



On behalf of the GTCC Board of Trustees, our students, staff and faculty, I am honored to welcome you to Guilford Technical Community College. We encourage you to take advantage of the wealth of resources the college provides: advising, tutoring and the special labs, workshops and events designed to assist you in achieving your goals. Our exceptional programs, taught by an excellent faculty and supported by a professional staff, will prepare you to compete competitively in the 21st century. The good news is that you will never be just a name and a number at GTCC. Our faculty and staff are committed to helping each student grow from where they are when they enroll to where they wish to be when they complete their studies.

If history has taught us anything, it is that every age represents a crucial time in our nation's history. Our leaders are always searching for new directions through uncharted territory. Education and training represent your first line of defense against unemployment. GTCC will help you prepare for a productive career in a transitional economic climate. Our institutional adherence to the highest principles and qualities of employability skills has made this institution a respected and diverse community college across the last 60 years.

Your GTCC family understands the challenges many of us face while struggling to manage a job, a family, and a demanding college schedule. Personal commitment, organization and communication are vital if we are to partner in your success. Talk to your instructors, faculty coach, and/or Student Success specialist when the going gets tough. Giving up and dropping out is not the solution to a successful, productive life. GTCC stands ready to help you create your successful future and complete your degree, diploma, certificate, or other credential.

GTCC is proud of its national and international reputation as one of America's best community colleges. We want our students to share and reflect this pride. Respect yourself and your institution by dressing to display the image that will attract employers. The more you think and dress like a professional, the more employable you become. If this is a problem please make your situation known to the Counseling Center or Student Success Center on your campus, and they will provide recommendations to assist you. Please remember that we expect our students to demonstrate professional adult behavior in the actions and language they use to communicate. Since GTCC is a tobacco-free campus, it is imperative that students observe our regulations against the use of tobacco products.

GTCC provides an exciting universe of opportunities. Explore the numerous paths to learning and leadership opportunities. Get involved with your colleagues through student clubs and activities and pursue positive friendships with faculty and staff. Research has shown that community college students that are engaged with their peers, faculty and staff are successful in their educational pursuits. And remember, GTCC is committed to taking you as far as you wish to go in the process of creating your successful future.

Dr. Randy Parker
President, GTCC

Vision

Catalyst for success.

Mission

Supporting success through innovative education, training, and partnerships.

Values

- *Collaboration*
- *Learning*
- *Accessibility*
- *Excellence*
- *Integrity*
- *Inclusion*

Institutional Goals of GTCC

Goal 1: Improve student access, success, progress and completion

- Provide clear student pathways to job placement/upgrade or college transfer
- Implement or enhance multiple learning models and academic support strategies to meet the needs of a diverse learning population
- Implement or enhance college processes that mitigate obstacles to access and completion.
- Promote a campus culture of inclusion.

Goal 2: Use technology effectively to enhance the student, faculty and staff experience

- Develop and implement a visionary technology planning process that provides for and supports the college's technology requirements and use of technology by students, faculty and staff.
- Support innovation by providing meaningful professional development that promotes technology integration in classroom and instructional support practices.

Goal 3: Secure additional funding through strategic pursuit of grants, gifts and entrepreneurial endeavors

- Seek to attract grant funding that aligns with our strategic plan
- Collaborate with the GTCC Foundation to promote advocacy and financial support by individual and institutional donors
- Enhance or develop alternative streams of funding

Goal 4: Identify and meet employer and community needs in the region

- Provide employers with an effective workforce that in part aligns with regional industry clusters
- Provide cultural, personal, and professional enrichment programs for the community

Goal 5: Provide learning opportunities in a safe, convenient and inviting atmosphere

- Provide an infrastructure that oversees, support, sustains and monitors college regulatory compliance and other needs for emergency preparedness and campus safety
- Assess facility assets regarding strategic redeployment of existing space, program access and future growth
- Foster student and employee engagement in sustainable facilities, campus beautification and college pride

Goal 6: Cultivate a workplace culture of inclusion that welcomes, develops, supports and empowers employees

- Foster a college culture that supports employee diversity through recruitment and retention
- Provide best-in-class professional development for all employees
- Develop institutional leaders

Guilford Technical Community College

SPARK
Students Providing Alternative
Resources for Knowledge



QEP (Quality Enhancement Plan)

Students who excelled in anatomy and physiology guide currently enrolled students in BIO-163, BIO-166, BIO-168, and BIO-169. SPARK (Students Providing Alternative Resources for Knowledge) sessions are free of charge and are scheduled weekly throughout the semester.

For more information visit <http://spark.gtcc.edu>

Campus Contacts

Dial 336-334-4822 and the extension provided below when prompted	
AT Lab -Main Number	ext. 31270
Academic Advising -Jamestown	ext. 50578
-Greensboro	ext. 53059
-High Point	ext. 50698
-Aviation	ext. 64001
-Cameron	ext. 64001
Admissions -Jamestown	ext. 31125
-Greensboro	ext. 31125
-High Point	ext. 31125
-Aviation	ext. 64001
-Cameron	ext. 64001
Assessment/Testing Center -Jamestown	ext. 50574
-High Point	ext. 50698
-Greensboro	ext. 53059
-Aviation	ext. 64001
-Cameron	ext. 64001
Bookstore - Jamestown	ext. 50050
- High Point	ext. 55061
- Greensboro	ext. 53011
- Aviation	ext. 59042
-Cameron	ext. 64004
Book Buy Back	ext. 50050
Cashier - Jamestown	ext. 50190
- High Point	ext. 55083
-Greensboro	ext. 53117
Campus Police	ext. 52529
Children's Center	ext. 50245
Cline Observatory	ext. 50023 or 50403
Counseling Center -Jamestown	ext. 50578
-High Point	ext. 53059
-Greensboro	ext. 50698
-Aviation	ext. 64001
-Cameron	ext. 64001
Continuing Education -Jamestown	ext. 50359
- Greensboro	ext. 53019
- High Point	ext. 55055
-Aviation	ext. 64020
-Cameron	ext. 57008
Computer Lab -Main Number	ext. 31216
Culinary Reservation -Main Number	ext. 50452
Counseling Services -Main Number	ext. 50038
Direct Loans	1-800-848-0979
Disability Access Services -Jamestown	ext. 50038 or 50323
-High Point	ext. 50698
-Greensboro	ext. 53021
-Aviation	ext. 64001

-Cameron	ext. 64001
Emergency	ext. 50911
E-Degree/E-Learning	ext. 31216
ESOL - High Point	ext. 55001
- Greensboro	ext. 53079, 53038 or 53104
Financial Aid	ext. 31280
Financial Aid Email	finaid@gtcc.edu
GED - High Point	ext. 55087
- Greensboro	ext. 53107
- Testing	ext. 53044
GED Transcript Raleigh	1-919-807-7100
Health Insurance Questions	ext. 50227
Human Resources	ext. 50269
JobLinks - High Point	ext. 336-882-4141
LAC - Tutoring Center - Jamestown	ext. 50318
- High Point	ext. 55048
- Greensboro	ext. 53058
Leap Lab - Jamestown	ext. 50652
- High Point	ext. 55085
- Greensboro	ext. 53114
Library - Jamestown	ext. 50290 or 50067
- High Point	ext. 55052
- Greensboro	ext. 53063
-Aviation	ext. 59031
-Cameron	ext. 64002
Transcripts	ext. 50354 or 50161
Middle College - Jamestown	336-819-2957
- High Point	336-819-4111
- Greensboro	336-375-2466
Moodle Helpline	ext. 31216
Online Degree	edegree@gtcc.edu
Room Reservations -Jamestown	ext. 50295
-High Point	ext. 55050
-Greensboro	ext. 53019
Student Government Association	ext. 50480
Student Life	ext. 50517
Student Life/Student ID's -Jamestown	ext. 50517
-High Point	ext. 55087
-Greensboro	ext. 53107
Student Success Center -Jamestown	ext. 50578
-High Point	ext. 50698
-Greensboro	ext. 53059
-Aviation	ext. 64001
-Cameron	ext. 64001
Veteran/Military Services	ext. 50401 or 50521
Work Keys –Main Number	ext. 55057
Writing Center -Main Number	ext. 50318
YMCA/Lab	ext. 50231 or 336-882-9622

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For most recent updates to the Student Handbook, please visit:

<https://www.gtcc.edu/files/student%20policies%20and%20procedures/Student-Handbook-2018-19.pdf>

Welcome to Guilford Technical Community College!

We want your GTCC Career to get off to a fantastic start! Included in this Handbook are the policies and procedures affecting student life on campus. We recommend you review and become familiar with this information.

For more up to date information regarding clubs, activities and events on campus, please check out <https://www.gtcc.edu/student-life/index.php>.

Academic Regulations

This section contains information about completion of academic programs and academic standing.

Academic Integrity

Guilford Technical Community College (GTCC) is an academic community with its fundamental purpose being the pursuit of learning and student development. Consistent with this purpose and in order to uphold and support standards of personal honesty and integrity for all members of the college community, it is the policy of GTCC to enforce standards for academic integrity of our programs and courses. Conduct that violates standards of academic honesty and integrity is subject to academic disciplinary action. This conduct may include, but is not limited to, cheating, fabrication and falsification, plagiarism, abuse of academic materials and complicity in academic dishonesty. Any student who violates these standards is subject to academic disciplinary action. Students should refer to the Academic Integrity Policy for additional information at <https://www.gtcc.edu/student-life/student-policies-and-information/student-academic-integrity.php>.

Academic Honors

Honor rolls include the President's List, Dean's List and Honors List. The President's List recognizes all program students who complete at least 12 credit hours for the semester (9 credit hours for summer term) and earn a 4.0 grade point average. The Dean's List recognizes all program students who complete at least 12 credit hours for the semester (9 credit hours for summer term) and earn a grade point average of less than 4.0 but no lower than 3.5, with no grade below a C. The Honors List recognizes all program students who complete at least two courses for the semester for a minimum of six credit hours, but no more than 11 credit hours (6 credit hours and no more than 8 for summer term), and earn at least a 3.5 grade point average with no grade lower than a B. Students with grades of incomplete (I) for any course are not eligible for honor rolls. Grades of S, U, X or AU will not be considered for honor rolls, and those courses will not be considered in the minimum hours for honor rolls. Pre-curriculum courses do not apply to academic honors calculations. Students are notified if named to an honor roll.

Attendance Policy

Regular attendance in class is essential to receiving maximum benefit from the educational experience. A curriculum student is expected to attend and be on time for all classes and lab/shop/clinic sessions and to follow the attendance policy stated on the course syllabus. In order to remain enrolled in a course, a student must be in attendance on or before the course census date. For fully online classes, a student must complete a graded assignment on or before the census date. For all other classes, a student must be physically present in the class on or before the census date.

Military leave absence(s) will not be counted as an absence when the instructor has received **prior** official notification. Responsibility for initiating such notice rests with the student. Military personnel must be able to enter the course prior to the census date. Leave that interferes with course entry before the census date will require that the individual drop the course.

Curriculum and continuing education students are allowed two (2) days of excused absences each academic year for religious observances as required by law. Curriculum students must notify instructors in writing of expected religious absences within the first three weeks of class.

Some programs may have outside regulatory bodies that require a minimum of course attendance hours (e.g. BLET, Cosmetology, and Aviation). Each instructor will include attendance requirements and criteria for tardiness on the course syllabus.

Students are responsible for course content when absent and for coming prepared to the class following the absence. Students should refer to the course syllabus for the class policy on make-up work.

Change of Program

Students who want to change their program of study should first meet with their assigned faculty coach or a Student Success Coach. In order to change the program of study, a Program Change form must be completed. The Program Change form is available in the Student Success Center and online at [Program Change Form](#). The department chair of the new program of study will make the final decision regarding the applicability of credits. Students receiving financial aid or Veterans education assistance must verify eligibility with the Financial Aid Office or Veterans Affairs Office before completing a Program Change form.

Transfer to another Institution

Students planning to transfer to a four-year college or university should acquaint themselves with that institution's requirements and the requirements for their major. The Student Success Center can assist students in developing an educational plan to transfer to a specific college. The plan typically includes majoring in a "College Transfer" program at GTCC. Details can be found in the [college catalog](#).

Early Alert System

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 (SSP, email, conversation or memo). The early alert notice will indicate the reason(s) for the student's lack of progress in the course. The notification will also recommend available campus services to assist the student with any problems interfering with course work. Faculty should retain a copy of the communication. A student's primary contact regarding 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, academic coach and/or a Student Success Coach.

Center for Academic Engagement

Need to understand your assignment? Stuck on a problem or paper? Don't know how to study? Working with a tutor can help you develop the confidence and skills you need to make the most of your time at GTCC.

The Center for Academic Engagement (CAE) provides one-on-one tutoring, a computer lab, supplemental instruction, and college success (ACA) classes. Free tutoring is offered at all campus locations and online. As a student at GTCC, you are never alone on your path to academic success.

