Alamance Community College
2022 Annual Security and Fire Safety Report
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and Fire Safety Report

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ACCESSIBILITY TO INFORMATION AND ANTI-DISCRIMINATION COMMITMENT:

Nondiscrimination Policy
In compliance with Title IX and Title VI of the Civil Rights Act, Alamance Community College does not discriminate in administering its programs and activities. No person shall be denied access to admission, employment or fair treatment, or in any way be discriminated against on the basis of race, color, sex, sexual orientation, religion, age, national origin or disability. The following person has been designated to handle inquiries of non-discrimination policies:

HR Director/TIX Coordinator G-105 Alamance Community College, 1247 Jimmie Kerr Road | PO Box 8000 | Graham, NC 27253 | 336.506.4133
VISION
Transforming lives through excellence in teaching, learning, and service.

MISSION
Alamance Community College provides educational programs and services to prepare all members of our diverse community to succeed.

VALUES
1. Excellence – We hold ourselves to the highest expectations and are committed to meeting them with integrity.
2. Learning – We provide high-quality educational experiences that help people gain the knowledge, skills, behaviors, and values necessary to achieve their goals.
3. Community – We promote collaboration and partnerships through respectful interactions.
4. Equity and Inclusion – We embrace the diversity of our communities, work to ensure that each person feels a sense of belonging, and provide access to the resources people need to succeed.
5. Innovation – We are open to change, creativity, and risk-taking that help us achieve our mission and goals.
Introduction

According to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.

Every October, an annual security report is required to be published by Alamance Community College under the above federal law. This report covers the crime statistics for the previous year and also contains Alamance Community College’s policies, procedures, and programs concerning safety and security. Three years’ worth of statistics are included for certain types of crimes which were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. This is the most recent Annual Security Report.

In addition to the annual security report, the Alamance Community College Public Safety Department is required to maintain a daily crime log which contains criminal incidents and alleged criminal incidents that are reported to the Department of Public Safety. The crime log is maintained by the Clery Compliance officer. The crime log for the last 60 days is available for inspection in the main campus Public Safety office and the Dillingham Center Public Safety desk.

A Message from the President

The safety and security of our students, staff, faculty and visitors are my top priority.

Like community colleges across North Carolina, we value and embrace an open campus and as such, everyone here should understand they play a role in ensuring public safety across our locations.

To that end, Alamance Community College continues to work hard to enhance the safety and security of our shared community. We began by shifting the mind-set, transitioning away from a campus security operation into a Public Safety Department.

We have increased the number of Public Safety officers, providing more comprehensive coverage to both locations and the facilities they host. We have hired Public Safety officers with extensive law enforcement training and experience.

We have consulted with public safety experts in reviewing and improving our Emergency Operations Plan. In so doing, we have forged stronger partnerships and communication channels with our local law enforcement, fire and rescue personnel.

We have tested our Emergency Operations Plan (EOP) during simulated Active Shooter drills.

We have identified key threats and risks to our College – carefully assessing their likelihood and level of impact on our operations. In conjunction with that, we have an active Risk Management Team to move action plans forward and to ensure ongoing evaluation of risk and remedy.

We have introduced enhancements to our PA system and our email/text alert system. We’ve installed classroom locks. We’ve reconfigured parking, traffic and pedestrian crossing patterns. Future professional development for new and current employees will include a public safety component.

I take public safety seriously. I hope you do too. And I hope you agree that ensuring the public safety throughout ACC is a shared responsibility. Please share your suggestions and ideas to continuously improve in this area.

Sincerely,
Algie Gatewood, Ed. D.
President
A Message from the Interim Director of Public Safety

Welcome to Alamance Community College where your safety is our top priority and we believe that it is a shared responsibility.

Our College Public Safety Team is committed to working with members of the ACC community to provide a safe and secure educational environment that nurtures the academic and social growth of all students. This collaboration begins with students, faculty, and staff working together to understand basic safety procedures and reporting any suspicious activity to Public Safety.

Our collaboration is not limited to our internal community, but it extends to all of our external partnerships in the law enforcement and emergency services community. This allows our department to have a proactive focus toward crime prevention. The Annual Security Report, which is made available to all students, faculty, staff, and visitors or community is an excellent source of information about our Public Safety, prevention programs, and other resources we offer to the College community.

We encourage you to read this information and become an active partner in contributing to the safety and security of Alamance Community College.

Interim Director James E. Armstrong
Director of Public Safety
Alamance Community College
james.armstrong@alamancecc.edu
A Message from the Director of Human Resources/Title IX Coordinator

At Alamance Community College, we are committed to providing our employees and students with a safe environment where working and learning is free from harassment and discrimination. We take a “no tolerance” stance towards behaviors that are unacceptable and inappropriate. Our responsibilities are to:

(1) Ensure reported incidents are thoroughly investigated without fear, retaliation or reprimand;

(2) Ensure the investigative process is prompt, fair and equitable to all parties;

(3) Implement appropriate remedies to address issues and concerns raised;

(4) Provide campus-wide training for compliance purposes;

(5) Raise the level of awareness and educate employees and students on Title IX policies and procedures; and,

(6) Promote the Title IX campaign and make it a part of our regular campus activities.

All of us, employees and students, have an obligation to make ACC a safe and harassment-free environment. Join me and let’s all do our part!

Valerie Fearington
Human Resources Director/Title IX Coordinator
Alamance Community College
336-506-4133- Office
valerie.fearington@alamancecc.edu
Campus Public Safety

Campus Public Safety is founded on a philosophy that advocates a proactive rather than a reactive approach to the safety of the college’s students and facilities. Public Safety officers have a presence within college buildings and patrol parking areas. The Director of Public Safety regularly informs faculty and staff of issues pertaining to safety and security. Students and faculty/staff are encouraged to report to the department of Public Safety any suspicious activity. Policies regarding controlled substances, facility usage, sexual harassment, and response to assault can be found in the Curriculum Student Handbook (also available online at www.alamancecc.edu; click on Services for Students; then click on Student Handbook). Yearly crime statistics are published on the College’s website: www.alamancecc.edu (Click on Services for Students; then Public Security; then Clery Act/Crime Awareness). Information on sexual assault prevention programs is available through the Student Development Office.

The Alamance Community College Public Safety is staffed with both sworn, unsworn officers, and civilian support staff. Sworn Officers have powers of arrest as law enforcement officers and unsworn officers serve as officers that provide crime prevention assistance on the campus. The college maintains a strong working relationship with both the Graham and Burlington Police Departments which respond as needed to assist the Department of Public Safety or to investigate criminal activities that occur on campus. The Public Safety officers do have the authority to ask individuals for identification and investigate incidents occurring on campus. The Alamance Community College Public Safety Department has the means to contact emergency services when needed and can initiate disciplinary proceedings against students for violating the code of conduct. Both campuses record activity to aid in the investigation of incidents that occur on campus. These cameras are not monitored 24/7, but do record activity at both sites. The Carrington-Scott Campus has Public Safety officers on duty 24 hours a day. In an emergency ask any College employee for assistance or contact the College’s Information Desk Assistant who will call the Department of Public Safety.

**Carrington-Scott Security Office:** Room A07 in the Main Building

**Dillingham Center Security Office:** Room 104/Office Phone: 336-506-4329

**Emergencies:** 4286 (if calling from an internal College telephone) (336) 506-4286 (if calling from cell or external telephone)

**24-Hour Public Safety Cell Phone:** (336) 260-9203

**Information/Lost & Found**

Many services are handled by the receptionist at the Information Desk. Receptionists can help you with class locations, directions to specific areas, parking permits, and lost and found. Unclaimed lost and found items may be disposed of if not within a 180 day period. In accordance to N.C.G.S 15-12.
Safety Glasses

Industrial quality eye protection will be issued to students free of charge by the instructor. Students will be responsible for wearing safety glasses and returning them to the instructor. In the event glasses are lost by the student, he/she must provide a suitable replacement. Glasses may be purchased from the student bookstore.

It is a requirement of North Carolina General Statutes that students wear protective glasses in shops or laboratories when in the area or vicinity of:

a. Hot liquids, solids or molten materials
b. Milling, sawing, turning, shaping, cutting or stamping of any solid materials
c. Heat treatment, tempering or kiln firing of any metal or other materials
d. Gas or electric arc welding
e. Repair or servicing of any vehicle
f. Caustic or explosive chemicals/materials

COVID-19 Response

Due to COVID-19 the college enacted several preventative measures to keep the student and facility safe. Stations were set up around both campuses that provided masks, gloves, and hand sanitizer to all that enter the buildings. No touch temperature checking stations were set up near most entrances. A self-reporting COVID-19 symptom mobile application was implemented. A health educator was hired to monitor and oversee COVID-19 safe guards. COVID-19 Hotline: 336-269-9599. As CDC guidelines change so will ACC’s.

Select Service Compliance Regulations

ACC complies with the federal requirement that all eligible young men register with the Selective Service System before being considered for financial aid.

Criminal Activity Reporting

A. Students/Faculty/Staff/Visitors: Known and suspected violations of federal and North Carolina criminal laws and campus violations will be reported to campus Public Safety for appropriate action.

B. Campus Public Safety will, upon notification of criminal activity:

1. Respond to, process and document the complaint/report
2. Involve (as necessary) the appropriate law enforcement support agency
3. Conduct necessary follow-up activities and file required documentation to the College administration.

C. Responsible Administrator(s) will review campus crime reports with the Director of Public Safety to ensure that:

1. The data required by the Crime Awareness and Campus Security Act is compiled and disseminated to the vice president of administrative and fiscal services.
2. Campus crime prevention programs are followed with special emphasis placed on campus community involvement.
3. The information flow stresses the necessity for individual awareness and that students, faculty and staff take some responsibility for their own personal safety.

Accidents And Emergencies: Response/Reporting

First aid kits are available in all labs, shops and at the Information Desk at the main entrance. If a student, visitor, or employee should become sick or injured, Public Safety should be contacted immediately at Ext. 4286 or 336-506-4286 to report the nature of the situation. If the situation warrants, Public Safety will request assistance from the local EMS.

Any cost generated in any medical situation requiring transport
Emergency Phones/Call Boxes

Individuals on campus needing security assistance can utilize emergency phones which are located in most of the buildings, as well as emergency call boxes which are located in the parking lots.

Call box locations are depicted on the map below and designated by the telephone symbol:

EMERGENCY PHONE LOCATIONS:
- Art Department near Room 101
- 2nd Floor of the A Building near Room A217
- 3rd Floor of the A Building near Room A317
- 1st Floor Lobby of the B Building near the stairs
- Lobby of the Shop Building
- 1st Floor of the Powell Building near the elevators
- 2nd Floor of the Powell Building near the elevators
- 3rd Floor of the Powell Building near the elevators
- An emergency phone is also located in each elevator

Emergency Evacuation/Severe Weather Procedures

In the event of a fire alarm, all individuals are to exit the building through the nearest exit as provided on the classroom evacuation placards. Move into the parking lot areas so that curbs are clear for fire and emergency vehicles. Do not gather on stairs, walkway bridges or near exits.

Do not re-enter the building until an “all-clear” announcement has been provided by campus Public Safety personnel.
Inclement Weather

Decisions affecting the delay of classes, or cancellations, will be announced on many local radio stations and the following television stations as soon as conditions warrant. Changes in the operating schedule will be posted on the College's website and on the main phone line recording (336-578-2002) dependent upon continuation of Internet and phone service to the College.

**TV CHANNELS**

- **WFMY** (Channel 2, Greensboro)
- **WRAL** (Channel 5, Raleigh-Durham)
- **WGHP** (Channel Fox8, High Point)
- **WTVD** (Channel 11, Durham)
- **WXII** (Channel 12, Winston-Salem)
- **WXLV** (Channel 45, Winston-Salem)
- **News 14 Carolina** (Raleigh/Triad)

Inclement weather decisions are sent to students via their ACCess email accounts. Students are encouraged to set up an ACC Alert account to receive weather and emergency messages by phone and text message.

**INCLEMENT WEATHER SCHEDULE**

In the event weather conditions cause the College to open on a delayed schedule, classes will resume at the opening time and continue on a normal schedule. Classes that would have been held before the College officially opens are cancelled with the possibility for make-up at a later time.

Severe Weather

In the event of a tornado and/or high wind situation, an announcement may be made utilizing the public address system, and the ACC Alerts mass notification system requesting all individuals to proceed to the severe weather shelter areas. These areas are designated throughout the campus by green signs labeled “Severe Weather Shelter Area” depicting the tornado symbol. Individuals should remain in these areas until the “all-clear” announcement has been provided by campus Public Safety personnel.

Emergency Notifications (ACC Alerts empowered with ALERTUS)

ACC Alerts is a campus-wide, emergency notification system. All faculty, staff and students are automatically enrolled in ACC Alerts using their ACC Access account to receive email notifications. This system is used to notify the campus community of emergency situations on campus, urgent security information and weather closings.

Faculty, staff and students are encouraged to create an individual ACC Alert account to add additional email addresses and phone numbers to receive notifications via text messaging and text-to-speech alerts. For information on how to sign up, visit the ACC Public Safety Web page at [https://www.alamancecc.edu/safety-and-security-site/acc-safe-app/](https://www.alamancecc.edu/safety-and-security-site/acc-safe-app/).

Students and Adjunct faculty who had a semester break between classes (including summer) will have to reenroll to receive notifications. This helps to ensure the accuracy and privacy of your contact information, as well as prevents you from receiving alerts when you are no longer a student/adjunct faculty member. To reenroll, follow the same steps as when you first setup your account.

This system, in conjunction with the public address system, will be used to notify the campus community of any emergency situation on campus. Criminal activity which constitutes an ongoing or continuing threat to the campus community will be disseminated through the college's email system. If such activity rises to the level of an emergency, then the ACC Alerts system will be activated.

Missing Student Notification

Effective August 14, 2008, the Higher Education Opportunity Act of 2008 requires any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008).

Although ACC does not have on campus housing we take missing students and persons seriously. Any individual on campus who has information that a student may be a missing person must notify the Public Safety Office as soon as possible.
The College’s facilities exist to meet the educational needs of citizens within the College’s service area. The College offers a wide-range of credit curricula and non-credit extension courses and the College’s facilities are to be utilized to facilitate these programs. The College may use its facilities in any legal matter. In addition, the College may make its facilities available in accordance with its guidelines and procedures upon reasonable conditions for the periodic use of student organizations, government agencies, non-profit entities, community members, and for-profit entities (for non-revenue generating events) provided the activities involved are in furtherance of the College’s educational purposes or are in promotion of the community’s cultural and educational welfare.

The use of the College’s facilities cannot compete with or disrupt any of the College’s classes or events that are or could be offered.

This policy only applies to the use of the College’s facilities. For information concerning the use of outdoor campus spaces, see Policy 2.3.5 – Campus Free Speech, Distribution of Material, and Assembly.

The Board hereby delegates to the President the authority to develop guidelines and procedures to be used by parties who want to utilize the College’s facilities.
Visitors And Minors On Campus

The College welcomes visitors to campus. All visitors must comply with the College’s policies and procedures. Additionally, in the interest of safety, and to minimize disruption to classes and operations, all visitors shall adhere to the following rules:

I. VISITORS
A. Visitors should have a legitimate reason to be on campus, including the following: an orientation by an escort to learn about the campus and college programs, attending an official college program or event, visiting the bookstore, using the library, using daycare, using the dental clinic, using automotive repair services, using cosmetology services, using horticulture services, visiting the Scott Family Collection, participating in a culinary event, buying food from the snack bar in the commons area or the Culinary Department, making deliveries of goods and/or services ordered by ACC, or attending announced public meetings, functions, or seminars. Those without a legitimate reason are prohibited from being on campus or using College facilities, including parking lots and common areas.
B. All visitors to instructional areas must have the instructor’s prior approval. Visitors unfamiliar with the campus should report to the College’s information center. The appropriate administrative officer or Department Head must approve visitors to a classroom.
C. All visitors to laboratories, shops, or other potentially hazardous areas must be escorted by a College employee. The appropriate administrative officer or Department Head must approve visitors to a classroom.
D. The College reserves the right to reasonably regulate visitors’ access to certain areas of the campus.

II. MINOR CHILDREN
A. Minor children are defined as children under the age of 18. This policy does not apply to Career & College Promise, Early College High School, or Career Accelerator Program students who are under the age of 18.
B. Students and College employees are encouraged to make child care arrangements to reduce interruption of the educational process and avoid possible injury to a minor. Supervisors are responsible and accountable for ensuring that minor children on campus adhere to College policies and procedures. Should employees require time to resolve their childcare situation, they are required to leave work and use the appropriate leave.
C. Minor children are allowed in offices on the campus for short, occasional visitations, when accompanied by a responsible adult. In addition, instructors have the discretion to make infrequent exceptions regarding the care of minor children due to temporary, unforeseen emergencies. In these cases, minor children must remain in the classroom under their parent/guardian’s direct supervision and are not allowed to sit in the hallway or be unsupervised in other locations on campus.
D. Minor children are not allowed on campus when the child has a contagious condition or is too ill to be sent to the regular childcare location or school.
E. Minor children may not enter shops, labs, or other hazardous areas unless accompanied by an instructor or other adult.

