

1.080	Disability Access .....	32
<b>III-2. Non-Academic Issues</b>		
2.010	Student Conduct.....	34
2.013	Student Grievance.....	41
2.014	Sexual Harassment (Refer to Policy IV-4.070) .....	42
2.020	Dress Code .....	43
2.030	Freedom of Expression.....	44
2.040	Housing .....	48
2.050	Part-time Campus Employment for Students .....	49
2.060	Right to Privacy .....	50
2.070	Student Travel	
2.071	Student Government Association Sponsored Travel.....	54
2.072	Class Field Trips .....	55
2.080	Tuition and Fees Refund .....	56
2.081	Tuition and Fees Deferment .....	58
2.090	Use of Human Subjects .....	60

### 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.

Individuals who lack documentation of their immigrant status may be admitted to curriculum classes if they attended United States high schools for at least three years, graduated, and agree to seek legal status as soon as they are eligible. They are not entitled to any financial aid from college sources and must pay out-of-state tuition regardless of length of residence in North Carolina. When considering whether or not to admit an undocumented immigrant into a specific program of study, the College will take into account that federal law prohibits the states from granting professional licenses to undocumented immigrants

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) If applying without legal immigrant status:
      - a. Complete an affidavit attesting to your intent to seek legal status as soon as eligible.
      - b. Insure that your high school transcripts indicate attendance at a United States high school for at least three years and graduation from a United States high school.
      - c. Select an appropriate program. Without legal status, students may not enroll in any program leading to a career with a state or national license requirement that he or she would not be eligible to meet.
    - 5) 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 of 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 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.

3. 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.
  - 3) Interview with the Coordinator of the basic skills program on the appropriate campus; a legal guardian must be present.
  - 4) Take the pre-assessment battery for course placement.
  - 5) Have transcripts of high school work sent to the appropriate Adult High School/GED department chair.

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### **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.
  - a. 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.
  - b. 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.
  - c. 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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### 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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