Human Resources Director along with a job description and specifications, to include education and experience requirements and synopsis of duties and responsibilities. The Human Resources Director will recommend a class title and grade to the President.

2. If the vacancy is not a new position the unit Vice President will provide to the Human Resources Director the class title for the position as well as a job description and specifications to include education and experience requirements and synopsis of duties and responsibilities, amended as necessary for the specific requirements of the job within that class title.

3. Amended job descriptions will receive approval of the President prior to their submission to the Human Resources Director.

B. Advertising and Preliminary Screening: The director of human resources will utilize the job specifications to draft a position announcement which contains appropriate EEOC, affirmative action and nondiscriminatory phrases. The director of human resources is also responsible to see that the position is advertised consistent with affirmative action commitments to produce sufficiently qualified applicants.

When the application period has expired, the director of human resources will determine if sufficiently qualified applications have been received to meet affirmative action requirements and the needs of the college. If requirements are not met, the director of human resources will meet with the president and vice-president to determine if the position shall be re-advertised. The director of human resources will evaluate the applications to identify candidates who meet position specifications.

C. Selecting and Interviewing Applicants: As soon as it is decided that the position will be filled, the president or the vice-president will appoint a committee consisting of at least three members. The committee shall usually be composed of the supervisor and one other representative from the area responsible for the vacancy and one employee from another area of the college. All applications meeting the minimum qualifications will be submitted to the committee chairperson to initiate the selection process. Upon receipt of the applications, each member shall independently complete an Applicant Interview Ranking form with reasons for the ranking. The chair of the committee will then return the rankings and recommended list of candidates to be interviewed to the director of human resources, who will then review the selections to ensure compliance with procedure. When it is unclear how the committee has made its choices for interviews, or when an apparent discrepancy appears in choosing candidates and
excluding others, the director of human resources will consult with the chair of the committee for clarification and make such remedy as appropriate. The director of human resources will also determine if the list of persons to be interviewed reflects the affirmative action commitments of the college. If there is a question regarding meeting affirmative action requirements, the president will be notified. Remedies to address the above include, but are not limited to, such avenues as adding a previously excluded candidate to the interview list and re-advertising to seek a more diverse pool of applicants.

The human resources director will notify the committee chair in writing when the list of applicants chosen for interviews has been approved, along with any changes to the list. The chair of the committee or his/her designee is then charged with scheduling interviews and notifying the human resources office of that schedule prior to the first interview.

D. **Interviewing Applicants:** Although candidates are interviewed by a committee, they are rated independently by the committee members. Each interviewer will provide written rankings with corresponding reasons. The committee will recommend a candidate and two alternates to the Vice President and President subject to the required background and reference checks. The Vice President and President may concur with the recommendation, but reserves the right to interview the top three candidates.

E. **Job Offer and Employment Records:** When the candidate has been chosen, the president, vice-president of the employing area, and director of human resources will decide upon a salary. The director of human resources will then extend a written job offer and the candidate will submit a letter of acceptance. Unsuccessful candidates will be notified by Human Resources, in writing, of the final decision.

The Director of Human Resources will be responsible for seeing that all employment documentation becomes a part of the employee's personnel file.

REVISED: February 2009
VETERAN’S PREFERENCE IN HIRING

(a) It shall be the policy of Central Carolina Community College that eligible veterans shall be granted preference in employment with CCC when the qualifications and experience of the final candidates for a position are generally equal.

(b) As used in this section:

1. "A period of war" includes World War I (April 16, 1917, through November 11, 1918), World War II (December 7, 1941, through December 31, 1946), the Korean Conflict (June 27, 1950, through January 31, 1955), the period of time between January 31, 1955, and the end of the hostilities in Vietnam (May 7, 1975), or any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense.

2. "Veteran" means a person who served in the Armed Forces of the United States on active duty, for reasons other than training, and has been discharged under other than dishonorable conditions.

3. "Eligible veteran" means:

a. A veteran who served during a period of war; or

b. The spouse of a disabled veteran; or

c. The surviving spouse or dependent of a veteran who dies on active duty during a period of war either directly or indirectly as the result of such service; or

d. A veteran who suffered a disabling injury for service-related reasons during peacetime and is receiving service connected disability; or

e. The spouse of a veteran described in subdivision d. of this subsection; or

f. The surviving spouse or dependent of a person who served in the Armed Forces of the United States on active duty, for reasons other than training, who dies for service-related reasons during peacetime.

The College will take into consideration veteran status in accordance with NC state law if two or more candidates are generally equally qualified for the position based upon qualifications and experience.

APPROVED: 10-24-07
POLICY:
The Board of Trustees is the employing authority of the contract employees of the college which include administrators, faculty and professional staff. The president is authorized to employ all noncontract employees which include secretarial, bookkeeping, maintenance, and temporary personnel.

Non-contract employees serve “at will.” As the term “at-will” implies, the employee or CCCC may terminate employment at any time, either with or without cause, for any reason not prohibited by law. Grounds for termination are listed in 2.31(Disciplinary Action of Employees) of this Manual.

An applicant's or employee's criminal conviction history may indicate that the applicant or employee is not fit to work for CCCC. Therefore, a criminal records check of an individual's county, state, and/or federal criminal history will be conducted on all applicants who are finalists for employment or reemployment or who accept an offer of employment transfer, reassignment or promotion. For this purpose, re-employment is defined as a lapse of employment exceeding 12 consecutive months.

The refusal to consent to a criminal records check will result in the applicant not being offered employment, or if a conditional offer has been made, the offer will be withdrawn or the employee's employment will be terminated, as applicable.

If a person omits information or gives false information concerning his or her criminal history on his or her employment application, background check form, résumé, or any other required or submitted application-related document, that person may not be offered employment.

The results of criminal convictions will be considered in hiring, discipline, dismissal, and other personnel decisions. If an applicant's or employee's criminal history or the resulting additional background check indicates that the person poses a threat to the physical safety of students or personnel or that the person has demonstrated that he or she does not have sufficient integrity, honesty, ethics, or other traits to fulfill his or her duties as a College employee, then the person's offer of employment will be withdrawn or the person's employment will be terminated.

Each employee is required to notify his or her immediate supervisor and the Human Resources Director within five calendar days after any felony criminal conviction, guilty plea, or plea of no contest. Any employee who is aware of any felony conviction, guilty plea, or plea of no contest of another employee should notify Human Resources.

Initial Probationary Period: All contract employees upon their initial hiring or by their promotion or demotion to another position must serve a probationary period. While employed during the probationary period a contract employee is serving "at will" and is subject to termination, either with or without cause, for any reason not prohibited by law.
probationary period is an extension of the selection process and hiring process, and provides the time for effective adjustment of new employees or elimination of those whose performance will not meet acceptable standards and further examination and verification of the employees' credentials and application information. For any lawful reason either with or without cause, the employee's employment under either the "employment at will" doctrine or as specified in a written contract may be terminated immediately without penalty to the College. In the case of a probationary period following promotion of an employee, the employee may be demoted in lieu of termination in the discretion of the president.

Full-time and part-time REGULAR contract employees are considered probationary until they have worked for the college for ninety (90) days as staff, or for a class semester as faculty. This includes time worked only; periods of extended leave do not count towards the probationary period.

Contract employees who are past the probationary period may be placed on probationary contracts. (CCCC Disciplinary Action Policy)

Evaluation of Probationary Employees: A new employee will be evaluated at least once during the three-month initial probationary period in which the employee will be apprised of his/her progress. The evaluation will be scheduled at the discretion of the supervisor but must take place prior to the expiration of the 90 day probationary period.

An employee can be dismissed at any time during the initial probationary period a determination is made that he or she has not achieved a satisfactory level of performance. The final decision to dismiss a probationary employee is made by the President, upon recommendation of the appropriate Vice President. When dismissed for any lawful reason, either with or without cause, an employee serving an initial probationary period is not afforded due process rights in the case of his or her dismissal.

APPROVED: 7-23-08
Disciplinary Action of Employees

POLICY:

Central Carolina Community College shall have the right to discipline or discharge an employee for failure to meet acceptable standards of performance and/or conduct or for violating college rules and regulations. Discipline will be based on the severity of an offense or failure, the repetitive nature of an offense, the circumstances surrounding an offense or failure, and the frequency of the current or previous offenses or failures. In all events, disciplinary decisions will be made in the best interests of the College. A disciplinary action is suspension without pay, disciplinary probation, demotion or dismissal from employment. These actions are not required to be taken all together or in any particular order.

Employee counseling and warnings are pre-discipline measures, but are not considered formal disciplinary actions and cannot be appealed/grieved. Specifically, a counseling is defined as a “coaching” of an employee where a supervisor may bring to an employee’s attention employment matters that need improving. A counseling session does not require documentation. All disciplinary and pre-disciplinary actions should be noted in the employee’s personnel file.

Procedure:

1. Any employee who fails to meet acceptable standards of performance and/or conduct or who violates the rules and regulations of the college shall be subject to disciplinary action.

2. Infractions of the rules and regulations of the college by any employee are to be reported to that employee's immediate supervisor.

3. The immediate supervisor, in consultation with the Director of Human Resources, will conduct a thorough investigation of the alleged violation or failure to meet acceptable standards, interviewing observers and parties involved when appropriate. This consultation should take place in privacy to protect the rights of all concerned.

4. The immediate supervisor should determine the seriousness of the offense and the resulting disciplinary action if warranted. The types of action and the procedures to implement them are as follows:

   a. Oral warnings: Oral warnings may be used as a quick and directed way of placing the employee on notice about unacceptable conduct. The primary difference between a warning and counseling is that a warning places the employee on notice that a failure to change or improve behavior will result in serious discipline. The date and a summary of oral warnings should be documented in writing and filed with the supervisor as part of the employee’s confidential personnel file.
b. **Written warnings:** All pertinent information shall be contained in the written warning, to include the date and nature of the initial offense, the investigative information, and the decision of the immediate supervisor. There shall be a space where the affected employee shall be given the opportunity to respond in writing to the warning.

c. **Suspension without pay:** Suspension without pay means that the employee is removed from his or her duties and from the payroll, unless otherwise specifically stated.

d. **Disciplinary probation:** The results of an investigation may warrant an employee being placed on probation. This status requires that the employee correct specific performance or conduct in order to continue employment. The length and terms of the probationary period will be determined by the employee’s immediate supervisor in consultation with the Director of Human Resources and the appropriate Vice President. Other than state-mandated salary increases or other compensation, an employee placed on disciplinary probation is ineligible for salary increases during the term of the probation. Appropriate salary increases will be awarded beginning with the effective date the employee returns to regular status through the ending date of the current employment agreement.

e. **Demotion:** A demotion is the placement of an employee in a position with less responsibility and may or may not include a reduction in pay. Salary decreases will be determined by the appropriate Vice President in consultation with the Director of Human Resources and the employee’s supervisor.

f. **Dismissal:** Dismissal is the permanent removal of an employee from CCCC. The president, upon the recommendation of the appropriate Vice President, may terminate an employee during a contract period for one of the following reasons:

1. Incompetent Service
2. Neglect of Duty
3. Conduct unbecoming a member of the faculty or staff, provided that no such charge constitutes interference with academic freedom of the person charged
4. Physical or mental inability to perform duties as a professional employee
5. Financial exigency or discontinuation of a program or position
6. Participation in or incitement of disruption in the College's operations
7. Insubordination or unprofessional conduct
8. Violation of Central Carolina Community College Rules, Regulations, Policies and Procedures
9. Conviction of a crime involving moral turpitude or of a felony
10. Work performance that fails to meet expectations
11. Failure to demonstrate progress in professional self-improvement within a reasonable time, if such progress has been stated in a contract of
regular employment as a condition for employment in a subsequent contract period.

12. Failure to cooperate with other members of the faculty and staff to the extent that, in the opinion of the President, dissension interrupts the orderly performance of duties.

13. Failure of an instructor to meet scheduled classes and appointments due to absenteeism.

14. Failure to comply with rules, regulations, and policies of the State Board of Community Colleges, the Board of Trustees, or lawful directions of the President.

5. An employee may be suspended, placed on probation, demoted or discharged without prior warning if the offense is determined to be serious enough to warrant such action. Any disciplinary action will be taken by the President in consultation with the appropriate parties.

6. An employee may use employee grievance procedures if he/she wishes to appeal a disciplinary action. The pre-disciplinary procedure shall be available only when disciplinary action results in demotion or discharge for a contract employee.

APPROVED 2-16-83
REVISED: 10-25-95, 1-22-97; 9-19-06; 7-23-08

**Employment Separation 2.311**

**Policy:**

All separations of employees from positions in the service of the College shall be designated as one of the following: reduction in force, resignation, contract non-renewal, disability, retirement, dismissal, or death.

APPROVED: 7-23-08
POLICY:

Prior to any proposed disciplinary action involving demotion or dismissal, a contractual employee will be afforded the opportunity to participate in a pre-disciplinary conference within (5) business days of the proposed recommended action.

PROCEDURE:

1. During a pre-disciplinary conference, the employee will be provided with notice of the concerns related to him or her (including a description of the nature of the proposed disciplinary action, its recommended effective date, and the reason(s) for the proposed action) and an opportunity to respond to those charges.

2. Any response by the employee to the charges will be considered by the President or other College official appointed by the President that will be participating in the conference prior to making a decision regarding any disciplinary action against the employee.

3. The employee then will be notified in writing of the decision regarding disciplinary action. A copy of the notice of the disciplinary action should be provided to the human resource director, who will place it in the employee’s personnel file.

4. Supervisors and other administrative officials who do not believe that they can render an impartial decision in connection with a pre-disciplinary conference due to their involvement in the circumstances leading to the conference are required to excuse themselves from the decision making process.

5. Action for Which a Pre-Disciplinary Conference Is Not Held (Oral Warning, Written Warning, Disciplinary Probation, Suspension With Pay)
   a. A pre-disciplinary conference generally will not be made available to an employee prior to an oral warning, a written warning, disciplinary probation, or suspension with pay.

   b. At the time of any disciplinary action taken against an employee that does not require a pre-disciplinary conference, the supervisor administering the discipline should complete a written report describing the offense(s) with which the employee has been charged and the disciplinary action taken. (A copy of a written warning may be substituted for this report). A copy of the report should be provided to the Director of Human Resources who will place it in the employee’s personnel file.

6. Employees who are not contractual employees generally are not entitled to a pre-disciplinary conference prior to any disciplinary action. However, a pre-disciplinary conference may be held if determined by the College to be appropriate.

APPROVED: 7-23-08
Due Process of Personnel Actions 2.313

POLICY:

Due Process is required where a contract employee has been demoted or dismissed during the term of a contract; or when a contractual employee appeals from a decision not to renew his or her contract and alleges illegal discrimination or where any employee alleges illegal discrimination.

PROCEDURE:

This due process policy applies to employee grievances involving the following procedures:

A. Demotion or Dismissal Procedure, followed when a contractual employee appeals from the decision to demote him/her or terminate his/her contract during the term of the contract.

B. Non-Reappointment Procedure, followed when a contractual employee appeals from the decision not to renew his or her contract and alleges that decision was based on Race, Color, National Origin, Religion, Age, Sex and Sexual Orientation, Gender, Family status, Disability status, Veteran status, or on the basis of any Health or Genetic Information, or protected First Amendment reasons.

C. Appeal Procedure for Other Reasons, followed when an employee appeals a personnel decision and makes claims of discrimination based on Race, Color, National Origin, Religion, Age, Sex and Sexual Orientation, Gender, Family status, Disability status, Veteran status, or on the basis of any Health or Genetic Information.

D. Under each of these three previous sections, if the employee chooses to appeal a decision made by the President, he or she shall notify the Personnel Committee of the Board in writing within 10 days of the aggrieved action and a hearing to receive evidence is conducted before the Personnel Committee. The employee shall have the burden of establishing a prima facie showing of the alleged aggrieved action.

E. After being notified in writing by the employee of the grievance the Personnel Committee of the Board shall set a date for the employee to submit written evidence to the committee for review. This date will not be more than fifteen (15) days after notification from the employee. Within five (5) days of receiving the employee's written evidence for review, the Personnel Committee shall notify the employee as to whether the evidence presented is sufficient to justify a hearing before the Personnel Committee. If the Personnel Committee does determine that the employee has a right to a hearing, then the employee shall be notified in writing by certified letter, delivered to his residence address on record at the college, of the specific date, time and place of the hearing, that date being as soon as practically possible, but nevertheless to be not less than ten (10) days and no more than thirty (30) days from the official date of the notification of his having a right to be heard by the Personnel Committee.
F. The hearing shall be before the Personnel Committee. The employee shall have the right to present witnesses and evidence, to cross-examine witnesses. Again, the employee shall have the burden of establishing a prima facie showing of illegal actions by the employer. If, in the Committee's opinion, the employee fails to establish a prima facie case, the hearing shall be terminated and the employee will be notified of the dismissal of his or her grievance/appeal. If the Committee determines that the employee has established a prima facie case, the hearing shall resume.

G. When the hearing resumes, the President, or his delegate, shall have the burden of going forward with the evidence and satisfying the Personnel Committee that the decision not to tender a new contract, to demote or dismiss was made for permissible reasons. The president, his counsel, or delegate, shall be entitled to present witnesses and evidence and cross examine witnesses. At the conclusion of the president's evidence, the employee shall be given an opportunity to dispute the president's evidence, or to show that the reasons advanced for the personnel actions are a pretext.

H. Within seven (7) days of termination of the hearing, the Personnel Committee shall make a definitive ruling on the matter and notify the employee of its decision in writing.

I. If the Personnel Committee rules against the employee, the employee may appeal the ruling to the full Board of Trustees. The appeal request must be in writing and should include all materials presented in evidence before the Personnel Committee. At a time designated by the Board Chairperson, the full Board of Trustees shall meet in executive session to review the matter and determine whether to grant an appeal hearing to the employee. The employee will be notified in writing as to the decision of the Board of Trustees on whether to grant an appeal hearing. If an appeal hearing is granted by the full Board of Trustees, then notification to the employee and conduct of the hearing shall be in the same manner as for the hearing before the Personnel Committee. The full Board of Trustees shall serve as the final non-judicial appellate authority.

J. A non-contract employee is an employee at will and serves at the pleasure of the president. Therefore, Sections A & B of this policy are not applicable to a non-contract employee. However, if a non-contract employee has reason to believe that he or she were terminated or he or she alleges any personnel action and makes claims of discrimination based on Race, Color, National Origin, Religion, Age, Sex and Sexual Orientation, Gender, Family status, Disability status, Veteran status, or on the basis of any Health or Genetic Information the employee shall so notify the president of the College in writing within ten days of being notified of the termination or other improper personnel action. The president shall review the claim and shall render a decision in writing to the employee within 10 days of being notified by the employee.

5. Definition of Terms

   A. First Amendment
      The First Amendment to the U. S. Constitution guarantees the following Rights to U. S. Citizens: Freedom of speech, religion, press, assembly, and to petition the government.

   B. Prima Facie
      A fact that will be considered to be true unless disproved by contrary evidence; for example: a prima facie case is a case that will win unless the other side comes forward with evidence to dispute it.
C. Days
   Calendar days

D. Grievance
   Any matter of employee concern or dissatisfaction within the control of the College

E. At will employee/non contract
   Secretarial, bookkeeping, maintenance, and temporary personnel

F. Contract employee
   Administrators, faculty and professional staff

APPROVED: 7-23-08,
REVISED: February 2009

Administrative Leave with Pay 2.314

POLICY:

Administrative Leave with Pay may be used to provide time to investigate, establish facts, and reach a decision concerning an employee's status upon approval of the appropriate Vice President and the President of the College.

Such leave may be appropriately used to provide time to schedule and hold a pre-dismissal conference. Also, the College may elect to use administrative leave with pay in order to avoid undue disruption of work or to protect the safety of persons or property. Administrative Leave with Pay shall not exceed 45 calendar days and will be concluded at the expiration of 45 calendar days from the initial date of suspension. If no action has been taken by the end of 45 calendar days, one of the following must occur: reinstatement of the employee or appropriate disciplinary action based on the results of the investigation.

Administrative Leave with Pay of an employee shall not be used for the purpose of delaying an administrative decision on an employee's work status pending the resolution of a civil or criminal court matter involving the employee.

APPROVED: 7-23-08
POLICY:

All contract employees are employed annually by the Board of Trustees, upon nomination by the president and recommendation of the Personnel Committee. The appointments for the next fiscal year shall be submitted and approved by the last board meeting of the current fiscal year. Any employee on an annual contract that will not be reappointed will be notified in writing as early as possible but no later than June 1. Non-contract appointments do not require any notification because they serve on an "at will" basis.

PROCEDURES:

1. Non-renewal of Contract.
   A. At least thirty (30) days prior to the expiration of the employee's regular contract of employment, those employees who will not be tendered a new contract will be so notified by certified letter from the President’s office, mailed to the residence address on record at the college. (An exception of this 30-day notification would occur in those situations where there is a discontinuance or reduction in a program because of a lack of adequate funding). The college is not obligated to give any employee the reasons that he or she was not offered a new contract. The college employment contract constitutes the only agreement of employment and represents the entire period of employment. In no instance is automatic continuation or renewal of the contract specified or implied in its provisions.

   B. If the college decides not to tender a new contract to an employee, that employee shall be notified that he or she has no right to a hearing unless he or she can provide prima facie evidence showing that the action was taken based on Race, Color, National Origin, Religion, Age, Sex and Sexual Orientation, Gender, Family status, Disability status, Veteran status, or on the basis of any Health or Genetic Information, or protected First Amendment reasons.

APPROVED: 7-23-08
REVISED: October 2013
Employee Grievance

POLICY:

It is the policy of Central Carolina Community College to ensure prompt and fair response to employee grievances. This is accomplished by creating an orderly procedure that will provide a means of communication between supervisors and employees and uniformity in processing a grievance or appeal. CCC is committed to ensuring that every employee has the right to present a legitimate grievance, free from interference, restraint, coercion, unlawful discrimination or reprisal. A grievance is any matter of concern or dissatisfaction arising from the working conditions of an employee, including a disciplinary action taken against the employee, subject to the control of the College.

PROCEDURE:

1. Grievances involving the following may be appealed:
   a) Suspension.
   b) Dismissal.
   c) Reduction in force.
   d) Reduction in pay.
   e) Disciplinary demotion.
   f) Allegations of discrimination because of Race, Color, National Origin, Religion, Age, Sex and Sexual Orientation, Gender, Family status, Disability status, Veteran status, or on the basis of any Health or Genetic Information.
   g) Academic freedom (Grievances to be heard by an established committee; See Policy 5.01)

2. Employees are encouraged to discuss matters pertaining to their employment initially with their immediate supervisors. The College’s goal is to find solutions at the lowest possible level and to keep proceedings relating to employee grievances as informal and confidential as possible. Supervisors and employees are expected to make every effort to resolve any problems as they arise.

3. An employee’s immediate supervisor should be given the courtesy of knowing about his or her grievance and a chance to help resolve it, as the supervisor will be in the best position to handle the employee’s grievance satisfactorily.

4. The College recognizes that not all grievances will be settled satisfactorily between an employee and his/her supervisor, and for this reason has adopted procedures to assist in the formal resolution of grievances. STEPS 1 and 2 of this Grievance Procedure are open to all College employees, except in the case of non-reappointment. STEP 3 is available to contractual employees who are appealing a disciplinary action taken against them for which a pre-disciplinary conference is required (demotion, or dismissal).

5. Supervisors are responsible for helping the employees they supervise to understand the College’s Policies and Procedures. Supervisors should emphasize employees should feel free to use the Grievance Procedure without fear of criticism or action being taken against them affecting the terms and conditions of their employment. All grievances should be given prompt and objective consideration in an atmosphere of mutual assistance.
As to those grievances that cannot be resolved informally, the following procedures are established:

6. STEP 1 (Supervisor)

Within five (5) days following his or her knowledge of an event giving rise to a grievance, including the receipt of a notice of disciplinary action, an employee must present the grievance to his or her supervisor. The grievance must be in writing, must be signed and dated by the employee, and must include the following:

   a. A statement concerning the basis for the grievance and the issues to be resolved;
   b. Information about attempts made to solve the grievance;
   c. Information about the results of those attempts;
   d. The remedy or corrective action sought.

Any supervisor who receives a written grievance is responsible for making a careful inquiry into the facts and circumstances of the grievance, including any new information relating to disciplinary action taken against the employee. The supervisor should make every effort to resolve the matter promptly and fairly, generally within ten (10) days of when the grievance is presented. The length of response time will depend in large part upon the nature and extent of the supervisor’s review.

7. STEP 2 (Senior Level Administrator)

An employee who is dissatisfied with the decision of his or her supervisor may submit the written grievance to the Senior Level Administrator responsible for the employee’s division. This must be done within five (5) days after the decision of the supervisor is made known to the employee or the employee with the exercise of reasonable care could have determined the decision. If a grievance in proper form is not submitted within the specified time period, the subject of the grievance will be considered settled on the basis of the decision made at STEP 1 of this Grievance Procedure.

If further review of a decision made at STEP 1 of this Grievance Procedure is appropriate, the Senior Level Administrator will make such investigations as he or she deems appropriate, will make an independent determination on the merits of the grievance, and will inform the employee in writing of his or her findings and decision, generally within ten (10) days after receipt of the employee’s written grievance. The length of response time will depend in large part upon the nature and extent of the Senior Level Administrator’s review.

If, for some reason, an employee reasonably believes that he or she cannot present a written grievance to his or her supervisor initially, the employee may submit the complaint directly to the Senior Level Administrator responsible for the employee’s division in accordance with this STEP 2. However, this should be the procedure only in extreme cases (for example, where the employee is alleging sexual or other unlawful harassment by his or her immediate supervisor).
If STEP 3 of this Grievance Procedure is not available to an employee, the decision of the Senior Level Administrator shall be final and binding.

8. STEP 3 (President of the College)

If a contractual employee’s grievance relates to disciplinary action taken against the employee that involves demotion, or dismissal, or at any other time for which a pre-disciplinary conference is determined to be held, the employee may submit his or her written grievance to the President of the College. (See Pre-disciplinary Rights Policy)

If, for some reason, an employee reasonably believes that he or she cannot present a written grievance to the Senior Level Administrator, the employee may submit the complaint directly to Vice President responsible for the employee’s division or the President. However, this should be the procedure only in extreme cases (for example, where the employee is alleging sexual or other unlawful harassment by his or her immediate supervisor).

If STEP 4 of this Grievance Procedure is not available to an employee, the decision of the President shall be final and binding.

9. Step 4 (Board of Trustees)

If a contractual employee wishes to appeal a dismissal prior to expiration of an employment contract; or a grievance is based on allegations of discrimination because of Race, Color, National Origin, Religion, Age, Sex and Sexual Orientation, Gender, Family status, Disability status, Veteran status, or on the basis of any Health or Genetic Information, he or she may within ten (10) days of the President’s final decision of dismissal, request a hearing before the Personnel Committee of the Board of Trustees. Thereupon, the procedures outlined under the Due Process Policy shall be followed.

10. Grievances based on any of the following may not be appealed:
   a) Performance rating and salary adjustments based on performance ratings except when discrimination is alleged.
   b) Required overtime assignments.
   c) Disapproval of leave requests.
   d) Disciplinary warning (oral or written).
   e) Job and shift assignments and reassignments that do not affect salary or classification.
   f) Requests for reclassification to equal or higher level.
   g) Departmental functions, programs and budgets.

Other Remedies Preserved

The existence of this Grievance Procedure does not preclude any individual from pursuing any other remedies available under law.

APPROVED: 7-23-08
REVISED: February, 2009
Reduction in Force

POLICY:

The Board of Trustees of Central Carolina Community College reserves the right to reduce its personnel in the event of financial exigency, material changes in duties or organization, abolishment of a position or positions, or other related reasons. In the event that a reduction in force becomes necessary, consideration shall be given to the quality of each employee’s performance as documented by current performance evaluations, organizational needs, and seniority in determining those employees to be retained.

Employees who are laid off because of a reduction in force shall be given at least thirty days notice. No full or part-time annually appointed employee shall be separated while there are temporary employees serving in the same class in a department, unless the employee is not willing to transfer to the position held by the temporary employee. Those terminated under this policy will be given consideration for a period of one year on future openings for which they are qualified.

Definitions:

G. Financial Exigency
   A significant decline in the financial resources of the College that is brought about by decline in institutional enrollment or by other action or events that compel a reduction in the College's current operations budget.

H. Days
   Calendar days

APPROVED: 7-23-08
REVISED: 10-25-95, 1-1-05, 4-11-06, 7-26-06; 9-15-06; 8-7-08
Whistle – Blower Policy 2.318

POLICY:

CCCC will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of CCCC or of an employee of CCCC, or of another individual or entity with whom CCCC has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate or public policy.

CCCC also will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of CCCC that the employee reasonably believes is in violation of a law, or a rule or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

If any employee reasonably believes that some policy, practice, or activity of Central Carolina Community College (CCCC) is in violation of law, or a clear mandate or public policy, a written complaint must be filed by that employee with the Human Resource Director or the Board Chair/President.

An employee is protected from retaliation only if he or she brings the alleged unlawful activity, policy, or practice to the attention of CCCC and provides CCCC with a reasonable opportunity to investigate and correct the alleged unlawful activity. See also Policies and Procedures on: Reduction in Force/Due Process

APPROVED: 7-26-06; 7-23-08

Resignation 2.32

POLICY:

Any employee who terminates his employment must submit a letter of resignation containing the effective date to the president.

APPLICATION:

Full-time employees

RULES:

1. Copies of the letter of resignation should be sent to the immediate supervisor, the appropriate dean/provost, the payroll administrator, and the director of human resources.
2. The effective date of resignation for administrators, faculty, administrative support and professional support staff should be thirty (30) calendar days from the date of the notice.

APPROVED: 10-25-95, February 2009
Retirement  2.33

Every full-time permanent employee is required to belong to the Teachers' and State Employees' Retirement System of North Carolina. The State and employee share the system cost and the State of North Carolina rate is determined annually. The employee rate of 6% is automatically deducted through monthly payroll. Should the employee request benefits upon separation from state service prior to retirement, only the amount contributed by the employee and nominal interest is repaid. The booklet, Your Retirement Benefits, outlines provisions of this system and is available in the Business Office.

Approved 7-1-76
Revised 1-1-06

Contracted Retiree Employment  2.33.1

POLICY:
Employment of returning employees can be a sound method of providing continuity for an institution; however, post retirement employment is a privilege, not a guaranteed right. After retirement and a six-month separation from service, The North Carolina Teachers’ and State Employees’ Retirement System allows a retiree to earn an amount, not to exceed 50% of the amount earned during the 12-month period immediately proceeding retirement.

PROCEDURES:
Written request must be made to the president at least three (3) month prior to the anticipated retirement date. Decision regarding the request will be made by the Administration with regard to the financial condition and needs of the college. The returning employee will receive notification of the decision within sixty (60) days from the receipt of the request.

RULES:
1. Retirees may be employed for this additional period, but this status will make the retiree ineligible for state fringe benefits.
2. The retiree will be eligible for all college approved holidays included in the allowance period.
3. Any other days taken during this allowable period will be Leave Without Pay.
4. Salary will be the same as the returning rate of pay, and the employee will not qualify for pay raises.

Approved: 04-25-01
REVISED: 1-1-05, 2-20-06
Salary Determination

POLICY:
State policy dictates that salaries will be reviewed annually unless there is a promotion/demotion/significant change in employee responsibilities. The Administration rigidly follows the dictates of the General Assembly as detailed in the Appropriations Act, including such interpretations and requirements specified by the State Board of Community Colleges.

APPLICATION:
All full-time permanent or probationary employees and part-time permanent employees appointed in budgeted positions for as much as one-half time.

PROCEDURES:
Any funds not obligated by General Assembly dictates are allocated in the following priority order:
1. Salaries are reviewed to assure that differences which exist in similar positions are justified by longevity, degrees, performance or other legitimizing factors.
2. Salaries are reviewed to determine if the scope, responsibility or other parameters of positions have changed to the extent that a salary adjustment is justified.
3. Salaries are reviewed in comparison with average salaries in the N.C. Community College System and in the local labor market to insure that they are competitive.
4. Salaries are increased for individuals who have made outstanding contributions to the role/mission of the college whenever sufficient funds are available.
5. Any employee may request a salary review prior to contract issuance or if job responsibilities significantly change.

APPROVED: 1-1-86
REVISED: 10-25-95

Service Recognition

All permanent employees receive expressions of appreciation for college service in May of each year. Employees reaching the 5-year level receive a certificate, while those individuals reaching the 10, 15, 20, and 25 year milestones are given CCCC pins.

The names of employees with at least five years of service are displayed on the “Central Carolina Community College Honor Roll” board located in the vestibule of the Lee County Administration Building.

Employees annually select the “Employee of the Year”, which honors an individual with a plaque and $500 award from BB&T.

All employees who leave the college with at least ten years of service are honored with a gift and reception.
Tax-Sheltered Savings  

Optional retirement plans such as 401K and 457(b) plans are available to full-time permanent employees and are administered by the College Business Office.

---

Teaching Compensation for Non-Instructional Personnel  

POLICY:
Qualified, non-instructional employees may receive additional compensation to teach curriculum/continuing education courses.

APPLICATION:
Qualified, non-instructional employees

RULES:
1. Teaching must be approved by the immediate supervisor, and performed after normal work hours.
2. Extra compensation shall not be granted for more than nine (9) hours per week.
3. Extra compensation will only be paid to non-instructional personnel below the senior administrator level, which includes vice-presidents, provosts, and deans.
4. Employees will not be paid extra compensation for courses which they organize.

APPROVED: 7-1-76
REVISED: 10-25-95

---

Tenure  

Employees are not granted tenure, as North Carolina law prohibits it for community college personnel. Annual employment agreements are issued and protected by the reduction in Force/Due Process Policy.

---

Worker's Compensation  

All full-time and part-time employees are covered by Worker's Compensation. Liability under this act applies to injuries received from accidents which occur during the actual course of employment. Any accident incurred in the performance of duty should be verbally reported to the immediate supervisor. The supervisor will then submit a Supervisor's Accident Report form to the administrative assistant to the vice-president for administrative services, who will complete a NC Industrial Commission Employer's Report (form 19) concerning the situation. Both forms are available in the Business Office.
Employee Personnel Files

POLICY:
All employees of the college, whether part-time or full-time, have a personnel file.