III. MISCONDUCT AND REMOVAL FROM CAMPUS
A. If a visitor is suspected to have violated this or any other College policy, appropriate Public Safety officials or staff are authorized to conduct an investigation sufficient to determine whether the visitor violated any policy, provided the investigation complies with any applicable law. College Public Safety staff and/or other appropriate College officials may obtain the assistance of local law enforcement when needed.
B. Visitors are subject to search by College staff members based on the standard of reasonable suspicion. An investigation that results in the search of a visitor or his or her possessions may be undertaken when College staff has reasonable grounds for suspecting that the search will turn up evidence that the visitor has violated or is violating law or is in possession of contraband. The scope or extent of the search and the methods used for the search must reasonably relate to the objectives of the search and may not be excessively intrusive upon the privacy of the visitor in light of the nature of the alleged infraction or reasonably suspected illegal activity. Where College Public Safety staff have a reasonable suspicion that the visitor’s possessions contain materials that pose a threat to the welfare and safety of the students, staff, and faculty, or of the school’s property, the visitor’s possessions may be searched without prior warning by use of a metal detector or other approved security device.
C. A visitor’s suspected criminal activity shall be reported to the appropriate law enforcement official and any possible evidence uncovered may be turned over to law enforcement.
D. To ensure a safe and secure campus environment, the President, his or her designees and senior administrators (Vice Presidents), and campus Public Safety staff have the authority to dismiss a person from campus. Legal action for trespassing may be taken if the person does not comply.

Loitering

Alamance Community College encourages the use of its facilities by citizens in accordance with the stated purposes and policies of the College. The primary use of College facilities is for enrolled students, patrons, staff, and guests.

The Board of Trustees of Alamance Community College authorizes the President or his or her designated representative to designate any or all areas of the campus as open only to enrolled students, patrons, staff, or guests. Loitering is not permitted. The President may establish guidelines for the enforcement of this policy toward individuals whose presence may be undesirable, disruptive, or otherwise inappropriate on the campus, at a particular place on campus or at a College-related event. Such individuals may be subject to removal from campus and/or trespassing charges.

Student Services Sexual Misconduct And Title IX

Alamance Community College (the “College” or “ACC”) is committed to providing an educational environment in which all employees and students, without regard to sex, sexual orientation or gender identity, have a right to work and learn free from sexual harassment and sexual violence. Sexual misconduct is prohibited, and the College will promptly, fairly, and impartially address complaints through its Title IX procedures or when a sexual misconduct complaint falls outside the jurisdiction of Title IX. The College will apply its student conduct procedures or grievance procedures as appropriate to the particular compliant. This policy applies to sexual misconduct that occurs within the scope of the College’s educational programs and activities (both on-campus and off campus) against a person in the United States. The College will provide supportive measures as well as complaint resolution options to its students, applicants, and employees who are alleged victims.

Sexual harassment and sexual violence are deemed forms of sex discrimination prohibited by Title IX of the Educational Amendments of 1972 (and Title IX Final Rule 2020) which prohibits sex discrimination against students and employees in educational institutions which receive federal funds and by Title VII of the Civil Rights Act of 1964, as amended, which prohibits sex discrimination in employment and by North Carolina General Statutes 136-16.

I. Definitions And Prohibited Conduct

- Prohibited conduct includes sexual harassment as defined in Title IX Final Rule 2020:
  - An employee of the College conditioning educational aid, benefit or service on an individual’s participation in unwelcome sexual conduct (quid pro quo harassment) as prohibited in the Title IX Final Rule 2020.
  - Offenses defined in the Clery Act and the US Violence Against Women Reauthorization Act of 2013 (including sexual assault, dating violence, domestic violence, and stalking on the basis of sex as prohibited in Title IX Final Rule 2020.
  - Unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access, as prohibited by in Title IX Final Rule 2020.
- Prohibited conduct includes sexual harassment as defined in Title IX Final Rule 2020:
  - VAWA and Clery Act offenses
  - Any form of sexual violence defined as a criminal sex crime in North Carolina G.S. 14-27.1 and G. S. 508 – 1 (including rape, sexual battery and sexual coercion).

II. Reporting Options

Any person may report sexual misconduct (harassment or violence) to one or more of the following: the Title IX Coordinator (who is ACC’s Director of Human Resources), a College “responsible employee,” a College “counselor/advisor,” their employment supervisor, a College Public Safety official, a local law enforcement officer, a local medical professional, a local mental health professional or a pastoral counselor. A report may be made in person, by mail, by telephone, or by email. Upon receipt of a complaint, the Title IX Coordinator will determine whether the complaint meets the condition of the Title IX Final Rule 2020. If so, the Title IX response process will be initiated. If not, the complaint will be referred to the appropriate student conduct or employee grievance contact person. In all cases, the
Title IX Coordinator will contact the complainant confidentially to discuss the availability of supportive measures and to explain the process for filing a formal complaint. Supportive measures are individualized reasonably available services designed to ensure equal educational access, protect safety, or deter sexual harassment; and the steps taken must be non-punitive, nondisciplinary, and not unreasonably burdensome to the accused party.

College “responsible employees” are all faculty members, administrators, and support staff (including student employees and contracted service providers) except the Title IX Coordinator and designated “counselors/advisors”; all student services staff members except designated “counselors/advisors”; and ACC Public Safety staff. A “responsible employee” shall report to the College’s Title IX Coordinator or designee relevant details of instances of sexual misconduct made known to him or her, and he/she shall inform the complainant of his/her right to file a Title IX complaint with the College and to report a crime to ACC Public Safety and/or local law enforcement.

College “counselors/advisors” are not considered “responsible employees” for reporting purposes but are counselors/advisors whom students or employees may consult confidentially for support and information. These designated individuals are the Director of Student Success, Coordinator of Disability Services and counselor trainees working under the supervision of a professional counselor, ACC-selected/appointed sexual assault responders designated and appointed for a term of service by the Vice President of Student Services and ACC-approved third parties providing confidential counseling services on the campuses or by referral. These “counselors/advisors” are not required to report incidents except as described below, and they will provide information about support services students can use whether or not they file a complaint on-campus or with off-campus authorities. “Counselors/advisors” will report incidents under certain specific circumstances, including an informed consent release by the complainant, a threat of harm to self or others, a court order, or harm to minors. (NCGS 14-27.5)

There is no time limit to invoking this policy to respond to alleged sexual misconduct. However, complainants are encouraged to report allegations of sexual misconduct immediately in order to maximize the College’s ability to obtain the relevant information and witness testimony needed to complete a thorough and impartial investigation. The College will strive to resolve complaints within 60 days of the initial report (not including appeal processes) unless fact-finding is delayed to defer to law enforcement evidence gathering, or if other “good cause” delays or special circumstances such as College break periods apply. Complainant and respondent (accused) will be notified in writing of extensions and delays.

A third party complaint, made on behalf of someone else who has been the victim of sexual misconduct/harassment/violence, will be investigated by ACC. Complainants should be aware it may be difficult to keep the victim’s identity confidential during the investigation because of the circumstances of the charge.

III. Confidentiality

In general, the College will obtain consent from the complainant before beginning a Title IX or other investigation. The College will keep confidential the identity of complainants, respondents (accused persons) witnesses except as permitted by FERPA, as required by law, or as potential criminal conduct. College officials reserve the authority to determine, consistent with State and local law, whether appropriate law enforcement authorities should be notified. If the College determines the alleged perpetrator poses a serious and immediate threat to the College community, the Director of Public Safety will be called upon to issue a timely warning to the community as required by the Clery Act. Such a warning does not include information that identifies the victim.

If the complainant requests confidentiality or asks that the complaint not be pursued, the College will take reasonable steps to investigate and respond to the complainant consistent with the complainant’s request. The College will inform the complainant that its ability to respond may be limited. The College’s Title IX Coordinator or designee will evaluate the complainant’s request for confidentiality in the context of ACC’s obligation to provide a safe environment for students and employees, and will inform the complainant prior to starting an investigation if it cannot ensure confidentiality. At minimum in every case of reported sexual harassment and sexual violence, an anonymous report of the incident must be provided by the Title IX Coordinator to ACC Public Safety staff in order to comply with campus crime reporting (Clery Act) requirements.

The College will maintain as confidential any accommodations or protective measures provided to students or employees, to the extent that confidentiality does not impair the ability of the College to provide the protective measures and does not infringe on the due process rights of an accused person.

IV. Retaliation

Those who make complaints or otherwise participate in investigative and/or disciplinary processes under this policy are protected from retaliatory acts. No employee or student may engage in interference, coercion, restraint, or reprisal against any person alleging sexual misconduct. Perpetrators of retaliation will face disciplinary action. Likewise, claims of sexual misconduct that are substantiated as malicious or frivolous may result in
V. Informal Resolution Options

The complainant has the right to end an informal resolution

1. Confidential consultation with the Title IX Coordinator or designee for support, information, and/or exploration of possible actions.

2. Confidential counseling and referral: “Counselors/advisors” as designated in this policy may counsel a student confidentially to provide support, information, referral, and/or exploration of possible actions.

3. For complaints subject to the Title IX Final Rule 2020, the two parties can agree to engage in an informal resolution process in lieu of a formal investigation, except in cases that allege quid pro quo harassment. Both parties must give voluntary, informed and written consent. Informal resolution options are not available under the Title IX Final Rule 2020 when the accused person is an employee.

4. Informal voluntary mediation, contingent on the availability of qualified mediators and on the voluntary, informed and written consent of both parties. This option is available only for complaints of sexual violence including but not limited to rape, sexual abuse, sexual assault and sexual battery.

VI. Formal Resolution Options

The complainant has the right to pursue the applicable following options individually or simultaneously: A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging sexual misconduct and requesting that the College investigate the allegation of sexual misconduct.

At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in, the educational program or activities of the College. The document must be filed with the Title IX Coordinator in person, by mail, or by electronic submission and must contain the complainant’s physical or digital signature. If the allegations in a formal complaint do not meet the definition of sexual harassment in the Title IX Final Rule 2020, or did not occur in the College’s educational program and activities against a person in the United States, then the Title IX Coordinator will dismiss the complaint under Title IX Final Rule 2020 and will refer the complaint to the College’s Student Code of Conduct procedures (if the accused person is student) or to the employee grievance procedure policy (if the accused person is an employee or contracted employee.) The Title IX Coordinator will notify the parties in writing when a complaint is dismissed under Title IX Final Rule 2020 and the reasons for the dismissal.

1. If the case is addressed under the Title IX Final Rule 2020, it will be investigated and adjudicated under the College’s Title IX procedures. A description of the Title IX investigation and grievance procedures may be obtained from the Title IX Coordinator. Adjudication includes the provision of a live hearing with cross examination. Both parties have the right to appeal a determination regarding responsibility, or the dismissal of the allegations in a formal complaint, on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the complaint, or Title IX personnel had a conflict of interest or bias that affected the outcome of the matter.

2. If the case is dismissed under Title IX Final Rule 2020, and the accused is an Alamance Community College student, the College will follow its student grievance procedures/student conduct process as described.
in the student handbook, including appeal procedures described. Note that the:

- investigation and resolution will be prompt, fair and impartial;
- standard of evidence for a finding of “responsible” is preponderance of the evidence;
- accuser and accused are entitled to have an advisor of their respective choice present at a disciplinary proceeding and any related meetings. An advisor serves on a consulting (non-participatory) basis in a disciplinary hearing; and,
- sanctions assigned to a student found responsible include one or more of the following: oral warning, written warning, educational or community service sanction, general probation, restrictive probation, suspension, explicit and/or indefinite dismissal.

3. If the case is dismissed under the Title IX Final Rule 2020 and the accused is an Alamance Community College employee or contracted employee, the College will follow its employee grievance procedures, including appeal procedures. An employee found responsible will be assigned one or more of the following disciplinary sanctions: oral warning, written warning, special training appropriate to the findings, probation, suspension or dismissal.

4. File a criminal complaint with the applicable local law enforcement agency. Public Safety staff will assist with this process.

5. File a complaint directly with the appropriate Federal or North Carolina agency (ex. Equal Employment Opportunity Commission, Office of Civil Rights). Contact information may be obtained from the Title IX Coordinator.

VII. NOTIFICATION OF OUTCOME

For cases adjudicated under Title IX Final Rule 2020, a written determination by the decision-maker addressing criteria described in the Final Rule must be sent simultaneously to the parties along with information about how to file an appeal.

For cases adjudicated under the Student Code of Conduct or the employee grievance procedures, the College will notify the accused in writing whether or not it found that sexual misconduct occurred, all disciplinary sanctions assigned in the case, and information about how to file an appeal. The College will notify the complainant in writing of the finding whether or not sexual misconduct occurred, any individual remedies offered to the complainant, other steps the College has taken to eliminate a hostile environment and prevent recurrence, and, information about how to file an appeal. The College will disclose to the complainant matters about disciplinary sanction(s) assigned to the accused that are directly related to the complainant’s participation in the College’s educational program and activities.

Names of any other persons, such as a victim/survivor or witness, will be included only with the consent of those persons. The College will not require a party to abide by a nondisclosure agreement that would prevent the re-disclosure of information related to the outcome of the proceeding.

VIII. TRAINING AND EDUCATION

The College expects all employees and students to participate in training and education on sexual harassment and sexual violence topics at regular intervals. Training and education topics and content provided by the College will be consistent with Title IX and Campus SAVE Act regulations and recommendations. Employees in specific roles will participate in specialized training. Those roles include Title IX Coordinator, responsible employees, counselors/advisors, complaint investigators, hearing officials, grievance committee members, and Public Safety staff. The sexual misconduct policy and procedures will be published in key College publications (ex. General Catalog, Student Handbook, Employee Handbook, College web site) and made widely available to members of the College community.
REQUIRED EMPLOYEE TRAINING
FULL TIME/ PART TIME/ ADJUNCT
Title IX and Sexual Misconduct
FERPA: Confidentiality of Records
Coronavirus 101
Clery Act Overview
Sexual Harassment
Campus Security Authorities
Email and Messaging Safety
Password Security Basics
Protection Against Malware
Diversity and Inclusion : Faculty and Staff
Fire Extinguisher Safety
Back Injury/Lifting

SUPERVISORS
All of the above AND:
Discrimination: Avoiding Discriminatory Practices
Sexual Harassment: Policy & Prevention

Electrical Appliances Policy
(Proposed 2022)

Personal electrical devices are generally not permitted on campus except when being used in an approved educational setting with the exception of extension cords and power strips which are UL approved, radios, small fans, stereos, and space heaters.

GUIDELINES
- When using such equipment, the following guidelines apply:
- You should not plug more than two items into a duplex receptacle.
- You should not run wires under rugs, carpets, across ceilings; around door window casements; or in other ways which could result in fire, shock, or electrocution.
- You may only use devices which meet UL standards and which are free of frayed or broken wires.
- Certain appliances, such as space heaters should be disconnected following use. Space heaters must be plugged directly into the receptacle.

PROHIBITIONS
In addition to large appliances, the use and/or possession of the following electrical devices is strictly prohibited: amplifiers for musical instruments, convection ovens, electric frying pans, extension cords which are not UL approved, halogen floor lamps, lava lamps, toaster ovens, hot pots, toasters, candle warmers (that use an open flame), broiler ovens and window air conditioners. Students/faculty/staff found in violation of this policy will be asked to remove them from campus.

Sex Offender Information
In accordance with the Campus Sex Crimes Prevention Act of 2000 ("Act"), the College is providing to the campus community a link to the National Sex Offender Public Website and North Carolina Sex Offender and Public Protection Registry ("Registry"), where they can obtain information for their local sheriff's office and/or sign up to receive email alerts when registered sex offenders report an address in the local area.

The Act requires the College to issue a statement advising the campus community where law enforcement information provided by North Carolina concerning registered sex offenders may be obtained. The Act also requires sex offenders already required to register in North Carolina to provide notice to each institution of higher education in North Carolina at which the person is employed, carries a vocation, or is a student. North Carolina law requires sex offenders who have been convicted of certain offenses to register with their county’s sheriff. Information about sex offenders is then entered into the Registry database by the sheriff’s office and transmitted to the N.C. State Bureau of Investigation. The N.C. State Bureau of Investigation collects information submitted by sheriffs in all counties in the state and makes it available to the public via the Registry.

www.nsopw.gov
www.ncsbi.gov/Services/Sex-Offender-Registry.aspx
Weapons On Campus

Students, staff, faculty, and visitors are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a “weapon” includes firearms, explosives, BB guns, stun guns, air rifles or pistols, and certain types of knives or other sharp instruments (see N.C.G.S. § 14-269.2).

The prohibition does not apply if the weapon is on campus pursuant to one of the reasons listed in N.C.G.S. § 14-269.2(g). It is the individual’s responsibility to know and understand the law prior to bringing any weapon onto campus. Failure to follow the law, regardless of the person’s intent, will result in appropriate disciplinary action and a referral to local law enforcement.

It is permissible for an individual to bring a handgun onto campus under the following limited circumstances:

A. The firearm is a handgun; AND
B. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND
C. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND
D. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND
E. The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to his or her person or from his or her person to the closed compartment or container.

Firearms (and other weapons prohibited on campus) may not be stored or transported in College owned or rented vehicles.

Alcohol And Drugs On Campus

The illegal use of controlled substances, substances that cause impairment, and abuse of alcohol are harmful to the health, well-being, and safety of the College’s employees and students. The College is committed to maintaining a safe workplace and an educational environment free from the influence of illegal controlled substances and substances that cause impairment.

I. Visitors And Guests

All visitors and guests are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances, or drug paraphernalia. Using or being under the influence of substances that cause impairment is also prohibited. Violation of this prohibition could lead to the visitor or guest being asked to leave campus and/or campus authorities contacting the Department of Public Safety or local law enforcement.

For more specific definitions of “controlled substance,” “alcohol,” and “impairing substance,” consult Policy 3.4.2 – Employees – Alcohol and Drugs on Campus

II. EMPLOYEES AND STUDENTS

All College employees and students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling, or distributing alcohol, illegal or unauthorized controlled substances, or drug paraphernalia. Using, or being under the influence of substances that cause impairment, is prohibited for all employees and students. Violation of this prohibition could lead to disciplinary action.

