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
From access to success: Transforming lives and the communities we serve.

MISSION
The College provides comprehensive educational programs and services to advance our diverse population and empower lifelong learners to succeed as global citizens.

VALUES
ACCESS
INCLUSION
COLLABORATION
INNOVATION
EXCELLENCE
INTEGRITY
SUCCESS
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 Clery Compliance office. Any part of the crime log that is older than 60 days will be available for inspection within two business days of the request.

A Message from the President

The safety and security of our students, staff, faculty and visitors is 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 campuses.

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 campuses 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 have issued students IDs. 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 on our campuses is a shared responsibility. Please share your suggestions and ideas to continuously improve in this area.

Sincerely,

Dr. Algie Gatewood  
President
A Message from the Director of Public Safety/Campus Police Chief

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.

David A. Prevatte, MJA
Director of Public Safety
Campus Police Chief
Alamance Community College
david.prevatte@alamancecc.edu
**Clery Compliance Officer Message**

The Clery Act is an institutional responsibility that is intended to provide the public, as potential consumers of higher education services, with accurate, complete and timely information about safety on campus. This is accomplished in part by the Annual Security and Fire Safety Report available each year on October 1st. Compliance with the Clery Act provides students and families with the information that may prove helpful in making informed decisions about the relative safety on specific campuses.

The Clery Act requires institutions of higher education to publish information about their campus security policies and to give timely warning of crimes that represent a threat to the safety of students or employees. It also requires the institution to collect crime data, report those data to the campus community and to submit the statistics to the Department of Education.

Compliance with the Clery Act is not simply a matter of entering statistics into a website or publishing a brochure once a year. Compliance is achieved through collaboration – this coordination ensures the institution develops the appropriate policies, gathers accurate information from all the required sources and translates it into the appropriate categories with language that is easily understood by the general public. Using a system-wide approach ensures the institution is disseminating the right information, at the right time, and maintaining the appropriate records.

Feel free to contact me at (336) 506-4037 or Kevin.edmond@alamancecc.edu for more information about the Clery Act and/or the Violence Against Women Act. The Department of Public Safety also provides training for our Campus Security Authorities.

Sincerely,

**Kevin Edmond, BS**  
Clery Compliance Officer/Campus Police Officer  
Alamance Community College  
336-506-4037-Office  
336-214-2679-Cell  
Kevin.Edmond@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 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 Safety and 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 and unsworn officers. 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 have surveillance cameras to aid in the investigation of incidents that occur on campus. These cameras are not monitored 24/7, but do record all 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 A-01 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

Selective 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 by EMS will be the responsibility of the person sick or injured.
Emergency Phones/Callboxes

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

Callbox Locations are depicted on the map below and designated by the telephone symbol:

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.

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
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 www.alamancecc.edu/safety-and-security-site/acc-alerts/.

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 person 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.
Facilities Use/Access

The philosophy of Alamance Community College emphasizes an open door to total education. Part of the fulfillment of this philosophy includes providing exposure to diverse viewpoints for educational activities of this College; however, it is equally important that the educational activities of this College not be impeded by the activities of anyone. The accomplishment of the educational mission shall be considered to have first priority in all decisions concerning any use of College facilities under this policy. The following principles are set forth regarding use of campus facilities:

1. Commercial activities are prohibited.

2. Solicitation of funds, including sale of literature or other items, is prohibited except for College projects, the College bookstore and College food services.

3. Citizens may engage in speech which serves the educational goals of this College. Any speaker whose speech addresses an educationally relevant topic and who complies with the time, place and manner regulations shall not be denied permission to speak. These following restrictions shall apply regardless of the race, color, religion or creed of the speaker.

a. Those groups who desire to give talks or speeches may use the auditorium, the designated area in the main foyer, the designated Free Speech area, or classroom space, upon application to and approval by the VP of Instruction or the Director of Public Information. Request for approval should be made at least five days prior to the anticipated talk or speech.
b. Those desiring to distribute literature, solicit signatures on petitions, or engage students and faculty in individual conversations may do so in the designated area in the main foyer or the designated Free Speech area upon application to and approval by the VP of Instruction or the Director of Public Information. Request for approval should be made at least five days before the applicant desires to begin such activities.

c. Costs and damages incident to the use of the facility under this policy shall be borne by the organization or sponsoring individual/entity using the facility. As a condition of use, the user organization may be required to provide satisfactory assurance of financial responsibility to the College, including depositing sufficient funds or bond(s) to cover clean up and damage.

d. Scheduled activities of the College, its students and recognized student groups shall take priority over activities by others desiring to use College facilities.

e. No activity will be allowed that is calculated or directed to incite or produce imminent, lawless action or conduct and/or is likely to incite or produce such action.

f. No sound amplification equipment will be allowed in the designated main foyer area or other permitted area without prior approval by the VP of Instruction and the Director of Public Information. Only approved sound amplification equipment will be allowed in the auditorium.

g. Permission to use facilities shall be granted only during normal College operating hours, unless approved by the President.

h. If the College deems a requested activity or speech political or religious or other permitted free speech in nature, the College reserves the right to locate such student and/or visiting presenters to the Free Speech area, currently the patio area east of the B-Wing on the Carrington-Scott Campus.

4. College facilities may be used by all groups and for all uses which are required by the general statutes of North Carolina.

5. To the extent that appropriate space is available and subject to the procedures for reservation of space, the College’s facilities may be made available pursuant to this policy to civic, charitable or governmental groups not affiliated with this College for occasional meetings or activities when their work is compatible with or supplemental to the educational purposes of this College. Use by such groups may not be continued for extended periods of time. In no event shall this use be authorized where it conflicts with or disturbs College activities.

