Vision
Catalyst for success.

Mission
Supporting success through innovative education, training, and partnerships.

Values
- Collaboration - Working together with all constituents to fulfill the College’s mission
- Learning – Providing quality educational experiences across all programs and services
- Accessibility – Identifying and eliminating barriers to successful educational outcomes
- Excellence – Striving for distinction in everything we do
- Integrity – Ensuring that our words and actions work together for the betterment of society
- Inclusion – Promoting respect and equity and recognizing differences as strengths

Institutional Goals of GTCC

Goal 1: Improve and measure student access, success, progress, and completion
- Provide clear student pathways that lead to self-sustainability and credentials aligned with workforce and transfer requirements
- Develop and expand strategies to attract, enroll and graduate students in high demand programs that provide a sustainable income and match local and regional workforce needs
- Expand or enhance multiple learning models and academic support strategies to meet the needs of a diverse learning population and reduce achievement gaps
- Simplify college processes to mitigate obstacles to access and completion
- Promote a campus culture of inclusion
- Expand strategies and practices that support student financial stability

Goal 2: Employ 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
- Support innovation by providing and leveraging instructional technology that leads to greater student learning and outcomes
Goal 3: Secure additional funding through strategic pursuit of grants, gifts, and entrepreneurial endeavors
- Pursue grant funding that aligns with our strategic plan
- Collaborate with the GTCC Foundation to promote advocacy and financial support from alumni, individuals, and institutional donors
- Expand or develop alternative streams of funding

Goal 4: Identify and meet employer and community needs in the region
- Provide effective workforce training in support of regional industry clusters
- Provide cultural, personal, and professional enrichment programs for the community
- Expand job opportunities and aspire to ensure job placement meets workforce needs in collaboration with local economic development initiatives

Goal 5: Provide learning opportunities in a safe, convenient, and inviting atmosphere
- Provide an infrastructure that oversees, supports, sustains, and monitors college regulatory compliance and other needs for emergency preparedness and campus safety
- Assess facility assets to enhance 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 and inclusion through recruitment and retention
- Provide best-in-class professional development for all employees
- Develop institutional leaders who serve as liaisons with our diverse community

Goal 7: Enhance a culture of evaluation and continuous improvement using data, proven practices, measurement, and evaluative decision-making
- Improve data fidelity, collection, and analyses
- Provide broad access to student and institutional data through improved inquiry tools and training
- Promote the use of data across the institution to improve policies and practices
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

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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-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 (Navigate, 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, Success Navigator 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](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:
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 withdraw 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:

• Return the withdrawal form to the Enrollment Services Center located at any campus location (photo ID is required).

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. 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.
   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](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 crosswalk 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](http://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)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Range</th>
<th>Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>90-100</td>
<td>four points per credit hour</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>80-89</td>
<td>three points per credit hour</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70-79</td>
<td>two points per credit hour</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>60-69</td>
<td>one point per credit hour</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>below 60</td>
<td>zero points per credit hour</td>
</tr>
</tbody>
</table>

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
- P1, P2, and P3 Pass - used for transition center English and math classes
- R Repeat - used for transition center English and math classes

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.
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. 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 Percy H. Sears Applied Technologies Building 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; Cesar Cone II Aviation Center – Room 118 and Cameron – Room 173.

**Emergency Information**

**EMERGENCY CALL24 BOXES**

Emergency Call24 Emergency Call Boxes are located on 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/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 GTCC PD at **336-819-2046 or extension 50911 from a GTCC campus telephone**. 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 **336-819-2046 or extension 50911 from a GTCC campus telephone**.

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; Cesar Cone II Aviation Center – 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 **336-819-2046 or extension 50911 from a GTCC campus telephone**. 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. There is no additional fee to use the parking deck during the 2019-2020 academic year.

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 may not be used by faculty, staff or students 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 may 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 extension 50911 from a GTCC campus telephone **Use These Contact Numbers to Request Campus Police Assistance or to Report a Crime **

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/ASR-Final.pdf. To request a printed copy of the Annual Security Report, contact the GTCC Police Department during regular business hours at 336-819-2046 or extension 50911 from a GTCC campus telephone.

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/how-to-pay-for-college/index.php](https://www.gtcc.edu/admissions-and-aid/how-to-pay-for-college/index.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: 2019-20

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 disciplinary policy. Such students have the right to appeal under the policy.