For more information regarding employees, including student employees, consult Policy 3.4.2. For more information regarding students, consult Policy 5.3.7 – Students – Alcohol and Drugs on Campus.

Student Services Students - Alcohol And Drugs On Campus

The College is committed to providing each of its students a drug-free and alcohol-free environment in which to attend classes and study. From a safety perspective, the use of drugs or alcohol may impair the well-being of students, interfere with the College’s educational environment, and result in damage to College property.

All students shall adhere to the following:

A. All students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, transmitting, selling, or distributing alcohol, illegal, or unauthorized controlled substances or impairing substances at any College location.

2. Controlled Substance means any substance listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes.
Generally, the term means any drug that has a high potential for abuse and including but not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, and crack. This term also includes any drugs that are illegal under federal, state, or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption.

3. **Alcohol** means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor, and mixed beverages.

4. **Impairing Substances** include any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.

5. **College Location** means in any College building or on any College premises; in any College-owned vehicle or in any other College-approved vehicle used to transport students to and from College or College activities; and off College property at any College-sponsored or College-approved activity, event or function, such as a field trip or athletic event, where students are under the College’s jurisdiction.

6. **Reasonable Suspicion** is the legal standard required before the College can require a student to take a drug or alcohol test. Some of the factors that constitute reasonable suspicion are: a) direct observation of drug use or possession; b) direct observation of the physical symptoms of being under the influence of drugs; c) impairment of motor functions; d) pattern of abnormal or erratic conduct or behavior; or e) reports from reliable sources or credible sources (anonymous tips may only be considered if they can be independently corroborated).

G. Student use of drugs as prescribed by a licensed physician is not a violation of policy; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.

H. Students may be required to be tested for substances, including controlled substances or alcohol, based on individualized, reasonable suspicion. The required observations for reasonable suspicion testing shall be made by an administrator, supervisor, or other trained official, and the person who makes the determination that reasonable suspicion exists shall not be the same person who conducts the test. This section does not apply to law enforcement officers serving the College through the local sheriff’s department. Law enforcement officers must adhere to their normal standards when conducting a search.

I. The College does not differentiate between drug users, drug pushers, or sellers. Any student in violation of Section A herein will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

J. A student who violates the terms of this policy will be subject to disciplinary action in accordance with Policy 5.3.2 – Standards of Student Conduct. At his or her discretion, the Vice President of Student Success may require any student who violates the terms of this policy to satisfactorily participate in a drug abuse rehabilitation program or an alcohol abuse rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the College.

K. Each student is required to inform the College in writing within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on or at a College location. Failure to do so could result in disciplinary action.

L. When required by state or Federal regulations, the Student Services office will notify the appropriate government agency within ten days of receiving notice from the student or otherwise receiving actual notice of such a conviction.
M. In addition to this Policy, students employed by the College, including students employed under the College’s Work Study Program, shall adhere to the requirements in Policy 3.4.2 – Employees - Drugs and Alcohol on Campus

Drug/Alcohol Education and Prevention

Educational information on drug and alcohol issues will be available to all students on a continuing basis throughout the year. On a periodic basis, events will be scheduled featuring guest speakers, films video presentations, etc.

Any student wanting information or assistance should contact the Director of Career Services and Counseling in Student Success. Appropriate information or referral will be handled confidentially.

Drug/Alcohol Resource Guide

LOCAL
- Alcoholics Anonymous Hotline 1-888-237-3235
- Narcotics Anonymous Helpline 1-866-375-1272
- Substance Abuse Hotline (LME) 336-513-4444
- Residential Treatment Services 336-227-7417
- ARMC Behavioral Medicine Services 336-538-7893
- Cardinal Health Innovations (LME) 336-513-4222
- UNC Health Care Alcohol and Substance Abuse Program 919-966-6039

STATE AND NATIONAL
- Alcohol/Drug Council of N.C. Information and Referral Service 1-800-688-4232
- Drug-Free Workplace Help Line 1-800-967-5752
- American Council on Alcoholism Helpline 1-800-527-5344
- Al-Anon 1-800-449-1287
- Center for Substance Abuse Prevention (SAMHSA) 1-240-276-2420
Biennial report

Alcohol and Other Drugs
Biennial Review and Report for Academic Years 2019-2021
As Required by EDGAR 34 C.F.R. Part 86
Alamance Community College

Introduction

Institutions of higher education (IHEs) receiving federal funds or financial assistance must develop and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The program must include annual written notification of the following: standards of conduct; a description of sanctions for violating federal, state, and local law and campus policy; a description of the health risks associated with alcohol and other drugs (AOD) use; and a description of treatment options. In addition, IHEs must conduct a biennial review of the AOD program’s effectiveness and the consistency of the enforcement of sanctions. This document is the biennial report for academic years 2019-2021, specifically September 1, 2019 – June 30, 2021.

Objectives of the Biennial Review

1. To determine the effectiveness of, and to implement any needed changes to, the AOD prevention program*
2. To ensure that campuses enforce the disciplinary sanctions for violating standards of conduct consistently*

*(Complying with the Drug-Free School and Campuses Regulations, 2001, 1997, p. 15; and EDGAR Part 86.100 (b) (2))

Representatives Who Contributed to the Biennial Review

- Student Success Vice President (Carol Disque)
- Student Success Center Director (Ilona Owens)
- Public Safety Director (David Prevatte)
- Financial Aid Director (Sabrina DeGain)
- Student Conduct Officer (Carol Disque)

Inventory of Policies


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**Annual Notification Procedures**

Students: Content of the notification includes standards of conduct; a description of sanctions for violating federal, state, and local law and campus policy; a description of the health risks associated with alcohol and other drugs (AOD) use; and a description of treatment options. See Appendix A and Appendix B for text. Annual notification was offered by availability of print copies of the Student Handbook (revised annually) throughout each fall and spring semester at the College reception desk and in the Student Success office suites. Special attention was given to distribution to new students at orientation programs and through the ACA-111 course (College Student Success) taken by most students during their first year of study. In addition, the Student Handbook content was posted to the College’s web site with a “Quick Links” menu item on the home page. Topics addressed in the publication included Drug/Alcohol Policies, Drug/Alcohol Education and Prevention, Drug/Alcohol Resource Guide (Local, State, and National), Drug/Alcohol Risks & Laws (North Carolina Laws), Student Code of Conduct, Visitors Policy, Tobacco-Free Policy, and the Building and Facilities Use Policy. The annual Clery Report is posted to the College’s web site containing the required drug and alcohol policy information (Alamance Community College 2020 Annual Security and Fire Safety Report https://www.alamancecc.edu/safety-and-security-site/files/2020/12/ALAMANCE-CC-ASR-20-v3.pdf).

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Inventory of Programs

Counseling Services

Short-term counseling for individual students was offered by qualified staff in Student Success, with referral to off-campus treatment providers for ongoing support. In 2020-21 the College offered the MYgroup Student Assistance Program, a 24/7 helpline available for up to three appointments by calling 1-800-633-3553. In addition, local treatment providers and referral agencies include:
- Alcoholics Anonymous Hotline ............................................ 1-888-237-3235
- Narcotics Anonymous Hotline............................................ 1-866-375-1272
- Substance Abuse Hotline (LME) ....................................... 336-513-4444
- Residential Treatment Services ........................................... 336-227-7417
- ARMC Behavioral Medicine Services ................................. 336-538-7893
- Cardinal Health Innovations (LME) ................................. 336-513-4222
- UNC Health Care Alcohol and Substance Abuse Program .......... 919-966-6039

In addition, confidential counseling was available to military veterans monthly on campus by the NC Mobile Vet Center.

College employees can receive counseling support through the Employee Assistance Program. The Employee Assistance Program (EAP) provides confidential, professional counseling and assistance to all full-time regular annually appointed employees and their immediate families. The services include, but are not limited to, evaluation, counseling, and referral for individuals, couples, and families. The EAP services are free to full-time employees and covered family members.

Awareness and Prevention Programming

Educational brochures and referral information about drugs and alcohol are available for students to pick up throughout the year in the Student Success Center, located in a pedestrian high-traffic location in proximity to the College snack bar and the College bookstore.

Awareness and prevention programming were profoundly impacted from February 2020 – June 2021 by the College’s emergency responses to the coronavirus epidemic. Those months constituted 75 percent of the two-year time period covered in this biennial report. The campus was closed to students and visitors in spring 2020. During the limited re-opening that followed, few students attended classes on the campus, and most student clubs and organizations were dormant during Spring 2020 and the 2020-21 academic year. Similarly, on-campus drugs and al-

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alcohol prevention programming was limited to the following passive programming displays (bulletin boards) in public areas: Domestic Violence Awareness (October 2019); Smoking Cessation (November 2019); Alcohol and Drug Awareness (February 2020).

**Enforcement Data and Consistency of Enforcement**

*September 1, 2019 – June 30, 2020*
- Alcohol policy violations in 2019-2020: 0 reported student or employee cases.
- Drug abuse policy violations in 2019-2020: 1 reported student case.

*July 1, 2020 – June 30, 2021*
- Alcohol policy violations in 2020-2021: 0 reported student cases; and 0 reported employee cases.
- Drug abuse policy violations in 2020-2021: 1 reported student case; and 0 reported employee cases.

**Summary of Student Cases in Biennium**

<table>
<thead>
<tr>
<th>Case #</th>
<th>Year &amp; Referral Source</th>
<th>Description</th>
<th>Mitigating/Aggravating</th>
<th>Disposition &amp; Sanctions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case #1</td>
<td>1/2020 Public Safety</td>
<td>Possession of marijuana, blunt, and scale in public area of campus</td>
<td>Restricted probation one semester — cannot take on-campus courses. One semester general probation following return to campus-based enrollment.</td>
<td></td>
</tr>
<tr>
<td>Case #2</td>
<td>4/2021 Public Safety</td>
<td>Visible signs of being “high” in class (marijuana)</td>
<td>Three-day suspension from on-campus class attendance, followed by two semesters of general probation.</td>
<td></td>
</tr>
</tbody>
</table>

**Recommended Improvements for Next Biennium**

The College is expected to resume pre-coronavirus “normal” campus operations and course offerings beginning August 2021. On-campus educational and prevention programming will resume in the 2021-22 academic year.

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Human Resources Employees - Alcohol And Drugs On Campus

The illegal use of controlled substances, substances that cause impairment, and abuse of alcohol are harmful to the health, well-being, and safety of the College’s employees and students. Employees and students who illegally use controlled substances, substances that cause impairment, or who abuse alcohol are less productive, less reliable, and prone to greater absenteeism resulting in unnecessary costs, delays, academic failure, and safety risks. The College is committed to maintaining a safe workplace and an educational environment free from the influence of illegal controlled substances, substances that cause impairment, and alcohol.

I. Prohibited Behavior

All College employees and students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or drug paraphernalia. Using or being under the influence of substances that cause impairment is prohibited for all employees and students.

This policy does not apply to the use of alcohol in instructional situations (e.g., cooking classes, laboratory experiments) or in conjunction with events that meet the requirements of all state laws. This policy does not apply to the proper use of lawfully prescribed controlled substances by a licensed health-care provider to the student or employee who is prescribed the controlled substance and using it in the manner in which the healthcare provider prescribed it.

II. Definitions

A. For purposes of this policy, the following definitions shall apply: Alcohol means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor, and mixed beverages.

B. Controlled Substance means any substance listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, the term means any drug that has a high potential for abuse and includes, but is not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, and crack. This term also includes any drugs that are illegal under federal, state, or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption.

C. Substance means any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.

D. Conviction means the entry in a court of law or military tribunal of: (1) a plea of guilty, nolo contendere, no contest or the equivalent; (2) a verdict of guilty; or (3) a prayer for judgment continued or a deferred prosecution.

E. Reasonable Suspicion is the legal standard required before the College can require an employee to take a drug or alcohol test. Some of the factors that constitute reasonable suspicion are: a) direct observation of drug use or possession; b) direct observation of the physical symptoms of being under the influence of drugs; c) impairment of motor functions; d) pattern of abnormal or erratic conduct or behavior; or e) reports from reliable sources or credible sources (anonymous tips may only be considered if they can be independently corroborated).

III. Duty To Report

Pursuant to Procedures 4.3.3.1 – Arrests and Convictions, all employees who are arrested, indicted, cited, or convicted for a criminal offense are required to inform, in writing, their supervisor. This includes being arrested or receiving a citation for a violation of any federal or state controlled substance or alcohol statute. If an employee’s arrest, conviction or citation has an effect on the employee’s ability to perform his or her job duties or brings negative attention to the College, the employee may be subject to disciplinary action in accordance with this policy.

Convictions of employees working under federal grants that are convicted of violating a federal or state controlled substance or alcohol statute on the College’s property, or as part of any activity initiated by the College, shall be reported to the appropriate federal agency. A College official must notify the U.S. government agency that made the grant within 10 days after receiving notice from the employee or otherwise receives actual notice of a conviction of a controlled substance or alcohol statute occurring in the workplace.

Students employed under the College Work Study Program are considered to be employees of the College if the work is performed for the College in which the student is enrolled. For work performed for a federal, state, local public agency, a private nonprofit or a private for-profit agency, students are considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer.
IV. Consequences for Violations

Violation of this policy will subject students and employees to disciplinary action including but not limited to: suspension, non-renewal or termination of employment or the required satisfaction of disciplinary action including but not limited to: suspension, non-renewal or termination of employment or the required satisfaction of any substance assistance or rehabilitation program at the student or employee's expense and approved by the College.

Article V of Chapter 90 of the North Carolina General Statutes makes it a crime to possess, manufacture, sell or deliver a controlled substance. N.C.G.S. § 90-95. As citizens, all members of the College community are expected to know and comply with these laws. Legal matters may be referred to local law enforcement. Employees and students who are in violation of alcohol and drug laws may suffer legal consequences ranging from fines up to incarceration. Furthermore, any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs, is also considered a violation of the drug and alcohol policy.

V. Controlled Substances And Alcohol Testing

Upon a conditional offer of employment, new employees may be required to be tested for substances, including controlled substances or alcohol.

Workers may be required to be tested for substances, including controlled substances or alcohol, based on individualized reasonable suspicion of illegal alcohol and drug usage. If a supervisor or other trained official, the individualized reasonable suspicion testing shall be performed within the laboratory. A College Substance Abuse Coordinator or their designee must approve controlled substances and alcohol testing prior to any employee being tested under this policy. All tests shall be administered by a non-College, independent laboratory chosen by the President. The testing shall be performed at the laboratory, which may use a Drug Testing Coordinator designated by the College and the employee's immediate supervisor will accompany the employee to the laboratory and be present while the test is conducted. A representative from Human Resources and the employee's immediate supervisor will be responsible for maintaining the confidentiality of the employee and student. All tests shall be reviewed by a medical review officer not affiliated with the College.

Employees will have the opportunity to provide any information to the medical center the employee considers relevant to the test, including identification of currently or recently used prescription or non-prescription drugs. The College shall perform a subsequent re-test, the employee shall be responsible for the cost of the test. Pending the results of the testing (if not instant), the employee may suspend the employee with pay or may permit the employee to resume his or her duties as is safe and practical. The College shall pay for the initial test. If the employee wishes to dispute the results with a subsequent re-test, the employee shall be responsible for the cost of the re-test.

VI. Post-Accident Testing

In the event of a work-related injury, if the supervisor has reason to suspect that impairment is involved in the accident, he or she should report the accident to a representative from the Human Resources Department and the employee may be tested as set forth above. The College may require a confidential post-accident alcohol or controlled substance test to determine the presence of alcohol or illegal drugs in the employee's system. An employee may be immediately dismissed from employment with the College if he refuses to sign a consent and release form for testing, refuses to cooperate with the testing process, including but not limited to blood, hair, and oral fluid tests, or refuses to have any controlled substance and alcohol testing performed.

VII. Dissemination To College Community

This policy shall be maintained on the College's website and a copy of this policy will be maintained in the College's Human Resources Office and Student Services Office. The College Administration will review this policy annually.
Crime Prevention Programs

The Alamance Community College Public Safety Department is committed to raising the level of crime awareness on campus in an effort to prevent criminal activity. The following are some of the programs offered by the department:

**Emergency Phones and call boxes:**
Emergency phones and call boxes are located throughout most campus buildings and in each parking lot. These phones and call boxes provide individuals on campus with access to the Public Safety Department in the event of an emergency.

**Security Escort Program:**
The security escort service is provided by Public Safety officers when they are available. Escorts are available to the parking areas, or to and from classes, and can be requested at the information Desk in the lobby of the Main Building. Some waiting time may be necessary.

**CCV (Close Circuit Video):**
The Alamance Community College campuses have more than 225 surveillance cameras combined. These cameras have a deterrent effect and also aid in the investigation of incidents that occur on campus. Please note these cameras are not monitored 24/7.

**Public Safety Presentations:**
Public Safety Officers are frequently requested to present security related information to various groups on campus. In the past, members of security have spoken at faculty/staff meetings, professional development sessions, employee orientations, and classes. Topics may include college safety and security procedures, crime prevention strategies, and gang awareness. The Public Safety Department has also invited members from outside agencies with specialized knowledge to give presentations on campus. To arrange a presentation, contact the Public Safety Director at 336-506-4202.

**Clery Act/VAWA Crime and Incident Definitions**

**Murder and Non-negligent Manslaughter** – The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter** – The killing of another person through gross negligence.

**Rape** – Is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Incest** – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Sex Offenses, Forcible** – Prior to 2014, sex offenses including Forcible Rape, Forcible Sodomy, and Sexual Assault With an Object and Forcible Fondling were reported under one classification – “Forcible Sex Offenses”. Starting in 2014 these offenses are reported under the categories above: Rape and Fondling.

**Robbery** – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.
Burglary – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safe cracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. This includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned (including joyriding).

Liquor Law Violations – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Drug Abuse Violations – Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadones); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

Weapon Law Violations – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Domestic Violence – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction; or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. Dating violence does not include acts covered under the definition of domestic violence.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Hate Crimes – is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, ethnicity/national origin or gender identity.

• Race - A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

• Gender Bias - A performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female

• Gender Identity Bias - A performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.

• Religion - A performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

• Sexual orientation - A performed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

• Ethnicity/National Origin Bias - A performed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

• Disability - A performed negative opinion or attitude toward
a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Consent** - Informed and voluntary permission given through clear words and actions; under NC law, cannot be given when intoxicated, on drugs, or asleep.

**Hierarchy Rule** – A requirement in the FBI’s UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.

**Key terms defined** In accordance with Alamance Community College and federal policy

<table>
<thead>
<tr>
<th>CONSENT</th>
<th>Informed and voluntary permission given through clear words and actions; under NC law, cannot be given when intoxicated, on drugs, or asleep</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEXUAL ASSAULT</td>
<td>Any sex act directed against another person, forcibly and/or against that person’s, or not forcibly or against the person’s will if the person is incapable of giving consent, including rape, fondling, incest, and statutory rape</td>
</tr>
<tr>
<td>DATING VIOLENCE</td>
<td>Any violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined on a case-by-case basis of the following factors: (a) reporting party’s statement (b) length of relationship (c) type of relationship (d) frequency of interaction between the persons involved in the relationship</td>
</tr>
<tr>
<td>DOMESTIC VIOLENCE</td>
<td>Any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with victim as a spouse or intimate partner</td>
</tr>
<tr>
<td>STALKING</td>
<td>Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for his/her safety or the safety of others; or (b) suffer substantial emotional distress</td>
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</table>

**Awareness & Prevention**

Please find below the programming dates for **Clery related activities for the 2021 year**. Due to COVID protocols we had

<table>
<thead>
<tr>
<th>NAME OF PROGRAM</th>
<th>DATE HELD</th>
<th>LOCATION HELD</th>
<th>DESCRIPTION</th>
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<tr>
<td>Alcohol and Drug Awareness</td>
<td>February</td>
<td>Carrington-Scott Campus</td>
<td>Passive programing message board and electronic messaging</td>
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<tr>
<td>Healthy Relationships</td>
<td>March</td>
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<tr>
<td>Sexual Assault Awareness</td>
<td>March/April</td>
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<tr>
<td>Domestic Violence Awareness</td>
<td>October</td>
<td>Carrington-Scott Campus</td>
<td>Passive programing message board and electronic messaging</td>
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</tbody>
</table>
restricted in person on campus programs.

**Fire Safety**

**Fire**

**EVACUATION OF A BUILDING IS REQUIRED BY LAW WHEN A FIRE ALARM IS SOUNDING.**

- Fire alarms may be activated manually at pull stations or automatically by sensors.
- Any person who sees smoke or fire in a building should immediately activate the fire alarm and initiate evacuation of the building.
- Close doors as you evacuate your area(s).
- DO NOT USE ELEVATORS WHEN EVACUATING.
- Go to a safe place and call **336-506-4286**. Give the exact location of the smoke or fire (building, room number, etc.). DO NOT hang up until told to do so.
- Campus Public Safety Officers will respond to your location to assist with evacuation as well as direct the fire department to the scene.
- DO NOT congregate close to the building or in areas that might impede access by emergency vehicles and personnel. Move to the designated areas located in the parking lots. Main Carrington-Scott Campus: Parking Lots B,C,D,F,G,J,K,L and I; Dillingham Center Campus: 2nd Parking Row toward Plaza Drive, Outlet parking lot in 1200 Block of Plaza drive
- DO NOT re-enter a building after you have been evacuated until the “all clear” is given by Campus Public Safety and/or Fire Department Official.
## CRIME STATISTICS - CARRINGTON-SCOTT CAMPUS

<table>
<thead>
<tr>
<th>Offense</th>
<th>On Campus</th>
<th>Student Housing</th>
<th>Noncampus Building or Property</th>
<th>Public Property</th>
<th>Unfounded Crimes</th>
</tr>
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<tbody>
<tr>
<td><strong>CRIMINAL HOMICIDE</strong></td>
<td></td>
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</tr>
<tr>
<td>Murder and Nonnegligent Manslaughter</td>
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### CRIME STATISTICS- CARRINGTON-SCOTT CAMPUS

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### HATE CRIMES REPORTED: NO HATE CRIMES REPORTED 2019/2020 1 HATE CRIME REPORTED 2020

Hate Crimes: 2020 Hate Crime/Ethnic Intimidation due to Race & Sexual Orientation.
* All reports of stalking including those not classified as being “Domestic Violence” or “Dating Violence.”
**All reports of “Domestic Violence” or “Dating Violence.” Incidents listed in another area of this report which are also classified as either Domestic or Dating Violence will be also be recorded in the above table.
<table>
<thead>
<tr>
<th>Offense</th>
<th>On Campus</th>
<th>Student Housing</th>
<th>Noncampus Building or Property</th>
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<td><strong>CRIMINAL HOMICIDE</strong></td>
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<td>0</td>
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<td></td>
<td>2020: 0</td>
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<tr>
<td></td>
<td>2020: 0</td>
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<tr>
<td>Arson</td>
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### Crime Statistics - Dillingham Center

<table>
<thead>
<tr>
<th>Offense</th>
<th>On Campus</th>
<th>Student Housing</th>
<th>Noncampus Building or Property</th>
<th>Public Property</th>
<th>Unfounded Crimes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Additional Offenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Dating Violence</td>
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<td>0</td>
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</tr>
<tr>
<td></td>
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<td>0</td>
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<td>2021</td>
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<tr>
<td>Domestic Violence</td>
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<tr>
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<td>2021</td>
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</tr>
<tr>
<td>Stalking</td>
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<tr>
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<td>2020</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Other Offenses</th>
<th>On Campus</th>
<th>Student Housing</th>
<th>Noncampus Building or Property</th>
<th>Public Property</th>
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<td>Liquor Law Violations</td>
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<tr>
<td></td>
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<td></td>
<td>2021</td>
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<tr>
<td>Drug Abuse Violations</td>
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<td>0</td>
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<tr>
<td></td>
<td>2020</td>
<td>0</td>
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<tr>
<td></td>
<td>2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2020</td>
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<tr>
<td></td>
<td>2021</td>
<td>0</td>
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<td>0</td>
</tr>
</tbody>
</table>

**HATE CRIMES REPORTED: NO HATE CRIMES REPORTED FOR 2019/2020/2021**

*All reports of stalking including those not classified as being “Domestic Violence” or “Dating Violence.”

**All reports of “Domestic Violence” or “Dating Violence.” Incidents listed in another area of this report which are also classified as either Domestic or Dating Violence will be also be recorded in the above table.

**Alamance Community College Prior Till 2020 Had Remote Classes at the Following Locations:**

Alamance County Public Library- May Memorial, 342 S. Spring St. Burlington NC
Methodist Church, 136 S. Fisher St. Burlington NC
North Park Mayco Bigelow Center, 849 Sharpe Rd. Burlington NC
Burlington Housing Association Crump Village, 1117 Chandler Ave. Burlington NC
Training Center, 128 Quarry Rd. Haw River NC

**2020 Remote Learning Locations Added**

Alamance County Detention Center (January/February), 109 S. Maple St. Graham NC
City Gate Dream Center, 1423 N. Church St. Burlington NC

All remote learning locations had no reported Clery crimes for the dates and times of ACC classes.

**2021 Remote Learning Locations Added**

1714 Carolina Mill Road, Burlington NC
1406 S. Mebane Street, Burlington NC
215 N. Broad Street. Burlington, NC 200
S. Main Street, Burlington, NC 2550
Buckingham Road, Burlington NC 2700
York Road, Burlington NC
771 Huffman Mill Road, Burlington NC
1860 Brookwood Avenue, Burlington NC
3520 Alamance Road, Burlington NC
120 Electric Avenue, Burlington NC
906 Anthony Street, Burlington NC
810 Wicker Street, Burlington NC
2720 S. Mebane Street, Burlington NC
227 Williamson Street, Burlington NC
1410 Elder Way, Burlington NC
4325 S. State Hwy 49, Burlington NC
1535 S. Mebane Street, Burlington NC
3539 Alamance Road, Burlington NC
2040 S. Church Street, Burlington NC
2640 S. Columbine Lane, Burlington NC
424 S. Flanner Street, Burlington NC
1230 St. Marks Church Road, Burlington NC
1521 Huffman Mill Road, Burlington NC
2172 Bellemont-Alamance Road, Burlington NC
NC 2164 Carolina Road, Burlington NC
595 Atamahaw Union Ridge Rd. Burlington NC
NC 411 W. 5th Street, Burlington NC
8416 Snow Camp Road, Snow Camp NC
2806 Old NC 87 Hwy, Elon NC
100 Rego Drive, Elon NC
701 Manning Ave, Elon NC
218 Piedmont Ave, Gibsonville NC

LOCATIONS CONTINUED ON NEXT PAGE
All remote learning locations had no reported Clery crimes for the dates and times of ACC classes except for a burglary at Triangle Grading located at 1521 Huffman Mill Road, Burlington NC.
Alamance Community College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of North Carolina;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks;
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Alamance Community College offers primary prevention and awareness programs for all students and employees. In addition all students given access to a student handbook and ACC website which covers Title IX issues and policies.
Information on risk reduction/recognize warning signs of Abusive Behavior

Relationship violence is defined as any hurtful or unwanted physical, sexual, verbal, or emotional act inflicted by a casual or intimate partner with the intention, either real or perceived, of causing pain or injury on the other partner. Relationship violence can occur in any intimate relationship, regardless of the gender of the perpetrator and/or victim, and affects LGBTQ relationships as well as heterosexual relationships. Relationship violence is about one partner attempting to control the actions, behavior, and emotions of another partner.

Examples of abusive behavior (i.e., "red flags") in a relationship can include, but are not limited to:

- Being sworn at (verbal)
- Statements such as "nobody else would want you" (verbal)
- Continuous criticism of behavior and/or appearance (verbal)
- Withholding of affection (emotional)
- Manipulation with lies and/or broken promises (emotional)
- Having objects thrown at you (physical)
- Being threatened with a weapon (physical)
- Being hit, bitten, punched, slapped, or shoved (physical)
- Rape (sexual)
- Intense jealousy (sexual)

ACC has many resources available if you have been or are currently a victim of relationship violence. If you are still in a violent relationship, resources are available to help you safety plan (please see http://stoprelationshipabuse.org/universities/college-students/).

The National Dating Abuse Hotline can be reached at 1(866) 331-9474 and offers a variety of services, including peer counseling and text counseling, to determine whether a relationship is healthy and safe.

North Carolina Alcohol Related Offenses

Underage Drinking

It is illegal for anyone under 21 years of age to attempt to possess, purchase or attempted purchase of liquor. It is also illegal to lie about age to obtain alcohol and to carry a false identification card. The penalties include fines or possible imprisonment and court costs.

As previously noted, ACC has a zero tolerance policy associated with students consuming alcohol beverages under the age of twenty-one. Not only is this against the North Carolina law, it is also a violation of the student code of conduct.
The North Carolina General Statute is as follows:

§ 18B-302. Sale to or purchase by underage persons.
(a) Sale. - It shall be unlawful for any person to:
   (1) Sell malt beverages or unfortified wine to anyone less than 21 years old; or
   (2) Sell fortified wine, spirituous liquor, or mixed beverages to anyone less than 21 years old.
(a1) Give. - It shall be unlawful for any person to:
   (1) Give malt beverages or unfortified wine to anyone less than 21 years old; or
   (2) Give fortified wine, spirituous liquor, or mixed beverages to anyone less than 21 years old.
(b) Purchase, Possession, or Consumption. - It shall be unlawful for:
   (1) A person less than 21 years old to purchase, to attempt to purchase, or to possess malt beverages or unfortified wine; or
   (2) A person less than 21 years old to purchase, to attempt to purchase, or to possess fortified wine, spirituous liquor, or mixed beverages; or
   (3) A person less than 21 years old to consume any alcoholic beverage.
(c) Aider and Abettor.
   (1) By Underage Person. - Any person who is under the lawful age to purchase and who aids or abets another in violation of subsection (a), (a1), or (b) of this section shall be guilty of a Class 2 misdemeanor.
   (2) By Person over Lawful Age. - Any person who is over the lawful age to purchase and who aids or abets another in violation of subsection (a), (a1), or (b) of this section shall be guilty of a Class 1 misdemeanor.

Carrying False I.D.

It is illegal for anyone under 21 to possess an identification card falsely identifying that person by name, age, date of birth, or photograph as being 21 or older to attempt to obtain liquor, malt, or brewed beverage by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of the person who possesses the card.

The North Carolina General Statute as follows:

N.C. Gen. Stat. § 18B-302 (e)
(e) Fraudulent Use of Identification. - It shall be unlawful for any person to enter or attempt to enter a place where alcoholic beverages are sold or consumed, or to obtain or attempt to obtain alcoholic beverages, or to obtain or attempt to obtain permission to purchase alcoholic beverages, in violation of subsection (b) of this section, by using or attempting to use any of the following:
   (1) A fraudulent or altered drivers license.
   (2) A fraudulent or altered identification document other than a drivers license.
   (3) A drivers license issued to another person.
   (4) An identification document other than a drivers license issued to another person.
   (5) Any other form or means of identification that indicates or symbolizes that the person is not prohibited from purchasing or possessing alcoholic beverages under this section.

(f) Allowing Use of Identification. - It shall be unlawful for any person to permit the use of the person’s drivers license or any other form of identification of any kind issued or given to the person by any other person who violates or attempts to violate subsection (b) of this section.

Intoxication

Intoxication leads to other behaviors and important health concerns. In some cases, Intoxication contributes to many criminal mischiefs and disorderly conducts on campus. Persons must be responsible for their own actions and know their limits and tolerance levels before consuming alcohol.

The North Carolina General Statute is as follows:

§ 14-444. Intoxicated and disruptive in public.
(a) It shall be unlawful for any person in a public place to be intoxicated and disruptive in any of the following ways:
   (1) Blocking or otherwise interfering with traffic on a highway or public vehicular area, or
   (2) Blocking or lying across or otherwise preventing or interfering with access to or passage across a sidewalk or entrance to a building, or
   (3) Grabbing, shoving, pushing or fighting others or challenging others to fight, or
   (4) Cursing or shouting at or otherwise rudely insulting others, or
   (5) Begging for money or other property.
(b) Any person who violates this section shall be guilty of a Class 3 misdemeanor. Notwithstanding the provisions of G.S. 7A-273(1), a magistrate is not empowered to accept a guilty plea and enter judgment for this offense.
(1977, 2nd Sess., c. 1134, s. 1; 1993, c. 539, s. 292; 1994, Ex. Sess., c. 24, s. 14(c.))

Driving While Impaired (DWI) & Refusing a Chemical Test

In North Carolina the illegal level for DWI is .08% Blood Alcohol Content (BAC). Also, drivers with any amount of a Schedule I, II, or III controlled substance not medically prescribed (or their metabolites) may not drive, operate, or be in actual physical control of a vehicle. Any person who drives a motor vehicle automatically gives consent to one or more chemical test (e.g. breath, blood, or urine). If a person refuses to submit to a chemical test: 1) the test will not be done; 2) the person’s license will be...
suspended for one year; 3) the person will most likely be charged with DWI.

The North Carolina General Statute is as follows:

§ 20-138.1. Impaired driving.

(a) Offense. - A person commits the offense of impaired driving if he drives any vehicle upon any highway, any street, or any public vehicular area within this State:

(1) While under the influence of an impairing substance;

or

(2) After having consumed sufficient alcohol that he has, at any relevant time after the driving, an alcohol concentration of 0.08 or more. The results of a chemical analysis shall be deemed sufficient evidence to prove a person’s alcohol concentration;

or

(3) With any amount of a Schedule I controlled substance, as listed in G.S. 90-89, or its metabolites in his blood or urine.

(a1) A person who has submitted to a chemical analysis of a blood sample, pursuant to G.S. 20-139.1(d), may use the result in rebuttal as evidence that the person did not have, at a relevant time after driving, an alcohol concentration of 0.08 or more.
## North Carolina Drug Laws & Penalties

Each illegal drug in the State of North Carolina is characterized in the chart below to make you aware of the potential penalty for possession or trafficking illegal drugs.