To learn more about our services and hours, visit our web site at <https://www.gtcc.edu/student-life/tutoring-center-for-academic-engagement/index.php> or stop by any of our locations:

- High Point – H5 236, 336-334-4822 ext. 55048
- Jamestown – LRC (library) 3rd floor, 336-334-4822 ext. 50318 or 336-454-1126 ext. 50318
- Greensboro – Campus Center 132, 336-334-4822 ext. 53058

Center for Academic Engagement—Titan Link

Life happens, and if you're a GTCC student, you and your family may qualify for food bank access, bus passes, financial assistance, and more. Titan Link can connect you to college and area resources to help you stay focused on your academic and professional goals.

Offices are located on three GTCC campuses:

- High Point – H3 110, 336-334-4822, ext. 55060
- Jamestown – LRC 3rd Floor, 336-334-4822, ext. 55062
- Greensboro – CC 101, 336-334-4822, ext. 53029

Come by any of our offices or visit our web site at <https://www.gtcc.edu/student-life/titan-link-center-for-academic-engagement.php> to learn more about our services.

ACA Classes

The transition from high school to college can be difficult. The Center for Academic Engagement (CAE) provides Academic Success Classes (ACA) to teach you the skills you need to succeed in college and at work.

If you're new to college, need a refresher after a long break from school, or are majoring in certain career and technical programs, you'll want to take ACA-111, College Student Success, during your first semester at GTCC, where you'll learn tricks for time management, note-taking, study skills, and more.

If you're transferring to a four-year university, ACA-122, College Transfer Success, will help you develop academic and professional goals, as well as create a transfer plan. Take ACA-122 in your first semester.

Dropping/Adding Courses

You can make a schedule change (drop/add) during the schedule adjustment period at the beginning of the semester. In order to avoid being charged fees for dropped classes, you must drop and add the same amount of credit hours in the same transaction. Check your web advisor account after making any schedule adjustments to pay any additional charges incurred. After the schedule adjustment period, you should follow the drop/withdrawal process if you want to drop or withdrawal from a class.

During the schedule adjustment period, students may drop or add open classes using WebAdvisor. After the schedule adjustment period and on or before the course census date, students may drop a course by using the online drop form located in their Moodle class or at [student forms](#). After the course census date, students may withdraw from a course by using the online withdrawal form located in their Moodle course or at [student forms](#).

To withdrawal from a face-to-face, hybrid or online class, students should use the [online withdrawal form](#).

Please note: F-1 Visa, Athletes, Early Middle College, College and Career Promise students are not eligible to use the online withdrawal form. A [paper form](#) must be used and the following steps completed:

- Obtain the instructor's signature and required office signatures on the withdrawal form.
- Return the withdrawal form to the Enrollment Services Center located at any campus location (photo ID is required).

If the course instructor is not available to sign the student course withdrawal form, the department chair, program director, assigned faculty coach or Student Success Specialist is authorized to sign the withdrawal form. Please check here for [Student Success Center](#) locations and information.

Withdrawal Procedures

A student who formally withdraws from a course after the 10% 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" or "F", or the student may contact the Registrar's Office to request a late withdrawal. 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.

Procedure:

After the close of the schedule adjustment period, a student may drop or withdrawal from a class by completing the [online drop/withdrawal form](#).

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 tuition of the class provided that the withdrawal reduced the student's hours for the term below 16 credit hours. If the course instructor is unavailable, the student may contact the department chair or a Student Success Specialist for assistance. The department chair or Student Success Specialist is authorized to sign the Schedule Change form. 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.

Academic Suspension

Students are suspended for one term if they do not have a cumulative program GPA of a 2.0 or higher at the end of the term for which they were on probation.

- The Associate Vice President of Instruction will send a suspension email to the students' GTCC Titan email address and a physical suspension letter to the address on file with the College.
- Students who have pre-registered for the term in which they will be suspended will be administratively withdrawn from those courses.
- Upon return to the college, students are considered to be on academic probation and will be required to meet with a Student Success Specialist prior to registration.

Academic Suspension Appeals Process

Suspended students have the right to appeal. Students may appeal an academic suspension to the Associate Vice President of Instruction prior to the last day of schedule adjustment for the semester in which the suspension takes effect. During the appeal process, students may not register or attend classes. In addition, the registration hold will remain in effect.

- a. Students must complete the Academic Suspension Form and submit it to the Associate Vice President of Instruction.
- b. The Associate Vice President of Instruction will review pertinent records such as student transcripts and consult with faculty, counselors, and others who can aid in the review process and make a decision within five business days after receiving the appeal.
- c. The Associate Vice President of Instruction will render one of the following two decisions:
 1. Lift suspension with or without provisions. All provisions will be monitored by the Student Success Center.
 - i. Students whose appeal is lifted may register for any courses that has not started.
 - ii. Students must meet with an academic coach prior to registration.
 1. Students will be limited to six credits.
 2. Let the suspension stand.
- d. The Associate Vice President of Instruction will notify suspended students the results of the appeal in writing within five business days.
- e. Once the decision has been communicated to the student, the Associate Vice President of Instruction will notify the Department, the Associate Vice President of Student Support Services, the Registrar, the Director of the Student Success Center, Financial Aid, Bursar, and the Veterans Office.
- f. Students who are not satisfied with the decision of the Associate Vice President of Instruction may appeal to the Vice President of Instruction.

Limited Enrollment Health Programs Academic Appeals Process

Limited enrollment health students on academic suspension have the right to appeal.

- a. The respective Program Director or Program Coordinator of the limited enrollment health program will notify the appropriate Division Chair of students who are academically suspended each semester.
- b. The appropriate Division Chair will send a letter of suspension.
- c. Once students have received a letter of suspension from the health program, they may appeal by following the Student Complaint policy for an academic grade-related appeal.

Instructional Evaluation

Each instructor must evaluate the achievement of his or her students. At the beginning of each course, students will be provided course requirements, evaluation methods, and grade determination through the course syllabus. Each course will have two or more student learning outcomes noted in the syllabus. Course activities and evaluation

methods will be heavily tied to these student learning outcomes to encourage student proficiency upon successful completion of the course.

Each instructor will issue early alerts on behalf of students at risk of failing by the 30% point of the course. Each instructor will issue a midterm grade in the Moodle grade book at the 50% point of the course.

Questions about course requirements, evaluation methods, and grades should be directed to the course instructor. Individual grades on specific assignments cannot be appealed. However, students can appeal a final course grade by following the procedure within the Student Complaint policy: <https://www.gtcc.edu/student-life/student-policies-and-information/index.php>

Academic Load

In order to graduate within a two-year timeframe, the average academic load should be 15 - 18 credits per term, excluding pre-curriculum courses. Students should refer to the GTCC catalog for their chosen program of study, available online in the [Academic Catalog](#). A minimum of 12 credit hours meets the full-time definition for veterans and financial aid benefits. Students are encouraged to work with their advisors in determining an appropriate academic course load. Students should consider taking an academic load that will be compatible with their work schedule, family commitments, health and other obligations.

Academic Performance/Minimum Grade Point Average (GPA)

To remain in good academic standing, students must maintain a cumulative program GPA of 2.0 or higher. Students will be notified if their cumulative program GPA falls below a 2.0. The academic warning/supervision/probation/suspension status can be view in the college catalog under [academic status](#).

Advanced Standing

The college recognizes and values knowledge and skills gained in many ways. Advanced 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
7. International Baccalaureate (IB)

Students who have gained knowledge and skills through continuing education courses with no avenues for cross-walk or work experience may receive credits through the use of proficiency exams.

Institutions recognized by a regional accreditation association, such as the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), are approved schools for transfer credit. The Records Office will determine the appropriate course equivalency for acceptance of transfer credit. Students must provide official transcripts from previously attended colleges and universities to receive transfer credit. Credits will be evaluated on a course-by-course basis. Students will receive credit for courses with an earned grade of "C" or better. Transferred courses may require department validation before acceptance.

Transfer credit from international colleges is awarded on a case-by-case basis and may require department chair validation. Students are advised to submit their record of coursework to an agency recognized by NACES (National Association of Credential Evaluating Services) for an international evaluation. www.naces.org. A certified copy of an English translation of the college transcript maybe helpful that lists semester hours and degree equivalents for determining transfer credits. 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. Some programs may have time limits for transfer of certain courses.

Auditing a Course

To audit a course, you must indicate that you want to audit it when you register or before the end of the drop/add period for the term, or you must get the instructor's approval to change to an audit grade before the 5/8 point of class.

GRADES

Final grades are available on WebAdvisor. They are not mailed.

Grade Point Scale and Grade Point Average (GPA)

A	Superior	90-100	four points per credit hour
B	Above Average	80-89	three points per credit hour
C	Average	70-79	two points per credit hour
D	Below Average	60-69	one point per credit hour
F	Failure	below 60	zero points per credit hour

The following are not included in GPA calculations

- S Satisfactory
- U Unsatisfactory
- AU Audit
- I Incomplete
- W Withdrew
- X Placeholder for AVI classes not completed to FAA standards
- P Pass - used for developmental math shells (DMS) and developmental reading/English courses (DRE)
- R Repeat - used for developmental math shells (DMS) and developmental reading/English courses (DRE)
- CC Course Complete - used for developmental math modules (DMA) within DMS shells

Grades are assigned based on work completed by the end of scheduled class time. Additional work after the end date of the class is not justified unless an Incomplete was assigned.

GTCC computes GPA using the four-point system and by adding the quality points earned for each course and dividing by the total number of credit hours for those courses.

Every student will have a program GPA, which is based only on courses in the student's program of study. Every student also will have a cumulative GPA, which includes all courses taken for credit at GTCC. To earn a degree, diploma, or certificate, students must have successfully completed all program requirements with a program GPA of 2.0 or higher and a grade of A, B, C, D, or S in each course in their program of study.

For information regarding key student policies and information, documents and complaint forms, [please click here](#). For Student Complaint Assistance for Online Students, [please click here](#). Student complain procedures to follow are available [here](#).

Other Grade Designations

S & U Grades

An S indicates a student successfully achieved the outcomes expected for the course and completed the minimum requirements. An S corresponds to a grade between 70-100 in a course. A U means the student did not master the outcomes and/or complete the minimum requirements for the course. A U corresponds to a grade below 70. S and U grades are given in cooperative education and other designated courses.

AU Grade

An AU means a student audited the course and will receive no grade and no credit. To audit a course, students must indicate that they want to audit when they register or before the end of the schedule adjustment period for the term, or they must get the instructor's approval to change to an audit grade before the 5/8 point of class. Students may not change an AU class to credit after the schedule adjustment period. Students are required to pay standard tuition rates for audited classes, which are not eligible for financial aid.

I Grade

An I indicates a student is passing a course but has not completed all required course work. Instructors decide whether to assign an I. Students must complete course work required to remove the I grade before the 5/8 point of the subsequent term. If the incomplete is not removed, the student will receive an F for the course.

W Grade

A W indicates a student withdrew from a course.

X Grade

Aviation Systems Technology uses the X grade as a placeholder for AVI classes that are not completed to FAA Standards. A grade of X for AVI 110 is not a passing grade and does not satisfy state prerequisites.

P & R Grades

A P indicates a student successfully achieved the outcomes expected for the course and completed the minimum requirements. An R means the student did not master the outcomes and/or complete the minimum requirements for the course. P and R grades are given in the developmental math shells (DMS) and developmental reading/English courses (DRE).

Grade Prefixes

T Transfer Credit
P Proficiency Exam
N Course Forgiven

T Prefix

Credit transferred into GTCC will show grades with a T prefix. Only grades of C or better or S earn credit toward graduation. Transfer credits are not used when calculating GPA, except for the financial aid GPA calculation.

P Prefix

Courses completed by proficiency exam will show grades with a P prefix. Only grades of C or better or S earn credit toward graduation. Proficiency credits are not used when calculating GPA, except for the financial aid GPA calculation.

N Prefix

If a course is forgiven, the grade will have an N prefix. The course grade and credit hours are not used in GPA calculations, except for the financial aid GPA calculation.

NS indicates that a student was a no-show and did not meet the attendance requirements by the course census date.

Forgiveness of Grades 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, or certificate, 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 complete the Forgiveness of Grades Request form available at [Records Office forms](#). 2. 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.

3. 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.
4. 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.

Admissions

GTCC has an open door admissions policy. The college is open to anyone at least 18 years old or high school graduates younger than 18. Admission to the college, however, does not ensure applicant's admission to the program of their choice. Interested persons should contact the Admissions Office for detailed criteria for admission to a particular program or for admission to the college as a special credit student.

Readmission

Students must maintain Continuous Enrollment or they will need to re-apply. Missing 2 major semesters (Fall and Spring) in a row is a break in Continuous Enrollment.

Non Health Program Students

You can reapply if you have been suspended or dismissed, or have withdrawn for academic or other reasons. If you have been suspended, you cannot apply until at least one semester has passed. You will be on probation the semester you re-enter and you must earn a C or better in all the courses you take. If you do not make grades of C or better, you will be suspended for a period of two semesters. To be readmitted, you must complete the admission procedures.

Consortium

GTCC is a member of the Greater Greensboro Consortium, which also includes Bennett College, Elon University, Greensboro College, Guilford College, High Point University, North Carolina Agricultural and Technical State University and the University of North Carolina at Greensboro. The Greater Greensboro Consortium (GGC) is a program designed to expand the options available to degree-seeking students who are currently enrolled at one of the eight colleges and universities in the surrounding area. Its primary purpose is to assist a student in registering for a course(s) elsewhere that is **unavailable** in a given semester on the student's home campus. **Consortium students must be degree-seeking students, currently enrolled in one of the participating institutions. They must have the permission of the coordinating officer (normally the Registrar) from their HOME Campus. Consortium students may not cross-register for courses inappropriate to the degree they seek or to their class status; for example, sophomores can take sophomore level classes and undergraduates may take only undergraduate courses. Consortium students must have a 2.0 cumulative GPA or higher at their HOME campus to participate. Completion of developmental coursework (English, Reading and Math) is required prior to taking a course through the consortium program.**

There is no limit to the number of courses that consortium students may take at other institutions, however, students must be enrolled for at least six semester hours at the home institution (GTCC). At least one-half of students course work must be completed at the HOME campus each semester. This program is not intended for courses that are designed to be self-supporting, so independent studies are not available. Tuition and fees are paid to the HOME campus. Fees are not charged by the HOST campus for cross registration courses unless there are special charges (such as lab fees, insurance, course materials, etc.). In these cases, consortium students must pay these charges to the HOST campus. Consortium registration procedures and contacts for each school are located [here](#).

Commencement

To be eligible for graduation, you must have completed your program requirements, have a final program GPA of 2.0 and not owe the college any tuition, fees or fines. You also must have earned at least one-fourth of the required hours in your program at GTCC and have taken at least one third of the major course work required for graduation at GTCC. Your last semester of course work must have been completed at GTCC. Graduation ceremonies are held every year for degree and diploma candidates. The college encourages you to attend the graduation ceremony. If you choose not to attend you may pick up your degree or diploma beginning the next business day after the

graduation ceremony from the Student Success Center on the Jamestown Campus during regular office hours. Regardless of whether or not you choose to attend the graduation ceremony, to get your degree or diploma, you must apply for graduation. To receive your degree or diploma cover at the ceremony, you must apply before the graduation application deadline. Before applying, you should meet with your faculty advisor to be sure you have completed all of the requirements for graduation. Application for graduation forms are available online at: <https://www.gtcc.edu/student-life/records-and-transcripts/graduation.php>. Complete the application forms, pay the graduation fee and return the completed forms and receipt to the Student Success Center counter in the Medlin Campus Center on the Jamestown Campus or any of the Student Success Centers on the Greensboro or High Point campuses. The Registrar's Office staff will review the graduation applications and certify that you are eligible to graduate.

CAMPUS POLICE DEPARTMENT

The mission of the Campus Police Department is to provide a safe educational environment for faculty, staff, students and visitors on the property of Guilford Technical Community College. Uniformed officers with the Campus Police Department are certified police officers through the NC Criminal Justice Education and Training Standards Commission with the power of arrest and the authority to enforce all state and federal laws and college regulations. Officers have this authority on all GTCC property and roads that run through or adjacent to all the Campuses. Students, faculty, staff, and visitors will be held accountable for their actions. When such actions rise to the level of criminal offenses students, faculty, staff, and visitors can be arrested or issued a citation. Campus Police Offices are located at: Jamestown – Medlin Campus Center, Room 101; High Point Campus – Building H1 Room 121; Greensboro Campus—Continuing Education Center (CEC), Room 148; Aviation 3 – Room 118 and Cameron – Room 173.

Emergency Information

EMERGENCY CALL24 BOXES

Emergency Call24 Emergency Call Boxes are located on all GTCC Campuses. These call boxes connect directly to the police radios of the GTCC PD. To activate the unit, push the call button and wait for the GTCC PD to answer.

EMERGENCY INFORMATION

Fire: Campus buildings have fire alarm systems. Upon hearing an alarm, students and staff will evacuate classrooms and office areas to the outside, away from the building and out of the way of responding emergency personnel. Students should become familiar with the exits from their classrooms. Any person discovering a fire should activate a fire alarm pull station and then call GTCC Police at **336-819-2046 or at ext. 50911 from a GTCC campus telephone** or by calling 9-1-1 immediately, giving the location of the fire and the name of the caller.

Medical: The College does not maintain a medical staff on campus to administer medical care to visitors, students, staff or faculty. Since all personnel and students reside off-campus, the expense of medical and dental care are individual responsibilities. The College does not provide emergency treatment (see First Aid). The contact number for emergencies is **336-819-2046 or ext. 50911 from a GTCC campus telephone** or call 9-1-1.

Annual Crime Statistics

In compliance with the Crime Awareness and Campus Security Act of 1990, GTCC maintains crime statistics for review by prospective students, enrolled students, faculty, staff, and prospective employees of the college. The crime statistics are available in the Medlin Campus Center, Suite 101 and on the GTCC website:

<https://www.gtcc.edu/files/campus%20police/2017-ASR-Final.pdf>

Mass Notification and Warning Messages

Mass notification systems are used to notify faculty, staff, and students on one or more of the campuses (depending on the nature and location of the situation) regarding emergencies and other urgent matters. It is impossible to predict every emergency or other urgent situation that may occur on campus. However, the following are examples which may warrant an emergency mass notification after confirmation: armed/hostile intruder; bomb/explosives (or threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident, or structural fire.

GTCC has a notification system in place to notify students, faculty and staff in the event of an emergency which may pose a threat to the health or safety of the GTCC community. A notification may be sent out using some or all of the systems listed below. The e2Campus text messaging system, the exterior mass notification speaker system, the GTCC digital phone system, the IDU (information display units) located in buildings around the campuses, the GTCC All Email Distribution List, and/or face to face communication. To sign up for the e2Campus text messaging system, go <https://www.gtcc.edu/student-life/campus-safety-and-police/e2campus-sign-up.php> and click on e2Campus under Services. The e2Campus system directs texts to phones and e-mail addresses once an individual signs up for the service. This service is offered free of charge by GTCC to all faculty, staff and students.

Reporting Procedures

Students, faculty, staff, and visitors are encouraged to report all crimes and public safety-related incidents to the GTCC PD in a timely manner. To report a crime or an emergency on any of the GTCC campuses, call GTCCPD at extension 50911, or from outside the College phone system (336) 819-2046. The same GTCC phone numbers may be used for a non-emergency security or public safety-related matter. You may also call 911 and the call will be forwarded by the 911 center to GTCC PD.

In an extreme emergency, including medical emergency, please call 9-1-1, then call the GTCC Campus Police Department at (336) 334-4822 ext. 50911 or (336) 819-2046.

The Guilford Technical Community College Campus Police Department urges all students, faculty, staff and visitors to GTCC to accurately and promptly report any and all crimes to the GTCC Campus Police Department or to the appropriate police agency. The safety and well-being of our community is everyone's responsibility.

Responsibilities of the College Community

Members of the college community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

- Report all suspicious activity to GTCC PD immediately.
- Never take personal safety and security for granted.
- Avoid walking alone at night. Call GTCC PD for a security escort at any time.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Lock car doors and close windows when leaving your car.
- Do not leave valuables in your car, especially in plain view.
- Keep a record of serial numbers for valuables including computers, phones, and electronics.

Safety Concerning Children on Campus

While all visitors are welcome at GTCC, the college does have rules concerning children on campus. For the safety of young visitors, anyone who brings children to campus should supervise them constantly and never leave them alone. The college does not allow children in classrooms, labs, shops, or common study areas. Children should not be left unattended in any college facility at any time.

First Aid

First Aid Kits are located in all shops and departmental offices on campuses. First Aid Stations are located as follows: Jamestown Campus Police Office in the Medlin Campus Center - room 112; Greensboro Campus Police Office in the Continuing Education Center (CEC) - room 148; High Point Campus Police Office in the H1 Building – room 121; Aviation 3 – Room 118 and Cameron – Room 173. In case of an accident, students should report the accident to an instructor or other college personnel and request that Campus Police be contacted. Students may also contact the GTCC Campus Police Department at ext. 50911 or (336) 819-2046 for assistance. NOTE: All accidents must be reported to the Campus Police Department as soon as possible.

Lost And Found

All personal items found on any GTCC campus should be turned in to the Campus Police Department. Items will be held for a maximum of 180 calendar days.

Automobiles on Campus

Parking

Parking Appeals

Persons wishing to appeal a parking citation may do so in writing to the GTCC Traffic Appeals Committee. Special forms to be used in the appeals are available from the Jamestown Campus Human Resources Office and the Jamestown Campus Police Office. At all other campuses, this form is available from the main office and the Campus Police Office. All appeal forms are to be submitted by the person who is appealing. The appeal form should be returned to the location from which you picked it up within 3 school days of receipt of citation. **YOU MUST ATTACH YOUR COPY OF CITATION(S) TO YOUR APPEAL.** Once the Appeals Committee has considered your appeal, you will be notified of the committee's decision.

The owner and driver are responsible for the actions of the vehicle and bear the burden of proof when contesting parking tickets issued to them.

Parking Deck

GTCC has a parking deck on the Jamestown Campus that is restricted to individuals who pay by the semester to park there. It requires an access card to enter. If interested in parking in the deck, contact the Cashier's Office at the Jamestown Campus to check on fees and how to register for the deck.

Parking Permits

Parking permits are not transferable from one vehicle to another. If a parking permit is destroyed, damaged, or lost, a new permit is required. This new permit will be issued free of charge upon submission of proof of previous payment. Student parking permits are issued during regular business hours throughout the academic year. Students must present proof of enrollment in order to obtain the required permit. A current parking permit is honored on all GTCC campuses.

Parking Regulations

Parking regulations are in effect at all times. There is no grace period for parking at the beginning of new semesters. You must display a parking permit on your car, motorcycle or bicycle unless you are a visitor. You can obtain a permit from Campus Police or the Cashier's Office. You must have proof that you are enrolled as a current student. Permits are valid on all GTCC campuses. There are reserved parking spaces for faculty, staff, cosmetology patrons, dental clinic patients, visitors and people with disabilities. Parking lots and spaces are clearly marked, and it is your responsibility to find a legal parking space. Visitor parking is not authorized for faculty, staff or student parking for any reason. Parking tickets will be issued for the following offenses, but are not limited to:

- Parking in cosmetology or dental spaces without a permit
- Parking in any area posted "No Parking Anytime"
- Parking in any area posted "No Parking Anytime Fire Zone."
- Taking more than one space
- Blocking a sidewalk or walkway
- Blocking a handicap access cut on a sidewalk or roadway
- Not displaying a current GTCC parking permit decal
- Not displaying a current parking deck permit decal
- Parking on the grass
- Parking in a posted faculty/staff space without the correct decal
- Parking in an area not designated as a parking place
- Parking in visitor parking
- Parking the wrong direction in a one-way posted zone
- Parking in a reserved space or parking lot
- Blocking a lane of traffic
- Blocking a building entrance
- Parking on the shoulder of the road
- Parking too long in a posted time zone
- Parking a motorcycle, moped or bicycle in an area not designated for that type of vehicle
- Any other parking violation that impedes the flow of traffic on the campus

If you let unpaid parking fines accumulate, the college will withhold your grades and transcripts and you will not be able to register until you have paid the fines.

Handicapped Parking

Handicapped Parking is strictly enforced. Handicap parking is limited to persons who have been issued a handicap placard by the NC Department of Motor Vehicles. The placard must be displayed when the vehicle is parked in a handicap space. The placard cannot be used by anyone else unless the person the placard is assigned to is on campus and being chauffeured by the operator of the vehicle the placard is displayed in. Misuse of a handicap placard subjects the violator to a state citation with a fine of \$250 plus confiscation of the placard. Campus Police Officers will, on a regular basis, check to see that individuals parking in handicap spaces are authorized to be there.

A brief summary of a few of the most misunderstood Parking Rules and Regulations:

- Parking regulations are subject to enforcement 24 hours a day and 365 days a year.
- Any vehicle parked in any traveled portion of a street or parking lot, at a fire hydrant, fire lane, or any grassed area, may be towed away at the owner's expense without warning.
- All areas not specifically designated for parking shall be considered "No Parking" zones.
- Lack of a convenient parking space is not considered a valid excuse for violation of a regulation.
- Faculty, staff and students are not visitors and are in violation when parked in visitor spaces.
- The Speed Limit on Campus is 20 MPH unless otherwise posted.