6. In making its facilities available for use under this policy, Alamance Community College assumes no obligations or responsibility for the activities of any person or group. Furthermore, the College reminds all users to be aware of and comply with applicable laws, including those concerning safety, libel, slander, defamation, and obscenity.

7. Appeals from decisions of the VP of Instruction or the Director of Public Information shall be to the College President or his delegate. All decisions shall be rendered as promptly as possible.

8. No alcoholic beverages or illegal drugs shall be allowed in any College facility or at any College authorized student activity.

Appeals—Appeals of administrative decisions regarding solicitations, distributions of written/printed materials and assemblies and use of ACC buildings, facilities and grounds, and equipment may be filed through the Office of the President.

Use of rooms and other College facilities for other than regularly scheduled classes must be arranged ahead of time through the VP of Instruction. All special events must be cleared on the master calendar of student activities. Rooms may be reserved for a specific hour for meetings of a club or committee. See the following to reserve specific rooms:

Auditorium/conference rooms—VP of Instruction, 336-506-4139
Boardroom—Executive Assistant to the President, 336-506-4145
Visitors Policy

In order to achieve the Alamance Community College Board of Trustees’ objective of providing a safe environment on its campuses for conducive educational opportunities for its students and a campus environment to nurture learning for such students by ACC’s faculty and staff, the following visitor policy has been adopted:

Visitors are welcome at Alamance Community College (ACC). However, persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities, including parking lots and commons areas. Legitimate reasons include, but are not limited to, 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 child care, 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.

Visitors have the right of free speech on ACC’s campus, pursuant to the First Amendment of the United States Constitution, provided such speech shall be exercised or limited in accordance with ACC’s policies as to prior notice, media, and place upon campus to ensure ACC’s Board of Trustees’ policy and goal first above stated or which speech is contrary to public health or safety. All visitors on ACC’s campus shall be mindful and shall exercise only socially appropriate behavior, including the exclusion of lewd, indecent or obscene, vulgar, offensive, or threatening speech or any sex, color, ethnic, racial, minority, or religious discrimination speech, writing, or activity, or which contains sexual innuendo, metaphor or simile or that encourages unlawful activity, discrimination, or interference with another individual’s protected rights.

All weapons, knives, firearms, dangerous chemicals, or instrumentalities/articles that might be injurious to persons or property are prohibited on ACC’s campus, except for permitted exclusions for ACC’s Public Safety staff, law enforcement training courses or clinics, or faculty supervised course sessions as part of the regular, approved curriculum, and those exceptions allowed under N.C.G.S 14-269.2(k). This statute provides that a handgun may be brought on campus by an individual who has a valid “concealed handgun permit” and such a handgun remains either (1) in a closed compartment or container within such permit holder’s locked vehicle, or (2) within a locked container securely affixed to such permit holder’s vehicle.

All alcohol products, controlled substances, and illegal drug apparatuses are prohibited from ACC’s campus. Loitering is prohibited. The campus is normally closed at the following times: 10 p.m. to 7:30 a.m. Monday through Friday morning, 5 p.m. on Friday until 8 a.m. Saturday morning, 12 noon on Saturday until 7:30 a.m. on Monday. (On weekends during the summer, ACC is also closed from 12 noon on Friday until 7:30 a.m. on Monday.)

Only registered students are permitted to attend College classes/labs and only registered students or ACC faculty and staff are to utilize certain institutional support services (i.e., tutoring, career interest inventories, graphic computer labs, photo labs, culinary/bakery equipment, or automotive, horticulture, shop and mechanical equipment and/or materials, etc.). Exceptions to this policy may be authorized by the appropriate administrative officer or department chair. Children of either enrolled students or College employees may not attend classes/labs unless registered, nor should children twelve years of age or under be left to play or be unattended in hallways, the Student Center, or other similar areas on the campus.

In cases of suspected violations of this policy by visitors to ACC, appropriate public safety officials, or staff, are authorized to conduct an investigation sufficient to make a determination whether the visitor violated any of the provisions of this policy provided that such investigation complies with applicable law. If the need should arise, ACC’s Public Safety staff and/or other appropriate officials of ACC may obtain the assistance of local law enforcement. An investigation that results in the search of a visitor or his/her possessions may be undertaken where 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 ACC Public Safety staff has 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 visitors’ possessions may be searched without prior warning by use of a metal detector or other approved security device. A visitor’s suspected criminal act shall be reported to the appropriate police authority. Any appropriated, possible evidence may be turned over by ACC Public Safety Staff to local law enforcement.
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 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.

Children on Campus

Children of students, faculty or staff are not permitted in classrooms, labs or shops while instruction is being delivered. Similarly, children of students, faculty or staff are not to be left unattended in any College facilities at any time.

Sexual Misconduct Policy

The Sexual Misconduct Policy is also found on the web at www.alamancecc.edu/human-resources-site/employee-policies-and-procedures-manual/sexual-misconduct-policy/.

Detailed College procedures to address sexual misconduct can be found on the web at www.alamancecc.edu/human-resources-site/employee-policies-and-procedures-manual/sexual-misconduct-policy/procedures-to-address-sexual-misconduct/.

Printed copies of the Sexual Misconduct Policy and the Procedures to Address Sexual Misconduct can be obtained in the Student Success office, 100 Gee Building.

Purpose

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. The College will promptly, fairly, and impartially investigate sexual harassment and/or sexual violence complaints by members of the College community (students, employees, and third parties, such as contracted workers and volunteers) or by visitors against members of the College community or visitors regarding on-campus conduct and off-campus conduct that affects the learning experience of students, the work environment of employees, or the campus climate. The College will provide to student, applicant, and employee complainants appropriate processes and accommodations in order to minimize a hostile environment, prevent the recurrence of a sexual harassment or sexual violence incident, and address its effects.

Sexual harassment (including sexual violence) is deemed a form of sex discrimination prohibited by North Carolina General Statutes 126-16 and by Title IX of the Educational Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions which receive federal funds.

Definitions

Sexual harassment is defined as a deliberate, unsolicited and unwelcomed sexual advance, request for sexual favors, or other verbal and/or physical conduct of a sexual nature or with sexual implications; or unwelcome conduct based on sex or sexual stereotyping:

1. which has or may have direct employment consequences resulting from the acceptance or rejection of such conduct;
2. has or may have direct admissions, enrollment, grading or academic consequences resulting from the acceptance or rejection of such conduct;
3. creates an intimidating, hostile, or offensive work or learning environment that a reasonable person would find to be intimidating, hostile, or offensive, and/or interferes with an employee’s work performance or student’s academic performance; and/or
4. denies or limits a student’s ability to participate in and/or benefit from a school program.

Sexual violence is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability, or a medically diagnosed impairment. Sexual violence is a criminal offense. A number of different defined acts are criminal offenses and fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. North Carolina criminal sex crimes (in part) are defined in N.C. G.S. §14-27.1 and in the North Carolina Domestic Violence Act as set forth in N.C.G.S. §50B-1. All such acts of sexual violence are forms of sexual harassment covered under Title IX.
Definitions of related terms (such as consent, dating violence, domestic violence, rape, sexual abuse, sexual assault, sexual battery, sexual coercion, and stalking) are found in “Procedures to Address Sexual Misconduct,” a document updated and published annually in the student handbook and on the College’s web site.

**Reporting Options**

Students and employees are encouraged to 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 CSA/public safety official, a local law enforcement officer, a local medical professional, a local mental health professional or a pastoral counselor. See “Procedures to Address Sexual Misconduct” for contact information.

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 CSA/public safety official 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 campus security 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 Career and College Promise, Coordinator of Transfer Success, Coordinator of Disability Services, counselor trainees working under the supervision of a professional counselor, ACC-selected/appointed sexual assault responders, 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. (N.C.G.S. 14-27.5) See “Procedures to Address Sexual Misconduct” for contact information.

**OTHER REPORTING OPTIONS**

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 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 special circumstances such as College break periods apply.
Malicious or frivolous claims of sexual misconduct are prohibited, and, if substantiated, may result in disciplinary action against the instigator.

An anonymous report of sexual misconduct is not considered a complaint under this policy; however, the College will attempt to perform an inquiry as to any anonymous report received. 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.

In situations where Public Safety, the Director of Student Success, or other campus officials believe there is potential danger/threat to the campus community or local community, appropriate law enforcement personnel will be notified immediately. In situations where a student is accused of a sexual assault on campus, the College’s grievance procedure will apply to all procedures related to said incident. A student found guilty of sexually assaulting another person may face sanctions which include dismissal from College and referral for criminal prosecution. Referral options which are available to individuals who would like counseling assistance in dealing with a sexual assault include, but are not limited to:

1. College counselors (Director of Student Success) (336) 506-4146
2. CrossRoads Sexual Assault Response and Resource Center Crisis Line - (336) 228-0360; crossroadscares.org
3. Women’s Resource Center (336) 227-6900; www.wrcac.org
4. Local mental health providers (LMEs)
5. Local clergy

Any student who would like assistance with a community referral is invited to contact a College counselor in Student Development, (336) 506-4270.

ANONYMOUS OPTION: FILING AN ANONYMOUS REPORT: https://www.alamancecc.edu/safety-and-security-site/anonymous-report/. This link offers an anonymous reporting site for all violations of Alamance Community College policy including sexual assault, rape, stalking, relationship violence and sexual harassment. This report will be sent to the Clery Compliance Coordinator.

Confidentiality

In general, the College will obtain consent from the complainant before beginning an investigation; however in cases involving 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 Public Safety Director may 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 violence, an anonymous report of the incident must be provided by the Title IX coordinator to 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.

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 disciplinary action against the instigator.

Resolution Options

INFORMAL RESOLUTION OPTIONS:

The complainant has the right to end an informal resolution process at any time and pursue formal resolution. See “Procedures to Address Sexual Misconduct” for more information about each informal option.

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. Informal voluntary mediation, contingent on the availability of qualified mediators. This option is available only for complaints of sexual harassment, but not for sexual violence including rape, sexual abuse, sexual assault, and sexual battery.

FORMAL RESOLUTION OPTIONS:

The complainant has the right to pursue the applicable following options individually or simultaneously as applicable.

1. If the accused is an Alamance Community College student, such individual shall file a formal complaint with campus security and/or the Vice President for Student Success and follow the College’s grievance procedures/student conduct process as described in the student handbook. Note that:

   A. Investigation and resolution will be prompt, fair, and impartial.

   B. The standard of evidence for a finding of “responsible” is preponderance of the evidence.

   C. 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.

   D. Sanctions assigned to a student found responsible include one or more of the following: letter of reprimand, general probation, restrictive probation, suspension, explicit dismissal, indefinite dismissal.

2. If the accused is an Alamance Community College employee, contracted employee, or visitor, such individual shall file a formal complaint with Public Safety, employment supervisor, and/or the Title IX Coordinator (Director of Human Resources) and follow the College’s grievance 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, and/or dismissal.

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

Notification of Outcome

The College will notify the complainant in writing whether or not it found that sexual misconduct occurred, any individual remedies offered to the complainant, and other steps the College has taken to eliminate a hostile environment and prevent recurrence. In cases that involve institutional grievance/disciplinary proceedings on allegations of sexual harassment not involving sexual violence, the College will disclose to the complainant matters about the sanction that are directly related to the complainant. In cases that involve institutional grievance/disciplinary proceedings on allegations of sexual violence, the College will notify the accuser and the accused simultaneously and in writing of the outcome of the proceeding, appeal procedures, any change to the result following appeal, and a summary of the final results and effective date. Final results are defined as the name of the accused, the findings of the proceeding, any sanctions imposed by the College, and the rationale (if any). 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.

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. New employees and students will receive training, educational programs, and materials on Title IX; sexual misconduct awareness and prevention topics; procedures for reporting and resolving complaints; procedures for making referrals; and roles of various members of the College community in addressing sexual misconduct. Ongoing prevention and awareness programs, materials, and campaigns will be provided for all employees and students. 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) made widely available to members of the College community.

REQUIRED EMPLOYEE TRAINING

FULLTIME
Title IX and Sexual Misconduct
Workplace Violence Awareness and Prevention
FERPA: Confidentiality of Records
Drug-Free Workplace
Clery Act Overview
Sexual Harassment
Campus Security Authorities
Email and Messaging Safety
Password Security Basics
Protection Against Malware
Safety Data Sheets
Fire Extinguisher Safety

SUPERVISORS
All of the above AND:
Discrimination: Avoiding Discriminatory Practices
Sexual Harassment: Policy & Prevention
Supervisor’s Role in Safety

ADJUNCT FACULTY, PART-TIME STAFF
Title IX & Sexual Misconducts
Clery Act Overview
Email & Messaging Safety
Password Security Basics
Protection Against Malware
Fire Extinguisher Safety
Back Injury & Lifting
FERPA
Back Injury & Lifting
Bloodborne Pathogens
Registered Sex Offender Information

Members of the campus community can obtain information about registered sex offenders by contacting the North Carolina Department of Justice website: http://sexoffender.ncsbi.gov/, where they can search North Carolina and national registries, obtain contact information for their local sheriff’s office, and/or sign up to receive e-mail alerts when registered sex offenders report an address in the local area.

Weapons Policy

All weapons, knives, firearms, dangerous chemicals, or instrumentalities/articles that might be injurious to persons or property are prohibited on ACC’s campus, except for permitted exclusions for ACC’s Public Safety staff, law enforcement training courses or clinics, or faculty supervised course sessions as part of the regular, approved curriculum, and those exceptions allowed under N.C.G.S 14-269.2(k). This statute provides that a handgun may be brought on campus by an individual who has a valid “concealed handgun permit” and such a handgun remains either (1) in a closed compartment or container within such permit holder’s locked vehicle, or (2) within a locked container securely affixed to such permit holder’s vehicle.

Substance Abuse Policies

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a legal standpoint, individuals convicted of violations of drug laws can face imprisonment and substantial fines. From a safety perspective, the users of drugs may impair the well-being of all employees or the public at large and result in damage to College property. Therefore, it is a policy of this College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the College’s workplace is prohibited. Any employees or students violating this policy will be subject to disciplinary action up to and including termination or dismissal and referral for prosecution. The specifics of this policy are as follows:

1. Alamance Community College does not differentiate between drug users and drug pushers or sellers. Any employee or student who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or on College premises will be subject to disciplinary action up to and including termination or dismissal and referral for prosecution.

2. The term “controlled substance” means any drug listed in 21 U.S.C. Subsection 812 and other federal regulations as well as those listed in Article 5, Chapter 90 of the North Carolina statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include but are not limited to heroin, marijuana, cocaine, PCP and “crack.” They also include “legal drugs” which are not prescribed by a licensed physician.

3. Each employee and student is required to inform the College within five days after he/she is convicted for violations of any federal or state criminal drug statute where such violation occurred on the College’s premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

4. The College Human Resources Office (employees) or Student Development Office (students) will notify the appropriate U.S. government agency within ten days after receiving notice from the employee or student or otherwise receiving actual notice of such a conviction.
5. If an employee or student is convicted of violating any criminal drug statute while on the workplace, he/she will be subject to disciplinary action up to and including termination or dismissal and referral for prosecution. Alternatively, the College may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment. Action by the College will be taken within 30 days after notification of a drug-related conviction.

6. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy. As specified in the College’s conduct code for students, all students are expected to abide by this policy.

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
Alcohol and Other Drugs
Biennial Review and Report
for Academic Years 2017-2019 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 2017-2019.

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 Participated in the Biennial Review

- Student Success Vice President (Carol Disque)
- Career Services and Counseling Director (Ilona Owens)
- Public Safety Specialist (Kevin Edmond)
- Financial Aid Director (Sabrina DeGain)
- Student Conduct Officer (Carol Disque)
- Campus Activities Coordinator (Brooke Dove)
- Human Resources Director (Lorri Allison)
- Workforce Development Vice President (Gary Saunders)

Inventory of Policies


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, Smoking 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 2018 Annual Security Report https://www.alamancecc.edu/safety-and-security-site/files/2018/09/Alamance-CC-ASR-2018.pdf ).


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. Those local treatment providers and referral agencies include:

- Alcoholics Anonymous Hotline .......... 1-888-237-3235
- Narcotics Anonymous Helpline.......... 1-866-375-1272
- Substance Abuse Hotline (LME) .......... 1-336-513-4444
- Residential Treatment Services .......... 1-336-227-7417
- ARMC Behavioral Medicine Services . 1-336-538-7893
- Cardinal Health Innovations (LME) ...... 1-336-513-4222
- 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.

The College was awarded a Truth Initiative grant in 2017-2019 to provide programming to reduce tobacco use and to develop a policy statement to establish “Tobacco Free ACC.” Grant activities over an 18-month period focused on student-to-student awareness programming coordinated by two student interns. A college-wide tobacco-free policy was approved by the ACC Board of Trustees in May 2019 and will become effective January 1, 2020.

To provide a healthy alternative to tobacco use as a social activity, the College used grant funding from Impact Alamance to construct and open an outdoor basketball/volleyball court in 2017. The court is available to individuals for free play and to campus groups by reservation.

Several films and documentaries offered on campus as part of a sexual assault awareness film series addressed alcohol and drug abuse in that context. Three examples were Power and Control (screened October 2017), Audrie and Daisy (screened April 2019) and The Hunting Ground (screened September 2017 and April 2019).

“Drugs Uncovered Workshop: What Parents and Adults Need to Know” (April 4, 2019) was presented in the College’s auditorium, along with an onsite resource fair, by Poe Center for Health Education with sponsorship from Alamance CC, Cardinal Innovations Health Care, Alamance Citizens for a Drug Fee Community, and the Alamance County Health Department.
“Red Ribbon Day” (Alcohol and Drug Awareness) was recognized and advertised annually (February 20, 2018 and 2019) on campus.

Educational bulletin board with theme of alcohol consumption and dangers of overconsumption was displayed in pedestrian high-traffic location near College snack bar (February 2018).

The College sponsored a water pong round-robin tournament that required students to answer correctly questions related to alcohol use and abuse before scoring a point. (February 2018). Activities/events in previous years included “Show Us What You Know” bingo, Group Cahoot, and NC State Highway Patrol program on DUI and defensive driving.

Educational bulletin board with theme of prescription drug abuse was displayed in pedestrian high-traffic location near College snack bar (May 2018).

Educational bulletin board with theme of alcohol content in various alcoholic beverages was displayed in pedestrian high-traffic location near College snack bar (February 2019).

Educational bulletin board with theme of drug addiction, resources and how-to-help was displayed in pedestrian high-traffic location near College snack bar (May 2019).

### Enforcement Data and Consistency of Enforcement

#### 2017-2018

- Alcohol policy violations in 2017-2018: 0 reported student or employee cases.
- Drug abuse policy violations in 2017-2018: 3 reported student incidents involving 4 students; and 0 reported employee cases.

#### 2018-2019

- Alcohol policy violations in 2018-2019: 1 reported student incident; and 0 reported employee cases.
- Drug abuse policy violations in 2018-2019: 1 reported student incident; and 0 reported employee cases.

### Recommended Improvements for Next Biennium

Committee members submitted suggestions and improvements via e-mail in April 2019.

### SUMMARY OF STUDENT CASES IN BIENNIUM

<table>
<thead>
<tr>
<th></th>
<th>YEAR &amp; REFERRAL SOURCE</th>
<th>DESCRIPTION</th>
<th>MITIGATING &amp; AGGRAVATING</th>
<th>DISPOSITION &amp; SANCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case #1</td>
<td>9/2017 Public Safety</td>
<td>Marijuana odor in car when stopped for traffic accident on campus perimeter.</td>
<td>Handgun found in personal vehicle. Traffic accident.</td>
<td>Not responsible on drug/alcohol violation. Responsible on gun possession. Sanction: 1 semester explicit dismissal plus 1 semester on general probation after return.</td>
</tr>
<tr>
<td>Case #2</td>
<td>11/2017 Instructor &amp; Public Safety</td>
<td>Impaired behavior in class &amp; possession of marijuana in personal vehicle.</td>
<td>Student confession.</td>
<td>Responsible. Sanction: 1 semester explicit dismissal plus 1 semester on general probation after return.</td>
</tr>
<tr>
<td>Case #3</td>
<td>11/2017 Public Safety</td>
<td>Marijuana use in personal vehicle in parking lot</td>
<td>No drugs found. Odor and student confession.</td>
<td>Responsible. Sanction: 5 day suspension.</td>
</tr>
<tr>
<td>Case #4</td>
<td>11/2017 Public Safety</td>
<td>Marijuana use in personal vehicle in parking lot</td>
<td>No drugs found. Odor and student confession.</td>
<td>Responsible. Sanction: 5 day suspension.</td>
</tr>
<tr>
<td>Case #5</td>
<td>2/2019 Instructor &amp; Public Safety</td>
<td>Odor of alcohol on person; trace BAC.</td>
<td>Student confession.</td>
<td>Responsible. Sanction: 2 semesters general probation.</td>
</tr>
<tr>
<td>Case #6</td>
<td>4/2019 Instructor &amp; Public Safety</td>
<td>Student absent from class, found impaired in personal vehicle, odor of marijuana, possessed marijuana.</td>
<td>Odor and student confession to possession. Safety risk to student passed out in personal vehicle during class period.</td>
<td>Responsible. Sanction: explicit dismissal 2019SP and 2019SU plus 1 semester on general probation after return.</td>
</tr>
</tbody>
</table>
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 callboxes:**
Emergency phones and callboxes are located throughout most campus buildings and in each parking lot. These phones and callboxes 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.

**CCTV Cameras:**
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; safecracking; 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 (Barbituates, 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 receiving grant monies under VAWA; 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>
</tr>
</tbody>
</table>

Awareness & Prevention

Please find below the programming dates for Clery related activities for the 2018 year.

<table>
<thead>
<tr>
<th>NAME OF PROGRAM</th>
<th>DATE HELD</th>
<th>LOCATION HELD</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Marketing Materials</td>
<td>8/18</td>
<td>Carrington-Scott Campus</td>
</tr>
<tr>
<td>New SMP Brochure</td>
<td>8/18</td>
<td>Carrington-Scott Campus</td>
</tr>
<tr>
<td>Title IX &amp; Sexual Misconduct (for Students and Employees)</td>
<td>8/18</td>
<td>Carrington-Scott Campus</td>
</tr>
<tr>
<td>Campus SaVE Act: Sexual Violence Awareness (for Students and Employees)</td>
<td>8/18</td>
<td>Carrington-Scott Campus</td>
</tr>
<tr>
<td>Intimate Partner Violence (for Students)</td>
<td>8/18</td>
<td>Carrington-Scott Campus</td>
</tr>
<tr>
<td>Sexual Harassment: Policy &amp; Prevention (for Employees)</td>
<td>8/18</td>
<td>Carrington-Scott Campus</td>
</tr>
<tr>
<td>Clery Act Overview (for Employees)</td>
<td>8/18</td>
<td>Carrington-Scott Campus</td>
</tr>
<tr>
<td>Movie Screening: “The Hunting Ground”</td>
<td>8/18</td>
<td>Carrington-Scott Campus</td>
</tr>
<tr>
<td>Movie Screening: “Power &amp; Control”</td>
<td>10/18</td>
<td>Carrington-Scott Campus</td>
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Fire Safety

Fire

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

- 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, Dollar General parking lot, Studio 1 parking lot, and the Outlet parking lot.
- 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.

Map Key for Buildings/Parking Lots at the Carrington-Scott Campus

- Main Building
- A Building (A)
- B Building (B)
- Wallace W. Gee Building (G)
- Horticulture (F)
- Greenhouses
- Grounds Building (D)
- Maintenance Building (E)
- Animal Care Building (C)
- Powell Building (H)
- Allied Health/Biotechnology
- Literacy Building (L)
- Advanced Applied Technology Center
- 15-Minute Zone (Child Care)
- Smoking Areas (Gazebos)
- Emergency Phone
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<tr>
<th>Offense</th>
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<th>Student Housing</th>
<th>Noncampus Building or Property</th>
<th>Public Property</th>
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### CRIME STATISTICS - CARRINGTON-SCOTT CAMPUS

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**HATE CRIMES REPORTED: NO HATE CRIMES REPORTED FOR 2016/2017/2018**

* 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.
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<tr>
<th>Offense</th>
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## CRIME STATISTICS - DILLINGHAM CENTER

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<th>Unfounded Crimes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADDITIONAL OFFENSES</strong></td>
<td></td>
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</tr>
<tr>
<td>Dating violence</td>
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<td>2016</td>
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<tr>
<td>Domestic Violence</td>
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<tr>
<td>Stalking</td>
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### ARREST REFERRED FOR DISCIPLINARY ACTION

<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>
<th>On Campus</th>
<th>Student Housing</th>
<th>Noncampus Building or Property</th>
<th>Public Property</th>
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<tbody>
<tr>
<td>Liquor Law Violations</td>
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<td>Illegal Weapons Possession</td>
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<td>2018</td>
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</tr>
</tbody>
</table>

**HATE CRIMES REPORTED: NO HATE CRIMES REPORTED FOR 2016/2017/2018**

* 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 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 has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; participating in the Spring and Fall Faculty orientation program; presenting programs throughout the year on at least a quarterly basis, including sessions such as: skits, clothes line projects, a residence hall speaker, series, an annual poster series and web-based training programs regarding the Role of Faculty in Assisting Students Who Disclose Abuse or an Assault.

Alamance Community College offered the following primary prevention and awareness programs for all incoming students in 2018:

<table>
<thead>
<tr>
<th>NAME OF PROGRAM</th>
<th>DATE HELD</th>
<th>LOCATION HELD</th>
<th>COMPLIED WITH A-E IN THE LIST?</th>
<th>WHICH PROHIBITED BEHAVIOR COVERED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Awareness Bulletin Board</td>
<td>2/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Red Ribbon Day Water Pong Tournament Educational / Awareness Videos Handouts and Resources</td>
<td>2/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Sexual Assault Awareness Month Bulletin Board</td>
<td>4/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Sigma Psi Silent Walk followed by Guest Speaker Julie Budd, Cross Roads Sexual Assault</td>
<td>4/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Tabling Event - info and advocates from Cross Roads</td>
<td>4/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
</tbody>
</table>

DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking.
Alamance Community College offered the following **primary prevention and awareness programs for all new employees in 2018:**

<table>
<thead>
<tr>
<th>NAME OF PROGRAM</th>
<th>DATE HELD</th>
<th>LOCATION HELD</th>
<th>COMPLIED WITH A-E IN THE LIST?</th>
<th>WHICH PROHIBITED BEHAVIOR COVERED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX &amp; Sexual Misconduct</td>
<td>8/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Campus SaVE Act: Sexual Violence Awareness</td>
<td>8/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Sexual Harassment: Policy &amp; Prevention</td>
<td>8/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>DoV, DaV, SA, S</td>
</tr>
<tr>
<td>Clery Act Overview</td>
<td>8/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>DoV, DaV, SA, S</td>
</tr>
</tbody>
</table>

DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Alamance Community College offered the following **ongoing awareness and prevention programs for students in 2018:**

<table>
<thead>
<tr>
<th>NAME OF PROGRAM</th>
<th>DATE HELD</th>
<th>LOCATION HELD</th>
<th>COMPLIED WITH A-E IN THE LIST?</th>
<th>WHICH PROHIBITED BEHAVIOR COVERED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Awareness Bulletin Board</td>
<td>2/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Red Ribbon Day Water Pong Tournament</td>
<td>2/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Educational / Awareness Videos Handouts and Resources</td>
<td>2/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Sexual Assault Awareness Month Bulletin Board</td>
<td>4/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Sigma Psi Silent Walk followed by Guest Speaker Julie Budd, Cross Roads Sexual Assault</td>
<td>4/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Tabling Event - info and advocates from Cross Roads</td>
<td>4/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Ongoing awareness and prevention programs</td>
<td>4/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Silence walk</td>
<td>8/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
</tbody>
</table>

Alamance Community College offered the following **ongoing awareness and prevention programs for faculty in 2018:**

<table>
<thead>
<tr>
<th>NAME OF PROGRAM</th>
<th>DATE HELD</th>
<th>LOCATION HELD</th>
<th>COMPLIED WITH A-E IN THE LIST?</th>
<th>WHICH PROHIBITED BEHAVIOR COVERED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Awareness Bulletin Board</td>
<td>2/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Red Ribbon Day Water Pong Tournament</td>
<td>2/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Educational / Awareness Videos Handouts and Resources</td>
<td>2/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Sexual Assault Awareness Month Bulletin Board</td>
<td>4/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Sigma Psi Silent Walk followed by Guest Speaker Julie Budd, Cross Roads Sexual Assault</td>
<td>4/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Tabling Event - info and advocates from Cross Roads</td>
<td>4/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>SA, DoV, DaV, S</td>
</tr>
</tbody>
</table>

DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking
Alamance Community College Public Safety offered the Campus Security Authority training to all whom are classified as a Campus Security Authority (CSA), which is a Public Safety official or other official with significant responsibility for campus and student activities. A CSA has responsibilities under Clery Act to report information for timely warnings and crime statistics: 2018

<table>
<thead>
<tr>
<th>NAME OF PROGRAM</th>
<th>DATE HELD</th>
<th>LOCATION HELD</th>
<th>COMPLIED WITH A-E IN THE LIST?</th>
<th>WHICH PROHIBITED BEHAVIOR COVERED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX: Bi-monthly movie screenings</td>
<td>1/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>DoV, DaV, SA, &amp; S</td>
</tr>
<tr>
<td>Alcohol &amp; Drug Awareness: Red Ribbon Day Bingo activity</td>
<td>2/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>DoV, DaV, SA, &amp; S</td>
</tr>
<tr>
<td>Alcohol Awareness: Programming Board</td>
<td>2/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>DoV, DaV, SA, &amp; S</td>
</tr>
<tr>
<td>Sexual Assault Awareness: Programming Board</td>
<td>3/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>DoV, DaV, SA, &amp; S</td>
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<tr>
<td>Sexual Assault Awareness: Programming Board</td>
<td>4/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>DoV, DaV, SA, &amp; S</td>
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<tr>
<td>Title IX: Bystander Training</td>
<td>4/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>DoV, DaV, SA, &amp; S</td>
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<tr>
<td>Title IX: Bi-monthly movie screenings</td>
<td>4/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>DoV, DaV, SA, &amp; S</td>
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<tr>
<td>Suicide Awareness Prevention: Programming Board and Speaker Sponsored by Sigma Psi</td>
<td>4/18</td>
<td>Carrington-Scott Campus</td>
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<td>DoV, DaV, SA, &amp; S</td>
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<td>Drug Awareness: Programming Board</td>
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<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>DoV, DaV, SA, &amp; S</td>
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<td>Drug Awareness: Programming Board</td>
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<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>DoV, DaV, SA, &amp; S</td>
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<tr>
<td>Sexual Assault Awareness: Silent Walk and Speaker Sponsored by Sigma Psi</td>
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<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>DoV, DaV, SA, &amp; S</td>
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<tr>
<td>Domestic Violence Awareness: Programming Board</td>
<td>10/18</td>
<td>Carrington-Scott Campus</td>
<td>Yes</td>
<td>DoV, DaV, SA, &amp; S</td>
</tr>
</tbody>
</table>

DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking
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://www.thesafespace.org/pdf/handout-safety-plan-workbook-college.pdf).

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 (c)

(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) UNLESS 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 Amobarbitol and codeine containing medicine such as Fiorinal #3, Doniden, Tylenol #3, Empirin #3 and cocaine-based cough suppressants such as Tussinex 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, Epanol, Darvon, Darvocet, Placidyl, Tranze, Serax, Ionamin (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 Tepine 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, cramps, irritability, nausea; possible damage to unborn fetus</td>
</tr>
</tbody>
</table>
## DRUGS/ALCOHOL: RISKS & LAWS (NORTH CAROLINA LAWS)

<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 VI:</strong> Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol</td>
<td><strong>Maximum Penalty:</strong> 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><strong>Maximum Penalty:</strong> 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>
</tr>
</tbody>
</table>

| Malt Beverage–beer, 1/2 of 1% to 6% alcohol; | 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 | | |
| Unfortified Wine–wine not more than 17% alcohol; | | | |
| Fortified Wine–wine of not more than 25% alcohol; | | | |
| Spirituous Liquor–distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin | | | |
| Mixed Beverage–a drink composed in whole or part of spirituous liquor and served at restaurants, hotels, and private clubs licensed by the state. | **Aider and Abettor** 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 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 | | 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 |
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 moderate 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 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.

**Heroin and opium:** An overdose of these psychologically and physically 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.

**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.
Required employee training

**Fulltime**
- Title IX and Sexual Misconduct
- Workplace Violence Awareness and Prevention
- FERPA: Confidentiality of Records
- Drug-Free Workplace
- Clery Act Overview
- Sexual Harassment
- Campus Security Authorities
- Email and Messaging Safety
- Password Security Basics
- Prevention Against Malware
- Safety Data Sheets
- Fire Extinguisher Safety

**Supervisors**
- All of the above AND:
  - Discrimination: Avoiding Discriminatory Practices
  - Sexual Harassment: Policy & Prevention
  - Supervisor’s Role in Safety

**Adjunct Faculty, Part-time Staff**
- Title IX & Sexual Misconducts
- Clery Act Overview
- Email & Messaging Safety
- Password Security Basics
- Protection Against Malware
- Fire Extinguisher Safety
- Back Injury & Lifting
- FERPA
- Back Injury & Lifting
- Bloodborne Pathogens
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.

   - 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.

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.

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/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 dismissal 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 designee of the Vice President for Workforce Development 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
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.

Complaints/Grievances Against Students

Grievances related to alleged violations of the Student Code of Conduct 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 Hearings” below.

6. The Grievance Committee has the authority to uphold the original decision, uphold or modify the earlier resolution, remit the case for a new administrative hearing, 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):

   g. 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.

   h. 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.
Smoking Policy

ACC is a smoke-free facility. Smoking, including electronic smoking devices, is permitted only outside in designated smoking gazebos. Citations and fines are imposed for smoking in non-designated areas.

Communicable Disease Policy

Alamance Community College (ACC) recognizes that certain communicable diseases can have serious implications on the good 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, it does expect that those individuals conduct themselves in an ethical and legal manner to protect themselves and others.

Individuals infected with a communicable disease are expected to seek prompt expert medical advice and implement recommended treatment. Individuals are encouraged to advise ACC of communicable disease and treatment with the appropriate College administrator so that the College can respond appropriately to their needs on a case by case basis. Students should contact the Vice President for Student Success and employees should contact the Director of Human Resources.

Medical information relating to the communicable disease of a student/employee will only be disclosed to responsible College officials on a strictly need-to-know basis and will be kept confidential in accordance with applicable governmental privacy regulation and subject to applicability, if any, to the Family Education Rights and Privacy Act of 1974, Americans with Disabilities Act, and Individuals with Disabilities Education Act. Persons 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.

In the event ACC determines, based upon available medical or health authority opinion, the individual, as a student or employee, has a contagious disease detrimental to himself/herself or to his/her fellow workers or to other members of the College community, ACC reserves the right to exclude at any time such individual harboring such detrimental contagious disease from employment, or classes or other activities exposing other individuals until acceptable evidence is presented in the judgment of ACC that the individual is no longer a detriment to the College community or himself/herself. Any individual affected by such decision of exclusion shall have the opportunity of review pursuant to ACC’s Grievance Procedure.

Disability Discrimination Policy

The purpose of this policy is to establish that ACC prohibits in any form harassment or discrimination based on disability. This policy relates to employees, employee applicants, students, or student applicants. Any individual who feels that he/she has been harassed or discriminated against on the basis of a personal disability is encouraged to contact his/her supervisor, a College counselor, or the Vice President for Student Success to file a grievance through procedures described in the ACC Employee Handbook and/or the ACC Student Handbook.

Diversity Policy

Diversity is the uniqueness each of us brings to fulfilling values and goals, whether they are those of the College or the individuals who make up the College community. Alamance Community College values the benefits in diversity and is committed to creating a community that recognizes the inherent value and dignity of each person.
As a community, the College actively promotes and awareness of and respect toward differences of race, gender, ethnicity, national origin, culture, sexual orientation, religion, age, and disability through programs such as curriculum development, professional development, and student activities.

An essential feature of this community is an environment in which all students, faculty, administrators, and staff are able to study and work free from bias and harassment. By building on our common values and goals, we are able collectively to accept the individual differences of all people and still maintain and fulfill individual values and goals for the advancement of the College and the community.

Nondiscrimination Statement

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, sex, religion, age, national origin or handicap.

Applicants, employees and students of Alamance Community College may lodge grievances involving alleged violations of their rights under the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992 with the Equal Opportunity/Affirmative Action Officer at 336-506-4133 or the Assistant Secretary, Office for Civil Rights, 330 C. Street S.W., Washington, DC.

Release of Information:

Family Educational Rights and Privacy Act (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974, Alamance Community College releases no personally identifiable information about students without the express written consent of the student. Exceptions to this practice are those types of information defined by law as “directory information.” At Alamance Community College, “directory information” includes the student’s name; dates of attendance; enrollment status; program of study; degrees, diplomas or certificates awarded; and honors and awards associated with the College. In compliance with the Solomon Amendment (10 U.S.C. § 983), Alamance Community College releases student addresses, telephone numbers, date of birth, and other required information to U.S. military recruiters upon request.

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.

The above directory information may be published or made available without the consent of the student. A student not wanting this disclosure of information must request this in writing to the attention of the Registrar during the first two weeks of initial enrollment.

Alamance Community College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including public safety); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney or clinical/co-op site); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in
performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Students may have access to all of their educational records by requesting in writing to the Vice President for Student Success a conference for this purpose. A person competent in interpreting student records shall be present to explain the meaning and implications of the records. Should they desire, students have the right to challenge the accuracy of their records through the student grievance procedure and to insert written objections and explanations on any information contained in the record.

Complaints about possible failures of Alamance Community College to comply with the Family Educational Rights and Privacy Act may be made to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

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 Director of Enrollment Management. The appeal must (1) include explanation/documentation regarding the mitigating circumstances that led to the complete withdrawals (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 Director of Enrollment Management. 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