<table>
<thead>
<tr>
<th>Types of Drugs</th>
<th>To Possess</th>
<th>To Possess with Intent to Sell or Deliver; to Manufacture or to Sell and/or Deliver</th>
<th>Health Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schedule I:</strong> Heroin, LSD, Peyote, Mescaline, Psilocybin (shrooms), other hallucinogens, Methaqualone, (quaaludes), Phencyclidine (PCP), and MDA</td>
<td>Maximum Penalty: Five years in prison and/or fine (felony)</td>
<td>Maximum Penalty: Ten years in prison and/or fine (felony)</td>
<td>Psychologically and physically addictive; depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallucinogens; possible damage to unborn fetus</td>
</tr>
<tr>
<td><strong>Schedule II:</strong> Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Seconal, Nembutal, cocaine, amphetamines, and other opium and opium extracts and narcotics</td>
<td>Two years in prison and/or $2,000 fine (misdemeanor) <strong>UNLESS</strong> 1. Exceeds 4 tablets, capsules, other dosage units or equivalent quantity of hydromorphone 2. Exceeds 100 tablets, capsules, other dosage units or equivalent quantity 3. One gram or more of cocaine; Maximum Penalty: Five years in prison and/or fine (felony)</td>
<td>Maximum Penalty: Ten years in prison and/or fine (felony)</td>
<td>Psychologically and physically addictive; withdrawal symptoms, convulsions, respiratory failure, frequent accidents; possible damage to unborn fetus; death; cocaine and amphetamines increase blood pressure which can lead to irregular heartbeat and death; amphetamines can cause agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
</tr>
<tr>
<td><strong>Schedule III:</strong> Certain barbiturates such as Amobarbital and codeine containing medicine such as Fiorinal #3, Doriden, Tylenol #3, Empirin #3 and cocaine-based cough suppressants such as Tussionex and Hycomine; and all anabolic steroids</td>
<td>Maximum Penalty: to possess less than 100 tablets, capsules, other dosage units or equivalent quantity: Two years in prison and/or fine (misdemeanor); to possess more than 100 tablets, capsules, other dosage unit or equivalent quantity: Five years in prison and/or fine (felony)</td>
<td>Maximum Penalty: Five years in prison and/or fine (felony)</td>
<td>Psychologically and physically addictive; potential liver damage, nausea and vomiting, dizziness, disorientation, shallow breathing, cold and clammy skin, coma, possible death; withdrawal symptoms include anxiety, tremors, insomnia, convulsions; possible damage to unborn fetus</td>
</tr>
<tr>
<td><strong>Schedule IV:</strong> Barbiturates, narcotics and stimulants including Valium, Talwin, Librium, Epanil, Darvon, Darvocet, Placidyl, Tranzene, Serax, Isonam (yellow jackets)</td>
<td>Maximum Penalty: Same as Schedule III</td>
<td>Maximum Penalty: Five years in prison and/or fine (felony)</td>
<td>Psychologically and physically addictive; drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus</td>
</tr>
<tr>
<td><strong>Schedule V:</strong> Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium, and atropine, such as Terpine Hydrate with codeine, Robitussin AC</td>
<td>Maximum Penalty: Six month in prison and/or fine (misdemeanor)</td>
<td>Maximum Penalty: Five years in prison and/or fine (felony)</td>
<td>Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness, withdrawal symptoms, including runny nose, watery eyes, panic, chills, cramps, irritability, nausea; possible damage to unborn fetus</td>
</tr>
<tr>
<td>Types of Drugs</td>
<td>To Possess</td>
<td>To Possess with Intent to Sell or Deliver; to Manufacture or to Sell and/or Deliver</td>
<td>Health Risks</td>
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<tr>
<td><strong>Schedule VI:</strong> Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol</td>
<td>To possess less than 1/2 ounce of marijuana or 1/20 ounce hashish: 30 days in prison and/or $100 fine (misdemeanor); to possess more than 1/2 ounce of marijuana or 1/20 ounce hashish: Two years in prison and/or fine (misdemeanor); to possess more than 1 1/2 ounces of marijuana or 3/20 ounce of hashish or consists of any quantity of synthetic tetrahydrocannabinols or tetrahydrocannabinols isolated from the resin of marijuana: Five years in prison and/or fine (felony)</td>
<td>Psychologically addictive; increased risk of lung cancer, bronchitis, and emphysema; contributes to heart disease, fatigue, paranoia, possible psychosis; withdrawal symptoms including insomnia, hyperactivity and decreased appetite; depression of the immune system; decreased sperm count in men and irregular ovulation in women</td>
<td></td>
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<tr>
<td><strong>Malt Beverage</strong>—beer, 1/2 of 1% to 6% alcohol;</td>
<td>To possess, attempt to purchase or purchase; to sell or give malt beverages, unfortified wine, fortified wine, spirituous liquor or mixed beverages to anyone under 21 years old; Maximum Penalty: Imprisonment for a term not exceeding two years or a fine, or both, in the discretion of the court (misdemeanor); however, to possess, attempt to purchase or purchase by 19- or 20-year old is an infraction punishable by a fine not to exceed $25</td>
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<tr>
<td><strong>Unfortified Wine</strong>—wine not more than 17% alcohol;</td>
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<tr>
<td><strong>Fortified Wine</strong>—wine of not more than 25% alcohol;</td>
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<td><strong>Spirituous Liquor</strong>—distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin</td>
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<tr>
<td><strong>Mixed Beverage</strong>—a drink composed in whole or part of spirituous liquor and served at restaurants, hotels, and private clubs licensed by the state.</td>
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<tr>
<td><strong>Aider and Abettor</strong></td>
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<tr>
<td>1. Any person who is under 21 years of age to purchase and who aids or abets another to attempt to purchase, purchase or to possess, sell or give shall be guilty of a misdemeanor punishable by imprisonment for not more than six months and/or a fine up to $500</td>
<td>Psychologically and physically addictive; respiratory depression; depression of the immune system; increased risk of heart disease; cancer, accidents, hypertension; brain damage; damage to unborn fetus; impotence at high dosage levels</td>
<td></td>
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</tr>
<tr>
<td>2. Any person over 21 years of age to purchase and who aids or abets another to attempt to purchase, purchase or to possess, sell or give shall be guilty of a misdemeanor punishable by imprisonment for not more than two years and/or fine up to $2,000</td>
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</tbody>
</table>
Alcohol & Drugs Health Risks

**Alcohol:** This depressant slows down your heart, nervous system, and brain, and high doses of alcohol can cause you to stop breathing. Prolonged immoderate use can cause artery disease, heart failure, and liver damage including cancer, cirrhosis, and hepatitis. Women may develop alcohol-related health problems sooner than men, and from drinking less alcohol than men. Because alcohol affects nearly every organ in the body, long-term heavy drinking increases the risk for many serious health problems.

**Marijuana:** Because it damages short-term memory and decreases concentration and learning abilities, marijuana is particularly detrimental to students. It contains more than 400 chemicals and has 2 ½ times as much tar as tobacco. Extensive research has been devoted to studying the dangers and potential harm associated with the use of this drug. Research shows that marijuana users experience the same health problems as tobacco smokers, such as bronchitis, emphysema, bronchial asthma, and throat and lung cancer; tend to have more chest colds than non-users; and are at greater risk of getting lung infections like pneumonia. Studies show that someone who smokes five joints per day may be taking in as many cancer-causing chemicals as non-users; and are at greater risk of getting lung infections like pneumonia. Studies show that someone who smokes five joints per day may be taking in as many cancer-causing chemicals as non-users; and are at greater risk of getting lung infections like pneumonia. Studies show that someone who smokes five joints per day may be taking in as many cancer-causing chemicals as someone who smokes a full pack of cigarettes every day. Effects also include increased heart rate, dryness of the mouth, reddening of the eyes, and impaired motor skills, and concentration.

**Anabolic steroids:** Steroids have side effects ranging from insomnia to death. Using them increases your risk of cancer and cardiovascular, kidney, and liver disease. Users may exhibit aggressive, combative behavior, and use may cause impotence, sterility, or fetal damage.

**Amphetamines:** These drugs cause acute psychoses and malnutrition. They also can make you nervous, hyperactive, and sleepless and can elevate your pulse rate and blood pressure.

**Methamphetamine:** Meth is a highly addictive drug that targets the functioning of the central nervous system. Short term effects include increased wakefulness, increased physical activity, decreased appetite, increased respiration, rapid heartbeat, irregular heartbeat, increased blood pressure, hypothermia, irritability, paranoia, insomnia, confusion, tremors, and aggressiveness. Long term health effects include irreversible damage to blood vessels in the brain, stroke, severe reduction in motor skills with symptoms similar to those of Parkinson’s disease, impaired verbal learning, memory impairment, and decreased ability to regulate emotions. Many of the long term effects persist after use of the drug is discontinued.

**Barbiturates:** Both physiologically and psychologically addictive, these drugs can cause death in high doses. Infants born to barbiturate users may suffer congenital deformities. Other effects include nausea, dizziness, lethargy, allergic reactions, and possible breathing difficulties.

**Cocaine:** Anyone who uses cocaine – even a first-time user – may have seizures, heart fibrillation, and strokes that can result in death. Habitual users experience irritability, paranoia, and hallucinations. Use causes tumors, chronic fatigue, dangerous weight loss, sexual impotence, and insomnia and affects respiration, blood pressure, and blood sugar levels.

**Heroin and opium:** An overdose of these psychologically and physiologically addictive drugs can cause death. Users feel sluggish and fall asleep at inappropriate and dangerous times. Intravenous users risk contracting Hepatitis, HIV/AIDS, and other infections.

**LSD:** LSD causes hallucinations, perception distortions, and anxiety. Users cannot function normally and are accident-prone. LSD also can cause elevated body temperature and respiration and a rapid heartbeat.

**MDMA (Ecstasy):** This drug produces both stimulant and psychedelic effects including increased heart rate, elevated blood pressure, nervousness, and hyperactivity. Because users may experience feelings of increased confidence, sensitivity, arousal, and confusion, use of Ecstasy makes them more vulnerable to crime, especially robbery, sexual assault, and other unwanted sexual encounters.

**Oxycodone and other narcotics:** These are safe and effective treatments for pain when prescribed by a doctor and used as directed. However, they are opioids, and therefore are psychologically and physiologically addictive. They can cause death by stopping breathing. Because of their medical uses, these drugs are frequently manufactured in a time-release (sustained-release, long-acting, extended-release) form. If users circumvent the time-release formulation, they may take a larger dose than intended, overdose, and suffer serious complications or death. Combining narcotics with alcohol or other drugs significantly increases the risk to life and well-being.

**Psilocybin:** This substance, found in certain mushrooms, causes hallucinations and perception distortions. Users cannot function normally and are accident-prone. This drug also can produce anxiety, elevated body temperature, rapid heartbeat, and elevated respiration.
GENERAL STUDENT INFORMATION

Student Code of Conduct, Rights, and Responsibilities

PART I - PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Alamance Community College honors the right of free speech, discussion and expression, the right to petition for redress of grievances, and the right to peaceably assemble, each of which is consistent with the First Amendment of the United States Constitution. That these rights are a part of the fabric of this institution is not questioned. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property and interference with the rights of other members of the community cannot be tolerated. As members of the academic community, students are expected to exercise their freedoms with responsibility. As such, students are subject to the same federal, state and local laws to which all citizens are subject, and which are enforceable by duly constituted authorities. When students violate these laws, they may incur governmental penalties. When they violate academic policies or the college’s Code of Conduct, they may incur college penalties.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn is shared by all members of the academic community. This institution has a duty and responsibility to develop policies and procedures that provide and safeguard this freedom. Such policies and procedures, as outlined below, have been established within the framework of general standards and with participation of the members of the academic community. The purpose of these procedures is to ensure to students and the College community fundamental fairness, in the context of educational goals and the institutional mission.

PART II – GENERAL POLICIES

A. The College is dedicated not only to learning and the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through a sound education program and policies governing student conduct that encourage independence, maturity, and responsible community membership.
B. ACC’s responsibility to protect its educational purpose through the establishment of standards of conduct and scholarship for students who attend is inherent in the governance and disciplinary power of the College, as exercised by the Board of Trustees and President. In developing standards of responsible student conduct and academic performance, disciplinary proceedings play a role secondary to counseling, guidance, admonition, and example. In the exceptional circumstances where these preferred means fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from the unfair imposition of serious penalties.

C. Procedural fairness is basic to the proper enforcement of all College policies and rules. In particular, no disciplinary sanctions shall be imposed unless the student has been informed in writing of the charges against him/her and has (1) an opportunity to know the nature and source of the evidence against him/her; (2) an opportunity to respond to all alleged violations and present evidence on his/her own behalf; and (3) an opportunity to file a petition of appeal of any disciplinary action taken against him/her.

D. Students shall have an opportunity to participate in the formulation and improvement of policies and/or rules relating to student conduct and the welfare of students, through the Student Government Association and through membership on College committees and boards.

E. Any student who believes his/her rights have been violated in the application of this policy may pursue appeal as described in these procedures.

F. The College may apply sanctions or take other appropriate actions when student conduct directly interferes with the College’s: (1) primary educational responsibility to all members of the College community in pursuit of their educational goals and objectives; and/or (2) responsibility for protecting real and personal property, safe-keeping of records providing administrative and student support services, and sponsoring or facilitating community-wide activities such as lectures, concerts, clinics, repair services, and other functions.

G. Career and College Promise (CCP) students whose classes meet on the ACC campus are subject to the ACC Student Code of Conduct, and complaints will be adjudicated by ACC. Records are subject to FERPA. CCP students whose classes meet at their high school are subject to their high school’s student code of conduct, and complaints will be adjudicated by the high school.

H. Early College and Middle College students are subject to complaint adjudication by Early/Middle College administrators.

I. Each student shall be responsible for his/her own conduct, from the time of application for admission through the actual awarding of a degree, diploma, certificate or skills certification. This requirement applies during the academic year, between terms, and before and after classes begin and end.

J. Policies and regulations that relate to college-recognized student organizations, and their duties and responsibilities, are established through the Constitution of the Student Government Association and the Student Code of Conduct. Complaints against groups or their members for violations of the Student Code of Conduct are adjudicated by the Vice President for Student Success or designated student conduct officer.

PART III – STUDENT CODE OF CONDUCT

This Code of Conduct encompasses and applies to all properties and facilities owned or leased by ACC, including all ACC campuses and all off-campus sites at which the College conducts programs, services or events.

A. General Conduct Responsibilities and Regulations: The following describe general rules of student conduct, including behaviors and actions, which are established as policy by the Board of Trustees or designees and are prohibited at Alamance Community College. The Board authorizes ACC officials to take immediate action and/or begin disciplinary proceedings when a student or students are in violation of these rules. Alleged violations of these rules will be adjudicated through Student Code of Conduct procedures.
1. **Academic Dishonesty and Plagiarism**: Students are expected not to give or receive help during tests, projects, or homework assignments unless authorized by the instructor. Plagiarism is prohibited. Plagiarism is defined as intentionally or unintentionally stealing words or ideas from another person, website, article, book, or any other source (published or unpublished), and passing them off as one’s own in a paper, speech, oral report, exam, quiz, project, or other assignment. All borrowed phrases, sentences, and ideas must be attributed to any sources(s) consulted. The instructor directly concerned can address academic dishonesty and plagiarism in his/her course(s) and/or can file charges under the Code. All academic dishonesty cases should be reported to the Vice President for Student Success with a recommendation of whether “charges” or “no charges” should be brought. Sanctions which can be imposed by instructors at their discretion, based on the type of assignment and the content of the instructor’s syllabus, may include:
   - Having the student repeat the assignment;
   - Assigning a lower grade on the assignment;
   - Assigning a “zero” on the assignment; or,
   - Assigning an “F” in the course.

Other sanctions, as described in Part IV of this Policy, may be assigned as outcomes of adjudication by the Vice President for Student Success or designated student conduct officer.

2. **False Representation**: ACC prohibits representing the College, its community members, or a student organization without authorization, or representing or using the identity of an individual member of the campus community without express authorization of the individual.

3. **Violation of Probation**: ACC prohibits violating the terms or conditions of any disciplinary probation imposed by the College or a sanctioning body thereof; or, non-compliance with any rule or regulation during a period of academic or disciplinary probation.

4. **Lewd or Indecent Conduct**: This includes public, physical, verbal, or online actions (including the wearing of clothing displaying such language, pictures, or symbols); distribution of obscene or libelous written materials; use of profanity or obscenity; lack of complete dress for the occasion; or engaging in harassment or sexual harassment.

5. **Possession and/or Consumption of Drugs, Alcohol or Other Substances**: A student shall not knowingly possess, use, sell, distribute, transmit or be under the influence of any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, compound, combination or derivative, alcoholic beverage or intoxicant of any kind on any property or in any facility owned or leased by ACC, including all ACC campuses and all off-campus sites at which the College conducts programs, services or events. Use of a drug authorized by a medical prescription issued to the student from a student’s qualified health provider shall not be considered a violation unless the student is taking the medical prescription inconsistent with the dosage prescribed by the health provider so as to be under the influence or intoxicated. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual student for violations of this policy or other College policies and the accompanying sanctions. • Harassment is defined as oral, written, graphic or physical behavior that demeans, threatens, bullies, or intimidates the targeted person or group; and furthermore it occurs when either the behavior is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the school’s programs or activities; or when a reasonable person would conclude the behavior resulted in a hostile environment. Depending on the circumstances and context, harassment may include but is not limited to epithets, taunts, profane or derogatory comments or slurs and lewd propositions, impeding or blocking movement, offensive touching or any physical interference with normal school activity, stalking, and repeated unwanted verbal or online behavior.

- Sexual harassment and hostile environment are defined and described in ACC’s Sexual Misconduct Policy and Procedures to Address Sexual Misconduct posted on the College’s web site.
6. **Gambling**: ACC prohibits gambling in whatever forms it takes, wagering, or games of chance, where the playing for money or material is involved.

7. **Theft or misuse of Real or Personal Property or Equipment**: Students must not misuse College property, property of a member of the college community, or of a visitor to any ACC campus. Misuse is defined as damage, theft, unauthorized occupation or access, seizure, intentional breaking or destruction, tampering with safety or security equipment, motor vehicles, instructional equipment, technology, trespassing, providing false alarm or communicating a threat, or any use that is inconsistent with the prescribed, customary authorized or intended use. ACC also prohibits any actions taken by a student that threaten or cause injury to another student, member of the college community, or visitor involving college property. In addition to any sanctions that may be imposed or disciplinary actions taken, the student may also be personally liable for the cost of misuse, including the payment of costs of repair or replacement costs, or the recovery of college personnel or operating costs.