Towing

Parking violations which normally result in a citation may cause the vehicle to be towed if the violation affects the safe conduct of traffic at any GTCC campus.

The following parking violations will potentially result in immediate towing for each offense:

- Unauthorized parking in a "Handicapped Only" space
- Parking in a disability-only zone without the proper permit
- Parking within fifteen feet of a fire hydrant
- Leaving your vehicle unattended in a loading zone
- Parking in a designated tow zone
- Accumulating more than three parking citations in the same semester
- Parking in any area where signs indicate towing enforced or vehicles towed
- Other violations which affect the safe conduct of traffic at GTCC

Note: You can be towed more than once in a semester if you continue to park illegally! Towing costs are determined by the type of vehicle being towed and will exceed \$110. Once an officer begins the process of towing a vehicle, the vehicle has been impounded and any interference by the owner or other party may result in their arrest.

Appeals procedures for impoundment and towing:

Persons who wish to appeal a vehicle impoundment and towing will receive a written notice of the appeal process. All appeals for impoundment/towing will be heard by a Guilford County magistrate, per NCGS 20.20.11.

Driving on Campus

Speed Limit

The 20 MPH speed limit (unless otherwise posted) is strictly enforced with radar on all campuses to insure the safety of pedestrians. Campus Police will issue state speeding citations. All persons operating vehicles on GTCC property must meet the same standards for licensing and insurance as required by NC Law.

Traffic Accidents

All traffic accidents occurring on the GTCC Campuses are to be reported to the Campus Police. Campus Police will investigate such accidents as required by N.C. Law. Failing to report an accident is a chargeable offense under N.C. Law.

IMPORTANT NOTE: North Carolina General Statutes prohibit the possession of alcohol, drugs and weapons on campus.

NOTICE: GTCC is not responsible for loss or damage to vehicles or any articles left therein resulting from theft, accident, or fire.

Campus Police Phone Numbers:

GTCC Campus Police 24 Hour Contact (All Campuses).....(336) 819-2046 or ext. 50911 from a GTCC campus telephone. ****Use These Contact Numbers to Request Campus Police Assistance or to Report A Crime****

Greensboro Campus Police Office.....	(336) 334-4822 ext. 53102
Jamestown Campus Police Office.....	(336) 334-4822 ext. 52529
High Point Campus Police Office.....	(336) 334-4822 ext. 55013
Aviation Campus Police Office.....	(336) 334-4822 ext. 59007
Cameron Campus Police Office.....	(336) 334-4822 ext. 64005

OTHER INFORMATION: Campus Police Officers are here for your protection. GTCC is an educational facility with a wide variety of students. Rules are in place for **students, employees and visitors** to follow. If you violate those rules, you subject yourself to disciplinary actions. When Campus Police Officers become involved, it is usually because the offense has been elevated to a criminal matter. Should an arrest occur, the individuals involved subject themselves to expulsion from the school, loss of grades and an inability to complete their education at this facility. We are glad you are here but we urge you to act like an adult. You are held accountable for your actions.

GTCC PD is committed to assisting all members of the Guilford Technical Community College community in providing for their own safety and security. Information on drug or alcohol-abuse programs required by section 120(a) through (d) of HEA can be found at GTCC Human Resources and GTCC Counseling Services. GTCC’s Annual Security Report containing information regarding campus security, personal safety and fire safety- including topics such as crime prevention, GTCC Police law enforcement authority, crime-reporting policies, and crime statistics for the most recent three year period. The Annual Security Report is available online at [https://www.gtcc.edu/ files/campus%20police/2017-ASR-Final.pdf](https://www.gtcc.edu/files/campus%20police/2017-ASR-Final.pdf). To request a printed copy of the Annual Security Report, contact the GTCC Police Department during regular business hours at 336-334-4822 ext. 52529.

NC General Statutes 90-95 states that it is unlawful for any person:

- To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance
- To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a counterfeit controlled substance
- To possess a controlled substance

Student Financial Responsibilities

Tuition

The North Carolina General Assembly sets tuition rates, which are subject to change without notice, for in-state and out-of-state students. Fees are established by the North Carolina General Assembly, the State Board of Community Colleges, and/or the GTCC Board of Trustees. Fees are also subject to change.

Types of Fees

- Campus access/security/parking fee: This fee provides for safety and security of all college properties and provides subsidies to encourage the use of public transportation. It is assessed each term to students registered for a minimum of one credit.
- Lab/shop/clinic fee: This fee provides for needs required in specific courses or programs.
- Physical education fee: This fee is assessed to students enrolled in classes held at a designated facility.
- Student activity fee: This fee covers activities and student publications. It is assessed in fall spring, and summer terms to students registered for a minimum of one credit.
- Instructional Technology fee: This fee provides for technological needs of students. It is assessed to students registered for a minimum of one credit and to continuing education students.
- Student accident insurance fee: This insurance covers students in the event of an accident while on campus for classes and while taking part in official college sponsored activities.
- Malpractice insurance fee: This insurance is required by certain programs, including Cosmetology, Dental Assisting, Dental Hygiene, Early Childhood Education, Emergency Medical Science, Healthcare Management Technology – Work-Based Learning, Human Services Technology – Work-Based Learning, Medical Assisting, Medical Office Administration – Work-Based Learning, Nursing, Pharmacy Technology, Physical Therapist Assistant, Radiography Technology, and Surgical Technology.

College Tuition and Fees

After you have registered, you must pay your tuition and fees and any other financial obligations. You are also responsible for buying books and supplies for your courses.

The amount of tuition is determined by residency and by the number of credit hours for which the student is enrolled. Some classes require an additional course fee, and there may be other fees as well. More information about tuition and fees can be found at <https://www.gtcc.edu/admissions-and-aid/how-to-pay-for-college/cashiers-office.php>

Sponsorship

Arrangements for payment by an agency or company must be pre-approved by the college. The student is responsible to ensure that a payment authorization is on file before posted student payment deadlines. If authorizations are not received and no payments are made, students' classes may be dropped for non-payment. Ultimately the student is responsible for payment of all unpaid charges, including late fees and third party service fees.

For additional info regarding sponsored students, please visit https://www.gtcc.edu/_files/financial-aid/Sponsorships.pdf

Student Account Statements

Account information is available on WebAdvisor under Financial Profile or in Self-Service under Student Finance.

It is very important that you ask questions, examine your schedule carefully, and TAKE RESPONSIBILITY for your schedule!

- **Check campus location** where your classes are offered - be sure it is where you want to be.
- **If you schedule classes on more than one campus** - make sure you have time between classes to travel between campuses.
- **If you need to DROP and ADD classes during the schedule adjustment period, you must do so in one registration session.** That is the only way your new class and your old class (if the number of credit hours is the same) will not result in you owing the additional money.

- **Please make sure to ask questions and carefully examine your schedule. Failing to assume responsibility for your schedule could result in unwanted financial penalties.**
- **Important Notes:** Do not sign up for more classes than wanted with the intent to drop some after attending the first day of class.
- **Dropping on or after the first day of class will result in a 25% tuition refund penalty.**
- **Fees are non-refundable for dropping on or after the first day of class.**

Payment Types

All payments must be made in U.S. funds. Acceptable payment types include cash, check, money order, American Express, Discover, MasterCard, or Visa. To avoid long lines at the Cashiers Office, students can pay their account balance with a credit or debit card through WebAdvisor or Self-Service. If paying in person, you must present two forms of identification, including at least one unexpired photo ID. Students paying by credit card in person must present the actual credit card to the cashier. If paying by check, the account holder's name, address, and account number must be pre-printed on the check.

Payment Deadlines

Payment for all tuition and fees is due on or before the published deadlines. Deadlines can be found at <https://www.gtcc.edu/admissions-and-aid/register-for-classes.php>. Your account balance must be paid by the deadline or you may lose your classes and owe tuition charges. Sponsor authorizations must be received before posted student payment deadlines.

Past Due Accounts

Business Office holds are placed on student accounts with past due balances. Students are not allowed to register if they owe money to the college. GTCC can withhold transcripts, degrees, diplomas, and certificates until students have paid their college bills.

Collections

Delinquent accounts 90 days past due may be turned over to an outside collection agency for collection of the debt. The consequences for a student's account being turned over to collections are as follows:

- Student will be responsible for repayment of the outstanding debt plus collection costs related to the collection of all delinquent debts owed to the College.
- The North Carolina Department of Revenue may withhold the student's tax refund and remit it to the College as payment toward their outstanding debt.
- The North Carolina Educational Lottery may withhold lottery winnings and remit it to the College as payment toward their outstanding debt.
- Arrangements for repayment must be made with the outside collection agency, not the College.

Tuition and Fee Refunds

Registration obligates a student to pay tuition and any fees for the class. **Non-attendance is not a basis for a refund of tuition.**

In compliance with State Board policy, GTCC will refund 100% of tuition and fees if the student officially drops the class before the first day of classes of the semester. GTCC will refund 75% of tuition only if the student officially withdraws from class on or after the first day of classes of the semester and prior to or on the class census date. Fees such as the campus access/security/parking fee, lab/shop/clinic fee, physical education fee, student activity fee, instructional technology fee, student accident insurance fee, and malpractice insurance fee are not refundable after classes start.

No refunds will be issued to students who withdraw from a course after the census date.

PLEASE NOTE: During the schedule adjustment period, if students drop and add a class with the same number of credit hours, both the drop and the add must be completed in the same registration session in order to receive full credit for the dropped class.

For additional info regarding the refund policy, please visit <https://www.gtcc.edu/files/financial-aid/RefundPolicy.pdf>.

The college refund policy is established by the NC General Assembly and is subject to change without notice. Please allow four to six weeks after the census date for a refund.

Identification Cards

Guilford Technical Community College is concerned for 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. In order to obtain a student ID you must present two forms of identification; one of which must be a state or federally issued photo ID card.

Procedure:

1. The college defines “consistently” as enrolled for a curriculum semester or enrolled in a Basic Skills course.
2. All applicable individuals must carry their GTCC issued ID cards at all times while on campus. The GTCC ID card is intended to serve as proof of an individual’s status at the college.
3. All non-curriculum students, excluding Basic Skills, must have their personal photo identification in their possession anytime they are on any GTCC campus.
4. Any transfer, alteration, falsification or forgery of an ID card constitutes a violation of this policy and will result in disciplinary action.
5. The GTCC issued ID 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.

Student Code of Conduct, Academic Year: 2018-19

Section 1: Introduction

Students may not display conduct on Guilford Technical Community College premises or at GTCC sponsored events that adversely affects the College's educational objectives, is illegal, or is contrary to the rules and regulations of the College. Students who display such conduct shall be subject to disciplinary action under the College's Student Conduct 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.

Guilford Technical Community College is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life & thoughtful study and discourse. The intent of the student conduct policy is a commitment to an educational and developmental process that balances the interests of individual students with the interests of the GTCC community.

Student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. Each member of GTCC bears responsibility for their conduct and is expected to assume reasonable responsibility for their guests. The Student Code of Conduct at GTCC exists to protect the interests of the college community and to educate those whose behavior is not in accordance with our policies toward the goal of becoming productive members of the College community. Students are encouraged to take responsibility for their actions to repair the harm they have done if possible. When a student is unable to conform their behavior to community expectations, or take responsibility for their actions, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is significantly different from criminal and civil court proceedings. The preponderance of evidence is the standard by which student conduct officers (including the Student Conduct Review Committee) determine if a student is responsible for violating the Student Code of

Conduct. That is, “is it more likely than not that the student committed the violation for which they have been accused?”

Every student on campus is responsible for familiarizing themselves with the provisions of the Student Code of Conduct.

GTCC email system is the College’s primary means of communication with students. Students are responsible for all communication delivered to their GTCC email account.

Section 2: Jurisdiction

The Student Code of Conduct and the student conduct process apply to all students. For the purposes of student conduct, GTCC considers an individual enrolled in curriculum classes to be a student from the time they submit an application for admission until two years have passed since they were last enrolled. Individuals taking classes in the College’s Basic Education and Continuing Education Programs are classified as students during the time of their enrollment in courses.

For the purposes of student conduct, the College retains conduct jurisdiction over students who leave, withdrawal or graduate for any misconduct that occurred prior to leaving. If sanctioned, a hold may be placed on the student’s ability to re-enroll and/or obtain official transcripts and/or graduate. All sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled, but reported after the accused student has graduated, GTCC may invoke these procedures and, should the former student be found responsible. GTCC retains the right to withhold a student’s transcript, degree, diploma, and/or certificate.

The Student Code of Conduct applies to behaviors that take place on the campus and at GTCC-sponsored events. The Student Code of Conduct may also apply to a student’s off-campus behavior when the Chief Disciplinary Officer or designee determines that the off-campus conduct affects a substantial interest to the College. This may include alleged violations of federal, state and local laws.

A substantial GTCC interest is defined to include:

- Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the College.