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

Procedure
1. Student complaints unrelated to alleged violations of student conduct are addressed in IV-1.1.8 Student Conduct.
2. Prohibited conduct is illustrated by the list below. However, the list does not include all conduct that could be prohibited:
a. A pattern of academic dishonesty (refer to IV-1.1.3 Student Academic Integrity policy)
b. Theft of, misuse of, damage or defacement to college property, or theft or damage to property of a member of the college community or a campus visitor on college premises or at college functions.
c. 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.
d. Possessing, manufacturing, using, distributing, selling or being under the influence of alcohol and/or any controlled substance in violation of any local, state, or federal law on college premises, at any college-sponsored activity, or in college-owned vehicles. Controlled substances include but are not limited to the following: heroin, marijuana, hallucinogens, cocaine, PCP, methamphetamine and prescription drugs not prescribed for the individual by a licensed physician. (See Drug Free Workplace policy I-2.1.3).
e. Lewd or indecent conduct, including physical or verbal action, or distribution of obscene or libelous material or that which may cause a material and substantial disruption of school activities.
f. Assault on or communicating a threat to any member of the college community, including verbal or physical actions which threaten or endanger the health or safety of any such persons. (See Workplace Anti-violence and Threat Assessment policy I-2.1.4).
g. Any unsolicited or unwelcomed act, comment, or behavior which is of a sexual nature or which has sexual implications, or which interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment. (See Sexual Harassment and Sexual Violence policy and procedures I-2.1.6).
h. Obstruction or disruption of study, teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.
i. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
j. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process of the college; or remaining at the scene of such an assembly after being asked to leave by a college employee.
k. Weapons, whether openly or concealed, are not permitted on GTCC property. A “weapon” includes firearms, explosives, BB guns, stun guns, air rifle or pistol, and certain types of knives or other sharp instruments. 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; HB937; N.C.G.S.§14-269.2(k)).
1) A firearm is permissible on a community college campus only under the following limited circumstances:
   • The firearm is a handgun; AND
   • The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
   • 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
   • The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
   • The firearm remains in the closed compartment at all times.
l. Issuing a bomb threat; setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
m. Gambling.
n. Smoking and/or using other forms of tobacco products on any GTCC campus or center. (See Smoking and Tobacco Use policy I.1.1.3).
o. Violation of college regulations regarding the operation and parking of motor vehicles.
p. Forgery, alteration, or misuse of college documents, records, or instruments of identification providing false information to the college.
q. Failure to comply with the instructions or directions of college employees acting in the performance of their duties.
r. Violation of the terms of disciplinary probation during the period of probation.
s. 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.
t. Violation of local, state, or federal criminal law on college premises.
u. Behavior in a class, lab, shop, or any educational setting which conflicts with the safety of others and/or which conflicts with safety rules for the area.
v. Theft or other misuse of college computer time, or college equipment including, but not limited to, unauthorized entry into a file to use, read, or change the contents or for another purpose; unauthorized transfer of a file, unauthorized use of another’s identification and password; use of computing facilities to interfere with another student, college employee or administrator; use of computing facilities to send obscene or abusive messages; and use of computing facilities to interfere with normal operation of the college computing system.
w. Abuse of the Student Code of Conduct, including but not limited to: failing to respond to the summons of a Disciplinary Review Committee or college official; falsifying, distorting or misrepresenting before a Disciplinary Review Committee; disruption or interference with the orderly conduct of a Disciplinary Hearing; institution of a Disciplinary 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 member of the Disciplinary Review Committee prior to or during the course of the proceeding; harassment or intimidation of a member of the Disciplinary 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.

x. Serving as an accessory to a violation or aiding another individual in the commission of an offense as defined by the Student Conduct Policy.

y. Behavior that impacts the learning environment adversely affecting the college community’s pursuit of its educational purposes.

3. The college employs a chief disciplinary officer whose primary location will be at the Jamestown Campus and a Disciplinary Officer for each campus. The chief disciplinary officer provides oversight and assistance to other campus Officers.