8. **Mental or physical abuse**: ACC prohibits mental or physical abuse by a student or student group/organization to any person of the campus community or to any visitor. Mental or physical abuse is defined as and includes verbal, online, or physical actions that threaten bodily harm, endanger the health or safety of any person, or intimidate or coerce another. Hazing is a form of mental or physical abuse. This prohibition applies to and encompasses all properties and facilities owned or leased by ACC, including all ACC campuses and all off-campus sites at which the College conducts programs, services or events.

9. **Forgery and false documents**: ACC prohibits the forgery, alteration, duplication, or misuse of records and documents submitted to the College and/or of College documents, records, or instruments of identification by a student with intent to deceive.

10. **Disruptive Conduct**:  
    a. Student use of college facilities and grounds must not be inconsistent with prescribed, customary or authorized use. Violations include preventing, obstructing or substantially interfering with the use of a facility or portion thereof by those persons for whom or to whom the space is assigned; unauthorized sales and solicitations; and inciting or organizing attempts to prevent student attendance at classes. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; or which interferes with free access, ingress or egress to College facilities or grounds is prohibited.
    b. Behavior that is harmful, obstructive, or disruptive to the educational process or institutional functions of the College, or behavior that infringes on the rights of others on College property or at College events or activities, is prohibited.

11. **Weapons and Fireworks/Incendiary Devices**: Possession or use of firearms, fireworks, explosives, incendiaries, knives, and other types of weapons on College property or at any College function in connection with a College-approved activity, is prohibited (except by persons specifically authorized by the College president or designee, and in accordance with G.S. 14-269.2). Examples include but are not limited to possession of bowie knives, dirks, daggers, loaded canes, sword canes, machetes, box cutters, brass knuckles and hazardous chemical or biological agents unrelated to College instructional activities.

12. **Fire Alarm, Public Safety, or Notification Device**: No student shall intentionally sound or tamper with a fire alarm without cause, improperly use fire prevention equipment, set fires on campus without proper authorization, fail to evacuate a building or grounds during an alarm or public notification, or tamper with a public alert or notification device, such as a “call box,” camera, or speaker system.

13. **Failure to Comply**: A student shall comply with instructions and directives of College officials and campus public safety officers acting in performance of their duties, and shall further identify themselves to these persons when requested to do so.

14. **Tobacco and Food**: ACC prohibits smoking or other tobacco use in any unauthorized location. The College also prohibits eating or drinking in any classroom, shop, lab or unauthorized location, unless otherwise permitted by college officials.
15. Violation of Law: Violation of law is a violation of the Student Code of Conduct. ACC may pursue disciplinary action against a student who is charged with a violation of law. Adjudication under the Code of Student Conduct may be carried out prior to, simultaneously with, or following criminal or civil proceedings that are conducted off-campus. Determinations made or sanctions imposed under this Code shall not be subject to challenge or change on the grounds that the criminal charges have been dismissed, reduced, deferred, or because of any particular result. When a student is charged by federal, state or local authorities with a violation of law, ACC will not request or agree to special consideration for that student because of his/her status as a student.

16. “Contempt” or “perjury” in relation to any hearings relative to the Student Code of Conduct, conduct appeals process, or student grievance process is prohibited.

B. Financial Obligations and Business Relationships: The College and the student enter into a business relationship when the student enrolls and incurs financial obligations to the College in the form of required tuition and registration fees, books, college imposed fees, college-based loans or scholarships, federal or state administered financial aid, insurances, uniforms, supplies and materials. The College assumes no responsibility for, nor will it act in behalf of, privately incurred debts or obligations involving students in relationships with third parties or sponsorships outside the College. The College prohibits failure to pay required tuition and registration fees, College imposed fees or fines, failure to repay college-based loans or scholarships, the passing of worthless checks, or fraudulent actions when transacting college business.

The College will take the following actions in instances wherein the student fails to honor the business relationship with and financial obligations to ACC: Diplomas, grades, transcripts or records, permission to register for succeeding semesters or to attend class or participation in graduation exercises will be withheld from students who have outstanding debts to the College, or who have not made arrangements acceptable to the Business Office for the discharge of such responsibilities, including:

- The payment of costs to repair or replacement costs and/or the recovery of college personnel or operating costs for damages to College property by the student(s) or student groups/organizations responsible for such damage; or,
- The payment of charges, fees, defaulted payments, Pell Grant or other financial aid overpayments, and fines owed for violations of the College’s student parking and traffic regulations.

C. Motor Vehicles – Parking areas and vehicular access to the campus are limited. Those students who use personal vehicles on College property should recognize the pedestrian nature of the campus and local regulations that have been established:

1. All vehicles owned and/or operated by faculty, staff and students using the parking facilities of Alamance Community College shall be duly registered with the administrative officers of the College. Each faculty, staff or student parking permit shall be placed as instructed where it will be clearly visible from the outside of the vehicle. Parking permits for motorcycles or bicycles shall be displayed on the frames in a conspicuous manner. All such permits will, by color, name, and other distinguishable characteristics, differentiate student vehicles from other vehicles driven or owned by faculty and staff. The College will have available new parking permits at the beginning of each new academic year (August). All employees and students are required to make application for and display a parking permit within two weeks after classes begin. Any employee or student who fails to display a parking permit on his/her vehicle within the specific time will be subject to a parking violation and fine.

2. Students are allowed only to park in lots available for student parking. See the Campus Building/Parking Map in the ACC Student Handbook for designation of parking areas. Vehicles parked in spaces not designated for parking or in driveways may be towed at the owner’s or the driver’s expense. All towing charges shall be set by the company towing the vehicle and shall be paid by the driver and/or owner to the towing company. The College assumes no responsibility for fees incurred by the towing of any vehicle.

3. It is a violation of these regulations for any student or other person to operate a motor vehicle over any street, drive or parking lot of the College in willful disregard of the rights or safety of others or without due caution, and at a speed or in a manner so as to endanger any person or property.
4. Any violation of the provisions of these regulations shall be punishable by a fine. Any student, faculty or staff of ACC receiving three violations during one academic term, or five violations in one school year, may be referred for disciplinary action. Fines may be issued for parking in a fire lane(s); taking up two spaces; parking in VISITOR, FACULTY, NO PARKING, or HANDICAPPED areas; driving the wrong way on one-way street; failure to display a valid parking permit; abandoning a vehicle (towing charges); overtime parking in a 15-minutes zone; blocking walkways or roadways; disregarding safety of others, exceeding the campus-wide 10 mph speed limit, careless and reckless driving, or spinning tires.

5. Persons receiving violation citations must pay fines at the Business Office within seven college days of the date and time of the citation. Fines issued as a result of parking or driving violations not paid or appealed within the time limitation are subject to doubling.

6. Students should heed all traffic signs and regulations. Full regulations are posted and copies of the complete policy concerning parking and traffic control regulations are available upon request.

PART IV – SANCTIONS

As a consequence of student violations of the Student Code of Conduct (Code), Alamance Community College may impose sanctions against any student or group of students. The Board of Trustees has established and administers its Code and appropriate sanctions through delegation of authority to the President, who further delegates authority to the Vice President for Student Success, the Vice President of Workforce Development, the designated student conduct officer, and the Student Conduct Appeals Panel as appropriate to each case.

The goals of imposing disciplinary sanctions are to hold the student accountable, to educate the student about expected behavior, to improve student understanding of community standards, to provide the opportunity for the student to learn from the incident/behavior, and to protect the rights and safety of other members of the College community and of College property.

The President, Vice President for Student Success, Vice President of Workforce Development, designated student conduct officer, or Student Conduct Appeals Panel may impose any disciplinary action listed below, as well as appropriate modifications thereto. Any sanctions imposed by the authorized administrators may be appealed by the accused to the Student Conduct Appeals Panel. In cases of sexual misconduct, findings and sanctions may be appealed by the accused or the accuser. Any decision of the Student Conduct Appeals Panel may be appealed to the President, who may delegate authority to the Executive Vice President.

The type and severity of student conduct disciplinary sanctions may be impacted by past disciplinary history of the student; the nature of the violation; the severity of the injury, harm or damage resulting from the incident; institutional precedent in sanctioning similar violations; and demonstrated understanding of the offense by the student. The following sanctions may be imposed upon any student, or student group as applicable, found to have violated the Code.

A. Oral Warning: When a violation does not warrant notation on the individual’s official college record, or when mitigating circumstances warrant, the student may be issued an Oral Warning censuring him/her for the violation and warning that any subsequent violations are likely to result in heavier sanctions. If there is no repetition or escalation of the sanctioned behavior, all notes related to the violation and warning will be destroyed consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

B. Letter of Warning: When a violation does not warrant notation on the individual’s official college record, or when mitigating circumstances warrant, the student may be sent a Letter of Warning censuring him/her for the violation and warning that any subsequent violation of the Student Code of Conduct is likely to result in heavier penalties because of the prior infraction. The generation of a Letter of Warning is within the discretion of the Vice President for Student Success, Vice President of Workforce Development, or designated student conduct officer. If there is no repetition, escalation, or further violation of the Student Code of Conduct related to the violation the letter will be destroyed consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

C. Educational and Community Service Sanctions: A student or student group/organization may be assigned educational and/or community service activities intended to improve his/her/their ability to function within the range of behavior expected of members of the ACC community. Sanctions address the particular nature and circumstances of a violation. Examples include but are not limited to performing a specified number of community service or college service hours, writing a reflection paper or other written assignment relevant to the circumstances of the violation, assignment of specified counseling, requirement to make restitution, agreement to a behavioral contract,
assignment of a no-contact order, or any other educationally appropriate sanction. If there is no repetition, escalation, or further violation of the Student Code of Conduct related to the violation, records will be destroyed consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

D. General Probation: A student or student group/organization may be placed on general probation when involved in a minor violation. General probation may be imposed with two specific conditions. First, the student must demonstrate capability and a willingness to adhere to the Code without further penalty. Second, the student must acknowledge that repetition of the same violation warrants further action. General Probation will not remain in effect more than two academic semesters and any intervening summer session. If there is no additional violation of the Student Code of Conduct related to the violation, records will be destroyed consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

E. Restrictive Probation: Restrictive Probation results in loss of good conduct standing. Restrictive conditions of probation may limit activity of the student in the College community during the probationary period. Generally, the student will not be eligible for initiation into any campus or national organization, may not receive any College award or other honorary recognition, may not occupy a position of leadership or responsibility with any College or student organization, and may not be allowed to participate in any type of extracurricular student activity. Student groups/or organizations placed on Restrictive Probation may be prohibited from participating in specified College activities, from fundraising activities, and from initiation of new members. Restrictive Probation shall remain in effect for no more than two academic semesters and intervening summer sessions. Any additional violation of the Code during a period of Restrictive Probation may result in immediate dismissals from the College for an individual or loss of College recognition for a student group/organization. Records related to restrictive probation will be retained consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

F. Interim Suspension: The Vice President for Student Success, Vice President of Workforce Development, or designated student conduct officer may assign a short-term suspension for conduct that poses a threat to the health or well-being of any member of the College community or to the activities and property of the College. An interim suspension may be assigned also when an accused student or student group/organization does not respond timely to begin the complaint resolution process after being notified of a student conduct complaint. Interim suspension is generally limited to five school days or until a student begins participation in the complaint adjudication process.

G. Suspension: A student or student group/organization involved in a violation warranting consideration of sanctions more serious than Restrictive Probation will face Suspension. The length of the suspension will be determined by such factors as disciplinary history of the student; the nature of the violation; the severity of the injury, harm or damage resulting from the incident; institutional precedent in sanctioning similar violations, and demonstrated understanding of the offense by the student. Suspension shall be of a short-term nature, generally not exceeding five school days, beginning immediately with the assignment of the sanction. During the period of suspension, the student is not permitted on any campus of ACC without written permission of the Vice President for Student Success or Vice President of Workforce Development. Upon completion of the sanction and return to classes, the student will be placed on General Probation, subject to the conditions thereof. Records related to suspension will be retained consistent with the Records Retention and Disposition Schedule for colleges in the North Carolina Community College System.

H. Dismissal: This sanction is the most severe that ACC imposes upon a student. There are two types of Dismissal: "Explicit" and "Indefinite."

1. Explicit Dismissal: A student involved in a violation warranting consideration of action more serious than Suspension, or repeated violations of misconduct, will be assigned Explicit Dismissal. The length of Explicit Dismissal will be determined by the same factors related to Suspension. The duration of the Explicit Dismissal sanction shall not exceed two academic semesters and any intervening summer sessions. A student who re-enrolls following explicit dismissal will be placed on general probation for one to two semesters following re-enrollment.
2. Indefinite Dismissal: A student will be assigned the Indefinite Dismissal sanction for violations of the Code so severe that his/her continued attendance or participation in any classes, programs or services would be considered an infringement upon the rights of the student body or college community, or the furtherance of the college’s educational, civic or recreational purposes. The minimum length of Indefinite Dismissal will not be less than one calendar year. A student wishing to be reinstated to good conduct standing must obtain clearance from the Vice President for Student Success or Vice President of Workforce Development prior to returning and must comply with conditions assigned to the return.

General Terms of Dismissal: The college requires that a student dismissed from the college, whether as Explicit or Indefinite Dismissal, be escorted from the campus immediately after the sanction is imposed. Any student dismissed for violations of conduct must secure written permission from the Vice President for Student Success or Vice President of Workforce Development before he/she again may be present on any college property, college-sponsored or supervised activity, or participate in any classes, programs, services or activities. If the student fails to leave the campus, or returns to the campus without written authorization, he/she may be faced with trespassing charges. If a student withdraws from the College while facing conduct charges, the same procedures apply as are applicable to dismissal, until such time as the charges are settled. In addition, an unresolved student conduct complaint may result in a “hold” placed on the student’s academic record and ability to conduct business with the College, until the conduct complaint is resolved.

When a student has been dismissed for violations of conduct, a report will become a part of the student’s permanent record.

PART V - STUDENT CONDUCT COMPLAINT RESOLUTION PROCEDURES:

A. Complaint forms for submitting alleged violations of the Student Code of Conduct are located in the offices of the Vice President for Student Success, Vice President of Workforce Development, and Public Safety. Complaints should be submitted on a complaint form or other written document including: name(s) of student(s), faculty member(s) or staff involved; names of witness(es); a thorough description of the alleged violation; time, date and location of the alleged violation; and, any action(s) taken. The Complaint is to be filed with Vice President for Student Success (for curriculum students), or Vice President of Workforce Development (for continuing education and Academic/Career Readiness students). Allegations concerning violations of the Student Code of Conduct must be brought to the attention of a College administrator within 120 days of discovery of the alleged offense. Events, decisions, or activities (except sexual misconduct allegations) that occurred more than 120 days earlier are “stale” and are not normally subject to student conduct action. Exceptions to the time frame will be made at the sole discretion of the Executive Vice President or designee, and for example may involve allegations still under investigation or circumstances in which the safety of individuals or the College community are deemed to be at risk.

B. Response to a Complaint: The Vice President for Student Success, Vice President of Workforce Development, Director of Public Safety, or their designees will notify the student of a complaint filed against him/her. The student has 24 hours after receiving the notice of complaint to contact the appropriate Vice President or designated student conduct officer for purposes of an administrative hearing. If the student makes no contact, the Vice President has the authority to suspend the student until a hearing of the particulars occurs. The student conduct complaint resolution should be completed within 60 days after the initiation of the complaint, except when specific circumstances cause a delay.

C. A student conduct administrative hearing generally requires a personal meeting with the Vice President or designated student conduct officer. The administrative hearing is closed to the public. At the administrative hearing, the student will be notified of the information included on the complaint form; have a chance to respond to or provide rebuttal to the complaint; be afforded an opportunity to provide supplemental information, including witness statements; and, be informed of his/her rights and responsibilities as detailed in the Student Code of Conduct. The student will be asked to sign a “Conduct Procedures Report” verifying that he/she was informed of his/her rights.

D. The accused may have an advisor of his/her choice present at a disciplinary proceeding and any related meetings. In the case of sexual misconduct allegations, both the accused and the accuser may have an advisor present. An advisor serves on a consulting (non-participatory) basis in a disciplinary hearing or related meetings. If an attorney is to be present as advisor to the accused (in any case) or accuser (in sexual misconduct allegations only), current contact information of the attorney must be provided to the Vice President or designated student conduct officer at least five college days before the scheduled date of the administrative hearing.
E. As appropriate to the allegations, the Vice President or designated student conduct officer interviews relevant student(s) and witness(es), reads supporting documentation, gives the student or students their fundamental fairness rights, makes a determination of responsibility, and assigns appropriate sanctions. In order to complete the administrative hearing process and reach a conclusion, more than one meeting may be needed.

F. Final determination of responsibility is made by the Vice President for Student Success, Vice President of Workforce Development, or designated student conduct officer as applicable, and will be based upon the standard “preponderance of the evidence.” The Vice President or designated student conduct officer will assign sanctions and notify the student. When practical, the student will be notified in person; and in all instances the student will be notified by letter sent through U.S. mail. Notice via electronic communication may be substituted by mutual agreement.

G. Appeal of Student Conduct Decisions: An accused student found responsible, who believes the outcome of the administrative hearing is unfair, may appeal to the Student Conduct Appeals Panel. In cases alleging sexual misconduct, both the accused student and the accuser have the right of appeal. The burden of proof in an appeal rests on the appealing party to show by a preponderance of the evidence why the previous decision should not be affirmed. An appeal must be based on one or more of the following grounds:

1. Insufficient evidence to support the decision.
2. New evidence unavailable at the time of the original hearing.
3. Procedural error serious enough to affect the outcome of the hearing.
4. Excessive or inappropriate sanctions.
5. Discrimination based on the appellant’s membership in a protected group.

H. The appellant has three college days to appeal the original decision to the Student Conduct Appeals Panel by submitting to the Chairperson of the Grievance Committee a written notice citing the grounds for the appeal and attaching supporting documentation.

