

GUILFORD TECHNICAL COMMUNITY COLLEGE  
MANAGEMENT MANUAL

**SECTION III**  
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### **III. POLICIES AFFECTING STUDENT LIFE**

#### **III-1. Academic Issues**

##### **III-1.010 Admissions**

Guilford Technical Community College operates under the "open door" policy of the State Board of Community Colleges (North Carolina Administrative Code, Title 23, Section 2C.0301). Any individual 18 years old or older and able to profit from further formal education, or high school graduate under the age of 18, may be admitted to the college. Individuals under 18 years of age who have not attained graduation from high school can attend GTCC as stipulated by the policies of the State Board of Community Colleges and the procedures specified by GTCC. Admission to the college, however, does not insure admission to any individual program or course or continued enrollment in the college.

Upon making application to the college, the individual may be tested and/or interviewed as required by certain programs or if deemed advisable by admissions personnel. An applicant is granted admission into a specific program when there are instructional spaces available and where the student has demonstrated aptitude for that program as determined by personal interest, academic background and/or test scores. If there is any indication of academic deficiency, the prospective student will be given an opportunity to remove the deficiency through preparatory alternatives.

#### Procedure:

1. Admission to Curriculum Classes and/or Programs
  - a. Applicants 18 years and older who wish to complete a degree or diploma program must do the following:
    - 1) Complete the GTCC Application for Admission.
    - 2) Have transcripts of high school education and all post high school course work sent to the GTCC Admissions and Records Office. Applicants who have earned a bachelor's degree are not required to furnish a high school transcript unless they are applying for a limited enrollment program.
    - 3) If applying for a limited enrollment program, schedule an interview with an admissions representative.
    - 4) Take the GTCC assessment battery in English, reading and math. Some programs require a test in algebra, keyboarding and/or ratio/proportion. (See Placement Test Practices and Procedures available on hard copy in the Assessment Center, room 217 Medlin Campus Center, or on the GTCC campus network h drive at h:\home\mgmtman\testingcenter.)
  - b. Applicants who wish to complete a certificate or take course work as a special (non-degree) student need only to complete the Application for Admission in order to enroll. However, certain courses, including some certificate programs, have prerequisites and/or assessment criteria, which must be met for enrollment, and the college will require appropriate documentation that the student has met those prerequisites.
  - c. Applicants who are still enrolled in high school, but are at least 16 years of age, may enroll as dual or concurrently enrolled students. Applicants in this special group must do the following:
    - 1) Secure authorization from their high school principal in the form of a letter. (A letter must be secured each term the student wishes to enroll.)
    - 2) Complete the Application for Admission. The Application will not be processed without the letter of authorization from the principal; continuing enrollment is conditioned upon the receipt of a letter each term.
    - 3) Take the GTCC assessment battery, if necessary for meeting course prerequisite requirement(s).

- d. Consistent with state law and State Board criteria, students younger than 16 years old who are mature enough to function well in an adult education setting and who are intellectually gifted may be admitted to the college.
  - 1) The President or the President's designee must approve admission of any student under 16 years old.
  - 2) The student must provide evidence of a score in the range between the 92nd percentile and the 99th percentile on both an aptitude and an achievement test selected from lists of tests available in the Records Office. Scores at these levels provide evidence of experiences that reasonably predict a student's ability to make satisfactory progress. The student must arrange to take the tests at his or her own expense.
  - 3) The student shall be ranked by an official of the student's school in the top 10 percent of the following behavioral characteristics: possess good communication skills; has a desire to achieve; exhibits leadership skills, and is mature, observant, inquisitive, persistent, innovative, analytical, adaptable, and self-confident. The student shall insure that the applicable official completes and submits the "Recommendation for Admission of Intellectually Gifted and Mature Students" form attesting to the student's ranking on these criteria to the college Admissions Office.
  - 4) Students younger than 16 years old shall not displace adults but may be admitted any term on a space-available basis to any curriculum course for which they meet prerequisites and placement testing requirements. Students under 16 may not take courses below 100 in the Common Course Library.
- e. Any student younger than 15 years old must be accompanied on campus by a parent or another responsible adult designated by the parent in writing.
- f. The college will waive the placement tests for applicants to curricula other than Associate Degree Nursing, Dental Hygiene, and Surgical Technology who have earned a minimum of an associate's or bachelor's degree from an accredited college or university.

College graduates who have not taken college level mathematics courses in recent years are encouraged to take the math placement test to assess current math skills.

## 2. Admission of Undocumented Immigrants

- a. In accordance with 23 N.C.A.C. 02C .0301, GTCC admits to the college, undocumented students who attended and graduated from a United States public high school, private high school or home school that operates in compliance with State or local law.
- b. When determining who is an undocumented immigrant, the college will use federal immigration classifications.
- c. Undocumented students are not eligible for Federal or State financial aid programs.
- d. The college follows the approved application process already in place when admitting undocumented students.
- e. When considering whether to admit an undocumented immigrant into a specific program of study, the college will take into account that federal law prohibits states from granting professional licenses to undocumented immigrants.
- f. Undocumented students are required to pay out-of-state tuition.
- g. Undocumented students are not allowed to register for classes before legal residents of the United States, and therefore, can only register after the conclusion of the last day of the published registration schedule.
- h. In accordance with the Cooperative Innovative High School status of the GTCC Early/Middle College High Schools, undocumented EMC students will be treated like all other EMC students who desire to take college-level courses while still in high school.
- i. Undocumented students may enroll in the college's Basic Skills Program at any time.
- j. Permission to enroll in the college will not be granted to undocumented students presenting with a

GED.

3. Admission to Continuing Education Classes

- a. Information on course offerings is available from any GTCC campus. (Information will be mailed upon request.)
- b. A person interested in taking a continuing education class must complete the registration form and return it, with registration fee, in person to the Continuing Education Registration Office, Medlin Campus Center, Jamestown Campus, or by mail to the address shown on the registration form.

4. Admission to Adult High School or GED Classes

- a. Applicants 18 years old or older must do the following:
  - 1) Complete the GTCC basic skills registration form.
  - 2) Take the pre-assessment battery for course placement.
  - 3) Have transcripts of high school work sent to the appropriate Adult High School/GED department chair.
- b. Applicants 16 or 17 years old may enroll by following the procedure below. A 16 or 17 year old student who has been suspended from public or private secondary school for disciplinary reasons or who voluntarily seeks admission to GTCC's basic skills program must wait a period of three months and be eligible for readmission to that school before he or she may be admitted to GTCC. These waivers must be approved by the President and the Vice President responsible for the basic skills program. An applicant whose class has graduated may be considered for admission to GTCC even if ineligible to return to his/her former school.
  - 1) Secure release from the principal of the last school attended and the superintendent of the school system (form provided by GTCC).
  - 2) Complete the GTCC basic skills registration form.
  - 4) Interview with the Coordinator of the basic skills program on the appropriate campus; a legal guardian must be present.
  - 5) Take the pre-assessment battery for course placement.
  - 6) Have transcripts of high school work sent to the appropriate Adult High School/GED department chair.

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08/21/97  
10/23/97  
06/16/05  
07/05/05 (procedures)  
11/15/07  
8/26/10

### **III-1.011 Appeal of Denial of Admission or Readmission**

Applicants denied admission or readmission to GTCC or specific academic programs of the College have the right to appeal their denial following established administrative procedures.

Procedure:

1. An applicant denied institutional admission to Guilford Technical Community College may appeal in writing to the Dean, Enrollment Services, stating the reason(s) for the appeal.

1. The Dean, Enrollment Services, will review the applicant's admissions record and make a decision in writing within seven (7) calendar days from the date of the receipt of the appeal.

2.If the denial is affirmed, the applicant can further appeal in writing to the Vice President for Educational Support Services, who will review the credentials of the applicant and render a written decision no more than fourteen (14) calendar days after the request for further appeal is made.

3.The decision of the Vice President is final.

2. An applicant denied admission or readmission to a specific academic program at GTCC may appeal in writing to the Department Chair of the program, stating the reason(s) for the appeal.
  - a. If, after review by the Department Chair, a denial decision is upheld, further appeal can be made to the Vice President for Instruction.
  - b. The Vice President will review the credentials and produce a written decision to the applicant no more than fourteen (14) calendar days after the request for further appeal is made.
  - c. The decision of the Vice President is final.
3. Applicants to limited enrollment programs, which by definition prohibit admission to some applicants, may appeal a denial of admission to those specific programs by following the procedures indicated in item (2) above.

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8/21/97

### **III-1.012 Resident Classification for Tuition Purposes**

A legal resident of North Carolina is one who has established residence in the state. Persons 18 years of age or older are not deemed eligible for in-state tuition status until legal residence in North Carolina has been maintained at least twelve (12) months (General Statutes, Chapter 115D-39).

#### Procedure:

1. Potential students are required to complete a GTCC Application for Admission which contains questions regarding residence status.
2. Admissions staff will determine the initial residence status for tuition purposes based on responses to residence questions on the GTCC Application for Admission, and the record will be coded accordingly.
3. If a determination cannot be made from the credentials submitted or if there is a question regarding residence classification, the applicant will be sent a residence questionnaire to be completed and returned to the Admissions and Records Office. The residence status will be coded out-of-state until the applicant submits the completed application and a change in status is determined.
4. An applicant/student may appeal his/her initial residence classification only during the term or 4 months, whichever is longer, he/she is enrolled at GTCC.
  - a. The appellant will complete the Tuition Questionnaire, the Tuition Status Change Request Form and the Student Statement Petitioning a Change in Residence Classification. These forms are available in the Admissions and Records Office.
  - b. The complete forms will be reviewed by the Coordinator of Admissions who will make a final determination within five days after the submission of the forms, but no later than the final day of the initial term of entry.

- c. If the appeal is denied, the appellant may further appeal to the Dean of Enrollment Services, whose decision is final.
5. It is the student's responsibility to request a residence status change for tuition purposes once the requisite 12-months has passed. Students who wish to change their residence status for tuition purposes after having met the 12-month rule must complete the Tuition Questionnaire, the Tuition Status Change Form, and the Student Statement Petitioning a Change in Residence Classification and submit them to the Registrar in order to have their residence status changed. The classification will be changed within two working days of the application provided the twelve (12) month residence requirement has been fully met and documented. If the change is denied for any reason, then the student may appeal the decision following the steps outlined in item 4 above.
  6. Regulations governing the classification of students by residence for tuition purposes are detailed in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes, a copy of which is available in the Admissions and Records Office.

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8/21/97

### **III-1.020 Evaluation**

Each instructor is responsible for evaluating the achievement of his/her students. During the first day of every class, students will have access to the course syllabus informing them, in writing, of the evaluation method(s) to be used.

Procedure:

1. During the first day of class, instructors will provide students with access to and will review the course syllabus including the requirements for the course, evaluation methods, and how grades are determined. Instructors will evaluate performance in accordance with the grading scales listed in the Grading and Quality Point System policy (III-1.201). In some curriculum programs, letter grades are determined in accordance with published criteria. Faculty members who give students an opportunity to have input into how they will be evaluated will provide the students an addendum to the official syllabus giving them written notification of the final decision regarding the methods of evaluation to be used.
2. Instructors will provide for frequent assessment with clear communication of course progress, including the evaluation and timely return of all work submitted by the students.
3. Non-health program students may appeal a grade to the instructor, and if no agreement is reached, to the department chair. The decision of the department chair is final. This appeal must be made within 2 months of the end of the semester in which the grade was earned. Students enrolled in health programs should refer to the Probation/Suspension Policy for Health Students located in the Student Handbook and the GTCC Catalog.
4. To change a grade (including a grade of I upon completion of course work), an instructor will to Enrollment Services.
5. Instructors will record final grades in accordance with directions from the Registrar.

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2/17/10

### **III-1.021 Grading and Quality Point System**

Student achievement will primarily be evaluated as A, B, C, D, or F in each course completed. In cooperative education and other designated courses, student achievement may be evaluated as S or U. A student may also be awarded a grade of AU, W, X, or I.

Procedure:

1. The letter grades of A, B, C, D, and F represent a completed performance, numerical value and specific quality points as follows:

A - Superior	90 - 100	4 grade points/credit hour
B - Above average	80 - 89	3 grade points/credit hour
C - Average	70 - 79	2 grade points/credit hour
D - Below average	60 - 69	1 grade points/credit hour
F - Failure	Below 60	0 grade points/credit hour

Certain departments are required by accreditation policies or credentialing agencies to establish minimum performance levels which students must meet to progress but which are not reflected in the grading scale.

2. The letter grade of S indicates that the student has successfully achieved the outcomes expected for the course and completed the minimum requirements for the course. The letter grade of U indicates that the student has not mastered the expected outcomes and/or completed the minimum requirements for the course.

S - Satisfactory	70 - 100
U - Unsatisfactory	Below 70

3. The letter grade of AU indicates that the student has audited the course. In order to audit a course, a student either must indicate the intent to audit upon registration, prior to the end of the schedule adjustment period for the term, or must obtain the instructor's approval to change to an audit grade prior to the 5/8th point of the course.
4. The letter grade of I indicates that the student is passing a course but has not completed all of the required course work for the course. A grade of incomplete is given at the discretion of the instructor. All incompletes must be satisfactorily removed prior to the 5/8 point of the term following the term in which the incomplete was received. If the incomplete is not removed, the student will receive a grade of F for the course.
5. The letter grade of X may be given in special circumstances to indicate that the student is making sufficient progress to have mastered a substantial portion of the course content but still has too much content yet to complete to receive a grade of I (incomplete). Students who receive an X in a class must complete/retake the class and earn a grade of A, B, C, or D to progress. The X is given instead of I to prevent the grade from automatically changing to a F before an I could be fulfilled.
6. The letter grade of W indicates that the student has withdrawn from the course.
7. The transcript of a student who transfers credit to GTCC will show grades of courses transferred to GTCC prefixed with a T. Credit toward graduation will only be awarded for a course completed with a grade of C or better and/or S. Transfer credits will not be used in calculating grade point average.
8. In the case of courses completed by proficiency exam, the letter grade will be prefixed with a P. Credit toward graduation will be awarded only for courses with a proficiency grade of C or better and/or S. Proficiency credits will not be used in calculating grade point average.
9. When a student repeats a course, the letter grade(s) earned by the student in previous attempts to pass that course will be prefixed with an R. Only the grade earned the last time the student took the course will be counted in the student's GPA and will earn credit hours toward graduation. This will not apply if a student takes a class for credit and subsequently audits the course.

10. Instructors will use the institutional grading scale to evaluate student performance. Each student shall be informed of the institutional grading scale by the instructor in each of his/her courses.
11. The grade for courses in which a student receives a grade of A, B, C, D, or F will be converted to quality points for purposes of computing the student's quality point average. The number of quality points earned for a course is determined by multiplying the number of credit hours for the course by the quality point value of the grade earned by the student.
12. A student's grade point average (GPA) is determined by adding the quality points earned for each course for which the student received a grade of A, B, C, D, or F and dividing the sum by the total number of credit hours for which the student received a grade of A, B, C, D, or F.
13. Each student will have a program GPA which is based only on those courses in his/her program of study, and a cumulative GPA which includes all courses attempted for credit at GTCC.
14. To earn a degree, diploma or certificate, a student must have a program GPA of 2.0 or higher, a grade of A, B, C, D or S in each course in his/her program of study, and must successfully complete all program requirements.
15. A student may appeal the grading practice of an instructor to the instructor's immediate supervisor, whose decision will be final.

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8/21/97  
6/18/09

### **III-1.022 Minimum Grade Point Average Policy**

A student must maintain a program grade point average of 2.0 or better and complete all required course credits in his/her program of study to be eligible for graduation.

Procedure:

1. At the end of each semester, Management Information Systems will determine the semester grade point average of each student. (See Probation policy, III-1.044.)
2. Students will be placed on probation and or suspended in accordance with policies III-1.044 (health programs) and III-1.045 (non-health programs).
3. The Registrar or designee will notify the students who have applied for graduation and are ineligible.

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06/19/08

### **III-1.023 Forgiveness Policy for Previously Earned Credits**

Enrolled students will be provided with the opportunity to request that credits earned five (5) years or more before the current date not be considered in determining the courses completed toward a degree, diploma, certificate, or any

other college requirement, and thus also not be considered in determining grade point average.

Procedure:

1. Students currently enrolled at least half-time, whether continuously enrolled or student(s) who have not attended the institution on a continuing basis, and whether continuing in a single curriculum or enrolling in a new curriculum, may petition, in writing, to the Vice President for Instruction (or his/her designee) that credits earned at GTCC which are at least five (5) years old not be considered in meeting college requirements or grade point average.
2. The petition (letter) should be addressed to the Vice President for Instruction and will be processed by the Dean, Enrollment Services, and must indicate the student's name, social security number, periods of attendance, courses to be deleted, and a statement of reason for the request.
3. If the request is approved, a new transcript will be prepared and maintained. The new transcript will show all courses affected by the forgiveness of credit and quality points using an appropriate identifier, i.e., a prefix before the grade (NZ, where Z is the grade). Only credit hours and quality points will be purged from the student's transcript; course numbers, course titles and grades, appropriately prefixed, will remain on the record, i.e., the grade point average of the student will not be affected by those courses with forgiven credit hours and quality points.
4. If the request is denied, the student may reapply for consideration no sooner than six months from the date of the denial, provided the student has been at least a half-time student during the six months prior to re-admission.
5. If a student has received or has applied for federal student aid, the petition must also be approved by the Director of Financial Aid; if a student has received or has applied for veteran's benefits, the petition must also be approved by the Veterans/Military Benefits Coordinator.

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8/21/97

### **III-1.024 Repeating a Course**

A student is permitted to retake a course. Basic Skills courses may be repeated as many times as necessary for the student to meet his/her goals or to graduate. Since community service courses are self-supporting, there is no limit on the number of times a student may enroll. However, students may not retake occupational extension courses more than once unless they pay the full cost of their enrollment or unless they are required to take the course for certification or licensure purposes.

For credit courses, the highest grade on any course repeated will be the grade used in computing the Grade Point Average (GPA) for graduation, but all grades will remain on the student's record. The repeated course will count only once toward meeting the number of credit hours required for graduation.

Procedure:

1. A student may repeat a course once simply by registering for the course a second time.
2. To repeat a credit course more than once requires the approval of the student's advisor or department chair or division chair.

- a. Recipients of veterans' education assistance will not receive benefits for a repeated course if they passed the course on a prior attempt.
  - b. A student may repeat a physical education course only once.
  - c. A student may repeat upholstery, carpentry or cabinet-making no more than five times.
3. The college will inform students of the policy that occupational extension courses may not be repeated more than once in a five-year period unless the student pays the full cost of the course. A student who takes an occupational extension course more than twice will be billed for the difference in fees between the course's registration fee and the scheduled contact hour rate set by the State.
- a. Courses repeated in order to renew a license or certification are exempt from this repeat rule.
  - b. Senior citizens are not exempt from the repeat rule; they must pay the scheduled contact hour rate for courses taken more than twice.
  - c. At the end of each term, the college will audit the class rolls to insure that this policy has been observed, and will not claim FTE for any student who has violated this policy.
4. Basic Skills courses may be repeated as many times as necessary for a student to achieve his/her goals or complete the program. Basic Skills courses include courses offered in Adult Basic Education (ABE), Compensatory Education (CED), English as a Second Language (ESL), General Education (GED) and Adult High School (AHS).

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 6/26/97  
 11/18/02  
 4/15/10

### **III-1.030 Honor Roll(s)**

The honor rolls consist of the President's List, Dean's List and Honors List. The President's List will include all curriculum students completing at least twelve (12) credit hours for the term while earning a 4.0 grade point average. The Dean's List will include all curriculum students completing at least twelve (12) credit hours for the term and earning a grade point average less than a 4.0 but no lower than a 3.5 with no grade being lower than a "C". The Honors List will consist of all curriculum students completing at least two courses for the term for a minimum of six (6) credit hours, but no more than eleven (11) credit hours, while earning at least a 3.5 grade point average with no grade lower than a "B."

Students receiving an incomplete ("I") for any course are ineligible for honor rolls. Courses awarding grades of S, U, X, or AU will not be considered for honor rolls, nor will they be considered for accumulation of the minimum hours for consideration for honor rolls. Grades earned in courses (remedial and deficiency courses) which do not carry credits that can be applied toward graduation cannot be used to determine honor roll status.

Procedure:

1. President's List

- a. A list of qualifying students will be submitted to the President each term by the Dean of Enrollment Services.
  - b. Students will be notified in writing by the President that they have earned a place on the President's List honor roll.
2. Dean's List and Honors List
- a. A list of qualifying students will be submitted to the Vice President for Instruction by the Dean of Enrollment Services each term.
  - b. Students will be notified in writing by the Vice President for Instruction that they have earned a place on the Dean's List or Honors List honor roll.
3. The Dean of Enrollment Services shall provide a list of all honor roll students to the Director of Marketing/Public Information, who provides the lists to appropriate local newspapers each term.

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8/21/97

### **III-1.040 Academic Difficulties**

#### **III-1.041 Attendance**

Regular attendance in class is essential to receiving maximum benefit from the educational experience. A curriculum student is to attend and be on time for all classes and lab/shop/clinic sessions. A student who has missed more than one sixteenth of the hours the class is scheduled to meet (i.e., more than the number of clock hours that the class meets in a typical week) may not be permitted to continue in that class, shop, lab or clinic without permission of the instructor. In cases where practical considerations, regulations or accreditation requirements make it necessary, a department may establish more stringent attendance requirements. Three tardies will constitute an absence. In all cases of absence, the student is responsible for making up all missed class work and for coming prepared to the class following the absence.

#### Procedure:

1. Each department will establish attendance requirements for each course in accordance with the college policy; more stringent requirements may be established if necessary to meet practical considerations, regulations or accreditation requirements. The instructor will include the attendance requirements for the course on the course syllabus. The criteria for tardiness will be determined by the instructor and stated on the course syllabus.
2. Students must be in attendance and recorded as present at least one time on or before the ten percent point of the class or be dropped from the class. Departments and individual instructors may not waive this requirement.
3. The instructor will take attendance beginning the first day of class and will maintain a record of the students' class attendance.
  - a. The instructor will determine whether to readmit a student to a course when the student has exceeded the absences permitted by the attendance requirements published for that course.
  - b. It is the responsibility of the student to inform the instructor of circumstances, which may have caused him/her to be absent. The student is responsible for initiating a contract to complete any

work missed and for completing the work in a timely manner.

- c. Instructors are encouraged to give consideration for absences caused by college-related activities and other extenuating circumstances. An instructor may forgive an absence if the student has a valid reason for the absence, initiates a contract to complete the work missed, and completes such work in a timely manner. It may not be possible to make up work missed in selected labs or clinics. Therefore, absences from certain labs or clinics may not be forgiven.
  - d. Military leave absence(s) will not constitute an absence when the instructor has received prior official notification. Responsibility for initiating such notification rests with the student: a student reporting for military drill must provide the instructor with a letter from the commanding officer prior to the absence(s). The student is responsible for making up all work missed in a timely manner.
  - e. In accordance with N.C.G.S. 15D-5(u) and 23 NCAC 02c.0213, GTCC curriculum and continuing education students are allowed two (2) days of excused absences each academic year for religious observances required by the faith of the student.
    - i. Curriculum students must notify their instructor(s) in writing of expected absence(s) during the first three (3) weeks of the semester in which the absence(s) will occur.
    - ii. Continuing Education students, attending CE courses with attendance or grading/examination policies, must notify the department in writing of expected absence(s) at least three weeks before the date the absence(s) will occur. Make-up for some Continuing Education courses may mean that the student will make-up the portion of the course missed during the next CE course that the college offers.
    - iii. Students will be allowed the opportunity to make-up work or tests missed as a result of the religious observance required by the faith of the students, as long as the student follows the proper notification protocol. The student is responsible for making up the missed work in a timely manner.
4. If an instructor considers that a student is ineligible to continue attending class due to excessive absences, the instructor should notify the student of this status. The student may request the instructor's permission to be reinstated into the class. If the instructor decides that the student continues to be ineligible, the student may appeal the decision to the instructor's supervisor, whose decision is final.
  5. Students who stop attending class or are not re-admitted to class after excessive absences will receive a grade of F unless they formally withdraw from the class. (See Withdrawal Policy, III-1.043.)
    - a. For students who receive financial aid or veterans benefits: The instructor must notify the Financial Aid Office or the Coordinator of Military Assistance Programs after the student has missed two weeks of classes using the Last Day in Class Form. If the student is readmitted to the class, the instructor must notify the Financial Aid Office or the Coordinator of Military Assistance Programs that the student is continuing to attend class.
    - b. Notification of the Financial Aid Office or the Coordinator of Military Assistance Programs by the instructor of a student's excessive absences does not constitute official withdrawal. The student must follow the withdrawal procedures in order to avoid receiving a grade of F.

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8/21/97  
12/2005  
12/2010

### **III-1.042 Early Alert**

The success of students in their academic programs is very important to Guilford Technical Community College. The college has a variety of sources of assistance that are available to help students with both personal and academic problems that may be impeding their academic progress. It is in the interest of students and the college to make students aware of their academic progress and aware of the sources of assistance available to them. Instructors, advisors, departmental and divisional leaders must take a proactive approach to inform students when their progress is unsatisfactory and to help them find appropriate assistance.

#### Procedure:

1. In a typical 16 week semester, students who are not making satisfactory progress by the 30% point shall be made aware of their status in the class. Each instructor will notify students of their status using a method of their choice (email, conversation, instant message, memo, or alert form)
2. The early alert notice will indicate the reason(s) for the student's lack of progress in the course. It will also suggest available campus services to assist the student with any problems interfering with course work. Faculty should retain a copy of the communication.
3. A student's primary contact for progress in any course is the instructor for that course. If students have problems of any kind that interfere with course work, they should make an appointment with the instructor to discuss the difficulties. If a student receives an early alert communication, he or she should contact the instructor as quickly as possible. The student should follow suggestions made by the course instructor. This may include a required conference with the instructor, Department Chair, and/or academic advisor.

Rev. 8/21/97

Rev. 10/12/00

Rev. 10/14/10

### **III-1.043 Withdrawal**

Students may withdraw from courses or from the college.

A student who formally withdraws from a course after the ten percent point of the class and before 70% of the scheduled class hours have elapsed will receive a grade of "W". Students who stop attending class or are not re-admitted to class after excessive absences occurring before 70% of the scheduled course contact hours have elapsed will receive a grade of "F" unless they formally withdraw from the class.

If a student cannot complete a course due to extenuating circumstances (e.g., accident, illness, or death in the family) after 70% of the course contact hours have elapsed, the student may contact the instructor who may award a grade of "I," "W," or "F". Students who stop attending class or are not re-admitted to class after excessive absences will receive a grade of "F" unless those absences are the result of extenuating circumstances. The grade will be determined at the discretion of the instructor with the concurrence of the department chair and the division chair.

#### Procedure:

1. After the close of the schedule adjustment period, a student may withdraw from a class by contacting the instructor, who will assist in the completion of the official withdrawal procedures. The student is responsible for each of the following steps:
  - a. Obtain a Schedule Change Form from the Records Office, the Counseling Center or academic advisor, and complete the form.
  - b. Obtain the instructor's signature on the Schedule Change Form.
  - c. Return the form to the Records Office on the Jamestown campus, the Counseling Center on the Greensboro or High Point campuses, or the departmental office at the Aviation Center (which will forward the form to the Records Office).
2. Students withdrawing after the end of the schedule adjustment period but before the 10% point will not receive a grade and will be eligible for a refund of 75% of the cost of the class provided that withdrawal reduced the student's hours for the term below 16 credit hours.
3. The Records Office will enter the data and note by date and initials on the paper form when the data were entered.
4. If the course instructor is unavailable, the student may contact the department chair or a counselor for assistance. The department chair or counselor is authorized to sign the Schedule Change Form.
5. To receive a grade of "W," students withdrawing after the 70% point must have the instructor's and the department chair's signature on a Faculty Withdrawal Form, which the instructor or department chair should submit to the Registrar prior to the end of the term. The Faculty Withdrawal Form should include a description of the extenuating circumstances that justify the "W" grade rather than the grade earned in that class.
6. A student who wishes to withdraw from all classes must meet with a counselor on the appropriate campus, or with an authorized representative of the students' department, and complete the official withdrawal process.
7. Dates of the generic 70% point will be announced in the college's academic calendar. The 70% point for a particular class may vary based on its meeting schedule.

Rev. 4/22/97  
 8/21/97  
 6/16/05

### **III-1.044 Probation, Suspension, and Appeal of Suspension in Health Programs**

Students in health programs will maintain a grade no lower than "C" in each course with a prefix of BIO, CHM, DEN, EMS, MED, NUR, PHY, PTA, and SRG.

There will be no probation status for students in the Associate Degree Nursing Program, the Dental Hygiene Program, or the Physical Therapist Assistant Program. In these programs, a grade of "D" in any of the identified courses results in automatic suspension.

Health program students making a grade of "F" in any health or health related course will be suspended from the program at the end of the term in which the "F" occurs. Health program students who are not eligible to continue at clinical sites may be suspended.

Students in the Associate Degree Nursing or Licensed Practical Nursing Diploma Programs who make a "D" or an "F" in a NUR or BIO prefixed course will be suspended from the Nursing Program.

Students in the Physical Therapist Assistant Program who make a "D" or an "F" in a PTA, BIO, or PHY prefixed course will be suspended from the Physical Therapist Assistant Program.

Students in the Dental Hygiene Program who make a "D" or "F" in a course with the prefix DEN will be suspended from the Dental Hygiene Program.

Students in the Dental Assisting Program who make a "D" or "F" in any of the clinical courses, (DEN101, 106, or 107) will be suspended from the Dental Assisting Program.

Students in the Emergency Medical Science program (EMS) must earn a final grade of "C" or better in EMS 110 to be eligible to sit for the State EMT Exam. Students earning less than a "C" in EMS 110 will be suspended from the EMS program.

A student enrolled in selected health programs (Dental Assisting, Emergency Medical Science, Surgical Technology, and Medical Assisting) who earns a grade of "D" in a course with one of the above listed prefixes, will be placed automatically on academic probation. Health students with one "D" in these programs will remain on probation until graduation from the program.

Health program students making a second grade of "D" in any health or health-related course (see list above) shall be suspended from their programs at the end of the semester in which the second "D" occurs.

Students on academic suspension have the right to appeal.

Procedure:

1. The Department Chairs in the health programs will notify the students who are to be placed on academic probation at the end of each academic semester. The probation will be based on individual instructor grade reports and the policy concerning probation for health program students.
2. The respective Department Chairs in the health programs of students who are academically suspended each semester will notify the appropriate Division Chair.
3. A student may appeal an academic suspension to the appropriate Division Chair prior to the last day to add classes for the semester in which the suspension takes effect. During the appeal process the student may register and attend classes until the final disposition of the appeal.
4. To appeal the decision, the student must complete the Academic Suspension Form and submit it to the Division Chair. The Division Chair will review pertinent records, such as the student's transcript, and may consult with faculty, counselors, the student involved, and others who can aid in the review process and will make a decision within five school days after receiving the appeal.
5. The Division Chair will render one of the following two decisions:
  - a) Lift the suspension with or without provisions. All provisions will be monitored by the Department Chair; or
  - b) Let the suspension stand.
6. The Division Chair will notify the suspended student of the decision in writing within five school days.
7. Once the decision has been communicated to the student, the Division Chair will notify the Department, the Dean of Enrollment Services, Financial Aid, and the Veterans Office. There is no further appeal beyond the Division Chair.
8. Students who register while appealing their suspensions will be required to pay normal tuition and fees. If an appeal is denied, the student will be entitled to a full refund of tuition and fees.

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8/21/97  
2/19/98  
4/02/01  
12/13/01  
12/16/04  
6/19/08  
6/18/09

### **III-1.045 Probation and Suspension in non-Health Program**

All non-health program students are expected to maintain a Grade Point Average of 2.0 or higher. All health programs are governed by policy III-1.044.

A student will be sent an academic warning letter after any semester in which the student earned a semester GPA below 2.0 on 6 or more attempted credit hours. Developmental education courses will not be included in the attempted credit hours.

A student will be sent an academic probation letter after two consecutive semesters with semester GPAs below 2.0 on 6 or more attempted credit hours.

A student will be sent an academic suspension letter after three consecutive semesters with semester GPAs below 2.0 on 6 or more attempted credit hours. The student will be suspended for one semester commencing at the end of the semester in which the student receives the suspension letter. The suspension will be lifted if the student earns a semester GPA of 2.0 or higher on 6 or more attempted credits during his/her suspended semester of enrollment.

Procedure:

1. At the beginning of each semester the Vice President for Educational Support Services will request that Management Information Systems prepare:
  - a) A list of non-health program students (excluding special credit students) who have earned a semester GPA below 2.0 on 6 or more attempted credit hours, excluding developmental coursework, for the previous semester;
  - b) A list of non-health program students (excluding special credit students) who have earned a semester GPA below 2.0 on 6 or more attempted credit hours, excluding developmental coursework, for the previous two consecutive semesters; and
  - c) A list of non-health program students (excluding special credit students) who have earned a semester GPA below 2.0 on 6 or more attempted credit hours, excluding developmental coursework, for the previous three consecutive semesters.
2. The Counseling staff will send warning letters to those students who have earned a semester GPA below 2.0 on 6 or more attempted credit hours, excluding developmental coursework, for the first time.
3. The respective Division Chair will send probation letters to those students who have earned a semester GPA below 2.0 on 6 or more attempted credit hours, excluding developmental coursework, for the previous two consecutive semesters
1. The Division Chair will send suspension letters to those students who have earned a semester GPA below 2.0 on 6 or more attempted credit hours, excluding developmental coursework, for the previous three consecutive semesters. A registration hold will be placed on the students who are currently enrolled when suspension letters are sent and they will not be allowed to register for the following semester.

If the student earns a semester GPA of 2.0 or higher on 6 or more attempted credits in the current semester,

the suspension will be lifted, the hold will be removed, and the student may register for the following semester. The student must meet with his/her department chair to get the hold removed after the semester of suspension

5. Suspended students have the right to appeal. A student may appeal an academic suspension to the appropriate Division Chair prior to the last day to add classes for the semester in which the suspension takes effect. During the appeal process the student may register and attend classes until the final disposition of the appeal.
6. To appeal the decision, the student must complete the Academic Suspension Form and submit it to the Division Chair. The Division Chair will review pertinent records, such as the student's transcript, may consult with faculty, counselors, the student involved, and others who can aid in the review process, and make a decision within five school days after receiving the appeal.
7. The Division Chair will render one of the following two decisions:
  - a) Lift the suspension with or without provisions. All provisions will be monitored by the Department Chair; or
  - b) Let the suspension stand.
8. The Division Chair will notify the suspended student of the decision in writing within five school days.
9. Once the decision has been communicated to the student, the Division Chair will notify the Department, the Dean of Enrollment Services, Financial Aid, and the Veterans Office. There is no further appeal beyond the Division Chair.
10. Students who register while appealing their suspensions will be required to pay normal tuition and fees. If an appeal is denied, the student will be entitled to a full refund of tuition and fees.

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08/21/97  
02/19/98  
12/13/01  
12/16/04  
06/19/08

### **III-1.046 Readmission**

All students who have been suspended or dismissed or who have withdrawn for academic or other reasons may apply for readmission.

Health program students will be readmitted under conditions specified by their individual departments.

Procedure:

1. Non-health students seeking readmission must complete the general admission procedures. Such students must meet all requirements for the curriculum and all prerequisites for courses to which entry is being sought.
2. Students wishing readmission to health programs must submit a new application to the Admissions Office.
  - a. A student who has withdrawn for non-academic reasons prior to completion of the first term must reapply and will be considered as a new applicant.
  - b. For readmission, the appropriate health program department must accept a student who has

withdrawn for academic reasons including suspension or dismissal:

- 1) Admissions shall refer the student's application to the appropriate health program department once it is completed and meets specific program requirements.
- 2) The respective health program readmission committee will decide whether to accept or to deny the candidate's request for readmission. In the case of acceptance, the applicant must abide by the recommendation(s) of the committee in regard to courses that must be repeated and/or substituted.
- 3) The Department Chair will notify the student of readmission to the program and the related conditions or the denial of readmission.

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8/21/97  
12/13/01  
3/25/09

### **III-1.050 Advanced Standing**

The college recognizes and values knowledge and skills gained in many ways. Advances academic standing may be earned by any or all of the following methods:

1. Transfer of Credit from Approved Institutions.
2. Guilford Technical Community College proficiency Examinations.
3. College Level Examinations Program (CLEP).
4. Advanced Placement Examinations (AP).
5. High School Articulation.
6. Professional Certification; e.g., National Institute of Metal working Standards (NIMS).

Students who have gained knowledge and skills through continuing education courses and work experiences may receive credit through the use of proficiency examinations.

#### Procedures:

1. Transfer of Credit From Approved Institutions
  - a. A student who has completed the general education core at an accredited two- or four-year institution will be awarded credit for the following general education courses without regard to the length of time which may have elapsed since completion: two ENG courses (6 semester hours credit), one communications course (3 semester hours credit), one social science course (3 semester hours credit), and one humanities course (3 semesters hours credit), for a total of fifteen semester hours credit. Other credits will be evaluated on a course by course basis according to the following procedures.
  - b. For students who did not complete the general education core at an accredited two- or four-year institution, credit will be granted only for work completed during the last ten (10) years at approved institutions, unless approval is given for the recording of older credits by the appropriate department chair. Institutions recognized by a regional accreditation association, such as the Southern Association of Colleges and Schools (SACS) will be approved sources of transfer credit. Other institutions will be approved on a case-by-case basis.
  - c. Credits completed with grade "C" or better at another North Carolina community college under the

semester system will automatically be awarded credit.

- d. Credit will be granted on a course-by-course basis for other courses which are equivalent to those offered by GTCC.
- e. A grade of "C" or better is normally required for transfer of credit; however, where a student has made a "D" on the first course and a "C" or better on the second course of a sequential course series, both courses may be accepted.
- f. GTCC will accept all approved courses for transfer of credit with the stipulation that a minimum of one-fourth of the required hours in the degree program and one-third of the major course work applicable to graduation be earned at GTCC. The last term's work prior to graduation must be earned at GTCC provided the course(s) is (are) offered at that time. Exception to the last term rule may be considered by the Division Chair of the graduate's major program.
- g. Transfer credits are not included in computing the student's overall grade point average.
- h. When a proficiency exam is required by a Department Chair to validate transfer credit from another institution, the following conditions both apply:
  - 1) The applicant/student must make a minimum grade of "C" on the proficiency exam for the transfer credit to be validated and thus accepted.
  - 2) Neither the proficiency grades nor the transfer grades count in the grade point average nor to determine semester or college academic honors.
  - 3) There will be no charge to the student for the proficiency exam when required to validate transfer credit.
- i. The Department Chair of the department offering courses(s) equivalent to those being transferred from approved institutions will determine the appropriate course equivalency for acceptance of such credit.
- j. Requests for transfer credit from other institutions should be made prior to enrollment at GTCC. Credit will be awarded by the end of the first academic term in which the student is enrolled for those transcripts received prior to the end of the schedule adjustment period for that term.
- k. Transfer of credit will be secured by the following process:
  - 1) The applicant must request that official transcript(s) from institutions previously attended be sent to the GTCC Admissions and Records Office prior to enrollment, in order to be evaluated no later than the end of the first term of enrollment.
  - 2) The Dean of Enrollment Services (or designee) will review the transcript and complete an Advanced Standing Certificate, recommending courses for credit.
  - 3) If there is a question as to whether the institution from which the student is requesting transfer is an approved institution or as to the appropriateness of the courses being considered for transfer, the Admissions and Records Office may require that the student supply additional documents, including: a college catalog, a course syllabus, a textbook list or similar documents that identify course content and structure.
  - 4) The Advanced Standing Certificate and supporting documents are forwarded to the Chair of the department offering course(s) parallel to those for which transfer is requested or to the department of the student's proposed curriculum program. The Department Chair may do one of the following:
    - a. Accept the recommendation, initial the Certificate and return it to the Admissions and Records Office.
    - b. Require that the student undergo a proficiency examination/demonstration to validate the acceptability of the credit, and so notify the Admissions and Records Office. (See procedures for credit by proficiency examination/demonstration, below.)

## 2. Credit by Proficiency Examination/Demonstration

- a. The student and the student's advisor or Department Chair determine readiness for a proficiency demonstration.
  - b. The student must submit a brief written request for demonstration of proficiency to the appropriate Department Chair. Evidence of preparedness for a proficiency demonstration (e.g., high achievement in secondary school, military service and/or work experience) must be submitted to the Department Chair for review along with the written request.
  - c. The Department Chair alerts the Admissions and Records Office via the drop/add form, registration form or other acceptable substitute. The student registers and pays the appropriate tuition/fees, if required.
  - d. The Department Chair arranges for the demonstration of proficiency.
    - 1) The Department Chair completes a class attendance form with course code and name, credit hours, names and social security numbers of students registered to take the proficiency, and the actual hours of contact with the students completing the proficiency.
    - 2) If the Testing Center is to administer the proficiency examination, the instructions form provided by the Testing Center must be completed and attached to the proficiency examination, along with the class attendance form. The date and hours present will be recorded on the form by the Testing Center personnel when the student(s) complete the proficiency examination.
  - e. The evaluation of the demonstration will serve as the grade for the course. Credit for proficiency demonstration may not be granted for a course being audited by the student during the term in which the course is being audited.
  - f. The Department Chair will submit the grade for the proficiency demonstration to the Admissions and Records Office on an Advanced Standing form. A grade of "C" or above is required for credit to be granted. In the event that the demonstration grade is below "C" the demonstration evaluation is filed in the student's permanent record and no grade or course name is posted on the transcript.
  - g. A student may earn a maximum of fifty percent of credit towards graduation by proficiency demonstration.
  - h. Proficiency demonstrations may be taken only one time in each subject area.
  - i. Completed attendance forms must be submitted to the FTE Auditing Office within five (5) days of the demonstration of proficiency.
3. Credit by the College Level Examination Program (CLEP)
- a. The following process must be followed to secure credit by the College Level Examination Program (CLEP):
    - 1) The student must request that an official copy of his/her scores on the CLEP Subject Matter Examination(s) be sent to the GTCC Admissions Office.
    - 2) The Dean of Student Support Services (or designee) will review scores and complete an Advanced Standing Certificate, recommending courses for credit.
    - 3) The Advanced Standing Certificate is forwarded for approval to the appropriate Department Chair, either the Chair of the department offering course(s) parallel to those being considered for acceptance, or the Chair of the department of the student's proposed curriculum program.
    - 4) After initialing the Certificate, the Department Chair returns it to the Admissions and Records Office for posting of grade(s) on the student's transcript.

- b. Only scores of the 50th percentile or above will be approved for credit.
  - c. Scores for subject matter examinations only will be accepted. No scores from the general examination will be considered.
  - d. In tests where an essay is part of the subject matter examination, the appropriate Department Chair will evaluate the essay and make the initial recommendation.
4. Credit by the Advanced Placement Tests of the CEEB (AP).
- a. The following process must be followed to secure credit by the Advanced Placement Tests of the CEEB (AP):
    - 1) The applicant/student must request that an official copy of his/her score(s) on the AP tests be sent to the GTCC Admissions Office.
    - 2) The Dean of Student Support Services (or designee) will review scores and complete an Advanced Standing Certificate, recommending courses for credit.
    - 3) The Advanced Standing Certificate is forwarded for approval to the appropriate Department Chair, either the Chair of the department offering course(s) parallel to those being considered for acceptance, or the Chair of the department of the student's proposed curriculum program.
    - 4) After initialing the Certificate, the Department Chair will return it to the Admissions and Records Office for posting of grade(s) on the student's transcript.
  - b. Only scores of three (3) or above will be approved for credit.
  - c. AP tests in some subject areas may not be accepted for consideration if not applicable to the degree/diploma/certificate program of student.
5. Credit by High School Articulation
- a. The student should notify the Department Chair of the program to which the advanced standing credit is to be applied upon enrolling at GTCC.
  - b. To secure credit for courses taken in high school under an articulation agreement, a signed agreement must have been in place between Guilford County Schools and Guilford Technical Community College when the student earned the credits specified in the agreement.
    - 1) Students must submit a copy of their high school transcript showing that credit has been earned for the courses specified in the agreement with a minimum grade average of "C" or better in the course. (Some programs may require that a "B" average be maintained in the course to earn the college credit.)
    - 2) The Department Chair or the person doing the initial review of the high school transcript should complete an Advanced Standing Certificate and secure the required signatures.
6. Professional Certifications, e.g., National Institute of Metalworking Standards (NIMS)
- a. The student should notify the Department Chair of the program to which the advanced standing credit is to be applied upon enrolling at GTCC.
  - b. For each area of NIMS certification or other professional certifications, the appropriate Department Chair will determine the GTCC course equivalencies and corresponding certifications required for credit.
    - 1) Students must submit their original NIMS credential or other professional certification to the appropriate Department Chair.

- 2) The Department Chair will complete the Advanced Standing Certificate and attach a photocopy of the certification or credential and submit it to the Admissions and Records Office, with the appropriate signatures.

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### **III-1.051 Maximum Course Load**

In the interest of student success, the maximum number of credit hours of course work that a student may take in any term without the approval of the department chair is twenty-one (21).

Procedure:

1. A student may enroll for up to twenty-one (21) credit hours of course work for which he/she is eligible and in which seats are available.
2. The department chair for the program in which the student is enrolled (or division chair in the absence of the department chair) must sign an approval for a student to take more than twenty-one (21) credit hours of course work in any term.
3. The twenty-one (21) hours is inclusive of developmental and audited courses.

Approved 12/16/04

### **III-1.060 Off-Campus Experiential Learning**

Students enrolled in designated programs will participate in off-campus learning settings that are consistent with their curriculum majors.

Procedure:

1. Each department utilizing experiential learning experiences, as defined by the North Carolina Administrative Code, Title 23, Section 2D.0323 (student work experiences) as part of its curriculum/program requirements is to have on file in its respective office established procedures and requirements for those experiences. Examples of student work experiences include practicums, internships, clinicals and cooperative education.
2. Those departments offering work experiences classified as cooperative education should have on file with the School-to-Work Transitions Office established requirements and procedures for cooperative work experiences.
3. The procedures and requirements referenced in 1. and 2. above should include, but not be limited to, the following, when applicable:
  - a. Location of the off-campus setting.
  - b. Faculty member in charge of the student's off-campus experience.
  - c. Duration of the learning experience.
  - d. The specific group(s) of students who participate.

- e. Specific dress requirements, if any.
  - f. Student responsibilities or duties while engaged in the off-campus activities.
  - g. Attendance requirements.
    - 2) Allowable absences.
    - 3) Provisions for making up work missed, if any.
    - 4) Provisions for attendance record-keeping while off campus.
  - h. Medical or OSHA requirements.
  - i. Housing provisions for overnight(s), if applicable.
  - j. Permission or release statements required of places of business, schools, offices, hospitals, parents or any other participating group.
4. The departmental procedures and requirements are to be distributed to participating students prior to their engaging in off-campus experiential learning activities.
  5. Each department is to make certain that each participating student is covered by hospitalization and accident insurance protection. The student may either enroll in Standard Life Student Accident Insurance protection offered by the institution, or maintain a policy of his/her own. If the student maintains his/her policy, he/she must furnish his/her department with the name of the company and the policy number.
  6. Students are to be informed of any specific requirements/procedures, which are demanded of students by their specific off-campus learning environments prior to their engaging in off-campus work.
- Rev. 12/14/95

### **III-1.061 Health Program Student Screening Requirements**

Health facilities that serve as student rotation sites have enacted requirements that ensure that students and faculty who enter their facilities meet the same qualifications as any potential hires. GTCC requires Criminal Background Checks (CBC), Office of the Inspector General Reviews (OIG), and Drug Testing of students in such curriculum programs as have clinical or internship placements at health facilities where these screenings are required. Accordingly, completion of the CBC, OIG Review, and submission of a negative Twelve Panel Urine Drug Screen report from a National Institute of Drug Abuse (NIDA) approved laboratory is required by GTCC prior to the first assignment/student experience at any requiring health facility partner.

1. Procedure:
  - a. Once accepted to a program of study, the student will receive written instructions that define the screenings and detail how to complete the above requirements.
  - b. The process will be carried out with a company selected by the college after review for the most cost effective customer service.
  - c. Results are verified and sent directly by the company to the contact person at the clinical facility for review no less than 10 days prior to the scheduled arrival of the student.
  - d. The clinical facility will notify the program department chair of student(s) with any findings that would preclude the assignment of the student in their setting.
  - e. The department chair will confirm the manner of the review with the facility to ensure that no error was made. The department chair will at no time be privy to the actual summary of results for the CBC, OIG Review, or Drug Screen.

- f. If a criminal charge or conviction occurs while the student is enrolled and is assigned to requiring agency, the student will be immediately removed from the placement until a review is conducted. The final decision will rest with the clinical agency as to any possibility of reinstatement at the site.
- g. Should a student be barred from completing clinical assignments with partnering agencies, GTCC will not be able to ensure the completion of program requirements and graduation competencies.
- h. Inability of a student to complete program requirements and graduation competencies will result in suspension from the Health program.
- i. Any student suspended from a Health Program can avail themselves of the standard GTCC processes for appeal, grievance, and/or readmission.

8/20/09

### **III-1.070 Graduate Guarantee**

Guilford Technical Community College believes in the quality of its students, faculty, and staff. Therefore, we guarantee transfer credit for those graduates obtaining Associate of Arts, Associate of Fine Arts, and Associate of Science degrees at Guilford Technical Community College. Also, we will guarantee entry-level technical skill competency for those who have obtained an Associate of Applied Science degree at the College.

Effective Fall Quarter 1994, all students entering degree, diploma, or certificate programs at Guilford Technical Community College are eligible for the Graduate Guarantee that applies to their degree program.

This tuition-free education as described below constitutes the sole and exclusive remedy under the Guilford Technical Community College Graduate Guarantee.

#### **1. Guarantee of Transfer Credits**

Guilford Technical Community College guarantees that graduates of the A.A., A.S., and A.F.A. degree programs will receive transfer credit for courses completed at GTCC with a grade of "C" or above to those North Carolina colleges and universities that have written transfer agreements with GTCC. In this case, the guarantee refers to courses transferring, and not to student performance. Transfer must take place within 12 months after graduation to be covered under the guarantee.

GTCC will permit a graduate to take a tuition-free alternative, acceptable course to replace any course which is rejected for transfer credit under the provisions of a written transfer agreement. The cost of books, insurance and fees will be the responsibility of the graduate.

#### **2. Guarantee of Skill Competency (AAS Degree)**

Guilford Technical Community College guarantees to its Associate of Applied Science graduates appropriate technical job skills identified in the program outcomes for a specific degree. The guarantee applies only to graduates employed on a full-time basis directly related to the area of program concentration as certified by the Vice President of Curriculum and Instructional Technology. Employment must commence within six months of graduation to be covered by the guarantee.

If an Associate of Applied Science (AAS) or diploma graduate is judged by his/her employer to be deficient in entry level technical job skills identified by the program outcomes for his/her specific degree program, the graduate will be provided up to ten tuition-free semester credit hours of additional training by Guilford Technical Community College under the conditions of the guarantee policy. The cost of books, insurance and fees will be the responsibility of the graduate or employer.

Procedure:

1. Guarantee of Transfer Credits

The guarantee can be initiated by contacting the office of the Vice President of Instruction. Transfer Agreements with colleges and universities to which this guarantee applies are on file with the Division Chair of Arts and Sciences.

2. Guarantee of Skill Competency (AAS Degree) and One-Year Diploma Guarantee

a. The employer must:

- 1) Certify in writing that the employee is deficient in skills which relate directly to the degree's program outcomes.
- 2) Specify areas of deficiency within six months of the graduate's initial employment.
- 3) Develop a written educational plan for retraining in cooperation with the appropriate academic department at the college.

b. Retraining will be limited to ten semester hours of credit related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan and must be completed within a calendar year from the time the educational plan is agreed upon.

c. The guarantee does not imply that the graduate will pass any licensing, certification, or qualifying examination for a particular career.

Rev 10/15/98

### **III-1.080 Disability Access**

The college is committed to providing access to facilities and reasonable accommodation in the instructional process, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Guilford Technical Community College does not discriminate nor does it approve of discrimination against students or applicants on the basis of race, color, gender, age, national origin, disability, religion, pregnancy, veteran's status or political belief/affiliation. (See Equal Opportunity Policy IV-1.023.) This policy of non-discrimination covers participation in all programs, support services, and activities. Guilford Technical Community College is committed to providing equal access to technology, including the Internet and the institution's web presence.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 both require institutions of higher education to provide equal access to educational opportunities to otherwise qualified "persons with disabilities." It is the responsibility of the student with a disability to provide documentation of the disability. The documentation must certify that the disability creates a substantial limitation of a major life activity in order to establish eligibility for protection under the law.

Guilford Technical Community College does not make pre- or post-admission inquiries or referrals based on an assumption that a student has a disabling or handicapping condition. It is the responsibility of the student with a disability to initiate the request for accommodations/services by contacting the *disAbility* Access Services Office.

Procedures:

1. Official notification of a disability requires that the student provide documentation of his/her disability to the *disAbility* Access Services Office. To receive services, the student must provide acceptable documentation.

a. All requests for accommodations/services must be made directly to the *disAbility* Access Services

Office by the student who is seeking the accommodations/services. The request should be made as early as possible and must be made in a timely manner to allow for an appropriate response. Requests for accommodations/services will be addressed as soon as practicable, once received.

- b. Documentation of disability must be provided from an appropriately licensed/certified professional and must be complete enough to establish the student's status as a person with a disability as well as establishing the need for any requested accommodations. Necessary documentation to request accommodations/services may include one or more of the following:
    - 1) A copy of the most recent DEC 3 and the complete IEP;
    - 2) A psychoeducational evaluation;
    - 3) A medical report;
    - 4) A psychological evaluation; or
    - 5) Records from Vocational Rehabilitation, the Division of Services for the Blind, and/or Services for the Deaf and Hard of Hearing.
  - c. Upon receipt of the documentation necessary to request accommodations/services, the *disAbility* Access Services Office will determine, based on its disability-specific guidelines, whether the documentation reveals the existence of a disability as defined under the Rehabilitation Act, the Americans with Disabilities Act, and/or North Carolina law.
2. When a student has a disability and has requested accommodations the *disAbility* Access Services Office shall make an appropriate determination of what is a reasonable accommodation for that student based on documentation provided to that office. That decision will be made according to disability-specific documentation guidelines maintained by the *disAbility* Access Services Office. The authority to make such decisions on behalf of the institution has been assigned by the President and approved by the Board of Trustees.
- a. Students shall notify faculty of the accommodations/services which the *disAbility* Access Services office has determined they are eligible to receive by presenting an Accommodations Letter (green sheet), which is provided to the student by the *disAbility* Access Services office.
  - b. A student with a disability may be eligible for a reduced course load while receiving all of the benefits, rights, privileges and status of a full-time student.
    - 1) The *disAbility* Access Services Office will determine eligibility for this accommodation on an individual basis each semester.
    - 2) A recommendation will be made based on the student's documentation of disability and other established criteria.
    - 3) The Registrar will assign full-time status on behalf of the institution.
  - c. With rare exception, *disAbility* Access Services will support course substitutions only in situations where a student's documentation supports such a request and ONLY after the student has attempted the required course utilizing all resources and accommodations made available.
  - d. Procedures that define roles and responsibilities for providing/receiving specific accommodations are outlined in the *disAbility* Access Services Student Handbook and the *disAbility* Access Services Faculty/Staff Handbook.
3. Students have the right to initiate a complaint/grievance if the agreed-upon accommodations/services are not provided appropriately. The complaint/grievance policy (III-2.013) is outlined in the college management manual, catalog and student handbook.
4. Disability-related information is considered to be highly confidential and, in accordance with Section 503 of the Rehabilitation Act and Title 1 of the ADA, and in keeping with general practice under disability law, such information will be kept in secure files with limited access.

- a. The *disAbility* Access Services Office will be responsible for collecting and holding disability-related information on behalf of the institution.
  - b. Access will be limited to *disAbility* Access Services staff and will be shared ONLY on a need-to-know basis.
5. The Technology Committee is responsible for monitoring all technology purchases to assure access and compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act and the spirit of the institutional commitment.
6. The college (*disAbility* Access Services Office) reserves the right to review the accommodations provided from time to time to determine whether they continue to be necessary and appropriate to the student.

Adopted 2/17/2000

## **III-2. Non-Academic Issues**

### **III-2.010 Student Conduct**

Students may not display conduct on GTCC premises or at GTCC sponsored events 1) that adversely affects the college's educational objectives, 2) that is illegal, or 3) that is contrary to the rules and regulations of the college. Students who display such conduct may be subject to disciplinary action under the college's disciplinary policy. Such students have the right to appeal under the policy.

Conduct prohibited by this rule shall be determined by the President, consistent with this definition.

#### Procedure:

1. Prohibited conduct is illustrated by the list below. However, the list does not include all conduct that could be prohibited:
  - a. All forms of academic dishonesty, including but not limited to the following: taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a college employee or student without permission; receiving or giving unauthorized help on assignments or during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for other's work (plagiarism); altering or misrepresenting grades, reports or laboratory/clinic records.
  - b. Theft of, misuse of, damage, or defacement to college property, or theft 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 portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
  - b. Possessing, manufacturing, using, distributing, selling or being under the influence of alcohol and/or any controlled substance in violation of any local, state, or federal law on college premises, at any college-sponsored activity, or in college-owned vehicles. Controlled substances include but are not limited to the following: heroin, marijuana, hallucinogens, cocaine, PCP, "crack," and prescription drugs not prescribed for the individual by a licensed physician.
  - c. Lewd or indecent conduct, including physical or verbal action, or distribution of obscene or libelous material or that which may cause a material and substantial disruption of school activities.
  - d. Assault on or communicating a threat to 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.

- e. Any unsolicited or unwelcomed act, comment, or behavior which is of a sexual nature or which has sexual implications and which interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment. See Sexual Harassment Policy and Procedures.
- f. Obstruction or disruption of study, teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.
- g. 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.
- h. 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 of the college; remaining at the scene of such an assembly after being asked to leave by a college employee.
- i. Possession, use, sale, or distribution of a gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive, any type of ammunition, bowie knife, dirk, dagger, sling shot, leaded cane, switchblade, blackjack, metallic knuckles, or other weapon of like kind.
- j. Issuing a bomb threat; 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.
- k. Gambling.
- l. Smoking and/or using other forms of tobacco products on any GTCC campus or center.
- m. Violation of college regulations regarding the operation and parking of motor vehicles.
- n. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive or providing false information to the college.
- o. Failure to comply with the instructions or directions of college employees acting in the performance of their duties.
- p. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
- q. 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.
- r. Violation of local, state, or federal criminal law on college premises adversely affecting the college community's pursuit of its educational purposes.
- s. Behavior in a class, lab, shop, or clinical setting which conflicts with the safety of others and/or which conflicts with safety rules for the area.
- t. Theft or other misuse of computer time, including, but not limited to, unauthorized entry into a file to use, read, or change the contents or for another purpose; unauthorized transfer of a file, unauthorized use of another's identification and password; use of computing facilities to interfere with another student, college employee or administrator; use of computing facilities to send obscene or abusive messages; and use of computing facilities to interfere with normal operation of the college computing system.
- u. Abuse of the judicial system, including but not limited to: failing to respond to the summons of a judicial body or college official; falsifying, distorting or misrepresenting before a judicial body; disruption or

interference with the orderly conduct of a judicial proceeding; institution of a judicial proceeding knowingly without cause; attempting to discourage an individual's proper participation in or use of the judicial system; attempting to influence the impartiality of a member of the judicial body prior to or during the course of the proceeding; harassment or intimidation of a member of the judicial body, failure to comply with the sanctions imposed; and influencing or attempting to influence another person to commit an abuse of the judicial system.

- v. Serving as an accessory to a violation or aiding another individual in the commission of an offense as defined by the Student Conduct Policy.
2. The college will name a Chief Disciplinary Officer and a Disciplinary Officer for each campus. The Jamestown campus officer will serve as Chief Disciplinary Officer and provide oversight and assistance to other campus Officers. The Chief Disciplinary Officer will also maintain original files on all disciplinary cases, regardless of campus.
  3. Emergency Procedures:
    - a. Emergency procedures are to be followed only in cases of an act of misconduct which presents an immediate threat to the health, safety, or well being of any member of the college community or of any visitor, or which seriously disrupts the function and good order of the college or which damages or threatens to damage property on college premises.
    - b. If any college employee observes student(s) conduct which threatens the health, safety or well being of any member of the college community or of any visitor or threatens damage to property, the employee may select a course of action from the following:
      - 1) Summon a Campus Police Officer by dialing 7070 and requesting Campus Police assistance; or
      - 2) If, in the judgment of the employee, the situation presents immediate danger, and no Campus Police Officer is available, she/he may summon assistance from the law enforcement agency which has jurisdiction in that area; (e.g. Greensboro Police Department, Guilford County Sheriff's Department, High Point City Police Department).
      - 3) Instruct the student(s) to cease and desist and that failure to do so will result in immediate suspension; or
        - a) If the student(s) fail to cease and desist, the employee is empowered to suspend the student(s) from the class or activity.
        - b) The suspension may be extended, at the request of the employee, by an administrative officer (Coordinator, Director, Department/Division Chair, Assistant Dean, Dean, or Vice President). The administrative officer may extend the student(s)' suspension until a resolution of the matter is reached by the Campus Disciplinary Officer or, in the case of arrest, until the matter is adjudicated in the courts. If suspension is extended, the student shall be notified in writing, via certified mail, by the administrative officer.
        - c) The employee or administrative officer who invoked the suspension shall submit a written report of the incident to the campus Disciplinary Officer immediately, but no later than the next school day. The report should include the name(s) of the student(s) involved; date, time, place, and description of the incident; action taken and employee(s) involved, as well as name(s) of any witness(es) to the incident; and desired resolution(s).
        - d) The campus Disciplinary Officer will resolve the matter in a timely manner following the steps outlined below in Standard Procedures.

4. Standard Procedure:

- a. Any college employee, faculty member, other employee, or student may file charges with the campus Disciplinary Officer against any student or student organization for violation of college regulations. The individual(s) making the charge must complete a charge form available from the office of the campus Disciplinary Officer, from department chairs on the Jamestown Campus, and from the administrative office on all other campuses. These forms state the following:
  - 1) Name of the student(s) involved.
  - 2) The alleged violation of the specific Code of Conduct.
  - 3) The immediate place and date of the incident.
  - 4) Name(s) of person(s) directly involved in or witnesses to the infractions.
  - 5) Any action taken that relates to the matter.
  - 6) Desired resolution(s).

The completed charge form should be forwarded directly to the campus Disciplinary Officer immediately.

- a. The student will be allowed to remain in class(es) until the case is finally resolved, unless a suspension has been invoked under emergency procedures.
- b. Within ten (10) school days after the charge is filed, the Disciplinary Officer 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 Disciplinary Officer may:
  - 1) Drop the charges.
  - 2) Impose a sanction consistent with those shown in Section 5 below.
  - 3) Refer the student to a college office or community agency for services.
- c. The decision of the Disciplinary Officer shall be presented to the student in writing immediately following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the Disciplinary Officer or where the student refuses to cooperate, the Disciplinary Officer shall send a certified letter to the student's last known address providing the student with a statement of the charges, the Disciplinary Officer's decision, and instructions governing the appeal process (Section 6).

5. Sanctions

- a. 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.
- b. Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Conduct Policy will carry heavier penalties because of this prior infraction.
- c. General Probation: Appropriate response to a minor disciplinary offense, has two important implications for the individual: (1) the individual is given a chance to show capability and willingness to observe the Student Conduct Policy without further penalty; (2) if the individual errs again, further action will be taken. This probation will be in effect for no more than four (4) terms.
- d. Restrictive Probation: Results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community. 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 with any college or 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.
- e. Suspension: Exclusion from class(es), and/or all other privileges or activities of the college for a

specified period of time. Students who receive this sanction must get specific written permission from the Disciplinary Officer before returning to campus.

- f. Expulsion: Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the college only with the approval of the President.
- g. Restitution: Paying for damaging, misusing, destroying or losing property belonging to the college, college personnel, or students.
- h. Loss of Academic Credit or Grade: Imposed for academic dishonesty, which may also result in other additional sanctions.
- i. Withholding Transcript, Diploma, Degree, Certification or the Right to Register or to Participate in Graduation Ceremonies. For example, a student will not be allowed to register until all financial obligations are met.
- j. Group Probation: Given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the group restitution or group charter revocation may be appropriate.
- k. Group Restriction: Removing college recognition during the term in which the offense occurred or for a longer period (usually not more than one additional term). While under restriction, the group may not seek or add members, hold sponsored 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 organizations for a minimum of two years. Recharter after that time must be approved by the President.

6. Appeals Procedure:

A student who disagrees with the decision of the Disciplinary Officer may request a hearing before the Disciplinary Review Committee. This request must be submitted in writing to the Disciplinary Officer within three (3) school days after receipt of the Disciplinary Officer's decision. The Disciplinary Officer shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Disciplinary Officer's investigation.

a. Composition of the Disciplinary Review Committee:

Membership shall consist of:

- 1) Three faculty and two professional or classified staff members appointed by the president.
- 2) Three student members appointed by the Student Government Association and approved by the Dean of Student Support Services.
- 3) One administrator, appointed by the Dean of Student Support Services to serve as committee Chairperson, who will vote only in case of a tie.
- 4) The Disciplinary Officer as an ex-officio non-voting member.

Committee members will serve one-year appointments beginning with each fall term, with replacements appointed by the appropriate Vice Presidents or by SGA, if necessary.

At least one faculty member, one staff member and two students, plus the chairperson must be present in order for the committee to conduct business in a given case.

b. Procedures for Hearings Before the Disciplinary Review Committee:

- 1) The Disciplinary Review Committee must meet within ten (10) working days of receipt of a request for a hearing (except near the end of summer term when additional time may be needed).
- 2) At least five (5) working days prior to the date set for the hearing, the Disciplinary Officer shall send a certified letter to the student's last known address providing the student 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.
  - d. A list of witnesses the college expects to call. (Any witnesses not listed will not be allowed to testify in the absence of showing of good cause for delay in identification.)
  - e. The composition of the committee.
  - f. A copy of the Hearing Rules.
- 3) On written request of the student, the hearing may be held prior to the expiration of the five-day (5) notification period, if the Disciplinary Officer concurs with this change.
- 4) Basic procedural rights of the student 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.
  - b) The right to produce witnesses on one's behalf. (List of witnesses must be provided to the Disciplinary Officer no less than two full working days prior to the hearing. Any witnesses not listed will not be allowed to testify in the absence of a showing of good cause for delay in identification.)
  - c) The right to request, in writing, that the Dean of Student Support Services disqualify any member of the committee for prejudice or bias. (This request must set forth reasons.) A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the appropriate Vice President.
  - d) The right to present evidence.
  - e) The right to know the identity of person(s) bringing the charge(s).
  - f) The right to hear witnesses on behalf of the person(s) bringing the charges.
  - g) The right to testify or refuse to testify.
  - h) The right to appeal the decision of the committee to the appropriate Vice President who will review the official record of the hearing. The appeal must be in writing and it must be made within five (5) working days of the completion of the hearing.
- 5) The committee hearings shall be conducted according to the following rules:
  - a) Hearings before the committee shall be confidential and shall be closed to all other persons except the following:
    - (1) The student(s).
    - (2) Counsels.
    - (3) Witnesses who shall give testimony singularly and in the absence of other witnesses and shall leave the committee meeting room immediately upon completion of their testimony.
  - b) The hearing will be recorded. The tapes/transcripts of the hearing will become the property of the college, and access to them will be determined by the Vice President, Administrative Services. All transcripts or tapes will be filed in the office of the Disciplinary Officer.

- 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 decision of the Disciplinary Officer and to determine appropriate sanction(s), which are not limited to those imposed or recommended by the Disciplinary Officer. Deliberations of the committee will not be recorded.
  - f) Decisions of the committee shall be made by majority vote. Once made, committee decisions will be announced and recorded.
  - g) Within two (2) working days after the decision of the committee, the Disciplinary Officer shall send a certified letter to the student's last known address providing the student with the committee's decision.
  - h) The college has the right to limit the number of witnesses to be called by both parties.
- c. Appeal to the Appropriate Vice President:
- 1) A Student/Staff/Faculty Member who is not in agreement with the decision of the committee may appeal in writing to the appropriate Vice President within five (5) school days after receipt of the committee's written decision. The only appropriate grounds for such an appeal are: (1) the severity of the penalty; or (2) alleged violation of the college's procedures in the conduct of the hearing or investigation. The appropriate Vice President is defined as the Vice President who has administrative responsibility for the area in which the infraction occurred.
  - 2) The Vice President shall:
    - a) Review the findings and the proceedings of the committee.
    - b) At his/her discretion, hear from the student, the members of the committee, or any other employee who may provide information on the facts, before ruling on an appeal.
    - c) Uphold, modify, or overturn the decision of the committee.
    - d) Inform the student and committee members in writing of the final decision within ten (10) working days of the receipt of the appeal.
  - 3) The decision of the Vice President shall be final.

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8/21/97

### **III-2.011 Identification Card**

Guilford Technical Community College is concerned about the safety of our students, employees and visitors to our campuses. Therefore, all students who are consistently present on a GTCC campus are required to have in their possession a GTCC issued ID. Any exemptions must be approved by the appropriate vice president.

**Procedure:**

1. The college defines "consistently" as enrolled for a curriculum semester or enrolled in a non-curriculum course that is scheduled to exceed sixty (60) days.
2. All applicable individuals must carry their ID cards at all times. The ID card is intended to serve as proof of an individual's status at the college.
3. Any transfer, alteration, falsification or forgery of an ID card constitutes a violation of this policy and will result in disciplinary action.
4. The card is and at all times will remain the property of GTCC. It may be revoked at any time by the college if misused. It must be presented or returned upon request by an appropriate college official.

5. The ID card is issued without charge. The cardholder is responsible for the care and safekeeping of the card. If the card is lost or stolen, there is a fee for each replacement card.
6. Faculty and staff should refer to College Rule "Identification Badges for Employees".

8/17/95

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### **III-2.013 Student Grievance**

Students have the right to be officially heard in matters where they have general grievances and for which there is no other approved grievance or review process.

#### Procedure:

##### Student Appeal Process:

It is the intent of this policy that the complaint/grievance be resolved at the lowest level closest to the original issue under question. Student questions should be directed to the Dean of Student Support Services for clarification.

1. The student(s) with a complaint must first discuss the grievance with the faculty or staff member involved. At this meeting, the objective is to arrive at a satisfactory resolution of the complaint.
2. If satisfactory resolution is not reached in step one, the student(s) may contact the appropriate supervisor/manager/chair/coordinator/director of the department (or his or her designee) for review of the complaint. The appropriate supervisor/manager/chair/coordinator/director of the department (or his or her designee) will investigate the complaint consulting the parties involved and will provide an answer to the student(s) within five (5) business days from receipt of the complaint.
3. If satisfactory resolution is not reached in step two, the student(s) may appeal in writing within five (5) business days from receipt of the response, up through the administrative chain of command for the area of the college involved (Dean/Division Chair/Associate Vice President). The Dean/Division Chair/Associate Vice President (or his or her designee) has five (5) business days from receipt of the complaint to notify the student(s) of his/her decision in writing.

##### Student Grievance Process:

4. If the student(s) believe(s) that the complaint has not been resolved after step 3 in the procedure, the student(s) may complete a Student Grievance Form and submit the completed form to the Dean of Student Support Services (or his or her designee). The forms are available from Division Chairs, Department Chairs, Campus Deans, the Dean of Student Support Services, or on the GTCC web site under the student web page. The student(s) has/have five (5) business days to submit the completed Student Grievance Form to the Dean of Student Support Services.
5. The Dean of Student Support Services (or his or her designee) will convene a Grievance Advisory Committee within five (5) business days. The Grievance Advisory Committee is composed of the following persons:

##### Membership:

Chief Disciplinary Officer, Chair, non-voting  
Faculty Association Representative, one member  
Faculty Representative, one member  
Staff Association Representatives (2) one exempt, one non-exempt  
Student Government Association Representative  
Civil Rights Representative, Appointed by the Associate Vice President, Student Learning & Success

The Grievance Advisory Committee reviews the issue(s) by conducting a hearing and notifies the student(s) of their decision in writing within five (5) business days of the hearing.

6. If the student(s) is/are not satisfied with the findings of the Grievance Advisory Committee, the student(s) may appeal within five (5) business days to the appropriate Vice President by notifying the Vice President in writing and providing a rationale for why the decision of the Grievance Advisory Committee should be overturned. Documentation from the Grievance Advisory Committee, including the decision that was made and communicated to the student(s), will then be turned over to the appropriate Vice President by the Dean of Student Support Services (or his or her designee).
7. The appropriate Vice President contacts the student and reviews the circumstances of the grievance. He/she issues a written decision regarding the appeal within ten (10) business days of receipt of the student's letter. This decision is the college's final response.

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8/21/97  
12/13/10

### **III-2.014 Sexual Harassment**

(Refer to Section IV, Policy 4.070)

### **III-2.020 Dress Code**

Guilford Technical Community College expects all students and employees to dress in a manner in keeping with the serious academic intent of the college and in a manner acceptable to the community. In keeping with the mission to prepare students for success in the workforce, students are expected to dress appropriately within the general accepted bounds of good taste. The college respects individual style and creativity, as long as students dress in a manner which is not disruptive or distracting to the educational environment and conforms to the expectations and standards of the professional community.

Procedures:

1. All college personnel have the authority and responsibility to make sure these guidelines are followed. Students who fail to adhere to the general guidelines listed will not be allowed on campus or to participate in any college activities and will be subject to disciplinary action which may include suspension from their program of study/or expulsion from GTCC.
2. Students enrolled in certain technical or vocational curricula, such as allied health, automotive, or culinary programs, may be required to wear special attire for clinical or laboratory classes. If special attire is required, students may not attend classes or laboratory work if their dress is in violation of the dress code for such areas according to the policy of the program. Special attire may include specialty shoes, protective goggles, uniforms or lab coats.
3. For all students who are deemed inappropriately dressed, the following actions will occur:
  - a. Students will be asked to leave the learning environment or activity.
  - b. Students in violation of this policy must surrender their ID. Confiscated ID's will be sent to the appropriate Dean for disciplinary action.
4. Guidelines for inappropriate clothing:
  - a. Clothing with nudity
  - b. Clothing displaying profanity
  - c. Deeply low cut shirts/blouses
  - d. Clothing depicting violence
  - e. Sagging or low cut pants (no skin or undergarments exposed)

- f. Shirts/blouses with midriffs showing
5. Employees should reference policy IV-4.010 Dress

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### **III-2.030 Freedom of Expression**

It is undeniable that students are protected in their exercise of freedom of expression by the First Amendment to the Constitution of the United States. Accordingly, GTCC officials are responsible for ensuring freedom of expression for all students, within the principles embodied in the Constitution.

The student newspaper and the literary magazine, the official, school-sponsored publications of GTCC, have been established as forums for student expression and as voices in the uninhibited, robust, free, and open discussion of issues. Each publication should provide a full opportunity for students to inquire, question, and exchange ideas. Content should reflect all areas of student interest, including topics about which there may be dissent or controversy.

Student journalists shall have the right to determine the content of official student publications. Accordingly, guidelines shall be issued relating only to establishing grounds for disciplinary actions subsequent to publication.

#### Procedure:

1. In cases where a student(s) is considered to have violated the rules set forth in this policy, the procedures of the Student Conduct Policy (III-2.010) will be followed.
2. In cases where a school official(s) is considered by students to have violated the rules set forth in this policy, the procedures of the Student Grievance Policy (III-2.013) will be followed.
3. Official school publications.
  - a. Students who work on official student publications determine the content of those publications and are responsible for that content. These students should:
    - 1) Determine the content of the student publication.
    - 2) Strive to produce a publication based upon professional standards of accuracy, objectivity, and fair play.
    - 3) Review material to improve sentence structure, grammar, spelling, and punctuation.
    - 4) Check and verify all facts and verify the accuracy of quotations.
    - 5) In the case of editorials or letters to the editor concerning controversial issues, determine the need for rebuttal comments and opinions and provide space for them if appropriate.
  - b. Prohibited Material:
    - 1) Students cannot publish or distribute material that is obscene. Obscene is defined as material that meets all three of the following requirements:
      - a) The average person, applying contemporary community standards, would find that the publication, taken as a whole, appeals to a person's prurient interest in sex.
      - b) The publication depicts or describes, in a patently offensive way, sexual conduct such as ultimate sexual acts (normal or perverted), masturbation, and lewd exhibition of the genitals.
      - c) The work, taken as a whole, lacks serious literary, artistic, political, or scientific value. Indecent or vulgar language is not obscene.