RULES:
1. Full-time permanent 40 and 30 hour per week employee files are maintained in the Human Resources Office.
2. Part-time curriculum faculty files are maintained in the Human Resources Office.
3. Part-time continuing education faculty files are maintained in the Continuing Education Office.
4. All other part-time employee files are maintained in the Business Office.

APPROVED: 4-27-05

Employment Categories

POLICY:
Each individual employed by the college will be designated in one of five distinct categories. They are:
(A) Full-time permanent
(B) Part-time permanent (30 hours per week)
(C) Part-time permanent (less than 30 hours per week)
(D) Full-time temporary
(E) Part-time temporary

RULES:
1. Full-time permanent employees work a 40 hour week, participate in compulsory state retirement, receive free personal hospitalization, may take one course per semester at no cost, earn educational/sick/annual leave, and qualify for holidays with pay.

2. Part-time permanent 30 hour per week employees participate in compulsory state retirement, receive free personal hospitalization, earn prorated (75%) sick and annual leave, and qualify for holidays with pay.

3. Part-time permanent employees work less than a 30 hour week, qualify for pro-rated sick and annual leave, and are eligible to purchase hospitalization insurance.

4. Full-time temporary employees may work a 40 hour per week schedule for one semester, but not a full calendar year. These employees may be paid on a percentage of contract basis or an hourly rate.
5. Part-time temporary employees work less than a 40 hour week for any length of time, and are paid an hourly rate.

APPROVED: 4-27-05

Academic Probation 3.01

POLICY:
Each student will be notified of his academic status at the end of each term. Any student who makes less than a 2.0 grade point average for any given term will be placed on academic probation for the subsequent term for which enrolled. Students may not participate in any athletic events while on academic probation.

When a student learns that he is on academic probation, he must immediately schedule an appointment with advisor/counselor. The purpose of this conference will be to assist the student in assessing his academic problems and exploring ways of improving his academic status. As long as the student remains on academic probation, his advisor/counselor will make recommendations concerning the course load for which the student should register. Probationary status will be removed when one earns at least a 2.0 grade point average for a term. To avoid suspension, a student who is on academic probation may be required to take a reduced course load and must enroll in, and satisfactorily complete, a three semester hour non-credit study skills course.

RULES:
1. A student receiving financial aid will have such aid suspended after one 1) term of academic probation if his term grade point average is less than 2.0.
2. A student receiving VA benefits will have such aid suspended after one term of academic probation if his cumulative grade point average is less than 2.0.
3. Financial aid students may be recertified as eligible for benefits by achieving satisfactory academic standing as described in the Financial Aid Policy on Satisfactory Progress.
4. VA students may be recertified per Veterans Administration regulations.
5. Enrollment in a study skills course is required of probation students who are seeking a diploma or degree. Exceptions:
   a) Probation students who maintain a cumulative GPA of 3.0 or higher will not be required to enroll in ACA 090. A reduced course load is recommended.
   b) Probation students who have enrolled in and successfully completed ACA 090 during a previous term will not be required to repeat ACA 090.

APPROVED: 7-1-87
REVISED: 10-25-95, 1-22-97, 3-25-97, 1-20-00, February 2009
Academic Suspension 3.02

POLICY:
If a student has below a 2.0 term grade point average for two consecutive terms and an overall grade point average of less than 2.0, that student will be suspended from all course work and all college activities for one term.

APPLICATION:
All curriculum students

PROCEDURES:
A student may be considered for re-entrance after one term of suspension by completing a readmission form and having it approved by the department chairperson, a counselor, and the Vice President of Student Services or the Dean of Students.

Exception: If a student applies to change curriculum programs after two terms below a 2.0 GPA, the probation may be extended for one term. This extension of probation must be approved by the department chairperson of the new curriculum, and the Vice President of Student Services or the Dean of Students. During this probation extension term, the student will be required to enroll in and successfully complete ACA 090. Failure to obtain at least a 2.0 GPA during the subsequent term will result in academic suspension for one term.

RULES:
A re-entering student must do so under the provisions of the catalog in force at the time of re-entry.

APPROVED: 7-1-87
REVISED: 10-25-95, 1-22-97, 3-25-97, 1-20-00, 2-22-06
Admissions 3.03

POLICY:

All students are admitted to the college without regard to Race, Color, National Origin, Religion, Age, Sex and Sexual Orientation, Gender, Family status, Disability status, Veteran status, or any Health or Genetic Information. Under administrative code 23 NCAC 02C.301(a) students may be admitted as an special credit student to the college if they are over 18 or a high school graduate.

To be admitted to a curriculum program, applicants must have a high school diploma or the equivalent (GED). All admission procedures should be completed at least three (3) working days prior to actual enrollment in a program. Exceptions to these admissions policies may be determined after a conference between the applicant and student services personnel.

APPLICATION:

All curriculum students

PROCEDURES:

All applicants to CCCC will be provisionally admitted to the college. To be officially accepted into a curriculum program, a student must complete all curriculum program admission requirements. For home-schooled students, please refer to the college catalog. Only students who have been officially accepted into a curriculum program will be eligible to receive federal aid, Veteran’s benefits, or third party sponsorship.

1. Complete and return the admission application.

2. Submit a high school transcript, GED scores, and complete college transcript(s). Official transcripts are required. A transcript is an “official transcript” when it is received by the college through the mail directly from the high school, college, or other institution. It is the applicant’s responsibility to request that transcripts be sent.

3. Take the placement test. Minimum placement test scores are required to take entry-level curriculum English and mathematics courses.

NOTE: Applicants not meeting the minimum required test scores on the placement test may be required to take developmental courses at CCCC, and this may lengthen the time required to complete the degree program. See specific course descriptions and prerequisites. There are four credential options for mathematics, English composition, and other general education courses. (The choice made by the student will depend on the student’s goal.) The following students will be exempt from taking the CCCP placement test:

• Students who have already completed a degree.
• Students who have acceptable SAT scores.
• Students who have acceptable ACT scores.
• Students who have transfer credits for English and Mathematics courses required for the curriculum major. (If students switch to a major requiring additional English and/or mathematics courses for which they do not have transfer credits, they must take the placement test to determine appropriate proficiency level.)
• Students who enter CCCC under the terms of an articulation agreement with another college, provided they have completed the English and mathematics courses required for the articulated program.
• Students who have acceptable Advanced Placement (AP) credits for required English and mathematics courses.
4. Supply additional information if requested. For the following programs, an admissions committee consisting of faculty and student services staff makes the admission decision. Because some of these programs have limited enrollment, prospective students are advised to apply early. Please see the individual program curriculum descriptions for information.

- Associate Degree Nursing
- Basic Law Enforcement Training (BLET)
- Cosmetology Instructor Training
- Dental Assisting
- Dental Hygiene
- Licensed Practical Nurse Refresher
- Medical Assisting
- Motorcycle Mechanics
- Paralegal Technology Diploma
- Practical Nursing
- Veterinary Medical Technology

APPROVED: 7-1-87
REVISED: 10-25-95; 7-22-98:2-22-06; February 2009; July 2013
## Time Provisions for Completing a Curriculum Program

### 3.03.1

**POLICY:**
In accordance with CCCC’s mission and values, the College quests to educate, train, and graduate students who are competent, capable, and current in their chosen programs. Therefore, students who have not completed their program of study within five years of initial enrollment are subject to new or revised policies, provisions, rules, guidelines, electronic program of study, catalog, etc. in existence once the five-year term expires. *(Note: All students are subject to provisions and guidelines imposed by the state or outside accrediting agencies that impact changes in programs. Such changes are at the discretion of the state or outside accrediting agencies. When such happens, students may be required to adhere to the provisions of the revised program prior to the five-year expiration point.)*

### APPLICATION:
All students and all curriculum programs (certificates, diplomas, degrees)

### RULES:
1. When a student does not complete a program of study within five years, the department chair and appropriate faculty members may consider course-by-course credit within a student’s program and grant appropriate substitutions and credit with review by the dean/provost and final approval by the Executive Vice President of Instruction.
2. Request for transfer credit for courses earned under special credit status or while enrolled in another program are also subject to five-year limitations. Such credit exceeding the five-year limit may be evaluated and considered for credit by the department chair and appropriate faculty members with review by the dean/provost and final approval by the Executive Vice President of Instruction.

Approved: 8-18-06
Alternative Credit

POLICY:

A student may earn alternative credit in the following ways:

1. Transfer of credit from one curriculum to another (Resident Credit Transfer)
2. Transfer of credit from regionally accredited institutions.
3. Advanced Placement Examinations (AP)
4. College Level Examinations Program (CLEP)
5. Defense Activities for Non-Traditional Education Support Systems Examination (DANTES)
6. Proficiency demonstrations
7. Experience

APPLICATION:

Applicants for admission and currently enrolled students

Amount of Alternative Credit Allowed

1. At least 1/3 of credit for a certificate, diploma, or associate degree required for graduation must be an earned grade at Central Carolina Community College.
2. No more than 20% of credit for a certificate, diploma, or associate degree required for graduation may be earned through credit by experience.

Resident Credit

When a student transfers from one curriculum to another within the college, all courses applicable to the new program for which the student has earned credit will transfer as resident credit depending upon the curriculum guidelines and academic policies in effect at the time of transfer. Some courses may be ineligible for transfer based on time limitations set by specific curriculum programs.

Transfer Credit

CCCC accepts transfer credit from regionally accredited institutions.

RULES:

1. Higher education institutions (colleges) transfer credits may be accepted only from regionally accredited institutions.
2. A course grade of “C” or better is required for all transfer credit.
3. Students must request official transcripts to be sent to the Registrar’s Office for evaluation.
4. When deemed necessary, students must provide course descriptions and/or course syllabi if they are needed to determine credit eligibility.
5. Some courses may be ineligible for transfer credit based on time limitations as set by specific curriculum programs.
6. Credit will be granted on a course-by-course basis for courses closely paralleling those offered at the college and must meet the credit hours of the CCCC course for which transfer credit is granted.
7. Transferred credit will not be calculated in one's grade point average.

Advanced Placement (AP), CLEP, DANTES

Students may request credit for subjects tested under advanced placement exams such as AP, CLEP, and DANTES. Subjects must be applicable to the student’s current curriculum program requirements, and test scores must meet ACE (American Council on Education) recommendations. Such credit must be supported by official test score reports.

RULES:
1. Students must request official score reports to be sent the CCCC Admissions Office for evaluation.
2. Credit will be granted only for scores earned within the last (10) years unless approved by the chief academic officer.
3. Credit will be granted on a course-by-course basis for courses closely paralleling those offered at the college and must meet the credit hours of the CCCC course for which transfer credit is granted.
4. Such credit will not be calculated in the grade point average.
5. An exam score of 3 or better is required to receive credit for an AP course.
6. Recommended ACE (American Council on Education) cut-off scores will be used for CLEP and DANTES.

Credit by Examination

Students with prior proficiency in a course due to previous educational or work experience may apply for credit by examination. This option is available for selected courses, as determined appropriate by the department chair. A proficiency demonstration may be a written exam, oral exam, shop or lab exercise.

RULES:
1. The student must show evidence of preparedness for a proficiency demonstration (e.g., high achievement in secondary school, military service, and/or work experience) that must be submitted to the department chairperson accompanied by a written request for a review.
2. Obtain permission from the appropriate department chairperson or chief academic officer.
3. Register and pay tuition for the regular course.
4. Take the Proficiency Test during the first week of the term.
5. Earn a grade of "B" (86%) or better.
6. Drop the course using the Drop/Add form if an acceptable score is earned, and then add the course as Section "OP" (Proficiency) on the Drop/Add form.
7. Credit granted through a proficiency exam will not be calculated in the grade point average.
8. Proficiency demonstrations may be taken only one time for each course.
9. Credit for proficiency demonstration may not be granted for a course being audited by the student.

- The instructor will complete a student termination form and assign a grade of "CE" (Credit by Examination). Reason for termination will be "Passed by Proficiency."

Credit by Experience

Students may request credit for work experience or skills that directly correlate with competencies required in a specific course.

Rules:
1. Requests for credit by experience must be properly made and acted upon prior to the census date of the class and must be made in writing on the Request for Credit by Experience Form.
2. Credit by experience may not be granted for cooperative work experience courses.
3. The department chairperson or lead instructor will guide the student in determining the appropriate documentation necessary to evaluate the request. Documentation required will vary depending upon the field of study. For guidance, the following are examples of the appropriate documentation:
   - official work history with job responsibilities and proficiency ratings verified by supervisors and human resource officers within the company
   - a completed thesis verified by an official transcript could serve as verification that a student should receive credit for a technical writing course
   - electronically recorded presentations (taped presentations could be evaluated to determine credit by experience for an oral communications class)
   - brochures announcing a pottery exhibit and displaying the creations of the student
4. Experiences, which may require a demonstration of one's ability, must be approved by the student's curriculum department chairperson or lead instructor, the subject area department chairperson, and the Executive Vice President of Instruction.
5. Experiences must be officially documented per the college's request.
6. Veterans may apply credit for training received under the armed forces college training programs, and some specialized and technical training completed under the auspices of the armed forces. Appropriate documentation must be provided.
7. The approved credit recommendation should be submitted to the registrar's office.
8. The registrar will record a symbol of "EL" on the transcript with credit hours; however no quality points will be assigned.
9. Documentation shall be kept on file for five (5) years in the registrar's office.
10. Credit granted for experience will not be used to calculate one's GPA.
POLICY:

All students participating in the intercollegiate sports program must meet the eligibility requirements of the college and the National Junior College Athletic Association. Where standards differ, the strongest standard will be used.

APPLICATION:

All students participating in intercollegiate sports.

PROCEDURES:

Students selected as members of an athletic team must have a complete physical examination prior to participation in scheduled competition. Student athletes must use the College or approved physical form. Students who do not have medical insurance or the financial resources to pay for the physical examination should contact the student activities director. Completed physical examination forms will be kept on file for three years. Prior to each season, the student activities director will distribute to all faculty a list of student athletes, the competition schedule, and the approximate departure times for "away" games/matches. Student athletes are responsible for personally informing instructors of upcoming absences and for making up work.

PROCEDURES:

The college seeks to have a multiple sport athletic program that will benefit all students. The Student Government Association funds the athletic program.

The Student Activities Director will prepare, and control, and have audited a budget for each sport; employ, supervise and evaluate coaches; provide and maintain an inventory of equipment; and assure compliance with college, NJCAA, and other governing regulations.

Coaches will be contracted for each sport. Each coach, in concert with the student activities director, will schedule practices/league competitions, secure facilities, supervise athletes and maintain equipment/first aid supplies.

Students who participate in athletics must meet the same admission requirements and maintain the same academic standards as all other students.

Student athlete transcripts will be evaluated for eligibility and filed during the term of participation. At the end of the academic year, athlete's academic progress will be tracked to assure compliance with NJCAA requirements and to assure that participation in athletics does not hinder academic progress.

RULES:

All curriculum students except non-high school graduates Huskins and dually enrolled students are eligible to participate. For purposes of NJCAA participation, a full-time student must be taking at least twelve (12) credit hours. Part-time students may participate only if they meet the NJCAA Part-time student eligibility standards.
The NJCAA establishes requirements for accumulation of credits and transfer rules. These rules may change periodically and CCCC will abide by current policy when reviewing student athletic eligibility. Any student who does not meet the above eligibility requirements may not participate in practice or league play. This includes all organized team events during the term of ineligibility.

Academic success supersedes athletic competition. If a student does not satisfactorily complete all course work, [i.e. placed on academic probation or course load reduced from full to part-time], he will be suspended from practice and competition. Reinstatement may be considered after academic probation status has been lifted or after enrollment status has been increased in credit hours sufficient to regain eligibility.

Student athletes must abide by the college attendance policy. Developmental class grades are used in establishing athletic eligibility.

Eligibility is limited to two seasons per sport - participation in athletics at the college will count toward NCAA, NJCAA, and other national/regional eligibilities.

At the end of the season athletes will evaluate the sports program in which they participated to determine if it is a worthwhile sport. This evaluation will help assure compliance with the NJCAA and other governing regulations.

APPROVED: 10-25-95
REVISED: 02-22-06

**Breakage Fees**

**POLICY:**
Students shall reimburse the college for breakage, damage, or loss of college property due to negligence or carelessness.

**APPLICATION:**
All full and part-time students.

**PROCEDURES:**
Instructors shall report such breakage, damage, or loss to the Vice President of Administrative Services who will assign a reimbursement fee to be collected from the student.

**RULES:**
The student may also be subject to disciplinary action.

APPROVED: 10-25-95
Course Substitution 3.07

POLICY:
Under extenuating circumstances, a student may apply to his advisor for approval of a course substitution. A course substitution will be permitted upon the recommendation of the department chairperson and the approval by the appropriate dean. Consideration of any substitution involving a required core course as stipulated in the curriculum standard must be reviewed and approved by the Executive Vice President of Instruction. For VA purposes, the VA counselor must be notified of all approved course substitutions.

APPLICATION:
All full and part-time curriculum students.

RULES:
1. The course used as a substitute must have credit hours that are at least equal to the number of credit hours of the original course.
2. The substitute course must have relevance to the curriculum and to the course for which the substitution is made, unless the course is being used as a free elective.
3. Required core courses as outlined in North Carolina Community College System curriculum standards may not be substituted without review and approval of the Executive Vice President of Instruction.
4. Requests to substitute courses that were completed at institutions other North Carolina Community colleges must be accompanied by a full course description and accreditation status of the institution from which the course is being transferred. If necessary, the department chair may request a course syllabus if the course description is not detailed enough. It is the responsibility of the student to provide all requested documentation.
5. The Course Substitution form must be used.

APPROVED: 7-1-87
REVISED: 10-25-95, 11-04-04
Curriculum Course Repetition 3.08

POLICY:
A student may repeat a course to eliminate a failing grade, to attempt to earn a higher grade, or earn credit for which transfer credit has not been granted. All course grades will be recorded on the transcript; however, the highest grade will be used for computing total credit hours attempted and passed, total grade points, and grade point averages. No course may be counted more than once for graduation. No course, except developmental courses, may be repeated more than twice. Courses that receive a “W” grade may be repeated more than twice with approval of the dean. Certain regulations may prohibit veterans and other financial aid recipients from receiving financial aid for repeating courses previously passed. It is the student’s responsibility to determine his/her status in regard to financial aid.

APPLICATION:
Full and part-time curriculum students.

RULES:
Certain regulations may prohibit veterans and other financial aid recipients from receiving financial aid for courses previously passed. It is the student's responsibility to determine his status in regard to financial aid.

APPROVED: 4-1-91
REVISED: 10-25-95, 11-04-04

Community Service Class Enrollment 3.08.01

POLICY:
Students may enroll in community service classes an unlimited number of times provided space is available and new students in a particular class are not displaced. Preference will be given to first-time enrollees. Repeat students will be allowed to enroll on the first scheduled class date if space permits.

APPLICATION:
All community service classes.

APPROVED: 10-26-06

Effective January 1, 2007
Curriculum - Tuition Refund

POLICY:

A 100% refund will be made if the student withdraws prior to the first class.

A 75% refund will be made if the student officially withdraws from class(es) prior to or on the official 10% point of the class(es). Tuition refunds will not be made after the 10% point. For classes calculated on contact hours, a 75% refund may be made if the student officially withdraws from class(es) on or prior to the tenth day of class. At the time the student officially withdraws under this policy, the college shall notify the student of the right to receive the refund.

If a class fails to materialize, 100% of the tuition for that class will be refunded. Tuition credit will not be issued under any circumstances for classes that do not make.

When a student, having paid the required tuition for a term, dies during that term (prior to or on the last day of examinations), all tuition and fees for that term may be refunded to the estate of the deceased. This is per state policy 23 NCAC 2D.0202.

APPROVED: 9-1-93
REVISED: 10-25-95, 2-20-06
Developmental Courses 3.10

POLICY:

Developmental courses are designed to give students the prerequisite skills to be successful in subsequent credit courses. Students whose placement test scores do not meet the minimum requirements to take the mathematics and English composition course in their curriculum will enroll in the appropriate non-credit developmental course(s) to learn the skills necessary to enroll in the general education course(s) required.

Developmental courses will not be used as credit for graduation. All developmental grades are keyed with an asterisk (*) and are not calculated in the student's grade point average.

APPLICATION:

All students

RULES:

1. Students must earn a grade of “C” or better in a developmental course in order to advance to the next level developmental course or to the curriculum course for which the developmental course is a prerequisite.

2. Only grades of “C” or better will be transferred in from another institution. All other transfer policies and guidelines apply to developmental courses.

3. Advisors will monitor progress in developmental courses to assure that they are given priority over other courses.

APPROVED: 8-10-92

REVISED: 10-25-95, 2-22-99, 10-25-04, 2-22-06
Drop/Add 3.11

POLICY:
Students may drop, add, and withdraw from courses by using the adopted procedures and forms.

APPLICATIONS:
All full and part-time students

PROCEDURES:
Drop/Add - A student may officially add a course through the fifth (5) day of the term by using the Drop/Add form. No grade designation will be assigned.

Withdrawal From a Course
The student termination form should be used in these situations. A student may withdraw from a course within the first 12 weeks of the semester and receive a grade of "W". After the 12 week date, as specified in the college catalog, withdrawal from a course will result in a final grade of "WF". A "WF" is treated as a "F", and affects the grade point average. All courses dropped after the first 12 weeks will be assigned a "WF" (withdrew failing) except for medical withdrawal from the college. A medical withdrawal must be documented and filed with the registrar before the end of the term.

APPROVED: 7-1-87
REVISED: 10-25-95, 02-22-06
Dropping Curriculum Students from Class Roll

POLICY:
State of North Carolina Policy requires that a student be dropped from the class roll when he gives notice of withdrawal or has been absent from class for two consecutive weeks without making personal contact with the instructor. Absence must be for good reason and the personal contact with the instructor must be made to give/receive information or assignments relative to the course. A student may be dropped from a course for disciplinary reasons as outlined in the due process procedures.

APPLICATION:
Full and part-time faculty and students.

PROCEDURES:
The Student Termination form must be completed and submitted to the registrar's office when a student withdraws or is withdrawn from a class.

RULES:
1. All work missed during an absence must be made up to the satisfaction of the instructor.
2. A student dropped for missing two consecutive weeks without contact may be readmitted through student services with approval of the instructor.

APPROVED: 7-1-87
REVISED: 10-25-95
REPEALED: 8-18-06
POLICY:

A high school student, 16 years old or older, may be admitted to appropriate curriculum course(s) tuition free, EXCEPT ADULT HIGH SCHOOL COURSES. Continuing Education courses may be taken by the student, but the appropriate fees will be charged. Students may also enroll tuition free in curriculum courses under cooperative agreements with the public schools. [Ref: (Sect. 23 NCAC 2C.0305) Manual on Cooperative Programs in N.C. High Schools and Colleges, 1993. Between the Lines, April 1993.]

A student under the age of 16 who is determined “intellectually gifted and mature”, may be considered for Dual/Concurrent enrollment. Documented and current APTITUDE AND ACHIEVEMENT test scores are required. Contact the Dean of Student Support Services or Vice President of Student Services for details.

APPLICATION:

Secondary school students who are 16 years of age or older who are recommended by the chief administrative public school official.

PROCEDURES:

Students age 16 and above seeking "Dual Enrollment" may obtain a Petition for Dual Enrollment form from a public school guidance counselor, and complete/submit petition to a college representative.

Students under age 16 and a parent or guardian may obtain appropriate forms and guidelines from the Dean of Student Support Services or the Vice President of Student Services.

The prospective "Dual Enrollment" student must be recommended by the chief administrative public school official and approved by the president of the college or his designee.

RULES:

1. The student must be enrolled in two courses of a 4-course block schedule or 3 courses in other school schedules, and must be making appropriate progress toward grade completion or graduation.
2. The student must meet CCCC admissions and academic requirements for each course requested.
3. The student may enroll to enrich his/her program for personal benefit, or to obtain credits for transfer to a college or university. A Certificate, Diploma, or Degree cannot be awarded to a “non high school graduate”. Credit earned at CCCC may not be transferred for high school CORE course requirements.
4. Developmental courses are not approved for dual/concurrent enrollment.
5. Dually enrolled students may be admitted on a space-available basis and cannot displace adults.

APPROVED: 9-1-93
REVISED: 10-25-95; 12-11-01
Family Educational Rights and Privacy 3.14

POLICY:
The college will adhere to The Family Educational Rights and Privacy Act of 1974 that provides safeguards regarding confidentiality of, and access to, student records.

APPLICATION:
All current and former students

RULES:
Students and former students have the right to review their official records and request a hearing if they challenge the content of these records. Only directory information will be released without the written consent of the student. Directory information includes name, address, academic major, enrollment periods, hours earned, degrees awarded, and awards received. However, a student may request in writing to the Vice President of Student Services that directory information be withheld. The college will not sell mail address lists of any current students, previous students, or graduates.

APPROVED: 7-1-76
REVISED: 10-25-95; 2-14-01

Graduation Requirements 3.15

POLICY:
A student is scholastically eligible for graduation when he has completed all required courses in the respective curriculum with an overall GPA of 2.0, and a 2.0 GPA in the major area of study.

APPLICATION:
All curriculum students

PROCEDURES:
The student must apply for his degree or diploma by the midterm point of the term in which course work is scheduled for completion.

RULES:
Graduation exercises are held annually at the close of the Spring and Summer terms. In compliance with the Student Right To Know and Campus Security Act of 1991, the college graduation rate is available on request from student services.

APPROVED: 7-1-87
REVISED: 10-25-95
Highest Academic Award

POLICY:
The Highest Academic Award in five categories: A.A., A.S., A.A.S., A.G.E., and diploma will be presented to graduates who have the highest academic average. These graduates must have completed 75% of their course work and their last term of study at the college. Only graduates with a minimum grade point average of 3.5 will be eligible to receive this award.

APPLICATION:
All curriculum students

PROCEDURES:
The registrar calculates the grade point average (GPA) for all graduates. Those individuals earning highest academic average honors are recognized at both spring and summer graduations.

APPROVED: 7-1-93
REVISED: 10-25-95, 1-22-97
POLICY:
The college will honor all students who achieve academic excellence.

President's List: Full time curriculum students (minimum of 12 credit hours) who earn a grade point average of 4.0 and have no grade of "I" during the term will be announced as President's List students.

Dean's List: Full time curriculum students (minimum of 12 credit hours) who earn a grade point average of 3.50, have no grade lower than a "C," and have no grade of "I" during the term will be announced as Dean's List students.

Honor Graduates: Students who have earned an overall grade point average of 3.50 on all course work completed at the college will be recognized as Honor Graduates.

Alpha Theta Tau Honor Society: Members must have earned and maintained a grade point average of 3.75 to be a member.

Highest Academic Award: Graduating students having the highest academic average in the five categories of A.A., A.S., A.A.S., A.G.E. and diploma and who have completed 75% of their course work and last term of study at the college will receive this designation. Only students with a minimum grade point average of 3.5 are eligible to receive this award.

APPLICATION:
All curriculum students

RULES:
During Graduation Exercises:
- Honor graduates receiving an Associate degree will wear a gold cord.
- Honor graduates receiving a Diploma will wear a red cord.
- Honor graduates receiving a Certificate will wear a blue cord.
- Alpha Theta Tau graduates will wear a gold "Honor Stole."
- Highest Academic Award winners will be recognized.
Independent Study 3.18

POLICY:
Under extenuating circumstances, a student may enroll in a course through independent study.

APPLICATION:
Approved curriculum students

PROCEDURES:
1. The student must complete the Independent Study form
2. Approval is acquired by obtaining the signatures of the instructor of record, the department chairperson and the appropriate dean.
3. Students enrolling in independent study courses must also complete regular registration procedures.
4. Students are required to schedule periodic conferences with the instructor of record.
5. Course requirements must be completed in the same term as registered.

APPROVED: 7-1-87
REVISED: 10-25-95

International Students 3.19

CCCC is not currently accepting international applicants with F-1 non-immigration student visas.

APPROVED: 7-1-87
REVISED: 10-25-95, 2-22-06
Occupational Extension Course Repetition 3.20

POLICY:
Students who take occupational extension courses more than twice within a five-year period may not be reported for Budget/FTE and will pay the full student cost. This applies to classes starting on or after September 1, 1993.

APPLICATION:
Occupational Extension students

RULES:
The Course Repetition Policy adopted by the State Board of Community Colleges in accordance with Section 102 (a) of Chapter 321 of the 1993 session laws does not apply to fire, rescue, law enforcement and 911 dispatch personnel.

APPROVED: 9-1-93
REVISED: 10-25-95, 01-11-05; February 2009

Registration 3.21

POLICY:
All curriculum students must register at the beginning of each term. All students are expected to register during the time specified on the college calendar. Each returning student is encouraged to pre-register for the subsequent term.

APPLICATION:
All curriculum students.

APPROVED: 7-1-87
REVISED: 10-25-95
Registration Fee Refund - Continuing Education

POLICY:
A refund shall not be made except under the following conditions:

1. For classes that are scheduled to meet four times or less, a 75% refund shall be made upon the request of the student if the student officially withdraws from the class(es) prior to or on the first day of the class(es).
2. For classes that are scheduled to meet five or more times, a 75% refund shall be made upon the request of the student if the student officially withdraws from the class(es) prior to or on the official 20 percent point of the class(es). Requests for refunds will not be considered after the 20 percent point. A refund request must be made by the student prior to or on the 20 percent date to be eligible for the 75% refund.
3. For classes beginning at times other than the beginning of the term, applicable provisions as noted in 23NCAC2D.0200 Subparagraphs (d) (1) and (2) of this rule apply. For contact hour classes, 10 calendar days from the first day of the class(es) is the determination date.
4. At the time of official withdrawal, the college shall notify the student of the right to receive a refund.
5. A pre-registered student who officially withdraws from an extension class(es) prior to the first class session is eligible for a 100% refund of fees for the course.

APPLICATION:
All continuing education students.

APPROVED: 9-1-93
REVISED: 10-25-95; February 2009
Removal of Course Incomplete

POLICY:
Instructors may assign, with discretion, a grade of "I" (Incomplete) to any student who needs additional time to complete course requirements.

APPLICATION:
All curriculum students.

PROCEDURES:
The student must take the initiative to remove the incomplete by the midterm date* of the next regular term as specified in the college calendar. For each grade of "I" (Incomplete), the instructor must complete the Requirements to Remove Incomplete form indicating what the student must do to earn a final grade. The instructor will submit a Grade Change Report form when the student completes requirements. If the student fails to take action as and when prescribed, and/or the instructor fails to turn in a final grade on an Instructor's Grade Change form by the midterm date of the next regular term as specified in the college calendar, a grade of "F" will be assigned by the registrar and computed in the student's cumulative grade point average.

*Incomplete grades given in Basic Law Enforcement Training (BLET) are governed by agency-mandated rules and regulations. In terms of the time period allowed for a grade of incomplete in BLET, the most recent BLET guidelines shall be followed.

RULES:
Unusual and extenuating circumstances may be cause for an extended time to remove an incomplete. These circumstances must be determined by the instructor and student with notification of extended time to the registrar. A student cannot graduate with an "I" on his record if the course is required for graduation.

APPROVED: 7-1-87
REVISED: 10-25-95, 1-22-97, 10-05-04, 2-15-06
Residency Status Appeal

POLICY:
To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his classification as a resident. Every applicant for admission shall be required to make a statement as to his length of residence in the state. The determination of one's status for instate tuition shall be made by the Vice President of Student Services or the Dean of Students. Should the ruling be contrary to the applicant's expectation, he may appeal using prescribed procedures. (Ref. G.S. 116-143.1)

APPLICATION:
All prospective students

PROCEDURES:
Detail procedures must be followed as outlined in The Appeals Procedures for Students Aggrieved by the Decision of the CCCC Classification Officer and/or Residence Status Appeals Committee. This document is located in the offices of the Vice President of Student Services and the Dean of Students.

APPROVED: 7-1-87
REVISED: 10-25-95, 02-22-06
Services to Students with Disabilities 3.25

POLICY:
No individual shall, by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which otherwise qualified. The college may make program adjustments in instructional delivery and may provide supplemental services to enable students with disabilities to participate in activities compatible with their condition and interest.

APPLICATION:
All disabled students

PROCEDURES:
Any student having a disability should contact the assessment and special populations coordinator for consideration of adjustments and/or supplemental services.

APPROVED: 10-25-95, February 2009

Special Credit Student 3.26

POLICY:
Any individual who has submitted an application to the college but has not declared an educational objective will be classified as a Special Credit Student.

APPLICATION:
Curriculum students who have not declared a major.

PROCEDURE:
To be admitted into a curriculum program, the student must complete general and specific admissions procedures.

RULES:
Special credit students are not eligible to receive financial aid or veterans benefits.

APPROVED: 7-1-87
REVISED: 10-25-95, February 2009
Student Activities

POLICY:
It is the policy of the College that the Vice President of Student Services oversees all student activities. Under the supervision of the student activities coordinator, and through the student government association, the College shall attempt to enrich the academic and social growth of the students with a wide range of student activities.

APPLICATIONS:
All curriculum students

PROCEDURE:
The student activity coordinator:
− is responsible for directing and supervising all student activities.
− shall receive and approve requests for all proposed student activities prior to advertising or scheduling the event.
− shall confer with the Vice President of Student Services on all matters concerning student activities and share information on the planned events.

RULES:
Membership and participation in student organizations and activities shall be open to students without regard to Race, Color, National Origin, Religion, Age, Sex and Sexual Orientation, Gender, Family status, Disability status, Veteran status, or any Health or Genetic Information.

APPROVED: 7-1-87
REVISED: 10-25-95; February 2009
POLICY:
Each curriculum student will be assigned an advisor when the application is processed. The advisor is to serve as primary contact with the student for his total academic and extracurricular activities.

APPLICATION:
All curriculum students and advisors

PROCEDURES:
The registrar will assign an advisor to each new student when the application is keyed into the system. Advisors will receive a list of advisees prior to pre-registration. The name of the advisor will be printed on the Registration Receipt form. The student is expected to confer with the advisor (at least twice each term) regarding academic standing, pre-registration, registration, readiness for graduation, or any other area of concern. Referral should be made to Student Services when more involved counseling is needed.

APPROVED: 7-1-76
REVISED: 10-25-95

Faculty Advisor's Role and Procedures

The role of the advisor is to serve as a primary source of contact with the student for his total academic and extracurricular activities while enrolled at Central Carolina Community College.

1. The advisor is expected to confer periodically with each advisee, not less than twice each term, on the advisee’s academic standing and his feelings about general school organization and policies in order that the administration and teaching staff might be more aware of the needs of advisees.