The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium. Online postings such as blogs, web postings, chats, other social media and social networking sites may also subject a student to allegations of conduct violations. GTCC does not regularly search for this information but may take action if and when such information is brought to the attention of the Student Conduct Administrator. There should be no expectation of privacy in regards to College administration’s access to student’s GTCC email accounts

There is no time limit on reporting violations of the Student Code of Conduct. However, the longer someone waits to report an offense, the more difficult it becomes for Student Conduct Officers to obtain information and witness statements and to make determinations regarding alleged violations. A delay in reporting could also affect sanctioning.

Although anonymous complaints are permitted, such complaints by their nature may limit the College’s ability to investigate and respond to the allegations. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Conduct Officer and/or to Campus Police.

High School Students

Expectations of behavior referenced in the Student Code of Conduct apply to Early Middle College (EMC) students, Dual-Credit, and Continuing Education students enrolled in a GTCC course on campus or in the community. EMC students not enrolled in a GTCC course, but attending high school classes on the college campus, will be referred to the High School Principal for any GTCC Violation of the Student Code of Conduct. In any and all situations, high

school students are subject to Guilford County Schools Policy and the high school principal reserves the right to remove the student from the Early Middle College program of study. Any EMC student who is removed, transferred, long term suspended or expelled from any EMC will be no longer be eligible to attend GTCC, or take college courses. If a student is removed from the EMC for a violation of the GTCC Student Code of Conduct; GTCC will impose sanctions concurrently with those of Guilford County Schools. Any student who attempts to re-enroll at GTCC after their high school graduation (or dropping out of school) must fully cooperate with the campus conduct process and must comply with all sanctions that are imposed. All former EMC students subject to college sanctions, must meet with GTCC's Chief Disciplinary Officer prior to re-enrollment.

Section 3: Definitions

- **Aggravating Factors** – Any fact or circumstance that increases the severity or culpability of a violation of the College's Student Code of Conduct Aggravating factors suggesting consequences beyond the recommended penalty include, but are not limited to; repeated violations, imminent danger to self or others, failing or refusing to follow the directives of College personnel while they are attempting to investigate or control behavior during a potential Code violation, unwillingness to take responsibility for their actions; lack of commitment to abide by the Student Code of Conduct in the future, and other extreme circumstances within the discretion of the Student Conduct Administrator.
- **Classroom** – Locations where designated learning experiences take place and where College officials have supervisory responsibility. These may be seated classrooms, labs, online learning environments, clinical sites or other locations in the community where students are sent to meet academic requirements.
- **College Day** – Weekdays when the College is open from at least 8:00 a.m. until 5:00 p.m.
- **Extenuating Circumstances** – Personal action beyond one's control, and likely to have a significant impact.
- **Interim Action:** Exclusion from campus, class participation and/or other privileges or activities as set forth in the notice. Such actions remain in effect until lifted by the Student Conduct Administrator.
- **Instructor/Faculty Member** – The professional entrusted by the Board and the President with the responsibility for the formal education of students. The College has granted instructors/faculty members the authority to manage their classrooms. This includes the authority to direct a student to leave the classroom for inappropriate behavior.
- **Mitigating Factors** – Mitigating factors include but are not limited to: self-defense, provocation, prior conduct record of the student, and other factors in the discretion of the Student Conduct Administrator.
- **Sanctions**– Consequences for violations of the Student Code of Conduct or other College policies up to and including Expulsion from the College (see section 5 below).
- **Staff** – Exempt and non-exempt personnel responsible for reporting incidents involving violations of the Student Code of Conduct.
- **Student** – Any person in the act of enrolling, attending orientation, currently enrolled, or to whom an offer of acceptance has been extended. This status is maintained until 2 years have passed since their last semester of enrollment for student in curriculum courses. For Adult Education and Continuing Education students, the status of student is effective during the period of enrollment.
- **Student Classifications:**
 - Curriculum Students
 - Non-Curriculum Students
 - High School Students
- **Student Conduct Administrator** – Chief Disciplinary Officer (or designee), representing the College in response to reports of inappropriate behavior by student. Responsible for administering the College's Student Code of Conduct; providing direction to and overseeing the efforts of Student Conduct Officers.
- **Student Conduct Officers** – College officials responsible for managing student conduct issues and responding to student conduct incidents; possess the authority to make student conduct decisions and impose sanctions as designees for the Student Conduct Administrator.
- **Student Conduct Incident Report** – Information submitted which documents a student's alleged behavior reported to be a violation of the Student Code of Conduct.

Section 4: Prohibited Conduct

In addition to the list of prohibited behaviors provided below, as members of GTCC's College community, students are prohibited from engaging in behaviors that are inconsistent with expectations for students as provided in the College's Management Manual (<https://home.gtcc.edu/management-manual/>). Prohibited actions or behaviors listed below do not include all conduct that could be prohibited:

- 1. All forms of Academic Dishonesty (Cheating).** Students shall not engage in any act of deception or falsification of work product. This conduct may include, but is not limited to, cheating, fabrication and falsification, plagiarism, abuse of academic materials and complicity in academic dishonesty. Any student who violates these standards is subject to academic disciplinary action. (See College Policy IV-1.1.3) Records of academic dishonesty will be kept on file in the Office of the Chief Disciplinary Officer.
- 2. 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.** Students shall not steal or attempt to steal, knowingly be in possession of stolen property, or intentionally damage or attempt to damage any College or private property while on any GTCC campus. This includes theft of any kind. Students shall not vandalize, damage, steal, or attempt to damage property belonging to others.
- 3. 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.** Students shall not willfully enter or remain in any College structure, conveyance or property without having been authorized by school personnel.
- 4. Possession, Use, Sale, Delivery or Distribution of Marijuana, Narcotics, Stimulants, Alcoholic Beverages and Any Other Unauthorized or Illegal Substances or Drug Paraphernalia –** Students shall not possess, use, sell, transmit, deliver or distribute marijuana, narcotics, stimulants, alcoholic beverages or any other controlled or unauthorized or illegal substances or drug paraphernalia or any substance which impairs or otherwise mimics the hallucinatory, euphoric, depressive and/or intoxicating effects of illegal substances at any time while a student is at the College in any College building, on any College premises, attending College-sponsored activities, on or about any College-owned or operated vehicle, off College property at any College-sponsored or College-approved activity or function or during any period of time when students are subject to the authority of College personnel, and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline, and protecting the safety and welfare of students and staff/faculty. In all such cases Campus Police will be notified. (See Drug Free Workplace policy I-2.1.3).
- 5. Lewd or indecent conduct, including physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous material or that which may cause a material and substantial disruption of school activities.** Students shall respect other students, college visitors, College employees and other persons by utilizing appropriate language and behaviors at all times. Any action taken which, by reasonable appearances, is intended to be abusive, harassing, profane, obscene or sexually inappropriate, bullying, intimidating or overtly disrespectful or which demeans or degrades another student or College employee is prohibited. Students are prohibited from distributing material that is obscene or libelous, or that which may cause a material and substantial disruption of school activities while a student is at the College in any College building, on any College premises, attending College-sponsored activities, on any College-owned or operated vehicle, off College property at any College-sponsored or College-approved activity or function, or during any period of time when students are subject to the authority of College personnel.
- 6. Communicating a threat to cause physical harm, or behaving in a manner that physically threatens the safety of a member of the College community, or threatening to damage property belonging to the College or a member of the College community.** (See Workplace Anti-violence and Threat Assessment policy I-2.1.4). Students shall not, through written, electronic, oral communication, or physical action, threaten to cause, or attempt to cause physical or bodily harm to any member of the College community at any time. This prohibition may include actions or communications that occur off-campus or

in an online environment, or during any period of time when students are subject to the authority of College personnel, and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline, and protecting the safety and welfare of students and staff/faculty.

Included in the prohibition are acts of cyberstalking or cyberbullying. Cyberstalking or cyberbullying involve the use of technology to intimidate, harass, or create ongoing and unwanted interruption. The use of e-mail, instant messaging, telephone, cell phones, texts, social media, the Internet, recording devices, or through other means/devices to commit these acts is strictly prohibited.

7. **Acts of violence which cause bodily harm or attempt to cause bodily harm to a member of the College community or a guest of the College community.**
8. **Harassment.** Pursuing a pattern of conduct to annoy, seriously alarm or terrorize another person. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress. Acts of voyeurism or recording of images without consent while the person is in a place where s/he would have a reasonable expectation of privacy is also included in this prohibition.
9. **Sexual Harassment and Sexual Violence.** All students and employees shall have the right to work and/or learn in an environment free from sexual harassment. No employee, student or visitor to the campus may engage in conduct that falls under the definition of sexual harassment. Sexual Harassment is defined as physical contact and/or conduct that creates an unwelcome or hostile environment. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when submission to the conduct is made a term or condition of an individual's employment or academic performance (either implicitly or explicitly), when submission to or rejection of the conduct is used as the basis for employment or educational decisions affecting the individual, or when the conduct is sufficiently severe, persistent, or pervasive to interfere with an individual's work or academic performance or to create an intimidating, hostile, or offensive working or learning environment. Occasional compliments of a socially acceptable nature do not constitute sexual harassment. For the complete policy (I-2.1.6), visit <https://www.gtcc.edu/files/administration/GTCC-Management-Manual-Policies-Only-December-2017.pdf>
10. **Obstruction or disruption during activities of the College.** Students shall not create disruption or obstruct any College activity which may cause a serious disruption to or cause an actual significant disruption of the instruction or College-sponsored activity.
11. **Occupation or seizure on College property.** Students shall not seize nor occupy any College property or College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use with the intent to cause a serious disruption or causing an actual significant disruption of the instructional day or College-sponsored activity.
12. **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 to or egress from 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 notified to leave by a College employee.** Students shall not lead or participate in any activity that has as its purpose the disruption of College business, or which significantly affects the educational process. In the event that the disruption does not abate immediately, or if College officials deem it appropriate, Campus Police will be called.
13. **Possession of a weapon.** This includes firearms, or any other type of gun, weaponry, or other "look-alike" devices of violence.
Students shall not possess or conceal or transport any weapon, whether openly or concealed, on GTCC property at any time while on any College premises, in any vehicle on campus, while attending any College-sponsored activities, on or about any College-owned or operated vehicle, off College property at any College-sponsored or College-approved activity or function, or during any period of time when students are subject to the authority of College personnel, and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline, and protecting the safety and welfare

of students and staff/faculty. A “weapon” includes but is not limited to all knives or other sharp instruments, firearms, explosives, pepper (or similar functioning) spray, any similar weapon that is capable of causing serious bodily injury. Weapons will be confiscated by Campus Police.

N.C.G.S. § 14-269.2. However, the General Assembly has enacted a limited exception to the general prohibition (S.L. 2013- 369, sec. 2; HB 937; N.C.G.S. § 14- 269.2(k)). A firearm is permissible on a community College campus only under the following limited circumstances:

- a. The firearm is a handgun; AND
- b. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
- c. The handgun remains in either: a closed compartment or container within the individual with the permit’s locked vehicle; or a locked container securely affixed to the individual with the permit’s locked vehicle; AND
- d. The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
- e. The firearm remains in the closed compartment at all times.

14. Issuing a Bomb, or Terroristic 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.

Students shall not communicate a false report by any means that there is located on College property or at any College-sponsored activity off College property any device, substance or material designed to cause harmful or life-threatening illness or injury to others. Students shall not perpetrate a hoax by concealing, placing, disseminating or displaying on College property or at any College-sponsored activity off College property any device, machine, instrument, artifact, letter, package, material or substance to cause a person to reasonably believe the item is capable of causing harmful or life-threatening illness or injury. Students shall not threaten to commit an act of terror with the intent of causing harm, damage, or a significant disruption of College-sponsored activity. Students shall not communicate a false report that a terroristic act likely to cause serious injury or death is about to occur or is occurring on any College property or at any College-sponsored event off College property, with the intent of causing a significant disruption, or causing an actual significant disruption of the instructional day or College-sponsored activity.

15. Gambling. Students shall not engage in any form of games of chance or gambling for money and/or items of value.

16. Tobacco use at any GTCC facility. This prohibition includes E-cigarettes (Vape), other smoking devices, and/or paraphernalia that are not permitted on campus. Minimal use of tobacco will be permitted for specific educational purposes which have prior approval from the College. (See Tobacco Use policy I-1.1.3). Students shall not use tobacco products on any College property at any time or while attending College-sponsored activities, on or about any College-owned or operated vehicle, off College property at any College-sponsored or College-approved activity or function, or during any period of time when students are subject to the authority of College personnel.

17. Violation of College regulations regarding the operation and parking of motor vehicles. Students will obey and respect all parking signs, markers, painted spaces and motor vehicle regulations at all times while on any College premises.