I. The Chairperson of the Grievance Committee will assemble a Student Conduct Appeals Panel from among the members of the Grievance Committee. A panel will be comprised of three members, unless the Chairperson of the Grievance Committee decides otherwise in a particular case for good cause. No member who has a conflict of interest will serve on the panel. Decisions in a particular case are made by majority vote and based upon a preponderance of the evidence. The Chairperson of the Grievance Committee will chair the hearing but will not vote.

J. The hearing of the student conduct appeal must be set by the Chairperson of the Grievance Committee within ten college days after receiving written notification of appeal. The Chairperson may grant an extension of the hearing date for extenuating circumstances, which shall be communicated to all parties.

K. Rules and Guidelines for Student Conduct Appeals Panels:

1. The Chairperson will provide the original hearing officer and original accuser (if relevant) with a copy of the written appeal and will request a written response from the hearing officer and/or original accuser as appropriate to the particular case. The Chairperson will then provide the appellant with a copy of the hearing officer’s and/or original accuser’s response.

2. The appellant, the original hearing officer, and the original accuser (as appropriate to the particulars of the case) are entitled to be present during all segments of the hearing in which testimony is given.

3. The hearing will be closed to the public. The hearing will be electronically recorded, except deliberations will not be recorded. Voice recordings and any transcripts thereof become the property of Alamance Community College. These materials will be securely housed in the Office of the Vice President for Student Success. At the expense of the requestor, access to copies of the materials will be determined by the Committee Chair after consultation with the Vice President for Student Success. The College will not release any student information protected by the Family Educational Rights and Privacy Act, unless ordered by a court of law.

4. Each witness must submit a written statement of testimony to the Chairperson at least three college days prior to the date of the scheduled date of the hearing. The Chair will make a determination and certify the witness as an individual having testimony relevant to the hearing. If it is impossible for a witness to appear in person, he/she may request in writing that his/her statement be considered at the hearing.
5. Witnesses may be present in the hearing only when they are providing oral testimony.

6. The appellant may have an advisor of his/her choice present at a student conduct appeal hearing and any related meetings. In the case of sexual misconduct allegations, the appellant, the original hearing officer, and the original accuser may have an advisor present. An advisor serves on a consulting (non-participatory) basis in a student conduct appeals hearing or related meetings. If an attorney is to be present as advisor to the appellant or the original accuser, current contact information of the attorney must be provided to the Chairperson of the Grievance Committee at least five college days before the scheduled date of the administrative hearing. The College reserves the right to have its legal counsel present as advisor or observer at any administrative hearing, Student Conduct Appeals Panel hearing, and related meetings.

7. The Student Conduct Appeals Panel has the authority to uphold the original decision, uphold or modify the sanctions, remit the case for a new administrative hearing, or reverse the decision and dismiss the complaint.

8. Perjury and Contempt:
   a. Perjury is defined as the voluntary violation of an oath or vow given before testimony. It includes such examples as lying or falsification of records. Such acts of perjury may result in a penalty of dismissal for those college students, faculty, staff or witnesses who are found responsible for perjury.
   b. Contempt is defined as any act or process in which a person prohibits or obstructs the system of fundamental fairness. Examples include being out of order in a committee session, attempting to bribe a committee member or witness, or not appearing at a scheduled appeal hearing. Such acts may result in a penalty of dismissal for those college students, faculty, staff or witnesses who are found responsible for contempt.

9. Procedures in Student Conduct Appeals Panel Hearings:
   a. The Chairperson of the Grievance Committee presides.
   b. The complaint is read to the Appeals Panel and other participants.
   c. The plea of the hearing officer and/or original complainant is heard.
   d. Testimonies by both parties and witnesses occur. Every person giving testimony will take the following oath: “On my honor, I affirm to tell the truth, the whole truth, and nothing but the truth.”
   e. Either party may write questions for the Chairperson to use in hearing oral testimony. The Chairperson or any Appeals Panel member may ask questions of either party during the presentation of testimony.
   f. For procedures specific to sexual misconduct cases, see ACC’s “Procedures to Address Sexual Misconduct” posted on the College’s web site.
   g. A written notification of the committee’s decision will be provided to the accused, the hearing officer, the accuser (when permitted by College policy), and the appropriate Vice President within 24 hours after the conclusion of the hearing and decision of the Panel. Appeal procedures to the Executive Vice President will be described in the written notification.

10. If the appellant is dissatisfied with the decision of the Student Conduct Appeals Panel, the final appeal rests with the President, who may delegate authority to the Executive Vice President. The student who appeals a student conduct decision has five college days to communicate, in writing, why the decision is unjust or the procedures used were unfair. Until the President’s office receives the appeal in writing, all findings of the Student Conduct Appeals Panel remain in effect. The President, or Executive Vice President if so designated, completes a review of the record, will render a decision within 10 college days after receiving the written appeal, and will notify pertinent parties and the Student Conduct Appeals Panel. The President, or Executive Vice President if so designated, has the authority to uphold the original decision, uphold or modify the sanctions, remit the case for a new administrative hearing, or reverse the decision and dismiss the complaint. The President’s, or if so designated the Executive Vice President’s, decision serves as the final authority of the College.
11. While an action of the Vice President for Student Success, Vice President of Workforce Development, designated student conduct officer, or Student Conduct Appeals Panel is under appeal, a student may or may not be permitted to attend class or participate in College-related activities. This determination will be made by the Vice President on a case-by-case basis. If the appeal is denied, the original sanction(s) stand and the academic standing of the student reverts back to the day sanctions were imposed.

Student Grievance Procedures

Grievance Policy

Complaint and grievance procedures are available to any student, faculty member, or staff member seeking redress for what is perceived to be unfair treatment of or by a student in the context of his/her association with ACC. The intent of these procedures is to have a fair and orderly resolution of any issue at the lowest possible administrative level at the College. Authorized decision-makers base their conclusions and remedies upon a preponderance of the evidence. In all cases the burden of proof is on the grievant.

After a student has exhausted the College’s complaint or grievance procedures, if a matter remains unresolved, a formal complaint may be filed with the North Carolina Community College System using the online Student Complaint Portal hosted by the Licensure Division of the University of North Carolina System Office. The Portal can be found online at https://studentcomplaints.northcarolina.edu. For more information, send an email to: studentcomplaint@northcarolina.edu.

Complaints/Grievances Against Students

Grievances related to alleged violations of the Student Code of Code are resolved through the student conduct adjudication and appeal processes. (See Student Code of Conduct)

Complaints and grievances against a student or students in academic matters related to courses, classroom behavior and attendance, academic regulations, or academic activities are resolved by instructors, department heads, and/or deans under their authority and responsibility for instruction. Academic Deans are the final arbiters in these matters. Referral may be made to the student conduct adjudication and appeal process if appropriate to the particular circumstances.

Grievances against part-time student workers in their roles as employees are resolved through the procedures in the ACC Employee Policies and Procedures Manual.

Complaints/Grievances By Students

ACADEMIC MATTERS

Grade and Academic Standing Appeal Process:

Any student who believes he/she has received an unfair grade or decision regarding academic standing may appeal the grade/decision. A grade appeal or academic standing appeal should be initiated within 30 days from the date the grade or decision was issued and the appeal should be in writing. The student should follow the following steps during this process:
1. Appeal to the Instructor. The instructor will investigate and respond to the appeal, in writing, within five college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within five days after receiving the decision.

2. Appeal to the Department Head. The department head will investigate and respond to the appeal, in writing, within five college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within five days after receiving the decision.

3. Appeal to the Academic Dean. The academic dean will investigate and respond to the appeal, in writing, within five college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within five days after receiving the decision.

4. Appeal to the Vice President of Instruction. The Vice President of Instruction will investigate and respond to the appeal, in writing, within five college working days. The decision of the Vice President of Instruction is final.

Note: Grade appeals should be moved forward in a timely manner. However, in the event a student appeals a grade or academic standing decision that prevents progression in a program, the student will be allowed to enroll and attend the following semester, except clinical and work-based learning courses/experiences, pending the outcome of the appeal. If the grade or decision is upheld, the student will be withdrawn and refunded the tuition.

OTHER ACADEMIC GRIEVANCES:

Complaints or grievances related to courses, course syllabi, classroom behavior, academic regulations, or academic activities are resolved by instructors, department heads, and/or deans under their authority and responsibility for instruction. A grievance should be initiated within 30 days of the event or action in question, and the grievance should be submitted in writing.

An academic grievance must be based on one or more of the following grounds:

- Arbitrary and/or capricious action on the part of the faculty/staff member.

- Application of standards different from those that were applied to other students in the course, program, or activity.

- Policy or procedure applied unfairly and/or in a different manner that it was applied to others.

- Administrative error in the application of a policy or procedure.

- Discrimination based on grievant’s membership in a legally protected group.

An aggrieved student should first discuss the matter with the appropriate instructor. If unresolved, the student should appeal in writing within five days to the relevant Academic Dean. The Dean will conduct a substantive review of the grievance and will interview appropriate student(s), faculty members, and witness(es) involved; examine supporting documentation; inform the student or students of their fundamental fairness rights; make a determination of responsibility; and assign appropriate remedies. The Academic Dean has the authority to uphold or modify the earlier resolution, or to reverse the decision and dismiss the complaint. The decision of the Academic Dean is generally final. However, a grievant who believes he/she was not afforded his/her fundamental fairness rights may appeal, based on those grounds only, to the Vice President of Instruction within three days. The Vice President of Instruction will complete a review of the record to determine whether fundamental fairness was provided to the student during the grievance process. The Vice President of Instruction has the authority to uphold or modify the earlier resolution, or to reverse the decision and dismiss the complaint.

While the grievance is under appeal, a student may or may not be permitted to attend class or participate in College-related activities. The Vice President of Instruction, Vice President for Student Success, or Vice President of Workforce Development will make this determination on a case-by-case basis.

Non-Academic Matters

FINANCIAL AID ELIGIBILITY APPEAL PROCESS:

A student may appeal the suspension of financial aid by submitting a written appeal to the Director of Financial Aid who will provide the appeal to the SAP (Satisfactory Academic Progress) Appeals Committee. The decision of the SAP Appeals Committee is final.

STUDENT EMPLOYEE GRIEVANCES:

Grievances by part-time student workers in their roles as employees are resolved through the procedures in the ACC Employee Policies and Procedures Manual.
**CONTRACTED SERVICES GRIEVANCES:**

A student may appeal to the manager of the relevant contracted service (such as the Bookstore or Snackbar) within five days of the event or action in question. If the complaint is unresolved by the manager, the student may appeal to the Vice President of Administrative and Fiscal Services, whose decision is final.

**OTHER GRIEVANCES:**

Other complaints and grievances are resolved through the Student Grievance Procedures described below. Grievances to be heard through this process include but are not limited to those related to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (note: procedures specific to sexual misconduct grievances are covered in ACC’s Sexual Misconduct Policy and Procedures to Address Sexual Misconduct); Family Educational Rights and Privacy Act of 1974; section 504 of the Rehabilitation Act of 1973; Title II of The Americans with Disabilities Act of 1992; Age Discrimination Act of 1975; and other allegations of unfair treatment. Grievances should be pursued in a timely manner. Complaints about actions or decisions taken more than 120 days earlier will be considered “stale” and normally will not be eligible for resolution through the grievance procedures. Exceptions will be made at the sole discretion of the Executive Vice President or designee.

1. Within five college days of the incident that triggers a potential complaint, the aggrieved student should attempt to resolve the issue through discussion with the faculty/staff member(s) or student(s) perceived to be the source of the grievance (except a student alleging harassment or physical abuse will not be required to make direct contact with the accused person).

2. If not resolved, the aggrieved student has five college days to bring the grievance to the attention of a College official (public safety officer, faculty member, staff member, or department head). A student who is unsure where to report should contact the Vice President for Student Success (curriculum students), the Vice President of Workforce Development (continuing education/academic and career readiness students) or their designee. [Note: In addition or instead, grievances alleging sexual misconduct or alleging discrimination based on membership in a legally protected group may be brought to the College’s Title IX Coordinator or to the College’s Affirmative Action officer, respectively.] The Vice President or designee will assist the student in examining the circumstances of the grievance and, if appropriate, advise in preparing an official written complaint. The Vice President or designee will forward the complaint to the appropriate administrator for resolution, based on the nature and particulars of the grievance.

3. The administrator who receives the referral will investigate and as needed will interview appropriate student(s) and witness(es) involved, examine supporting documentation, inform the student or students of their fundamental fairness rights, make a determination of responsibility, and assign appropriate remedies.

4. If the issue remains unresolved, students should be referred to the Vice President for Student Success who will assist the student to request a hearing by the Grievance Committee. The Vice President will notify the Grievance Committee Chairperson within three college days of consultation with the grievant that a hearing needs to be held.

5. The hearing of the grievance must be set by the Chairperson of the Grievance Committee within ten college days after receiving notification of the complaint. The Chairperson may grant an extension of the hearing date for extenuating circumstances, which shall be communicated to all parties. See “Rules and Guidelines for Student Grievance Committee Hearings” and “Procedures in Student Grievance Committee Hearings” below.

6. The Grievance Committee has the authority to uphold the original decision, uphold or modify the earlier resolution, or reverse the decision and dismiss the complaint.

7. If the grievance remains unresolved, final appeal rests with the President (or the Executive Vice President if the President so delegates). The student(s) who appeals a decision at this level has five college days to communicate, in writing, why the decision is unjust on the grounds of substantial procedural error. The President, or Executive Vice President if so delegated, will complete a review of the record to determine whether fundamental fairness was provided, will render a decision within 10 college days after receiving the written appeal, and will notify pertinent parties and the Grievance Committee Chairperson. The President, or Executive Vice President if so delegated, has the authority to uphold the original decision, uphold or modify the sanctions, remit the case for a new administrative hearing, or reverse the decision and dismiss the complaint. In all cases, the President’s, or Executive Vice President’s if so delegated, decision shall serve as the final authority of the College.

8. While an action of the Vice President for Student Success, Vice President of Workforce Development, Vice President of Instruction, or Grievance Committee is under appeal, a student grievant or accused person may or may not be permitted to attend class or work, or participate in
College-related activities. The Vice President for Student Success, Vice President of Workforce Development, or Vice President of Instruction will make this determination on a case-by-case basis. If the appeal is denied, the original decision stands, effective the date of the original decision.

9. Rules and Guidelines for Student Grievance Committee Hearings: When it becomes necessary to assemble a “Grievance Committee,” the following procedures will govern a student grievance hearing (unless the case was earlier addressed through the student conduct process in which case the Student Conduct Appeal Panel procedure applies):

a. Grievance Committee Membership: The Chairperson of the Grievance Committee is appointed by the ACC President. Committee members are appointed or reappointed annually and include three students (SGA President, Vice President, and Secretary), a faculty representative from the Faculty Affairs Committee, and a staff representative from the Health and Safety Committee. No member with a conflict of interest in the case under consideration will sit for the hearing. Three faculty alternates will be appointed by the Vice President of Instruction and three staff alternates will be appointed by the Executive Vice President. Alternate student committee members will be named and names submitted in writing to the Grievance Committee Chairperson by the SGA President or Student Activities Coordinator when needed. In any particular grievance case, a committee of three will be drawn from the Grievance Committee. Exceptions to the number of panelists in a case can be made by the Grievance Committee Chairperson for good cause. Determinations and decisions will be made by majority vote of those present and eligible to vote, and will be based upon a preponderance of the evidence. The Grievance Committee Chairperson will preside at hearings, but will vote only to resolve a tie vote.

b. Grievance Committee Procedures:

i. The Grievance Committee Chairperson will provide the accused with a copy of the written appeal and will request a written response or supporting documents from the accused as appropriate to the particular case. The Chairperson will then provide the grievant with a copy of the accused’s response.

ii. The grievant and the accused are entitled to be present during all segments of the grievance hearing in which testimony is given.

iii. The hearing will be closed to the public. The hearing will be electronically recorded, except deliberations will not be recorded. Voice recordings and any transcripts thereof become the property of Alamance Community College. These materials will be securely housed in the Office of The Vice President for Student Success. At the expense of the requestor, access to copies of the materials will be determined by the Grievance Committee Chairperson after consultation with the Vice President for Student Success. The College will not release any student information protected by the Family Educational Rights and Privacy Act, unless ordered by a court of law.

iv. Each witness must submit a written statement of testimony to the Grievance Committee Chairperson at least three college days prior to the date of the scheduled date of the hearing. The Chairperson will make a determination and certify the witness as an individual having testimony relevant to the hearing. If it is impossible for a witness to appear in person, he/she may request in writing that his/her statement be considered at the hearing.

v. Witnesses may be present in the hearing only when they are providing oral testimony.

vi. The grievant may have an advisor of his/her choice present at a grievance hearing and any related meetings. In the case of sexual misconduct allegations, both the grievant and the accused may have an advisor present. An advisor serves on a consulting (non-participatory) basis in a grievance hearing or related meetings. If an attorney is to be present as advisor to the grievant or accused, current contact information of the attorney must be provided to the Chairperson of the Grievance Committee at least five college days before the scheduled date of the grievance hearing. The College reserves the right to have its legal counsel present at any grievance hearing or related meetings.

vii. The Grievance Committee has the authority to uphold the original decision, uphold or modify the sanctions, remit the case for a new administrative hearing, or reverse the decision and dismiss the complaint.
viii. Perjury and Contempt:

a. Perjury is defined as the voluntary violation of an oath or vow given before testimony. It includes such examples as lying or falsification of records. Such acts of perjury may result in a penalty of dismissal for those college students, faculty, staff or witnesses who are found responsible for perjury.

b. Contempt is defined as any act or process in which a person prohibits or obstructs the system of fundamental fairness. Examples include being out of order in a committee session, attempting to bribe a committee member or witness, or not appearing at a scheduled appeal hearing. Such acts may result in a penalty of dismissal for those college students, faculty, staff or witnesses who are found responsible for contempt.