2. The advisor will keep the professional staff of Student Services informed of particular problems that individual students may have who, in their opinion, may benefit from professional counseling.

3. Advisors will be assigned by the Registrar upon the recommendation of the Department Chairperson at the beginning of the student’s enrollment and the students will be informed of their advisor. If a student wishes to change advisors during enrollment, he should confer with the Department chairperson who will report the change to the Registrar.

4. Instructors should be especially sensitive to the need to confer with advisees during the first two or three weeks of the term, after reviewing mid-term grade reports, after final grade reports, and during registration. Advisors should be aware of the academic progress of their advisees and make recommendations concerning course loads and academic assistance if an advisee encounters academic difficulties.
5. Office hours should be scheduled during a time when advisees are free. They should be posted on the office door. Advisees should be advised by other means when possible: meetings, in a course syllabus, letter, etc.

6. Each advisor should have a system to monitor the progress of each advisee toward completing all the courses in their curriculum,

7. The advisor will sign the registration of all advisees.

8. The advisor should remain current on CCCC Advising Manual.
POLICY:
Central Carolina Community College values a philosophy that supports the attainment of education, skills, and competencies integrated with a strong awareness of a workplace ethic of responsibility and commitment to excellence. Regular attendance is required and demonstrates a commitment to educational achievement and good workplace ethics. All work missed during absences must be made up to the satisfaction of the instructor, and failure to make up work may adversely affect the student’s final grade.

APPLICATION:
All curriculum faculty and students

RULES:
1. Students must attend 80% of the total hours of any class in order to receive a passing grade.
2. At the discretion of the instructor, a student who is absent from class more than 20% of required class meetings may be dropped from the class roster.
3. Students withdrawn for missing more than 20% of the class meetings before the last day to drop a course will receive a grade of “W.” Students withdrawn after the last day to drop a course will be assigned a grade of “WF.”
4. Making up absences is at the discretion of the instructor or may be guided by internal policies determined by individual departments or programs when necessary to comply with guidelines prescribed by accrediting or licensing agencies. Allied Health, BLET, Cosmetology, Esthetics, and Barbering are examples of such programs and courses where external agency requirements may influence attendance guidelines.
5. At the discretion of the instructor, a student may be referred to Student Services for counseling relative to absenteeism. The visit must be documented prior to reentry to the class.
6. In all cases, instructors are required to maintain accurate attendance records. Absences due to late registration shall be counted as regular absences. If a student has been in attendance prior to the 10% census date but has been absent, the instructor should not initiate student withdrawals except for students who have never attended class. Otherwise, students should be withdrawn once they exceed the 20% absence limit.
7. When the instructor decides to withdraw a student, the instructor must process the student withdrawal using appropriate forms within 10 working days of the student exceeding the 20% absence limit.
8. A student may be suspended from a course for disciplinary reasons at any point during a course.
9. If a student wishes to appeal an instructor’s decision to withdraw him or her for absences, the student should consult the instructor’s immediate supervisor. Further appeals should be made to the next ranking official up to the Executive Vice President of Instruction. The official to whom the appeal is made may reverse the withdrawal. The decision of the Executive Vice President of Instruction is final.
10. Disciplinary withdrawals may be appealed through the procedures outlined under Students Rights (Disciplinary Procedures).
Note: A grade of “W” may adversely affect third-party payments (e.g., financial aid, VA benefits).

APPROVED: 7-1-76
REVISED: 10-25-95, 1-22-97, 11-11-04, 02-22-06, 8-18-06
Student Course Load/Prerequisites

POLICY:
Students enrolled for 12 or more semester credit hours during the fall and spring semesters are designated as full-time students. Normally, the course load range is from 16 - 19 semester hours.

Students may take no more than 18 semester credit hours without special permission of their advisor and the Vice President of Student Services or the Dean of Students. Students will not be permitted to register for more than 22 semester credit hours.

Students enrolled for 6 or more semester credit hours during the summer term are designated as full-time students. Students may take no more than 12 semester credit hours without special permission of their advisor and the Vice President of Student Services or the Dean of Students. Students will not be permitted to register for more than 14 semester credit hours during the summer term.

APPLICATION:
All full-time and part-time students.

RULES:
1. Students experiencing academic difficulty will be advised to register for a reduced course load.
2. Employed students may be advised to take a reduced course load contingent upon their academic standing.
3. Under certain circumstances an instructor, with the approval of the department chairperson, may waive a course prerequisite for a student. The instructor and the department chairperson must note and initial the Registration Receipt form indicating that a particular course prerequisite has been waived.

APPROVED: 7-1-87
REVISED: 10-25-95, 2-22-2006, February 2009
Student Housing 3.31

POLICY:
The college does not operate dormitory facilities nor does it assume responsibility for student housing. Lists of available housing will be provided to students on a nondiscriminatory basis. Payment for such facilities is the responsibility of the student, and must be made directly to the landlord.

APPLICATION:
All applicants and students

RULES:
All inquiries regarding housing are handled by the secretary/receptionist in the Student Services lobby.

APPROVED: 7-1-76
REVISED: 10-25-95

Student Insurance 3.32

POLICY:
A group policy providing accident insurance protection is maintained by the college and all curriculum students will be covered. The cost of accident insurance to the student is included in the student fee. All nursing students must have malpractice insurance.

APPLICATION:
All students

APPROVED: 7-1-76
REVISED: 10-25-95, 2-22-06, February 2009
Student Orientation

3.33

POLICY:
All new students are expected to participate in an orientation program conducted by the administration, student services, the faculty, and the Student Government Association.

APPLICATION:
All incoming first time students

PROCEDURES:
1. Notification of orientation is sent to incoming freshmen, giving time and location.
2. Upon arrival, students are directed to the orientation site.
3. Students receive orientation to all phases of the college.

RULES:
The purpose of this orientation is to acquaint students with administrative personnel, faculty, student leaders, and available services. Regulations, policies and privileges of the college as set forth in the catalog are discussed and interpreted.

APPROVED: 7-1-76
REVISED: 10-25-95
Curriculum Student Records/Retention  3.34

POLICY:
A student's official transcript is considered his permanent record and is maintained in the college's computer system. A microfilmed copy is stored in the NC Department of Archives and in a fire proof cabinet in the college registrar's office. A student's enrollment record file shall contain an application for admission, high school/applicable college transcripts, placement tests scores, a student educational plan and applicable correspondence.

APPLICATION:
All curriculum students

PROCEDURES:
1. Upon enrollment the student's enrollment record file is set up in the registrar's office to receive and retain the items outlined in the policy.
2. After all grades are keyed for the spring semester, the transcripts of students enrolled during the past year are microfilmed and forwarded to the NC Department of Archives for filing. A microfilm copy is filed in a fire proof cabinet in the office of the college registrar.
3. If a student does not re-enroll within five (5) years, the student's hard file is destroyed.

APPROVED: 7-1-87
REVISED: 10-25-95

Continuing Education Student Records/Retention  3.34.1

POLICY:
A student's official transcript is considered his permanent record and is maintained either in the college's computer system or on microfilm. The records were converted to computer/microfilm in 1984, prior to that time records were kept on hard copy. A microfilm copy is also stored in the NC Department of Archives in Raleigh. A student's enrollment record file shall contain registration data information, high school transcripts, placement test scores, measures of progress and achievement and other information required for federal and state reports.

APPLICATION:
All continuing education students.

PROCEDURES:
1. Upon enrollment the student's master file is established in the college computer system to receive and retain the aforementioned items.
2. At the completion of each course, the students records are updated based on information provided by the instructors.
3. A copy of the computer records are stored in a fire proof vault in the business office.
4. As continuing education is based on lifelong learning, students' records are maintained on an on going basis.

APPROVED: 1-2-97
I. Preamble

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. When a student's violation of the law adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

II. Student Rights

A. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the college. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

B. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscrimination rules and regulations regarding time, place, and manner. Freedom of expression must conform to generally recognized community standards of decency and morality.

C. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and college officers.

D. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the college. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. Only directory information will be released without the written consent of the student. Directory information includes name, address, academic major, enrollment periods, degrees awarded and awards received. However, a student may request in writing to the Vice President of Student Services that directory information be withheld. The college will not sell mail address lists of any current, students, previous students, or graduates.

E. No disciplinary actions other than temporary removal from class or an activity may be imposed upon any student without due process (see Section IV, A.). Due process procedures are established to guarantee a student accused of a student code of conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

F. Grade Appeal - Students have the right to appeal an assigned final course grade within fifteen (15) working days after the postmarked date of the grade. Students must follow the student grievance procedure outlined under VI. Student Grievance Procedure and VII. Appeals Procedure.
III. Student Code of Conduct

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct is a clear and substantial disruption or clearly threatens to create a substantial disruption to the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

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 in their academic pursuits.

The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in section V. This code should not be considered an exclusive list of acceptable and unacceptable behavior.

A. Academic Dishonesty -- Central Carolina Community College expects every student to be committed to honesty and academic integrity. To ensure that all students understand CCCC’s expectations, specific examples of cheating and plagiarism, two common forms of dishonesty, are outlined below. The lists are representative, but not all inclusive, of various types of academic dishonesty.

Cheating includes copying tests, assignments, projects, presentations, and similar work; submitting work that was previously submitted in another course or at another institution without instructor approval; changing grades without the instructor’s knowledge; using unapproved sources (print, electronic, or web materials, etc.) during test; receiving and giving assistance with tests or other assignments without instructor approval; any action which misrepresents or defrauds. Plagiarism includes representing others’ work (paper, tests, assignment, projects, etc.) in any form, print, electronic, web, etc., as your own, not giving credit to work created or composed by another author (refer to The Publication Manual of the American Psychological Association, the MLA Handbook for Writers of Research Papers, or other approved style guide); Submitting a purchased paper, project, or presentation as your own original work. In regard to other academic dishonesty, violations include allowing others to copy your work, providing your work to others for submission as their own, lying to improve your grade or others’ grades, changing a graded work and submitting it for regrading, stealing or destroying others’ work, collaborating on work without instructor approval, impersonating another and taking their examination. If a student commits an act of academic dishonesty, the consequences may include one or more of the following at the discretion of CCCC: receive a zero grade on that assignment, receive an “F” in that course, Be suspended or expelled from the college.

B. 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 which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
C. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or supervised functions off campus or in college-owned vehicles. Possession, use, or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions. Furthermore, no one with the smell of alcohol on him, or whose observable behavior leads a college official to believe he is under the influence of alcohol or other drugs, will be allowed at the college or any college activity.

D. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous or offensive material.

E. Mental, physical, or verbal abuse of any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice. Personal combat will not be tolerated.

F. Any act, comment, or behavior which is of sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile or offensive environment.

G. 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.

H. 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. In addition to usual disciplinary measures, violation of this rule will result in revocation of all scholarships and grants.

I. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which 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.

J. Possession or use of a firearm, incendiary device, explosive or any weapon, except in connection with a college-approved activity. This also includes unauthorized use of any instrument capable of inflicting serious bodily injury to any person.

K. 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.

L. Illegal gambling.

M. Eating or drinking beverages in classrooms, shops and labs or other unauthorized areas.

N. Vehicles must be parked in designated areas. Vehicles will be operated safely, moderately and courteously. The speed limit on all campuses in 15 MPH. Vehicles must be registered with the Business Office (Lee County Campus) or the front office (Chatham and Harnett County Campuses) at the first occasion they are used on campus grounds. No fee is required to register vehicles. Violators of traffic and parking regulations are subject to a fine for each violation. Student records may be withheld until fines are paid.

O. Forgery, alteration, or misuse of college documents, records or instruments of identification with intent to deceive.

P. Failure to comply with instruction of college officials acting in performance of their duties.
Q. Violation of the terms of disciplinary probation or any college regulation during the period of probation.

R. 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.

S. Violation of local, state, or federal criminal law on college premises or while attending college activities.

T. Students are expected to dress appropriately for the occasion. This includes covering the torso and wearing shoes or sandals. Lewd, indecent, or offensive wording on clothing will not be tolerated.

U. Students are not to bring children to the campus while attending classes or other activities or using the library. Children should not be left unattended in cars while parents attend class or campus business.

V. Curriculum students are permitted to carry pagers and cellular phones on their persons provided that they comply with all of the following provisions:
   1. Pagers must be set on the "vibrate" mode or turned off during class time. Cellular phones must be turned off completely during class time.
   2. Students will not exit class to respond to messages or calls. If it is an emergency situation, students must notify their instructor prior to exiting class.
   3. If a student's pager or cellular phone emits an audible sound, the student will be asked to remove the pager or cellular phone from class.
   4. College personnel shall retain the right to remove persons or pagers that become disruptive to the learning process.

All students choosing to carry pagers or cellular phones must abide by the policy as outlined above or face disciplinary measures from the College.

IV. Disciplinary Procedures

A. Immediate Suspension
   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 students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the students fail to cease and desist, the instructor or administrative officers may then suspend them from the class, the activity or the college until a resolution of the matter can be made.

   The instructor or administrative officer invoking such suspension shall notify the Executive Vice President of Instruction in writing of the individuals involved and the nature of the infraction as soon as possible but no more than two days following the incident. The Executive Vice President of Instruction shall resolve the matter in a timely fashion utilizing the steps outlined below in section IV, C.

B. Responsibility for Implementation
   The Vice President of Student Services is responsible for implementing student discipline procedures (Throughout this code, “VP of Student Services” refers to the Vice President of Student Services).

C. Disciplinary Procedures
   In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:
1. Charges: Any administrative official, faculty member, staff member or student may file charges with the VP of Student Services against any student or student organization for violations of college regulations. The individual(s) making the charge must notify the VP of Student Services in writing stating:
   a. Name of the student(s) involved,
   b. the alleged violation of the specific code of conduct,
   c. the time, place, and date of the incident, and
   d. names of person(s) directly involved or witnesses to the infraction(s),
   e. any action taken that related to the matter,
   f. desired solution(s).

2. Investigation and Decision: Within 5 working days after the charge is filed, the VP of Student Services shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the VP of Student Services may act as follows:
   a. drop the charges.
   b. impose a sanction consistent with those shown in Section V.
   c. refer the student to a college officer or community agency for services.

3. Notification: The decision of the VP of Student Services shall be presented to the student in writing following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the VP of Student Services or where the student refuses to cooperate, the VP of Student Services shall send a certified letter to the student's last known address providing the student with a list of the charges, the VP of Student Services decision, and instructions governing the appeal process (Section VII).

V. Sanctions
A. Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
B. General Probation: An individual may be placed on general probation when involved in a minor disciplinary offense; general probation has two (2) important implications: the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if he/she errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.
C. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community and/or access to specified college facilities. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility within the college or with a student organization, publication, or activity. This probation will be in effect for not less than two (2) terms. Any violation of restrictive probation may result in immediate SUSPENSION.
D. Restitution: Paying for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.
E. Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
F. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
G. Withholding transcript, diploma, or right to register: Imposed when financial obligations are not met.

H. Suspension: Exclusion from the college and all activities of the college for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the VP of Student Services before returning to campus.

I. Expulsion: Dismissing a student from the college and all activities of the college for an indefinite period. The student loses his/her student status. The student may be readmitted to the college only with the approval of the President. NOTE: A student who poses a serious risk of imminent harm i.e., threat of a violent act against students/or staff, will be expelled immediately.

J. Group Probation: This is 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 charter may be revoked or activities restricted.

K. Group Restriction: Removing college recognition during the term in which the offense occurred or for a longer period (usually not more than one other term). While under restriction the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.

L. Group Charter Revocation: Removal of college recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the President.

VI. Student Grievance Procedure
A. Purpose:
   The purpose of the student grievance procedure is to provide a system to channel student complaints against a college employee. Such complaints include academic grades, alleged discrimination and alleged harassment.

B. Procedures:
   1. First the student must go to the instructor or staff member with whom the problem originated and attempt to resolve the problem at this level. If the grievance is related to an academic grade, the student must follow the steps outlined in the Grade Appeal Form as indicated in VIII. Appeals Procedure – Grade Appeal. In extreme cases such as alleged sexual harassment, the student may go directly to the VP of Student Services or any other college official with whom the student feels comfortable.
   2. If the grievance related to discrimination or harassment is not resolved in step one, the student may appeal to the department chair or the dean responsible for the student's curriculum. The department chair or dean will attempt to resolve the conflict.
   3. If the grievance related to discrimination or harassment is not resolved in step two, the student may appeal to the responsible Vice President who will attempt to resolve the conflict.

VII. Appeals Procedure
   A student who disagrees with the decision of the VP of Student Services may request a hearing before the Judicial Committee. This request must be submitted in writing to the VP of
Student Services within six (6) working days after the receipt of the VP of Student Services decision. The VP of Student Services shall refer the matter to the Judicial Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student or college employee against whom the charge has been filed, and the relevant facts revealed by the VP of Student Services’ investigation.

A. Committee Composition
Membership of the Judicial Committee shall be composed of the following:
1. Three faculty or staff members appointed by the Vice President of Instruction of the college.
2. Three student members who are unfamiliar with the student or the complaint, appointed by the Student Activities Coordinator. New students may be selected for each hearing.
3. A college faculty or staff member appointed by the President to serve as committee chairperson, who will vote only in case of a tie. A new chairperson may be appointed for each hearing.
4. The Student Activities Coordinator is an ex officio nonvoting member serving as an impartial observer and to insure that the student's rights are protected.
Note: At least two faculty/staff members and two students plus the chairperson must be present in order for the committee to conduct business.

B. Procedures for Hearings Before the Judicial Committee
1. Procedural Responsibilities for the VP of Student Services include the following: The Judicial Committee must meet within ten (10) working days of receipt of a request for a hearing, unless the student (the defendant) requests additional time (not to exceed five (5) days). At least two (2) working days prior to the date set for the hearing, the VP of Student Services shall send a certified letter to the student's last known address providing the student with the following information:
   a. A restatement of the charge or charges.
   b. The time and place of the hearing.
   c. A statement of the student's basic procedural rights.
2. Basic procedural rights of students include the following:
   a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. If the student opts to bring counsel, the student must inform the VP of Student Services of this intention when the request for the hearing is filed. If the student brings counsel to the hearing without so informing the VP of Student Services, the committee chairperson will give the student the option of proceeding without counsel or postponing the hearing for five (5) working days.
   b. The right to request that the committee chairperson disqualify any member of the committee for prejudice or bias. If a member is disqualified the committee must still have five members (see note below VII. A.4.) to conduct business. Additionally, if a faculty or staff member is the defendant, the faculty or staff member also has the right to request that a committee member be disqualified for prejudice or bias.
   c. The right to present evidence (including witnesses).
   d. The right to face the person(s) bringing the charge(s).
e. The right to hear witnesses on behalf of the person bringing the charges.
f. The right to testify or to refuse to testify without such refusal being detrimental to the student.
g. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within ten (10) working days of the completion of the hearing.

3. The Conduct of the Committee Hearings
   a. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
      1) The student. (Absence of the student will result in adjournment of the hearing and no further action will be taken.)
      2) The faculty or staff member bringing the charge against the student or being accused by the student.
      3) Counsels (see VII.B.2.a. The Right to Counsel).
      4) Witnesses who shall:
         (a.) Give testimony singularly and in the absence of other witnesses.
         (b.) Leave the committee meeting room immediately after completion of the testimony.
   b. The hearing will be tape recorded. Tapes will become the property of the Committee, and the President will determine access to them. All tapes will be filed in the vault in the college business office and kept for three (3) years. The VP of Student Services will keep copies of all correspondence and rulings surrounding the hearing for three (3) years.
   c. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
   d. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
   e. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions, if applicable.
   f. Decisions of the Committee shall be made by majority vote.
   g. Within four (4) working days after the decision of the Committee, the VP of Student Services shall send a certified letter to the student's last known address providing the student with the Committee's decision.

C. Appeal to the President
A student who refuses to accept the findings of the Committee may appeal in writing to the President within 10 working days after receipt of the Committee's decision. The President shall have the authority to:
1. Review the findings of the proceedings of the Committee.
2. Hear from the student, the VP of Student Services and the members of the Committee before ruling on an appeal.
3. Approve, modify, or overturn the decision of the Committee.
4. Inform the student in writing of the final decision within ten (10) working days of the receipt of the appeal.
VIII. Appeals Procedure – Grade Appeal

A. Purpose:

The purpose of the grade appeal procedure is to provide a system to address student complaints regarding grades awarded for specific assignments and/or courses.

B. Procedures:

1. The student initiates the appeal of an individual grade or course grade by completing the biographical and descriptive information prompted on the first page of the Grade Appeal Form. The student then submits the completed form to the instructor of the class in which the grade was assigned.

2. The instructor reviews the description of the problem and any related supporting evidence documented on the form by the student and then renders a decision to either uphold or amend the grade. The instructor records information related to the decision on the form and reports this information to the student. Based on the instructor’s decision, the student indicates on the form whether to accept the instructor’s decision or to continue the appeal process.

3. If the student wishes to continue the appeal process, then the student has the right to appeal the instructor’s decision to the appropriate supervising department chair who will, in turn, respond with a decision to uphold the original grade or to overturn the instructor’s decision. If, after completing this step, the student feels that the issue is still unresolved, then the student has the right to appeal the department chair’s decision to the appropriate supervising academic dean who will respond with a decision to uphold the original grade or to overturn the department chair’s decision. If the issue is still unresolved, the student may continue the appeal process based on the time frames and sequence specified on the Grade Appeal Form.

REVISED: 02-23-06; February 2009
Diagram of Student Due Process Procedure

Incident/Infraction Occurs
↓
College Official May Suspend Immediately
↓
Notify VP of Student Services
   (Within 2 Days*)
↓
VP of Student Services Investigates and Informs Student in Writing of Decision
   (Within 10 Days*)
↓
Student May Appeal in Writing to Judicial Committee
   (Within 6 Days*)
↓
VP of Student Services Informs Student of Hearing
   (Within 6 Days*)
↓
Judicial Committee Hearing
   (Within 10 Days*)
↓
Decision Sent to Student
   (Within 4 Days*)
↓
Student May Appeal to President
   (Within 10 Days*)
↓
President Informs Student in Writing of Decision
   (Within 10 Days*)

*Working days, not calendar days
Students Role in Decision-Making

POLICY:
The student body shall have representation in institutional decision-making.

APPLICATION:
All students

PROCEDURE:
1. The student body annually elects officers and representatives to the student government association (SGA).
2. The president of the SGA serves as an ex-officio member on the board of trustees and on the Student and Academic Support Services Committee (a subcommittee of the board of trustees).
3. The SGA president may bring concerns of the student body to the Student and Academic Support Services Committee for consideration by the board of trustees.
4. The SGA president shares the board decision with the student body through the SGA.

APPROVED: 10-25-95
POLICY:
A student may request, in writing, that an official copy of his transcript be sent to another institution, an agency, or employer.

A student may request an unofficial transcript for personal use. Curriculum transcripts will be obtained from the office of the registrar. Noncredit transcripts will be obtained from the Lee County Office of Continuing Education.

APPLICATION:
All students and graduates

RULES:
1. The request can be a signed letter or the appropriate request form.
2. An official transcript is one that has been signed by the designated college employee and bears the seal of the college.
3. The college cannot release transcripts (originals or copies) received from other educational institutions.
4. All transcripts are issued with no charge.
5. In accordance with the Family Educational Rights and Privacy Act of 1974, only Directory Information will be released without the written consent of the student. Such information may be released at the discretion of the Vice President of Student Services.
6. Directory Information includes name, address, academic major, enrollment periods, hours earned, degrees awarded, and awards received. However, a student may request in writing to the Vice President of Student Services that directory information be withheld. Such requests will be honored.

APPROVED: 10-25-95

Revised: 2-28-01, 10-05-04
Tuition and Fees

POLICY:
The tuition rate is set by the North Carolina General Assembly and the State Board of Community Colleges and is subject to change. Student activity fees are set by the Board of Trustees within limitation set by the North Carolina General Assembly.

Student Activity Fees
1. Students registering for six (6) or less hours on campus during the fall and spring terms will pay $9.00 per semester.
2. Students registering for seven (7) or more credit hours on campus during the fall and spring terms will pay $18.00 per semester.
3. Students registering for the summer term will pay a one-time fee of $2.00.

Computer Use and Technology Fee
The computer use and technology fee is used to support the procurement, operations, and repair of computer and other instructional technology, including supplies and materials that support technology. Curriculum students enrolled in 12 or more credit hours will be charged $16 per term. Curriculum students enrolled in fewer than 12 credit hours will be charged $8 per term. Occupational extension students will be charged $5 per fiscal year.

Distance Education Fee
A $15 distance education fee will be charged for each course taken via distance education (i.e., cassette, online, and multi-format). This fee is nonrefundable.

Graduation Fee:
A $25.00 graduation fee will be charged to students who participate in graduation exercises. A $10.00 fee will be charged to graduates who do not participate in graduation exercises.

RULES:
1. Persons 65 years of age or over are exempt from tuition and fees.
2. Students attending under the Huskins and Concurrent Enrollment bills are exempt from tuition and fees.
3. Student activity fees will be charged for the Fall, Spring and Summer terms.
4. Tuition must be paid prior to attending class.
5. Graduation fees are used to cover cost for a degree, diploma, certificate, cap, gown, honorarium, flower, etc.
6. Fee exemption does not apply to specific course fees and exam registration fees.

APPROVED: 9-1-92
REVISED: 10-25-95, 8-8-01, 4-26-06
POLICY:
The college operates on a required-subject grade point system in curriculum areas. All subjects must be completed with satisfactory grades if the student is to be awarded a certificate of completion, diploma or degree. This grade system is followed for all subjects in curriculum areas.

APPLICATIONS:
All curriculum instructors and students

PROCEDURES:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Equivalent</th>
<th>Rating</th>
<th>Quality Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>59 &amp; under</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrew</td>
<td>0</td>
</tr>
<tr>
<td>WF</td>
<td></td>
<td>Withdrawal/Failing</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td></td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>P/F</td>
<td></td>
<td>Pass/Fail</td>
<td>0</td>
</tr>
<tr>
<td>CE</td>
<td></td>
<td>Credit by Exam</td>
<td>0</td>
</tr>
<tr>
<td>*(Grade)</td>
<td>applicable</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>EL</td>
<td></td>
<td>Learning by Experience</td>
<td>0</td>
</tr>
</tbody>
</table>

RULES:
1. A cumulative grade point average is maintained which includes all courses taken. If a course is retaken, only the highest grade will be averaged in the cumulative grade point average; however, both grades will be recorded on the transcript.
2. The instructors will not post end-of-term course grades without the written permission of students.

APPROVED: 7-1-76
REVISED: 10-25-95, 1-22-97, 10-22-04, 02-23-06. August 2013
Withdrawal/Readmission

POLICY:
A student who wishes to withdraw from the college or from a curriculum course should complete an official withdrawal form. The student's advisor is required to sign the withdrawal form to protect the student's scholastic standing, his rights to re-enroll and his transfer credit. When a student withdraws from the college, he may apply for readmission at the beginning of the subsequent term for which he is eligible. A student who is dismissed for unsatisfactory progress may be readmitted with the approval of the department chairperson, counselor, and the director of admissions or Vice President of Student Services. A student re-entering must do so under the provisions of the catalog in force at the time of re-entry.

APPLICATION:
Any curriculum student

PROCEDURES:
Students should:
1. Acquire and complete the withdrawal form
2. Acquire the necessary signature(s), and
3. Submit the completed form to student services.

RULES:
The date of official withdrawal can affect the final grade of the course:
1. A student may withdraw within the first 12 weeks of the semester and receive a "W." After the 12 week point, as specified in the college calendar, withdrawal from a class results in a final grade of "WF."
2. All courses dropped after the first 12 weeks will be dropped with a "WF" except in the case of medical withdrawal from the college. A medical withdrawal must be documented and filed with the registrar before the end of the term. A grade of "WF" is treated as an "F" and affects the grade point average.

APPROVED: 7-1-76
REVISED: 10-25-95, 1-22-97, 02-23-06
Student Financial Assistance

CCCC administers several types of financial aid to students who qualify after completing a Free Application for Federal Student Aid (FAFSA). Financial assistance may be awarded in the form of a scholarship, grant, part-time employment, or any combination. Scholarships and grants do not have to be repaid. Part-time employment permits students to participate in the campus work-study program to earn a part of their educational expenses. Students must make satisfactory progress in their course of study. Information may also be obtained regarding outside loan sources.

Students who anticipate the need for financial assistance should apply early. New applications are available each January. Financial aid awards are made on a first-come, first-serve basis with respect to the financial need of the applicant. In awarding aid, all returning aid recipients are given first priority. All applicants who have a completed application on file by March 31 for the Fall Term are first considered. After March 31, all applications are considered on a first-come, first-serve basis until funds are exhausted. Central Carolina Community College complies with all federal requirements prohibiting discrimination on the basis of Race, Color, National Origin, Religion, Age, Sex and Sexual Orientation, Gender, Family status, Disability status, Veteran status, or on the basis of any Health or Genetic Information.

TYPES OF STUDENT AID

<table>
<thead>
<tr>
<th>Federal Pell Grant</th>
<th>Federal SEOG</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC Student Incentive Grant</td>
<td>Scholarships</td>
</tr>
<tr>
<td>Federal Work-Study Program</td>
<td></td>
</tr>
</tbody>
</table>

GENERAL INFORMATION

Financial assistance is granted on a yearly basis. Students applying for financial aid must be accepted in a degree program before receiving any aid. Students and their families are expected to assume primary responsibility for financing a college education. When all needs cannot be met by the family, CCCC will assist students through its financial aid programs if possible. Once a financial aid award is made, students must maintain satisfactory progress each term. The “Satisfactory Academic Progress Requirements for Financial Aid Recipients” handout is given to students with their award letter packet.

STEPS TO FINANCIAL ASSISTANCE

1. Complete a Free Application for Federal Student Aid (FAFSA) to begin the financial aid process (this can be on the paper application or on line at: www.fafsa.ed.gov).
2. Apply for admission to the College and be accepted in a degree program.
3. Turn in the results of the financial aid application along with all requested information to the Financial Aid Office (extensions 7392, 7229, 7235, 7341).
4. Register for classes, enroll, and attend classes.

VA Educational Benefits

VA educational benefits are paid out monthly to enrolled eligible veterans, reserve component service members, and dependents of disabled veterans. These students process their VA application for benefits through the College’s Veterans Affairs Office. They are required to identify to VA the degree they are pursuing because payment will only be made for the courses required for that degree. All policies and procedures pertaining to non-VA benefit recipient students will also apply to students receiving VA educational benefits.
Prerequisite/Corequisite Waiver Policy

Policy:
Prerequisites and corequisites serve as safeguards to successful course and program completion in that they ensure proper knowledge and background for higher level courses. In the case of corequisites, the goal is to ensure a proper educational experience when two courses depend upon one another for coherence and knowledge application. In rare cases, prerequisites or corequisites may be waived upon review and recommendation by the department chair to the dean or provost and in consultation with the chief academic officer. Permissible reasons for waiver of local prerequisites (course taken prior to another course)/corequisites (course taken at the same time or prior to another course) are limited to the following:

- Grade of at least “C” in a course judged of similar or higher-level content to that of either the prerequisite/corequisite or the requested course;
- Demonstrated competency in the content of the prerequisite/corequisite obtained through professional application. In this case, the student must request credit by experience;
- Students who have life experiences that are deemed equivalent to or supersede the prerequisite or corequisite; a formal review of course level outcomes would occur and be maintained in the student’s records;
- Students who successfully transfer in a course that has a prerequisite or corequisite (example, a student transferring in with the local prerequisite of RDG 090 would not have to take RDG 090);
- Satisfactory completion of proficiency exams administered by CCCC, when such exams are available;
- Student enrolled in another course deemed suitable to satisfy the corequisite;
- Student engaged in a job experience during the duration of the course that would provide a similar purpose of the corequisite;
- Students with an associate or higher level degree who enroll in beginning college level courses (e.g. ENG 111; PSY 150);
- For visiting students, written documentation from their college/university to enroll in a specified course that has a prerequisite.

APPLICATION:
All full and part-time curriculum students

Procedure:
1. The request to waive a prerequisite/corequisite course should be directed to the department chair overseeing the course, who, if the request is recommended, shall complete the proper form and present it to the division dean or provost for review. If the dean or provost is in agreement with the chair, the signed form will then be presented to the chief academic officer for review and approval.
2. The Prerequisite/Corequisite Waiver form must be used.

Approved: 7-27-05
Registration in Courses Unique to a Concentration

Policy:
Students from other programs may register for courses listed as “unique to the approved concentration.”

Note: Courses taken outside of a student’s declared program may not be eligible for some forms of financial aid – particularly aid from federal sources.

APPLICATION:
All full and part-time curriculum students.

Rules:
1. Students not coded to the program but who wish to register for a course unique to a concentration must have the permission of the appropriate dean, provost, or chief academic officer. (A note and appropriate signature on the student’s registration form shall serve as sufficient documentation.)
2. Students must meet all prerequisites/corequisites.
3. Students coded to the concentration program shall have priority over students not coded to the program when registering for courses unique to that particular concentration.
4. Courses listed as “restricted” (as identified in the fourth sentence in its course description in the Common Course Library) are ineligible for college discretion. Therefore, only students enrolled in approved programs may register for courses listed as “restricted.”

Approved: 2-13-08
Credit Hour Policy

POLICY:

CCCC follows the requirements of the North Carolina State Board of Community Colleges in awarding curriculum credit hours for instruction. The amount of credit hours awarded for each course at CCCC is determined by the North Carolina Community College System and listed in the Combined Course Library. Instruction is delivered using a variety of formats, including traditional and online methods or a combination of both. Courses may utilize classroom instruction or laboratory, clinical, cooperative or technology-assisted educational experiences. Students are responsible for successfully completing instructional experiences inside and outside class as outlined in their course syllabus in order to earn credit for the course. For every one hour of instruction, students may expect to spend two hours outside of class reading, studying, completing assignments, practicing skills and/or learning independently.

Credit hours per course are determined as follows:

(a) Credit of one semester hour is awarded for each 16 hours of "class work." Class work is lecture and other classroom instruction. Class work is under the supervision of an instructor.
(b) Credit of one semester hour is awarded for each 32 hours of "experiential laboratory work." Experiential laboratory work means instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application.
(c) Credit of one semester hour is awarded for each 48 hours of "faculty directed laboratory work." Faculty directed laboratory involves structured and coordinated demonstration by an instructor with immediate student application.
(d) Credit of one semester hour is awarded for each 48 hours of "clinical practice." Clinical practice is a structured, faculty-directed learning experience in a health sciences program which develops job proficiency. Clinical practice requires significant preparation, coordination, and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program.
(e) Credit of one semester hour is awarded for each 160 hours of "work experience" such as cooperative education, practicums, and internships. Work experience involves the development of job skills by providing the student with employment that is directly related to, and coordinated with, the educational program. Student activity in work experience is planned and coordinated by a college representative, and the employer is responsible for the control and supervision of the student on the job.