18. Providing false information to the College or attempting to gain benefit through efforts to deceive or falsely represent a College official. These acts include but are not limited to Forgery; Alteration or misuse of College documents or resources, records, or instruments of identification; Committing or attempting to commit Identify Theft; Knowingly filing a false student misconduct report or false report to Campus Police.

19. Failure to comply with the instructions or directions of College employees acting in the performance of their duties. Students shall comply with the directions of all authorized College personnel at all times while a student is, in any College building and on any College premises, attending College-sponsored

activities, on or about any College-owned or operated vehicle, off College property at any College-sponsored or College-approved activity or function, or during any period of time when students are subject to the authority of College personnel, and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline, and protecting the safety and welfare of students and staff/faculty.

- 20. Violation of the terms of disciplinary probation during the period of probation or Violation of the terms of student conduct sanctioning.** Students that have been sanctioned for violating the Student Code of Conduct will serve out all probations and suspensions determined by the Student Conduct Officer.
- 21. 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.** Students shall meet all financial obligations required to attend the College and will not pass worthless checks.
- 22. Violation of local, state, or federal criminal law on College premises.** Students shall not violate any local, state or federal criminal law or commit any act which could result in criminal prosecution not previously covered elsewhere in these rules on any College premises, attending College-sponsored activities, on or about any College-owned or operated vehicle, off College property at any College-sponsored or College-approved activity or function, or during any period of time when students are subject to the authority of College personnel, and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline, and protecting the safety and welfare of students and staff/faculty.
- 23. Behavior in class, lab, etc. conflicting with safety of others.** Students will obey and follow all teacher directions during class or labs. Students will also observe all safety regulations to maintain the safety of other students in the lab or class.
- 24. Theft or other misuse of College resources; equipment or technology; secured information.** Students shall not steal, attempt to steal or misuse College equipment, technology or resources including, but not limited to, unauthorized entry into a file or document to use, read, or change the contents or for another purpose, unauthorized transfer of a file or document, unauthorized use of another's identification and password, use of technology to interfere with another student, College employee or administrator, use of computing facilities to send obscene or abusive messages, use of computing facilities to interfere with normal operation of the College computing system; using College computers or the College network to view, access, download or send/distribute pornographic material or other content commonly considered inappropriate for a College environment.
- 25. Abuse of the Student Code of Conduct.** Students will not interfere, obstruct, or abuse the Student Code of Conduct in any way to include but not limited to: Failing to respond to the summons of a Student Conduct Administrator or College official; falsifying, distorting or misrepresenting before a Student Conduct Officer or a Student Conduct Review Committee; disruption or interference with the orderly conduct of a Student Conduct Hearing or Student Conduct meeting; institution of a Student Conduct Hearing knowingly without cause; attempting to discourage an individual's proper participation in or use of the Student Code of Conduct; attempting to influence the impartiality of a Student Conduct Officer of a member of the Student Conduct Review Committee prior to or during the course of the proceeding; harassment or intimidation of a Student Conduct Officer of a member of the Student Conduct Review Committee; failure to comply with the sanctions imposed; and influencing or attempting to influence another person to commit an abuse of the Student Code of Conduct.
- 26. Serving as an accessory to a violation or aiding another individual in the commission of an offense as defined by the Student Code of Conduct.** Students are prohibited from serving as an accessory to a violation or aid or conspire with another individual in the commission of an offense of the Student Code of Conduct.

Section 5: Actions and Sanctions available to Student Conduct Officers

Student Conduct decisions involve a system of consequences and a range of consequences. The investigator may find that mitigating or aggravating circumstances may justify a different sanction. Repeated violations of the Student Code of Conduct will be considered an aggravating factor supporting consequences beyond the recommended measure. In all circumstances, the Student Conduct Administrator is granted the authority to exercise his/her good judgment to apply a greater or lesser consequence than that specified herein.

- **Temporary Class Dismissal:** In the case of student misconduct in the classroom, faculty members have the right to temporarily remove a student from the classroom. Removal is normally not longer than one class period. In cases where additional time is needed, the faculty member must consult with the Program Director/Associate Dean, in coordination with the Student Conduct Administrator to ensure due process. In cases where reassignment of the student is considered, the decision to reassign the student must be made between the faculty member and Program Director/Division Chair in coordination with the Student Conduct Administrator.
- **Interim Action:** Exclusion from campus, class participation and/or other privileges or activities as set forth in the notice. Such measures will remain in effect until lifted by the Student Conduct Officer.
- **Reprimand:** A written communication which gives official or unofficial notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- **General Probation:** Appropriate response to an offense of a lower level that includes two important implications for the individual: (1) the individual is given a chance to show capability and willingness to observe the Student Code of Conduct 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) semesters of study.
- **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 be eligible to receive any College award or other honorary recognition. A student on Restrictive Probation may not occupy a position of leadership or responsibility in any College or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters of study. Any violation of the terms of Restrictive Probation may result in immediate suspension.
- **Suspension:** Exclusion from campus, class(es), and/or all other privileges or activities of the College for up to two (2) years. Students who receive this sanction must receive specific written permission from the Student Conduct Administrator (or his/her designee) before returning to campus. Note: In cases of Suspensions and Expulsions students receive a grade of F in classes in which they are enrolled.
- **Expulsion:** Dismissing a student from the College for an indefinite period with the student losing student status. A student will not be considered for readmission until a period of two (2) years has passed. The student may be readmitted to the College only with the approval of the President or designee. A student seeking readmission after expulsion must first contact the Student Conduct Administrator. Note: In cases of Suspensions and Expulsions students receive a grade of F in classes in which they are enrolled.
- **Restitution:** Paying for damaging, misusing, destroying, stealing or losing property belonging to the College, College personnel, or students.
- **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. Holds will be placed on the student's account in such instances.
- **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 Restriction or Group Charter Revocation may be appropriate.
- **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.
- **Group Charter Revocation:** Removal of college recognition for a group, club, society, or other organizations for a minimum of two (2) years. Re-charter after that time must be approved by the President or designee.

Section 6: Procedure for Disciplinary Actions

Any College employee, faculty member, other employee, or student may file a complaint against a student or student organization for an alleged violation of the College's Student Code of Conduct. The procedures for reporting a violation of the Student Code of Conduct are as follows:

Reporting Violations of the Student Code of Conduct

Employees filing complaints of student misconduct must report such behaviors through *Maxient*. Links for accessing *Maxient* are provided in the list of Campus Applications provided once an employee logs into the Portal.

Students may report violations of the Student Code of Conduct committed by other students. In such cases the reporting party may file their complaint by sending an email to mwhughes2@gtcc.edu or by visiting the either the Medlin Campus Center (*Jamestown Campus*) suite 320 **or** the H-1 Building, room 123 (*High Point Campus*) **or** CEC (*Greensboro Campus*) room 107.

To assist the investigator in their efforts, a student reporting a violation of the will want provide the following information when reporting a violation:

- Name and student ID# of the student(s) involved
- The alleged violation of the specific Code of Conduct
- The immediate place and date of the incident
- Name(s) of person(s) directly involved in or witnesses to the infractions
- A detailed statement of the alleged violation
- Any action taken that relates to the matter
- Indication as to whether Campus Police were contacted
- Desired resolution(s).

Notice to the Alleged Violator

Upon receiving the student conduct incident report, the Student Conduct Officer will notify the student writing to inform the student that allegations have been made against them.

Investigation

Within ten (10) College days after the student conduct incident report has been is filed, the Student Conduct Officer shall complete a preliminary investigation of the charge and shall schedule a meeting with the student.

Meeting with the Student Conduct Officer

The Student Conduct Administrator shall, as part of their investigation, meet with the accused student to take their statement about what did or did not occur. In instances where the student cannot be reached to schedule an appointment with the Student Conduct Officer or where the student refuses to cooperate, the Student Conduct Officer will conduct an investigation to gather available information and then make a decision accordingly.

Decision of the Student Conduct Officer

This decision of the Student Conduct Officer will be to either drop the charges; take interim measures until all parties are available; or use available information and utilize the standard of the preponderance of the evidence to determine whether the student accused is or is not responsible for violating the Student Code of Conduct.

Sanctions

If it is determined, after considering all available information, that the student is responsible for violating the Student Code of Conduct, an appropriate sanction will be imposed. All parties will then be notified in writing of the decision of the Student Conduct Officer. **NOTE: Refusal of a student to accept a certified letter or read the email sent will not delay or alter student conduct actions or procedures.** The decision of the Student Conduct Administrator shall be presented to the student in writing within five (5) College days following the close of the investigation.

Section 7: Student Conduct Appeal Procedures

A student may appeal the decision of the Student Conduct Administrator, and may request and be granted an Appeal Hearing before the Student Conduct Review Committee only if one or more of the following criteria can be met.

- The College failed to follow their procedures
OR
- The sanction imposed was too severe for the violation committed
OR
- New evidence is now available to be reviewed

The request for an appeal must state which of the three criteria above are the basis for requesting an appeal. The request for an appeal must be submitted in writing to the Student Conduct Administrator at mwhughes2@gtcc.edu within three (3) College days the sending of the email notification of the outcome of the formal complaint that was filed. Students that were not issued an official GTCC email address must request an appeal to the Student Conduct Administrator within three (3) days after they have received written documentation of the decision of the Student Conduct Officer. When an appeal has been granted, the Student Conduct Administrator shall refer the matter to the Student Conduct 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 student conduct investigation.

Student Conduct Review Committee

- Membership consists of: Three faculty and two professional or classified staff/faculty members appointed by the president. Three student members approved by the Student Conduct Administrator. The Student Conduct Administrator as an ex-officio non-voting member
- Committee members will serve for at least a one-year appointment 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/faculty member, one student, including the committee chairperson must be present in order for the committee to conduct business in a given case.

Procedures for Hearings before the Student Conduct Review Committee:

- The Student Conduct Review Committee must meet within ten (10) College days of receipt of a request for a hearing (except between semesters or near the end of a semester when additional time may be needed).
- At least five (5) College days prior to the date set for the hearing, the Student Conduct Administrator shall send an email to the student's College email address or a certified letter to the student's last known address providing the student the following information:
 - 1) A restatement of the charge or charges.
 - 2) The time and place of the hearing.
 - 3) A statement of the student's basic procedural rights.
 - 4) A list of witnesses the College expects to call. (Any witnesses not listed will not be allowed to testify in the absence of a showing of good cause for delay in identification.)
 - 5) The composition of the committee.
 - 6) A copy of the Hearing Rules.
- On written request of the student, the hearing may be held prior to the expiration of the five-day (5) notification period, if the Student Conduct Administrator concurs with this change.

Basic procedural rights of the student include the following:

- 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.
- The right to produce witnesses on one's behalf. (List of witnesses must be provided to the Student Conduct Administrator no less than five (5) full College 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. Witnesses should be persons who were at the scene or have direct knowledge of the conduct violation (not hearsay). No character witnesses are allowed. (You are responsible for ensuring that your witnesses are aware of the

date/time/location of the Appeal Hearing. You are also responsible for having your witnesses present for the Appeal Hearing.)

- The right to request, in writing, that the Student Conduct Administrator 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) College days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the Vice President of Student Support Services (or his/her designee).
- The right to present evidence.
- The right to know the identity of person(s) bringing the charge(s).
- The right to hear witnesses on behalf of the person(s) bringing the charges.
- The right to testify or refuse to testify.

Additional Appeal Hearing Information

Hearings before the committee shall be confidential and shall be closed to all other persons except the following: The student(s), Counsels, and 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. The College has the right to limit the number of witnesses to be called by both parties.

- The hearing will be recorded. The tapes/transcripts of the hearing will become the property of the College. All original transcripts or tapes will be maintained by the office of the Executive Vice President who will determine appropriate access to these records.
- The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
- The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
- The committee shall have the authority to render written advisory opinions concerning the application of this code as it relates to classroom and administrative practices and procedures.
- Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the decision of the Student Conduct Administrator and to determine appropriate sanction(s), which are not limited to those imposed or recommended by the Student Conduct Administrator. Deliberations of the committee will not be recorded.
- Decisions of the committee shall be made by majority vote. Once made, committee decisions will be announced and recorded.
- Within three (3) College days after the decision of the committee, the Student Conduct Administrator shall send an email to the student's College email address or a certified letter to the student's last known address providing the student with the committee's decision. This time frame can be extended if additional investigation is required OR with the agreement of both the student and the Student Conduct Review Committee Chairperson.

Section 8: Drug & Alcohol Policy

In accordance with policy I-2.1.7, no person shall manufacture, distribute, dispense, sell, possess or use alcoholic beverages or controlled substances on the premises of Guilford Technical Community College (GTCC) except as otherwise provided in this policy. No person shall manufacture, distribute, dispense, sell or illegally possess or illegally use alcoholic beverages or controlled substances at any location while engaged in activities on behalf of GTCC.

“Alcoholic beverage” means any beverage containing at least one-half of one percent (0.5%) by volume, including beer, malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages and any other beverages regulated by the North Carolina ABC Commission (NCABC) under Chapter 18B of the North Carolina General Statutes.

“Controlled substances” means any drug included in 21 CFR Part 1308, Article V of Chapter 90 of the North Carolina General Statutes or any other drugs or substances regulated under any federal or state laws or regulations, including but not limited to heroin, cocaine, methamphetamine and all of its derivatives, marijuana, PCP, and crack, and otherwise legal drugs when possessed or used by persons without a prescription.

Promoting a drug and alcohol-free environment is everyone’s responsibility. GTCC supports this nationwide movement and is committed to maintaining such an environment for all employees and students. The college sponsors annual programs to prevent alcohol abuse and illegal drug use.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by employees or students at any official college location while engaged in activities on behalf of the college is prohibited. “Controlled substance” generally refers to drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and “crack.” They also include “legal drugs” which are not prescribed by a licensed physician. Likewise, possessing, consuming, or serving alcoholic beverages at any college location is also prohibited

NC General Statutes 90-95 states that it is unlawful for any person:

- To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance.
- To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a counterfeit controlled substance.
- To possess a controlled substance.

GTCC Board of Trustees policies also prohibit:

- Possessing, consuming, or serving alcoholic beverages or controlled substances; or use, manufacture, and/or sale of controlled substances at any College location. This policy applies to all employees and students.
- Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. Applies to all students.

Full texts of all applicable laws and GTCC Board of Trustees Policies are available in Medlin Campus Center (Jamestown Campus), Suite 320.

If the drug and alcohol policy is violated, sanctions will be imposed as outlined in Section 6, paragraph 4. Disciplinary actions may include sanction up to and including expulsion.

Drug Counseling and Rehabilitative Services

If you need to seek assistance for any reason related to the use/abuse of drugs or alcohol, a member of the GTCC counseling staff or the Director of Student Life will act as a referral source to the following services in Guilford County:

Greensboro:

Narcotics Anonymous	1-866-375-1272
Alcoholics Anonymous	336-854-4278
Alcohol and Drug Services	336-333-6860

High Point:

Narcotics Anonymous	1-866-375-1272
Alcoholics Anonymous	336-885-8520
Alcohol and Drug Services	336-882-2125
Daymark	336-899-1550

NC General Statutes 90-95 states that it is unlawful for any person:

- To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance
- To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a counterfeit controlled substance

- To possess a controlled substance

GTCC Board of Trustees policies also prohibit:

- Possessing, consuming, or serving alcoholic beverages or controlled substances; or use, manufacture, and/or sale of controlled substances at any college location. Applies to all employees.
- Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. Applies to all students.

Section 9: Dress & Attire

GTCC 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. 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.

- 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. For all students who are deemed inappropriately dressed, the following actions will occur:
 - Students will be asked to either leave the learning environment or activity, or to take immediate steps to come into compliance.
 - Students in violation of this policy must surrender their Student ID. Confiscated Student ID's will be sent to the Student Conduct Administrator for disciplinary action.
 - Guidelines for inappropriate clothing:
 - 1) Clothing displaying images of nudity
 - 2) Clothing displaying profanity
 - 3) Deeply low cut shirts/blouses
 - 4) Clothing depicting violence
 - 5) Sagging or low cut pants exposing skin, undergarments, long shirts or other clothing below the waistline
 - 6) Shirts/blouses with midriffs showing

Section 10: Smoking and Tobacco Use

Tobacco use will not be permitted at any time at any GTCC facility. E-cigarettes, other smoking devices, and/or paraphernalia are also not permitted on campus. Minimal use of tobacco will be permitted for specific educational purposes which have prior approval from the College. Students who violate the policy are subject to disciplinary action as provided for in the Student Code of Conduct's Policy (IV-3.1.1).

- Individuals in violation of this policy must surrender their GTCC ID. Confiscated IDs will be sent to the appropriate Vice President (for faculty/staff), Student Conduct Administrator (for students) for disciplinary action. Visitors caught violating the policy will be informed of the GTCC no tobacco policy and asked to cease use of the tobacco product.
- Disciplinary action: Students who are caught violating the policy will be subject to disciplinary action.
- To secure approval to use tobacco for educational purposes, the instructor of a class or leader of a recognized group must submit a request in writing to the appropriate Vice President. The appropriate Vice President will answer the request, in writing, within four (4) College days (excluding official holidays and weekends) of its receipt. Requests must be submitted at least seven (7) College days (excluding official holidays and weekends) before its intended use, and must include the following items:
 - 1) Instructor or leader's name,
 - 2) Rationale for use of the items,
 - 3) How the items will be used,
 - 4) Proposed schedule for using the items, and
 - 5) Any other relevant information.

For the most recent updates to the Student Code of Conduct, please visit

<https://www.gtcc.edu/files/student%20policies%20and%20procedures/StudentCodeOfConduct.pdf>

Internet Use

GTCC students may use the college's internet services for educational needs. You must use the internet efficiently, ethically and lawfully. Transmission of any material in violation of state or federal law is prohibited. This includes, but is not limited to cyberbullying, defamatory, inappropriate, abusive, obscene, or illegal materials. You may not misuse internet services, including non-student use of the service; advertising or selling personal services; interfering with other users access; or engaging in deliberate attempts to disrupt the internet services or attempts to destroy data by knowingly spreading computer viruses, malware or similar.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.

DISCRIMINATION PROHIBITED

Anti-Discrimination and Anti-Harassment

Guilford Technical Community College is committed to providing an educational and working environment that is free from discrimination and harassment for faculty, staff, and students. The college values diversity and recognizes the dignity and worth of every individual. Unlawful harassment in any form is contrary to these goals and will not be tolerated. Incidents of unlawful harassment will be met with appropriate disciplinary action, up to and including dismissal from the college. Unlawful harassment includes jokes, comments, gestures, or actions that create an intimidating, hostile or offensive work environment and that are based on or directed at a person because of race, color, religion, sex, age, national origin, disability, or any other class protected by law.

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 V-1.1.10.) This policy of nondiscrimination 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. 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.

Sexual Harassment

It is the policy of GTCC that all students and employees shall have the right to work and/or learn in an environment free from sexual harassment. No employee, student or visitor to the campus may engage in conduct that falls under the definition of sexual harassment. For the complete policy, visit the GTCC Website at <https://www.gtcc.edu/student-life/campus-safety-and-police/title-IX.php> or go to the Office of the Chief Disciplinary Officer, Medlin Campus Center (Jamestown Campus), Suite 320.

Sexual Harassment is defined as physical contact and/or conduct that creates an unwelcome or hostile environment. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when submission to the conduct is made a term or condition of an individual's employment or academic performance (either implicitly or explicitly), when submission to or rejection of the conduct is used as the basis for employment or educational decisions affecting the individual, or when the conduct is sufficiently severe, persistent, or pervasive to interfere with an individual's work or academic performance or to create an intimidating, hostile, or offensive working or learning environment. Occasional compliments of a socially acceptable nature do not constitute sexual harassment.

Sexual offenders are subject to arrest, prosecution through the state courts, and incarceration. They are also subject to college disciplinary proceedings that may result in permanent expulsion from GTCC. (See Student Code of Conduct Policy IV-3.1.1.) Student Support Services shall offer annual educational programs dealing with sexual offenses and drug and alcohol education. Members of the Student Support Services staff are trained to provide initial support and referral for ongoing services to victims of sexual offenses and students accused of sexual offenses.

Sexual harassment is considered a form of discrimination based on sex and as such is prohibited by Title IX of the Educational Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions receiving federal funds.

Sexual Assault

Guilford Technical Community College values the health and safety of every individual on campus and expects its employees and students to treat other persons with respect and dignity. Behavior that results in sexual assault or abuse will not be tolerated. If you are the victim of sexual assault, you should take the following steps:

- a. Go to a safe place as soon as possible.
- b. Call **(336) 334-4822 ext. 50911** or **(336) 819-2046** from on campus. **Call 9-1-1 from off campus.** Campus Police or a local police agency will respond if the assault occurred on one of the GTCC campuses.
- c. Stay on the phone with the dispatcher as long as you are needed.
- d. The preservation of physical evidence may be critical for successful prosecution of the offender:
 1. Do not change your clothes. If you do, put the clothing you were wearing in separate paper bag (not plastic) and take them to the hospital.
 2. Do not clean your body or your clothes. Preserve all physical evidence. Wait until after you have had a medical examination.
 3. Do not alter or disturb the crime scene.
- e. Law enforcement will assist you regardless of whether you choose to make a crime report. You may ask for a victim advocate to be present during the report taking. GTCC has trained staff members that will support you and can assist you in accessing medical and counseling services, and reporting the incident.

Sexual Harassment and Sexual Assault - Title IX Amendment

Title IX & College Policy I-2.1.6 prohibit discrimination on the basis of sex in educational programs or activities operated by recipients of federal financial assistance. Under Title IX, discrimination on the basis of sex may include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

It is the policy of GTCC that all students and employees shall have the right to work and/or learn in an environment free from sexual harassment. No employee, student or visitor to the campus may engage in conduct that falls under the definition of sexual harassment. Students engaging in sexual violence or harassment are in violation of the Student Code of Conduct Policy IV-3.1.1 and such behavior will result in sanctions against the student ranging from interim suspension to expulsion. Disciplinary action by the college does not preclude the possibility of criminal charges.

For the complete policy, visit <https://www.gtcc.edu/student-life/campus-safety-and-police/title-IX.php>

Title IX Coordinators

Student Related Issues:

Michael Hughes, Chief Disciplinary Officer
Medlin Campus Center – Jamestown Campus
Suite 320
Phone: (336) 334-4822 ext. 50572
Email: mwhughes2@gtcc.edu

Employee Related Issues:

Nancy Sollosi, Vice President, Business and Finance
Medlin Campus Center – Jamestown Campus
Suite 307
Phone: (336) 334-4822 ext. 50503
Email: nbsollosi@gtcc.edu

Should you have any questions or concerns about Title IX, the Title IX Coordinators can assist you.

Title IX Violations Include

Sexual Assault: Subjecting any person to contact or behavior of a sexual nature or for the purposes of sexual gratification without the person's express and explicit consent.

Sexual Harassment: Physical contact and/or conduct that creates an unwelcome or hostile environment. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when submission to the conduct is made a term or condition of an individual's employment or academic performance (either implicitly or explicitly), when submission to or rejection of the conduct is used as the basis for employment or educational decisions affecting the individual, or when the conduct is sufficiently severe, persistent, or pervasive to interfere with an individual's work or academic performance or to create an intimidating, hostile, or offensive working or learning environment. Occasional compliments of a socially acceptable nature do not constitute sexual harassment.

While it is not possible to list all of the circumstances that might constitute sexual harassment, the following are some examples of conduct that, if unwelcome, could constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. This list includes but is not limited to:

- Jokes, comments, or gestures directed at a person based on their gender or sexual identity;
- Displaying sexually suggestive objects, pictures, cartoons; use of electronic communications to download or transmit materials with pornographic, profane, or sexually explicit content;

- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences and/or discussion of one's sexual activities, interests or intents.

Sexual Violence - Physical sexual acts perpetrated against a person's will, where a person is incapable of giving consent (e.g. due to the student's age, use of drugs or alcohol, or due to intellectual or other disability that prevents the student from having the capacity to give consent).

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress. Stalking behaviors may include persistent patterns of leaving or sending the victim unwanted items or presents, from the seemingly romantic to the bizarre; following or lying in wait for the victim; damaging or threatening to damage the victim's property; defaming the victim's character, or harassing the victim via the Internet through social media, email, or other electronic means by posting personal information or spreading rumors.

Dating/Domestic Violence: A pattern of abusive behaviors used to exert power and control over a partner. Dating or Domestic Violence may include physical, emotional, or sexual abuse.

Common signs of dating/domestic violence

- Your partner is excessively jealous and possessive
- Your partner controls where you go
- Your partner isolates you from your friends and family

If you are currently in a relationship with someone that exhibits such behaviors, then you are encouraged to:

- Speak with a counselor here at the College
- Consider getting a protective order if there is a threat or existence of violence
- Trust your instincts

Consent and Title IX

Sexual activity without consent is a violation of the Title IX Amendment.

Consent is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a “no”; a clear “yes,” verbal or otherwise, is necessary. Consent to some sexual acts does not constitute consent to others, nor does past consent to a given act constitute present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.

What to do if you are the Victim of Sexual Assault

Take the following steps if you are a victim of a sexual assault

- Go to a safe place as soon as possible.**
- Call Campus Police at ext. 50911 from on campus. Call 9-1-1 from off campus. You may also use your cell phone to dial (336)-334-4822 ext. 50911 or (336) 819-2046.**
- Stay on the phone with the dispatcher as long as you are needed.