10. Procedures in Student Grievance Hearings:

a. The Chairperson of the Grievance Committee presides.

b. The complaint is read to the committee and other participants.

c. The plea of the accused is heard.

d. Testimonies by both parties and witnesses occur. Every person giving testimony will take the following oath: “On my honor, I affirm to tell the truth, the whole truth, and nothing but the truth.”

i. The grievant and the accused are not permitted to address each other directly. Either the grievant or the accused may write questions for the Chairperson to use in hearing oral testimony.

The Chairperson or any committee member may ask questions of either party during the presentation of testimony.

ii. For procedures specific to sexual misconduct cases, see ACC’s “Procedures to Address Sexual Misconduct” posted on the College’s web site.

iii. A written notification of the committee’s decision will be provided to pertinent parties and the appropriate Vice President within 24 hours after the conclusion of the hearing and decision of the Grievance Committee. Appeal procedures to the Executive Vice President will be described in the written notification.
Tobacco-Free Campus

The College is a 100% tobacco-free environment. The use of tobacco products is prohibited in any College buildings, facilities, vehicles, or property owned, leased, or operated by the College including all outside areas. The sale or free distribution of tobacco products, including merchandise, is also prohibited. This policy applies to all College employees, students, vendors, contractors, and visitors to campus.

I. DEFINITIONS

A. Tobacco is defined as all products delivered from, or containing tobacco, including and not limited to those listed below.
   • Cigarettes
   • Cigars, cigarillos
   • Pipes or hookah
   • Smokeless tobacco
   • Electronic cigarettes or vaporized nicotine

B. Tobacco use is defined as smoking, chewing, dipping, or any other use of tobacco products.

II. PROHIBITION

All individuals shall comply with the policy. It is the responsibility of all students, faculty, staff, and visitors to observe, adhere to, and respect the College’s tobacco-free policy. Citations and fines are imposed for using tobacco. Failure to adhere to the policy could result in disciplinary action for students and employees. Littering the remains of tobacco products or any other waste product on college property is further prohibited.

III. PUBLIC EDUCATION

The College shall post appropriate signage on the campus educating students, employees, and visitors that the College is a tobacco-free campus and use other methods to further inform and educate the public of this prohibition.

Communicable Disease

I. DEFINITION

Communicable disease is defined as “an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment” (NC G.S. 130A-2 Page 1 § 130A-2). Communicable diseases include but are not limited to: influenza; chicken pox; measles; tuberculosis; conjunctivitis; infectious mononucleosis; acquired immunodeficiency syndrome (AIDS); Hepatitis A, B, C, and D; meningitis; methicillin-resistant Staphylococcus aureus (MRSA); and Hemorrhagic Fevers (including Ebola). Communicable diseases can be categorized according to how they are transmitted:


2. Class B Communicable Diseases – are transmitted through exposure to blood or bodily fluids. Examples: acquired immunodeficiency syndrome (AIDS), Hepatitis B or C, Hemorrhagic Fevers (including Ebola).

II. PURPOSE

Alamance Community College (ACC) recognizes that certain communicable diseases can have serious implications on the health and safety of all students and employees. The college does not discriminate, in policy or practice, against persons infected with a communicable disease. However, ACC does expect that individuals who have been exposed to or have symptoms of a communicable disease conduct themselves in an ethical and legal manner in accordance with the Centers for Disease Control and Alamance County Health Department policies and, in the event of a determined pandemic level, in accordance with applicable governmental directives and orders, emergency or otherwise.

III. POLICY

Individuals exposed to or infected with a communicable disease are expected to seek prompt expert medical advice and implement recommended treatment in accordance
with the policies of the Centers for Disease Control and the Alamance County Health Department. Individuals exposed to or determined to be infected with Class A Communicable Diseases are encouraged to advise ACC of their medical status circumstances by notifying their course instructors or campus employers as appropriate, and providing documentation if requested. Instructors and campus employers will consult the Director of Public Safety for advice or instructions as needed. Individuals exposed to or infected with Class B Communicable Diseases are expected to advise ACC of their medical status and treatment so that the College can respond appropriately to their needs on a case-by-case basis. Written documentation may be required. Upon diagnosis, students should immediately contact the Vice President for Student Success or the Coordinator of Disability Services. Employees shall immediately contact the Director of Human Resources.

Information relating to the communicable disease of a student/employee/contracted employee of ACC will be disclosed only to responsible college officials on a strictly need-to-know basis and will be kept confidential in accordance with applicable governmental privacy and health regulations and subject to applicability, if any, of the Family Education Rights and Privacy Act of 1974 and Americans with Disabilities Act. Unauthorized disclosure of an individual’s identity and medical information by an employee of ACC is prohibited. Violation of this prohibition may result in disciplinary action, including suspension from, or termination of, an individual’s employment with ACC.

Persons determined to be infected with a Communicable Disease, who qualify as an individual with a disability pursuant to the Americans with Disabilities Act, will not be excluded from participation in or denied benefits of ACC’s services, programs, or educational activities or from employment unless individually based medical judgments indicate that exclusion from classes or other restricted activities, or work, is necessary for the health and safety of the individual or members of the college community.

ACC will follow the Centers for Disease Control and Alamance County Health Department standards for monitoring and tracking individuals with exposure to communicable diseases. ACC will refer symptomatic students or employees to an appropriate medical facility and require documentation from this medical facility stating that the student or employee is medically safe to return to the campus or engage in ACC programs. Decisions in individual cases that restrict access to employment or to educational programs/activities will be made by the Executive Vice President in consultation with the appropriate Vice President/Dean/Director, and in consultation with the Director of Public Safety, local public health officials, and, if available, the individual’s physician/health care provider. As required by applicable law, ACC will endeavor to provide the individual with reasonable accommodation(s) given consideration as to the circumstances.

In public health and/or pandemic level communicable disease situations, the President will implement the College’s Emergency Response Plan and “Communicable Disease and Pandemic Threat Response Procedures.” Actions that may be taken by the President to prevent the spread of communicable disease include but are not limited to:

1. Modify campus-based instruction and/or College services to other delivery systems such as online.
2. Limit or prohibit employee travel and/or student field trips/site visits.
3. Close or limit access to certain College buildings or programs temporarily.
4. Prohibit those infected with a communicable disease from coming onto the College’s campuses or attending ACC-sponsored functions or programs.
5. Control entry to campus facilities and screen visitors and community members for relevant symptoms and/or exposure.
6. Close the College temporarily.

ACC may require immunizations, prior to admission or employment, for specified communicable diseases, including, but not limited to, Class A Communicable Diseases. In lieu of proof of vaccination, an individual may provide a licensed medical professional’s statement of immunity or of contraindication to a vaccine; a lab blood test/titer documenting immunity; or a statement of religious exemption. ACC may apply more restrictive requirements for employment or participation in a specific ACC program or class, such as child care, clinical programs, and certain...
health services programs on a case-by-case basis.

ACC will promote a healthy and safe environment for both students and employees through minimizing risk of transmission of diseases that are blood or body fluid borne. ACC will comply with federal regulations and state statutes regarding blood borne pathogens as set forth in the Federal Register, 29 CFR §1910.1030 and the North Carolina Administrative Code, 10A NCAC 41A, by attempting to limit/prevent occupational exposure of employees to blood or other potentially infectious bodily fluids and materials that may transmit blood borne pathogens that can lead to disease or death.

An employee who could “reasonably anticipate,” as a result of performing required job duties, to face contact with blood, bodily fluids, or other potentially infectious materials is covered by the OSHA Blood borne Pathogens Standard, the North Carolina Administrative Code, and this policy. “Occupational Exposure” includes any reasonably anticipated skin, eye, mucous membrane or parenteral (brought into the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties. “Good Samaritan” acts, such as assisting a co-worker or student with a nosebleed would not be considered “reasonably anticipated occupational exposure.”

An employee who suspects that he or she has had exposure to blood or bodily fluid may request to be tested, at ACC’s expense, provided that the suspected exposure poses a significant risk of transmission, as defined in the rules of the Commission for Health Services. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission will be conducted in accordance with 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV). ACC will strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws, ACC’s policies, and in the best interest of all ACC stakeholders.

Human Resources Employees-Discrimination And Harassment

The College does not condone discrimination in employment practices and is fully committed to providing a working environment that is free from discrimination. No person shall be denied access to employment or fair treatment or in any way be discriminated against based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation, or veterans’ status.

For issues related to sexual harassment, assault, and violence, consult Policy 5.3.5 – Sexual Misconduct and Title IX, which applies to both students and employees.

For issues related to all other types of unlawful discrimination and harassment, see Policy 3.3.8 – Grievance Policy and Procedure (Non-Student).

Student Services Students-Discrimination And Harassment

Alamance Community College does not discriminate in administering its programs and activities. No person shall be denied access to admission or fair treatment or in any way be discriminated against based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation, or veterans’ status.

For issues related to sexual harassment, assault, and violence, consult Policy 5.3.5 – Sexual Misconduct and Title IX.

For issues related to all other types of unlawful discrimination and harassment, consult Policy 5.3.2 – Student Code of Conduct, and Procedure 5.3.2.2 – Discipline and Appeal for Non-Academic Violations.

Student Services FERPA Annual Notice

The Family Educational Rights and Privacy Act (FERPA), a federal law, provides students with certain rights with respect to their education records. These rights are:

A. The right to inspect and review your education records within 45 days of the day the College receives a request for access. You should submit to the College’s Registrar a written request that identifies the record(s) you wish to inspect. The College’s Registrar will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the College’s Registrar, the Registrar will advise you of the correct official to whom your request should be made.

B. You have the right to challenge an item in your education records believed to be inaccurate, misleading, or otherwise in violation of your privacy rights. You may file a grievance pursuant to Policy 5.3.6 – Student Grievance beginning at
Step Three. If the final decision is that the information in the record is, in the College's determination, not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the Vice President of Student Success shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the College's decision.

C. The right to consent to disclosures of personally identifiable information contained in your education records. FERPA requires that the College obtain your written consent prior to the disclosure of any such information with certain exceptions. College officials with a legitimate educational interest are an exception and do not need your consent. For a complete list of the disclosures that may be made without your consent, see 34 CFR Part 99.31 – 99.39. Exceptions to disclosures include, but are not limited to:

1. Organizations conducting studies;
2. Health/safety emergencies;
3. Under the U.S. Patriot Act;
4. Federal, state and local authorities;
5. Accrediting organizations;
6. State, local or tribal welfare agencies;
7. College officials with legitimate educational interest;
8. In response to subpoenas and court orders; and
9. In response to a lawsuit where a student names the College as a party.

D. A College official includes any of the following when that person has a legitimate educational interest in having access to the information:

5. Any administrator, certified staff member, or support staff member (including health, medical, safety, and security staff) employed by the College;
6. A member of the College's Board of Trustees;

7. A contractor, consultant, volunteer, or other party to whom the College has outsourced services or functions, such as, but not limited to: an attorney, auditor, cloud storage provider, consultant, expert witness, hearing officer, law enforcement unit, investigator, insurer/insurance company adjuster, investigator, or any other claims representative, medical providers or consultants, or counselors/therapists, provided that the person is performing a service or function for which the College would otherwise use employees, is under the direct control of the school district with respect to the use and maintenance of education records, and is subject to FERPA requirements governing the use and re-disclosure of personally identifiable information from education records; and

8. A person serving on a committee appointed by the College, such as a disciplinary or grievance committee or other review committee.

A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

I. The College may release Directory Information about you unless you have advised the College to the contrary. The College has designated the following information as Directory Information: name; program (major field) of
study; dates of attendance, grade level and enrollment status; and degrees, diplomas, certificates, honors and awards received. In addition, the College releases the following limited-use directory information: College-issued photographs, videos, or other media containing a student’s image or likeness are disclosed by the College and/or third parties contractually affiliated with the College (such as vendors and partner institutions with a joint memorandum of understanding) for purposes limited to: a) publication in print and/or on web sites/social media hosted by, on behalf of, or for the benefit of the College for purposes including but not limited to marketing, public relations, outreach, press releases, or College ID cards; and b) at College events including but not limited to college fairs, job fairs, open houses, and student organization activities.

1. The College shall only release Directory Information to individuals and organizations that demonstrate, in the College’s opinion, a legitimate, education interest in the information or provide a direct service to the College; provided, however, the College shall release Directory Information to military recruiters in compliance with the Solomon Amendment unless you specifically restrict the release of your Directory Information.

2. If you do not want the College to disclose your Directory Information described above from your education records to the recipients identified above without your prior written consent, you must submit a completed Student Release Form to the Office of Enrollment Management within 14 days of the beginning of the academic year or within 14 days of you enrolling in the College.

C. The College shall release a student’s educational records to the student’s parents or guardian when requested by the parents or guardian and: i) the student is listed as a dependent on the parents’ tax returns; ii) the student violated a law or the College’s policies regarding drugs and alcohol and the student is under the age of 21; or iii) the disclosure is needed to protect the health or safety of the eligible student or other individuals in an emergency situation.

D. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the: Student Privacy Policy Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901 Questions regarding student records should be directed to the College’s Admissions/Records Office.

Services for Students with Disabilities

Alamance Community College is invested in full compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments of 2008. The College ensures that policies, procedures, programs, activities and facilities are appropriately accessible to students. The College focuses on the student as an individual and works toward equal opportunity, full integration into the campus environment, physical accessibility, and the provision of reasonable accommodations, auxiliary aids and services to students.

Federal law prohibits the College from making pre-admission inquiries about disabilities. It is the responsibility of the student to self-disclose the disability to Disability Services, provide appropriate documentation and engage in an interactive process with the Coordinator of Disability Services. Students should contact the Disability Services office through the Student Success Center, Main Building, second floor. Students are strongly encouraged to begin the documentation process at least 30 days prior to the start of the semester or course. Information provided by a student is voluntary and appropriate confidentiality is maintained.

Disabilities Services information can be accessed on the Disability Services Moodle site located on the College’s website at www.alamancecc.edu. An appointment with the Coordinator of Disability Services is required for accommodations and/or services to begin. For questions or assistance, call 336-506-4130.
Standards of Progress for Veterans Benefits

Students receiving veteran benefits must conform to certain standards of progress and conduct:

A. Maintenance of satisfactory attendance
   a. If a student is dropped from class and not readmitted, the drop is reported to the United States Department of Veteran Affairs (USDVA) when the drop decreases training time. A total withdrawal will result in termination of all benefits. Retroactive overpayments from the beginning date of the term will be charged unless mitigating circumstances are established by the student and sent to the USDVA.
   b. Complete withdrawals for two consecutive semesters is considered unsatisfactory attendance. A student who completely withdraws for two consecutive semesters will not be recertified during the subsequent semester. Veteran benefits may be reinstated after attending one semester in a decertified status if satisfactory attendance is maintained.
   c. Appeals to the decertified status must be made in writing to the Associate Vice President of Student Success. The appeal must (1) include explanation/documentation regarding the mitigating circumstances that led to the unsatisfactory GPA (2) include an action plan for success moving forward (3) be received at least one week prior to the start of the semester. A decision will be sent to the student in writing within three business days of the appeal.

B. Maintenance of satisfactory academic progress
   a. Students must maintain satisfactory academic progress as defined by the College. At ACC, students in curriculum programs must achieve a cumulative GPA of 2.0 to be progressing towards/eligible for graduation.
   b. A student who does not maintain a 2.0 cumulative GPA for two consecutive semesters will not be recertified for veteran benefits until satisfactory academic progress is achieved.
   c. Appeals to the decertified status from unsatisfactory progress must be made in writing to the Associate Vice President of Student Success. The appeal must (1) include explanation/documentation regarding the mitigating circumstances that lead to the unsatisfactory GPA (2) include an action plan for success moving forward (3) be received at least one week prior to the start of the semester. A decision will be sent to the student in writing within three business days of the appeal.

C. Maintenance of satisfactory conduct
   a. The USDVA will be notified if a student using veteran benefits is dismissed due to unsatisfactory conduct. In addition to any condition specified as a result of the dismissal, the student must meet with the Vice President of Student Success prior to reentering the College. Recertification for veteran benefits will occur upon recommendation by the Vice President of Student Success.

Hours for Veterans

Below are the number of hours required to draw benefits for all eligible programs.

Technical and College Transfer Programs

USDVA payments are based on an individual’s classification according to his/her CREDIT HOURS per semester for all programs.

- Full time: 12 or more credit hours
- 3/4 time: 9-11 credit hours
- 1/2 time: 6-8 credit hours
- Less than 1/2 time: 1-5 credit hours

Credit and contact hours earned in work-based learning courses may qualify for USDVA benefits.
Student Government Association

The Student Government Association (SGA) welcomes your interest and support. The executive officers and senators are responsible for providing a democratic self-government for the entire student body. The SGA is composed of students who have been elected or appointed by their peers. Any student may submit in writing a bill, petition, or suggestion that he/she feels should be considered by the SGA.

SGA also provides student activities throughout the year. These activities are both educational and social, and offer experiences beyond the classroom. The majority of the events are open to the entire student body. Some events are designed specifically for student clubs and organizations. To learn more about student activities at ACC, visit a regularly scheduled SGA meeting.

Elections for the executive positions take place each spring semester for the upcoming academic year. New students are urged to explore the responsibilities of SGA positions and become candidates. In addition to the elected officers of SGA, there are numerous positions appointed by the student body president. These positions require various aspects of responsibility and student leadership. Interested students should contact the SGA president to learn more details.

SGA Office:
Student Center,
Room 229
Main Building
336-506-4239