Following commonly accepted practice in higher education and as required by the North Carolina State Board of Community Colleges, CCCC provides a minimum of 50 minutes of instruction for each scheduled class hour. Some educational programs are mandated by state licensing boards or certification examinations to provide a specific number of hours of instruction. In such cases, CCCC ensures that this minimum number of instructional hours is included in the required credit hours for the program.
Academic programs and courses offered online follow the regulations listed above and have the same semester credit hours and student learning outcomes as the equivalent program or course as offered in traditional, seated environment or hybrid format.

APPLICATIONS:
   All curriculum students

APPROVED: October 2012
POLICY:

It shall be the responsibility of the CCCC Libraries to identify, inventory, and maintain all audiovisual equipment. Upon request of department chairpersons, the Media Librarian will assign available audiovisual equipment to specific classrooms, departments and locations for long-term use. All audiovisual equipment not permanently assigned to specific departments or locations shall be reserved, checked out, and returned through the CCCC libraries. Money to purchase new equipment is allocated to departments as part of the annual equipment budget request.

RULES:
1. When possible, equipment shall be located within specific departments and/or classrooms.
2. Equipment is not to be removed from the assigned location.
3. It is the responsibility of faculty and staff to report, to the library, the unauthorized removal of equipment.
4. Malfunctions of equipment should be reported to the library immediately so that repair or replacement can be arranged.
5. Equipment assigned to the departments and not used, at least weekly, should be returned to the library.
6. A library card, which can be kept on file, is needed for equipment checkout. Only faculty and staff may sign out and pick up equipment other than audio cassette players and Polaroid cameras. Also, students may not pick up equipment for instructors unless the instructor has made prior arrangements with the Media Librarian.
7. Equipment checked out by students is limited to cassette players and Polaroid cameras for class assignment use. A valid library card is required of students and staff to check out equipment.
8. Checkout for personal use is prohibited.
9. Loans of equipment exceeding three weeks must be approved by the Media Librarian or the Dean of Library Services.
10. Library Services reserves the right to require immediate return of loaned equipment, should a need arise.
11. Off-campus use of equipment for events which are not sponsored by the college or related to college activities is prohibited.

[Note: More details concerning audiovisual equipment are provided under general Library Information.]

APPROVED: 10-25-95
REVISED: 1-01-05
Challenged Library Materials 4.02

POLICY:
Should library materials be challenged, the freedom to read and the right to access materials will be defended.

APPLICATION:
All library patrons

PROCEDURES:
If a complaint is made, the procedures are as follows:
1. The person with the complaint will be asked to file written objections by completing the Request for Reconsideration of Media form available at the circulation desk.
2. The President, Vice President of Student Services, and the Library Committee will be notified of the complaint.
3. The challenged items will be secured for reconsideration by the Library Committee. If the complaint is upheld by the committee, the materials will be withdrawn from circulation. If the committee rejects the complaint, the material will remain in circulation.
4. The committee decision will be conveyed to the complainant, the President and Vice President of Student Services.
5. The decision on the complaint may be appealed to the college President and the Board of Trustees.

APPROVED: 7-1-87
REVISED: 10-25-95, 1-01-05

Evaluation of Library Services and Resources 4.03

The library staff recognizes the importance of providing an opportunity for library users to express their opinions about all aspects of the library services, resources, staff, and facilities. Library evaluation surveys are part of the Student Satisfaction Survey of Currently Enrolled Students and the Faculty and Staff Evaluation Survey. In addition, point-of-use surveys are available in each library for customer comments.

Results of the surveys have proven very beneficial in determining what users like about the library and what changes need to be made. The survey responses are compiled by the research officer to insure anonymity. The results are distributed to the administrators, the professional librarians, the staff members for each campus, and the Library. Strengths and weaknesses are identified and discussed resulting in the development of a plan to answer the needs expressed in the survey.
POLICY:

Interlibrary loan services are offered to all students, faculty, staff, and community patrons who need additional resources other than those found in the three campus libraries. Services are provided through the Loan Policy of the CCLINC Consortium (Copy available at the circulation desk) or through the OCLC interlibrary loan service. Loan periods are determined by the lending library and renewals may or may not be granted. The service usually requires one week for a request from a member of CCLINC Consortium and a minimum of two weeks for response to a request from non-CCLINC Consortium libraries.

APPLICATION:

All library users

PROCEDURES:

CCLINC requests are placed directly on the system by the patron. The library that owns the materials sends it to the borrowing library. When the material arrives, the library notifies the patron that it is available for checkout. The college is also a selective user of the OCLC Interlibrary Loan Sub System. Requests for these materials are placed by staff through the OCLC WorldCat Database.

RULES:

1. When lending materials to the CCLINC library, the CCLINC Interlibrary Loan Policy is followed.
2. When lending materials to non-CCLINC libraries, the college Interlibrary loan policy is as follows:

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Loan</th>
<th>Renewals</th>
<th>Photocopy</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books 4 weeks</td>
<td>Yes</td>
<td>Specific pages</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Reference Books</td>
<td>2 weeks</td>
<td>Yes</td>
<td>Specific pages</td>
<td>None</td>
</tr>
<tr>
<td>Periodicals</td>
<td>2 weeks</td>
<td>Yes</td>
<td>Yes</td>
<td>None</td>
</tr>
<tr>
<td>Audiovisuals</td>
<td>3 weeks</td>
<td>Yes</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Microforms</td>
<td>No</td>
<td>Yes</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Computer Software</td>
<td>No-Unless part of a book</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Items that are lost or damaged while on loan to another library must be replaced or paid for as soon as possible. Items that are lost or damaged while on loan to the college will be paid for by the person borrowing the materials.
4. Interlibrary loan services are offered as a means of providing supplementary materials and are not meant to avoid responsibility for providing adequate and readily accessible library resources and services.

APPROVED: 7-1-87
REVISED: 10-25-95, 2-4-97, 1-01-05
Library Cards  4.05

POLICY:
All users of the libraries must possess a college library card.

APPLICATION:
All library users

PROCEDURES:
1. Register at the circulation desk for a library card.
2. Persons not enrolled in or employed by the college must present a current driver's license or photo I.D. to obtain a library card.
3. The student ID is used as a student library card.

RULES:
1. The first community card is free.
2. Each replacement card is $2.00. Student ID replacement is the responsibility of the Student Development Department.
3. Library cards must be presented when checking out materials.
4. One cannot use another person's card to check out materials.
5. The loan period may vary for different types of materials.

APPROVED: 7-1-87
REVISED: 10-25-95, 1-01-05

Library Collection Development  4.06

POLICY:
Faculty are responsible for the development and maintenance of the library collection in their respective subject areas. Librarians are responsible for the development and maintenance of the reference and general interest collection. Students and community patrons may recommend materials for purchase consideration. With the assistance of the professional librarians, faculty will evaluate the collections each year during spring semester. Through recommendations from the faculty, outdated materials are purged and new titles added. Established guidelines are applied in the selection of all library material, maintenance of the collection, weeding and the receiving of gifts.

APPLICATION:
All library patrons

DEFINITION:
Library materials are defined as books, periodicals, audiovisuals and electronic media.

PROCEDURES:
Refer to the Collection Development Policy for specific directions

APPROVED: 7-1-87
REVISED: 10-25-95, 1-01-05
Library Services to Off-Campus Sites and Students 4.07

Off–Campus Sites:

The library staff affirms a commitment to providing quality resources and services to support the educational programs at each instructional location. Through the use of a daily courier service, delivery of library materials needed by students, faculty, and community patrons located throughout the three-county service area is made. All campuses have access to the total library collections. Holds on books, periodicals, and audiovisuals are placed by library users at any campus. Requests for assistance with research and reference materials are answered by the library staff at each campus, by phone, through e-mail, or through the NCKnows Question Point Virtual Reference Service. A team approach and a cooperative effort among the three campus libraries ensures library users that every effort is being made to provide the quality of services and resources they should expect.

All locations with Internet access have access to the library catalog. Since the Harnett Correctional Institute does not have Internet access, students place requests with the prison librarian, who forwards the request to the Lee Campus Library. Requests for books are made to the library owning the material and items are sent through the daily courier service.

When courses are taught at locations other than the Lee, Harnett and Chatham campuses, it is essential that the Dean of Library Services be informed by administrators of the courses being offered and what library resources/services are needed for the class. It is important that materials be made available for class use wherever, or however, courses are offered. Communication and cooperation among all persons involved result in efforts that benefit the teaching/learning process.

Distance Education Students:

Students who take classes at Central Carolina Community College through distance education have access to the same services at on-campus students. “The Central Carolina Community College Libraries Information for Distance Learners” sheet is placed in the packets they receive from their instructors. The following procedures are in place to facilitate their access to library resources.

Cooperative Agreements are in place with the public libraries in our service area and Campbell University to provide access to convenient libraries. Agreements also permit user privileges at other North Carolina community colleges. Through the CCCC Libraries’ online catalog, requests can be made online to Community College Libraries in North Carolina (CCLINC) consortium members with the option of choosing a pickup location.

Reference assistance is available by phone or by completing the “Ask a Librarian” form on the Library web page of the CCCC website. Reference assistance is also available through the NCKnows Question Point virtual reference service. This service provides live online assistance from a professional librarian 24 hours a day and seven days a week. An icon on the Library web page takes the student to this service.

Instruction in using the CCCC Libraries is available on-site upon request. Assistance is also available through NCKnows and through library instruction links to sites that have been placed on the Library web page. Since distance students may not use the CCCC Library, general instruction has been provided through these web links.
Distance Education students also have access to the electronic databases provided through the statewide NCLIVE collection of resources as well as several additional local databases. Passwords may be requested from the library staff in person, by telephone, or through the Ask A Librarian e-mail request form.

If for some reason a student is not able to use the above services to obtain library resources, they should contact the Distance Education Coordinator. The library staff will work with the Coordinator to supply the needed materials. This could include mailing books directly to the student or faxing materials. The delivery system is designed to be flexible to provide resources for the student’s use.

In addition, the Libraries circulate the videocassettes and DVDs that support the college-by-cassette courses. Students check out these materials at the beginning of their course and return them when they take their final examinations.
Privacy of Library Circulation Records 4.08

The college adheres to a policy of confidentiality of circulation records. In accordance with the General Statutes of North Carolina, Chapters 125-18 and 125-19, the circulation records of the college libraries are confidential. Circulation records shall not be made available to anyone except when necessary for the reasonable operation of the library; upon a written request of the user; or pursuant to subpoena, court order or where otherwise required by law.

CCCC Libraries’ Mission Statement (Revised 7/01)

Purpose and Objectives

The mission of the CCCC Libraries is to provide library, electronic media, audiovisual resources, and a variety of services necessary to support the educational programs and mission of the College and to provide information resources and services that meet the diverse needs, interests, cultural backgrounds, and aptitudes of the patrons of CCCC Libraries. Such patrons include CCCC students, faculty, staff, small businesses, industries, and residents of the CCCC services area.

To accomplish this mission, the Library/Learning Resources staff will strive to meet the following objectives:

1. To acquire, maintain, organize, catalog, and circulate library collections of books, periodicals, and audiovisual materials, as well as provide state-of-the-art information resources and equipment needed to support the instructional programs.

2. To recognize our part in the global community and to reflect that in the materials and services we provide.

3. To participate in cooperative relationships with other libraries and educational institutions in an effort to provide additional resources.

4. To instruct users in the effective use of library resources.

5. To provide services to distance education learners that are equivalent to those offered to on-campus students.

6. To provide an atmosphere conducive to learning and to maintain sufficient hours to serve the needs of patrons.

7. To conduct periodic surveys and maintain open lines of communication between Library/Learning Resources staff and the students, faculty, staff, and other Library/Learning Resources patrons of the College in order to determine if needs of the College community are being met.
Library Standing Committee

The mission of the Library Committee is to support the College libraries by: serving in an advisory capacity to the Library staff, helping to develop a mission statement for the College libraries, facilitating communications with the patrons of the libraries, communicating suggestions to the library staff, following up on suggestions, and providing feedback to the patrons. In addition, the Committee conducts an annual review of library policies, reviews and responds to the results of library surveys, and reviews and makes recommendations on any challenged materials, as described in Section 4.02 of the Policy and Procedures Manual.

Resources

The Collections

The Central Carolina Community College libraries have a combined collection of over 42,000 books; 240 print journals, magazines, and newspapers; over 6,000 audiovisuals; and over 50 electronic database subscriptions. Electronic databases provide subject access to general periodicals, business information, social issues, science and health information, literature, law, current events, and government documents. Over 5,000 periodical titles are provided in full-text. Another collection of interest for research purposes is Documentary Sources of Western Civilization. This is a microfiche collection of more than 1,000 documents of original source material focusing on events and personalities that shaped the course of history. Other resources in microform are also available.

A microform reader/printer is provided for use with the microfilm and microfiche. Copies can be made for five cents per page. There is no charge to faculty for any copies that are made in the library and are needed to support classroom instruction.

CCLINC (Community College Libraries In North Carolina)

Access to the library collections on all campuses is available through the CCLINC database. Any networked computer at CCCC has access to CCLINC. Remote access to the catalog is available at http://www.cclinc.ncccs.cc.nc.us. CCLINC provides access to the holdings of 44 North Carolina community colleges. Requests may be made for items located at another CCCC campus or another community college library. The College courier will deliver materials requested from a branch campus the next day. Materials requested from another community college will be sent by means of the state courier service or U.S. mail.
Audiovisual Equipment

It is the responsibility of Library Services to identify, inventory and maintain all audiovisual equipment. Upon request of department chairpersons and resources permitting, the library will assign audiovisual equipment to specific classrooms, departments and locations for long-term use. All audiovisual equipment not permanently assigned to specific departments or locations will be reserved, checked out, and returned through the CCCC Libraries. Equipment assigned to departments and not used at least weekly, should be returned to the library. Prompt return of equipment will improve access for all.

Audiovisual equipment currently available includes: 35mm slide projectors, Dukane filmstrip projectors, cassette players and recorders, headphones, record players, CD players, DVD players, portable PA system, microphones, 16mm film projectors, overhead projectors, data projectors, video recorders and players, video projectors, television monitors, 35mm cameras, Polaroid cameras, digital cameras, portable screens, camcorders and tripods, document cameras, opaque projectors, easels and flipcharts, podiums, and laser disc players. Supplies normally accompanying such equipment are usually provided.

When possible, equipment is located within specific departments and/or classrooms. Equipment is not to be removed from the assigned location without notifying the Media Librarian. It is the responsibility of faculty and staff to report, to the Media Librarian the unauthorized removal of equipment. Removal or malfunctions of equipment should immediately be reported to the Media Librarian and to the library assistants on the Chatham and Harnett campuses, so that replacement, repair, or lamp replacement can be arranged.

Equipment assigned to departments and not used, at least weekly, should be returned to the Library. Only faculty and staff may sign out and pick up equipment without prior arrangement with the Library/Media Librarian. Faculty should not automatically send students to pick up equipment for them. (Students may check out only cassette players/recorders and Polaroid cameras without faculty permission.) The earlier equipment is reserved, the better the chances are for equipment availability during times of peak usage. A library card is required to check out equipment. This card is kept at the circulation desk for the convenience of the college employees. See also Policy 4.01 Audiovisual Equipment.

Internet Access

Access to the Internet is available on the libraries' public access computers. Assistance in using the Internet is available from the library staff. Children under the age of 16 may not use the Internet workstations without direct supervision. The College's Acceptable Use Policy governs the use of these computers.

Interlibrary Loan

Books are available on interlibrary loan (ILL) through OCLC Inc., giving us access to public, private, and university library collections throughout the nation. Our own collection at CCCC is listed in the OCLC WorldCat database. Please allow approximately two or three weeks when requesting a book or magazine article through interlibrary loan.
Library Web Page

A variety of links to Internet information resources for curriculums are available through the CCCC Libraries' web page. To gain access, select the Library tab from the index on the home page. Links to resources are listed on the right side of the screen.

North Carolina Libraries and Virtual Education (NCLIVE)

CCCC students, faculty, and staff have access to NCLIVE, a collection of more than 50 databases, through the North Carolina Division of State Library. Community Colleges, public and private four-year colleges and universities, and public libraries throughout the state have received funding to participate in this project. Remote access from home computers is available. Contact the libraries for access procedures and the current password.

Other Electronic Resources

The library subscribes to several online databases. These databases are available on all campuses and remote access may also be available. A current listing is available from the library staff or on the library website.

ORDERING MATERIALS

Ordering Books

The library staff relies heavily upon the faculty, as well as students, to recommend items for purchase. Library books that are requested are ordered through the library. Materials may be cataloged by Library Services, a division of the North Carolina Community College System in Raleigh, if cataloging is not available through the OCLC cataloging utility. Purchases are made from the library book budget. If books are needed for a particular term, they should be requested well in advance.

Instructors on the Lee Campus should send requests for books to be ordered to the Dean of Library Services for approval. For the Harnett Campus and the Chatham Campus, the requests should be given to the library assistant or the evening librarian on each campus. Catalogs, brochures, etc. should be marked with a red pen to indicate the title being requested. The person making the selection should sign their name beside the title. When the book has arrived, a notice will be sent to the requester that it is ready for circulation.

As new books are received, they are shelved in the “New Books” section for an unspecified period of time. When large shipments of books are received and processed, an announcement is placed in issues of Positively Speaking newsletters.

Ordering Periodicals

Periodicals are ordered through the library using the guidelines given in the Collection Development Policy. Each spring the Lead Library Assistant for Technical Services sends a list of periodicals by curriculum to the instructors for evaluation purposes. At this time, a decision is made for each title on whether to cancel or keep the subscription.

Because subscription periods run from January to December, the spring evaluation appears early. However, two factors affect this decision-making time. (1) Some faculty members are on a ten-month schedule, and (2) the renewal invoice arrives in early summer.
Departmental subscriptions are discouraged since these titles are not counted as part of the library’s holdings for institutional reports. At the separate campuses, faculty and staff are encouraged to work with the library personnel at that campus when requesting materials.

**Ordering or Locating Audiovisual Materials**

Faculty members are encouraged to use various types of audiovisual materials for instruction. The library provides access to audiovisual materials for use by instructors and students in all departments through the online catalog. This listing includes videos, DVD’s, films, filmstrips, slides, transparencies, records, cassette tapes, and instructional games. Materials are purchased by the departments and added to this collection each year primarily in the video or DVD format. Many titles are located in the curriculum departments and are not available for use by others.

New audiovisual materials for each department are ordered through the library on a preview basis. The company specifies the preview period. The steps for ordering are as follows:

1. The request for AV materials is taken by the requester to the administrator of his or her department.
2. The requisition is then completed and signed by the dean of that division.
3. The completed requisition, along with any brochures, etc., that describe the requested items, is sent to the library clerk to check for duplication of materials.
4. After verification of no duplication or justified duplication, the request is forwarded to the Business Office, where the purchase order is typed to indicate that materials are to be shipped to the library secretary.
5. When the shipment arrives, the library secretary notifies the requester by memo or telephone that the material is ready for preview.
6. After previewing, the instructor and administrator decide (1) whether to purchase or return the material and (2) where it will be housed (department or library).
7. Whatever the decision, the library secretary either sends the purchased item to the library assistant for cataloging or returns by mail the unwanted audiovisual.
Collection Development Policy

A. Purpose
The purpose of this policy is to provide general guidelines for the selection of library materials and to inform library users about the criteria used for selection. The policy provides a framework which supports the systematic development of collections including print, audiovisuals, and electronic media. A collection must be carefully developed and maintained in order to meet the needs of library patrons. The following policies have been established to direct this selection process.

B. Responsibility for Collection Development
It is the policy of the College (Section 4.06) to assign the responsibility for library collection development and maintenance to faculty members who teach in the respective subject areas. With the assistance of the professional librarians, the faculty members evaluate the collections during the spring semester. Through recommendations from the faculty, outdated materials are purged and new titles are added. The librarians are responsible for the development and maintenance of the reference and general interest areas of the collections. Students as well as community patrons are strongly encouraged to recommend materials for purchase consideration.

C. Selection Guidelines
The libraries’ first budget priority is to support the needs of the College’s curriculum programs. Within the limits of the budget, the libraries seek to serve the College community through the acquisition of recreational, cultural, and general information materials.

The following selection criteria are applied to all library materials, including books, periodicals, audiovisual materials, and electronic media:

1. Lasting value of the content
2. Appropriateness of level of treatment
3. Relevance of subject matter to the educational program
4. Strength of present holdings in the same or similar subject areas
5. Ease of use
6. Authoritativeness of the author or reputation of publisher (continued on next page)
7. Availability of funds
8. For books, presence of an index when appropriate
9. For periodicals, coverage in periodical indexes
10. For online resources, usefulness for known student assignments, subject coverage, and index coverage of current periodical subscriptions
11. For online resources, availability of full-text articles to supplement library resources
Other guidelines that are applied to the selection of materials:

1. Textbooks are not normally purchased. Exceptions may be made in the case of landmark or standard works in a field, or when a textbook is the only or best source of information on a topic. Textbooks currently used in courses being taught by the College are not purchased by the library.

2. Duplicates for a single campus are purchased only under unusual circumstances.

3. When considering the purchase of expensive material with an expected low use, the availability of the item at a local public library or other libraries in the state will be a determining factor.

4. When there is an option of paper or cloth editions of a book title, the selection will be based on expected use, lasting value of the content, and difference in cost.

5. When there is an option of paper or cloth editions of a book title, the selection will be based on expected use, lasting value of the content, and difference in cost.

6. When considering the purchase of expensive material with an expected low use, the availability of the item at a local public library or other libraries in the state will be a determining factor.

7. When considering the purchase of expensive material with an expected low use, the availability of the item at a local public library or other libraries in the state will be a determining factor.

8. When considering the purchase of expensive material with an expected low use, the availability of the item at a local public library or other libraries in the state will be a determining factor.

9. When considering the purchase of expensive material with an expected low use, the availability of the item at a local public library or other libraries in the state will be a determining factor.

D. Selection Procedures

Standard trade bibliographies, professional journals, and publishers’ information are used in selection and acquisition of materials by faculty and library staff. In addition, the library staff utilizes the publishers’ and vendors’ online databases to print subject bibliographies and reviews for faculty to use in selecting book titles. Publishers’ catalogs are sent to faculty to use for selection. An effort is made to purchase materials recommended by faculty members.

Audiovisuals which are purchased from library funds include: Academy Award winners for Best Picture on video when cost is moderate; and general interest titles for individual viewing or listening. As a rule, the College allocates to each department a budget that can be used for audiovisual purchases. The library receives the requisition and checks the collection to prevent unwanted duplication. Previewing materials before purchase is recommended.

Audiovisuals that are purchased from department and library funds are cataloged and become a part of the library bibliographic database no matter where they are located.

Periodical subscriptions are evaluated annually by curriculum departments. In general, due to budgetary constraints a subscription is dropped to add a new one. Preview copies of titles under consideration may be requested.
E. Maintenance of the Collection
   1. Lost items and replacements
      Materials lost or withdrawn from the collection due to wear are not automatically
      replaced. They are replaced based on the following criteria:
      a. Importance of the item to the collection
      b. Demand for the material
      c. Availability
   2. Weeding
      The faculty work with the professional librarians to remove outdated materials from the
      curriculum collections. The librarians remove materials from the reference and general
      interest areas of the collection. The decision to withdraw an item is based on the
      following criteria:
      a. Currency and accuracy of the information
      b. Usage of the item as indicated by the circulation record
      c. Importance of the item to the collection
      d. Physical condition of the item

F. Gift Policy
   The library welcomes gifts of books or any other library resources that will benefit the
   collections. Gift books will be added to the collection based on the same guidelines as
   apply to the purchase of materials. The donor may specify the disposition of items not
   selected for the collection. Monetary donations to the Central Carolina Community
   College Foundation for the purchase of library materials are encouraged.

G. Intellectual Freedom Policy
   The Central Carolina Community College libraries support the Library Bill of Rights and
   the Freedom to Read statements adopted by the American Library Association and

H. Challenged Materials
   Occasional objections to a selection may be made by patrons despite the care taken to
   select valuable materials for student and teacher use. In the event of a challenge to
   materials, the freedom to read and the right to access materials will be defended. The
   procedure used to file a complaint is given in Section 4.02 of the Policy and Procedures
   Manual.
GENERAL POLICIES AND SERVICES

Orientations and Bibliographic Instruction

Central Carolina Community College is dedicated to providing a library orientation program designed to teach new users how to locate and utilize library resources in formats that include print, audiovisuals, and electronic databases. There are a variety of instructional methods available.

Library instruction is encouraged and available upon request for an entire class or for a single student or patron with a special need. The ultimate goal of the library staff is to help each library user become knowledgeable, comfortable, and independent in accessing information through contemporary library technology and basic resources.

Library orientations for new faculty are scheduled as part of the new faculty orientation program. Faculty members who do not attend an orientation at this time are encouraged to schedule one. Throughout the year, the staff is happy to answer questions and assist with problems that may arise.

Classroom Assistance

Instructors may wish to bring a class to the library when students need to use library resources to complete a class assignment. Advance notice will assure the instructor of adequate space for the class and personnel to assist the students. The instructor is asked to remain with the class while it is in the library.

Computer Lab

A computer lab with 23 workstations is available in the library. The lab serves as an open Internet lab when not being used for library instruction. The lab may be scheduled by instructors who wish to use it to demonstrate an Internet website, e-mail, or some similar application by contacting the Reference and Instructional Services Librarian. Word processing is not available in this lab.

Reference Services

Reference services are provided for faculty, staff, students, and community patrons by the library staff. Individual assistance is given to persons in locating and using materials and in answering reference questions. Assistance is available in person, by telephone, e-mail, or through a virtual reference service that operates 24 hours a day/seven days a week.

The collection of reference books is continuously updated to provide the most current information. Many of these materials may be checked out overnight, with the exception of some law or reference books which are designed for library use only.

Photocopy and Fax Machines

Coin-operated copy machines are available for faculty, student, and community use at a cost of five cents per page. The machines are operated on a self-service basis, however, the staff is available to assist when needed. These copy machines have a changer for coins and one dollar bills.

A fax machine is located in the library on the Lee campus. It is available for College use only. The fax number is 919-718-7378.
Study Rooms
Several small study rooms are available for use in previewing AV materials, for group study, or for individual study. These rooms are located throughout the library at the Lee campus. Two study rooms are also available at the Harnett campus.

Circulation Policies
A. Library Cards
Section 4.05 of the Policy and Procedures Manual provides the library card policy. Faculty members are invited to keep their cards on file at the circulation desk as a convenience. Any library materials that are checked out on a library card are the responsibility of the card owner.

B. Loan Periods
All library patrons are granted the same loan privileges. There is no differentiation made among faculty, staff, students, or community patrons. Extended loan periods for any library user may be granted by special request.

Books –
**General collection books and Best Sellers are checked out for a three-week loan period. Renewals are permitted for general collection materials.**

**Reference books that are specified for circulation or books designated for 24-hour loan may be checked out overnight. Renewals are permitted.**

**Non-circulating reference books and law books cannot be checked out.**

Periodicals –
Back issues of periodicals may be checked out for one week. Renewals are permitted. Current issues of periodicals may not be checked out.

Audiovisuals –
Library videos and audiocassettes may be checked out for three weeks with a limit of two items at one time. Renewals are permitted. Recorded books and language audiocassettes may be checked out for three weeks.

C. Reserve Materials
The instructor who places materials on reserve determines the loan period or the restricted status of “Library Use Only.” Materials that are placed on reserve by the library staff for ready reference are for use in the library. Students must have their library card in order to use reserve items.

D. Overdue Library Materials
When materials are kept out beyond the due date, an overdue notice is sent as a reminder to return the item(s). The following week a bill is sent if there has been no response from the borrower. No additional materials are loaned until overdue materials are returned. The library does not charge overdue fines. However, if a borrower has a record of consistently keeping materials beyond the due date, the library staff may place a block on the computer record restricting the number of items that can be loaned at a time. The block may be removed when the borrower establishes an improved record of returning library materials on time. Students must clear their library records before receiving grades, transcripts, and their diploma or certificate.
E. Lost or Damaged Library Materials
   For library materials that are lost, the purchase price is charged. If a student fails to pay for lost or damaged materials, grades, transcript and the diploma are withheld until the record is cleared. Faculty, staff, and community patrons are also responsible for charges incurred for lost or damaged material.

Conduct in the Library
   The library staff attempts to maintain an atmosphere conducive to study. In the event disruptive behavior or socializing is observed, a request for quiet will be made by a staff member. In extreme cases, a disruptive patron or patrons will be asked to leave the library. Discipline problems are referred to the Vice President of Student Services.

Food and Drinks
   The library maintains a policy prohibiting food and drinks. This policy does not apply to private offices located in the Library/Learning Resources building. Patrons entering the library with food or drinks will be requested to take them outside.

Use of Other Libraries
   The professional library staff has established cooperative agreements with Lee County Public Library, Harnett County Public Library, Wren Memorial Public Library (Siler City), Pittsboro Public Library, and Carrie Rich Memorial Library at Campbell University. These libraries provide supplementary resources for students and faculty at Central Carolina Community College. Students and faculty must have a current CCCC library card to obtain a borrower’s card. At Campbell University, a picture identification is also required. Policies and procedures vary greatly for different libraries. Before utilizing the services and library resources, faculty and students should inquire about their rules and regulations. For more information, ask a library staff member.
Academic Freedom and Responsibility in the College Community  5.01

POLICY:
Central Carolina Community College is dedicated to the dissemination, transmission and advancement of knowledge to the engendering and development of skills, competence, and understanding. Academic freedom is essential to the achievement of these purposes. This institution, therefore, supports and encourages freedom of inquiry for faculty, staff and students, to the end that they may responsibly pursue these goals through teaching, learning, discussion, and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors in furtherance of the mission, goals, objectives, and values of the College.

Academic freedom is, therefore, guaranteed and protected by the due process policies of the Board of Trustees with the requirement that employees exercise responsible judgment as that freedom is used to accomplish the mission, goals, objectives, and values of the College.

Due Process Procedure for Employees

1. A Faculty and Staff Professional Relations Committee shall serve as the grievance committee and shall consist of five full-time employees of the College -- one faculty member from each of the three curriculum divisions, one faculty member from the continuing education division, and one member from the professional staff. The Executive Vice President of Instruction shall recommend the committee appointees to the president, who is charged with appointing all standing committees of the College. The committee will be reappointed during the regular cycle of committee appointments. The committee will meet only when requested by a petitioner to consider a grievance regarding academic freedom. No officer of administration with supervisory responsibilities for faculty members shall serve on the committee. For purposes of this section, officer of administration shall be deemed to include department chairpersons.

2. The committee shall be authorized to hear, mediate, and advise with respect to the adjustment of academic freedom grievances of members of college employees. The power of the committee shall be solely to hear representations by the persons directly involved in a grievance and members of the administration, to mediate voluntary adjustment by the parties, and to advise adjustment by the administration when appropriate.

3. "Grievances" within the province of the committee's power shall include only those matters directly related to an employee’s academic freedom. No grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge, or termination of an employee, or that is within the jurisdiction of another standing committee, may be considered by this committee.

4. If any employee feels that he/she has a grievance, he/she may petition the committee for redress. The petition shall be in writing to the chair of the committee and shall set forth in detail the nature of the academic freedom grievance and against whom the grievance is directed. The petition shall contain any information that the petitioner considers pertinent to his/her case. The committee shall decide whether the facts merit a detailed investigation so that submission of a petition shall not result automatically in an investigation or detailed consideration of the petition.

5. If the employee’s petition is found by the committee to have merit, the committee will meet to hear evidence presented by both the aggrieved employee and member(s) of the
administration. From this hearing, the committee will make recommendations of action to be presented to appropriate Vice President and to the President of the College. The president has final review and of the committee’s action.

6. The president’s decision may be appealed to the Personnel Committee of the Board of Trustees in accordance with its policies and procedures regarding such actions as set forth in Article IV, Section B, of the Bylaws of the Board of Trustees of Central Carolina Community College.

**Due Process Procedure for Students**

Students wishing to address an academic freedom grievance should consult the “Students Rights, Responsibilities and Judicial Procedures” in the Student Handbook.

APPROVED: 7-1-76
REVISED: 10-25-95, 1-22-97, 2-20-06
Academic Rank

Faculty are classified within an unofficial system of ranking. Levels of "Instructor," "Lead Instructor" and "Department Chairperson" are recognized with corresponding levels of responsibility.
Advisory Committees

POLICY:
The college administration shall appoint advisory committees to assist with planning/direction.

APPLICATION:
All advisory committees

- **Chatham County Advisory Committee**
  This committee shall meet biannually for the purpose of:
  1. Advising and assisting the Central Carolina Community College Board of Trustees in the development of programs and facilities for Chatham County
  2. Assisting in explaining to the public any information about programs of the College as well as receiving community feedback regarding such programs
  3. Helping the College plan its future goals and objectives

- **Harnett County Advisory Committee**
  This committee shall meet biannually for the purpose of:
  4. Advising and assisting the Central Carolina Community College Board of Trustees in the development of programs and facilities for Harnett County
  5. Assisting in explaining to the public any information about programs of the College as well as receiving community feedback regarding such programs.
  6. Helping the College plan its future goals and objectives

- **Lee County Advisory Committee**
  This committee shall meet biannually for the purpose of:
  7. Advising and assisting the Central Carolina Community College Board of Trustees in the development of programs and facilities for Lee County
  8. Assisting in explaining to the public any information about programs of the College as well as receiving community feedback regarding such programs
  9. Helping the College plan its future goals and objectives

Instructional and Support Committees:

- **Continuing Education**
  Basic Skills, Compensatory Education and Occupational Extension committees will meet at least annually

- **Curriculum**
  Each curriculum shall have an advisory committee that shall meet at least annually. The committees will provide direction to the specific curriculums

- **Developmental Studies Committee**
This committee shall meet biannually and shall provide direction to all facets of the Developmental Studies Department

- **Library/Learning Resources Committee**

  This committee shall meet at least annually and provide direction to all facets of the Library/Learning Resources Centers

**RULES:**

1. Minutes of each advisory committee meeting will be filed with the appropriate program head, administrator, and Director of Institutional Effectiveness within one (1) week after the meeting

2. This information shall be retained in a permanent file and reviewed at the next advisory committee meeting

3. Recommendations and actions taken will be entered into the College’s planning process

APPROVED: 7-1-76
REVISED: 10-25-95, 11-5-04, February 2009
BOOKSTORE OPERATING PROFITS

POLICY:

Bookstore profits may be used for student aid and/or scholarships, expenditures of direct benefit to students including but not limited to student activities, support of the student financial aid office, counselors, and positions to plan/supervise student activities. Profits may also be used for expenses of indirect benefit to students including but not limited to advisory committee expenses including meals, faculty position(s) for start up of new programs, instructional equipment, and construction of instructional or instructional support space.

RULES:

Bookstore profits may not be used for supplemental salaries of any personnel, administrative support of the college, or college entertainment expense (“entertainment” being defined as fund-raising events or social events not sponsored by students).

The president is empowered to authorize expenditures up to $3,000. Expenses in excess of $3,000 must be approved by the Board of Trustees.

Trustees will review expenditures from bookstore profits on a quarterly basis.

Trustees will annually review markup and bookstore profits to assure that profits are not excessive and that student costs are kept to a reasonable minimum.

APPROVED:  10-24-90
REVISED:  10-25-95; 4-11-06; February 2009
**Class Roster / 10% Reporting**  

**5.05**

**POLICY:**  
Each instructor is required to maintain an accurate daily record of attendance for each assigned class on the Class Roster form and submit designated copies at prescribed times to specific persons.

**APPLICATION:**  
Part and full-time curriculum faculty

APPROVED: 7-1-79  
REVISED: 10-25-95, 9-18-97, 2-9-00, 7-01-01, 10-29-04; February 2009
Complimentary Textbooks and Other Instructional Materials  5.07

POLICY:
Complimentary, desk, or instructor copies of textbooks and other instructional materials become property of the College.

APPLICATION:
All full and part-time faculty

PROCEDURES:
Complimentary copies of textbooks must be obtained directly from the publisher by the department chairperson, lead instructor or designee. To obtain a complimentary, desk, or instructor copy of a textbook, the individual responsible must contact the publisher, and provide the following information: book title, edition, author, ISBN number, course number, course title, projected enrollment, and the beginning date of the term in which the course will be taught.

Should there be an occasion when a complimentary copy cannot be obtained prior to the beginning date of the course, a copy may be obtained from the bookstore by the department chair, lead instructor, or designee. When this procedure is used, the requester must replace the copy acquired from the bookstore within thirty (30) days or the bookstore will be reimbursed from the department supply budget. (This procedure is not recommended.)

To acquire an unmarked replacement copy from the publisher, the same procedure as described in the first paragraph of this procedure must be used. The publisher should be advised that this is a replacement copy for the bookstore and that an unmarked copy be sent.

Complimentary, desk, or instructor copies of a textbook shall be disposed of only in accordance with General Statutes 115D-15 and with approval of the State Board of Community Colleges. The proceeds of such sales shall be used by the foundation.

Complimentary copies of instructional materials such as videos, audio tapes, and films will be cataloged by the College Library.

RULES:
1. The bookstore cannot accept or sell a book marked "complimentary, desk or instructor copy."
2. Department chairpersons and/or lead instructors are responsible for assigning complimentary copies to part-time faculty and reclaiming same when instruction has been completed.

APPROVED:  7-27-88
REVISED:   10-25-95, 10-29-97, 10-22-04
I. Approval Process for Starting Classes:

All Continuing Education classes must be consistent with the role and mission of this college and the North Carolina Community College System. The Dean of Continuing Education will insure the appropriateness of classes through the following process.

A. The Dean of Continuing Education will review every Continuing Education course description to evaluate the appropriateness of the courses. If courses are approved and a qualified instructor is in place, the appropriate director or coordinator may offer the course by issuing a course contract.

B. If a course is not on the Continuing Education Master Course list, appropriate steps should be taken in following the procedures laid out in the Continuing Education Guidelines for approval for new classes.

C. The Continuing Education office will maintain an up-to-date master course schedule including day, time and location for all Continuing Education classes. Directions to all off-campus classes are maintained in the Continuing Education office.

II. Site Considerations

The appropriate director/coordinator will visit and evaluate each continuing education site to ensure that an appropriate academic environment for a class exists. No Continuing Education classes will be offered in private residences.

III. Class Files:

A file on every Continuing Education class is to be maintained in the Continuing Education office. The following will be included in the file: a copy of the signed contract, registration forms and other forms pertinent to registration or withdrawal, visitation reports, and any additional paperwork necessary for audit purposes.

IV. Class Visitations

A. The instructor’s supervisor, or designated representative as approved in writing by the Dean of Continuing Education, will make at least one visit each semester to fifty (50) percent of all off-campus and distance education classes (excluding self-supporting and community service classes). Written documentation will be maintained in the class file. Classes meeting 12 hours or less may be excluded from visitation. Twenty-five (25) percent of the on-campus classes will be visited each semester. An on-campus class is defined as any class that is offered at an institutionally owned or leased property.

B. The Dean of Continuing Education, or designee approved in writing by the college president, will visit ten (10) percent randomly selected off-campus and distance
education classes. These visits will be unannounced and exclude registration dates. Documentation will be maintained on these visits.

C. Distance education /internet classes will be visited electronically in the same manner as seated classes. The appropriate supervising administrators, Dean of Continuing Education, and System Office Program Auditors will have passwords to enable them to access classes at any time while classes are in session.

V. Student Membership Verification:

Each student that registers for a continuing education course will be required to sign appropriate registration form(s) which are placed in class files. In a situation where a student is unable to sign a form, instructors will verify enrollment of students. For distance education courses, evidence of payment linked to the specific class must be evident. Electronic certification of enrollment is required in situations where students are exempt from payment.

VI. Instructor Verification:

Procedures for verification of services and accurate payment of full-time and part-time staff are in place. Steps are taken to ensure that proper personnel are paid for services rendered. Class contracts, contractual agreements, timesheets, etc. contain payroll and personal information (social security numbers) on college employees. Continuing education staff members are responsible for informing the Continuing Education office when adjustments to payroll documents are necessary. A review of payroll information is completed at the end of each payroll period to ensure that employees are paid accurately and correctly. This is done in cooperation with the college’s business office.

VI. College Responsibility for Accuracy in Reporting Practices:

The Dean of Continuing Education will submit an audit report at the completion of fall and spring semesters to our college’s President and Academic Vice-President. This report will detail class offerings, visitations, a summary of significant observations and findings. Annual reports on the implementation of the internal audit plan and audit findings will be provided to our Board of Trustees. Our Board must approve any modification to the college’s Continuing Education Accountability and Credibility Plan.

APPROVED: July 2005
POLICY:
Each curriculum course section number shall identify the county/campus/or site on which a course will be taught.

APPLICATION:
All curriculum courses

PROCEDURES:
The Curriculum and Facilities Scheduler will coordinate the assignment of section prefixes with the curriculum deans and provosts.

RULES:
1. The curriculum section field is composed of three columns.
2. The first column (left-most) identifies the location of the class.
3. The second column (middle) identifies class sections exceeding nine (numbers > 0), business/industry classes, mini-sessions, video conferencing classes, distance education classes, Huskins Bill classes, and weekend classes (see Section Number Assignments).
4. The third column is used to differentiate between day and evening classes. For traditional courses, the numbers 0 – 9 indicate day or weekend classes beginning prior to 5:00 p.m.; the characters A – Z indicate evening or weekend classes beginning at or after 5:00 p.m. Distance education courses contain the numbers 1 – 9 in the third column.
5. Traditional seated classes taught at the Harnett Correctional Institution, as well as independent study classes (IS) and Passed by Proficiency classes (OP), will not contain a character in the first column of the section field.

APPROVED: 10-25-95
REVISED: 1-9-98; 11-2-04
Curriculum Course Schedule Change

**5.10**

**POLICY:**

Scheduled courses should not be changed unless there is a major conflict. Under no circumstances will a scheduled course be changed in time, location, meeting dates or content without recommendation of the department chair/lead instructor and approved by the dean or provost.

**APPLICATION:**

All faculty and instructional administrators

**PROCEDURES:**

The department chairperson and/or lead instructor submits change request to Dean and/or Provost. Upon approval the request is forwarded to appropriate person.

The dean/provost must approve and forward all curriculum course changes to the Facilities and Curriculum Scheduler who will be responsible for making the changes in IIPS and the GroupWise shared Class and Curriculum Schedule folder.

APPROVED: 10-25-95
REVISED: 11-2-04

Curriculum Development

**5.11**

**POLICY:**

The college will follow the procedures set forth in the *NC Community College System Curriculum Instruction Reference Manual* in the development and establishment of a curriculum. The appropriate faculty committees/advisory committee will participate in the process.

APPROVED: 10-25-95
REVISED: 11-5-04
SACS/COC Notification of Changes 5.11.1

POLICY:
As required by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS), Central Carolina Community College shall report to the Commission via the official letter of notification all changes in curriculum offerings and facilities. Continuing education programs resulting in a credential (such as a certificate) or where units earned are usually converted to curriculum credit should also be reported. As well, changes in college operations and services that substantially alter the way in which such operations are carried out or services are delivered should also be reported.

Note: Failure to comply with this institutional policy and with the SACS/COC Substantive Change Policy may result in the institution being placed on sanction (warning, probation, loss of accreditation) at the time of its SACS C&R review.

Rules and Procedures:

1. Changes shall be reported in three general areas, according to the SACS/COC guidelines. These areas are: Changes Requiring Notification and Approval Prior to Implementation, Changes Requiring Only Notification Prior to Implementation, and Changes Involving Consolidations/Mergers.

2. In the specific instance of changes thought to be “substantive” in nature, the following definition shall guide CCCC’s understanding and application of “substantive change”: “Substantive change is a significant modification or expansion of the nature and scope of an accredited institution” (taken from “Substantive Change for Accredited Institutions of the Commission on Colleges” Policy Statement, Approved December 1999; revised December 2005).

3. Changes shall be initiated through the College’s normal procedures. After approval at the appropriate level (i.e., college review committee, president’s council, board of trustees), matters involving new curriculum programs (at any credential level), new or relocated sites, relocation/addition of programs to sites, offering of 25% or 50% of a program through distance education, and major additions or changes to college operations or services shall be reviewed first by the SACS/COC liaison, then by the appropriate Vice President, and finally by the President for determination of its status as a substantive change. Employees are encouraged to err on the side of over-reporting changes. (Consult the College’s SACS liaison for specifics regarding SACS/COC substantive change policy.)

4. All changes as outlined above shall be tracked on the College’s SACS/COC Notification Tracking Form and routed to the College’s SACS Liaison for final review and filing.

5. All new program offerings (at any credential level) and proposed new sites shall precipitate a letter of notification to the SACS/COC regardless of determined status as a substantive change. Final determination of any proposed change as “substantive” rests with SACS/COC staff.

6. A letter of notification under the president’s signature will be submitted to SACS/COC by the SACS Liaison.

APPROVED: 2-13-08
Annual Program Planning & Review (APPR)  5.12

POLICY:
Each unit of the College will complete an annual outcomes-based planning and evaluation process that will (a) demonstrate that the unit is accomplishing its mission and (b) result in continuous improvement within the unit and the institution. It is the College's philosophy and method of operation to make fiscal planning an integral part of the planning cycle.

APPLICATION:
All programs and services

PROCEDURES:
1. Each unit of the College will submit a completed electronic APPR document (see 5.121) to the appropriate administrative supervisor (e.g., deans or provosts for instructional programs) by April 15 (see 5.122).
2. The APPR will include an outcomes-based review of the prior year, an outcomes-based plan for the coming year, applicable budget/resource considerations, key indicators of performance, conclusions reached and decisions made, and supporting documentation.
3. Each APPR will be reviewed by the division administrators (e.g., each instructional APPR will be reviewed jointly by the instructional administrators—chief academic officer, deans, provosts, and directors) and revised as necessary by Sept. 30.
4. Budget requests made through the APPR process will be considered during hearings by the President’s Council in October.
5. The annual budget for the coming academic year (pending receipt of the State Budget) will be determined in October/November and will be linked to the Strategic Plan, the priorities of the President’s Council, and the APPR process.
6. Each APPR will be posted to an electronic shared folder.
7. A College-wide summary of outcomes and improvements achieved will also be posted to the shared electronic APPR folder. The shared folder will be accessible to all parties responsible for posting and/or reviewing APPR documentation.
8. The Institutional Effectiveness Committee will review the summary documentation and will meet to consider commendations and recommendations, as well as revisions to the process, by November of each year.

RULES:
1. The President will be responsible for leading a thorough annual planning and review process for all units under his direct supervision.
2. Each Vice President will be responsible for leading a thorough annual planning and review process for all other College units under his/her supervision. Specific duties and responsibilities may be delegated to unit heads.

APPROVED:  1-28-88
REVISED:  10-25-95, 1-22-97, 11-2-04
POLICY:

Full and part-time faculty must meet the following criteria for academic and professional preparation:

The Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS), the regional accrediting agency of CCCC, states the following related to acceptable credentialing of faculty members teaching in curriculum-level courses:

3.7 Faculty

3.7.1 The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

CCC’s specific minimal credentials requirements below are based on the above SACS principle, guidelines presented in the SACS resource manual, and recognized good practices:

| University Transferable /Gen Ed | Master’s degree in the discipline
|                                | Master’s degree with 18 graduate semester hrs in the discipline |
| Physical Education Activities (Credit Courses) | Bachelor’s degree or higher and demonstrated competencies in the discipline
|                                | Qualifying Credential/Experience (such as PGA Teaching Certificate) |
| Non-transferable AAS | Bachelor’s degree or higher in the discipline
|                                | Associate’s degree in discipline and demonstrated competencies in the discipline
|                                | Alternate Credential Portfolio* |
| Non-transferable Diploma / Certificate | Associate’s degree or diploma in the field (or higher) 
| or Certification/licensure to teach in the field 
| or Alternate Credential Portfolio* |
| Non-transferable Diploma/Certificate Basic Computation & Communications | Bachelor’s degree in the discipline and *ideally* should have work/other experience which allows the instructor to relate the skills to the occupational field 
| or Alternate Credential Portfolio* |
| Developmental | Bachelor’s degree in a related discipline and *either* 1 year teaching experience in a related discipline or 6 hours of graduate/specialized training in a related discipline 
| or Alternate Credential Portfolio* |

*Requires approval of CAO

All degrees must have been earned at regionally accredited institutions.

**Faculty Credentials from Foreign Institutions**

In addition to meeting the minimum requirements stated above, faculty members with qualifying credentials from foreign institutions must also meet the following requirements:

1. The highest degree earned by a foreign institution must be accredited by a SACS recognized regional accrediting body.
2. If the foreign institution does not meet the requirement of #1 above, then the qualifying credential must be translated and evaluated (course by course) by a SACS recognized foreign transcript evaluation agency and approved in advance by the Executive Vice President of Instruction. The translation and evaluation must include semester hours and grade equivalencies.
3. Both an official transcript from the foreign institution and an official translation and evaluation of the transcript must be provided to the College.

**Basic Skills Faculty (GED, Adult High School, ESL, etc)**

Faculty members who teach adult basic education courses below the collegiate level must have a bachelor’s degree from a regionally accredited institution but also should have attributes or experiences, which help them, relate to the particular needs of adults they teach.

**RULES:**

It is the responsibility of the institution to keep on file, for all full- and part-time faculty, documentation of academic preparation such as official transcripts, and if appropriate, for demonstrating competency, official documentation of professional and work experience/technical and performance competency/records of publications/certifications/other qualifications.

APPROVED: 7-1-72

REVISED: 10-25-95, 8-6-97, 2-20-06, 2-14-06
Faculty Loads and Assignments

POLICY:
Central Carolina Community College makes every effort possible, consistent with state policy and funding, to maintain a faculty work load that is fair and reasonable and that provides opportunity to maximize instructor competency. Faculty workloads shall typically range from 12 to 28 teaching contact hours per week for full-time faculty dependent upon a combination of factors including, but not limited to, administrative responsibilities assigned, nature of the discipline, number of unduplicated students, and number of preparations. In times of financial exigencies, faculty may be assigned a load greater than what is considered normal for their discipline.

Adjunct faculty may teach between 12 and 20 curriculum contact hours per week dependent upon the nature of the discipline. Adjunct faculty are primarily for course preparation, instruction, maintenance of office hours, and required record-keeping, and are not required to participate in other duties normally assigned to full-time faculty.

APPLICATION:
All instructional personnel.

I. PROCEDURES:
Full-time faculty are expected to teach between 12 and 28 contact hours per week within the main categories of instructors listed below. The exact number of contact hours assigned will be decided by deans/provosts and department heads in consultation with the faculty members taking into consideration all of the factors of their responsibilities. Non-teaching short-term additional assignments of one or two semesters in length should be considered as part of one’s overall load. Loads outside of the stated contact hour ranges – either less than 12 or more than 28 -- must be approved each term in advance by the Executive Vice President of Instruction.

As it is the practice of the College to provide substitutes when instructors are absent, full-time faculty may be assigned to fill in for other instructors on a short-term basis. Substitute arrangements that last beyond a few weeks may result in additional compensation, paid at the adjunct hourly rate. Whether additional compensation is due for a short-term teaching assignment will be determined by the appropriate dean or provost, who will forward a recommendation to the Executive Vice President of Instruction.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chairs</td>
<td>12 - 15</td>
</tr>
<tr>
<td>Curriculum and/or Discipline Lead Instructors</td>
<td>15 – 20</td>
</tr>
<tr>
<td>Specially Designated Coordinators</td>
<td>Varies according to teaching discipline</td>
</tr>
<tr>
<td>All Other Instructors</td>
<td>18 – 28</td>
</tr>
</tbody>
</table>

DEFINITIONS OF POSITIONS:

1. Permanent Full-time Faculty
A faculty position established in the budget as a regular, recurring position. Employment must be on an annual contract for nine or more months per year and considered full-time weekly employment.
2. **Temporary Full-time Faculty**
   A faculty position established in the budget as a position. Employment must be on a semester contract for a period of months and considered full-time weekly employment, but only for a special assignment or project not expected to recur on a continuous basis. This employee category may teach a full load but will not be assigned associated duties of full-time instructors such as committee assignments and advisees. This category is not eligible for benefits.

3. **Part-time and Hourly Faculty**
   A faculty position not established in the budget as a position. Employment contract is for a semester or less than full-time weekly employment.

4. **Department Chairs**
   A faculty member who teaches, supervises lead instructor(s), full-time instructors and/or part-time instructors and has the responsibility for one or more curriculum programs.

5. **Curriculum Lead Instructor**
   A faculty member who teaches and also serves as the leading resource person for a curriculum, takes initiative in the recruiting of students, is chair of the curriculum advisory committee, is a leader in the annual program review of the curriculum program, and assists with general responsibilities related to adjunct recruitment, hiring, and supervision.

6. **Discipline Lead Instructor**
   A faculty member who teaches and also serves as the leading resource person for a discipline.

7. **Coordinator**
   A faculty member who teaches and also coordinates an instructional-related activity such as cooperative education and the Huskins program.

**WORKING HOURS OF POSITIONS:**

1. **Permanent Full-time Faculty**
   Working hours for permanent full-time faculty may vary depending on hours and locations of classes. Faculty are required to be on campus or at another work site at least 35 hours per week, which includes at least one office hour per day at a time convenient to students. An office hour might be scheduled at a remote site or in the evenings. At the beginning of each semester, the faculty establish hours and locations of office hours and post them on their office doors, with a copy to their department chair and curriculum dean.

   Faculty who teach online and other electronic distance modes may reduce their on-campus time by the corresponding number of distance contact hours.

2. **Temporary Full-time Faculty**
   Working hours for temporary full-time faculty are the same for permanent full-time faculty. Since such assignments are intended for short periods of time, temporary full-time faculty may not be assigned other routine duties such as committee assignments. All other requirements such as posting office hours apply.
3. **Part-time and Hourly**
   Working hours for all part-time and hourly faculty will be the number of teaching hours and office hours per week as shown in the contract.

4. **Department Chairs**
   Department Chairs are considered quasi-administrators and are expected to be on campus a minimum of 35 hours per week, which includes at least one office per day/ evening at a time convenient for students.

5. **An Instructional Non-teaching Workday**
   An instructional non-teaching workday is 8:00 a.m. to 3:30 p.m.

**DEFINITION OF TERMS:**

1. **Class** - a unit of instruction, usually 50 minutes in duration, consisting of the dissemination of knowledge through lecture or other recognized and accepted methods. A class is construed to mean an individual course or different sections of an individual course. A lab is classified as separate preparation when it follows a separate schedule.
2. **Clinic** - a facility appropriately equipped and used by students for the study, application, and practice of practical arts and scientific principles.
3. **Co-op Work Experience** - a facility which accepts and supervises students in a work experience. A faculty member is not present at the work site but coordinates the coop. The student may or may not be paid.
4. **Evening classes** - are scheduled at 6 p.m. and after.
5. **Externship** - a facility which accepts and supervises students in a work experience. A faculty member is not present at the work site but coordinates the externship. The student may or may not be paid.
6. **Laboratory** - a room or rooms appropriately equipped and used by students for the study of the application of scientific principles.
7. **Overload Contract** – compensation beyond one’s regular compensation when assigned to teach beyond the number of contact hours considered normal for a discipline or program. Since a workload is a combination of contact hours, numbers of students, and so on, students added to a class or contact hours added to a teaching schedule does not automatically result in an overload contract.
8. **Preparations** - the number of preparations for an individual course. Teaching two or more sections of the same course would be one preparation.
9. **Shop** - a facility appropriately equipped and used by students for the study, application, and practice of the practical arts and scientific principles.
10. **Weekend classes** - meet six (6:00) p.m. on Fridays or on Saturdays and/or Sundays.
11. **Work Laboratory** - any study in applied science or mechanical testing and analysis that involves demonstrations, experimentation, and the evaluation of the data gathered.
12. **Workload** – the total number of contact hours assigned to an instructor along with other normal duties such as advising and committee assignments. Teaching load is one aspect of workload and is a combination of factors including contact hours and total number of students.
Cooperative work experiences, externships, internships, or any on-site work experience without direct on-site faculty supervision shall be computed toward the instructor's teaching load depending on the nature of the cooperative experience.

Evening, weekend, and distance education courses are normal parts of a faculty member’s regular workload without extra pay. However, once a faculty member’s workload has been determined with consideration given to the various factors, any course assigned beyond the normal workload and work day is eligible for extra pay. Instructors who receive an overload contract will be paid according to the College’s Adjunct Salary Administration Plan.

The Executive Vice President of Instruction is ultimately responsible for determining teaching load, is expected to be knowledgeable about all variables in all program areas, and may delegate such authority to the deans and provosts upon his or her discretion.

II. Adjunct Faculty Loads and Assignments

Selection
Adjunct faculty teaching curriculum courses shall be selected according to the same minimum criteria required of full-time faculty members. Department Chairs or Lead Instructors are responsible for initial screening of adjunct faculty members as well as providing justification for employment when traditional credentialing methods have not been met or are not readily apparent. Deans or provosts are responsible for final approval of credentials and sufficient justification of alternate credentials. Questions arising about appropriateness of credentials will be referred to the Executive Vice President of Instruction.

Definition of Adjunct Workload
An adjunct workload includes college orientation, course preparation, instruction, evaluation of student performance, required record keeping, office hours, and periodic meetings with supervisors when necessary. Adjuncts are not expected to perform non-instructional activities normally assigned to full-time instructors such as advising, registration, and committee work. However, adjuncts are not prohibited from engaging in such activity if they so choose and if approved in advance by the dean or provost.

Workload
Adjunct faculty members are limited to 12 to 20 contact hours of instruction per fall and spring semester, and 6 to 12 contact hours during the summer term, depending upon the normal teaching contact hours for the particular discipline. A guideline follows:

<table>
<thead>
<tr>
<th>Area</th>
<th>Maximum Adjunct Load</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall &amp; Spring</td>
</tr>
<tr>
<td>Allied Health</td>
<td>15</td>
</tr>
<tr>
<td>Barbering, Cosmetology, Esthetics</td>
<td>20</td>
</tr>
<tr>
<td>Business Technologies</td>
<td>12</td>
</tr>
</tbody>
</table>
Developmental Studies 15 10
Engineering and Industrial 12 6
General Education 12 6
Information Systems 12 6
Media Technologies 12 6
Public Services 12 6
Sculpture 15 9
Sustainable Agriculture 12 6

The above limits take into consideration duties required of full-time instructors that require a minimum of 40 hours per week that adjuncts are not required to perform. Therefore, none of the limits above require duties of an adjunct that would be considered three quarters time or more of a full-time teaching position. In such cases where an instructor may teach both curriculum and continuing education courses, under no circumstances shall an adjunct faculty member have a combination of instructional hours at Central Carolina Community College that requires the adjunct to be engaged in more than 25 hours of instruction per week. An adjunct instructor is expected to provide a minimum of one office hour per week for students outside of regularly scheduled instruction and at least one hour per week for every 5 contact hours taught. For seated classes, access for students must be on a CCCC approved site. For distance classes, access may be in the form of virtual hours or by telephone.

<table>
<thead>
<tr>
<th>Contact Hours</th>
<th>Required Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-9</td>
<td>1</td>
</tr>
<tr>
<td>10-14</td>
<td>2</td>
</tr>
<tr>
<td>15-18</td>
<td>3</td>
</tr>
<tr>
<td>20</td>
<td>4</td>
</tr>
</tbody>
</table>

Note: Required office hours for adjunct instructors teaching less than 3 contact hours will be determined by the division dean or provost to ensure that overall compensation is not below System Office minimum hourly rates.

Contact Hours Exceeding Normal Limits
- An adjunct with contact hours exceeding normal limits must be approved in advance by the appropriate dean; the approval is limited to one semester or summer term.
- An adjunct with contact hours exceeding normal limits for a second consecutive term must be approved in advance by the Executive Vice President of Instruction in consultation with the Vice President of Administrative Services and the Director of Human Resources.
- Under no circumstances shall hours beyond normal limits exceed two consecutive terms, including summer.
- For adjuncts with a combination of curriculum and continuing education hours, hours beyond 25 must be approved in advance by the Executive Vice President of Instruction in consultation with the Vice President of Administrative Services and the Director of Human Resources.
APPROVED: 1-22-97
REVISED: 8-21-97, 12-02-04, 2-15-06, 2-20-06
Field Trip/Extended Class Activity  5.15

POLICY:
   All field trips and extended class activities must be approved by the appropriate dean and scheduled at least ten (10) working days in advance.

APPLICATION:
   All full-time and part-time curriculum faculty.

PROCEDURES:
Faculty who plan class activities that will require students to miss other classes must prepare an information sheet containing the following data:
1. Name and location of activity
2. Date and time of activity
3. Objectives of the activity
4. Names of students involved in activity
5. A statement that all affected faculty have been notified

The activity must be approved by the appropriate dean, and the approved information sheet distributed to affected faculty.

RULES:
   Field trips and extended class activities must be planned at times that least conflict with student schedules. Affected faculty should be involved in planning these events and notified at least ten (10) working days prior to the activity.

APPROVED:  10-25-95
Grade Posting

5.16

POLICY:
The Family Educational Rights and Privacy Act of 1974 prohibits the posting of grades by any means unless the student has given written permission to the instructor.

APPLICATION:
Full and part-time faculty

RULES:
The students' written permission to post their grades must be kept for one (1) year. It is illegal for instructors to give out grades over the phone.

APPROVED: 5-3-95
REVISED: 10-25-95

Procedure for Sale of Books and Materials Outside the Bookstore 5.17

When books and materials are sold outside of the bookstore, the person requesting books shall use an interoffice memo. The title, author, edition, publisher, ISBN number, quantity, site of use, instructor's name, and the course in which book(s) will be used must be included in the memo. The bookstore will issue a Bookstore Charge Out form to the requestor with the requested books and/or materials. The requestor will be responsible for collecting for books and materials and remitting proceeds to the Bookstore.
POLICY:
The college reserves the right to place on probation, to place on inactive status, or to terminate any program if sufficient funds are not available, if the enrollment declines to an unacceptable level, or if the job market ceases to exist.

APPLICATION:
Each college program

PROCEDURE:
1. The appropriate dean will annually review all FTE-generating programs as a standard administrative procedure. Those programs identified as seriously low FTE generation will be reviewed by the Executive Vice President of Instruction. If a program is identified as seriously low in FTE for two (2) consecutive years, the appropriate dean or provost in consultation with the appropriate faculty members (chair, lead instructors, faculty) shall consider the future of the program and make a recommendation to the Executive Vice President of Instruction.

When deemed appropriate by the Executive Vice President of Instruction, a formal committee may be appointed to study the matter and bring forth a recommendation. Length of committee term shall be as directed by the Executive Vice President of Instruction.

Members from affected programs shall be excused from committee membership, but may serve as consultants.

2. The committee of faculty/staff shall conduct a thorough study of the program(s) experiencing difficulty and submit findings with recommendations to the Vice President within a period of ninety (90) days. This report should include the following, as applicable:
   a. Student enrollment history
   b. Number of graduates
   c. Projected enrollments
   d. Current and projected job market
   e. Practicality of applying the FTE ratio
   f. Existing lab space
   g. Equipment
   h. Licensing and accrediting restrictions
   i. Advisory committee recommendations
   j. Program expenses including salaries and supplies
   k. Effect on other institutional course offerings
   l. Enrollment trends at other institutions within NCCCS.
   m. Other criteria that might be relevant to the particular program/course

3. The dean or the committee, when one is convened, may recommend the following: not to place a program on probation, place the program on probation, move to inactive status, or terminate the program. Recommendation to terminate a program will be forwarded to the Curriculum Committee for review with a final recommendation forwarded to the Executive Vice President of Instruction, who shall forward a recommendation to the president. An
acceptance by the president to terminate a program must receive approval by the Board of Trustees.

4. Probation status includes, but is not limited to, the following conditions being specified:
   a. Length of probation
   b. Enrollment requirements
   c. Student graduation requirements

5. Inactive status includes, but is not limited to, the following conditions being specified:
   a. Length of inactive status
   b. Goals to be accomplished during inactive period
   c. Consequences of goals being accomplished or not accomplished

6. Termination status includes, but is not limited to, the following conditions being specified:
   a. Timeline for termination to take place and become final
   b. Preparation for submission to the Board of Trustees for final approval.
   c. Notification in the proper format to the NCCCS.

7. The Executive Vice President of Instruction will submit final written recommendations to
   the president for his or her approval to place a program on probation, inactive, or
   termination status.

**RULE:**

If the recommendation is to terminate a program, the NCCCS will be notified.

APPROVED: 10-25-95
REVISED: 11-05-04; 2-20-06; 03.27.2014
ETHICAL GUIDELINES

College employees must act at all times in a manner which is consistent with the highest standards of ethics and professionalism.

On August 4, 2006, Governor Michael F. Easley signed the NC State Government Ethics Act (N.C.G.S.Chapter138A) into law, which became effective January 1, 2007. Regulated by the NC State Ethics Commission, it is the most comprehensive and sweeping ethics law in the history of the State and makes many changes to the current ethics regulatory system in North Carolina.

The purpose of the NC State Government Ethics Commission is to protect the public interest and to maintain the public trust by helping public officials and the boards and commissions on which they sit, avoid conflicts of interest and appearances of conflict of interest as they perform their public duties.

The purpose of the act is to raise ethical awareness, clarify ethical guidelines, ensure that systems/programs/policies are in place, and to heighten accountability within the employing entity when making decisions to promote the public good. As public servants, personnel are prohibited from use of a public position in a manner that will result in financial benefit to the person, a member of the person’s family, or a business with which he/she is associated.

Article 4 of the NC State Ethics Act (Ethical Standards for Covered Persons) contains a gifts provision (N.C.G.S.138A-32). The approach is a general ban on gifts, with ten (10) enumerated exceptions. Specifically, public servants are prohibited from accepting gifts from persons doing or seeking to do business with their employing entity, persons engaging in activities that are regulated or controlled by the employing entity, or persons having a financial interest that may be substantially affected by the public servant’s official actions. Please see Article 4 for a full description.

The link for the Ethics Commission is [http://www.ethicscommission.nc.gov/ethicsact.htm](http://www.ethicscommission.nc.gov/ethicsact.htm) and it contains additional information.

Basically, the State guidelines prohibit the use of one’s college position for unauthorized gain and any activities which would lead to conflicts of interest.

Central Carolina Community College faculty and staff members must act in ways, which, if subjected to public scrutiny, would reflect well on their integrity and on the integrity of the college.

Approved:  February 2009
Process for Employees to Carry Out Duties in a Professional, Ethical and Collegial Manner

POLICY:

It is the policy of the College to uphold the following expectations as the process by which employees carry out their duties in a professional, ethical and collegial manner:

1. The College expects every employee to be courteous, respectful and helpful to students, fellow faculty and staff at all times.
2. The College expects faculty to be sensitive to the coercive nature resulting from the power differences inherent in the teacher/student relationship and to be ethical in the use of this power. The College expects all employees to avoid inappropriate relationships with students.
3. The College expects employees to be sensitive to cultural differences, to create a harmonious learning environment, and to treat all students equitably and fairly.
4. The College expects employees to understand the special responsibilities of being a public employee and that they must never use their positions, the resources of the College, or the work of their students for private gain.
5. The College expects employees to conduct their professional and private lives in a manner that reflects positively on the College and to refrain from any conduct that would result in embarrassment or would lower the esteem of the College in the eyes of the public.
6. The College expects employees to be diligent in maintaining all required credentials and to assume ownership for keeping themselves current in their respective discipline.
7. The College expects every class session to be a well-planned, well-conducted and effective learning experience for the student.
8. The College expects the faculty to be actively involved in professional associations on a local, state and national level and to contribute to the advancement of the respective disciplines.
9. The College expects the faculty to be intellectually honest and to respect the intellectual property of others. Specifically the faculty is expected to obey all copyright laws and to accord appropriate recognition of all sources in class presentations, publications and other activities.

Fulfilling these expectations and adherence to principles which might be reasonably inferred by these expectations and by the mores of the education profession will satisfy the process for carrying out duties in a professional, ethical and collegial manner. A community college must also be sensitive to the ethical and moral standards of the local community it serves.

APPROVED: 1-22-97
REVISED: 11-04, 1-05, February 2009
Purchase/Resale of Textbooks and Instructional Materials 5.20

POLICY:
All textbooks and instructional materials required by students for a specific course must be requisitioned and made available to students through the college bookstore. This does not preclude students from purchasing the identical books or materials from outside sources, however college employees shall not personally purchase and resell textbooks and instructional materials to students.

APPLICATION:
All full-time/ part-time faculty and administrators.

RULES:
Exceptions must be agreed upon by the bookstore manager and the individual making the request.

APPROVED: 7-27-87
REVISED: 02-20-06

Returning Tests and Examinations 5.21

POLICY:
Tests and exams shall be returned to, and / or reviewed with the students as soon as possible.

APPLICATION:
All curriculum faculty and students

RULES:
1. Each instructor may decide whether to keep or return tests and exams after they are reviewed. Instructors who do not return tests and exams must keep them on file until the end of the subsequent term.
2. Instructors are required to retain documentation to substantiate that grades are derived in a fair and proper manner and are free from mathematical errors.

APPROVED: 5-3-95
REVISED: 10-25-95, 11-04-04
Term Textbook Request 5.22

1. The bookstore manager will distribute a preprinted book list to all department chairpersons. This list will reflect texts used during in the same term, previous year.

2. Department chairpersons will edit (NOT RETYPE) the book list according to needed changes.

3. Department Chairpersons will return the updated book list to the scheduling secretary with the term schedule.

4. The edited textbook list will be forwarded to the bookstore manager, who will place orders.

Textbook Adoption 5.23

POLICY:
A textbook shall be adopted for a minimum of three (3) years. Adopted textbooks and editions shall be used for the designated course on all class sites and by all faculty who teach the course.

APPLICATION:
All faculty and instructional administrators

PROCEDURES:
The adoption must be approved by the department chairperson and/or lead instructor.

The manager of the college bookstore must be involved in this process to avoid maintaining an unsalable inventory.

Each department chairperson or lead instructor shall prepare a master textbook requisition for each curriculum for the subsequent term. The requisition must be submitted to the bookstore manager, affected faculty, and appropriate dean and/or provost according to the schedule provided by the bookstore manager. Faculty are encouraged to consider the costs of textbooks and materials without sacrificing educational content.

RULES:
Justification to adopt a textbook more frequently than three (3) years must be that: (a) the book is no longer in print, (b) a new edition of the book is in print, or (c) a more appropriate text is needed and available.

APPROVED: 7-1-92
REVISED: 10-25-95, 11-2-04, 2-20-06
New Teaching Methods

POLICY:
All new teaching methods must be thoroughly tested and documented.

APPLICATION:
All curriculum courses

PROCEDURE:
A field test will be conducted following the model guidelines listed below:

1. Both a control group and an experimental group will be established.

2. A pre-test and post-test will be developed and administered.

3. A comparative analysis of test results will determine whether this new method will be implemented.

APPROVED: 1-22-97
POLICY:
Recognizing that the purchase and maintenance of computer resources is an issue of significant importance to the effectiveness of its operations and instructional program, the College has developed a system of priorities that govern the purchase of new computer resources, the use of computer resources already purchased and the reallocation of computer resources obsolete for one field but usable in another.

In order to assign priorities for all purchases the College identifies three broad classifications of computer equipment. These priorities and classifications are part of the annual budget planning process through which all teams request purchase of computers.

APPLICATION:
All personnel

PROCEDURES:
The first priority is to the purchase of new computer equipment for the College's instructional program.

The second priority is to the purchase of new computer equipment for the College's administrative functions. Because some instructional areas are more dependent on up-to-date computer equipment than others, the College has established three levels of subordinate priorities regarding instructional computer equipment:

1. Those instructional areas that are totally dependent on computer equipment.
2. Those instructional areas with remediation programs and tutorial computer laboratories.
3. Those instructional areas requesting computer equipment that, while offering student enhanced experiences, is not equipment on which the programs are totally dependent.

The third priority is to the purchase of new computer equipment for those instructional support areas that directly affect the instructional program.

APPROVED: 1-22-97, February 2009
Bulletin Boards and Flyers 6.02

**POLICY:**
Bulletin boards and flyers are to be used for the display and dissemination of information to students and employees.

**APPLICATION:**
All full/part-time students and all personnel

**PROCEDURES:**
Acquire permission to post material from an instructor or advisor within the building to be posted.
1. The instructor/advisor must sign and date the material to be posted on bulletin boards in classroom buildings.
2. Postings for the bulletin board in Student Services must be signed by the director of student activities.
3. The instructor/advisor should ascertain that contents do not violate college policy. Content considered controversial by the instructor/advisor should be cleared with and initialed by the appropriate Vice President or campus provost prior to posting.
4. Postings requested by other than enrolled students or staff members must be approved, signed, and dated by the director of student activities or the Vice President of Student Services.

**RULES:**
Bulletin boards are located in strategic areas and are designated for certain groups and uses. Items of interest are posted regularly and students are urged to check the material often. All items on bulletin boards should be dated/signed and may remain on the board for one week or until the need is met.

APPROVED: 10-25-95
REVISED: 10-23-96, February 2009

Campus Deliveries for Students 6.03

**POLICY:**
Campus deliveries (i.e. flowers, packages, mail) for students will not be accepted by the college.

**APPLICATION:**
All students

**RULE:**
Mail and packages will be returned to the sender.

APPROVED: 4-11-95
REVISED: 10-25-95
Children on Campus 6.04

POLICY:
Minor children of students, instructors, and staff members are not permitted in the classrooms, labs, shops, or offices. Minor children must not be left unattended on campus since the college assumes no responsibility for their safety and welfare.

APPLICATION:
All employees and students

APPROVED: 7-1-76
REVISED: 10-25-95, 11-04-04

Communicable Diseases 6.05

POLICY:
Neither infected students nor employees will be excluded from enrollment or restricted in their access to college facilities/services unless medically-based judgments establish that exclusion or restriction is necessary to the welfare of the individual or community.

APPLICATION:
All employees and students

PROCEDURES:
Students who know that they are infected are to share this information, on a confidential basis, with the vice-president of student and support services. Employees who are infected should contact the president. The college will then attempt to respond appropriately to health and educational needs.

Students or employees who have reasonable basis for believing that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly for the protection of the community.

Any deviation from this policy will be made on a case-by-case basis by a team comprised of college personnel, the infected individual, the parent or guardian (where applicable), the personal physician, and/or health department officials.

The college assumes responsibility for conducting an ongoing educational campaign to provide basic information about communicable diseases. Communicable diseases may include, but are not limited to, chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, whooping cough, AIDS, and other sexually transmitted diseases.

APPROVED: 1-27-88
REVISED: 10-25-95
POLICY:
The unlawful manufacture, distribution, dispensation, possession or use of alcoholic beverages or controlled substance in the college's workplace is prohibited. The workplace is defined as an official college location and/or any location at which any employee is engaged in work on behalf of the college.

APPLICATION:
All full-time employees

PROCEDURES:
Each full-time employee will sign a waiver regarding this policy at the time of employment.

RULES:
1. Any employee who gives or, in any way, transfers a controlled substance to another person, or sells or manufactures a controlled substance while on the job or on college premises, will be subject to disciplinary action up to and including termination.
2. Each employee is required by law to inform the college within five (5) days after he is convicted for violation of any federal or state criminal alcoholic beverage control/drug statute where such violation occurred on the college's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
3. If the convicted employee is paid through a federally funded grant, the president of the college must notify the U.S. government agency with which the grant was made within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such a conviction.
4. If an employee is convicted of violating any criminal drug statute while on the workplace, he will be subject to disciplinary action up to and including termination. Alternatively, the college may require the employee to successfully finish a substance abuse program sponsored by an approved private or governmental institution as a precondition for continued employment.

DEFINITION:
The term "controlled substance" means any drug listed in 21 U.S.C. Subsection 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack". They also include "legal drugs" which are not prescribed by a licensed physician.

The term "alcoholic beverage" includes beer, wine, whiskey and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.

APPROVED:  1-25-89
REVISED:  10-25-95
POLICY:
The college will rigidly comply with all copyright laws including that which applies to computer software. It is against college policy to utilize software in a college-owned or leased computer unless an individual site license, receipt or letter of permission from the copyright owner is on file in the Computer Resource Center.

APPLICATION:
All college employees and students

RULES:
1. College employees and students shall not reproduce copyrighted software without the written permission of the copyright owner nor shall the computer be linked or otherwise configured to circumvent copyright law.
2. College employees and students shall not enter copies of "personal" programs into a college computer without permission from the director of computer services.
3. Purchase receipt or other evidence of compliance with copyright law is required before entering "personal" programs into a college-owned or leased computer.
4. Failure to comply with this policy could result in punitive action by the college and/or the copyright owner.

APPROVED: 1-6-92
REVISED: 10-25-95
POLICY:
The college will comply with the copyright limitations set forth in federal legislation for protection of original works of authorship.

APPLICATION:
All college employees and students

DEFINITIONS:
Copyright protection: governs exclusive right of copyright owners to literary works, musical works, dramatic works, pantomime and choreographic works, pictorial/graphic/sculptural works, motion pictures and other audiovisual works and sound recordings. Fair use: (not susceptible to definition) involves the allowance of copying without permission from, or payment to, the copyrighted owner where the use is reasonable and not harmful to the rights of the copyrighted owner.

Brevity:
1. Poetry
   A. A complete poem if less than 250 words and if printed on not more than two pages, or
   B. From a longer poem, an excerpt of not more than 250 words
2. Prose
   A. Either a complete article, story or essay of less than 2,500 words, or
   B. An excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words (Each of the numerical limits stated in "a" and "b" above may be extended to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph)
3. Illustration - one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue
4. "Special" works - certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience but fall short of 2,500 words in their entirety. Paragraph "b" above notwithstanding, such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text, thereof, may be reproduced.

Spontaneity:
1. The copying is at the instance and inspiration of the individual teacher, and
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:
1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical column during one class term.
3. There shall not be more than nine instances of such multiple copying for one course during one class term.
(The limitations stated in 2 and 3 above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

PROCEDURES:
1. Fair use: Single copying for teachers
   single copy may be made of any of the following by or for a teacher at his individual request for his scholarly research or use in teaching or preparation to teach a class:
   A. A chapter from a book
   B. An article from a periodical or newspaper
   C. A short story, short essay or short poem whether or not from a collective work
   D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, newspaper.
2. Fair use: Multiple copies for classroom use
   Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that the following three requirements are met:
   A. The copying meets the tests of brevity and spontaneity as defined
   B. The copying meets the cumulative effect test as defined
   C. Each copy includes a notice of copyright

RULES:
1. Infringement of copyright is subject to the principal remedies of injunction, damages, profits, and attorney's fees.
2. U.S. Government works are excluded from copyright limitations.
3. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are "reproduced and used" separately
4. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
5. Copying shall not substitute for the purchase of books, publisher's reprints or periodicals.
6. Copying shall not be directed by higher authority.
7. Copying shall not be repeated with respect to the same item by the same teacher from term to term.
8. No charge for copying shall be made to the student beyond the actual cost of the photocopying.
9. The responsibility of employee and student copyright obligations is the federal legislation, The Copyright Act of 1976.

APPROVED: 7-27-87
REVISED: 10-25-95
POLICY:
The college will comply with video copyright limitations set forth in federal legislation for protection of original work of authorship.

APPLICATION:
All college employees and students

DEFINITIONS:
Broadcast programs are television programs transmitted by television stations for reception by the general public without charge.

School days are school session days which means one does not count weekends, holidays, vacations, examination periods, or other scheduled interruptions.

PROCEDURES:
A video broadcast program may be recorded off-air simultaneously with broadcast transmission and retained by an educational institution for a period of forty-five (45) consecutive calendar days after the date of recording. At the end of this time, all off-air recordings must be erased or destroyed immediately.

Off-air recordings may be (a) used by individual teachers in the course of relevant teaching activities and (b) repeated only when instructional reinforcement is necessary. The use of the recording for instructional purposes must occur during the first ten (10) consecutive school days within the 45 calendar day retention period.

After the first ten (10) consecutive school days, the off-air recording can only be used, up to the end of the 45 consecutive calendar days, for teacher evaluation purposes, (i.e., to determine whether to include the broadcast program) in the teaching curriculum and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.

Off-air recordings may:
(a.) be made only at the request of an individual teacher
(b.) be used only by an individual teacher
(c.) not be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy is subject to all provisions governing the original recording.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content.

Off-air recording may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

RULES:
Copying and using audiovisual material is governed by specific licensing agreements provided by the seller.

APPROVED:  1-6-92
REVISED:    10-25-95
**Employees' Fund** 6.10

The college provides an “employee flower fund” at no costs to employees. Whenever a member or spouse is hospitalized or when there is a death in a member's immediate family, the college sends either flowers or other appropriate gifts. For purpose of this fund, immediate family member is defined as husband, wife, child, brother, sister, parent, parent-in-law, or foster parent. Individuals should notify the Human Resources office whenever they become aware of an employee related need.

Revised: February, 2009
POLICY:

The college provides a variety of food and vending services at its campuses and instructional centers and sites. These contracted services are managed by Business Services, a division of Administrative Services. Exclusive services are contracted for both hot and cold beverages and well as snacks, sandwiches, and other vending foods. Other food or beverage vending products or services are prohibited at college campuses, centers, or sites.

The college seeks bids and awards a service contract for food service at the Lee Campus in Sanford. The vendor is responsible for the preparation and serving of foods including hot and cold items for the term of the service contract as well as for the cleaning of the kitchen, meeting health department standards, maintaining an A rating, and the hiring, training, and supervision of all vendor employees.

As other college locations grow and are able to support additional vending or food services. Business Services will be responsible for preparing requests for proposals for possible vendors and for evaluating bids and awarding service contracts with the input of site provosts, coordinators or directors and approval of the Vice President of Administrative Services.

PROCEDURES:

Vending equipment malfunctions or product concerns should be reported to the Director of Business Services.

Refunds due to malfunctioning vending equipment or damaged products are available through Business Services from funds provided by the vendor

Comments, complaints, and suggestions concerning vending and food services should be sent to the Director of Business Services.

APPLICATION:

All employees and students

APPROVED: 1-1-86
REvised: 02-20-06, February 2009
Grants and Contracts

6.12

POLICY:

The college will enter into only those grants and contracts which are consistent with achievement of its stated role and mission, and which will not jeopardize its prerogative to control its own activities. All such agreements shall be approved by the President or his/her designee.

APPROVED: 4-29-87
REVISED: 02-20-06

Health Services

6.13

The college does not provide medical, hospital, or surgical services, and no formal health education program is offered for college personnel. Any student who has a special health problem not noted at the time of application should make student services aware of this condition. All students are covered by a student accident policy which pays up to $15,000 for medical costs related to accidental injury.

Revised 2-20-06
POLICY:

Weather situations can vary significantly across the three-county service area. When it is determined that weather conditions are severe enough to warrant closing the college, radio and television announcements will be made by 4:30 PM. for evening classes, and by 7:00 a.m. for day classes. All campuses will close for weather related issues.

APPLICATION:

All employees and students

PROCEDURES:

I. Announcements - The stations to be called and delayed class schedule will be announced by official bulletin from the Executive Vice President of Instruction each fall. Three types of announcements will be made:

A. "CENTRAL CAROLINA COMMUNITY COLLEGE WILL BE CLOSED. ADMINISTRATIVE OFFICES WILL BE OPEN." This means that no classes will be held but administrators, faculty and staff are expected to report for work. Should an employee determine that travel is unsafe, annual leave must be taken.

B. "CENTRAL CAROLINA COMMUNITY COLLEGE WILL BE CLOSED." This applies to extreme conditions and no one is expected to report for work. Employees will not be charged any leave time. Assignments must be made up when students miss class, and faculty are expected to cooperate in each case.

C. “CENTRAL CAROLINA COMMUNITY COLLEGE to open at 10:00 a.m.” Students should report to their 10:00 a.m. class. Classes will follow regular schedule for rest of the day/evening. Employees to report as early as possible.

RULES:

II. Class Make-up Policy

A. All inclement Weather days not made up by an administrative change in the College's calendar will be made up by the instructor utilizing one of the following options: (Priority Order)
   1. Schedule extra class session(s).
   2. Extend the scheduled class time.
   3. Hold conferences with individual students.
   4. Require outside assignments relevant to course objectives.

B. All classes cancelled because of specific college activities will not be formally made up.

III. Part-time Faculty Remuneration Policy for Missed Classes - Hourly-paid instructors will not be compensated for hours scheduled but not taught for any reason including cancellation of classes due to inclement weather. The one exception is listed below. The proper substitute pay form must be completed and submitted by the department chairperson to the program dean.

EXCEPTION: If a class is cancelled by the College for a specific college activity, the hourly-paid instructor will be compensated if that instructor attends and participates in the activity held during the scheduled class time.

APPROVED: 7-1-76
REVISEd:  10-25-95, 7-24-96, 10-29-04, February 2009
When it is determined that weather conditions are severe enough to warrant closing the College, announcements will be made by 4:30 p.m. for evening classes and by 7:00 a.m. for day classes.

**Types of Announcements That Will Be Made**

A. **Central Carolina Community College will be closed. Optional staff workday.** (No classes will be held, but administrators, faculty, and clerical staff are expected to report for work.) If an employee determines travel to be unsafe, annual leave must be taken.

B. **Central Carolina Community College will be closed.** (This applies to EXTREME conditions, and NO ONE is expected to report for work.) Filing for annual leave is not necessary.

C. **College will open at 10:00 a.m.** Students should report to their 10:00 class. Classes will follow the regular schedule for the rest of the day and evening. (Employees report as early as possible.)

D. The absence of announcements A. B., or C. above means classes will be held as usual.

Radio Stations:

- Raleigh WRAL – 101.5 FM
- WPTF – 680 AM
- WQDR – 94.7 FM
- WTRG – 100.7 FM
- Dunn: WCKB – 780 AM
- Siler City WNCA – 1570 AM
- Fayetteville WQSM – 98.1 FM
- WFNC – 640 AM
- WKML – 95.7
- Sanford WWGP – 1050 AM
- WFJA – 105.5 FM
- WXKL – 1290 AM

TV Stations:

- WRAL-TV, Raleigh, Channel 5
- WRDC-TV, Raleigh, Channel 28
- WLFL-TV, Raleigh, Channel 22
- WGHP-TV, High Point, Channel 8
- WNCN-TV, Triangle, Channel 17
WEB PAGE
Go to www.cccc.edu for an announcement about CCCC closing.

WFMY-TV, Greensboro, Channel 2
WTVD-TV, Durham, Channel 11

WUVC-TV, Fayetteville, Channel 40
WBF-TV, Sanford, Channel 46
WCD-TV, Sanford, Channel 67
Keys

6.15

POLICY:

Keys are issued as needed to permanent and permanent part-time employees on the Lee County Campus by the purchasing agent, and on the Chatham/Harnett County Campuses by the provosts. All keys remain the property of the college, and must not be duplicated. Lost keys should be reported to the issuing party, and all keys must be returned upon termination of employment.

APPLICATION:

All full and part-time permanent employees

APPROVED: 10-25-95
REVISED: 02-20-06

Lost and Found

6.16

A service for misplaced items is provided by Student Services. The receptionist will answer inquiries concerning lost items, and receive articles which are found. Items will only be kept for one term.
Mail Services

6.17

POLICY:
Centralized inbound and outbound mail service is provided by the college and located in the Business Services department located on the Lee Campus in Sanford. The college courier provides delivery services to and from all college campuses, centers, and instructional sites. Personal mail will not be delivered through the intercampus mail/courier service.

APPLICATION:
All employees and students

PROCEDURES:
Mail is distributed to full-time employees by way of individual mailboxes. U.S. mail is delivered to the Lee Campus once each day and is available between the hours of 11:00 a.m. and 12:00 noon.

Outbound mail should be in the Mail Room by 11:00 a.m. for same day delivery to the U.S. Postal Service. Mail received after that time will be processed on the next business day.

Large items should be properly packaged and labeled following U.S. Postal Service regulations.

Mail requiring certified delivery must have the appropriately completed U.S. Postal Service Forms identifying the sender and receiver.

Third class/bulk rates should be utilized whenever possible. (minimum of 200 items of the same size and weight are required for bulk mailings)

Any mailing of more than 200 items should be considered for Bulk Mailing. Extra time must be allowed for this service. Mail room personnel should be notified a minimum of two weeks prior to a bulk mailing. The originator of the bulk mailing is responsible for preparing the mail. Instructions and materials are available in Business Services. Business Services should be consulted in advance of any mailing since postal regulations change frequently.

Daily college courier service is provided each morning to the NC School of Telecommunications, Pittsboro Campus, Siler City Center, Sculpture Studio, Central Carolina Dental Center, Emergency Services Training Center, and Jonesboro Center. Items for the morning courier route should be in the Lee Campus mail room by 8:00 a.m. for same day delivery.

Daily college courier service is provided to the West Harnett Center, Lillington Adult Education Center, Harnett Correctional Institute, Harnett County Campus, Cosmetology School in Dunn, and Triangle South Enterprise Center. Items for the afternoon courier route should be in the Lee Campus mail room by 11:00 a.m. for same day delivery.
Items being sent via college courier should be clearly labeled or addressed including an individual’s name and the exact campus, center or site. (EXAMPLE: An item addressed to John Doe, Lillington is insufficient since there are three college locations in Lillington)

Items being sent via the college courier should be packaged appropriately to avoid spillage and/or damage during transport.

Daily state courier service is available at the Lee Campus and items should be in the mail room by 3:00 p.m. Monday through Thursday and by 2:00 p.m. on Fridays.

RULES:
1. Personal mail (defined as individually addressed, non-business related mail including letters, cards, magazines, periodicals, catalogs, and packages) is not handled by the college mail room.
2. Persons receiving mail considered to be personal will receive one notice requesting that they immediately submit a change of address form to the sender. Personal items received after the warning will be returned to sender.
3. Handling materials or packages being shipped via UPS, FedEx, and other similar vendors is not the responsibility of the Mail Room or Business Services.

APPROVED: 7-1-76
REVISED: 10-25-95, February 2009
POLICY:

Technology changes at a very rapid rate and the effectiveness of certain elements of Central Carolina Community College's instructional and administrative programs depend upon functional and up-to-date technology.

The College has established policies, procedures and priorities for repairing and repurposing these technologies which are replaced by current technology in one area but are still usable in other elements of the College. A computer service form is in place for reporting any computer services needed.

The first major priority for repairing or repurposing equipment is given to administrative services. The College has identified secondary priorities for repairing and allocating equipment:

1. Priority is given to the College's instructional programs that can utilize computer aided instruction.
2. Priority is given to areas of the College's remediation program.
3. Priority is given to faculty whose teaching assignments include the use of teaching methods dependent on computer based materials.
4. Priority is given to any faculty member to be used for administration.

APPLICATION:

All personnel.

APPROVED: 1-22-97
Media Inquiries, Media Relations, and Public Information  6.19

The Marketing & Public Affairs Department seeks to maintain, facilitate, and enhance communication about Central Carolina Community College with external audiences. As such, the Department provides the following primary functions: serves as gatekeeper for the release of information to the media and external audiences; handles media inquiries, media relations, and public information requests; designates the appropriate individual to comment on behalf of the college; protects the college reputation; ensures that the college speaks with a consistent and appropriate voice on all matters; and publicizes the college in media outlets.

Marketing & Public Affairs Duties and Responsibilities:

Marketing & Public Affairs is the only college department authorized to:

- Respond to media inquiries for information, interviews, photographs, and filming
- Create and distribute news/features stories and announcements to the media
- Pitch stories to the media
- Organize and execute news conferences
- Advise administration, faculty, and staff who are contacted by the media
- Identify and execute key media relations efforts

Official CCCC spokespersons are the college President and the chair of the Board of Trustees, who may choose to fulfill or delegate that function as appropriate. The Director of Marketing and Public Affairs serves as the college’s Public Information Officer and may assist in speaking on behalf of the college or identifying delegate spokespersons.

Typically, media reporters and editors contact the Marketing & Public Affairs Department directly to request information or interviews on specific topics. The Department will contact individual administrators, faculty, and/or staff to arrange an interview and to provide a briefing on the topic, reporter, and publication. Once approval for an interview with a media outlet has been granted, please refer to the suggestions for speaking with the media provided on the college website (available on the Intranet in the Marketing section).

CCCC administrators, faculty, and staff who are contacted by media reporters or other media officials should immediately contact the college’s Public Information Officer (Director of Marketing & Public Affairs) prior to speaking with the press or disseminating college-related information. If contacted, an appropriate response to the media would be, “I’m unable to provide the full information regarding that issue/topic. I will have our Public Information Officer contact you as soon as possible.” Please make sure to obtain the reporter’s name, contact information, story topic, and deadline, if known.
If you see the media arrive on campus and a college representative does not escort them, please refer them to the Public Information Officer. As a good rule, when in doubt, refer to the Public Information Officer for guidance.

In the event of a crisis situation, the college’s crisis communications plan will be enacted, and procedures should be followed according to that plan (available on the Intranet in the Marketing and Human Resources sections).

APPROVED: 07-01-13
Marketing & Public Affairs Department (MPA)

The role of the Marketing & Public Affairs Department is to create and implement marketing activities to increase student enrollment, inform prospective students, build external awareness of college events, activities, courses, programs and services, and enhance the image of the college through design, multimedia, photography, online, and written projects. Generally speaking, Marketing & Public Affairs focuses on projects designed for an external audience (prospective students, parents, alumni, businesses, organizations, media, and the community).

Marketing & Public Affairs Duties and Responsibilities:

Specifically, the Department provides support, expertise, and leadership to:

- Implement external marketing communications and branding, including advertising, public relations, and websites
- Promote college programs, services, and opportunities to external audiences, including prospective students, college supporters, and the community
- Support the college mission through strategic marketing, including design services, copywriting, and photography
- Produce creative designs, concepts, and layouts for marketing projects such as advertisements, flyers, posters, brochures, booklets, logos, schedules, newsletters, postcards, etc.
- Disseminate news/feature stories and announcements to media outlets about the college
- Identify and execute key public relations and media relations efforts
- Format, design, and monitor the college website and other secondary websites operated by the college
- Capture, edit, and assemble audio, video, and still images for marketing, promotional, and informational use
- Develop and maintain college social networking sites, including Facebook, Twitter, YouTube, LinkedIn, Instagram, and other emerging sites
- Establish a unified voice and visual identity for the college
- Assist with planning, coordinating, and implementing college special events (note: the role of MPA is to assist with event; this assistance primarily includes design services, printing of signage, and pre- and post-publicity of event)
- Ensure that college print and electronic projects are well-designed, well-written, and produced within specific budget parameters
- Evaluate the effectiveness of marketing activities through data-informed research methods
**Personal Use of College-Owned Equipment**

**POLICY:**
College-owned equipment shall not be used for personal gain.

**APPLICATION:**
All college employees

**PROCEDURES:**
On occasion certain employees, with permission from their supervisor, may take college-owned equipment home to perform their regular duties and/or complete assignments.

**RULES:**
Violators of this policy will be dealt with on an individual basis by the supervisor, dean, Vice President, or President as the situation dictates.

APPROVED: 5-3-95
REVISED: 10-25-95; February 2009

**Philosophy of Open Communication**

Successful communication is the key for successful programs. Therefore, the tone of communication at Central Carolina Community College is openness. This directs that all employees, be they administrators, faculty or staff, have a right to feel comfortable with sharing information, opinions and concerns regarding matters affecting them; and that they should feel obligated to share information with those affected by it; and that this sharing process should never be construed as threatening or insubordinate to established lines of authority. This philosophy of openness recognizes an appreciation for the distinction among job responsibilities and, by extension, an acceptance that some of those jobs require considerably different levels of information flow. However, as employees at all levels of the institution have objectives to accomplish, it is important that vertical, as well as horizontal, communications occur effectively throughout the organization. Everyone should receive full and timely disclosure of any information necessary to plan and carry out job responsibilities in a professional manner. Everyone also has responsibility to communicate professional needs necessary for completing job objectives or for furthering professional development, and the right to receive a timely response concerning such communication. No individual should knowingly keep information from another to inhibit that individual's performance of job responsibilities or career development.

Finally, communication is each individual's charge. No organization, system or institution is as efficient as the single person who has an idea that needs to be shared. Therefore, it is the responsibility of each individual to actively promote an environment that encourages open communication and that accepts the expression of a variety of ideas and opinions.
POLICY:
Any publication prepared and disseminated by an individual, a student organization, a curriculum, a department, or a division of the college must be approved by the appropriate Vice President.

DEFINITION OF PUBLICATION:
Any document identified with a title and designed to systematically share information with students, personnel, college organizations or the public.

APPLICATION:
All students and college employees.

PROCEDURE:
The request to publish and disseminate a publication must be received by the Vice Presidents sixty (60) days prior to the planned publication date and must include: (a) the purpose and objectives, (b) frequency of printing, (c) intended audience(s), (d) author(s)/advisor(s), (e) source of funding and (f) reasons the information cannot be disseminated through an existing publication.

The Vice President will review the proposal, make a final decision and will advise the individual making the request of the decision.

RULES:
1. All publications, included but not limited to flyers, posters, newsletters, promotional/publicity materials, and media advertisements must be submitted to the advisor/supervisor prior to duplication. The advisor must sign and date the original and maintain a copy in the organization's files.

2. The advisor has the responsibility to verify accuracy (i.e., dates, times, locations) and ascertain that contents do not violate college policy. Content considered controversial by the advisor/supervisor should be cleared with the appropriate Vice President prior to publication.

3. The appropriate Vice President must initial publications.

4. Media publicity (i.e., newspaper, radio, TV., billboards, etc.) must be cleared and processed through the director of information and media services.

APPROVED: 10-25-95
REVISED: February 2009
List of Publications

All publications must be approved by the president.

**Alumni News** – a monthly newsletter for graduates published by the Foundation & Development Office (currently on hold)

**Catalog** - the official publication of academic information for the college published every two years and available through Student Services.

**Cougar Bytes** – an online newsletter for CCCC employees.

**Details** - a faculty newsletter from Distance Education published three times per year.

**DE student newsletter** - a newsletter circulated 2-3 times per academic semester.

**Employee Handbook** - the official publication of policies/procedures available through the office of human resources.

**Fact Sheet** - An annual publication of the research and planning office profiling the institution.


**Part-Time Faculty Handbook** - policies and procedures for part-time curriculum instructors available through the offices of the provosts and associate dean for evening programs.

**Policy/Procedures Manual** - A compilation of all regulatory information by which the college is managed.

**Program Brochures** - information bulletins about individual curriculums which are located in the Continuing Education Building, Student Center and student services areas.

**Quarterly** - the three-campus news and class schedule for curriculum, continuing education and small business center courses which is published three times each year by the public information department.

**Student Planner and Handbook** - a yearly overview of important semester dates and upcoming events published annually by the Student Government Association with policies and procedures for students.

**Strategic Plan** - a triennial document which includes institutional goals, objectives, assessments, and targets.

**The Red Clay Review** – the literary and arts magazine of CCCC published annually.

**View Folder** - an extensively illustrated description of programs and opportunities for prospective CCCC students.

**The Guideline** - an informational publication for Guided Studies students and college personnel.

**Student Developments** - an informational publication from registrar's office.

**The Campus Courier** - monthly publication published by Student Government Association.

**Ambassador Notes** - an update publication by ambassadors.

**Just So You Will Know** - an as-needed document for the staff serving under dean of liberal arts, communications and business programs.

**CCCC RTV Quarterly News** - an information document for the RTV advisory committee.
POLICY:

Purchasing procedures and inventory for supplies, materials and equipment as prescribed by Chapter 143, Article 3 and 3C of the North Carolina General Statutes, The Division of Purchase and Contract, The North Carolina Administrative Code 2C.0501, The Department of Community Colleges and Central Carolina Community College must be followed regardless of the source of funds. **All purchases should be made from vendors registered with North Carolina E-Procurement.**

Copies of the statutes, rules and regulations are available from the purchasing agent who is responsible for procurement of all supplies, materials and equipment. The purchasing agent will comply with the law and maintain required records.

APPLICATION:

DEFINITIONS:

**Purchase and Contract Items** - Many items with recurring requirements are listed on term contracts. These contracts are developed by the Purchase and Contract Division for the State of North Carolina through formal, competitive bidding and are for a specified length of time. Term contracts have one or more vendors listed for each item. **Always** check the term contracts available on the Internet before completing your requisition. Address [http://www.doa.state.nc.us/PandC/](http://www.doa.state.nc.us/PandC/)

Any item on state contract may be ordered directly from the vendor subject to any restrictions on the specific term contract without having to secure bids or quotes.

**Equipment** - Items that retain their original shape and appearance in use, items that are non-expendable (can be repaired rather than replaced), items that represent a substantial investment of money.

**Major Equipment** - Items that cost $1,000 or more per item. Items with a cost of $2,500 (including shipping, tax, installation, etc.) may be purchased without securing bids or quotes. Any purchase totaling $2,501 to $5,000 (including shipping, tax, installation, etc.) requires formal written bids. Any purchase totaling $5,001 to $9,999 (including shipping, tax, installation, etc.) must be sent to the Purchasing Office for processing. Any purchase totaling $10,000 or more (including shipping, tax, installation, etc.) must be forwarded to the Division of Purchase and Contract for processing. These rules for bids and/or quotes apply based on the total costs on each purchase order, whether it has one item or several items on a purchase order. Technology items over $25,000 must be sent to ITS for processing.

There are certain commodities including, but not limited to, laptops, laser printers, cameras, that may be purchased for less than $1,000. The state requires that we track these items also as they are considered high risk items and they must be purchased with equipment monies.

**Supplies** - Items that are consumed and/or lose their original shape or appearance in use (replacement is usually more feasible than repair)
Supplies and Materials (General) - Items that are used in the daily operation by support personnel, faculty and administration (paper, pens, etc.)

PROCEDURES:
1. You MUST check NC E-Procurement to validate that the vendor you wish to use is registered with E-Procurement. Address is http://eprocurement.nc.gov/ - click on vendor search.
2. A requisition form for supplies, materials, and/or equipment must be completed, signed by the designated persons and delivered to Purchasing prior to your making any purchase. **Purchase orders MUST be used to make any purchase.** The requisition form may be printed from the college website under intranet under Faculty and Staff and Business Office/Purchasing.
3. Purchasing will complete a purchase order, initiate action on the purchase order and forward the “initiator” copy to the originator of the requisition.
4. Equipment and supplies will be delivered to the originator as they are received, and the originator MUST check the item(s) received against the purchase order to ascertain that he/she has received what was ordered and that item(s) are acceptable. Originator must then date and sign the packing slip received with the shipment and forward to the purchasing Department. If no packing slip was received, it is suggested that originator make a copy of the purchase order, date and sign and forward to the Purchasing Department.
5. Upon receipt of equipment items, the equipment coordinator will place a unique inventory number on each piece of equipment that costs $1,000 or more or fits into the category of “high risk” and under $1,000. The department chairperson and instructor are responsible for equipment assigned to them. When a piece of equipment is loaned to another department, the borrower shall notify the equipment coordinator prior to the transfer of equipment and upon its return. The Vice President of Administrative Services is responsible for the overall inventory of equipment, and shall be notified when equipment is missing. The Vice President is also responsible for making sure all equipment declared as surplus will be disposed of as prescribed by state law.
6. An annual inventory of all equipment will be conducted by the equipment coordinator.
7. General supplies and materials, which are listed in the Supply Store Catalog, may be obtained directly from the Supply Store on the Lee County Campus by completing the Supply Store Requisition, submitting it to the shipping and receiving clerk, and picking up the supplies from the Supply Store. Large quantities may be delivered. Supply store hours are posted. Supplies for sites other than the Lee County Campus, will be delivered by college courier. You may pick up supply store requisitions in the Supply Store.

APPROVED: 7-1-87
REVISED: 10-25-95, 10-8-01, February 2009
Copy of Materials

POLICY:
The most qualitative, efficient and cost effective method shall be used when copying materials.

APPLICATION:
All college employees and students

PROCEDURES:
1. Copying services shall be requested on the Request for Copying Services form with the best original material attached or using email to provide copy request specifications like quantify, paper color, etc. with the original material to be copied attached in a Microsoft Office software or PDF file. All electronic requests should be sent to the copycenter@cccc.edu.
2. Employees are encouraged to use the copying services in Business Services for making multiple copies. Guidelines for expected turn around times are:
   a. 24 hours or less for copies of less than 200
   b. 48 hours for total copies of 200 to 1,000
   c. 72 hours for total copies of 1,001 to 5,000
   d. 5 working days for total copies greater than 5,000
3. On the Lee Campus in Sanford quantities of less than 75 total copies may be made on code accessible copiers.
4. For all other college campuses, centers, and instructional sites quantities of 200 copies or less may be made on code accessible copiers.
5. Utilizing standard accounting codes, a system of charges backs for copying costs is used and information on charges are shared with administrators including the college vice presidents, provost and deans.
6. Digital color printing or copying services are available at the college copy center on the Lee Campus in Sanford. Color copies should be requested when the use of color is essential to the instructional process or purpose of the item being reproduced. Cost of color reproductions are charged to the originating department.

RULES:
1. Access to the high volume digital printer and copying equipment located in the college copy center is limited to personnel of Business Services.
2. Request for special printing services should be presented to the program department chair, Director or coordinator.
3. Generally, copies will be made two-sided on 20 lb. recycled bond paper.
4. Only college-related materials will be reproduced. The use of college copying equipment or materials including paper for personal, civic or any non-college purpose is forbidden.
5. Only request the number of copies needed to prevent waste.
6. Persons approved to use code accessible copying equipment are issued individual codes. Codes should not be shared with any students, friends, family, or other staff members.
7. Persons with the responsibility of hiring or supervising adjunct or part-time workers, including work-study students should request individual copier codes if needed. It is the responsibility of supervisory personnel to inform Business Service personnel when
individuals are terminated or leave college employment so that copying codes can be deactivated.

8. Regulations and/or restrictions imposed by law will be followed at all times.

APPROVED: 7-1-87
REVISED: 10-25-95, February 2009
Responding to On-Campus Emergencies 6.25
Physical Combat 6.251

PROCEDURES:
Ask someone to stay at his desk and do the following:
1. Call the police (911), and give the specific location and request immediate response. Give building and room number to 911 responder.
2. If an injury is suspected, call an ambulance (911) and request immediate response. Give building and room number to the 911 responder.
3. Designate someone to go to a visible designated location to intercept and direct the police/emergency responders.
4. Contact a Vice President, dean, provost or associate dean and request that he go to the scene.

Take two or more employees with you to the scene of the accident. DO NOT GO TO THE SCENE ALONE. TAKE RUBBER GLOVES WITH YOU. DO NOT TOUCH BLOOD UNTIL YOU PUT ON RUBBER GLOVES. Stop altercation without being injured, if possible. Separate parties involved. Get them out of each other's sight. Apply First Aid.

Get full names, Social Security numbers, addresses, and phone numbers of involved parties and witnesses.

Determine if participants are students; if so, in which curriculum. If they are not students, determine why they are on campus.

Determine reasons for altercation.

Write a detailed report of the incident. Be descriptive using names, times, places, etc. Submit copies to the president, three Vice Presidents, and the public information officer.

Verbal Altercations 6.252

Procedures:
Recruit assistance and go quickly to the scene.

Separate the parties involved. Get them out of each other's sight.

Get full names, Social Security numbers, addresses, and phone numbers of involved parties and witnesses.

Determine if participants are students; if so, in which curriculum. If, they are not students, determine why they are on campus.

Determine reasons for altercation.

Write detailed report of the incident. Be descriptive, using names, times, places, etc. Submit copies to the president, three Vice Presidents and the public information officer.
Physical Injury 6.253

Procedures:
Ask someone to stay at his desk and do the following:
1. Call an ambulance (911). Give specific directions to the building/room location and request immediate response.
2. Designate someone to go to a visible designated location to intercept and direct the emergency responders.
3. Notify a Vice President, provost, dean or associate dean.

Go to the scene of the injury. TAKE RUBBER GLOVES WITH YOU.
1. Administer First Aid. Avoid skin contact with blood and/or body fluids.
2. Keep the victim calm and immobile until the emergency responders arrive.
3. Write down full names, Social Security numbers, addresses and phone numbers of all involved parties.
4. If injury occurred during instruction, an accident report must be filed. Immediately write up a detailed report of the accident. Submit copies to the president, three Vice Presidents and the public information officer.

Civil Disturbance 6.254

Definition: Any set of circumstances that, in the judgement of the administration or staff, would cause a disruption of normal college activities and would potentially jeopardize the safety of students, faculty or staff.

PROCEDURE:
1. Call the switchboard operator and advise of type and location of disturbance. (Give building, room, campus area.) Switchboard operators can be reached by dialing "0" on Lee County Campus and "200 or 201" on Harnett/Pittsboro/Siler City Campuses and School of Telecommunications.
2. Switchboard operator will advise the administration of the type and location of disturbance.
3. Switchboard operator will dispatch security officer.
4. Vice President, dean, provost or associate dean will go to the site of the disturbance.
5. An administrator will assess the situation and, if necessary, call for assistance from the local law enforcement and/or emergency responders. (Dial 911)
6. Give specific directions to the site.
7. Designate someone to meet the responders and direct them to the scene.
8. The administrator should:
   A. Take two (2) or more employees to the scene
   B. Take a pair of rubber gloves
   C. Avoid contact with blood or body fluids
   D. Stop the altercation, if possible, and avoid being injured
   E. Separate involved parties
   F. Get involved parties out of each other's sight
9. Apply first aid if needed and requested. Use rubber gloves.
10. Determine if participants are students; if so, in which curriculum. If they are not students, determine why they are on campus.
11. Determine the reason for the disturbance.
12. Write a descriptive detailed report of the disturbance giving full names, Social Security numbers, addresses, telephone numbers, times, places, witnesses, etc. Submit copies to the president, the three Vice Presidents and public information officer.

13. Deal with individuals involved per college policy.

**Serious Injury/Illness 6.255**

**Definition** - An injury or illness that the instructor, supervisor or involved person believes needs medical attention.

**PROCEDURE:**

1. At the request of the injured or sick person, a faculty or staff member shall contact the switchboard operator to call for emergency medical services and/or transportation to the hospital. Dial "0" on Lee County Campus; dial "200 or 201" on the Harnett/Pittsboro/Siler City Campuses and School of Telecommunications.

2. The switchboard operator will dial 911, advise of the problem, give specific directions, arrange for someone to intercept the responders and notify the administration. (Vice President, dean, provost or associate dean.

3. An administrator will go to the site of the injury or illness. Take rubber gloves.

4. The switchboard operator will call a member of the injured or sick person's family.

5. First aid may be administered if requested by the injured party. Avoid contact with blood or body fluids.

6. Keep injured person calm and immobile until emergency responders arrive

7. Immediately following the incident, write a descriptive, detailed report of the accident or illness giving full name, social security number, telephone number, address, time, date, place, etc.

8. Submit copy of report to the president, the three Vice Presidents and the public information officer.

**RULE:**

1. If injury occurred during instruction, an accident report form must be completed and filed.

2. Payment for emergency and medical services is the responsibility of the student, and/or his parents, guardian or spouse.
Fire Evacuation 6.256

PROCEDURE:
1. In the event a fire is detected occupants should be warned immediately, sounding the fire alarm to start the evacuation process. (Pull Alarm Boxes are noted on posted Evacuation Maps).
2. After engaging the alarm system, call the campus switchboard and advise of the problem and its location. Operators may be contacted by dialing "0" on the Lee County Campus and "200 or 201" on the Harnett/Pittsboro/Siler City Campuses and the School of Telecommunications.
3. The switchboard operator will dial 911 and advise of the problem with directions, notify the administration, and arrange for someone to intercept the responder.
4. Evacuate the building quickly and quietly according to the Fire Evacuation Plan and assemble at the designated rally point and remain until an "all clear" signal is given.
5. Instructors should determine that all their students are out of the building and accounted for.
6. Notify the fire department personnel if someone is missing.
7. Designated fire emergency coordinators will ascertain that all occupants are out of the building.
8. Department chairpersons or designees will keep access streets open for emergency vehicles.
9. Return to the building only after the fire department officials declares the area safe.

RULES:
1. Instructors shall take their class rolls with them when they evacuate the building.
2. Fire extinguishers may be used to fight small fires.

Automobile Accident 6.257

PROCEDURE:
In the event you are involved in or witness an automobile accident on the campus, proceed as follows:
1. Assess the accident for needed medical assistance.
2. Call the switchboard operator, giving location and seriousness of the accident. Dial "0" for Lee County Campus and dial "200 or 201" for Harnett/Pittsboro/Siler City Campuses and School of Telecommunications.
3. The switchboard operator will notify an administrator, call 911 for law enforcement assistance and emergency services, and give specific directions to the accident.
4. The college witness safety officer shall obtain a copy of the officer's report and submit it to Student Services.
5. If law enforcement is not called, the college employee safety officer should report the incident to Student Services.
Tornado 6.258

PROCEDURE:
In the event of a tornado, employees and students should immediately go to an interior space or hallway. Stay away from glassed areas.

Bomb Threat 6.259

PROCEDURE:
If a bomb threat is received:
1. Remain calm
2. Stay on the telephone with the caller
3. Take as much information as possible from the caller
4. Write down the exact wording of the caller
5. Ask the following questions from the BOMB THREAT CHECKLIST

BOMB THREAT CHECKLIST
   a. When will the bomb explode? __________________________
   b. Where is the bomb now? _______________________________
   c. What does the bomb look like? __________________________
   d. What kind of bomb is it? ________________________________
   e. What will detonate the bomb? ____________________________
   f. Did you place the bomb? __________ why? _________________
   g. What is your name? ___________________________________
   h. How old are you? ______________________________________

6. Record the date, and time, sex and age (if possible) of the caller.
7. Note the characteristics of the caller's voice, i.e.
   a. calm         e. slurred       i. accented      m. ragged       q. angry
   b. crying       f. lisp          j. deep         n. soft          r. normal
   c. raspy        g. slow          k. loud          o. excited       s. cracking
   d. laughing     h. distinct      l. nasal         p. deep breathing

8. Determine if the voice is familiar to you? Like whom?
9. Remember the threat language. Was it?
   a. well spoken  c. foul/vulgar  e. serious        g. other
   b. irrational  d. incoherent  f. message read

10. Note the background noise. Was it?
    a. street      d. voices      g. clear      j. house      m. other
    b. local       e. factory    h. motor      k. office
    c. long distance   f. animals   i. music    l. static

11. When the caller hangs up call the switchboard and:
    a. Give your name, location, telephone number and information obtained from the caller.
    b. Stay on the line until the operator has obtained all possible information.

12. Inform your supervisor, the Vice President of Administrative Services or campus provost, who will evacuate the area.
13. Do not enter any evacuated area until authorized to do so.
14. DO NOT TOUCH ANY SUSPICIOUS OBJECTS
15. Thoroughly complete the BOMB THREAT CHECKLIST and submit it to the Vice President of Administrative Services as soon as possible.

Report any unusual observations to campus security or the Vice President of Administrative Services.
POLICY:
The purpose of this safety policy is to incorporate the necessary safety rules and procedures to make the CCCC campuses safe places to work and study. The Safety Committee’s responsibility is to see that all pertinent federal and state safety rules and procedures are incorporated into CCCC’s Safety Rules and Procedures. The Safety Committee shall modify or create new rules and procedures when and where necessary to meet the College’s needs. It is also the Committee’s responsibility to monitor the safety program to ensure compliance. In the event of an accident or incident, the Safety Committee’s responsibility will be to see that all investigations and other procedures pertaining to safety are carried out.

The Safety Committee shall work with the College’s Safety Officer in carrying out these requirements.

APPLICATION:
All College personnel

REFERENCE MANUALS:
Several publications shall govern safety on the College campuses:
A. Safety in North Carolina Public Schools and Institutions of the Community College System (SNCPSCICS)
B. OSHA Standards for General Industry. 29CFR part 10 (OSHASCI.29 P 10)
C. OSHA Standards for the Construction Industry 29CFR part 1926 (oshasci29CRRP 1926)
D. “Occupational Safety and Health Act of North Carolina”
   (General statutes 19-126 through 155) 1973 (OSHANC 1973)
E. Right to Know Manual
G. Other manuals as deemed necessary by individual departments.
H. “American National Standard for the Safe Use of Lasers;” ANSI 2136.1

The Safety Officer’s responsibility shall be to ensure that all necessary publications and forms are available to all pertinent parties and that all publications and forms are maintained current.
RULES:
A. The Safety Committee shall establish as the principal guide pertinent parts of the rules and procedures from the current SNCPSICCS. Upon approval by the CCCC President, this concise document shall be available to all pertinent campus personnel.
B. Any safety rules from other manuals shall be incorporated as necessary.
C. The Safety Committee shall be responsible for reviewing and updating the Safety Policy on an annual basis.
D. Department Chairpersons/Lead Instructors shall be responsible for disseminating the Safety Rules and Accident Procedures for their respective areas, posting said rules for public information, and informing students of safety rules and procedures.
E. Department Chairpersons/Lead Instructors shall be responsible for their departments. All safety signs and equipment shall be ordered through the Safety Officer and Business Office and charged to General Budget.
F. The Safety Committee shall be responsible for evaluating and implementing an Emergency Action Plan for the College on an annual basis.
G. The Safety Committee shall be responsible for preparing and disseminating the Exposure Control Plan for Bloodborne Pathogens.

PROCEDURE:
A. Safety Inspections
   1. Annual inspections shall be organized according to buildings and/or departments.
   2. The inspection team shall be made up of three members of the Safety Committee designated by the Safety Officer.
   3. The safety inspection shall ascertain if all safety regulations have been met, and appropriate actions shall be taken to correct any violation.
   4. The building and/or department inspection checklist shall be prepared by the Safety Committee.
B. Safety Reporting Procedures
   1. Prior to Safety Committee inspections, the Department Chairpersons/Lead Instructors shall conduct a preliminary area inspection and report to the Safety Committee the following information:
      a. Any unsafe items or conditions.
      b. Recommendations for solutions.
      c. A list of supplies/equipment needed to maintain a safe environment.
      d. A list of safety supplies/equipment already ordered through the curriculum.
      e. A list of individual faculty members’ recommendations for safety needs.
   2. Input to the Safety Committee by anyone connected with CCCC shall be allowed. If any College personnel observes any safety violation, the following procedure shall take effect:
      a. Violation must be reported to the individual in charge of that area.
      b. The individual in charge shall evaluate the report and take appropriate action.
      c. If satisfactory action is not taken, the violation shall be reported to the Department Chairperson responsible for area where violation occurred.
d. The Safety Officer will prepare a violation report and forward it to the College President for appropriate action.

e. The College will prepare a cumulative annual safety report as required by the North Carolina Department of Labor.

C. Education

1. The Safety Committee and the Staff Development/Instructional Specialist shall be responsible for scheduling and providing safety education for the College.

2. The opportunity for faculty/staff training shall be made available to all College personnel, including, but not limited to, training in:
   a. First aid
   b. CPR
   c. Fires, firefighting, and evacuation, i.e., planning and implementing two fire drills per year
   d. Bloodborne pathogens and chemicals

3. Each curriculum instructor shall provide the necessary safety training specific to that curriculum.

D. Accidents/Incidents

1. The Vice President of Administrative Services, provosts, and supervisors shall investigate all accidents as required by regulations.

2. The Safety Committee shall establish and administer a standing investigating team composed of the College President, the Safety Officer, the Vice President of Administrative Services, and the Chairperson of the Safety Committee.

3. In the event of an accident that affects the general public, has that potential, or is of a newsworthy nature, communications will be coordinated by the College President.

E. Safety Committees

1. The Safety Committee may appoint special standing or ad hoc subcommittees as it deems necessary.
   a. Standing subcommittees shall be established by amendment to this policy.
   b. All safety subcommittees will report to the Safety Committee.

2. Standing Subcommittees
   a. Chemical Hygiene Committee
      - Hazardous material
      - Exposure control for bloodborne pathogens
   b. Emergency Response/Fire Evacuation

APPROVED: 7-1-87
REVISED: 10-25-95, 8-6-97, February 2009
Security 6.27

Each employee has a vested interest in campus security. Security practices should include locking unattended vehicles, offices, and securing buildings when departure is after operating hours. Professional security is provided on the Chatham County Campus, Harnett County Campus, Lee County Campus, the Jonesboro Center, and at the Siler City Center. Call boxes and cameras are installed on the Lee County main campus.

REVISED: February 2009
POLICY:
The college is committed to providing and promoting an atmosphere in which individuals may realize their maximum potential in the workplace and/or the classroom. Sexual harassment is a violation of both state and federal law and will not be tolerated. Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications. This definition does not include personal compliments welcomed by the recipient or relationships which are freely entered into by both parties.

APPLICATION:
All employees and students

PROCEDURES:
Any individual who feels that he or she has been subjected to acts of sexual harassment should report the incident immediately. The individual may choose to report the incident either during a private and confidential discussion of the issue with a counselor or by initiating a formal complaint to the Vice President of Student Services.

A student desiring to pursue the issue through a confidential setting should discuss the matter with a counselor on an informal basis. An employee desiring to pursue the issue in a confidential setting should meet with the director of human resources. During this private and confidential discussion, the counselor or director of human resources will help the student or employee determine the best course of action to resolve the situation. If desired by the individual, the counselor may facilitate a discussion between the parties involved in order to resolve the situation as quickly as possible. Any resolution will close the matter.

A student can report a formal complaint of sexual harassment to the Vice President of Student Services. An employee can report a formal complaint of sexual harassment to the director of human resources. All formal complaints of sexual harassment will be investigated. The administrator receiving the initial formal complaint will initiate an investigation immediately for resolution within existing student or employee disciplinary procedures. Any reported incidences that are not satisfactorily resolved shall be reported to the president, or if the president is involved to the Chairman of the Board of Trustees.

RULES:
Any employee violating this policy will be subject to disciplinary action up to and including termination.

APPROVED:  8-3-94
REVISED:  10-25-95, 2-28-01, 1-19-05
Sexual Assault, Sex Crimes, Stalking, and Domestic & Dating Violence Policy  6.281

Central Carolina Community College actively promotes a campus environment that maintains the dignity of all members of the campus community. To maintain this dignity, Central Carolina community College will not tolerate any form of domestic violence, dating violence, stalking, sexual assault, rape, or nonconsensual sexual activity (hereinafter referred to as “aforementioned crimes”). The Crime Awareness and Campus Security Act of 1990, Section 485 (f) (1) (F) of 20 U.S.C. 1092 (a) (1) (Public Law 101-542) requires that institutions of higher education collect information with respect to sexual assault on campus and beginning in September 1993, to include such information in an annual security report. The Higher Education Amendments of 1992 (Public Law 102-325) provide further that as part of the Annual Security Report the College shall include, develop and distribute statement of policy regarding the College’s sexual assault programs and the procedures to be followed if a sex offense occurs.

The federal Campus Sex Crimes Prevention Act, enacted October 28 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation or is a student. The state of North Carolina Department of Justice provides a Sex Offender Registry Search at the following website. http://sexoffender.ncdoj.gov .

Education and Awareness

Education will be provided through appropriate programs and education booklets, which may include:

1. Orientation programs
2. Staff development/employee training
3. Student and Employee Handbooks
4. Campus Media
5. Seminars, workshops, pamphlets, and posters addressing specific issues, such as sexual assault, acquaintance rape, sexual harassment, self-protection for men and women and crime reporting.

Members of the campus community found to be in violation of this policy will be subject to disciplinary action including, but not limited to, suspension and expulsion from the College. This policy will be enforced using internal disciplinary procedures, and the encouragement of external prosecution of alleged offenders. Violations of this policy shall include, but are not limited to the following:

• Any form of nonconsensual sexual intercourse, committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim.
• Any actual or attempted nonconsensual sexual activity by a person(s), known or unknown to the victim, defined as, but not limited to, a) sexual intercourse or sexual touching committed with or without physical force, coercion, threat or intimidation; b) exhibitionism, or c) sexual language of a threatening nature. Nonconsensual sexual activity shall include, but not limited to, situations where the victim is unable to consent because s/he is physically helpless, or is mentally incapacitated due to drug or alcohol consumption or is unconscious, regardless of whether or not the consumption was with the victim’s consent. Sexual activity requires consent, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity. This agreement must be clear, typically verbal, and unambiguous at every stage of a sexual encounter. An individual who is incapacitated in any manner or to any degree, including through the effects of drugs and/or alcohol, is not capable of giving consent. [Women’s Center, Northwestern University]

• Domestic violence, which is defined as “a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.” [U.S. Department of Justice]

• Stalking, which is defined as “A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.” [U.S. Department of Justice]

• Dating violence, defined as “violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim […]” [U.S. Department of Justice]

• Sexual assault, which is defined as “any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.” [U.S. Department of Justice]

Reporting and taking action in response to sex crimes and/or violence against a student or employee will be limited to incidents occurring on campus, off-campus at College-leased or owned facilities, when attending College-sponsored activities or any activities (including participation in field experiences, internships, athletic and cultural events) which are initiated, authorized or supervised by Central Carolina Community College, even off-campus or when representing the College. The College will not tolerate any retaliation against individuals who report incidents of sexual activity in violation of this policy. Members of the campus community found to have retaliated against an individual who reports an incident will be subject to disciplinary action including, but not limited to, suspension and expulsion from the College for students, or termination of employment for employees. Violation of the confidentiality of either the accuser or accused shall not be tolerated and will be treated in the same manner as retaliation. A student or employee who reports to the institution that they have been a victim of one of the aforementioned crimes shall be provided with a written explanation of the student or employee’s rights and options.

Students who are victims of the aforementioned crimes are encouraged to file a complaint with any member of CCCC’s faculty or staff as soon as possible after the alleged incident.
Additionally, victims are strongly encouraged to report the incident to local law enforcement. Witnesses or other parties with knowledge of an alleged assault, who are part of the campus or not, are also encouraged to report incidents to the College and local law enforcement. Complaints by or against students will be forwarded to the Vice President of Student Services for resolution within existing disciplinary procedures.

Complaints by or against college employees will be forwarded to the executive director and ethics liaison of human resources for resolution with existing employee advocacy and disciplinary procedures. College security staff may be asked to support in the reporting and investigation of incidents of sexual assault. If the incident takes place after normal College hours, reports can be made by calling Campus Security 919-718-7512.

Any individual who has been the victim of the aforementioned crimes has the right to be assisted by campus authorities in notifying law enforcement if the victim so chooses. Victims also have the option to decline to notify such authorities, but in accordance with N.C. State law, all complaints of sexual assault will be reported to the office of the Magistrate by the college. In such cases when an individual is granted an order of protection, no contact order, restraining order, or similar lawful order issued by a criminal, civil, or tribal court, college security must be notified in order to assist in the enforcement of said order while the individual is on college grounds.

**Preserving and Collecting Forensic Evidence**

In the immediate aftermath of a sexual assault, the most important thing is for the victim to get to a safe place. Whether it is the victim’s home, a friend’s home or with a family member, immediate safety is what matters most. When a feeling of safety has been achieved, it is vital for the victim to receive medical attention, and it is strongly recommended that the victim receive a forensic examination. A forensic medical exam may be performed at a hospital or other healthcare facility, by a sexual assault nurse examiner (SANE), sexual assault forensic examiner (SAFE) or another medical professional.

Preserving DNA evidence can be key to identifying the perpetrator in a sexual assault case, especially those in which the offender is a stranger. DNA evidence is an integral part of a law enforcement investigation that can build a strong case to show that a sexual assault occurred and to show that the defendant is the source of biological material left on the victim’s body.

**Campus Judicial Proceedings**

This policy will be enforced using internal disciplinary procedures, and the encouragement of external prosecution of alleged offenders. All claims shall receive a prompt, fair, and impartial investigation and resolution. Investigations shall be conducted by officials who receive annual training on issues related to the aforementioned crimes and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding, including the opportunity to be accompanied to any related meeting or
proceeding by an advisor of their choice. Both the accuser and the accused shall be simultaneously informed, in writing, of:

- the outcome of the institutional disciplinary proceeding
- CCCC’s procedures for the accused and the victim to appeal the results
- any change in the results that occurs prior to the time the results become final
- when the results become final

Relevant policies for employees can be found in the Central Carolina Community College Policy and Procedure Manual, Sections 2.31, 2.311, 2.312, 2.313, 2.314, and 2.316. Students can refer to the Student Rights, Responsibilities and Judicial Procedures, Parts I through V.

In the event that a sex crime or incident of sexual violence occurs, numerous counseling, health, mental health, victim advocacy, legal assistance, and other services are available for victims both on-campus and in the community. A partial list of these resources follows this policy.

APPROVED: November 2014

**Additional Contacts**

**On Campus Security Contacts**

- Lee Campus 919-718-7512
- WB Wicker 919-777-7705
- Lillington Campus 910-893-8813
- Harnett Health Sciences Center 910-814-8986
- West Harnett Center 910-814-8899
- Pittsboro Campus 919-542-8066 or x8011
- Siler City Campus 919-545-8680 or x8661

**Off Campus Counseling**

**HAVEN in Lee County**

160 Charlotte Avenue
Sanford, NC 27330
Administrative Line: (919) 774-8923
Crisis Line(s): (919) 774-8923
Fax: (919) 775-7114
Website: www.haveninleecounty.org
S.A.F.E. of Harnett Co., Inc.

P.O. Box 728
Lillington, NC 27546-0728
Administrative Line: (910) 893-7233
Crisis Line(s): (910) 893-7233
Fax: (910) 893-3508
Website: www.safeofhc.org

Family Violence & Rape Crisis Center

P.O. Box 1105
Pittsboro, NC 27312-1105
Administrative Line: (919) 542-5445
Crisis Line(s): (919) 545-0224
Fax: (919) 542-6414
Website: www.fvrc.org

P.O. Box 961
144 N. Chatham Avenue
Siler City, NC 27344
Administrative Line: (919) 742-7320
Crisis Line(s): (919) 545-0224
Fax: (919) 742-7323
Website: www.fvrc.org/coalition.htm

Law Enforcement Support Agencies – 911 for Emergencies

• Harnett County Sheriff's Department - 910-893-9111
• Chatham County Sheriff's Department – 919-542-2811
• Lee County Sheriff's Department – 919-718-4577
• Lillington Police Department – 910-893-3015
• Sanford Police Department – 919-775-8268
• Pittsboro Police Department – 919-542-3200
• Siler City Police Department – 919-742-5626
• Dunn Police Department – 910-892-2399

Additional Resources

• Rape, Abuse and Incest National Network (RAINN)
• Impact of Sexual Violence Fact Sheet
• Sexual Assault Brief from VAWOR
• UN Action Against Sexual Violence in Conflict
• KIRAN
• National Domestic Violence Hotline
• National Sexual Violence Resource Center
• NC Coalition Against Domestic Violence (NCCADV)
• NC Coalition Against Sexual Assault (NCCASA)
• Office of Violence Against Women
Smoking

100% Tobacco Free Campus Policy

Central Carolina Community College is committed to providing its employees and students with a safe and healthful environment. CCCC also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors. CCCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

Central Carolina Community College is committed to providing its employees and students with a safe and healthful environment. CCCC also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors. CCCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

Therefore, CCCC has set the following 100% tobacco free campus policy to be implemented on January 1, 2009.

The use of tobacco and tobacco products is prohibited by students, staff, faculty or visitors:
- in all campus buildings, facilities, and outside areas of the campus.
- on campus grounds, or in vehicles that are the property of the college
- at lectures, conferences, meetings, social and cultural events held on campus
- for the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.
- eCigarettes or any other active, nontraditional nicotine delivery systems are also prohibited. This prohibition does not apply to passive nicotine delivery systems intended for smoking cessation, such as nicotine patches.

ENFORCEMENT

Student Enforcement
Enforcement of all College policies and procedures is the responsibility of all faculty and staff members.

First Offense
Any student observed smoking or using tobacco products will be asked in a non-confrontational manner to obey the College policy and to stop using the products. Faculty or staff members will identify themselves to the student and ask to see the student’s identification card to verify their student status and to identify the name of the student. Students without a student identification card should produce some form of official picture identification (e.g. driver’s license) and shall be instructed to take the necessary steps to acquire an official student identification card. The faculty or staff member will explain the College’s tobacco-free policy and the possible consequences for violating the policy, and will file a report with the Director of Campus Security giving the student’s name and the date and time of this policy violation. The report shall be made as an e-mail, or memorandum. The Director of Campus Security will keep a record of violations identifying the student, date, time, and name of the faculty or staff member reporting the violation.
Second Offense
Faculty and staff members will follow the procedures identified in “First Offense.” When the Director of Campus Security determines that this is the second reported offense for a student, the Director will give the student’s name to the Vice President of Student Services. The Vice President of Student Services will send the student a first-class letter and/or e-mail, if available, warning the student that this is the second violation of the tobacco-free policy and that the student will face suspension or expulsion with any further violations.

Third Offense
Faculty and staff members will follow the procedures identified in “First Offense. When the Director of Campus Security determines that this is the third reported offense for a student, the Director will give the student’s name to the Vice President of Student Services. The Vice President of Student Services will suspend the student for the remainder of the current term. The student may re-enroll, subject to any specific program limitations, following the suspension period.

Employment Enforcement
Employees violating this policy will be subject to disciplinary action as specified in the Policy and Procedures Manual.

APPLICATION:
All employees and students
APPROVED: 7-1-08
REVISED: 10-25-95, 11-04-04, January 2009, February 2013

Solicitation and Fund Raising 6.30
POLICY:
Individuals representing college groups, clubs, or associations may solicit funds, in-kind donations or engage in other types of on-campus fund raising activities only after receiving prior approval of the campus Provost where applicable and the Vice President of Student Services. Solicitation and fund raising by ANY “For Profit” individual or group is prohibited.

All college affiliated off-campus fund raising activities require prior approval of the campus Provost and the Vice President of Student Services and the college President.

College employees and/or students may not use their employee and/or student status to endorse commercial products or services.

The sale of items for charitable organizations by CCCC employees must be approved by the appropriate Vice President and must not conflict with normal working duties.

The campus GroupWise E-mail network system must not be used for sales or solicitations for outside individual or groups.

Employees and students shall not be required to contribute or respond to any solicitation.
Any exceptions to this policy must be approved in writing by the President or his designee.

APPLICATION:

All employees, students, college associations and non profit or for profit individuals or groups.

PROCEDURES:
1. Students, clubs, and associations shall submit a proposed fund raising plan to their curriculum chairperson or college advisor.
2. The curriculum chairperson or college advisor shall submit a written request for approval of the fund raising activity to the campus provost and or the Vice President of Student Services.
3. The campus provost and or the Vice President of Student Services will take final action for on-campus fund raising requests, and will submit off-campus fund raising requests to the president for action.

APPROVED: 1-28-88
REVISED: 10-25-95, 2-13-01

Free Speech & Public Assembly Policy

Central Carolina Community College encourages its community to exercise the right of freedom of speech and recognizes that free speech is the best means for arriving at truth and mutual understanding. The College also recognizes that the rights to assemble peaceably and to petition the government for redress of grievances are important components of free speech. Therefore, the College will protect the rights of free speech, petition, and peaceable assembly as set forth in the U.S. Constitution. However, it is also the responsibility of the College to provide a suitable environment for its students, faculty, and staff to learn, teach, study and perform other student related activities without undue interference or disturbance. Thus, the College has adopted these regulations to set forth reasonable time, place, and manner restrictions concerning acts of expression and dissent. Any acts that are disruptive to normal operations of the College including but not limited to instruction, College business or actions which interfere with the rights of others will not be tolerated. Faculty, staff, and students engaging in disruptive activity may be subject to disciplinary action. Any participants in a disruptive activity or who violate this policy may be subject to criminal prosecution.

Any individual, organization, agency, or group that desires to engage in the exercise of constitutionally protected speech and expression at CCC is required to comply with the procedures listed below.
A. Expressive Activities

1. On-Campus Groups and Individuals

On-campus groups and individuals may reserve designated outdoor space for use in support of their activities. Arrangements for the use of outdoor space shall comply with campus reservation procedures and CCCC protocols.

2. Off-Campus Groups and Individuals
   a. General provisions

Speakers will be granted access to designated areas so long as notice has been provided consistent with this policy, granting access will not conflict with any previously-scheduled events, and the designated area is not temporarily inaccessible or unsafe due to construction, act of God or similar cause. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

Access will not be denied because of a speaker’s viewpoint or the content of his or her speech.

Access will be granted on a first-come, first-serve, space-available basis.

Gross, multiple, or continued violation of this solicitation policy will result in the soliciting party’s loss or suspension of future solicitation privileges on property which is owned, leased, or operated under the jurisdiction of the College.

b. Notice Requirement

Speakers must provide written notice to the Office of the President three business days but no more than 30 business days in advance of an intent to speak.

Upon arriving on campus, speakers must check in with the Director of Business & Security Services.

c. Information Requirement

Speakers must provide:

the names of the persons who intend to speak on campus
address, email and phone number of a responsible contact person who will be present on campus

the anticipated size of the group that will visit campus with the speaker

date and times requested

list of planned activities (i.e., speech, signs, distribution of literature)

signature of requestor

Disclosure of this information is required to permit proper planning and will not be grounds for denying or abridging the right to engage in expressive activities in the designated area.

d. Designated Areas

The following areas are designated for expressive activities by off-campus groups and individuals:

i. Main Lee Campus-(1 particular site TBD)
ii. Main Chatham Campus-(1 particular site TBD)
iii. Main Harnett Campus-(1 particular site TBD)
iv. Any other leased, owned or operated- NO SOLICITATION

e. Scheduling Limitations

At the beginning of the academic year, the President shall establish a schedule of two days per week for expressive activities by off-campus groups and individuals. These areas will be made available to any off-campus group or individual for up to three hours per day between 10:00 a.m. and 4:00 p.m.

In order to promote opportunities for a diversity of speakers, a speaker may not reserve the forum more than 30 days in advance.

3. Noise Restrictions

Because amplification systems pose a significant potential for disruption of College operation, public address and amplification systems are not permitted. This includes, but is not limited to, megaphones and public address systems. Noise levels that are reasonably likely to or do cause a material disruption to the
learning environment or the normal administration or operation of the College are prohibited.

4. **Additional Guidelines for Speech and Public Assembly**

**Non-Interference:** Assembly and petitioning activities may not interfere with or inconvenience College operations or programs and must be consistent with the College's educational purposes. Participants in assembly and petitioning activities must comply with the College’s Student Code of Conduct and may not obstruct, disrupt, interrupt, or attempt to physically force the cancellation of any event or activity sponsored by the College or by users authorized to use the College facilities. Further, participants may not engage in harassing, physically abusive, threatening, or intimidating conduct toward any person. Participants shall comply with the directives of any College official acting in the performance of his or her duty.

**The Right to Dissent:** The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. A speaker is entitled to communicate her or his message to the audience during her or his allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Likewise, the audience must respect the right to dissent.

**Dissemination or Display of Printed Material:** Duly registered participants may petition and/or distribute pamphlets, booklets, brochures, and other forms of printed material within designated areas on the condition that such material is designed for informational (not commercial) purposes. The participants must provide a receptacle for the disposal of such materials. The only signs that are permitted are poster-sized signs held by participants and signs that do not stick into the ground. No signs may be mounted on buildings, trees, or other College property. The College does not assume any obligation or liability for the content of such distributed material.

The College may provide some bulletin board space for its students and employees to advertise or request goods and services. Other than such limited use by the College’s students and employees, bulletin boards located on any property that is owned, leased, or operated under the jurisdiction of the College may not be used for commercial purposes.

**Care of Designated Areas:** Participants are responsible for the cleanliness and order of a designated area following its use; they should leave the designated area in the same condition it was in before the activity. Individuals who damage or destroy
College property shall be held responsible for such damage or destruction. This includes the campus buildings, sidewalks, lawns, shrubs, and trees.

Non-Compliance: All individuals and organizations participating in expressive speech, outdoor assemblies, and distribution/petitioning are subject to sanction for failing to comply with these regulations or other College policies. Such sanctions may include payment of reasonable charges resulting from non-compliance, including but not limited to repairing, cleaning, painting, and/or replacement costs. College students, faculty, and staff may also be subject to institutional disciplinary or administrative action as outlined in the CCCC Student Handbook and/or policies governing staff and faculty. Those who violate these regulations may be issued a trespass warning and denied future access to College premises. Violations that require police intervention will be reported to the College's Security Services.

5. **Grounds for Denial of Access or Removal from CCCC Property**

Speakers will be denied access or removed from CCCC property for the following:

a. Failing to comply with this policy.

b. Communicating “fighting words” as defined in case law.

c. Public speech or activities likely to incite or produce imminent lawless action or that is, under current legal standards either defamatory or obscene.

d. Touching, striking, or impeding the progress of pedestrians, except for incidental or accidental contact, or contact initiated by a pedestrian.

e. Photographing, audio recording, or videotaping any faculty, staff or student without first obtaining written permission from the person to be photographed, audio recorded or videotaped.

f. Engaging in disruptive or disorderly conduct that is reasonably likely to cause a material disruption to the learning environment or the normal administration or operation of the College.

g. Damaging, destroying or stealing College or private property on campus.

h. Possessing or using firearms, explosives, or dangerous weapons or substances.

i. Obstructing the free flow of pedestrian or vehicular traffic.
Special Curriculum Services 6.31

1. **Automotive Department**
   Location: Vocational Building, Sanford Campus
   Varied automotive services are provided to college staff and automotive students, labor free. The services rendered must relate to the subject matter being taught at the time the service is requested. Owner must provide parts and materials.

2. **Cosmetology Department**
   Location: Continuing Education Building, Sanford Campus
   Hair care services and most services available at professional salons are provided on a first-come basis. No appointments are given and specific students cannot be requested. Small fees are charged. Contact the cosmetology department for the current cost of services.

3. **Veterinary Medical Department**
   Location: Veterinary Medical Technology, Sanford Campus
   Varied veterinary services for small animals are provided for vet med students, labor free. The services rendered must relate to the subject matter being taught at the time the service is requested. Owner must pay for all medication and supplies.
   
   All work will be done by students, under the direction of departmental staff. The college is not liable for work performed.

Telephone 6.32

**POLICY:**
College telephones and the '800' number are for official use. Personal calls should be kept to a minimum. Long distance calls should not be made for personal use; however, if such calls are made credit cards will be used or the caller will be billed. Public telephones are available on each campus.

**APPLICATION:**
Employees of the college

**PROCEDURES:**
1. **Local Calls:** All employees have direct access through office phones for local calls.
2. **Long Distance Calls:** Employees may dial long distance calls directly. To obtain instructions, contact the switchboard operator.
3. Monthly printouts of long distance calls are closely monitored.

**RULES:**
1. Student use of college telephones should be confined to emergencies.
2. Neither faculty nor students will be interrupted during class except for emergencies.

APPROVED: 10-25-95, February 2009
**Travel**

**POLICY:**

Employees may be granted permission to travel for college-related purposes and be reimbursed for incurred expense, subject to State of North Carolina regulations and limitations.

**APPLICATION:**

All employees

**PROCEDURES:**

A Travel Authorization request must be approved by the immediate supervisor and the president for all meetings, seminars and workshops. Request must be submitted two weeks prior to actual travel. A Request for Reimbursement of Travel form must be submitted to the Business Office by the fifth day of the month following the month of travel.

Authorization to exceed these established allowances may be requested in advance provided the travel request complies with the regulations contained in Chapter 5 of the NCCCS Accounting Procedures Manual. Copies are available in the library on each campus. Requests to exceed maximum subsistence reimbursement rates should be submitted two weeks in advance to permit approval prior to travel.

**RULES:**

- **In-State/Out-of-State Travel Authorization**
  These forms are to be completed and submitted through the appropriate dean/provost to the president prior to actual travel. Authorization is not required for daily travel which is routine work assignment.

- **Local Travel Reimbursement**
  This form is required when individuals travel within the service area. Under normal circumstances commuting expenses will not be paid from home to work site. Temporary or part-time instructors may be eligible to be paid mileage expense in justified cases approved in writing by the president or his designee.

- **Reimbursement of Travel and Other Expenses**
  This form is required when individuals travel outside the service area. Lodging and transportation receipts must be attached to the request, or reimbursement will be denied. No meals will be reimbursed except when overnight travel is involved or when the employee must leave home before 6:00 AM, and/or return after 8:00 PM. A statement of time of departure and return is required. When two or more employees are attending the same meeting, mileage will be paid for only one vehicle unless prior approval is received from the president.

  State regulations require that all travel be reimbursed within thirty (30) days of completion. Failure to submit a timely request will result in non-reimbursement.

APPROVED: 7-1-72
REVISED: 10-25-95, 7-1-2000, 8-24-01, 11-10-04, 2-20-06, February 2009
POLICY:

All college buildings and allied facilities are available to responsible groups when such use is determined to be beneficial to the citizens of the county and/or the college and when it will not interfere with or be detrimental to the ongoing educational programs of the college. Charge for the use of facilities shall be made as required and the amount of such charges shall be set by the Vice President of Administrative Services, according to the best estimate of cost which will incur to the college as a result of the use.

APPLICATION:

The college administration understands that student and faculty organizations and activities are an integral part of the educational process, and therefore, encourages all campus affiliated groups to make full use of college facilities when their meetings are a part of the mission of the college.

To the extent space is available and subject to reasonable procedures for reservations, the college welcomes organizations to campus for their meetings when their work is compatible with or supplementary to its educational purposes.

With the exception of the Dennis A. Wicker Civic Center, college facilities may not be used by nonaffiliated groups for profit purposes. Attendance may not be restricted on the basis of Race, Color, National Origin, Religion, Age, Sex and Sexual Orientation, Gender, Family status, Disability status, Veteran status, or on the basis of any Health or Genetic Information. Groups affiliated with the college shall have priority in reserving campus facilities.

A. General Regulations

1. Any college staff member sponsoring an activity that includes non-staff or non-faculty members, whether or not it is a college sponsored activity, shall make all arrangements by submitting the application for use to the Vice President of Administrative Services.

2. Future use of the facilities of the college by any group is contingent upon the group taking proper steps to protect college property, to insure complete safety of the participants, and the observance of fire and other safety ordinances. If the facility is misused, it is the responsibility of the Vice President of Administrative Services to advise the group in writing of such misuse and to direct appropriate remedial action. Misuse shall result in prohibition from any future use of college facilities.

3. The right to alter regulations and/or rental charges at any time is reserved by the institution with approval of the Board of Trustees.

4. The facilities will be used only for the purpose stated in the application.

5. No illegal use will be made of the premises. Controlled substances will not be permitted.

6. Order and decorum must be maintained by the user.

7. The user will comply with the rules and regulations of the institution's authorities in connection with this use.

8. All college facilities are tobacco free.

9. The user will provide adequate and competent help to protect the public, supervise the premises, and protect the property during this use.
10. The user will protect the institution and its officials against any liability growing out of this use, will present proof of a public liability insurance policy at the time the application is signed and, in addition to the foregoing, the user will agree to hold the college completely blameless in every regard and to indemnify fully for any property or personal loss.

11. The user will promptly make good any loss sustained by the institution by reason of theft, breakage or other damage to the occupied area and the immediate premises used in connection with this use. The college reserves the right to require a deposit to protect against damage.

12. Any use of electricity for other than general illumination provided by existing facilities or any change in existing electrical circuits or facilities is prohibited except by special permission. When any change in circuits or facilities is permitted, such change will be at the expense of the user and shall be made by the user's licensed electrical contractor in compliance with the city code and returned to its original condition on the day following use.

13. Nothing shall be nailed except by special written permission.

14. All concession rights are reserved by the college.

B. Types of Groups Authorized to Use Facilities

1. **Type A Groups** - The following may use the institutional buildings at no cost to the group during weekdays and when the school is in session when in accordance with the following guidelines:
   A. All college sponsored activities
   B. Public service activities (i.e., voting polls, bloodmobile, mass inoculation, etc.)
   C. City, county, state and federal agencies
   D. Educational, civic or cultural groups if no admission is charged
   E. Those facilities which may be used at no charge include classroom, conference room, student center, and gymnasium. Charges will be levied to cover expense for extra setup or added security if required.

2. **Type B Groups** - The following may use college facilities for a fee to be established by the Vice President of Administrative Services:
   A. Profit making or commercial organization meetings, seminars, etc. of affiliated groups.
   B. Meetings or events where registration or admission is charged or collections taken which are not college sponsored.
   C. Educational, civic or cultural groups when admission is charged and the events are not college sponsored.

3. **Other Groups** - In cases where organizations requesting the use of the facilities do not clearly fit either of the above classifications, the Vice President of Administrative Services shall determine the proper classification and fees.

C. Application and Financial Procedure Related to Use of Facilities

Permission to use any college building or facility for any function other than a regularly scheduled class shall be requested by the official representative of the requesting agency or the organization on an official application form obtainable from the Vice President of Administrative Services.
The completed form should be submitted to the Vice President of Administrative Services at least one (1) week prior to the date of requested use, and two (2) weeks if meals, multiple facilities, special setup, audiovisual equipment are needed.

**Use of Special Food Preparation Facilities**
No kitchen facilities or equipment including coffee making equipment, shall be used by any user group. All arrangements for meals, coffee breaks, receptions and other food services shall be made through the Vice President of Administrative Services. No food may be brought to the college by outside groups without written approval of the Vice President of Administrative Services.

**D. Weekend Meetings**
Saturday Meetings: College sponsored (FTE generating) meetings may be scheduled on Saturday between the hours of 8:00 AM. and 4:00 PM. All other groups will be scheduled on a limited basis with approval of the Vice President of Administrative Services. Placement will depend on which buildings are open and heated/cooled. Special charges may be levied for services needed and not normally available on Saturdays. Such charges may be waived by the Vice President of Administrative Services if it is in the best interest of the college.

A college security staff member is required to be on duty while the activity is in progress. A security fee will be established when application is made and will be paid to the college.

APPROVED: 7-23-86
REVISED: 10-25-95, February 2009
POLICY:
A formal request for use of a van must be made by completing and submitting the Van Request form to the student activities director at least one week prior to the date of its use. A designated van will have priority for use by the Student Government Association (SGA). Reservations for use of the designated van will not be granted more than two weeks prior to the requested date.

APPLICATION:
Student organizations and college employees

PROCEDURES:
1. Check with the student activities director on the availability of a van.
2. Complete and submit the Van Request form to the student activities director.
3. Pick up keys and necessary information from the student activities director.
4. Check fuel, oil, tires and other equipment on the van.
5. Following use, complete the Trip Log and refuel using the college gas pump.
6. Secure van and return keys to the student activities director.

RULES:
1. A special license is not required to drive the vans, but a member of the college staff must accompany any group using vans.
2. The Trip Log must be accurately maintained for each trip regardless of distance.
3. Smoking is not permitted inside the vans.
4. Users are responsible for refueling the vans and will be reimbursed for any fuel purchased if they promptly submit a receipt to the college business office.
5. Users must remove all litter from the van upon its return to the campus. Failure to clean the van may result in a $5.00 fee charged to the user's budget and future use privilege revoked. The driver, upon returning to campus, must report any problems or malfunctions of the van to the student activities director.

APPROVED: 7-1-87
REVISED: 10-25-95, February 2009
Vehicles and Parking

POLICY:
A 15 miles per hour speed limit is in effect for all access roads and parking lots on all campuses. Designated parking for handicapped, cosmetology patrons, visitors and faculty are restricted. All other parking is on a "first-come" basis. All employees and curriculum/literacy students on all campuses must register their vehicles and display a college-issued parking decal on the rear bumper or window of the vehicle.

APPLICATION:
All personnel and students

PROCEDURES:
Vehicles should be registered during class registration, but may be registered during day operational hours at these locations:

- Chatham County Campuses------------- Receptionists
- Harnett County Campus ---------------Receptionist
- Lee County Campus ------------------ Business Office
- Siler City Center ---------------------Receptionist

RULES:
1. Failure to register one's vehicle, failure to properly display the parking decal or parking illegally may result in a $5.00 fine that must be paid within ten (10) days.

2. In special cases where violations are for good reason, (i.e. in the line of one's duty), the campus administrator may void a citation.

APPROVED: 7-1-76
REVISED: 10-25-95; February 2009

Work Order Requests

Whenever work is to be performed by the maintenance staff, a Work Order Request form must be completed. Forms should be completed for any situation involving the physical plant, and are available in the business office on the Lee County Campus and with the receptionists at the Chatham/Harnett Campuses. Work order request can also be placed by calling the Secretary of the Maintenance Department at extension 7309.

Revised: 02-20-06
POLICY:
Faculty, staff, students and community patrons are responsible for good behavior on College computer networks. Communications on the network are often public in nature. General College rules for behavior and communications apply.

The network is provided for faculty and students to conduct research and communicate with others. Independent access to network services is provided to faculty and students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

Individual users of the institution’s computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the institution’s standards and will honor the agreements they have signed. Users are advised that they may encounter materials which may be considered offensive or objectionable in nature or content. Central Carolina Community College is unable to influence content on the World Wide Web and does not assume responsibility for any of these sources.

Network storage areas may be treated as public space. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the institution’s servers will always be private.

APPLICATION:
All employees, students and community patrons

RULES:
The following are not permitted:
1. Sending or displaying obscene messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws
6. Using others’ passwords
7. Trespassing in others’ folders, work, or files
8. Intentionally wasting limited resources
9. Employing the network for commercial purposes

SANCTIONS:
1. Violations may result in a loss of access.
2. When applicable, law enforcement agencies may be involved.

APPROVED:  8-6-97
REVISED: February 2009

I agree to abide by the stipulations and conditions outlined in this policy.

________________________  ________________________
Signature                  Date
INTERNET ACCEPTANCE USE POLICY (AUP)

May 28, 2000

PURPOSE

The Internet and other computer resources on the Central Carolina Community College (CCCC) campuses are provided for faculty, staff, and students to do research and communicate with others in support of the college's mission of education. Additionally, community patrons may use the computer resources in the college's libraries.

PRIVILEGES

Access to CCCC computer resources is a privilege, not a right, and users are responsible for their behavior. The current policy from the North Carolina Information Resource Management Commission titled The Use of the North Carolina Integrated Information Network (NCIIN) and the Internet, available for review on the CCCC website, applies to all NCIIN users. By logging onto stand-alone or networked computer resources, you acknowledge that you are aware of and agree to the NCIIN and the CCCC Acceptable Use Policy.

INTERNET ACCESS

CCCC believes that in order to take optimal advantage of the educational potential of the Internet that free and complete access to all of the information available on the Internet must be provided. Central Carolina Community College cannot influence the content on the World Wide Web and does not assume responsibility for any of the offensive or objectionable material users access. Each individual is responsible for the content he/she retrieves on the computer screen. Monitoring Internet use by minors is the responsibility of the parent, guardian, or person with control of the minor.

USER RESPONSIBILITIES

The general college rules for acceptable ethical and legal behavior apply. Specific behavior related to computers is described in the college's Computer Use Agreement (p. 388.26). Individual computer lab supervisors may also define procedures or conditions for using the resources under their control. These procedures must be consistent with this policy, but may provide additional guidelines or restrictions.

PRIVACY AND SECURITY

Computer storage areas may be treated as public space, and administrators may review files and communications at any time in order to maintain system integrity. Users should not expect that files, including e-mail, stored on CCCC servers will always be private. Users should also exercise caution in storing or transmitting personal information electronically because the security of the information cannot be guaranteed.

SANCTIONS

Failure to comply with the Internet AUP, Computer Use Agreement, or NCIIN policy may result in suspension or revocation of the privilege of access to CCCC computer resources, dismissal from the college and/or criminal prosecution. Any user who suspects a violation of the CCCC AUP or the NCIIN policy should immediately report the individual to a college official.
This agreement specifies the general rules and regulations that govern student use of the
college computers. Violators of these guidelines may lose computer use privileges for the
remainder of the semester.

1) Computer resources are to be used for the purpose for which they are assigned and are
for non-commercial use only.

2) All diskettes are to be scanned for viruses before being used with any college computer.

3) Copying of software or other copyright violations are expressly forbidden.

4) No programs may be loaded or modified at any time.

5) No computers are to be used for playing games.

6) Internet resources are for educational purposes only per the acceptable use policy.
   CCCC faculty and staff may observe and will enforce the acceptable use policy.

7) Internet chat rooms are prohibited except as part of a curriculum distance learning
course.

8) No food or drinks are allowed in any computer classroom or lab.

9) Personal email will be allowed only on computers designated for that purpose.

I accept and will abide by these guidelines.

_____________________________________________
(Signature)

_____________________________  ____________________
(Print Name Clearly)  (Date)

Revised 04/18/00
POLICY:
Information providers must meet the terms set forth in the policies governing both publication and computer use/electronic transmission of information, including policies on publications, computer use, and copyright and publishing laws (CCCC Policies and Procedures Manual).

All official sites within the College need to note that they are part of the College and include a link back to the College home page.

APPLICATION:
All College units wishing to place information on the Web. Questions should be directed to the CCCC WWW Implementation Committee.

RULES:
A. Copyright
1. Permission must be obtained before including copyrighted text, photographs, audio, video, or other media in web pages. A copy of that permission, preferably on paper, must be kept on file. No permission is required for anything in the public domain.
2. Notice of copyright is not required, but it’s a good idea to include a copyright notice to remind people.
3. A registered trademark symbol ® should be used to show use of registered trademarks.

Additional information is available by referring to the CCCC Policies and Procedures Manual.

B. Disclaimer
Access to and use of the College web site are subject to the following terms and conditions:
1. The College is not responsible for any errors in the materials provided on the web. The College web site and all materials maintained on the Web are provided “as is” with no warranties of any kind.
2. The links accessible through the College’s web site are subject to change without notice.
3. The College has the right to delete files. Conditions for deletion include, but are not limited to, the following:
   a. The information in the file is out of date.
   b. The file is considered by the Implementation Committee as causing significant performance problems for the web server.
   c. The file is in violation of the law or College policy.
4. The College does not guarantee that the system will function error-free or uninterrupted.
5. The College shall not be liable for any damages of any kind, including consequential or incidental damages, arising from the submission, installation, maintenance, transmission, copying, modification, distribution or use of any materials.
C. Web Page Graphics

It is the responsibility of the Information and Marketing Services Department, with the approval of the CCCC WWW Implementation Committee, to establish graphic identity for the College. All College units will be required to meet those standards.

1. Designs are to be professional in appearance.
   The College logo or name is to be included in a prominent position near the top of all major menu pages.
2. All pages must include a link to the College home page.

D. Content

The web site is a public document and audiences all over the world have access; therefore, it should be both professional and consistent with other documents.

1. Group home pages should identify their relationship with the College. The audience should be kept in mind and the document should be written on the appropriate level.
2. The web should not be used for the transmittal of sensitive information. Each document should be dated, should be up to date, and should include the revision date. The web should not be cluttered with obsolete information.
3. Documents should be signed and should include an e-mail address.
4. Student data is confidential and should not be on the web.
5. Documents should be kept short, especially menus.
6. Links to files should be created rather than recreating data already available on the web.
7. The CCCC WWW Implementation Committee has the right to disconnect the link to any contested data/material.
8. A link should be provided to the College’s home page at the end of each group’s main or home page.
9. Links should not be provided to pages under construction.
10. Each group must designate a person as their group web coordinator who will be responsible for the content of the material published on the web.

E. Photographs and Audio or Video Clips

The use of photographs in the campus web site is subject to the same conditions as the use of photographs in printed documents, and the use of audio and video clips is subject to the same conditions as photographs.

Persons participating in a photo, audio, or video shoot should sign a release before anything is recorded. Exceptions are general campus shots.

For seminars, meetings, and workshops, an indication should be made on the registration material that recordings (photos, audio, video) may be taken and used in publications, printed and/or on-line, and that registering connotes permission to use the images.

For additional information, see Copyright Policies.

F. Web Group Requirements

Group Web Coordinator - Each group must have a person designated as the group web coordinator. This person has the responsibility for the image of the group’s pages, ensuring that information is timely and accurate, and that the requirements specified in this document are followed.
Review Procedures - Each group must establish review procedures for ensuring that its web pages represent the group’s goals. It is recommended that the head of the group review the group’s web pages twice each year and submit reports verifying review via e-mail or hard copy to the Director of Information and Marketing Services. Reports are due by the end of fall and spring semester. The report should include the number of pages at the group’s sites, how the site is being utilized, timeliness of information, if links available through the site are active, other pertinent information, and should note any problems or corrections made during the review process.

Application Procedures - Groups wishing to publish web pages must complete an “Application for Group Web Site” which will be reviewed by the WWW Implementation Committee. (Application forms are available from the Information and Marketing Services Department.)

G. Rights and Responsibilities
1. Quality Problems - Anyone noting a problem in a campus web page should use the link at the bottom of the page to notify the College of the problem. The link will automatically notify the appropriate group web coordinator and Director of Information and Media Services.
2. College Web Pages - The College’s home page and the secondary pages that provide general information about the College are the responsibility of the Information and Media Services Department.
3. Group Web Pages - Group pages linked from the College’s home page are the responsibility of the group.
   a. Academic departments, administrative units, divisions of the College, and affiliate organizations comprise groups responsible for the content and maintenance of their web pages.
   b. Faculty may have web pages for instructional/course materials and for class projects.
   c. Student organizations with web pages linked from the campus home pages must be recognized by the Student Affairs Office and approved by the Vice President of Student Services. They must submit an application form to the WWW Implementation Committee.
   d. Faculty and staff organizations with web pages linked from the campus home page must be associated with the College and must submit an application and have prior approval from the WWW Implementation Committee.

H. Access
The WWW Implementation Committee may authorize deactivation of links and files. The conditions for deactivation include, but are not limited to, the following:
1. The information in the file is out of date.
2. The file is considered by the Committee as causing significant performance problems for the web server.
3. The file is in violation of the law or College policy.
I. On-line Course/Instruction
   1. A PC platform using MS-DOS/IBM compatible must be used for all on-line instruction.
   2. Instructors developing on-line courses must use the student desktop and secondary pages linked directly to the desktop. A template is available for this purpose from the WWW Implementation Committee.
   3. All sub-level pages not directly linked to the student desktop are left to the individual instructor’s discretion.
   4. All pages associated with a particular course of instruction must have a link at the bottom of the page enabling return to the student desktop.
   5. The student desktop must have a link at the bottom of the page to return directly to the CCCC home page.
   6. All pages related to a course must indicate the date the page was last modified.
   7. If frames are used, a no-frames option must be provided. If graphics are included, an alternate text statement must be provided to indicate content of graphic for students without graphic capabilities.
   8. All on-line syllabi must be structured, as much as possible, to allow student transition to the same course(s) in a traditional classroom setting.
   9. All pages must be printable or linked to a page that is printable. A link must also be provided to a page without graphics.

J. Support
   1. Technical support is the responsibility of the Information Technology Department of the College. This includes file organization, equipment capabilities, and maintenance of software and hardware components of the web site.
   2. Graphic and informational support is the responsibility of the Information and Media Services Department. This includes assistance in site development, including graphics, page design, and informational content.

PROCEDURES:

A. Planning the Web Page
   Other web pages should be explored to determine the strengths and weaknesses of what outside organizations are doing. Web page planners should work with others to outline what the pages should look like. Procedures should be established and reviewed. A decision should be made as to who in the group needs to give the final okay to the group’s web pages and who in the group will fill in when the group web coordinator is not available.

B. Backup and Documentation
   Group web coordinators should have a backup person, someone who can fill in when the coordinator is not available. Both the coordinator and the backup should have permission (for example, belong to the UNIX group) to write to the group’s pages and both should know how to maintain the pages. Work should be documented so that the group backup person can fill in easily. NOTE: The Information Technology Department and the Information and Marketing Services Department are not responsible for fixing web pages for a group. The members of the group should each be able to change pages should a crisis arise.
C. Content
The group’s home page describes the group to the world. Careful attention should be paid to the design and content. The links that are made to the web pages outside of the group’s directory should be considered carefully. Outside links and sub links should be checked frequently to ensure that they still work and that they contribute to the goals of the group’s pages.

D. Page Design
Although there are some requirements for web pages linked from the College home page, the group’s pages should reflect the creativity of the group and need not look exactly like other College pages. Assistance in design is available through the Information and Marketing Services Department.

**CCCC WWW Implementation Committee:**
The goal of the Central Carolina Community College World Wide Web Implementation Committee is to make the College’s web site attractive, professional, and consistent with other images and information offered by the College, as well as demonstrate the College’s technical expertise when appropriate.

The Committee is an ongoing committee formed by the Vice President of Administrative Services who serves as Committee Chairperson and is responsible for:
1. Implementing and maintaining a consistent, positive and professional graphic design on the official home page and other top-level, college-wide pages.
2. Managing the home page menu and other top-level, college-wide menus, with responsibility for organization of content.
3. Developing and maintaining college-wide web guidelines and policies.
4. Developing and/or making recommendations regarding top-level, college-wide programming, such as the search engine, college calendar, etc.
5. Serving as a web resource to the campus community.

APPROVED: 8-6-97
Intellectual Property Rights / Ownership

**POLICY:**
Distance education course sites and content, programs, materials, instructional aids, strategies, methods, techniques, devices, artifacts, software, or any item or content that may be classified as “intellectual property” developed as an employee or student of the Central Carolina Community College (CCCC) become the property of the College. CCCC will be granted a nonexclusive perpetual license to use any part of any category mentioned above without charge to the College. Such developed property includes materials and objects developed for or as the result of an instructional exercise. Employees or students who engage in such development activities will retain their rights to continue to use and profit from the intellectual property even if when they are no longer associated with CCCC.

Employees, full-time or part-time, further agree, in consideration upon entering the employment relationship, to grant the College a nonexclusive perpetual license to use distance education course sites and content, programs, materials, instructional aids, strategies, methods, techniques, devices, artifacts, software, or any item or content that may be classified as “intellectual property” developed prior to employment by CCCC.

**APPLICATION:**
All college employees and students

**APPROVED: 4-29-05**
President’s Council 7.011

POLICY:
The President will establish a Council to assist the college in the administration of the rules and procedures of the college.

APPLICATION:
The Council consists of the President, Executive Vice President and Vice Presidents, two provosts and the director of human resources.

PROCEDURES:
The purpose the President’s Council is to act on college-wide matters relating to rules and procedures, to participate in long-range planning activities and to establish a direct communications link between the various operating units of the college.

The Council is an administrative body and as such receives its authority from this procedure and actions of the President. Final responsibility and accountability for institutional decision-making rests with the President.

APPROVED: 7-26-06
REVISED: February 2009, July 2013

Standing College Committees 7.02

POLICY:
Permanent instructional and administrative personnel of the college may serve on standing college committees. These committees shall assist the college in achieving its purpose and objectives by dealing with issues as assigned.

APPLICATION:
Permanent instructional and administrative personnel.

STANDING COMMITTEE DESCRIPTIONS:
- Academic Advising Committee - reviews the procedures and policies connected with the advising process. Works to ensure that advising is streamlined and student friendly as possible.
- Academic Policy Committee - provides for communication and effective decision making in the areas of academics, and recommends policy revisions to the president and administrative staff. Areas of consideration include the grading system, transfer and proficiency credits, graduation requirements, curriculum admission standards, academic probation/suspension and honor requirements.
- Adjunct Instructor Training Committee - works to ensure that adjunct instructors have the necessary information to successfully perform their teaching function.
- Animal Care Committee - provides input relating to the welfare of the teaching animals that are housed in on-campus and off-campus regulated animal facilities. This committee assists the Institutional Animal Care and use Committee (IACUC) to
assure that all teaching animals are cared for in compliance with all mandated Animal Care and Use regulations.

- **Curriculum Committee** - serves as a clearinghouse and review mechanism for curriculum programs. The committee will review associated matters including revision of programs; adding and deleting courses to programs; adding and deleting local prerequisites/co-requisites; petitioning the state-level Curriculum Review committee for actions that require System Office approval.

- **Distance Education Committee** [no longer standing committee; ad hoc only] - improves and enhances the Distance Education program for the college by assessing needs and opportunities, setting priorities, studying issues, disseminating information, and fostering faculty and staff input on topics related to Distance Education.

- **Diversity Committee** - provides an avenue for cultural enhancement/understanding for the college community.

- **Financial Aid Committee** - identifies and recommends deserving students for special scholarships and other forms of financial aid.

- **Sustainability Committee** - monitors and makes recommendations to promote the most efficient, cost effective, and environmentally friendly methods of conserving resources including electricity consumption and the use of consumable resources like paper, toner, and other supplies, while also identifying and promoting environmentally friendly and sustainable college processes, procedures or policies. The committee will be composed of three subcommittees, each with their own chairperson, to study and make recommendations for every college instructional site within each of the three service area counties.

- **Health & Safety Committee** - assures that all facilities of each campus and working conditions within all facilities are safe by way of periodic inspections, reporting findings and implementing corrective action.

- **Institutional Review Board (IRB) Committee** - assure the college that human participants used in research or educational programs that monitor human subjects are not undue risk and that the participants are informed of any risks. Also, to advise the Executive Vice President of Instruction on the college’s compliance with federal guidelines and college policy and procedures regarding the protection of human participants, and to certify to the Executive Vice President of Instruction that any research project or activity involving human participants has been reviewed and approved by the IRB.

- **Institutional Effectiveness/Planning Committee** - promotes institutional quality and validates that Central Carolina Community College engages in an ongoing, integrated, institution-wide process of planning and outcomes assessment for the purpose of continuous improvement.

- **Judicial Committee** - hears appeals by students who feel that penalties received are unjust and makes recommendations to the president.

- **Library Committee** - assists with planning programs, services and activities of the library and media center.

- **Marketing Committee** [no longer standing committee; ad hoc only] - assists in the development and implementation of a comprehensive program of promoting all the programs and services of the college.

- **Scholarship Committee** - provides guidance and assistance with the awarding of privately funded scholarships to new and returning students. The selection process usually takes place during the months of May and June. Committee members also assist with the organizing and executing of a special recognition event honoring recipients along with their respective donors. This event usually takes place during the month of November at the Dennis A. Wicker Civic Center in Sanford.

- **Social Committee** - plans and coordinates all official social events such as retirement functions, the Christmas party, and the employee awards reception.
• **Staff Development Committee** - determines the changing needs and interest of personnel, identifies activities for the year, selects presenters and evaluates the program.

• **Student Awards Committee** - plans and coordinates the annual student awards program and reception.

• **Student Engagement and Learning Committee** - focuses on continuous improvement in student learning to provide leadership in refining and targeting appropriate and effective support of students’ active learning and success. Its main directive is to guide the College in establishing and monitoring assessment of student learning at CCCC as impacted by all College divisions.

• **Technology Committee** - explores the many aspects of technology used at CCCC and the impact on programs and personnel. Makes recommendations regarding hardware and software purchases. Coordinates the use of technology across the many sites of CCCC.

**RULES:**

Personnel are given the opportunity every other year on even years to be reassigned. Final appointments are made by the president in January. Personnel are strongly encouraged to participate. Committees are encouraged to meet a minimum of twice per year. Minutes of all meetings should be kept and submitted electronically to the Human Resources office.

APPROVED: 7-1-87  
REVISED: 10-25-95; 01-29-02; July 2013