You may also ask for assistance from any College employee, or go to any Campus Police Office:

- Jamestown Campus – Medlin Campus Center, Room 101
- High Point Campus – Building H1 Room 121
- Greensboro Campus – Continuing Education Center, Room 148
- Aviation 2 – Room 109
- Aviation 3 – Room 118
- Cameron Campus – Room 173

Reporting Sexual Misconduct

Students, faculty, staff, and guests are encouraged to immediately report to the GTCC Police Department all incidents of sexual assault, dating/domestic violence, stalking or any violation that may involve an immediate threat

to your safety or another's safety. GTCC Police Department can be reached by dialing extension 50911 from any campus phone, or from outside the College phone system by calling (336) 334-4822 ext.50911 **or (336) 819-2046**. You may also call 9-1-1 and the call will be forwarded by the 911 center to GTCC Police Department.

Incidents of sexual harassment or any sexual misconduct involving students that do not involve an immediate threat to your safety or the safety of another person, should be reported to the Title IX Coordinator.

GTCC Counseling Services are available to all students that are victims of sexual offenses. The College's Counseling Services are also available to students accused of sexual offenses.

Title IX Procedures

When the College becomes aware of possible Title IX violations, an investigation will be conducted that is prompt, reliable and impartial. The College's response to Title IX violations will be to end the discrimination, prevent its recurrence, and remedy the effect upon the victim and the College community.

If the initial investigation determines that there is reasonable cause to believe that policy has been violated, notice of the charge will be shared with the Respondent and the Complainant of the alleged violation.

Confidentiality

GTCC has counselors that are available to speak with a student without being required to report details of the conversation to College officials. To speak confidentially with a counselor you may either go to Davis Hall, room 107 on the Jamestown Campus or contact:

Dr. Chris Chafin at 336-334-4822 ext. 50323 or via email at [cnchafin@gtcc.edu](mailto:cnochafin@gtcc.edu)

GTCC is committed to maintaining confidentiality of victims of sexual assault. However, it is possible that confidentiality cannot be maintained if there is an ongoing risk to the College community.

Bystander Intervention - We Need Your Assistance

We encourage you to help to create an ideal learning environment for all GTCC students. You can do so by acting as an Active Bystander. An Active Bystander is diligent in their awareness of signs and incidents of sexual violence or sexual harassment that occur in their presence. In such cases an Active Bystander recognizes and properly interprets a situation as an emergency when it occurs. As an Active Bystander, you understand your responsibility to act in such instances.

Educate yourself on what to do.

- Be aware of signs and incidents that may occur in your presence
- Recognize and interpret when a situation qualifies as an emergency
- Feel responsible to act
- Intervene safely
- Report what you know

How to Intervene Safely

- Tell another person
- Ask a person you are worried about if he/she is okay
- Distract or redirect individuals in unsafe situations
- Ask the person if he/she wants to leave
- Call the police (9-1-1)

STUDENT COMPLAINTS

Grade Related Complaints

GTCC is dedicated to resolving student grievances in a timely, fair, and amicable manner. A student whose complaint is grade related should following the procedures and utilize the form provided at: [https://www.gtcc.edu/ files/academics/StudentComplaintformgradeappeal.pdf](https://www.gtcc.edu/files/academics/StudentComplaintformgradeappeal.pdf)

General Guidelines for Complaints that are Not Grade Related

The student should first informally discuss the matter in question with the College employee most directly involved unless the issue is a claim of discriminatory or sexual harassment. In that case, the student may appeal directly to the employee's immediate supervisor/administrator. If the student is unable to resolve the matter in question through discussion with the College employee directly involved, the student must file a formal, written appeal form for non-grade related grievances with the employee's immediate supervisor/administrator: [https://www.gtcc.edu/ files/academics/studentComplaintformnongraderelatedappeal.pdf](https://www.gtcc.edu/files/academics/studentComplaintformnongraderelatedappeal.pdf)

If the matter is not resolved, the appeal may be processed through the employee's supervisor/administrator in succession until a resolution is obtained or until the appeal reaches the appropriate Vice President. The decision of the Vice President will be final.

Assistance with a Complaint for Students-At-A-Distance

Assistance with complaints for Students-At-A-Distance is available at: <https://www.gtcc.edu/student-life/student-policies-and-information/complaint-assistance-for-online-students.php>

STUDENT RIGHTS

Student Rights - *Right to Know*

In 1991, Congress passed legislation requiring colleges to inform students and prospective students of student graduation and transfer-out rates. The legislation mandates that the report include all full-time students who enroll in the summer or fall term, which have never been enrolled in any post-secondary institution before enrolling in the reporting institution. Students considered in the report must also enroll with the intent to earn a degree, diploma, or certificate. The Act further states that students are to be allowed 150 percent of the normal length of the program to graduate. Students who enroll in another institution of higher learning are counted as transfers. GTCC, in accordance with legislation, submits the following report on the Fall 2013 class (cohort).

Graduation Rate – 150% of normal time 17%

Transfer-out Rate – 150% of normal time 27%

Student Rights - *Privacy*

Release of Information

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 is federal legislation regarding the privacy of student records. It governs the disclosure of education records maintained by institutions (including GTCC) and access to those records.

Rights provided to students by FERPA

- Inspect and review their education records
- Have some control over disclosure of information from their education records
- Seek to amend incorrect education records

What is an education record?

All records that directly relate to a student and are maintained by the college are considered education records. These records can take numerous forms (paper records, electronic files, etc.) – they do not only refer to records stored in the Student Records Office or in Colleague.

What type of information may be shared?

Without the student's written consent, only directory information may be released. Directory information is information not generally considered harmful or an invasion of privacy if disclosed. In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, GTCC defines

directory information as:

- Student's name
- Student's address
- Student's telephone number
- Field of study
- Most recent previous institution attended
- Participation in officially recognized activities and sports
- Weight and height of athletes
- Dates of attendance at the College
- College degree completion dates and degrees earned
- Awards earned

While FERPA includes date and place of birth, the College reserves the right to omit this from directory information to protect students from possible discrimination.

Disclosure of information other than directory information requires prior written consent of the student. The consent must specify records that may be disclosed, state purpose of disclosure, and identify party or class of parties to whom disclosure may be made.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." For more details concerning FERPA, please visit the website of the US Department of Education at <https://www.ed.gov/category/keyword/ferpa>.

Disclosure Exceptions

The 11 exceptions under which prior consent of the student is not required to disclose information are:

- To school officials (persons within the agency or institution determined to have legitimate educational interest)
- To schools in which a student seeks or intends to enroll
- To federal, state, and local authorities involving an audit or evaluation of compliance with education programs
- To state and local authorities pursuant to a state law adopted before November 1974 requiring the disclosure
- To organizations conducting studies for or on behalf of educational institutions
- To accrediting organizations
- To comply with a judicial order or subpoena. The college must make a reasonable effort to notify student in advance of compliance. Not all subpoenas are lawfully issued.
- Health or safety emergency
- Directory information
- To the student
- Results of disciplinary hearing to an alleged victim of a crime of violence

Inquiries regarding the privacy of student records should be referred to the Registrar.

Student Rights – Student Records

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.

Procedure:

The request must specifically note the reason(s) amendment of the record(s) is needed along with appropriate justification and/or documentation. The Registrar will investigate the claim made in the request and render a written response within ten (10) days of the receipt of the request. The following action(s) may be taken by the Registrar:

- If the decision is to amend the record in accordance with the student's request, the Registrar will make the amendment.
- If the decision is not to amend, the Registrar will inform the student of the decision and of his/her right to appeal to appropriate Vice-President.

Student Rights - *Student Life*

- Students have the right to express their views on issues of college policy on matters of interest to the student body.
- Students have the right to a clearly defined means of participating in the formulation of college policy affecting academic and student affairs issues.
- Students have the right to representation on committees that involve student life.
- Students have the right to be represented by Student Government Association officers in accordance with the college-approved procedures set forth in the SGA Constitution and the SGA election code.
- Students have the right to sponsor and produce publications free from undue censorship provided proper journalism techniques and general college publication guidelines are followed.
- Students have the right to organize and join clubs and associations and to plan and participate in activities sponsored by those college clubs and associations.
- Students have the right to invite non-classroom guest speakers to the college according to the guidelines of the Non-Classroom Guest Speakers Policy/Procedure.

Procedure

1. Outside speakers are not permitted to speak on campus unless the speaker has been invited by a member of the faculty, staff, or approved student club/organization and as provided for under these guidelines.
2. Individual students shall request guest speakers through instructors or approved campus clubs/organizations.
3. The college reserves the right to deny a particular speaker or program on campus if it appears that such a speaker or program will constitute a danger to the college's orderly operation or if there is a reasonable apprehension of imminent danger to students, college personnel and/or the essential functions and purposes of the college by the advocacy of such actions as:
 - a. Willful destruction or seizure of the college's buildings or other property
 - b. Disruption or impairment, by force or otherwise, of the college's regularly scheduled classes or other educational functions
 - c. Physical harm, coercion, intimidation, or other invasion of lawful rights of the college's officials, faculty, students or visitors
 - d. Other campus disorders of a violent nature
 - e. Violations of any federal, state, or local laws

In determining the existence of a danger, the college may consider all relevant factors, including whether the proposed speaker or program has, within the past five (5) years, incited violence resulting in the destruction of property at any institution or event, or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any institution or event.

4. A club/organization sponsoring a speaker shall be responsible for all expenses incurred.
5. When a student group proposes to invite a speaker, the following process must be followed:
 - a. A Club Activity Form must be completed and submitted to the Student Life Office a minimum of two weeks prior to the date of the event. The event must be approved by the Director of Student Life.
 - Name of sponsoring organization
 - Signature of faculty/staff advisor
 - Proposed date, time, and location of meeting
 - Expected size of audience
 - Topic and brief explanation of subject matter
 - b. A written response from the Director of Student Life should be received within five business days after submission of the request. As deemed necessary, any special conditions of acceptance will be cited in the response. Any request not acted upon within this time will be deemed granted.
 - c. If the request is granted, the sponsoring group shall extend an invitation to the speaker, informing him/her in writing of any special conditions of acceptance and that institution policy requires guest speakers to agree to answer questions from the floor relating to the content of the presentation.
 - d. If the speaker accepts the invitation, the sponsoring group shall immediately inform the Director of Student Life who will notify the associate vice president, Student Support Services, in writing. The Associate Vice President, Student Support Services will notify the President (or designee).
 - e. If the request is denied any sponsoring organization and/or faculty/staff advisor may make written application within three business days to the President (or designee), who shall review the request and grant or deny it. The decision shall be final.

Student Rights - Student Conduct

- Students have the right to receive through publications such as a student handbook or a generally available body of institutional regulations, written statements of policies, rules, regulations and penalties regarding the standards of behavior considered essential to the college's educational mission, its community life, and the educational progress of the individual.
- Students have the right of access to a clearly defined, official grievance review process and the right to appeal a disciplinary action.
- Students who are formally charged with an infraction of college rules and regulations are entitled to attend classes until the charge is adjudicated unless it is determined that the student's presence is a danger to person(s) or college property.
- Students have the right to the same protection of their rights and liberties as provided to any citizen of the United States or resident of North Carolina where infractions of Federal or State law are being investigated.

Diversity Statement

Guilford Technical Community College respects the voices of all students. We promote student-centered programs that promote an awareness of and respect for diversity. We encourage all students to become involved in as many campus sponsored clubs and activities as possible.

Athletics

The GTCC Athletics Department fully embraces and supports the purpose of Guilford Technical Community College. As a member of the NJCAA (National Junior College Athletic Association), our program is committed to providing a comprehensive and well-rounded athletic experience in support of our educational mission. Our women's basketball, women's volleyball, men's basketball, and baseball programs promote academic, physical, social, psychological, and total development of the student-athlete.

Emphasis is placed on the student aspect of the student-athlete at GTCC, and our program aims to enrich the college experience for all of our students. Many of our athletes are recruited by four-year universities. It is a priority of our coaches to do everything that we can to help these athletes reach that goal. The GTCC athletics program is intended to inspire student-athletes toward leadership roles on campus and in their communities.

CAMPUS MAPS and INFORMATION

Jamestown Campus - <https://www.gtcc.edu/about/campuses/jamestown.php>
Greensboro Campus - <https://www.gtcc.edu/about/campuses/greensboro.php>
High Point Campus - <https://www.gtcc.edu/about/campuses/high-point.php>
Cameron Campus - <https://www.gtcc.edu/about/campuses/cameron.php>
Union Square - <https://www.gtcc.edu/about/campuses/union-square.php>
Aviation Campuses - <https://www.gtcc.edu/about/campuses/aviation.php>
Small Business Center - <https://www.gtcc.edu/about/campuses/small-business-center.php>

ACADEMIC CALENDAR

<https://www.gtcc.edu/academics/academic-calendar/index.php>

For most recent updates to the Student Handbook, please visit:

<https://www.gtcc.edu/files/student%20policies%20and%20procedures/Student-Handbook-2018-19.pdf>