- 2) Students cannot publish or distribute libelous material. Libelous statements are probably false and unprivileged statements that do demonstrated injury to an individual's or business's reputation in the community. If the allegedly libeled party is a "public figure" (a person who either seeks the public's attention or is well known because of personal achievements) or "public official" (a person who holds an elected or appointed public office), then school officials must show that the false statement was published "with actual malice," i.e., that the student journalists knew that the statement was false or that they published it with reckless disregard for the truth without trying to verify the truthfulness of the statement.
- 3) When an allegedly libelous statement concerns a private individual, school officials must show that the false statement was published willfully or negligently, i.e., the student journalist who wrote or published the statement has failed to exercise reasonably prudent care.
- 4) Under the "fair comment rule," a student is free to express an opinion on a matter of public interest.
- 5) A student may criticize school policy or the performance of teachers, administrators, school officials, and other school employees.
- 6) Students cannot publish or distribute material that will cause "a material and substantial disruption of school activities."
  - a) Disruption is defined as student rioting; unlawful seizures of property; destruction of property; or substantial student participation in a school boycott, sit-in, walk-out, or other related form of activity. Material such as racial, religious, or ethnic slurs, however distasteful, are not in and of themselves disruptive under these guidelines.
  - b) Material that stimulates heated discussion or debate does not constitute the type of disruption prohibited.
  - c) School officials must protect advocates of unpopular viewpoints.
  - d) In determining whether a student publication is disruptive, consideration must be given to the context of this distribution as well as the content of the material.
  - e) "School activity" means educational student activity sponsored by the school and includes, by way of example and not by way of limitation, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, and school plays.

c. Legal advice

- 1) If, in the opinion of the student editor, student editorial staff, or staff/faculty adviser, material proposed for publications may be "obscene," "libelous" or would cause an "immediate, material and substantial disruption of school activities," the free legal services of the Student Press Law Center (202/466-5242) may be consulted. The services of the college's general counsel may also be utilized with the approval of the advisor and the appropriate administrator.
- 2) The final decision of whether the material is to be published will be left to the student editor or student editorial staff.

4. Nonschool-sponsored publications.

School officials may not ban the distribution of nonschool-sponsored publications on school grounds. However, students who violate any rule listed under 3.b. above may be disciplined after distribution.

- a. School officials may regulate the time, place, and manner of distribution.
  - 1) Nonschool-sponsored publications will have the same rights of distribution as official school publications.
  - 2) "Distribution" means dissemination of a publication to students at a time and place of normal school activity, or immediately prior or subsequent thereto, by means of handing out free copies of the publication in areas of the school which are generally frequented by students.
- b. School officials cannot:
  - 1) Prohibit the distribution of anonymous literature or require that literature bear the name of the sponsoring organization or author.
  - 3) Ban the distribution of literature because it contains advertising.
  - c. (See Policy II-2.010.)
  - 4) Ban the sale of literature.
  - 5) Create regulations that discriminate against nonschool-sponsored publications or interfere with the effective distribution of sponsored or non-sponsored publications.

5. Protected speech

- a. School officials cannot:
  - 1) Ban speech solely because it is controversial, takes extreme, "fringe" or minority opinions, or is distasteful, unpopular, or unpleasant.
  - 2) Ban the publication or distribution of material relating to sexual issues including, but not limited to, virginity, birth control, and sexually-transmitted diseases (including AIDS).
  - 3) Censor or punish the occasional use of indecent, vulgar, or so-called "four-letter" words in student publications.
  - 4) Prohibit criticism of the policies, practices, or performance of faculty, school officials, the school itself, or of any public officials.
  - 5) Cut off funds to official student publications because of disagreement over editorial policy.
  - 6) Ban speech that merely advocates illegal conduct without proving that such speech is directed toward and will actually cause imminent unlawful action.
  - 7) Ban the publication or distribution of material written by nonstudents.
  - 8) Prohibit the school newspaper from accepting advertising.
  - 9) Prohibit the endorsement of candidates for student office or for public office at any level.
- b. Advertising commercial speech

Advertising is a constitutionally protected expression. School publications may accept advertising. Acceptance or rejection of advertising is within the purview of the publication staff, who may accept any ads except for those for products or services that are illegal for all students. Political ads may be accepted. The publication should not accept ads only on one side of an issue or election.

6. Advisor job security.

The adviser is not a censor. No employee who advises a student publication will be fired, transferred, or removed from the advisership by reason of his or her refusal to exercise editorial control over the student publication or to otherwise suppress the protected free expression of student journalists.

7. Prior restraint.

No student publication, whether nonschool-sponsored or official, will be reviewed by school administrators prior to distribution or withheld from distribution. The school assumes no liability for the content of any

student publication, and urges all student journalists to recognize that with editorial control comes responsibility, including the responsibility to follow professional journalism standards.

8. Circulation.

These guidelines will be included in the student rights and responsibilities publication and available to all students.

Rev. 8/17/95

### **III-2.040 Housing**

Guilford Technical Community College does not provide housing for its students. Limited information on off-campus housing may be available in the Student Life Office.

(There are no procedures necessary for this policy.)

Rev. 4/18/96

### **III-2.050 Part-Time Campus Employment for Students through the Federal Work-Study and/or Workship Programs**

Students wishing to be considered for part-time employment at the college through the Federal Work-Study and/or Workship programs must apply with the Financial Aid Office. Placement of students is based on financial need and the ability to perform the duties required by the job.

The Financial Aid Office will follow an established procedure for awarding employment and for employing students on-campus under the Federal Work-Study (FWS) and/or Workship programs.

Procedure:

1. Most on-campus student employment is funded by the Federal Work-Study (FWS) and/or Workship programs. In order to be considered for the FWS and/or Workship programs, students must apply for financial aid through the Free Application for Federal Student Aid (FAFSA). Students must demonstrate financial need, be enrolled in a eligible program for financial aid purposes, and complete all additional documentation as required by the Financial Aid Office. Students must indicate their interest in student employment on the FAFSA. Due to limited funding, students will be selected based on their financial need, date of completion of the application for financial aid, and expressed interest in employment through the FWS and/or Workship programs.
2. Faculty/Staff must request a Federal Work-Study and/or Workship student through the Financial Aid Office. Requests will be honored on a "first-come, first-served" basis. All requests will be processed until funds are depleted.
3. The Financial Aid Office will attempt to place students selected for the Federal Work-Study and/or Workship programs in jobs that match their ability and course of study when possible.
4. Students selected for the Federal Work-Study and/or Workship programs will be awarded work hours to enable them to earn no more than the lesser of their remaining financial need or the annual cap determined by the Financial Aid Office each academic year.
5. Federal Work-Study and/or Workship employees will be subject to performance expectations set for the

job.

6. The Financial Aid Office will maintain adequate records (i.e., number of students requested, determination of financial need, etc.) to document placement.
7. A departmental budget manager may elect to continue employment of a Federal Work-Study and/or Workship employee at the same rate of pay in the same job using regular part-time funds when the student's Federal Work-Study and/or Workship award is exhausted.

Rev. 10/17/96

### **III-2.060 Right to Privacy**

Guilford Technical Community College will protect the privacy of personally identifiable information contained in a student's record. The exception to this rule will be directory information, as defined in college procedures.

General access to information in a student's official records will be granted to the following persons:

1. The student.
2. Parents of a student, if the student is a dependent of the parents.
3. Appropriate college officials.
4. Authorized persons/agency representatives having a legitimate educational interest in information contained in the records.

Other persons/agency representatives wishing to obtain information from a student's record must have prior written consent of the student. The college will maintain a record, kept with the student's record and available to that student, of all requests for and disclosures of personally identifiable information, other than requests for directory information or requests submitted by the student and/or parent(s) of a dependent student.

Implementation of this policy will be subject to rules and procedures, which will be available from the Admissions and Records Office upon request.

#### Procedure:

1. Persons who may have access to student records under this policy include:
  - a. Former students as well as those currently in attendance at GTCC may have access to their own records.
  - b. A parent, legally assigned guardian, or an individual legally acting as a parent of a student in the absence of a parent or guardian and who is financially responsible for the student as defined under Section 152 of the Internal Revenue Code of 1954 may have access to the records of the student for whom he/she is parent, guardian or legally acting as parent.
  - c. College administrators, staff, and faculty at Guilford Technical Community College who have legitimate educational interests in having access to student records, and officials of institutions to which the student may be applying for admission.
  - d. Authorized persons/agency representatives having a legitimate educational interest (defined as authorized research or college business, which requires access to student records) in information contained in the records, provided information about students is not used in a manner which permits identification of a particular student.
2. Student records covered by this policy may include, but are not limited to, the following:

- a. The student's permanent file, maintained in the Admissions and Records Office, which contains the following:
    - 1) All transcripts of grades and other information on those transcripts.
    - 2) Application for admission.
    - 3) Health record.
    - 4) Mental, aptitude, or achievement test results, if applicable.
    - 5) GTCC placement test scores, if applicable.
    - 6) Other information pertinent to the student's attendance at GTCC.
  - b. Formal or informal records used to determine eligibility for student financial aid and other documents pertaining to the financial status of the individual, which are maintained in the Financial Aid Office.
  - c. Departmental records regarding the placement of students or graduates in jobs.
  - d. Records maintained for advising purposes by the department in which the student is enrolled. These records may include:
    - 1) Standardized test answer sheets (not available to students for security purposes; however, test scores are available to the student).
    - 2) Records of conferences with the student.
    - 3) Records of courses taken and grades earned.
    - 4) Various departmental evaluations and other communications referring to the student.
    - 5) Copies of correspondence relating to the student.
  - e. Library circulation records, maintained for statistical and informational purposes, showing subjects of material borrowed by students or former students. (See Learning Resource Center Policy on Privacy of Library Circulation Records, 1981.)
3. Directory information, which may be released without permission, includes the student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree(s) and award(s) received, and most recent previous educational agency or institution attended by the student.
  4. For a student or the parent(s) of a dependent student to review the student's record, the following procedure must be followed:
    - a. The student and/or parent must obtain and complete a Consent to Release Student Information from the Registrar.
    - b. Submit the completed form to the Admissions and Records Office.
    - c. Make a mutually agreeable appointment with the Registrar to review records.
    - d. Meet the Registrar in the Admissions and Records Office at the appointed time and review the records.
    - e. Sign the official form, which will also be signed by the Registrar, indicating the record has been reviewed.
  5. School official(s) and authorized persons/agencies with a legitimate educational interest wishing to review a student's record must use the following procedure:
    - a. Contact the Registrar to make an appointment to review the record(s).
    - b. Meet with the Registrar or authorized representative of the Admissions and Records Office to review the record(s).

- c. Sign and date the Record Review Log(s), which will also be initialed by the Registrar, to indicate the record(s) have been reviewed.
  - d. Faculty and staff must have a Personal Identification Number (PIN) to access information from the college's mainframe computer(s). These numbers will be issued by the Director of Computer Services upon submission of the appropriate form, signed by a Division Chair (faculty) or Planning Unit manager (staff, administrators).
    - 1) PIN's are to be kept confidential and not shared with another employee under any circumstance. Each employee is responsible for any changes made to the information in the databases while the system has been accessed using his/her PIN.
    - 2) Should an employee "lend" his/her PIN to another person, the employee will be subject to disciplinary action and possible dismissal.
6. Authorized persons/agencies (such as the Community Colleges System Office or the Board of Governors of the University of North Carolina) with a legitimate educational interest and an established relationship with GTCC may obtain records through the Registrar, or through a direct request to the Director of Research and Planning or Director of Computer Services. Logs of such requests will be maintained by each office.
7. All persons/agencies not covered by the above situations who are seeking non-directory information will use the following procedure:
- a. The requesting party will:
    - 1) Obtain and complete a Consent to Release Student Information from the Admissions and Records Office.
    - 2) Obtain the student's written consent.
    - 3) The Registrar will seek written consent of the student(s), if it is not feasible for the person/agency representative to do so.
  - b. In the event that consent is given, procedures outlined in 5.a.-c. above will be followed.
  - c. In the event that consent is not given, the record will not be made available, except in cases of an official court order.
8. When a copy(ies) of official transcript(s) are to be provided to educational institutions, agencies, or prospective employers the following procedure will be used:
- a. The student must submit to the Registrar a written request for transcript(s) to be sent, which shall include the name and address of the institution, agency, or prospective employers.
  - b. Three transcripts will be sent at no charge. Thereafter, a \$5.00 fee for each additional transcript must be paid to the Cashier prior to the release of the transcript(s).
9. A student who believes that information in his/her record is inaccurate or misleading or violates his/her privacy or other rights may request in writing to the Registrar an amendment of his/her record.
- a. The request must specifically note the reason(s) amendment of the records is needed with appropriate justification and/or documentation.
  - b. The Registrar will investigate the claims made in the request and render a written response within ten (10) days of the receipt of the request.
  - c. The following action(s) may be taken by the Registrar:

- 1) If the decision is to amend the record in accordance with the student's request, the Registrar will make the amendment.
- 2) If the decision is not to amend, the Registrar will inform the student of the decision and of his/her right to appeal to the Dean of Enrollment Services and, if not settled at that level, to the Vice President of Educational Support Services.

Rev. 2/15/96  
4/13/09

### **III-2.070 Student Travel**

### **III-2.071 Student Government Association Sponsored Travel**

The Student Government Association of Guilford Technical Community College may sponsor student travel that it considers to be an important educational experience. Such travel experiences are subject to the procedures specified by the college.

Students will assume personal responsibility for complying with all Guilford Technical Community College policies while involved in authorized travel.

#### Procedure:

1. All student club, student organization, and SGA sponsored travel must be approved by the Director of Student Life.
2. All SGA sponsored travel will adhere to the college's official travel procedures.
3. Registered student clubs and organizations must follow approval and funding guidelines established by the Student Life Office. These guidelines are available in the Student Life Office.
4. Guilford Technical Community College has no legal responsibility toward student travelers who must be hospitalized while away from campus. The Student Life Office will inform student travelers that the lack of medical health insurance coverage may result in delayed admission or non-admission to some hospitals with consequent delays in medical attention.

Rev. 4/18/96

### **III-2.072 Class Field Trips**

The college supports and encourages field trips of genuine educational value and relevance.

Procedure:

1. At least two weeks prior to the proposed trip, the instructor will complete and submit the Field Trip Request Form to the appropriate division/department chair.
2. Instructors may obtain copies of the Field Trip Request Form from the division/department chair.
3. Field trips thus authorized constitute official college functions, and students are to be permitted to make up work in any classes missed as a result of their participation.

Rev. 4/18/96

### **III-2.080 Tuition and Fees Refund**

Tuition refunds (including the registration fee for continuing education classes) will be consistent with State Board policy, which provides that a partial refund (75 percent) may be made under certain circumstances if withdrawal occurs prior to the ten-percent point in the class (Administrative Code, Title 23, Sections 2D.0202 and 2D.0203).

A full refund of tuition and fees for credit students and registration fees for non-credit students will be made to military and National Guard personnel called to active duty or to active personnel who have received temporary or permanent reassignments as a result of military operations taking place outside the state of North Carolina that make it impossible for them to complete their course requirements. In addition, the college will buy back textbooks through the college bookstore to the extent possible. The college will use distance learning and other educational methodologies to help these students complete their course requirements [23 NCAC 2D.0202(f)].

A full refund of curriculum student fees established by the college will be made if the student officially withdraws from class(es) prior to the first day of class(es) of the academic term, if the student officially withdraws from the college before the first day of the term, or if the class is cancelled and the student fees are not applied to other class(es) taking place that same term. A full refund of continuing education student fees established by the college will be made if the student officially withdraws from class(es) prior to the first class meeting or if the class is cancelled or full.

Procedure:

1. Curriculum tuition and continuing education registration fees are set by State Board policy, as are provisions for their refund. These policies provide for full refunds as described above and for partial refunds (75 percent) if the student officially withdraws prior to the ten-percent point of the class. The full policies may be found in the Administrative Code, 2D.0202 and 2D.0203.
2. To receive a refund, a student must officially withdraw from class(es). A student is considered officially withdrawn on the date that a student withdraws by using TRACS or WebAdvisor, or on the date that a curriculum schedule change form or continuing education withdrawal form is received by the college.
3. A student called to military duty shall provide a copy of his or her orders to the Records Office. Then, the Records Office shall authorize eligibility for refund of tuition, fees, continuing education registration fees, and book buy-back. Upon receipt of authorization, the Finance Office will issue the refund due and the bookstore will buy back textbooks to the extent possible.
4. Student fees consist of course specific fees; student activity fees; campus access, parking and security fees; computer use and technology fees; student accident insurance premiums; and student malpractice insurance premiums. Fees are fully refundable if a student officially withdraws on or before the first day of class of the academic term. Otherwise, fees are non-refundable.

5. Registration fees for community service and self-supporting classes are not considered to be student fees. Refund policy and procedures for these registration fees are included in the Administrative Code (2D.0203) governing continuing education registration fee refund.
6. All refunds will be made by check.

Rev. 10/17/96  
Rev. 2/14/02  
Rev. 6/21/07

### **III-2.081 Tuition and Fees Deferment**

In cases of financial need or emergency, GTCC students may have up to fifty percent of their tuition and fees deferred at the time of registration, to be paid later in the academic term, according to the provisions of North Carolina Administrative Code, Title 23, Section 2D.0201, using procedures established by the Board.

#### Procedure:

1. All tuition and fees are due at the time of registration. Tuition payment deadlines will be established each term, and students' registrations will be cancelled if their tuition and fees are not paid by the deadline. The only exception will be for students who have completed an approved Tuition Deferment Application/Promissory Note.
2. No deferments will be considered or granted until the student registers for classes and the total tuition and fees amount is known. An approved deferment must be completed prior to the tuition payment deadline established for the student or the student will be dropped from the registered course(s).
3. Students seeking a deferment of payment of tuition and fees must meet eligibility criteria and enter into a contract with Guilford Technical Community College by completing a Tuition Deferment Application/Promissory Note form in the Financial Aid Office and the Free Application for Federal Student Aid (FAFSA).
4. The Tuition Deferment Application/Promissory Note must be approved by the Financial Aid Office. The student will be given a copy of the completed form with an authorization signature. Two copies of the authorized note will be forwarded to the Finance Office. Students will be required to pay half (50%) of the tuition and fees upon execution of the contract and the other half (50%) no later than the thirty percent point of the term.
5. A co-maker on the note will be required for students under the age of 18.
6. Students who withdraw from the college/courses after the refund period will still be obligated to pay the entire contract balance to the college.
7. Students will be charged a \$20 service charge for any late payments. If a student fails to repay the deferment on the agreed-upon date, the total deferment plus late fines will become due and payable immediately. Failure to repay the deferment also will result in the student being denied student services, including but not limited to receiving grades and official transcripts, registering for future terms, and application for graduation. Legal action may be taken against the student as specified in the promissory note.
8. Procedures for the Financial Aid Office:
  - a. Determine if the student is registered before giving out the Tuition Deferment

Application/Promissory Note. Give the student the Free Application for Federal Student Aid (FAFSA) to complete.

- b. Receive from the student the completed form and FAFSA by the deadline specified by the Financial Aid Office. Enter the FAFSA into the EDEExpress software for need analysis and transmission to the Department of Education for processing. Inform the student within 48 hours of his/her probable eligibility for aid. If the student does not appear to be eligible, counsel the student and determine how the student plans to repay the deferment if approved.
  - c. Give the student a copy of the approved form and forward a copy to the Finance Office. The original approved form will be maintained by the Financial Aid Office.
  - d. Once the final balance payment date has passed, request a preliminary list of students who were approved for tuition deferment and their account balances from Computer Services. Review the preliminary list of students to identify students who have paid, or are scheduled to receive financial aid to pay the remaining balance on the note and remove them from the list. Forward the revised list to the Finance Office.
9. Procedures for the Finance Office:
- a. Accept 50% tuition and fee payment from the student upon execution of the contract and give the student a validated receipt. Place a hold on the student's file to prevent additional obligations from being incurred. File the copy of the approved Tuition Deferment Application/Promissory Note forwarded to the Finance Office by the Financial Aid Office.
  - b. Receive payment of the remaining balance on or before the appropriate due date.
  - c. If the student fails to make the scheduled payment and service charge, the Finance Office will deem the note due and payable on demand. The Finance Office will review the list of students who have not paid or are not scheduled to receive financial aid for a final determination that they have not paid. The Finance Office will notify the students and faculty that the students have been dropped from classes. A Finance Office hold will remain on the students' records denying student services including, but not limited to, the release of grades and official transcripts, future registration for courses, and applying for graduation. Any method deemed appropriate according to the terms of the promissory note may be used to collect the balance owed.
10. Procedures for faculty:
- d. Students with tuition deferments should appear on the rosters with a validation number. A student whose name and validation number is not on your class roster must show a paid registration receipt.
  - e. Receive and act upon notice from the Finance Office that the student has not fulfilled the requirements of his/her promissory note. Do not allow any such student to return to class until he/she presents a letter from the Finance Office stating that the obligation has been settled.

Adopted 8/22/96  
Procedure Rev 11/2/98

### **III-2.090 Use of Human Subjects**

Research or other activities conducted under the jurisdiction of Guilford Technical Community College shall not expose persons who participate as subjects or respondents to unreasonable risks to their health, general well being, or privacy. All activities or projects involving human subjects are subject to review and approval by the Director of

Institutional Research and Planning to insure the protection of the rights and welfare of the individuals who participate as subjects.

### **Internal Research**

All research conducted by Guilford Technical Community College personnel and/or students, including surveys, must be reviewed and approved by the Director of Institutional Research and Planning to eliminate duplication of effort, to prevent the over-surveying of select groups, to ensure the quality of the instruments used, and to protect the human subjects involved.

### **External Research**

An external research project is defined as any research project, survey, or study not conducted directly by Guilford Technical Community College personnel and/or students. Any individual, group, or agency desiring to conduct research at GTCC, or to use college students, faculty, or staff in research projects must obtain the written permission of the Director of Institutional Research and Planning at GTCC.

### **Instructional Program Requirements**

As a component of the educational experience of some instructional programs, students and faculty may be required to practice procedures and perform measurements on individuals within the program, the college, or the community as indicated by the curriculum. Students and faculty may be required to participate in activities and/or simulations to allow students opportunities to apply didactic knowledge and laboratory skills. All students, faculty members, and others participating in the activities and/or simulations must sign a written authorization for use as a human subject. To insure the safety of all persons involved, the authorization form will require disclosure of any personal limitations or conditions that might affect participation in such activities and/or simulations.

Procedures and techniques learned in instructional programs may only be used to treat patients in a clinical setting under the direction of a licensed/certified practitioner. Except for legally authorized practitioners, students and faculty members may not diagnose or treat medical/dental conditions of fellow students, faculty members, or others. Students learning procedures and techniques in the academic setting may practice these skills during assigned classroom/laboratory/clinical hours and during supervised open laboratory/clinical sessions. Students or faculty members who fail to comply with this policy will be subject to disciplinary action that may include suspension from the program or dismissal from employment.

#### **Procedures:**

1. The Director of Institutional Research and Planning will review all research proposals, both internal and external. If the complexity of the proposal requires additional expertise, a Research Review Committee will be formed by the Director of Institutional Research and Planning to review the proposal and make recommendations to the Director.
2. Internal Research
  - a. Because of the need to accumulate data for re-accreditation and other purposes, some programs regularly require participation in various research surveys and activities throughout the student's tenure in the program. Students may be required to provide blanket consent to participate in such research. A sample form is provided in the Forms section of the Management Manual.
  - b. The use of human subjects in internal research projects other than projects conducted for routine reports, management information and regular class assignments will require the signature of the subject on an authorization form that includes the following basic elements:
    - 1) A statement that the study involves research, an explanation of the purposes of the research and the expected duration of the subject's participation, a description of the procedures to be followed, and identification of any procedures which are experimental.

- 2) A description of any reasonable foreseeable risks or discomforts to the subject.
  - 3) A description of any benefits to the subject, or to others, which may reasonably be expected from the research.
  - 4) A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject.
  - 5) A statement describing the extent, if any to which confidentiality of records identifying the subject will be maintained.
  - 6) For participation with more than minimal risk, an explanation as to whether any compensation and as to whether any medical and/or psychological treatments are available if injury occurs and, if so, what they consist of, or where further information may be obtained.
  - 7) An explanation of whom to contact for answers to pertinent questions about the research and research subject's rights, and whom to contact in the event of an research-related injury to the subject.
  - 8) A statement that participation is voluntary (if possible), refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.
- c. The privacy of respondents must be protected in any published reports or internally shared records. Individual respondents must not be identifiable in any way through the published data.

### 3. External Research

- a. A written proposal for any study intending to use college students, faculty, or staff must be submitted to the Director of Institutional Research and Planning at least two weeks before the anticipated beginning of the study. Depending upon the complexity of the proposal, additional time for review may be required. The proposal will include brief summaries of the rationale for the study, the methodology to be used, and the expected outcomes.
- b. Normally, GTCC cannot provide facilities of any type for external research projects.
- c. Unless the college feels that participation in a particular project is both educationally valuable and a natural part of the course content, class time will not be used for any project. In any event, the faculty member's permission, in addition to the approval of the Director of Institutional Research and Planning, must be obtained before class time will be used.
- d. Participation in any project must be voluntary, and all participants must sign an informed consent form describing purpose of the project, precisely what participation will involve.
- e. Students, faculty, or staff involved in any research project will not be identified when the findings of that project are published.
- f. All inquiries and proposals should be submitted to:

Director of Institutional Research and Planning  
Guilford Technical Community College  
P. O. Box 309  
Jamestown, NC 27282

### 3. Program Requirements

- a) Student handbooks for each program will explain how this policy applies in the particular program.
- b) Each department will maintain current authorization forms under secure conditions. The college will maintain the authorizations as long as legally necessary.

10/98  
Rev 2/20/03  
Rev. 9/11/06