4. Emergency Procedures

a. Emergency procedures are to be followed only in cases of an act of misconduct or behavior that presents an immediate threat to the health, safety, or well-being of any member of the college community or of any visitor, or that seriously disrupts the function and good order of the college or which damages or threatens to damage property on college premises. In these instances, procedures in the Workplace Anti-violence and Threat Assessment policy I-2.1.4 will apply.

b. If any college employee observes student conduct which threatens the health, safety or well-being of any member of the college community or of any visitor, or student conduct that threatens damage to property, the employee may select a course of action from the following:

1) If, in the judgment of the employee, the situation presents immediate danger, and she/he may summon assistance by dialing 911 or summoning a campus police officer by dialing 50911.

2) Instruct the student(s) to cease and desist and that failure to do so will result in immediate suspension.
   • If the student(s) fail to cease and desist, the employee is empowered to suspend the student(s) from the class or activity.
   • The suspension may be extended, at the request of the employee, by an administrative officer (coordinator, director, department chair, academic dean, campus dean, or vice president). The administrative officer may extend the student’s suspension until a resolution of the matter is reached by the campus Disciplinary Officer or, in the case of arrest, until the matter is adjudicated in the courts. If suspension is extended, the student shall be notified in writing, by the disciplinary officer.
   • The employee or administrative officer who invoked the suspension shall submit a written report of the incident to the campus Disciplinary Officer immediately, but no later than the next school day. The report should include the name(s) of the student(s) involved; date, time, place, and description of the incident; action taken and employee(s) involved, as well as name(s) of any witness(es) to the incident; and desired resolution(s). The campus Disciplinary Officer will resolve the matter in a timely manner following the steps outlined below in Standard Procedures.

5. Standard Procedure

a. Any college employee, faculty member, other employee, or student may file charges with the campus Disciplinary Officer against any student or student organization for violation of college regulations. The individual(s) making the charge must complete an Incident Report stating the following:
   • Name 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
   • Any action taken that relates to the matter
   • Desired resolution(s)
   • The completed incident report form should be forwarded directly to the campus Disciplinary Officer immediately.
b. The student may be allowed to remain in class(es) until the case is finally resolved, unless a suspension has been invoked under emergency procedures.

c. Within ten (10) school days after the charge is filed, the Disciplinary Officer shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Disciplinary Officer may drop the charges or impose a sanction consistent with those shown below. Refer the student to a college office or community agency for services. The decision of the Disciplinary Officer shall be presented to the student in writing within 5 business days. In instances where the student cannot be reached to schedule an appointment with the Disciplinary Officer or where the student refuses to cooperate, the Disciplinary Officer shall send notice to the student’s college email address or to the student’s last known residence providing the student with a statement of the charges, the Disciplinary Officer’s decision, and instructions governing the appeal process (Section 6).

6. Sanctions

a. Interim Suspension: Exclusion from campus, class participation and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

b. Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.

c. General Probation: Appropriate response to a minor disciplinary offense, has two important implications for the individual: (1) the individual is given a chance to show capability and willingness to observe the Student Code of Conduct Policy without further penalty; (2) if the individual errs again, further action will be taken. This probation will be in effect for no more than four (4) terms.

d. Restrictive Probation: Results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community. Generally, the individual will not be eligible for initiation into any local or national organization, and may not be eligible to receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility within any college or student organization, publication, or activity. This probation will be in effect for not less than two (2) terms. Any violation of restrictive probation may result in immediate suspension.

e. Suspension: Exclusion from class(es), and/or all other privileges or activities of the college for up to two years. Students who receive this sanction must get specific written permission from the Disciplinary Officer before returning to campus.

f. Expulsion: Dismissing a student from campus for an indefinite period with the student losing student status. The student may be readmitted to the college only with the approval of the president or designee.

g. Restitution: Paying for damaging, misusing, destroying or losing property belonging to the college, college personnel, or students.

h. 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.

i. 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.

j. 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.

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

7. Appeals Procedure

A student who disagrees with the decision of the Disciplinary Officer may request a hearing before the Disciplinary Review Committee. This request must be submitted in writing to the Disciplinary Officer within five (5) school days after either the sending of the email or receipt of the Disciplinary Officer’s decision letter. The Disciplinary Officer shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Disciplinary Officer’s investigation.

a. Membership of the Disciplinary Review Committee shall consist of:
   • Three faculty and two professional or classified staff members appointed by the president.
   • Three student members approved by the chief disciplinary officer.
• The Disciplinary Officer as an ex-officio non-voting member.
Committee members will serve for at least a one-year appointments beginning with each fall term, with replacements appointed by the appropriate vice presidents or by SGA, if necessary. At least one faculty member, one staff member and two students, plus the chairperson must be present in order for the committee to conduct business in a given case.

b. Procedures for Hearings Before the Disciplinary Review Committee
1) The Disciplinary Review Committee must meet within ten (10) working days of receipt of a request for a hearing (except near the end of summer term when additional time may be needed).
2) At least five (5) working days prior to the date set for the hearing, the Disciplinary Officer shall send 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:
   • A restatement of the charge or charges.
   • The time and place of the hearing.
   • A statement of the student's basic procedural rights.
   • A list of witnesses the college expects to call. (Any witnesses not listed will not be allowed to testify in the absence of showing of good cause for delay in identification.)
   • The composition of the committee.
   • A copy of the Hearing Rules.
3) Refusal of a student to accept a certified letter or read the email sent will not delay or alter disciplinary actions or procedures.
   • On written request of the student, the hearing may be held prior to the expiration of the five-day (5) notification period, if the Disciplinary Officer concurs with this change.
   • 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 Disciplinary Officer no less than two full working days prior to the hearing. Any witnesses not listed will not be allowed to testify in the absence of a showing of good cause for delay in identification.)
   • The right to request, in writing, that the chief disciplinary officer disqualify any member of the committee for prejudice or bias. This request must set forth reasons. A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the vice president of Student Support Services.
   • 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.
   • The right to appeal the decision of the committee to the vice president of Student Support Services who will review the official record of the hearing. The appeal must be in writing and it must be made within five (5) working days of the completion of the hearing from the time that the email is sent to the student notifying them of the decision of the Disciplinary Review Committee.

The committee hearings shall be conducted according to the following rules:
• Hearings before the committee shall be confidential and shall be closed to all other persons except the following:
  1) The student(s).
  2) Counsels.
  3) Witnesses who shall give testimony singularly and in the absence of other witnesses and shall leave the committee meeting room immediately upon completion of their testimony.
• 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 in the office of the 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.
• Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-
concurrence with the decision of the Disciplinary Officer and to determine appropriate sanction(s), which are not
limited to those imposed or recommended by the Disciplinary Officer. Deliberations of the committee will not be
recorded.
• Decisions of the committee shall be made by majority vote. Once made, committee decisions will be announced
and recorded.
• Within two (2) working days after the decision of the committee, the Disciplinary Officer 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.
• The college has the right to limit the number of witnesses to be called by both parties.

8. Final Appeal to the Vice President of Student Support Services:

a) A Student who is not in agreement with the decision of the Disciplinary Review Committee may appeal in writing
to the vice president of Student Support Services within five (5) school days after receipt of the committee's written
decision. The only appropriate grounds for such an appeal are: (1) the severity of the penalty; or (2) alleged violation
of the college's procedures in the conduct of the hearing or investigation.
b) The vice president of Student Support Services shall:
• Review the findings and the proceedings of the committee.
• At their discretion, hear from the student, the members of the committee, or any other employee who may
provide information on the facts, before ruling on an appeal.
• Uphold, modify, or overturn the decision of the committee.
• Inform the student and committee members in writing of the final decision within ten (10) working days
of the receipt of the appeal.
c) The decision of the vice president shall be final.

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 Center for Advanced Manufacturing (Jamestown Campus), Room 2656.

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.
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

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](https://www.gtcc.edu/student-life/campus-safety-and-police/title-IX.php) or go to the Office of the Chief Disciplinary Officer, Center for Advanced Manufacturing suite 1662.

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:**

Manuel Dudley, Dean of Greensboro Campus  
Continuing Education Center 110 – Greensboro Campus  
Phone: 336-334-4822, Ext. 53025  
mcdudley@gtcc.edu

**Employee Related Issues:**

Cheryl Bryant-Shanks, Chief Human Resources Officer & Title IX Coordinator  
Jamestown Campus - Medlin Campus Center, Suite 307  
336-334-4822 Ext. 50279  
cmbrantshanks@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

a. **Go to a safe place as soon as possible.**

b. **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.**

c. **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

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

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/studentComplaintformnongradерelatedappeal.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 2015 class (cohort).

Graduation Rate – 150% of normal time 20%
Transfer-out Rate – 150% of normal time 24%

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
- Major field of study
- Enrollment status
- 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
• Most recent previous educational agency or institution attended by the student

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: