At Alamance Community College, we are committed to meeting you wherever you are on your academic journey and getting you to the next level in your education and career.

We are dedicated to improving the economic well-being of our community—one student at a time.

We are steadfast in our mission to align our job skills training and workforce development with the needs of local business and industry. In so doing, we are preparing our students to compete in a 21st century global economy.

I welcome you and thank you for choosing Alamance Community College and pledge to you that we will work to ensure that you succeed during every step of your academic journey.

Whether you plan to later transfer to a four-year institution to complete the baccalaureate degree or whether you are earning a degree or certificate in one of our many curriculum programs, I believe you will find the convenience, accessibility, flexibility and affordability of Alamance Community College well suited to meet your individual needs.

In the months and years ahead, we will strategically introduce new and exciting programs of study while expanding and improving existing programs. We will do this leveraging state-of-the-art facilities, cutting-edge technologies, and this resolute promise: Your success is our priority.

Choosing Alamance Community College, I believe, will be one of the best decisions you’ll ever make in your life.

Dr. Algie Gatewood
Alamance Community College President
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Curriculum Student Handbook/Planner 2022-23
Bienvenidos a ACC!

¡Sabía usted que Alamance Community College ofrece clases gratuitas de inglés además de clases de preparación para obtener su GED! (el equivalente al diploma de la secundaria estadounidense.) ¿Ud. tiene un horario complicado? ¡No se preocupe–estudie cuando Ud. pueda! Ofrecemos clases en diferentes horarios–de lunes a sábado, en la mañana o en la tarde–Ud. escoge. Para hacer su cita de orientación, llámenos al 336-506-4380.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and Alamance Community College. This publication contains information concerning academic procedures, policies, and general information about Alamance Community College in existence at the time of this publication’s deadline. Information in this publication is subject to change and Alamance Community College reserves the right to make any necessary revisions in the information contained here without notice. The College further reserves the right to add, amend, or repeal content in this publication and such modifications will be provided on the College’s website in as timely a manner as practical.

If any provision of this publication is found to be outdated, invalid, or inconsistent with applicable law, the remaining provisions will continue to be valid and in full force and effect.
## Semester Planning Work Sheet

<table>
<thead>
<tr>
<th>FALL</th>
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<tr>
<td>Credits</td>
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<td>SPRING</td>
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<td>Credits</td>
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</tbody>
</table>

Notes

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Curriculum Student Handbook/Planner 2022-23
Set up your “ACCess” account

“ACCess” account gives you access to:

- **Self Service**
- **Email including official ACC messages**
- **Moodle** (used for online classes)

(Once you activate your “ACCess” account, your logins and passwords will be synchronized for each of these tools.)

How to activate your “ACCess” account

**NOTE: You will need your 7-digit student ID number to activate your account.**

1. Go to [www.alamancecc.edu](http://www.alamancecc.edu)
2. Click on “**Self Service**” link under the Quick Links tab at the top of the home page.
3. Click on “**New Password Setup**.”
4. Complete the necessary fields for account set-up.
5. Write down your ACCess User ID. This is sometimes referred to as your Username. This will be your first and middle initial, last name, and last three digits of your student ID number. (Ex: jfsmith123)

Your “ACCess” setup is complete and you are now ready to access Self Service, ACCess Email and Moodle accounts.
**Accessing Self Service**

1. Go to ACC’s home page and click on the “QUICK LINKS” tab at the top of the page.
2. Click the “Self Service” link.
3. Click the “LOG IN” tab at the top of the page.
4. Enter your ACCess USER ID/USERNAME (Ex: jfsmith123) and the PASSWORD you created in the steps above.
5. Click “SIGN IN.”
6. Once you are logged in, click the “Students” tab on the right to access your student information.

**Accessing ACCess Email**

1. Go to ACC’s home page and click on the “QUICK LINKS” tab at the top of the page.
2. Click the “Email” link.
3. Click the ACCess (Google Apps) link.
4. Enter your ACCess USER ID/USERNAME (Ex: jfsmith123) and the PASSWORD you created in the steps above.
5. Click “Next.”

**Accessing Moodle (for online classes)**

Note: You will not be able to access your online classes on Moodle until the first day of the semester.

1. Go to ACC’s home page and click on the “QUICK LINKS” tab at the top of the page.
2. Click the “Moodle” link.
3. Click the “Log in” link near the middle of the page.
4. Enter your ACCess USER ID/USERNAME (Ex: jfsmith123) and the PASSWORD you created in the steps above.
5. Click “LOGIN.”

**Forgot your password?**

If you forget your password, you may go to reset.alamancecc.edu/PasswordReset. Follow the online instructions to change your password. This will change your password for Self Service, ACCess Email, and Moodle.
Maps of the campus buildings with room numbers are available in the main building, front entrance at the Public Safety window.

For the most up-to-date listings, check the website: alamancecc.edu
HELPFUL TIPS

1. Keep a copy of your class schedule handy. You’ll need it to locate your classrooms and double check the day/time that your classes meet.

2. Put the syllabus (outlines what will be covered in the course, explains the grading system, gives contact information for the instructor, etc.) in the front of the notebook you’ll be using for each of the classes that you’re taking each term.

3. Identify someone at the college who can answer questions for you. (The Student Success office, first floor of Gee Building is always a good place to find help.)

4. Purchase required books and materials as soon as possible. You’ll usually be using them by the second class meeting.

5. Use the Academic Calendar provided in this handbook to record assignments and to track when work has to be turned in.

NOTE: All dates in the calendar were accurate at time of printing; however, check the College website for updates and changes throughout the year.
ACADEMIC CALENDAR at a GLANCE

Fall Semester 2022

August 8 ................................................. Payment Deadline for Early Fall Registrations
August 11-12 ........................................... Open Registration with Faculty Advisors
August 15 .................................................. Classes Begin
August 15-18 .......................................... Drop/Add
September 5 ........................................... Labor Day Holiday
September 28 ...................................... Last Day to Drop (1st 8-week course) with WP
October 11-15 ........................................... Fall Break
November 18 .............................................. Last Day to Drop (16-week course) with WP
November 23-27 ...................................... Thanksgiving Break
December 1 .............................................. Last Day to Drop (12-week course) with WP
December 5 ............................................. Last Day to Drop (2nd 8-week course) with WP
December 5 ............................................. Deadline to Apply for Fall Graduation
December 17 ........................................... Saturday Classes End/Final Exam
December 12-17 .................................... Final Exams (Day Classes)
December 18-January 8 ......................... Holiday/Semester Break for Students

Spring Semester 2023

January 4 ............................................. Payment Deadline for Early Spring Registrations
January 5-6 ........................................... Open Registration with Faculty Advisors
January 9 .................................................. Classes Begin
January 9-12 .......................................... Drop/Add
January 16 ............................................. Martin Luther King Jr. Holiday
February 22 ...................................... Last Day to Drop (1st 8-week course) with WP
March 1 .................................................. Deadline to Apply for Spring Graduation
March 9-15 ............................................. Spring Break
April 5 .................................................... Deadline to Apply for Summer Graduation
April 6-9 ................................................ Easter Holidays
April 21 .................................................. Last Day to Drop (16-week course) with WP
April 27 .................................................. Last Day to Drop (12-week course) with WP
May 2 ...................................................... Last Day to Drop (2nd 8-week course) with WP
May 13 ................................................... Saturday Classes End/Final Exam
May 8-13 .................................................. Final Exams (Day Classes)
TBD ..................................................... Commencement Ceremony

Summer Term 2023

May 16 .................................. Open Registration (Summer and Fall) with Faculty Advisors
May 19 .................................................. Payment Deadline for Summer Registrations
May 22 .................................................. Classes Begin, Drop/Add
May 29 .................................................. Memorial Day Holiday
June 19 .................................................. Juneteenth Holiday
July 4-7 .................................................. Independence Day Holidays
July 12 .................................................. Last Day to Drop (8-week session) with a WP
July 17 .................................................. Last Day to Drop (2nd 6-week session) with WP
July 19 .................................................. Summer Term Ends
<table>
<thead>
<tr>
<th>DAY</th>
<th>AUGUST 11</th>
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<tbody>
<tr>
<td>MONDAY</td>
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<tr>
<td></td>
<td>No Campus Registration</td>
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<td></td>
<td>Self-Service Registration Closes at 2:30 p.m.</td>
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<td></td>
<td>Payment Deadline for Aug. 8-12 Registrations, 3 p.m.</td>
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<td>TUESDAY</td>
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<td>Registration Re-opens approx. 8 a.m.</td>
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<td>THURSDAY</td>
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<td></td>
<td>Open Registration with Faculty Advisors, 8 a.m.-7 p.m.</td>
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<tr>
<td>FRIDAY</td>
<td>12</td>
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<tr>
<td></td>
<td>Open Registration with Faculty Advisors, 8 a.m.-2:30 p.m.</td>
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<tr>
<td></td>
<td>Registration Closes for 2022 FA (16 week courses) at 2:30 p.m.</td>
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<td></td>
<td>Payment Deadline for Aug. 9-12 Registrations, 3 p.m.</td>
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<td>MONDAY</td>
<td>TUESDAY</td>
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<tr>
<td>15  Fall Classes Begin  Drop/Add  PACE Week</td>
<td>16  Drop/Add  PACE Week</td>
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If you wish to drop a course, check with your instructor or the records office for the 10 percent date of the course. You will receive a 75% refund through the 10% point of the course.

If you are taking an online or hybrid course, REMEMBER to log on to Moodle the first day of the semester.

STUDENT SUCCESS TIP from ACC faculty
<table>
<thead>
<tr>
<th>MONDAY</th>
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Save your course syllabus. It includes important information regarding grading, due dates and general requirements for the class.

**STUDENT SUCCESS TIP**

*from ACC faculty*
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<tr>
<th>Date</th>
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<td>Labor Day Holiday: College Closed</td>
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<tr>
<td>Labor Day</td>
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Patriot Day

Get a planner and mark down important dates and assignments all in one place. *Don’t lose the planner!* Create a backup plan by using the calendar in your phone or Moodle.

**STUDENT SUCCESS TIP**

*from ACC faculty*
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>SEP. 15–OCT. 15 National Hispanic/Latin Heritage Month</th>
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<td>13</td>
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<tr>
<td>WEDNESDAY</td>
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<td>14 Club Carnival</td>
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<tr>
<td>THURSDAY</td>
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<tr>
<td>15</td>
<td></td>
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<tr>
<td>FRIDAY</td>
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<tr>
<td>16 Constitution Day Celebration</td>
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<tr>
<td>SATURDAY</td>
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<tr>
<td>17 Constitution Day</td>
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<td>MONDAY</td>
<td>TUESDAY</td>
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The single most important thing you can do to improve your grades is to read the assignments before coming to class. Then, ask the instructor if you have questions about the assignment.

First Day of Autumn

Rosh Hashanah Begins at Sundown

**STUDENT SUCCESS TIP**

*from ACC faculty*
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday</td>
<td>26</td>
<td>Rosh Hashanah</td>
</tr>
<tr>
<td>Tuesday</td>
<td>27</td>
<td>Rosh Hashanah Ends at Sundown</td>
</tr>
<tr>
<td>Wednesday</td>
<td>28</td>
<td>Last Day to Drop with WP (1st 8-week courses)</td>
</tr>
<tr>
<td>Thursday</td>
<td>29</td>
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<tr>
<td>Friday</td>
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<tr>
<td>Saturday</td>
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<td>Day of Service</td>
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<td>Sunday</td>
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</table>
### Academic Calendar August 2022-July 2023

<table>
<thead>
<tr>
<th>MONDAY</th>
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<tbody>
<tr>
<td>3</td>
<td><strong>Spring 2023 Course Schedule Available on Self-Service</strong></td>
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<table>
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<tr>
<th>TUESDAY</th>
<th>OCTOBER</th>
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<tbody>
<tr>
<td>4</td>
<td><strong>Financial Aid Application Guarantee Deadline</strong></td>
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Yom Kippur Begins at Sundown

<table>
<thead>
<tr>
<th>WEDNESDAY</th>
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<tbody>
<tr>
<td>5</td>
<td><strong>Alamance Cares</strong></td>
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</table>

Yom Kippur Ends at Sundown

<table>
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<th>THURSDAY</th>
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<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>OCTOBER</th>
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<tbody>
<tr>
<td>9</td>
<td>Sukkot Begins at Sundown</td>
</tr>
</tbody>
</table>

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**Get to know your advisor.**

Make an appointment with your advisor every semester before registration opens, and ATTEND that meeting.

---

**STUDENT SUCCESS TIP**

*from ACC faculty*
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>OCTOBER</th>
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</thead>
<tbody>
<tr>
<td>10</td>
<td>1st 8-week Courses End</td>
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Sukkot
Columbus Day

<table>
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Sukkot

<table>
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Sukkot

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Sukkot

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Sukkot

<table>
<thead>
<tr>
<th>SATURDAY</th>
<th>SUNDAY</th>
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</thead>
<tbody>
<tr>
<td>15</td>
<td>16</td>
</tr>
</tbody>
</table>

Fall Break: No Curriculum Classes

Sukkot
Sukkot Ends at Sundown
Shemini Atzeret Begins at Sundown

alamancecc.edu
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>OCTOBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>2nd 8-week Courses Begin</td>
</tr>
</tbody>
</table>

Shemini Atzeret Ends at Sundown  
Simchat Torah Begins at Sundown

<table>
<thead>
<tr>
<th>TUESDAY</th>
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<tbody>
<tr>
<td>18</td>
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Simchat Torah Ends at Sundown

<table>
<thead>
<tr>
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<tbody>
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<td>19</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
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<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>22</td>
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<td>MONDAY</td>
<td>24</td>
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<tr>
<td>--------</td>
<td>----</td>
</tr>
<tr>
<td></td>
<td>United Nations Day</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>25</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>26</td>
</tr>
<tr>
<td>Priority Registration Opens for Currently-Enrolled Degree-Seeking Students with 30+ completed credit hours, veterans, MMSI, and TRIO SSS, 12:01 a.m.</td>
<td></td>
</tr>
<tr>
<td>THURSDAY</td>
<td>27</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>28</td>
</tr>
<tr>
<td>Priority Registration Opens for Currently-Enrolled Degree-Seeking Students (including CCP Students) with &lt;30 completed credit hours, 12:01 a.m.</td>
<td></td>
</tr>
<tr>
<td>SATURDAY</td>
<td>29</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>30</td>
</tr>
<tr>
<td>MONDAY 31</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Halloween</td>
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<table>
<thead>
<tr>
<th>TUESDAY 1</th>
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<table>
<thead>
<tr>
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<table>
<thead>
<tr>
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</table>

<table>
<thead>
<tr>
<th>FRIDAY 4</th>
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<tbody>
<tr>
<td>Registration Opens for New, Non-Degree-Seeking and New CCP Students, 8 a.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SATURDAY 5</th>
<th>SUNDAY 6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reinhartsen Run 5K</td>
</tr>
</tbody>
</table>

**STUDENT SUCCESS TIP**

Your study time should be scheduled in a quiet location with few distractions. Use the Library or Tutoring Center.

**from ACC faculty**

Halloween

- Daylight Saving Time Ends—set clock back 1 hour
<table>
<thead>
<tr>
<th>NOVEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
</tr>
<tr>
<td>7</td>
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<tr>
<td></td>
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<tr>
<td>TUESDAY</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>National First-Generation College Celebration</td>
</tr>
<tr>
<td>Financial Aid Document Guarantee Deadline</td>
</tr>
<tr>
<td>Election Day</td>
</tr>
<tr>
<td>WEDNESDAY</td>
</tr>
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<td>9</td>
</tr>
<tr>
<td></td>
</tr>
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<td>THURSDAY</td>
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</tr>
<tr>
<td>FRIDAY</td>
</tr>
<tr>
<td>11</td>
</tr>
<tr>
<td>Veterans Day</td>
</tr>
<tr>
<td>SATURDAY</td>
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<tr>
<td>12</td>
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</table>

Haven’t registered for Spring yet? Register online using Self Service.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 November</td>
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<tr>
<td>15 November</td>
<td></td>
</tr>
<tr>
<td>16 November</td>
<td></td>
</tr>
<tr>
<td>17 November</td>
<td></td>
</tr>
<tr>
<td>18 November</td>
<td>Last Day to Drop with WP (16-week courses)</td>
</tr>
<tr>
<td>19 November</td>
<td></td>
</tr>
<tr>
<td>20 November</td>
<td></td>
</tr>
<tr>
<td>NOVEMBER</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>MONDAY</td>
<td>21  Thanksgiving Break: No Curriculum Classes.</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>22  Thanksgiving Break: No Curriculum Classes.</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>23  Thanksgiving Break: No Curriculum Classes. College Closes at 5 p.m.</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>24  Thanksgiving Holiday: College Closed</td>
</tr>
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</table>

Thanksgiving Day

<table>
<thead>
<tr>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>25  Thanksgiving Holiday: College Closed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>26  Thanksgiving Holiday: College Closed</td>
<td>27  Thanksgiving Holiday: College Closed</td>
</tr>
<tr>
<td>MONDAY</td>
<td>NOVEMBER/DECEMBER</td>
</tr>
<tr>
<td>--------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td>28</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>TUESDAY</th>
<th>NOVEMBER/DECEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29</td>
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<table>
<thead>
<tr>
<th>WEDNESDAY</th>
<th>NOVEMBER/DECEMBER</th>
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</thead>
<tbody>
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<td>30</td>
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<table>
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<th>THURSDAY</th>
<th>NOVEMBER/DECEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Last Day to Drop with WP (12-week courses)</td>
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<table>
<thead>
<tr>
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<th>NOVEMBER/DECEMBER</th>
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<table>
<thead>
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<tbody>
<tr>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
</tr>
</tbody>
</table>
| 5    | Last Day to Drop with WP (2nd 8-week courses)  
   Deadline to Apply for Fall Graduation |
| 7    | De-Stress Event |

Be sure to follow instructions on tests. Highlight key words in the test questions before you begin an exam.
| MONDAY | 12 | Final Exams |
| TUESDAY | 13 | Final Exams |
| WEDNESDAY | 14 | Final Exams |
| THURSDAY | 15 | Final Exams |
| FRIDAY | 16 | Final Exams |
| SATURDAY | 17 | Saturday Classes End: Final Exams |
| SUNDAY | 18 | Holiday/Semester Break |

Hanukkah Begins at Sunset
<table>
<thead>
<tr>
<th>DECEMBER</th>
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<tbody>
<tr>
<td><strong>MONDAY</strong></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Holiday/Semester Break</td>
</tr>
<tr>
<td>Hanukkah</td>
<td></td>
</tr>
<tr>
<td><strong>TUESDAY</strong></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Holiday/Semester Break</td>
</tr>
<tr>
<td>Hanukkah</td>
<td></td>
</tr>
<tr>
<td><strong>WEDNESDAY</strong></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Holiday/Semester Break</td>
</tr>
<tr>
<td>First Day of Winter</td>
<td></td>
</tr>
<tr>
<td>Hanukkah</td>
<td></td>
</tr>
<tr>
<td><strong>THURSDAY</strong></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Holiday/Semester Break: College Closes at 5 p.m.</td>
</tr>
<tr>
<td>Hanukkah</td>
<td></td>
</tr>
<tr>
<td><strong>FRIDAY</strong></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Holiday/Semester Break: College Closed</td>
</tr>
<tr>
<td>Hanukkah</td>
<td></td>
</tr>
<tr>
<td><strong>SATURDAY</strong></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Holiday/Semester Break: College Closed</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td></td>
</tr>
<tr>
<td>Hanukkah</td>
<td></td>
</tr>
<tr>
<td><strong>SUNDAY</strong></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Holiday/Semester Break: College Closed</td>
</tr>
<tr>
<td>Christmas Day</td>
<td></td>
</tr>
<tr>
<td>Hanukkah</td>
<td></td>
</tr>
<tr>
<td>MONDAY</td>
<td>26</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>SUNDAY</td>
</tr>
<tr>
<td>TUESDAY</td>
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</tr>
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</tr>
<tr>
<td>THURSDAY</td>
<td>29</td>
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<td>30</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>31</td>
</tr>
<tr>
<td>SUNDAY</td>
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Hanukkah Ends at Sundown
Kwanzaa Begins

Kwanzaa

New Year’s Eve
Kwanzaa

New Year’s Day
Kwanzaa Ends
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td>5</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>No Campus Registration; Self Service Registration Closes, 2:30 p.m. Payment Deadline 3 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td></td>
<td>Self Service Registration Re-Opens at 8 a.m. Open Registration with Faculty Advisors, 8 a.m.-7 p.m.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Epiphany</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td></td>
<td>Open Registration with Faculty Advisors, 8 a.m.-2:30 p.m. Registration Closes (campus and Self Service) for 2023SP (16-week courses) at 2:30 p.m Payment Deadline for Jan. 5-6 Registrations, 3 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td></td>
<td>8</td>
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</tbody>
</table>
### JANUARY

<table>
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<tr>
<th>MONDAY</th>
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<tbody>
<tr>
<td><strong>9</strong></td>
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<td><strong>10</strong></td>
<td><strong>14</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td>Spring Classes Begin</td>
<td>Drop/Add</td>
<td></td>
<td></td>
<td>Drop/Add</td>
<td>Saturday Curriculum Classes Begin</td>
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If you wish to drop a course, check with your instructor or the records office for the 10 percent date of the course. You will receive a 75% refund through the 10% point of the course.

**STUDENT SUCCESS TIP**

**Taking an Online or Hybrid course?**

Log on to Moodle the first day of the semester!

from ACC faculty
### JANUARY

<table>
<thead>
<tr>
<th>MONDAY</th>
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</thead>
</table>
| 16              | Martin Luther King, Jr. Holiday: College Closed  
                 | MLK Day of Service                  
                 | Welcome Week                        |

Martin Luther King, Jr. Holiday

<table>
<thead>
<tr>
<th>TUESDAY</th>
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<tbody>
<tr>
<td>17</td>
<td>Welcome Week</td>
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<table>
<thead>
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<tbody>
<tr>
<td>18</td>
<td>Welcome Week</td>
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</tbody>
</table>

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
</table>
| 19              | Resource Fair                       
                 | Welcome Week                        |

<table>
<thead>
<tr>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>20</td>
<td>Welcome Week</td>
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<table>
<thead>
<tr>
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<th>SUNDAY</th>
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<tbody>
<tr>
<td>21</td>
<td>22</td>
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Lunar (Chinese) New Year
<table>
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<tr>
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<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>23</td>
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<td>26</td>
<td>27</td>
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<table>
<thead>
<tr>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>

**STUDENT SUCCESS TIP**

*Communicate; it’s the key to success!*

If there are reasons you are having academic difficulty...TELL US. Call, e-mail, send a messenger. **JUST DO IT!**

*from ACC faculty*
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>FEBRUARY</th>
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<tbody>
<tr>
<td>30</td>
<td>Black History Month</td>
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<tr>
<td></td>
<td>FAFSA Awareness Month</td>
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<table>
<thead>
<tr>
<th>TUESDAY</th>
<th>31</th>
<th>Financial Aid Priority Deadline</th>
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</table>

<table>
<thead>
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<table>
<thead>
<tr>
<th>THURSDAY</th>
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<table>
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<tr>
<th>FRIDAY</th>
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<table>
<thead>
<tr>
<th>SATURDAY</th>
<th>SUNDAY</th>
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<tbody>
<tr>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>MONDAY</td>
<td>TUESDAY</td>
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<tr>
<td>--------</td>
<td>---------</td>
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<td></td>
<td>7</td>
</tr>
</tbody>
</table>

Refer to the course syllabus throughout the semester; and ask the instructor about questions, confusion, or concerns.

STUDENT SUCCESS TIP
from ACC faculty
FRIDAY

SATURDAY

SUNDAY

MONDAY

13

TUESDAY

14

Valentine’s Day

WEDNESDAY

15

THURSDAY

16

FRIDAY

17

SATURDAY

18

SUNDAY

19
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presidents’ Day</td>
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<table>
<thead>
<tr>
<th>TUESDAY</th>
<th>21</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>WEDNESDAY</th>
<th>22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day to Drop with WP (1st 8-week courses)</td>
<td></td>
</tr>
<tr>
<td>Ash Wednesday; Lent Begins</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>23</th>
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<table>
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<tr>
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<table>
<thead>
<tr>
<th>SATURDAY</th>
<th>25</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNDAY</td>
<td>26</td>
</tr>
</tbody>
</table>

Be realistic about the amount of time that college courses will require to maintain good grades. Generally, you should spend two hours outside of class for every hour in class to do reading, drafts, study sessions, and review.

STUDENT SUCCESS TIP
from ACC faculty
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>MONDAY</th>
<th>MONDAY</th>
</tr>
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<tbody>
<tr>
<td>27</td>
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<table>
<thead>
<tr>
<th>TUESDAY</th>
<th>TUESDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>National TRIO Day</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WEDNESDAY</th>
<th>WEDNESDAY</th>
<th>WEDNESDAY</th>
</tr>
</thead>
</table>
| 1          | Summer and Fall 2023 Course Schedules Available on Self Service
            | Deadline to Apply for Spring Graduation |                |

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>THURSDAY</th>
<th>THURSDAY</th>
</tr>
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<tbody>
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<td>2</td>
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<table>
<thead>
<tr>
<th>FRIDAY</th>
<th>FRIDAY</th>
<th>FRIDAY</th>
</tr>
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<tbody>
<tr>
<td>3</td>
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<table>
<thead>
<tr>
<th>SATURDAY</th>
<th>SUNDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>
## MARCH

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>6</th>
<th>End of 1st 8-week Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Purim Begins at Sundown</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TUESDAY</th>
<th>7</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Purim Ends at Sundown</td>
</tr>
</tbody>
</table>

| WEDNESDAY    | 8 |                           |

| THURSDAY     | 9 | Spring Break: No Curriculum Classes |

<table>
<thead>
<tr>
<th>FRIDAY</th>
<th>10</th>
<th>Spring Break: No Curriculum Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Financial Aid Application Guarantee Deadline</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>SATURDAY</th>
<th>11</th>
<th>Spring Break: No Curriculum Classes</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>12</th>
<th>Spring Break: No Curriculum Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Daylight Saving Time Begins–set clock ahead 1 hour</td>
</tr>
<tr>
<td>MONDAY</td>
<td>TUESDAY</td>
<td>WEDNESDAY</td>
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</tr>
</tbody>
</table>

**For information/details about Graduation (how to order cap/gowns, payment deadline, clearance, practice, Commencement date), check the college website, your ACCess email, and other posted information in the Student Success office.**

---

St. Patrick’s Day

---

alamancecc.edu
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
</tbody>
</table>

**MARCH**

- **First Day of Spring**
- **Priority Registration Opens for Currently-Enrolled Degree-Seeking Students with 30+ completed credit hours, veterans, MMSI, and TRIO SSS 12:01 a.m.**
- **Ramadan Begins at Sundown**
- **Ramadan**
- **Priority Registration Opens for Currently-Enrolled Degree-Seeking Students (including current CCP students) with <30 completed credit hours, 12:01 a.m.**
- **Ramadan**
- **Ramadan**
- **Ramadan**
- **Ramadan**

First Day of Spring

Priority Registration Opens for Currently-Enrolled Degree-Seeking Students with 30+ completed credit hours, veterans, MMSI, and TRIO SSS 12:01 a.m.

Ramadan Begins at Sundown

Ramadan

Priority Registration Opens for Currently-Enrolled Degree-Seeking Students (including current CCP students) with <30 completed credit hours, 12:01 a.m.

Ramadan

Ramadan
<table>
<thead>
<tr>
<th>MONDAY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>Ramadan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TUESDAY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Ramadan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>29</td>
<td>Ramadan</td>
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</table>

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>30</td>
<td>Ramadan</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FRIDAY</th>
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</thead>
<tbody>
<tr>
<td>31</td>
<td>Ramadan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SATURDAY</th>
<th>SUNDAY</th>
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<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Ramadan</td>
<td>Palm Sunday</td>
</tr>
<tr>
<td>April Fool’s Day</td>
<td>Ramadan</td>
</tr>
<tr>
<td>MONDAY</td>
<td>TUESDAY</td>
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<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration Opens for New, Non-Degree-Seeking, and new CCP Students, 8 a.m.</td>
</tr>
<tr>
<td></td>
<td>Ramadan</td>
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</tr>
</tbody>
</table>

**APRIL**

**Sexual Assault Awareness Month**
—
**National Community College Month**

**READ THE MATERIAL. No, really, I’m not kidding.**
Read the material. Seriously. Class makes much more sense when you READ THE MATERIAL. Ask questions in class about that material.
<table>
<thead>
<tr>
<th>APRIL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MONDAY</strong></td>
<td></td>
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<tr>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pesach (Passover)</td>
</tr>
<tr>
<td></td>
<td>Ramadan</td>
</tr>
<tr>
<td><strong>TUESDAY</strong></td>
<td></td>
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<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pesach (Passover)</td>
</tr>
<tr>
<td></td>
<td>Ramadan</td>
</tr>
<tr>
<td><strong>WEDNESDAY</strong></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pesach (Passover)</td>
</tr>
<tr>
<td></td>
<td>Ramadan</td>
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<tr>
<td><strong>THURSDAY</strong></td>
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<tr>
<td>13</td>
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</tr>
<tr>
<td></td>
<td>Pesach (Passover) Ends at Sundown</td>
</tr>
<tr>
<td></td>
<td>Ramadan</td>
</tr>
<tr>
<td><strong>FRIDAY</strong></td>
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<td>14</td>
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<tr>
<td></td>
<td>Ramadan</td>
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<tr>
<td><strong>SATURDAY</strong></td>
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<tr>
<td>15</td>
<td></td>
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<tr>
<td></td>
<td>Ramadan</td>
</tr>
<tr>
<td><strong>SUNDAY</strong></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ramadan</td>
</tr>
</tbody>
</table>

For information/details about Graduation (how to order cap/gowns, payment deadline, clearance, practice, Commencement date), check the college website, your ACCess email, and other posted information in the Student Success office.
| MONDAY | APRIL 17-23  
Ramadan |
| TUESDAY |          18  
Ramadan |
| WEDNESDAY |   19  
Ramadan |
| THURSDAY |   20  
Ramadan |
| FRIDAY |   21  
Last Day to Drop with WP (16-week courses)  
Ramadan Ends at Sundown  
Eid al-Fitr Begins at Sundown |
| SATURDAY |  22  
Earth Day  
Eid al-Fitr Ends at Sundown |
<p>| SUNDAY |   23  |</p>
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td></td>
</tr>
</tbody>
</table>

**Graduation caps and gowns must be ordered by the student. Check the College website, your ACCess email, and other posted information in the Student Success office.**

<table>
<thead>
<tr>
<th>TUESDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>25</td>
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</table>

<table>
<thead>
<tr>
<th>WEDNESDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>26</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 Last Day to Drop with WP (12-week courses)</td>
<td>28 Spring Fling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FRIDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>28</td>
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</tbody>
</table>

Arbor Day

<table>
<thead>
<tr>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

alamancecc.edu
### Academic Calendar August 2022-July 2023

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

#### May

- **1st**: Last Day to Drop with WP (2nd 8-week courses)
- **3rd**: De-stress Event
- **4th**: National Day of Prayer
- **5th**: Cinco de Mayo

**STUDENT SUCCESS TIP**

From ACC faculty

Be sure to follow instructions on tests. Highlight key words in the test questions before you begin an exam.
<table>
<thead>
<tr>
<th>MAY</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>8</td>
<td>Final Exams</td>
</tr>
<tr>
<td></td>
<td></td>
<td>National Student Nurses Day</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>9</td>
<td>Final Exams</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>10</td>
<td>Final Exams</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>11</td>
<td>Final Exams</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>12</td>
<td>Final Exams</td>
</tr>
</tbody>
</table>
| SATURDAY    | 13        | Saturday Classes End  
|             |           | Final Exam |
| SUNDAY      | 14        | Mother’s Day  |

For information/details about Graduation (payment deadline, clearance, practice, Commencement date), check the college website, your ACCess email, and other posted information in the Student Success office.
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
</tbody>
</table>

**TUESDAY 16**  
Open Registration with Faculty Advisers, Times TBA

**FRIDAY 19**  
Registration Closes for 2023 Summer Session, 2:30 p.m.  
Payment Deadline for Summer Registrations, 3 p.m.

**SATURDAY 20**  
**SUNDAY 21**  
Armed Forces Day
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MONDAY</strong>&lt;br&gt;22</td>
<td>Summer Curriculum Classes Begin&lt;br&gt;Drop/Add for Currently Enrolled Students</td>
</tr>
<tr>
<td><strong>TUESDAY</strong>&lt;br&gt;23</td>
<td></td>
</tr>
<tr>
<td><strong>WEDNESDAY</strong>&lt;br&gt;24</td>
<td></td>
</tr>
<tr>
<td><strong>THURSDAY</strong>&lt;br&gt;25</td>
<td>Shavuot Begins at Sundown</td>
</tr>
<tr>
<td><strong>FRIDAY</strong>&lt;br&gt;26</td>
<td>Shavuot</td>
</tr>
<tr>
<td><strong>SATURDAY</strong>&lt;br&gt;27</td>
<td>Shavuot Ends at Sundown</td>
</tr>
<tr>
<td><strong>SUNDAY</strong>&lt;br&gt;28</td>
<td></td>
</tr>
<tr>
<td>FRIDAY</td>
<td>SATURDAY</td>
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<tr>
<td>--------</td>
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</tr>
<tr>
<td>29</td>
<td>Memorial Day Holiday: College Closed</td>
</tr>
<tr>
<td></td>
<td>Memorial Day</td>
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<tr>
<td>TUESDAY</td>
<td></td>
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<td>30</td>
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<td>31</td>
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<tr>
<td>THURSDAY</td>
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<tr>
<td>FRIDAY</td>
<td></td>
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<td>2</td>
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</tbody>
</table>

Plan ahead and only use absences when necessary. So, if an emergency really does come up, you will not have to drop a class to due to excessive absences.

**STUDENT SUCCESS TIP**

If you wish to drop a course, check with your instructor or the records office for the 10 percent date of the course. You will receive a 75% refund through the 10% point of the course.
<table>
<thead>
<tr>
<th>JUNE</th>
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<tbody>
<tr>
<td><strong>MONDAY</strong></td>
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<td>5</td>
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<tr>
<td><strong>TUESDAY</strong></td>
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<td>D-Day</td>
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<td><strong>WEDNESDAY</strong></td>
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<td><strong>THURSDAY</strong></td>
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<td><strong>FRIDAY</strong></td>
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<td><strong>SATURDAY</strong></td>
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<td>10</td>
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<tr>
<td>MONDAY</td>
<td>TUESDAY</td>
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</tr>
<tr>
<td>12 Summer 6-Week Classes Begin</td>
<td>13</td>
</tr>
<tr>
<td>MONDAY</td>
<td>TUESDAY</td>
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<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
</tr>
</tbody>
</table>

- **MONDAY, 19**: No Curriculum Classes
- **TUESDAY, 20**: 
- **WEDNESDAY, 21**: First Day of Summer
- **THURSDAY, 22**: 
- **FRIDAY, 23**: 
- **SATURDAY, 24**: 
- **SUNDAY, 25**:

- Juneteenth
- June 19: No Curriculum Classes
- June 21: First Day of Summer
- June 24:
- June 25:
<table>
<thead>
<tr>
<th>MONDAY</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>26</td>
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</table>

<table>
<thead>
<tr>
<th>TUESDAY</th>
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<table>
<thead>
<tr>
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<td>28</td>
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</table>

Eid al-Adha Begins at Sundown

<table>
<thead>
<tr>
<th>THURSDAY</th>
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<tbody>
<tr>
<td>29</td>
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Eid al-Adha Ends at Sundown

<table>
<thead>
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<table>
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<tr>
<th>SATURDAY</th>
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</table>

Form study groups with fellow students. Get classmates’ phone numbers in order to contact them for notes in case of an absence.

**STUDENT SUCCESS TIP**

from ACC faculty
<table>
<thead>
<tr>
<th>JULY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
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<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

- **4** July 4 Holiday: College Closed
- Independence Day
- **5** No Curriculum Classes
- **6** No Curriculum Classes
- **7** No Curriculum Classes

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<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
</tbody>
</table>

**WEDNESDAY, 12 July**
Last Day to Drop with WP (8-week courses)
<p>| MONDAY | | 17 | Last Day to Drop with WP (6-week courses) |
| TUESDAY | | 18 |
| WEDNESDAY | | 19 | Muharram Begins at Sundown |
| THURSDAY | | 20 |
| FRIDAY | | 21 |
| SATURDAY | | 22 |
| SUNDAY | | 23 |</p>
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 Summer Classes End (8-week and 6-week courses)</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ashura Begins at Sundown</td>
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<tr>
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<td></td>
<td></td>
<td>Ashura Ends at Sundown</td>
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<td>30</td>
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</tbody>
</table>
FREQUENTLY ASKED QUESTIONS

Registration Information

How will I know what courses to take for my major?

Many courses have prerequisites that must be completed prior to enrolling. Your high school transcript, placement test results, SAT/ACT scores, or previous college work have provided you with information on whether or not you need to enroll in any prerequisite courses. Each student is assigned an academic advisor during the enrollment process. The advisor will work with you each semester in planning which courses to take to keep you on target for graduation. Ask your advisor for the semester-by-semester course plan for your curriculum.

Your Self Service account has a program evaluation tool that will help you keep track of the courses you need for graduation. There is also an option for seeing how your current credits would apply to a new major.

When can I register for classes?

An early scheduling period is announced for each semester. During this time current students meet with their academic advisors and then register online through Self Service. Early registration allows students to get classes at times they prefer.

How do I change my schedule?

If you need to change a course schedule, do one of the following:

- Use Self Service to change your schedule.
- Meet with your academic advisor.

How do I contact my advisor?

All students are assigned a faculty advisor in their program of study. You can find your advisor’s name, phone number, email, office location and office hours listed in your Self Service account under “My Profile.” Advisors post their office hours on their doors. For assistance locating your advisor’s contact information, contact the Student Success Center or Admissions Office.

Can I register online?

All current students have a Self Service account which allows them to register online for upcoming semesters. Available times for registration will be sent to student ACCess email accounts and posted on the College’s website.

How much will I be charged for tuition?

Tuition charges are set by the state legislature. You are charged by the credit hour. Check the College website for current charges and due dates. Tuition must be paid by posted due dates to hold class seats.

Can I get a refund?

Refund policies are set by the State Board of Community Colleges (1E SBCCC 900.1). Students may receive a refund of 100 percent of their tuition payment before the first day of the semester and 75 percent of their tuition until the 10 percent point of the term. Details of the refund policy are published in course schedules and in the College catalog. College refunds are processed automatically. See the policy “Course Withdrawals After the Drop/Add Period” for details.

Academic Information

What is the College’s attendance policy?

ACC keeps attendance records and expects students to attend the classes in which they are enrolled. A student can be dropped/withdrawn from a course for absences. In some cases, a student’s grade can be affected by absences. See the “Attendance Policy” for details.

What if I can no longer attend a course?

Students should formally drop a course by completing an electronic Drop/Add form and routing to the appropriate
How do I contact my instructor?

Instructors post their office hours in their course syllabus. You may also e-mail them from the College website. Often, instructors give additional information in their course syllabus about how they may be contacted. If you are having difficulty contacting your instructor outside of class, contact the academic department head for assistance.

What is a GPA?

Your GPA is your Grade Point Average. It is calculated each semester on the basis of hours attempted and quality points earned. It is also cumulative from semester to semester. It affects your academic standing as to honors recognition or probation. If you have questions concerning your GPA, contact a counselor in Student Success. See “Grading System and Quality Points” for details.

Will I be recognized for academic achievement?

Yes. The College has three scholastic recognitions: President’s List, Dean’s List, and Part-Time Honors. These are awarded on a semester basis and determined by hours earned and GPA. See “Scholastic Standing” for details.

Can I be placed on academic probation?

Yes. The GPA you have earned determines this probation. Students on probation should contact their Success Coach for services available to improve academic performance. Students are notified of mid-term course grades at the mid-point of the semester through their Self Service accounts.

Academic Probation is not the same status as Financial Aid Warning. Consult the financial aid staff for information about financial aid warning and “Satisfactory Academic Progress.” See “Academic Progress Standards” for details.

How can I change my major or directory information?

- Address, phone number, and e-mail address can be changed via the student’s Self-Service account (under “profile”).
- Program changes are made via the Academic Program Update form located on the College’s website.
- Directory Block request for non-release of information is found on the College’s website.

How do I transfer credit from ACC to another college or university?

Students planning to transfer from ACC to continue their education should contact that college or university early in their ACC enrollment to obtain information on course requirements. Transfer advisors are available for questions regarding transfer to other colleges or universities. Call 336-506-4163 for additional information about transferring to a four-year institution.

Where can I purchase my books?

The Follett Bookstore on the Carrington-Scott Campus provides students with all required textbook materials, including textbook rental and CareScribe digital titles. The rental program option allows students to search rentable textbooks by title and course online at www.efollett.com. Payment can be made by cash, checks, Visa, MasterCard and American Express. Students may purchase in the store or online. Questions concerning bookstore policies and/or procedures should be directed to the Bookstore manager or staff at 336-506-4156.

How do I get graduation information?

ACC grants certificates, diplomas, and associate degrees. Work closely with your academic advisor who will help monitor your progress toward graduation. At the beginning of the semester in which you will finish your graduation requirements, you must apply for graduation online via Self Service.
ACC Alerts

ACC Alerts is a campus-wide, emergency notification system. All faculty, staff and students may enroll 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 Public Safety 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 webpage at www.alamancecc.edu/safety-and-security-site/acc-alerts/.

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 336-506-4286 or Ext. 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.

Bulletin Boards

A. Campus bulletin boards are provided for employees and recognized student organizations. For purposes of this policy, a "recognized student organization" is defined as an organized student group that is recognized by the Student Government Association.

B. The use of campus bulletin boards by recognized student organizations or College employees is subject to the following general regulations:
   1. All materials posted on campus bulletin boards must be current and directly related to College programs, events, clubs, or services.
   2. All posted materials must a) be clear and legible; b) include the sponsoring club or College program/division/department name; c) include the date; and d) provide current contact information.
   3. Posted materials shall not include language that a) incites criminal conduct; b) constitutes a clear and present danger; or c) causes a substantial disruption in the College’s business operations.
   4. Flyers or other related materials may remain on a bulletin board for three (3) weeks or two (2) business days after the event or service advertised has ended, whichever is sooner. It is the responsibility of the recognized student organization or College employee to remove advertisements in a timely manner.
   5. “Owners” of bulletin boards shall review and update their content before the start of each new semester.

C. Any violation of these provisions shall result in the immediate forfeiture of the privilege of using campus bulletin boards and possible disciplinary action.

D. The College reserves the right to remove flyers and signage without notice if they are outdated or do not adhere to this policy.
College News

Stories and videos of interest to students, faculty and staff can be found in the News and Events sections on the College website homepage. Additional campus updates and events are sent via student ACCcess email and are also available on the College website: click on Services for Students, then click Campus Life and Student Activities.

Dress Code

It is not the intent of the College to restrict individual style and creativity. Rather, it encourages all students to dress in a manner in keeping with the serious academic intent of the College, appropriate to the standards of the vocation/profession the student is studying, and in a manner acceptable to the community. Because of hazards created in the building, bare feet are prohibited.

Emergency Evacuation

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 Public Safety personnel.

Severe Weather

In the event of a tornado and/or high wind situation, an announcement may be made utilizing the public address 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 Public Safety personnel.

CAMPUS CLOSINGS

Campus closings are posted on the College website
www.alamancecc.edu

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 ACCcess email accounts. Students are encouraged to set up an ACC Alert account to receive weather and emergency messages by phone and text message. See “ACC Alerts” on previous page.

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. Online classes continue as scheduled. On-campus classes that would have been held before the College officially opens are cancelled with the possibility for make-up at a later time.
Information/Lost & Found

Many services are handled by the Information Desk. Public Safety 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 claimed within one month.

Littering

Maintaining a clean and environmentally conscious campus is an important value of the College community. Littering is an infraction punishable by citation and fine.

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

Student Commons/Snack Bar

The student commons is open to all students for relaxation and socializing. It contains lounge space, TV lounge, and Wi-Fi capacity.

Vending is located at the north end of the student commons area. Eating should be confined to the tables in this area. Card playing is allowed except between the hours of 11 a.m. and 1 p.m. when most people eat lunch and need the table space. Students are asked to be cooperative.

Telephones

A public pay telephone is available at each campus location for student use. Students are not permitted to use telephones located in faculty or staff offices.

Only emergency calls directed to the administration with sufficient justification such as serious illness or death in the family warrant paging a student from class. Personal messages of any other type will not be delivered to a student.

The ACC Information Desk number is 336-578-2002.
College Procedures and Policies

The ACC Student Handbook has detailed information on College policies such as: release of student information, smoking, sexual misconduct, acceptable computer usage, loitering, drug-free environment, and student rights and responsibilities. Familiarize yourself with these expectations.

All of ACC’s policies and procedures are located on the website at: alamancecc.edu/policies/

Academic Freedom

Alamance Community College is committed to providing a learning environment in which individuals can develop the skills necessary to function successfully in an open society. The College recognizes the necessity for freedom in legitimate academic decisions that foster an environment where faculty and students can freely inquire, study, and evaluate.

To that end, the College endeavors to give faculty members the freedom to conduct individual academic affairs in accordance with each person’s best professional judgment, including the development, implementation, and revision of programs and courses, the selection of teaching materials, and the evaluation of student performance. Likewise, faculty members have the ethical obligation and responsibility to exercise reasonable judgment in teaching their subjects, in respecting individuals and their diverse views, and in maintaining competence in the discipline.

Faculty members shall:
1. Use their professional judgment in developing and implementing appropriate course material.
2. Keep abreast of the main academic trends and themes in their respective fields and incorporate these into their scholarship and teaching.
3. Organize their subject matter and present it in ways that present the optimum value for their students, subject to reasonable guidelines reflected in College, departmental, and faculty policies and procedures.
4. Require an amount and quality of work from their students that is justifiable under the standards and regulations of the North Carolina Community College System and ACC.

Any questions or issues concerning the parameters of academic freedom at this College should be addressed to Vice President of Instruction. In the event the faculty member cannot reach an informal resolution, he or she may file a grievance pursuant to Policy 3.3.8 – Grievance.

This policy is not intended to limit the rights of faculty or students in discussing any matter outside of the academic setting. Outside the classroom, faculty have the rights of private citizens to speak freely on matters of public concern and to participate in political activities.

June 13, 2022

Acceptable Use of Information Systems

I. Purpose

The College strives to provide information technology access in an environment in which access is shared equitably among users. This access is intended to be used in support of the College’s research, educational and administrative purposes. Access to information systems, including the Internet, computer systems, and computer networks, is provided to authorized users for those resources they have been granted rights to use. This policy applies to students, employees, and other authorized users. This Policy’s purpose is to protect the College’s tech-
nology users and computer resources and to ensure equitable access and proper management of these resources.

II. College Account Credentials
1. It is the user’s responsibility for maintaining the security of usernames, passwords, and any other access credentials assigned to them. This information may not be given to anyone other than the person to whom they were assigned.
2. Users are responsible for any use and activity of their account.
3. Attempting to discover or using another user’s username or password or attempting to gain unauthorized access to another person’s files or email is prohibited.
4. Failure to read College guidelines, requirements, and regulations will not exempt users from responsibility.
5. Users are responsible for providing accurate and true information about themselves in any identity verification process.

III. Acceptable Use for Computer Workstations
The College’s information technology resources are intended for the use of its students, employees and other authorized individuals for purposes related to instruction, learning, research and campus operations. Users are expected to exercise responsible, ethical behavior when using all College digital systems, internet, computer and information systems resources. This Policy makes no attempt to articulate all required or prohibited behavior by users of the College’s computer and information system resources. Failure to comply with the following statements of responsible use may result in disciplinary action and/or legal prosecution.

A. General Principles
1. Access to resources and the use thereof on the campus network and the Internet is provided to support the research, educational, and administrative purposes of the College. All who use these services will do so responsibly, respecting the rights of other users, the integrity of the physical facilities, and all applicable laws and regulations.
2. Computer workstations, the campus network, and information systems may be monitored to ensure that use is consistent with the mission of the College and with the purposes for which they are intended.

B. Responsible Use
1. Demonstrating common sense and courtesy by limiting online time and printing time to a maximum of one hour where workstations are shared.
2. Complying with all software license agreements and copyrights.
3. Refraining from the transmission or display of material that would be considered threatening, obscene, or harassing by the average person or by community standards.
4. Adhering to all College policies and all regulations in the ACC student or personnel handbook related to the use of College computers and information systems.
5. Avoiding the use of College computer workstations from any profit-making activity not preapproved by authorized ACC personnel.
6. Adhering to the acceptable use policies of any outside networks to which a user might connect.
7. Respecting the integrity of data contained on and the operation/maintenance of the networks.

C. Unacceptable Activity
Unacceptable activity includes, but is not limited to, the following:
1. Deliberately downloading, uploading, creating or transmitting computer viruses, malware, or other software intended to harm
a computer or the College's network.
2. Destroying or modifying directory structures or registries or interfering or tampering with another individual's data or files.
3. Developing programs that infiltrate a computer or computing system, harass other users and/or damage software.
4. Attempting to obtain unauthorized information systems and/or computer access or privileges or attempting to trespass in another individual's work.
5. Using hardware or software sniffers to examine network traffic, except by appropriate College personnel, to diagnose the network for bottlenecks or other problems.
6. Committing any form of vandalism on equipment, communication lines, manuals or software, or attempting to defeat or circumvent any security measures or controls.
7. Wastefully using finite resources such as large amounts of bandwidth including but not limited to, downloading streaming music, television shows, software programs, and/or movies.
8. Connecting personal network devices on the College's wired network. Connecting unsanctioned products (software or hardware) to the College network or installing products for personal use. Special provisions may be made for visiting artists, lecturers, and trainers at the discretion of the Director of Information Technology. Information Technology support staff can offer assistance in gaining network access under these special circumstances, but the College cannot guarantee functionality and assumes no responsibility for configuration of or damage to non-college equipment.
9. Using the College’s computer resources and Network to engage in disruptive, threatening, discriminatory or illegal behavior or behavior that violates the Code of Student and/or Employee Conduct.
10. Disclosing confidential student or personnel information to unauthorized third parties;
11. Violating copyright laws and/or fair use provisions through: 1) illegal peer-to-peer file trafficking by downloading or uploading pirated or illegal material including, but not limited to, software and music files; and 2) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright; and other activities that interfere with the effective and efficient operation of the College or its Network or activities that violate the College’s Policies and Procedures.

D. Use of Personal Computer Software
1. The College licenses the use of computer software from a variety of vendors. The College does not own this software or its related documentation, and unless authorized by the software developer, does not have the right to reproduce it.
2. College employees shall use software only in accordance with a license agreement. Supervisors must maintain documentation of the appropriateness of all software loaded on computers assigned to their area of responsibility. Compliance with license agreements must be documented a minimum of once per year. More frequent reviews are encouraged.
3. Special license agreements are required to use software on area networks or multiple machines. Supervisors must assure that
4. The College does not condone the illegal duplication of software or the use of illegally duplicated software. Employees having knowledge of any misuse of software at the College shall notify their supervisor or the College President.

5. According to the Copyright Act of 1976, Section 107 (fair use provisions), illegal reproduction of software can be subject to civil damages of as much as $100,000 and criminal penalties including fines and imprisonment. Any College employee or student who makes, acquires, or uses unauthorized copies of computer software on College-owned computers, or other devices, shall be subject to disciplinary action and/or legal prosecution. Copies of the referenced statute and/or assistance in interpretation are available from the Director of the Learning Resources Center.

IV. Electronic Communication and Mail

The College provides free electronic mail accounts to certain College employees based on job responsibilities, as determined by the employee’s appropriate Vice President, and to all students who are enrolled in a curriculum program. The use of College-provided electronic mail accounts must be related to College business, including academic pursuits. Incidental and occasional personal use of these accounts is acceptable when such use does not generate a direct cost to the College or otherwise violate the provisions within this Policy.

The College will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College cannot assure the privacy of an individual’s use of the College’s electronic mail resources or the confidentiality of particular messages that may be created, transmitted, received or stored.

The College does not monitor electronic mail routinely but may do so as the College deems necessary. Students and employees should not have any expectation of privacy regarding their electronic mail addresses provided by the College. Any user of the College’s computer resources who makes use of an encryption device shall provide access when requested to do so by the appropriate College authority. The College reserves the right to access and disclose the contents of employees’, students’ and other users’ electronic mail without the consent of the user. The College will do so when it believes it has a legitimate business or need including, but not limited to, the following:

1. In the course of an investigation triggered by indications of misconduct or misuse;
2. As needed to protect health and safety of students, employees or the community at large;
3. As needed to prevent interference with the College’s academic mission;
4. As needed to locate substantive information required for College business that is not more readily available;
5. As needed to respond to legal actions; and
6. As needed to fulfill the College’s obligations to third parties.

Electronic mail, including that of students, may constitute “educational records” as defined in the Family Educational Rights and Privacy Act (“FERPA”). Electronic mail that meets the definition of educational records is subject to the provisions of FERPA. The College may access, inspect and disclose such records under conditions set forth in FERPA.

North Carolina law provides that communications of College personnel that are sent by electronic mail may constitute “correspondence” and, therefore, may be considered public records subject to
public inspection under the North Carolina Public Records Act.

Electronic files, including electronic mail, that are considered public records are to be retained, archived and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Resources or otherwise required by College policy.

To ensure, to the extent possible, that students who are taking courses, communicating with an instructor, and submitting assignments electronically are the students who registered for the courses, the College requires the use of its official information systems, such as ACCess email.

1. The system for students relies on a student identification number issued to all students when they apply.
2. Students will follow guidelines published on the College website to create logins and passwords.
3. No other student may be permitted to access official College systems using the created logins and passwords of another student, and students may not allow access to anyone under their individual logins and passwords.
4. Students and faculty communicating with each other online about any course-related questions or when sending or receiving assignments electronically will use College-approved communication systems, such as the College email system or Moodle, the College’s online Learning Management System.
5. Faculty are only permitted to accept assignments and answer electronic messages using the College’s official systems.
6. All college personnel and students will use official College systems when communicating about College activities, services, and business.

V. Reservations of Rights and Limits of Liability
A. The College reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.
B. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to electronic mail or Internet sessions on the College Network or College-owned hardware.
C. The College is not responsible for the accuracy, content or quality of information obtained through or stored on the College Network.
D. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.
E. The College reserves the right to limit the allocation of computer resources.
F. The College makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.
G. College funds may not be used to purchase personal network access or products.
H. The College shall not be liable legally, financially or otherwise for the actions of anyone using the Internet through the College’s network or College’s computers.

VI. Wireless Internet Access
The College provides free wireless Internet access. Users of wireless access must abide by the Wireless Internet Access Guidelines and this Policy. Connection to the wireless network at any given time is not guaranteed. The College does not accept liability for any personal equipment that is brought to the College and, therefore, may not assist with configuration, installation, trouble-shooting or support of any personal equipment.

VII. Private Employee Websites and Other Internet Use
When creating or posting material to a webpage or other Internet site apart from the College website, the College provides the following guidelines:

A. The College reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.
B. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to electronic mail or Internet sessions on the College Network or College-owned hardware.
C. The College is not responsible for the accuracy, content or quality of information obtained through or stored on the College Network.
D. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.
E. The College reserves the right to limit the allocation of computer resources.
F. The College makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.
G. College funds may not be used to purchase personal network access or products.
H. The College shall not be liable legally, financially or otherwise for the actions of anyone using the Internet through the College’s network or College’s computers.
from the College’s website or approved ancillary external site or page, employees should remember that the content may be viewed by anyone including community members, students and parents. When posting or creating an external website, students, faculty and staff are not permitted to use the College’s name in an official capacity or use the College’s marks, logos or other intellectual property.

Employees are to maintain an appropriate relationship with students at all times. Having a public personal website or online networking profile or allowing access to a private website or private online networking profile is considered a form of direct communication with students. Any employee found to have created and/or posted content on a website or profile that has a negative impact on the employee’s ability to perform his/her job as it relates to working with students and the community or that otherwise disrupts the efficient and effective operation of the College may be subject to disciplinary action up to and including dismissal.

VIII. Violations
Each individual is ultimately responsible for his/her own actions. For employees, failure to exercise responsible, ethical behavior will result in disciplinary action up to and including dismissal. Students may be sanctioned according to procedures described in the Code of Student Conduct and other users may be barred permanently from using College computers and network access and suspended or expelled.

Certain activities violate Federal and/or State laws governing use of computer systems and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.

Adopted: February 8, 2021

Americans With Disabilities Policy
The College shall comply with the Americans with Disabilities Act of 1990, as Amended (ADA). To achieve compliance, the College shall:
1. Provide notices concerning the ADA in written and electronic format.
2. Designate a responsible employee(s) to coordinate ADA compliance.
3. Ensure that existing facilities are readily accessible to or usable by individuals with disabilities through structural changes in facilities or through other methods that are equally effective to make services, programs, and activities accessible.
4. Eliminate eligibility criteria that screens out or tends to screen out individuals with disabilities from fully and equally enjoying any service, program, or activity being offered.
5. Administer services, programs, and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities.
6. Take appropriate steps to ensure that communications with persons who are disabled are as effective as communications with others, including the furnishing of appropriate auxiliary aids and services.

The College may from time to time engage in an accessibility audit of its facilities and programs.

The College will maintain the self-evaluation and make it available to the public for three (3) years.

All allegations concerning disability discrimination or harassment shall be addressed through Policy 3.3.7 – Discrimination and Harassment (employees) or Policy 5.3.4 – Discrimination and Harassment (students).

Campus Free Speech, Distribution of Material, and Assembly Policy
Free speech, which includes the right to distribute material and peacefully assemble, is central to the College’s academic mission. The College encourages and supports open, vigorous, and civil debate across the full spectrum of society’s issues as they present themselves to the College community. At the same
time, limitations on activities on College property are necessary so that the College may fulfill its primary mission of educating students. The President is authorized to develop procedures for public use of the College’s outdoor spaces for distribution of material and assembly. The use of outdoor space on the College’s campus does not represent an endorsement or support by the College of the content or viewpoints expressed by the individual or group using the space. The College is a limited public forum and does not discriminate based on content or viewpoint.

For issues dealing with the use of indoor spaces and facilities, see Policy 2.2.3 – Facility Use.

Procedure

The College is a limited public forum that does not regulate speech or activities based on content or viewpoint. All individuals using College Space must comply with the following Procedures.

These Procedures only apply to the use of College Space and not to the use of facilities on campus. For more information regarding facility use, see Policy 2.2.3 – Facility Use.

I. DEFINITIONS

A. College Members – students who are currently enrolled at the College and/or individuals currently employed by the College.

B. College Space – all outdoor areas on the College campus.

C. College Use – use of a College Space by the College for official College business and/or functions.

D. Designated Area(s) – patio area east of the B Building on the Carrington-Scott campus. The President, or designee, is authorized to designate other areas on campus as Temporary Designated Areas when needed, dependent on the location and size of a specific event or activity. Temporary Designated Areas are not permanent and will end after the specific event or activity.

E. Non-College Members – any individuals who are not currently enrolled at the College and/or are not currently employed by the College.

II. SPEECH, DISTRIBUTION OF MATERIAL, AND ASSEMBLY FOR COLLEGE MEMBERS

A. The College is committed to making the majority of its College Space available to College Members who wish to exercise their rights of speech, distribution of material, and assembly. The College maintains the right to reserve any College Space at any time, with or without prior notice, for College Use, and such use will take priority over any other use.

B. All outdoor assemblies may not be conducted within 30 feet of any building or otherwise interfere with free flow of vehicular, bicycle, or pedestrian traffic.

C. Registration by College Members to use College Space is recommended for planning purposes. Registration ensures that the desired space will be available on the desired date and time. For more information about registration, see Section III (B) herein.

III. SPEECH, DISTRIBUTION OF MATERIAL, AND ASSEMBLY FOR NON-COLLEGE MEMBERS

A. Except as stated herein, Non-College Members shall be allowed to use the Designated Area between the hours of 8:00 a.m. and 9:00 p.m. on Mondays through Fridays when the College’s general curriculum classes are in sessions. The Designated Area is not available on weekends or when the College is closed. The College maintains the right to use the Designated Area at any time, with or without prior notice, for College Use, and such use will take priority over any other use.

If on the weekends the College is having an official College event or if a speaker or group is hosting an event that is open to the general public and/or is a matter of public concern, the Designated Area, or Temporary Des-
The designated Area, if so established, will be open to Non-College Members at times established by the President or designee; provided, however, that the Designated Area must be open at least one and one-half hours prior to and after the event.

B. Any Non-College Members will be allowed to use the Designated Area within the time restriction. All Non-College Members must complete a Registration Form (the “Form”) and submit it to the Director of Public Information and Marketing no earlier or later than three (3) business days prior to their activity on campus. The College does not restrict speech and/or activities based on content or viewpoint. The purpose of the Form is to make sure there is adequate space in the Designated Area for the requested date and time and for safety concerns. Upon request by College officials, Non-College Members will be required to provide proof of registration for use of the Designated Area. Forms will only cover one (1) day at a time. Requests for standing dates (i.e., every Tuesday) will not be honored.

C. The College will assign use of a Designated Area on a first come, first serve basis; however, the College may regulate hours to fairly accommodate multiple groups.

IV. GENERAL RULES AND REGULATIONS FOR BOTH COLLEGE AND NON-COLLEGE MEMBERS

A. While expressing speech, distributing material, or assembling, both College and Non-College Members are prohibited from doing the following:

1. Engaging in non-protected speech such as obscenity, speech inciting criminal conduct, speech that constitutes a clear and present danger, or speech that constitutes defamation.

2. Touching, striking, approaching, or impeding the progress of pedestrians in any way, except for incidental or accidental contact.

3. Obstructing the free flow of pedestrian or vehicular traffic.

4. Using sound amplification or creating noise levels that are reasonably likely to or do cause a material and substantial disruption to the College educational environment and/or operations. Noise, whether in support of or in opposition to the speaker, which substantially interferes with the speaker’s ability to speak or with the audience’s ability to hear the speaker is prohibited.

5. Damaging, destroying, or stealing College or private property.

6. Possessing or using firearms, explosives, dangerous weapons, or substances not allowed on campus by law or by College policy (e.g., drugs, alcohol, tobacco, non-service animals, etc.).

7. Using physical force or violence against another person, or threatening to use physical force or violence against another person resulting in reasonable apprehension that force or violence will occur. Any acts that are substantially disruptive to the College’s normal operations will not be tolerated and may result in an immediate termination of the activity. Non-College Members are required to remain in the Designated Area while on campus.

B. Individuals may distribute pamphlets, booklets, brochures, and other forms of printed materials on the condition that such material is designed for informational (not commercial) purposes. Individuals distributing materials must provide a receptacle for the disposal of such materials. The College does not assume any obligation or liability for the content of such distributed material. Any signs used may not be larger than three (3) feet by four (4) feet in size. Signs must either be held by participants or be freestanding signs that do not stick into the ground. No signs may be mounted on buildings, trees, or other College property.

C. Individuals are responsible for the
cleanliness and order of the area they use. Individuals shall leave the area in the same condition it was in before the activity. Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes the campus buildings, sidewalks, lawns, shrubs, and trees.

D. Individuals are subject to sanctions for failing to comply with these procedures or other College policies. Such sanctions may include, but are not limited to repairing, cleaning, painting, paying replacement costs, making restitution (by order of a court), and being banned from future use. College Members may also be subject to College disciplinary action as outlined in College policies and procedures. Individuals who violate these procedures may be issued a trespass warning and denied future access to College premises. Violations that require police intervention will be reported to the College’s Public Safety Department. Behavior that constitutes a violation of law may result in arrest and criminal prosecution.

V. POLLING PLACES ON CAMPUS

If campus buildings are used as public polling places, all activity must be in accordance with statutory and state/local Board of Elections requirements.

VI. CITY SIDEWALKS

City sidewalks that run along the borders of or within the College’s campus are public forums and available to all members of the public. Use of city sidewalks must comply with federal and state laws as well as city ordinances.

June 13, 2022

Communicable Disease Policy

Definition

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

- **Class A Communicable Diseases**—can be transmitted through casual contact
  - Examples: influenza, tuberculosis, conjunctivitis, infectious mononucleosis, meningitis, methicillin-resistant Staphylococcus aureus, COVID-19

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

Purpose

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

Policy

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

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

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

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

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

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

6. Close the College temporarily.

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

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

An employee who could “reasonably anticipate”, as a result of performing required job duties, to face contact with blood, bodily fluids or other potentially infectious materials is covered by the OSHA Bloodborne Pathogens Standard, the North Carolina Administrative Code, and this Policy. “Occupational Exposure” includes any reasonably anticipated skin, eye, mucous membrane or parenteral (brought into the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties. “Good Samaritan” acts, such as assisting a co-worker or student with a nosebleed would not be considered “reasonably anticipated occupational exposure.” An employee who suspects that s/he has had exposure to blood or bodily fluid may request to be tested, at ACC’s expense, provided that the suspected exposure poses a significant risk of transmission, as defined in the rules of the Commission for Health Services. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission will be conducted in accordance with 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV). ACC will strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions. Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws, ACC’s policies, and in the best interest of all ACC stakeholders.

April 13, 2020

Reporting Crimes and Emergencies on Campus Policy

In the event of a crime or emergency in progress or a risk of harm to persons or property, employees, students, and visitors should immediately call 911 and/or notify campus Public Safety by calling 336-506-4286. Known and suspected violations of federal and state criminal laws should be reported to the Director of Public Safety who will involve the appropriate law enforcement agency and file the required College documentation.

Criminal incidents occurring off campus involving students participating in a College function should be reported immediately to law enforcement and to the Director of Public Safety as soon as possible.

June 13, 2022
Discrimination and Harassment Policy

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

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

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

June 13, 2022

Facility Use Policy

The College’s facilities exist to meet the educational needs of citizens within the College’s service area. The College offers a wide-range of credit curricula and non-credit extension courses and the College’s facilities are to be utilized to facilitate these programs. The College may use its facilities in any legal matter. In addition, the College may make its facilities available in accordance with its guidelines and procedures upon reasonable conditions for the periodic use of student organizations, government agencies, non-profit entities, community members, and for-profit entities (for non-revenue generating events) provided the activities involved are in furtherance of the College’s educational purposes or are in promotion of the community’s cultural and educational welfare. The use of the College’s facilities cannot compete with or disrupt any of the College’s classes or events that are or could be offered. This policy only applies to the use of the College’s facilities.

For information concerning the use of outdoor campus spaces, see Policy 2.3.5 – Campus Free Speech, Distribution of Material, and Assembly.

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

June 13, 2022

Loitering Policy

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

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

November 18, 2010
Sexual Misconduct and Title IX Policy

**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. Sexual misconduct is prohibited, and the College will promptly, fairly, and impartially address complaints through its Title IX procedures or when a sexual misconduct complaint falls outside the jurisdiction of Title IX. The College will apply its student conduct procedures or grievance procedures as appropriate to the particular compliant. This policy applies to sexual misconduct that occurs within the scope of the College’s educational programs and activities (both on-campus and off-campus) against a person in the United States. The College will provide supportive measures as well as complaint resolution options to its students, applicants and employees who are allegation victims.

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

**Definitions And Prohibited Conduct**

- Prohibited conduct includes sexual harassment as defined in Title IX Final Rule 2020:
  - An employee of the College conditioning educational aid, benefit or service on an individual’s participation in unwelcome sexual conduct (quid pro quo harassment) as prohibited in the Title IX Final Rule 2020.
  - Offenses defined in the Clery Act and the US Violence Against Women Reauthorization Act of 2013 (including sexual assault, dating violence, domestic violence, and stalking on the basis of sex as prohibited in Title IX Final Rule 2020.
- Unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access, as prohibited by in Title IX Final Rule 2020.
- Prohibited conduct includes any form of sexual violence. (These are 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 includes:
  - VAVA and Clery Act offenses
  - Any form of sexual violence defined as a criminal sex crime in North Carolina G.S. 14-27.1 and G. S. 50B – 1 (including rape, sexual battery and sexual coercion).
- Prohibited conduct includes unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications, based on sex or sexual stereotyping, when the conduct is sufficiently severe or pervasive as to create a hostile work or learning environment when evaluated from the standpoint of a “reasonable person” and consistent with First Amendment protections of free speech and academic freedom.

**Reporting Options**

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

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

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

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

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

Confidentiality

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

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

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

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.

1. Confidential consultation with the Title IX Coordinator or designee for support, information, and/or exploration of possible actions.
2. Confidential counseling and referral: “Counselors/advisors” as designated in this policy may counsel a student confidentially to provide support, information, referral, and/or exploration of possible actions.
3. For complaints subject to the Title IX Final Rule 2020, the two parties can agree to engage in an informal resolution process in lieu of a formal investigation, except in cases that allege quid pro quo harassment. Both parties must give voluntary, informed and written consent. Informal resolution options are not available under the Title IX Final Rule 2020 when the accused person is an employee.
4. Informal voluntary mediation, contingent on the availability of qualified mediators and on the voluntary, informed and written consent of both parties. This option is available only for complaints of sexual violence including but not limited to rape, sexual abuse, sexual assault and sexual battery.

Formal Resolution Options:
The complainant has the right to pursue the applicable following options individually or simultaneously:

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

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

2. If the case is dismissed under Title IX Final Rule 2020, and the accused is an Alamance Community College student, the College will follow its student grievance procedures/student conduct process as described in the student handbook, including appeal procedures described. Note that the:
   • investigation and resolution will be prompt, fair and impartial;
   • standard of evidence for a finding of “responsible” is preponderance of the evidence;
   • accuser and accused are entitled to have an advisor of their respective choice present at a disciplinary proceeding and any related meetings. An advisor serves on a consulting (non-participatory) basis in a disciplinary hearing; and,
   • sanctions assigned to a student found responsible include one or more of the following: oral warning, written warning, educational or community service sanction, general probation, restrictive probation, suspension, explicit and/or indefinite dismissal.

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

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

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

Notification Of Outcome

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

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

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

Training And Education

The College expects all employees and students to participate in training and education on sexual harassment and sexual violence topics at regular intervals. Training and education topics and content provided by the College will be consistent with Title IX and Campus SaVE Act regulations and recommendations. Employees in specific roles will participate in specialized training. Those roles include Title IX Coordinator, responsible employees, counselors/advisors, complaint investigators, hearing officials, grievance committee members, and Public Safety staff. The sexual misconduct policy and procedures will be published in key College publications (ex. General Catalog, Student Handbook, Employee Handbook, College web site) and made widely available to members of the College community.

September 14, 2020

Release of Information from Other Institutions

Transcripts: The College will not release or make copies of transcripts received from other educational institutions. Students should request original copies directly from the school attended.

Tobacco Free Campus Policy

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

I. DEFINITIONS

A. Tobacco is defined as all products delivered from, or containing tobacco, including and not limited to those listed below.

- Cigarettes
- Cigars, cigarillos
- Pipes or hookah
- Smokeless tobacco
- Electronic cigarettes or vaporized nicotine

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

II. PROHIBITION

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

III. PUBLIC EDUCATION

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

June 13, 2022

Traffic Regulations Policy

I. GENERAL PROVISIONS

Pursuant to N.C.G.S. § 115D-21, the College shall enforce the following traffic regulations.
A. Chapter 20 of the North Carolina General Statutes regarding the operation of motor vehicles on North Carolina highways shall apply to the College’s streets, roads, alleys, and driveways along with all other rules and regulations contained herein. These regulations shall apply on a 24-hour basis.

B. While on the College campus, all drivers shall comply with the Department of Public Safety’s legal instructions and shall obey all traffic and parking laws and regulations. The College shall be responsible for ensuring that the necessary signs are erected and maintained on the campus.

C. The College shall ensure that information about operating a motor vehicle on the College’s campus is distributed at every student orientation and registration. A copy of this policy shall be included in the College Student Handbook. Failure to obtain a copy of this policy or not knowing the traffic laws is not an excuse or justification for violation of the laws and regulations.

D. All vehicles operated on campus must be properly registered and display a College parking decal. Students, faculty and staff must register their vehicles within the first five (5) business days of being hired (for employees) or within two (2) business days of class (for students).

E. Any vehicle that is driven by or is transporting a person who is handicapped and that displays a state-issued license plate, a removable windshield placard, or a temporary removable windshield placard may park in designated handicapped spaces on campus. No one will be allowed to park in designated handicapped spaces without the proper license plate or placard.

F. Temporary Parking Permits: Visitors and clients doing business with the College may obtain a temporary parking permit. This permit is not valid for College employees or students. Visitors and clients may park in any legal parking space on campus. Visitors and clients must have a state-issued distinguishing license plate, a removable windshield placard, or a temporary removable windshield placard to park in designated handicapped spaces.

II. SPECIFIC PROVISIONS

A. Campus Officers shall have the authority to issue citations for all moving violations and handicapped parking violations. For a complete list of all moving violations, see Chapter 20 of the North Carolina General Statutes. Such moving violations include, but are not limited to:
   1. Reckless driving.
   2. Driving faster than the posted speed limit.
   3. Failure to obey traffic signs.
   4. Failure to yield right-of-way at pedestrian crossings.
   5. Following too closely.
   6. Driving while impaired or driving under the influence of alcohol or drugs.
   7. Failure to yield to emergency vehicles.
   8. Operating a vehicle that creates a safety hazard.
   9. Parking in a designated handicapped space without the proper license plate or placard.

B. Campus Officers and other College personnel authorized by the President shall have the authority to issue parking citations for violations including, but not limited to:
   1. Parking in a restricted parking lot or zone.
   2. Parking on grass (unless a sign indicates permission).
   3. Blocking any legally parked vehicle.
   4. Affixing a parking decal to a vehicle other than that for which it was issued.
   5. Parking against traffic flow.
   6. Blocking or obstructing traffic, street, crosswalk, sidewalk, fire hydrant, building entrance or exit.
   7. Parking where protruding into a lane of traffic.
9. Parking on shoulder of road (unless a sign indicates permission).
10. Failure of two-wheeled vehicles to park in designated areas.
11. Parking a vehicle in any manner that creates a safety hazard.
12. Leaving a vehicle on campus overnight without having prior permission and notifying Campus Officers.

III. CITATIONS
The following system of citations shall be used.
A. Moving and Handicapped Violations (Section II(A))
1. Campus Officers have the legal authority to issue citations for all moving violations and handicapped parking violations. A fine shall be imposed as required by law.
2. The Campus Officer issuing the citation will advise the violator of the scheduled court date and procedure for payment of the fine.
3. In addition, employees and students are subject to disciplinary action pursuant to Board policy.
B. Parking Violations (Section II(B))
1. The first parking violation shall result in a citation placed on the vehicle and a five-dollar ($5.00) fine per offense. The fine must be paid within 30 calendar days or the violator will lose his or her parking privileges until the fine is paid.
2. A second parking violation shall result in a citation placed on the vehicle and a five-dollar ($5.00) fine per offense. The fine must be paid within 30 calendar days or the violator will lose his or her parking privileges until the fine is paid. Also, the violator will receive a follow-up letter that should he or she receive another parking citation, he or she will lose parking privileges on campus for the remainder of the academic year.
3. A third parking violation will result in the vehicle’s towing and loss of parking privileges on campus for the remainder of the academic year.
4. During the first two (2) class days of each semester, warning citations shall be issued for improper parking. Beginning with the third-class day, the rules outlined herein shall be enforced.
5. Student registration for new/additional courses or release of transcripts will be blocked until all parking tickets have been paid.
6. In addition, employees and students are subject to disciplinary action pursuant to Board policy.
7. All abandoned vehicles and vehicles blocking a drive, obstructing the flow of traffic, creating a safety hazard, parked in a fire lane, loading zone, or designated tow-away zone or for third parking offense violation are subject to tow-away or immobilization by a restraining device at the full expense of the owner.
8. All proceeds of civil penalties collected shall be remitted to the Civil Penalty and Forfeiture Fund in accordance with N.C.G.S. § 115C-457.2.

IV. APPEAL
Individuals receiving a citation pursuant to Section II(B) may appeal in writing to the Department of Public Safety within 10 calendar days of receipt of the citation. The Director of Public Safety will review the matter and his or her decision shall be final.

June 13, 2022

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

I. VISITORS
A. Visitors should have a legitimate reason to be on campus, including the
following: an orientation by an escort to learn about the campus and college programs, attending an official college program or event, visiting the bookstore, using the library, using daycare, using the dental clinic, using automotive repair services, using cosmetology services, using horticulture services, visiting the Scott Family Collection, participating in a culinary event, buying food from the snack bar in the commons area or the Culinary Department, making deliveries of goods and/or services ordered by ACC, or attending announced public meetings, functions, or seminars. Those without a legitimate reason are prohibited from being on campus or using College facilities, including parking lots and common areas.

B. All visitors to instructional areas must have the instructor’s prior approval. Visitors unfamiliar with the campus should report to the College’s information center. The appropriate administrative officer or Department Head must approve visitors to a classroom.

C. All visitors to laboratories, shops, or other potentially hazardous areas must be escorted by a College employee. The appropriate administrative officer or Department Head must approve visitors to a classroom.

D. The College reserves the right to reasonably regulate visitors’ access to certain areas of the campus.

II. MINOR CHILDREN

A. Minor children are defined as children under the age of 18. This policy does not apply to Career & College Promise, Early College High School, or Career Accelerator Program students who are under the age of 18.

B. Students and College employees are encouraged to make child care arrangements to reduce interruption of the educational process and avoid possible injury to a minor. Supervisors are responsible and accountable for ensuring that minor children on campus adhere to College policies and procedures. Should employees require time to resolve their childcare situation, they are required to leave work and use the appropriate leave.

C. Minor children are allowed in offices on the campus for short, occasional visitations, when accompanied by a responsible adult. In addition, instructors have the discretion to make infrequent exceptions regarding the care of minor children due to temporary, unforeseen emergencies. In these cases, minor children must remain in the classroom under their parent/guardian’s direct supervision and are not allowed to sit in the hallway or be unsupervised in other locations on campus.

D. Minor children are not allowed on campus when the child has a contagious condition or is too ill to be sent to the regular childcare location or school.

E. Minor children may not enter shops, labs, or other hazardous areas unless accompanied by an instructor or other adult.

III. MISCONDUCT AND REMOVAL FROM CAMPUS

A. If a visitor is suspected to have violated this or any other College policy, appropriate Public Safety officials or staff are authorized to conduct an investigation sufficient to determine whether the visitor violated any policy, provided the investigation complies with any applicable law. College Public Safety staff and/or other appropriate College officials may obtain the assistance of local law enforcement when needed.

B. Visitors are subject to search by College staff members based on the standard of reasonable suspicion. An investigation that results in the search of a visitor or his or her possessions may be undertaken when College staff has reasonable grounds for suspecting that the search will turn up evidence that the visitor has violated or is violating law or is in possession of contraband.
The scope or extent of the search and the methods used for the search must reasonably relate to the objectives of the search and may not be excessively intrusive upon the privacy of the visitor in light of the nature of the alleged infraction or reasonably suspected illegal activity. Where College Public Safety staff have a reasonable suspicion that the visitor’s possessions contain materials that pose a threat to the welfare and safety of the students, staff, and faculty, or of the school’s property, the visitor’s possessions may be searched without prior warning by use of a metal detector or other approved security device.

C. A visitor’s suspected criminal activity shall be reported to the appropriate law enforcement official and any possible evidence uncovered may be turned over to law enforcement.

D. To ensure a safe and secure campus environment, the President, his or her designees and senior administrators (Vice Presidents), and campus Public Safety staff have the authority to dismiss a person from campus. Legal action for trespassing may be taken if the person does not comply.

June 13, 2022

**Weapons Policy**

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

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

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

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

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

June 13, 2022
SERVICES FOR STUDENTS

Student Success Center
The Student Success Center assists students in developing comprehensive educational plans to meet their life goals. Specific focus is placed on career exploration, counseling referrals, success coaching, community resource connections, and vocational and technical program counseling. The Center offers flexible hours to accommodate both day and evening students. Appointments are recommended.

Location: Room 233, Main Building

Bookstore
The Follett Bookstore on the Carrington-Scott Campus provides students with all required textbook materials, including textbook rental and RedShelf digital titles. The rental program option allows students to search rentable textbooks by title and course online at www.alamanceshop.com. All textbook rentals must be checked in by an associate inside the bookstore. A drop box is available outside the Bookstore for text rentals including step-by-step instructions.

A large selection of basic school supplies are available as well as art supplies, drafting kits, computer accessories and culinary supplies and uniforms. The store carries a selection of Alamance Community College clothing and gifts. Gift cards and a textbook buyback service are also available. Campus ID is required for buyback. Students who have their student ID, generated by ACC, may supply their ID as normal and must be present in order to sell back textbooks. Customers without a student ID must provide proof of campus affiliation or course enrollment.

Payment can be made by cash, checks, Visa, MasterCard, Discover, and American Express. Students may purchase in the store or online. Questions concerning bookstore policies and/or procedures should be directed to the Bookstore manager or staff at 336-506-4156.

ACC Foundation
The ACC Foundation helps students who do not fully qualify for federal Pell Grant assistance, but who would still struggle to pay for tuition, books and supplies. The ACC Foundation helps hundreds of students each year attend ACC through scholarships, special stipends, work study opportunities, and student emergency distress funds. In most cases, the Foundation requires students receiving aid to have a 2.0 grade point average and to be making reasonable progress toward a degree.

More information about the Foundation aid or scholarship applications can be found in the Financial Aid Office on the first floor of the Wallace W. Gee building on the Carrington-Scott Campus.

Donations may be made by visiting www.accfoundation.com or by calling 336-506-4416.

The Follett Bookstore on campus provides required textbook material and a large selection of school supplies, computer accessories, college apparel and gifts.
Financial Aid Use

Students using Financial Aid in-store are required to be present and provide their student ID, generated by ACC, when purchasing, returning and/or selling back their textbooks. Student signature is also required.

Credit Card Policy

All credit card purchases must be accompanied by the card, and the cardholder must be present at time of purchase. If the cardholder is not present or cannot be present, the bookstore’s website is available 24/7 at www.alamanceshop.com.

Call 336-506-4156 for more information or to purchase books by mail.

Career Services

The Career Services office provides a wide range of resources and services to students in the process of (1) making career decisions, (2) developing job search skills, and/or (3) locating employment opportunities. These include career counseling, assessment testing, access to vacancy information, on-campus recruitment, and individual help with resume writing and interview preparation.

ACC maintains both an electronic and a physical job vacancy board, with local employment opportunities posted. Job descriptions and application information are available on the Job Vacancy Board on the second floor in the main building and on the website at www.alamancecc.edu/services-for-students-site/career-services/.

Counseling Services

On Campus

Confidential academic, personal, and career counseling services and referrals are available to all ACC students. Members of the counseling staff are generally available for appointments Monday-Thursday, 8 a.m.-5 p.m. and Friday, 8 a.m.-3 p.m. in the Student Success Center. Walk-ins are welcome but appointments are recommended.

Call 336-506-4362 or 336-506-4146 for more information.

Off Campus Personal Counseling/Therapy

Students can contact their mental health LME (local management entity), talk to their personal physicians, call the information center at a local hospital or refer to the directory under “counselors” in the local phone directory.

Off Campus Physical Health Issues or Problems

Students should contact their personal physician, consult the yellow pages for walk-in clinics, call the health center under the county’s listings in the white pages, or go to the emergency room at a local hospital.

Off Campus Spiritual Needs

Students should contact the church or synagogue of their choice and ask for a counseling appointment. Religious counseling centers are also listed in the directory of the phone book.

Off Campus Recreational Activities

Private fitness centers, county or city recreation departments and the YMCA/YWCA are good contacts. Various support or interest groups may also be available through libraries, schools, hospitals, and business organizations.

Off Campus Career and Job Information

Students can consult the local NCWorks office. Large organizations will have Human Resource offices that post job listings. Colleges and universities have placement offices that list available positions. Employment agencies that hire for temporary positions are also a good way to see what is available in the job market.

Off Campus Legal Concerns

Check legal aid organizations (yellow pages), local attorneys, law enforcement personnel, or the District Attorney’s office.
Faculty Advising

Upon enrollment at Alamance Community College, each student is assigned a faculty advisor who will provide academic guidance throughout his/her program. It is the student’s responsibility to schedule an appointment with her/her advisor. Advisor contact information can be found in personal WebAdvisor/Self Service accounts under “My Profile.” The academic advising process should involve discussion of career and educational goals as well as course selection and degree progress. Students can monitor degree progress by using the Program Evaluation in WebAdvisor. The evaluation is a tool but it does not confirm graduation status. Students should always confirm with their advisor that they are meeting degree requirements for graduation.

Financial Assistance

The public purpose of Financial Aid programs is to provide financial assistance to students who, without such aid, would be unable to attend college. Financial aid takes many forms, including federal, state and college grants; scholarships; loans; work-study employment; or a combination of these funding sources. It is the policy of Alamance Community College to make available to students both need and merit-based financial aid resources for which they are eligible in order to attend ACC. The following policies and resources are intended to provide guidance to students desirous of enrolling at the College.

The Financial Aid Office (FAO) is designated as the principal point of contact for information about, application for, verification and administration of financial aid resources at ACC. The FAO provides current information about how to apply for financial aid, the types of aid available, financial literacy, cost of attendance, and the administration of aid once verified and awarded.

A. Availability of Financial Aid:
While ACC provides assistance and resources to all applicants, it is the responsibility of every student to apply for financial aid. On-line resources about the availability of financial aid by funding source are available from the following:

   - Federal Pell Grant (Title IV): The Pell Grant (FPELL) is a federal aid program based primarily on financial need. Students apply using the Free Application for Federal Student Aid (FAFSA) and are classified on an index of need. The amount of grant money to an individual varies based on federal government guidelines. Pell grants can be applied to the regular academic year or to the summer session.
   - Federal Grants (Other): An example is the Supplemental Educational Opportunity Grant (SEOG). The SEOG grant is a supplemental grant to the Federal Pell Grant program with the same criteria as defined for Pell grants.
   - Federal Work Study: This financial aid award allows students to earn a portion of their cost of education through supervised work at a specific job, according to an agreed-upon schedule, for a definite rate of pay per hour and a certain length of time. Students are not allowed to work during their regularly scheduled class hours.

   Note: ACC has elected not to participate in Federal Loan Programs.

2. State Assistance: CFNC.org and
   - North Carolina Community College Grant
   - North Carolina Education Lottery Scholarship

   With respect to all other State grant or scholarship programs, The State Board of Community
Colleges, through the System Office, administers a number of both state and privately funded scholarship and other financial aid programs. Each of these programs is accompanied by guidelines and procedures for accessing the funds and making re-payments in the event of non-compliance. The eligibility criteria and guidelines can be located at: \texttt{www.nccommunitycolleges.edu}

- North Carolina Longleaf Grant Program

### 3. Scholarships

Federal, state, local, and ACC sources offer scholarships. They are awarded based on financial need, academic performance, and/or time of application. Some scholarships are open to all students while others are open to students in specific program areas; for example, business, machining, or nursing. Most scholarships require the completion of the FAFSA to establish financial need. The Alamance Community College Foundation awards several hundred scholarships each academic year. Scholarship application forms are found on the College’s web site: \texttt{alamancecc.edu/scholarships}.

### 4. College Resources

Note: For a list of more than 130 “named” scholarships sponsored by the ACC Foundation, go to: \texttt{alamancecc.edu/scholarships}.

#### B. Determining Eligibility for Financial Aid

Students must apply for financial aid online at \texttt{www.studentaid.gov} designating Alamance Community College “School Code” (005463). All federal and most state sources of financial aid require completion of the FAFSA (Free Application for Federal Student Aid) to determine eligibility.

A partial list of eligibility criteria includes:

- A U.S. citizen or eligible non-citizen.
- Provide a valid social security number.
- Not in default on a Title IV student loan borrowed for attendance at any institution.
- Not owe a repayment on a Title IV grant received for attendance at any institution.
- Not be enrolled concurrently in an elementary or secondary school.
- Have a valid high school diploma or GED.
- Be enrolled or accepted for enrollment in an eligible program of study.
- Not be convicted of a federal or state drug offense while receiving Title IV funds.
- Maintain satisfactory academic progress.

For a complete list of criteria, contact the FAO.

1. It is the policy of Alamance Community College to verify information for applicants of federal financial aid selected by the U.S. Department of Education for verification. Further, the Financial Aid Office (FAO) is authorized to request of applicants any documentation necessary to determine student eligibility for federal, state or college-administered financial assistance. Verification of eligibility is required before an award can be made; therefore, it is the responsibility of the student to provide information requested by the FAO or its designee.

2. Eligibility for Summer Pell grants can occur in two ways.

   a. In the event a Federal Pell grant recipient does not use his/her full award by attending full time both fall and spring semesters, any funds not used during the regular academic semesters can be applied to the summer
session if the student meets the enrollment criteria.

b. Federal Pell grant rules allow students to receive additional Pell grant funds to accelerate the completion of their program of study. A student qualifies by summer enrollment in a minimum of 6 credit hours in his/her major. Students unable to enroll for 6 or more credit hours in their majors should contact the FAO to learn about other potential sources of summer session funding.

3. **Special circumstances:** Income often changes due to loss of a job, loss of a family member, or divorce. A student whose income has significantly changed from the prior year may complete a “special circumstance form” which enables the FAO to calculate income using the most recent 12 months of income. More information is available from the FAO (336-506-4340).

C. **Maintaining eligibility for Financial Aid:** Students must also maintain eligibility in order to continue to receive federal and state financial assistance beyond the initial award. Federal and state policy requires students receiving financial aid to maintain “satisfactory academic progress” (SAP) standards as a condition of award. The ACC Financial Aid Office (FAO) strictly adheres to this policy. Under U.S. Department of Education rules, SAP has three qualitative and quantitative standards that students must adhere to and maintain in order to remain eligible:

1. **Qualitative Standard:** Students must maintain a minimum cumulative 2.0 grade point average (GPA); and,

2. **Quantitative Standard:** Students must also complete a minimum of 67 percent of all credit courses in which they enroll. Attempted hours versus completed hours are calculated to determine completion rate. Only grades of A, B, C, D, F, P, R, PA, PB, PC, or CE (Credit by Exam) are counted as earned hours. For maintaining financial aid eligibility, grades of I (Incomplete), WP, W, WF are not counted as credit hours earned, but they are counted as credit hours attempted. IE and WE grades are not calculated in the Quantitative Standard. Credit hours are used in the determination of enrollment status; and

3. **Maximum time frame:** A financial aid recipient is given 150 percent of the credits needed to graduate from his/her degree or diploma program. That is typically three years in a two-year degree program and two years in a diploma program to complete graduation requirements. In general, a maximum of about 105 attempted credit hours is allowed for an associate degree program and a maximum of about 60 attempted credit hours is allowed for a diploma program.

4. **Near Maximum Time Frame:** Students near the maximum time frame for their primary program of study will be notified that they are close to the maximum period allowed for their program of study. If it is mathematically impossible for a student to graduate within the remaining credit hours, the student will no longer be eligible for federal or state aid. Students who can provide confirmation that they will complete the program of study within the remaining credit hours can retain their eligibility.

Alamance Community College also adheres to federal rules and standards regarding taking Developmental Education courses, audited courses, and course repeats in determining SAP. The College will evaluate the SAP for each student.
receiving financial aid on a semester-by-semester basis.

The FAO will assist students individually to maintain their financial aid eligibility. If however a student fails to meet any of the three SAP standards for two consecutive semesters, he/she will receive a notice that he/she is no longer eligible for any financial aid. No further financial aid will be awarded until the student corrects the academic progress deficiencies. A student has a right to appeal the suspension of financial aid only in cases where it is mathematically possible to achieve satisfactory SAP status prior to graduation. In order to initiate the appeal process, the student should submit a written appeal to the Financial Aid Office who will provide it to the SAP Appeals Committee. The written appeal should include:

- An academic plan, developed by consultation with a Student Success coach or academic advisor, indicating how the student will meet the SAP standards including minimum grade point average, minimum completion rate, and maximum time frame; and,

- Third party documentation (counselor, advisor, or medical reports, etc.) that demonstrates significant circumstances that precipitated a failure to meet the SAP standards.

The Director of Financial Aid or his/her designee will notify the student making the appeal of a decision by the SAP Appeals Committee by electronic and/or U.S. Mail notification. The final decision to reinstate rests with the Appeals Committee. If the SAP appeal is denied a student may “earn” future reinstatement, as long as he/she qualifies under the maximum time frame requirement, by taking classes and earning a minimum cumulative grade point average of 2.0 and achieving a minimum completion rate (67%) sufficient to meet the SAP standards. If the SAP appeal is approved, the student will be placed on continuing probation until he/she gains satisfactory SAP compliance status. Students must comply with academic plan standards listed on their continuing probation contract.

D. Amount of Financial Aid Award:
The amount of financial aid the student applicant may receive is subject to multiple factors, such as the demonstrated financial need, number of credit hours attempted, availability of funds, and other considerations.

E. Credit Clock Conversion Policy:
The following programs at Alamance Community College do not have an associate degree component so the federal aid program regulations require the College to base the awards on a special calculation to determine Title IV credit hours for these programs:

**Dental Assisting**

To receive the amount listed on a student’s award letter, he/she must be enrolled in 12 Title IV credit hours for Federal and 15 Title IV credit hours for North Carolina Community College state grants each semester. To determine Title IV credit hours, multiply the number of contact hours by 16 and divide by 30.

**Example:** Registered for 14 credit hours and 15 contact hours

\[
(15 \text{ contact hours} \times 16) \div 30 = 8 \text{ Title IV hours}
\]

Round down to 6 Title IV credit hours and receive aid at half time.

If a student is enrolled in one of the above diploma level programs, the Federal Pell Grant will be prorated depending on the amount of contact hours he/she is taking:

- 23-28 contact hours = student will receive 100% of the award
- 17-22 contact hours = student will receive 75% of the award
- 12-16 contact hours = student will receive 50% of the award
• Less than 12 contact hours = student will receive 25% of the award

For NCCCG, a student needs 29+ contact hours to receive the Full-Time Plus amount.

F. Disbursement of Financial Aid:
Awarding and disbursement of financial aid is a cooperative process between the Office of Financial Aid (FAO) and the Office of the Chief Financial Officer. The FAO prepares, determines the amount of, and administers financial aid awards. The Office of the Chief Financial Officer disburses the payments. Specific and individual student information concerning satisfactory academic progress, financial eligibility, payment of financial aid, and refund of overpayment is available from the FAO and the Veterans coordinator.

1. Title IV and State Aid Disbursement Policy:

Federal Pell Grant and State Grant funds are available approximately 10 (ten) days prior to the beginning of each semester for educational expenses, including the payment of tuition, required fees and textbooks/supplies required for that academic term’s courses. Books can be charged against the student’s account at the Follett Bookstore on the Carrington-Scott Campus; or for the specific academic term’s courses students may request a voucher for scrubs at Uniform Destination or for welding supplies at several supply stores.

Federal and state financial aid awards in excess of educational expenses may generate a “financial aid refund.” This represents the dollar amount remaining after educational expenses have been deducted. Some types of financial aid may not qualify for a “financial aid refund.” Any remaining fund balance in excess of the academic term’s expenses will be disbursed approximately six weeks after the student’s semester begins, after enrollment is verified, and after balances are calculated.

With respect to enrollment verification, class attendance throughout the semester and the number of credit hours enrolled determines the eligibility for a “financial aid refund.” Financial aid will be credited to a student’s account based upon the financial aid recalculation date for curriculum courses and the hours enrolled at that point, but not before. If a student increases or decreases his/her credit hours before the recalculation date, it will affect his/her financial aid award and potential refund. If a student adds credit hours after the financial aid recalculation date, financial aid will not be increased.

2. Scholarship Disbursement Policy:
The majority of ACC Foundation scholarship funds are awarded annually by July 31 for the coming academic year. Additional funds may be awarded after that date, subject to availability. Funds awarded by the Foundation are generally limited to use for tuition and required fees. Only a few specific scholarships will cover purchase of textbooks or school supplies.

In cases when the student has already paid his/her tuition prior to the award of the scholarship, he/she may request a “refund” of tuition to be paid by the Cashier’s Office.

G. Repayment of Financial Aid:
The award of financial aid enables students to access to higher education opportunities at Alamance Community College. Accompanying the award and acceptance of financial aid is a responsibility on behalf of the student to adhere to federal, state and college regulations and policies. Federal regulations assume
that students earn financial aid over the course of an academic term by attending classes. State regulations require adherence to the State Board of Community Colleges, North Carolina General Statute and third-party grantor policy, laws and conditions. Awards made by the ACC Foundation are often accompanied by academic performance requirements. Failure to abide by federal, state or college regulations and policies may result in not only the loss of the award, but also the repayment of funds by recipient to the awarding entity.

1. **Repayment and Recalculation of Title IV [Federal Pell Grant] Funds:** As ACC is an institution that requires attendance-keeping for all courses, a student’s withdrawal date is either:
   a. The date the student began the College’s withdrawal process (as described in the ACC catalog) or officially notified the College of intent to withdraw; or
   b. The student’s last date of attendance at a documented academically-related activity.

   ACC makes a determination of the amount of financial aid funds earned and unearned over the academic term by a student’s class attendance, and complies with federal financial aid regulations, as follows:
   a. **No attendance (No Show):** If a student awarded financial aid fails to attend any classes, the student is responsible for repaying all Federal Pell Grant funds received, including any portion thereof used for tuition, books and required fees.
   b. **Withdrawal on or before Financial Aid Recalculation Date:**
      i. If a student attended classes but completely withdraws prior to the 60 percent point of the student’s academic term, the student is responsible for repaying a portion of Federal Pell Grant funds received, including any portion thereof used for tuition, books and required fees.
funds received. If the student receives course grades of F, WP, and/or Incompletes before the 60 percent point of the academic term, the student may have to repay any unearned financial aid funds that were disbursed. Students should consult the Financial Aid Office to determine their individual circumstances when withdrawing prior to the 60 percent point of their academic term.

ii. The ACC Financial Aid Office will perform a calculation to determine the portion of federal funds earned and unearned, and the amount of the repayment required by the student and the College. The student will be responsible for the Return to Title IV portion of tuition that the College is required to return to the United States Department of Education (US DOE). Any balance that the student fails to repay shall remain on his/her account. A written communication will be sent to the student informing him/her of the required repayment amount. The student will be given 45 days to repay the “overpayment” amount to ACC. Failure to repay the amount owed will result in a referral to the US DOE for recovery. Repayments must be cleared prior to the receipt of any additional Title IV funds, and will restrict a student’s ability to re-enroll at ACC for a subsequent academic term.

d. Withdrawal After the 60 Percent Point: If a student awarded federal financial aid withdraws after the 60 percent point of the academic term, the student is deemed to have earned 100 percent of the federal financial aid award. Therefore, no Return to Title IV funds will be required of the student.

2. Repayment and Recalculation of State Grants and the North Carolina Education Lottery Scholarship Program: The North Carolina General Assembly established The Community College Grant Program and the North Carolina Education Lottery Scholarship for the benefit of needy students. These programs are complementary in their eligibility requirements and require the repayment of state funds for student withdrawal before or at the 35 percent point of the academic term. It is the policy of Alamance Community College (ACC) to comply with student eligibility, satisfactory academic progress, and attendance policies consistent with the administrative guidelines established by the State Education Assistance Authority and College Foundation of North Carolina, respectively. The formula below will be used to determine the repayment of funds for either program in which the student has not earned the funds by failing to attend classes, or withdrawing during the academic term on or before the 35 percent point. The “last date of attendance” will be used, consistent with Title IV regulations, for return of state funds.

a. Official Withdrawal before or on the 35 percent point of the term:

i. Institutional Charges: If a student is entitled to a refund of tuition and fees, the state grant funds paid but unearned, as calculated by a consistently applied federal methodology, must be
returned before issuing any refunds.

ii. **Non-institutional expenses:**
If a student withdraws on or before the 35 percent point of the term, ACC shall calculate and prorate the amount of state funds disbursed for non-institutional expenses, and return state funds as appropriate.

iii. Any credit balance created by State funds and awaiting disbursement must be returned to the State Grant program rather than released to the student.

iv. ACC is not required to return any funds for non-institutional expenses when a student officially withdraws after the 35 percent point of the term.

b. **Unofficial withdrawals or no earned academic credit:**

i. If a student does not officially withdraw during the academic term before or on the 35 percent point of the term, ACC will determine and document the last date of attendance, consistent with regulations for the return of Title IV funds. ACC will calculate any required return of State funds using the same methodology identified for an official withdrawal.

ii. If ACC cannot document the last date of attendance, it will:

   a) Calculate any required return of State funds, noting that the last date of attendance cannot be determined.

   b) Calculate the refund using the 10 percent point in the semester as of the date of withdrawal (if ACC indicates that the last date of attendance or academic activity could not be established).

In all cases in which a student earns no academic credit for a term, ACC must determine whether the term was completed. If ACC determines that the student did not withdraw, but instead completed the courses and earned no academic credit, ACC is not required to return State funds. If ACC determines that the student unofficially withdrew, ACC will determine if any funds must be returned to State grants. Future disbursements of State aid are subject to Federal Title IV satisfactory academic progress determinations.

c. The priority order of repayment of state funds required by this policy, up to the maximum amount of funds disbursed from each program, will be:

   i. The Education Lottery Scholarship Program;

   ii. The Community College Grant Program;

   iii. The North Carolina National Guard Tuition Assistance Program; or,

   iv. All other State grant or scholarship programs.

3. **Repayment to ACC Foundation:**
The repayment of student scholarships and financial aid to the Alamance Community College Foundation shall be made in compliance with policies adopted by the Foundation, not inconsistent with policies adopted by the ACC Board of Trustees.

H. **Lifetime Limits of Federal Financial Aid–Pell Grants:** The U.S. DOE has established a “Lifetime Eligibility” maximum amount of Federal Pell Grant (FPG) funds that a student may receive. The lifetime eligibility is limited to the equivalent of six (6) years. The maximum that a full-time student may receive each award year (July 1–June 30) is 150 percent (full-time Fall, Spring, and Summer). Therefore, the lifetime eligibility of FPG funds that a student
may receive is the equivalent of 600 percent.

Students are responsible for tracking the use of their lifetime eligibility maximum amount, whether they complete their studies at ACC or transfer to another community college or baccalaureate degree granting institution. The U.S. DOE has established an on-line tool for student use in monitoring and tracking the “Lifetime Eligibility Used” (LEU). Using their Federal Student Aid I.D., students can log in to: National Student Loan Data System to view their LEU status. If for example a student is eligible for 100 percent in an award year, but attends only one semester, he/she would have only used 50 percent. The NSLDS accumulates the percentage of eligibility used over the course of the student’s academic progression at any higher education institution.

I. Lifetime Limits of North Carolina State Aid: The North Carolina Legislature has established a “Lifetime Eligibility” maximum amount a student may receive from the North Carolina Community College grant and the North Carolina Education Lottery grant. The North Carolina Community College grant is limited to 6 full time academic semesters or the equivalent if enrolled part-time. The North Carolina Education Lottery grant is limited to 10 full time academic semesters or the equivalent if enrolled part-time. Students are responsible for tracking the use of their lifetime eligibility amount whether they complete their studies at ACC or transfer to another postsecondary institution.

Insurance

Accident insurance is available covering the student while attending ACC. Students desiring this coverage may make payment during fall registration or at other times designated by the Business Office. This fee is not refundable. Insurance is mandatory for selected academic programs. All students enrolled in courses with shops or labs are strongly encouraged to take advantage of this insurance.

Library/Learning Resources Center

The Library is one area of a multi-media Learning Resources Center. The Center also includes the Scott Family Collection, and the Tutoring and Writing Center (also known as the Academic Skills Lab). The Learning Resources Center’s purpose is to support the College’s mission of providing comprehensive educational opportunities and promote student academic success, as well as career and personal success. The library provides a balanced collection of informational resources, relevant historical collections and an open computer lab to support the College’s instructional programs.

The library includes several group study rooms, a quiet study room for individual study, and public computers with Internet access primarily used for course related research. Wireless Internet is also available within the Library.

The library collection consists of approximately 36,000 titles of books and audiovisual material combined. NC LIVE and other selected electronic research databases are accessible through internet capable public computers in the library. All library databases are accessed via the Library’s web page, then logging in with the Self Service username and password. Audiovisual equipment is available for use by faculty, staff and civic organizations. Audiovisual services are provided to assist faculty and staff with classroom equipment. Additional Audiovisual services include circulating and assisting with video recording equipment, set up and operation of PA equipment, and the circulation of laptops to faculty, staff and students with a documented need.

The library is open Monday through Thursday, 7:30 a.m. to 8:00 p.m.; Friday, 7:30 a.m. to 4:00 p.m.; and Saturday, 8:00 a.m. to 12 noon, during the fall and spring semesters. During the summer term, the library closes at 12 noon on Friday and is closed on Saturday.
The purpose of the Scott Family Collection is to collect, maintain, preserve, and make available materials of historical value related to the history of the Scott Family. This affords researchers a view of Alamance County, N.C., and Southern history from the perspective of the individuals who lived in this area.

Call 336-506-4116 for more information.

Placement Testing Services

ACC uses guidelines and diagnostic placement tests approved by the North Carolina Community College System to determine whether students must take developmental mathematics and/or English courses prior to enrolling in many ACC courses. Students who graduated from high school within 10 years of ACC enrollment are placed according to high school grade point average, with no placement test required.

Under some circumstances students may be exempt from the placement testing requirement. If required, placement testing should be completed prior to initial enrollment.

Appointments for testing, exemption policies, additional placement testing information, and resources for test preparation can be obtained on the ACC website or by contacting the Coordinator of Admissions/Recruitment at 336-506-4361.

Public Safety

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 and the assistant will call Public Safety.

EMERGENCIES:

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

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.

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 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. Public Law 116-315 Section 1019 (Overpayments to eligible persons or Veterans) requires schools and training providers to be financially responsible, instead of the student, for benefits paid directly to an educational institution for Post-9/11 GI Bill and other VA education programs. This applies to tuition and fee payments under the Post-9/11 GI Bill. This applies without consideration of whether the overpayment was the result of the willful or negligent reporting failure of the school and it applies even if the debt is due to the student dropping one or more classes. 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 the last two previously enrolled semesters is considered unsatisfactory attendance. A student who completely withdraws for the last two previously enrolled 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 using the VA certification appeal form on the College’s website. 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 using the VA certification appeal form on the College’s website. 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 in a fall or spring semester 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

Note: during the summer term, 6 or more credit hours equals full time.

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

**Study Skills**

Introductory college courses ACA 111 and ACA 122 are taught on a regular basis. In these courses students consider such topics as time management, values clarification, note taking, effective reading, taking exams and problem solving techniques. These are excellent courses for students of all ages. If you want to “learn to learn,” you should ask your academic advisor about these courses.

**Transportation Services**

Two public transit systems serve the main campus at Alamance Community College Monday through Friday.

The Burlington Link Transit system includes drop-off and pick-up services to ACC’s main campus and Dillingham Center. In addition, this public bus system connects students to multiple locations and services across Burlington and Gibsonville. For more information about times, routes, and discount student fares, visit www.linktransit.org.

The Piedmont Authority for Regional Transportation also serves ACC’s main campus and provides connecting routes to Greensboro and Chapel Hill with additional stops in Whitsett, Burlington, Graham and Mebane. For more information about times, routes and fares, visit www.partnc.org/route4express.

**Tutoring Center**

The purpose of the Tutoring Center (TC) is to support the mission and goals of the college by providing an open computer lab and tutorial services for individuals and groups. The lab provides access to and assistance with educational software designed to enable both curriculum and continuing education students to meet their course, degree, transfer or career needs. TC professional tutors provide face-to-face and online/virtual tutoring for many subjects during a scheduled appointment or drop-in visit on a first-come, first-served basis. Hours during the fall and spring semesters are Monday through Thursday 8:00 a.m. to 9:00 p.m., Friday 8:00 a.m. to 3:00 p.m., and Saturday 8:00 a.m. to 2:00 p.m. Hours during the summer term are Monday through Thursday.
8:00 a.m. to 9:00 p.m., Friday 8:00 a.m. to noon, and closed on Saturday. Hours are subject to change due to student needs and budget considerations.

**Lab Hours: Fall and Spring Semesters**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:00 a.m.-3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>6:00-9:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m.-3 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00 a.m.-2:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**Summer Term**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8:00 a.m.-3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>6:00-9:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m.-noon</td>
</tr>
<tr>
<td>Saturday-Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

For additional information, contact the Tutoring Center at 336-506-4167.

**Writing Center**

The purpose of the Writing Center (WC) is to support the mission and goals of the college by providing more opportunities and resources for students to increase their writing skills. The WC professional tutors provide feedback, guidance, and workshops for any part of the writing process. Computer space is available to students as they write and revise while having access to consultants. All students at the college may use the Writing Center. Hours during fall and spring semesters are Monday through Thursday 8:30 a.m. to 6:00 p.m. (online until 8:00 p.m.), and Friday 8:30 a.m. to 3:00 p.m. Online-tutoring (live video) and E-tutoring (document submission), and face-to-face sessions are available with an appointment. Hours during summer term are Monday through Thursday 8:30 a.m. to 6:00 p.m. and Friday 8:30 a.m. to noon, and closed on Saturday. Hours are subject to change due to student needs and budget considerations.

**Work-Based Learning (WBL)**

Work-Based Learning (WBL) prepares students to become career-ready graduates. The program capitalizes on the intersectionality of curriculum and on-the-job learning. Its portfolio offers soft skills/employability coursework curricula and robust on-the-job training through structured academic internships.

Students can complete a structured internship in their academic major through a collaborative partnership with the College, themselves, and a major-specific employer. Successful completion of required work hours and documentation enables academic course credit accrual.

Internships expose students to field-specific practices through the mentorship of a supervisor. This relationship allows students to build a professional network for career advice and guidance.

While the College makes reasonable assurance that students can be placed within commuting distance of the campus, it cannot guarantee placement near the campus. Therefore, students are expected to assume responsibility for obtaining a work-based learning employment site and transportation to and from the worksite.

Students cannot self-register but must consult their academic department head and the Work-Based Learning Coordinator. This is to ensure students fully understand the process and program requirements. All students who register for WBL courses must be coded as students in the academic program associated specifically with the WBL courses.
Courses
• WBL 110: World of Work
• WBL 111: Work-Based Learning I
• WBL 112: Work-Based Learning II
• WBL 113: Work-Based Learning II
• WBL 115: Work-Based Learning Seminar
• WBL 121: Work-Based Learning II

Course Credit Hour/Work Hour Designations
• WBL 111/WBL 121 = 160 work hours = 1 credit hour
• WBL 112 = 320 work hours = 2 credit hours
• WBL 113 = 480 work hours = 3 credit hours

Requirement for Degree
• Culinary Arts

Option for a Major Elective
• Accounting and Finance
• Advertising and Graphic Design
• Agribusiness Technology
• Agricultural Biotechnology
• Agriculture Education
• Air Conditioning, Heating & Refrigeration • Technology (HVAC)
• Animal Care and Management Technology
• Automotive Systems Technology
• Biotechnology
• Business Administration
• Computer-Aided Drafting Technology
• Computer-Integrated Machining
• Healthcare Management Technology
• Horticulture Technology
• Information Technology
• Mechatronics
• Mechanical Engineering Technology
• Medical Office Administration
• Office Administration
• Sustainable Agriculture
• Welding Technology

taught at Alamance Community College. Participation in Work-Based Learning is a privilege granted to students for academic and professional enrichment. Any student whose work ethic and professional behavior are not reflective of Alamance Community College’s values may relinquish their right to seek academic credit through program participation. The Alamance Community College Student Handbook, Work-Based Learning Orientation, and WBL 110: World of Work provide a framework for professional behavior. Additionally, students should maintain a drug/alcohol-free work environment and adhere to their companies’ respective safety and human resource standards.

Student Conduct
Alamance Community College partners with community employers to provide engaging experiences for students; however, the College does not maintain any contractual relationship with these partners. Community partnerships enable Alamance Community College to provide experiential learning and professional exposure.

The College is committed to students learning in a safe and rich academic environment. Should student workplace conduct issues arise, the Work-Based Learning Coordinator and faculty member will counsel the student as a professional development opportunity. Future infractions may result in the employer’s termination of a student’s internship per North Carolina’s designation as a “right to work” state. Alamance Community College has no obligation to permit the student to seek additional academic credit through Work-Based Learning. Student refunds for the course are according to established reimbursement policies outlined in the Academic Catalog.

Work Environment Grievance
Should a student feel a grievance has occurred in the work environment, they should immediately notify their supervisor or designee and the College by communicating to the Work-Based Learning Coordinator and their faculty member on record. The grievance will be documented per Alamance Community College’s Student Grievance Procedures outlined in the Student Handbook.
ACC Ambassadors

The ACC Ambassadors are a group of exemplary students who serve as representatives of the College on and off campus. This program began in 1987 and was the first in the state. ACC Ambassadors develop leadership skills by hosting activities, conducting campus tours, recruiting students, and speaking to community and civic groups. Ambassadors also conduct the annual alumni and family campaign. In return for these services, ACC Ambassadors receive a stipend.

Nominations of Ambassadors are accepted in the spring, followed by selection interviews in July. For more information about serving as an Ambassador, contact the ACC Foundation at 336-506-4102.

Student Life and Engagement

The Student Life and Engagement office partners with the college and community to foster an environment for students to network, create meaningful relationships, and explore interests while developing an appreciation for the campus community. Opportunities complement the academic program of studies and enhance students’ overall educational experience by development of, exposure to, and participation in intellectual, cultural, student leadership/advisory, social and recreational programs.

Student Government Association

The Student Government Association (SGA) serves as the students’ voice at Alamance Community College that is committed to student self-governance and acts as the liaison between students and college administration. The SGA is comprised of the Executive Board, Clubs AND Organizations, and the General Student Body. All students are invited to participate in the monthly SGA meetings to propose and discuss college initiatives.

Elections are held each year to appoint representatives to the SGA Executive Board which seeks creative minds, leadership skills, and teamwork. All students are urged to get involved and explore the roles and responsibilities of the SGA leadership team’s opportunities.

Executive Board Positions
- President
- Vice President
- Secretary
- Treasurer
- Senators

Campus Activities

The Office of Student Life and Engagement provides campus activities that offer broad, diverse programming in social, cultural, and recreational areas that offer experiences outside the classroom by meeting the campus community’s needs.

Clubs and Organizations

The Office of Student Life and Engagement supports more than 20 college-sponsored clubs and organizations. The Student Government Association officially recognizes all clubs and organizations annually; these groups work closely with SGA to provide student leadership opportunities and campus engagement.

In the previous two academic years, the recognized organizations were:
- Aikido Club
- Automotive Club
- Biotechnology Club
- Chess Club
- Criminal Justice Club
- CODA Arms
- Culinary Team
- Dental Assisting Club
- Flora-Horticulture Club
History Club
IT Club
Martial Arts Club
Math and Physics Club
Medical Assisting Club
Mock Trial Team
Music and Drama Club
Nursing Club
Phi Theta Kappa
Politics, Philosophy, and Economics Club
Rotoract Club
Sigma Delta Mu
Sigma Psi
Solimod Club
Spanish Club
Sustainable Environment Club
Veterans Association Club
Visual Arts Club
WISDEM

For a complete list of current clubs and organizations, visit Clubs & Organizations at www.alamancecc.edu/campus-life-and-student-activities-site/

**Student Activity Center**

ACC’s Student Activity Center provides space for students to study, relax and enjoy. Plug-in capabilities, wireless access, and multipurpose space are available for student use.

**Fundraising on Campus**

The Coordinator of Student Activities must approve all on-campus student fundraising projects initiated by SGA and student organizations. Student clubs and organizations must submit a written proposal two weeks before the initiation of the proposed project. For more information, contact the Coordinator of Student Activities. Campus fundraising is encouraged to help support clubs and organizations.

**Off-Campus Student Activities**

The SGA Executive Board must approve all off-campus student activities sponsored by any ACC club and organization. Requests should be submitted at least two weeks before the event. To be approved, the event must be sponsored by a recognized club and organization and have a faculty/staff advisor present to oversee the event. No alcoholic beverages shall be allowed at any student activity authorized by the college. Any recognized club and organization that violates this policy may have its charter revoked or restricted by the college pending review under the Student Code of Conduct.

**Student Publications**

The Vice President of Student Success or their designee must approve all student publications. Students interested in the publication of materials designed for college use should contact the Vice President of Student Success for more information.
The Semester System

The College operates on the semester system. The semester schedule is approximately 16 weeks long. During the summer, the term is eight weeks long. Developmental courses, and some curriculum courses, are scheduled in 8-week modules during each semester.

A student who wishes to graduate in minimum time should work closely with his/her academic advisor in planning an appropriate class schedule for each semester.

Grading System Policy

The College has a right to set academic standards that students must meet. Grades are based on quality of achievement of the objectives of the course being taken. The following system is used for recording student achievement:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A–Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B–Good</td>
<td>3</td>
</tr>
<tr>
<td>C–Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D–Lowest passing</td>
<td>1</td>
</tr>
<tr>
<td>F–Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

The College operates on a quality point system. For each credit hour of work with a grade of A, B, C, D or F, a numerical value of 4, 3, 2, 1 or 0, respectively, is awarded. This number is multiplied by the number of credit hours for the course to determine the quality points earned.

A student’s semester grade point average (GPA) is determined by dividing the total quality points earned in all courses by the total credit hours attempted (excluding I, R, TR, CE, P and AU grades). This grade point average (GPA) is a general measure of the quality of the student’s work. Hours attempted and quality points earned in previous terms are included in the above procedures to determine the Cumulative Grade Point Average. All students must have a minimum cumulative GPA of 2.0 in the student’s current program of study to graduate.

I – Incomplete

This indicates that a student has made significant and satisfactory progress in the course; however, due to unavoidable circumstances the student is not able to complete course requirements by the end of the semester. Since the “incomplete” extends enrollment in the course, requirements and deadlines for satisfactory completion will be established through faculty/student consultation. The work for the “I” grade must be completed, and a grade assigned “A, B, C, D, F” no later than the end of the next semester/term, or the grade of “I” will automatically be changed to an “F.”

R – Re-enroll

A student who has been unable to meet the course objectives in the specified time must re-enroll to earn credit. This grade may only be given to students in noncredit developmental courses.

WP – Withdrew Passing

A student may withdraw up to the 80% point of the course and receive a WP. Instructors can withdraw a student during this time for excessive absences. The WP grade is not used to compute the student’s GPA. After the official drop date as published in the student calendar, students must complete the course and will be awarded the appropriate grade earned at the end of the semester.

P – Passed

This grade is awarded in corequisite noncredit developmental courses and in the work experience portion of work-based learning. It may also be awarded for other experiential learning courses such as supervised field studies or review courses. When a course is graded in this manner, it must be reflected in the master course.
plan, and the Registrar’s Office must be notified when the course is established. This grade signifies that the student has satisfactorily completed the course (equivalent to a C or better). Failure to complete the course graded in this manner may be indicated with any other appropriate grade as prescribed in the course plan. No grade points are awarded for hours completed in this manner, and the P grade is not used to compute the grade point average (GPA).

P1 – Passed Tier 1
This grade is awarded in transitional noncredit developmental mathematics and/or English courses. No grade points are awarded, and the grade is not used in the computation of the grade point average (GPA).

P2 – Passed Tier 2
This grade is awarded in transitional noncredit developmental mathematics and/or English courses. No grade points are awarded, and the grade is not used in the computation of the grade point average (GPA).

P3 – Passed Tier 3
This grade is awarded in transitional noncredit developmental mathematics and/or English courses. No grade points are awarded, and the grade is not used in the computation of the grade point average (GPA).

TR – Transfer
This signifies that credit for a course was accepted from another institution. No quality points are awarded, and the grade is not used in the computation of the GPA.

CE – Credit by Examination
This signifies that the student has met the course objectives as demonstrated by a proficiency examination. No quality points are awarded, and the grade is not used in the computation of the GPA.

AU - Audit
This signifies that the student has taken a course for no credit. No quality points are awarded, and the grade is not used in the computation of the GPA. The student who enrolls for a course cannot change from audit to credit or credit to audit after the official drop/add period.

The North Carolina Community College System may enact temporary grades due to emergencies such as a pandemic. In such situations, the College will adopt such grades as necessary and in the best interest of students.

June 13, 2022

Grade Appeal Policy
This policy shall apply to grade appeals unrelated to issues pertaining to academic dishonesty as outlined in Policy 5.3.2 – Student Code of Conduct. The grade appeal process applies only to course grades.

In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal, except clinical and work-based learning courses/experiences. If the grade is upheld, the student will be administratively dropped from the course and refunded the tuition.

An appeal should be initiated within 30 days from the date the grade was issued and the appeal must be in writing. The steps a student should take are described in Procedure 5.2.5.1. An appeal to the Vice President of Instruction is the final step in the appeal process.

June 13, 2022

Grade Appeal Procedure
The grade appeal process is:
A. If a student is dissatisfied with a grade issued by an instructor, the student must first request to meet with the instructor who assigned the grade within five (5) business days after official issue of that grade and submit the Grade Appeal Form. The instructor will make a written determination via the Grade Appeal Form and provide a copy to the student and Department Head. In cases where the student is unable to meet in person with the instructor, the student may contact the instructor by letter or email including the Grade Appeal Form in that communication. If the instructor is no longer employed at the College, the student may proceed to the next step.

B. If the student is dissatisfied with the instructor’s determination, within
five (5) business days thereafter, the student may appeal in writing using the Grade Appeal Form to the Department Head. The student must present the instructor’s written determination. In cases where the student is unable to meet in person with the Department Head, the student may contact the Department Head by letter or email including the Grade Appeal Form in that communication. The Department Head will make a written determination and provide it to the student and appropriate Dean.

C. If the student is dissatisfied with the Department Head’s determination, within five (5) business days thereafter, the student may appeal in writing using the Grade Appeal Form to the appropriate Dean. The student must present the Department Head’s written determination. In cases where the student is unable to meet in person with the Dean, the student may contact the Dean by letter or email including the Grade Appeal Form in that communication. The Dean shall make a written determination and provide it to the student and Vice President of Instruction.

D. If the student is dissatisfied with the Dean’s determination, within five (5) business days thereafter, the student may file a written appeal via the Grade Appeal Form with all documentary evidence to the Vice President of Instruction (“Vice President”). The Vice President shall perform an “on the record review” and will make a determination within 10 business days after receipt of the student’s appeal. If needed for clarification, the Vice President may meet with the student or ask the student to submit additional information. The Vice President shall make a written determination and provide a copy of the decision to the student, instructor, Department Head, and appropriate Dean. The Vice President’s decision is final.

Scholastic Standing

President’s List—The President’s List honors those students who have obtained a 3.8 (rounded) or higher grade point average for a grading period. To be eligible for the President’s List, the student must have completed a minimum of 12 credit hours.

Dean’s List—The Dean’s List honors those students who have obtained a grade point average of 3.3 to 3.7 (rounded) for a grading period. To be eligible for the Dean’s List, the student must have completed a minimum of 12 credit hours.

Part-Time Honors List—The Part-Time Honors List honors those students who attend less than full time who have obtained a 3.5 or higher grade point average for a grading period. To be eligible for the Part-Time Honors List, the student must have completed a minimum of six credit hours.

Academic Progress Standards Policy

The College’s minimum standards of academic progress are intended to ensure academic success and graduation. The standards provide advance notice to students and opportunities to improve by students who perform at or below the minimum grade point average (GPA) required for graduation.

The GPA used in these standards refers to the student’s cumulative GPA in his or her current program of study.

Academic Progress Standards

A. A student who is making unsatisfactory academic progress will be placed on academic warning when his or her cumulative grade point average falls below 2.0 at the end of an academic term.

B. A student on academic warning is placed on academic probation when his or her cumulative GPA remains below 2.0 after completion of an academic warning semester.

C. If a student is on academic probation for two consecutive semesters, he or she will be placed on academic suspension for the next semester.

June 23, 2022
I. ACADEMIC WARNING

A. At the end of each semester, cumulative grade point averages in students’ current program of study are reviewed. A student is expected to achieve a minimum cumulative GPA of 2.0 in the student’s current program of study based on credit hours attempted.

B. If a student’s cumulative GPA in the student’s current program of study is below 2.0, the student is placed on Academic Warning.

   1. Access to the College’s course registration system is prevented by an Academic Warning “hold” placed on the student’s record.

   2. Students on Academic Warning receive written communication notifying them of the College’s Academic Progress Standards, providing them with information about resources available for academic support, and informing them of advising contacts for both academic and financial aid matters.

C. As soon as possible after notification of warning, but no later than midterm of the semester of Academic Warning, each student on Academic Warning must take the initiative to meet with a Faculty Advisor.

   1. The purpose of the meeting is to discuss academic challenges and develop an Academic Improvement Plan.

   2. The Academic Improvement Plan may include required time in the Tutoring Center, conferences with a Career Counselor, conferences with the Single Stop Coordinator, attending Academic Success workshops, and/or using other strategies for success.

   3. After an Academic Improvement Plan is in place, the student’s access to the course registration system is restored (if there are no other “registration hold” conditions in effect).

II. ACADEMIC PROBATION

A. A student on Academic Warning is placed on Academic Probation when the student’s cumulative GPA in the current program of study remains below 2.0 after completion of the Academic Warning semester.

   1. The student is not in good academic standing, but is permitted to enroll for a probationary semester.

   2. Access to the College’s course registration system is prevented by an Academic Probation “hold” placed on the student’s record.

   3. Students on Academic Probation receive written communication notifying them of the College’s Academic Progress Standards, providing them with information about resources available for academic support, and informing them of advising contacts for both academic and financial aid matters.

B. As soon as possible after notification of probation, but no later than midterm of the semester of Academic Probation, each student on Academic Probation must take the initiative to meet with a Faculty Advisor.

   1. The purpose of the meeting is to discuss academic challenges and develop an Academic Improvement Plan.

   2. The Academic Improvement Plan may include required time in the Tutoring Center, conferences with a Career Counselor, conferences with the Single Stop Coordinator, attending Academic Success workshops, and/or using other strategies for success.

   3. After an Academic Improvement Plan is in place, the student’s access to the course registration system is restored (if there are no other “registration hold” conditions in effect).

C. A student on Academic Probation who does not achieve a minimum cumulative 2.0 GPA in the current program of study by the end of the
first Academic Probation semester is permitted to enroll for one additional regular semester while continuing on Academic Probation. The conditions described above are re-imposed including the update of, and commitment to, an Academic Improvement plan in consultation with a Faculty Advisor.

III. ACADEMIC SUSPENSION
A. A student is placed on Academic Suspension from the College after his or her cumulative GPA in the student’s current program of study remains below 2.0 following two consecutive regular semesters of being on Academic Probation.
   1. The student is not in good academic standing, and a notation of “Academic Suspension” is made on the student’s official transcript.
   2. Access to the College’s course registration system is prevented by an Academic Suspension “hold” placed on the student’s record.
B. A student placed on Academic Suspension:
   1. Is dropped from any courses for which he or she is pre-registered (with refund of tuition and fees),
   2. Is not eligible to receive financial aid,
   3. Is not permitted to register for any curriculum courses for a minimum of the next semester,
   4. Is not allowed to participate in College functions on- or off-campus,
   5. Is not allowed to use College facilities except a) the Library which is open to the general public, and b) facilities required as part of the student’s enrollment in non-credit Workforce Development classes, and
   6. May not enroll in any curriculum courses at ACC during the period of Academic Suspension.

Note: Some limited-enrollment programs may have more rigorous academic progress standards as outlined in the College Catalog and in departmental handbooks. A student may be academically suspended from his or her program of study, independent of College-wide academic standing, if he or she does not meet the program-specific academic progression.

IV. RE-ENROLLMENT AFTER ACADEMIC SUSPENSION
A. Students who have been placed on Academic Suspension are prohibited from enrolling in any curriculum coursework in future semesters or terms.
B. A student who wants to re-enroll in curriculum courses or programs following a minimum of one semester of Academic Suspension must request a waiver of academic suspension by:
   1. Updating his or her Academic Improvement Plan with a Faculty Advisor,
   2. Completing a Reinstatement from Academic Suspension Form, and
   3. Submitting the Reinstatement Form to the Dean responsible for the program of study.
C. The Dean consults with faculty, the student’s academic advisor, and counselors for assistance with the review. A decision will be finalized within five business days of the receipt of the Reinstatement from Academic Suspension Form.
D. If reinstatement is approved, the student must complete the College’s readmission process.
   1. The reinstatement is granted for one regular semester or summer session as appropriate to the student’s circumstances.
   2. The student is placed on Academic Probation with a notation on his or her official transcript.
   3. Reinstatement approval may include stipulations related to the number of credit hours for which a student may enroll, a semester or term grade point average that the student must achieve, and/or required participation in specific student success services or activities.
E. If a student makes progress in that term but has not achieved a minimum cumulative 2.0 GPA in the current program of study at the end of the term, the student may submit a written appeal to the Dean to continue enrollment on Academic Probation for one additional regular semester.

F. If the Reinstatement from Academic Suspension or the appeal to continue on Academic Probation is denied, the student is not permitted to enroll in curriculum courses at ACC for any subsequent semesters or terms without approval from the Vice President of Instruction.

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Academic Forgiveness Policy

Academic forgiveness is awarded on a one-time basis for courses with a grade of “F” or “WF.” It is designed to give students returning to the College a second chance at successfully completing a degree. Students are eligible for academic forgiveness if they:

1. Have not been enrolled in curriculum classes at the College for at least three years,
2. Complete a minimum of 12 credit hours with a grade average of “C” or better, and
3. Are currently enrolled when requesting academic forgiveness.

Students must send a written request for academic forgiveness to the Vice President for Student Success. Forgiven grades still appear on a student’s official transcript, but they are not calculated into the student’s cumulative GPA.

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Attendance Policy

I. ATTENDANCE REQUIREMENTS

The following attendance requirements shall apply to all College students:

A. Students are expected to attend and be on time for all scheduled classes and labs. Students should refer to the course syllabus for individual course attendance requirements.

At instructors’ discretion, students may make up work missed. When students must be absent, it is vital that they remain in contact with their instructors.

B. Any student who has not attended at least one face-to-face class meeting or completed one assignment/activity for an online class by the date in which 10% of the class has passed will be reported by the instructor as “never attended.” A student who has never attended a class by the 10% date is no longer enrolled in the class. Under extenuating circumstances, a student who has never attended by the 10% date may petition for reinstatement in the class and earn course credit. The student should notify the instructor, in writing, of the extenuating circumstances prior to the 10% percent date of the class and provide compelling documentation to support the request for reinstatement. Reinstatement will only be considered by the instructor when the absences were due to unforeseeable and uncontrollable circumstances. An instructor’s decision regarding reinstatement may be appealed to the appropriate Dean within two (2) business days. The Dean’s decision is final.

C. Any student who has been absent for 20% or more of the total contact hours prior to the withdrawal date of the course may be administratively withdrawn from the course. A student in an online or hybrid course may be administratively withdrawn following two consecutive weeks in a 16-week term (or one week in shorter academic terms) of missed assignments, missed attendance, and lack of communication with the instructor regarding course participation. Consistent with policies establishing attendance in online courses, logging into a course site but failing to perform the assignments does not constitute attendance. A grade of “WP” will be assigned for any course
from which the student is administratively withdrawn. Administrative withdrawals will be allowed up to the published Administrative Withdrawal deadline each semester (the 80% point of the semester). Thereafter, the earned grade will be posted. Under extenuating circumstances, a student may petition, in writing, the instructor, for reinstatement in the course upon demonstrating the capacity and likelihood of satisfactorily completing requirements as indicated on the course syllabus. Tuition refunds or credits will not result from an administrative withdrawal.

D. A student’s absence while participating in a College-sponsored or approved activity or field trip will be considered an excused absence for participating students. Such excused absences will not be considered in the students’ class attendance for drop purposes, nor will excused absences be included in the determination of a grade for “participation” of which class attendance is a part. The responsibility for making up class work rests entirely with the student. All assignments, tests, labs, class time, and final exams to be missed due to College sponsored or approved activity will be rescheduled prior to the excused absences or otherwise rescheduled at the discretion of the instructor.

E. The College provides reasonable accommodations, including a maximum of two (2) excused absences each academic year, for religious observances required by a student’s religious practice or belief. Such reasonable accommodations must be requested in accordance with the procedures for this policy and include the opportunity for the student to make up any tests or other work missed due to an excused absence for a religious observance. An accommodation request imposes responsibilities and obligations on both the College and the student requesting the accommodation. College faculty are required, as part of their responsibility to their students and the College, to adhere to this policy and ensure its full and fair implementation by reasonably accommodating students’ religious practices or beliefs. Regardless of any accommodation that may be granted, College students are responsible for satisfying all academic objectives, requirements, and prerequisites as determined by their instructor and the College.

1. Academic year: The sequence of fall, spring, and summer semesters.

2. Reasonable accommodation: Any change in an academic course or program of study with respect to the way tasks or responsibilities are customarily done that enables a student to observe his/her religious practice or belief without creating an undue hardship.

3. Religious practice or belief: A practice or observance that is sincerely held within the tenants of that religious belief.

4. Undue hardship: An accommodation that would require significant expense or difficulty for the College or would result in the inability of the student to perform an essential function of his or her course/program of study. The determination of undue hardship is dependent on the facts of each individual situation.

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Requirements for Attendance for an Online Class

Attendance in an online class is based upon the completion of academic work, not simply accessing the Moodle course. Logging in to Moodle and only viewing course components (e.g., assignments, announcements, or discussion board posts) does not constitute attending class. Therefore, students who log in to Moodle but do not complete assignments for two consecutive weeks (14 consecutive days) and who fail to communicate with the instructor during that time period will be dropped. Submission of any assignment,
including those with failing grades, will constitute attendance in the class. Appeals of all drops due to attendance can be made to the appropriate dean. The procedures for the appeal are outlined in the ACC Curriculum Student Handbook.

If an online student’s absences exceed 14 days after the last day to earn a Withdraw Pass (WP) grade, the student cannot drop the class; instead, he or she will receive the grade earned.

If a student is dropped by an instructor for nonattendance in a course, the last assignment submitted for a grade will constitute the last date of attendance for that student.

**Student Classification Procedure**

A. A full-time student is a student enrolled in a given semester with 12 or more semester hours of credit. A part-time student is a student enrolled with fewer than 12 semester hours of credit. A freshman is a student who has completed less than half the required credit hours of an associate degree program and a sophomore is a student who has completed more than half the required credit hours of an associate degree program.

B. Part-time students may enroll for individual curriculum courses. Credit earned by such students may be applied to a degree, diploma, or certificate depending upon the level of such work.

C. Special credit students who do not wish to apply for a degree, diploma, or certificate program may enroll for individual curriculum courses upon completion of an application for admission only. Special credit students who later wish to enroll in a program of study must complete all admission requirements and declare a program of study. Credit earned as a special credit student may be applied to program requirements, if appropriate.

**Absences for Military Service Members Procedure**

The College shall allow any enrolled student who is in the United States Armed Forces who has received temporary or permanent re-assignment as a result of military operations and a National Guard service member placed onto State active duty status during an academic term to be given an excused absence for the period of time the student is on active duty.

A. The College shall provide the student the opportunity to make up any test or other work missed during the excused absence.

B. The College shall give the student the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.

C. The College shall give the student the option of receiving a temporary grade of “incomplete” or “absent from the final exam” for any course that the student was unable to complete as a result of being placed on State active duty status; however, the student must complete the course requirements within one (1) semester following their return from active service to avoid receiving a failing grade for the course.

D. The College shall permit the student to drop, with no penalty, any course that the student was unable to complete because of being placed on State active duty status.

**Student Religious Accommodations Procedure**

Students shall be permitted no more than two (2) days of excused absences for religious observances during an academic year. These absences are not in addition to the number currently permitted by College policy; thus, the
threshold of minimum absences from class each semester is 20% including those for religious observance, or the maximum percentage listed on the course syllabus, which has been approved by the College administration. The only difference for religious observance absences is that the student must be permitted the opportunity to make up any tests or other work missed due to an excused absence for religious observance.

Students requesting an excused absence for religious observance must complete the Religious Accommodation Form and submit it to their Instructor(s) at least 14 college working days in advance of the intended absence. The completed form includes not only the day requested and the class(es) to be missed, but also the agreed-upon manner on how, when, and where the make-up(s) will take place for the missed work. Failure to adhere to the agreed-upon schedule will void the student’s right to make up the work, unless the Instructor(s) involved agree to a reschedule.

Excused absences for religious observances do not relieve students from responsibility for any part of the course work required during the period of absence. A student may not request different religious observance days for different classes offered on the same day. If a request is made for any class on a certain day, that request will count as one of the two days permitted for the entire academic year.

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**Student’s Attendance Responsibilities**

1. The student is responsible for keeping a record of his/her absences or tardies.
2. Absence from class for any reason does not relieve the student from responsibility for the performance of any part of his/her work.
3. The student is responsible for initiating any request to make up work missed. The decision to assist the student with make up work, including tests, in every case rests with the instructor.
4. The student is responsible for complying with any special attendance regulations specified by the instructor.
5. If a student is dropped from a course due to absences and wishes to appeal the decision, he/she is expected to attend classes during the time of his/her appeal.

**Instructor’s Attendance Responsibilities**

1. An instructor may prescribe reasonable, special attendance regulations which are not less restrictive than standard school policy. At the beginning of each term, the instructor shall inform the students of these regulations and file a copy with the Vice President of Instruction for approval.
2. An instructor shall be responsible for recording all absences and dropping the student from the course when the allowable number of absences has been exceeded (excluding those for field trips and planned student activities as previously noted).
3. An instructor shall be responsible for notifying the student of the drop upon the student’s next attendance in class.

**Course Readmission after Attendance Related Withdrawal Procedure**

When a student is dropped from a course:

1. The instructor will notify the student of the drop.
2. The instructor will submit the drop/add form with a recommendation to the appropriate Dean.
3. The student is permitted three (3) school days in which to submit an appeal of the instructor’s drop decision by stating in writing his or her reasons for the absences to the Dean.
4. If the student is readmitted to the course, the student and instructor will be notified by the Dean.

If the appeal of the instructor’s drop decision is denied by the Dean, the drop/add form will be forwarded to the student records office for processing and the student and instructor will be notified of the decision.

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**Disruptive Behavior in the Classroom**

Within the classroom, the student must behave in an appropriate manner so all members of the class can attain their educational objectives. If an act of misconduct threatens the health or well-being of any member of the classroom or seriously disrupts the learning environment, an instructor may direct the student(s) involved to cease and desist such conduct. If the behavior continues, the instructor will ask the student(s) to leave the classroom immediately, and the instructor will notify his/her immediate supervisor at the conclusion of the class period. The immediate supervisor will then notify the academic dean and the Vice President for Student Success. The student may not be allowed to return to class until an administrative review of the matter to determine whether further disciplinary action is warranted. A possible sanction is an administrative withdrawal of the student from the course.

**Distance Learning**

The Distance Learning program strives to provide quality instruction through web-based technologies to enable students to attain their educational goals. Courses delivered online earn the same credit and maintain the same quality and standards as traditional classroom courses. Courses are universally designed and delivered to meet the needs of a diverse population of students.

Distance learning students “attend class” by accessing the class using Moodle, ACC’s learning management system and completing assignments according to the class schedule. Students are required to complete assignments according to the class schedule, to maintain regular contact with the faculty member, and to participate in online class discussions. Students are subject to the same attendance policy as traditional, seated classes. Online courses are scheduled on the same semester schedule as traditional classes.

Students enrolling in distance learning courses should have access to a personal computer, possess the necessary computer skills, and access to reliable internet service. Personal computers should meet the minimum system requirements as listed on the Online Requirements webpage (https://www.alamancecc.edu/online-and-distance-education-site/course-requirements/).

For students that do not have a computer of their own, ACC has two open access labs for students in the Academic Skills Lab and Library. In addition, many public libraries also offer access to computers and Wi-Fi. Some online courses require an online proctored exam. ACC uses a tool called Proctortrack for online proctored exams.

**Types of Distance Learning Courses:**

ACC offers several types of Distance Learning courses to choose from depending on students’ schedules and specific educational needs:

A. Online “E”
   1. Course with 100% of instruction delivered via the Internet.
   2. Course delivered asynchronously.
   3. Example: BUS 225 01E

B. Online Live Meetings “EL”
   1. Course with 100% of instruction delivered via the Internet.
   2. Course delivered synchronously.
   3. Meets virtually at specific days and times.
   4. Interact live with faculty and students in a virtual environment.
   5. Example: BUS 225 01EL

C. Hybrid/Blended “H”
   1. Face-to-face (on campus) course combined with required online assignments and tasks.
   2. Face-to-face meeting times are determined by each department.
3. Students who register for a hybrid course must have access to the Internet and be able to complete assigned course activities online in addition to meeting on campus for scheduled class days.

4. Example: HIS 131 03H

In addition to the numerous curriculum courses, ACC offers more than 200 non-credit online courses each month.

**Contact Distance Learning**

Phone 336-290-0555 and select option 1, email distancelearning@alamancecc.edu, or visit the web at www.alamancecc.edu/acconline.

**Readmission to the College**

Any student that previously attended Alamance Community College, including ACC graduates, but has not enrolled in curriculum courses for two or more consecutive semesters (summer session excluded), shall submit an application for readmission. Students applying for readmission must meet the requirements for the current program of study, including an evaluation of all coursework at ACC and other institutions. The current catalog at the time of readmission will govern the student’s academic status and graduation requirements.

Students who have been suspended or dismissed for non-violent or academic disciplinary reasons may be readmitted either under a condition of general probation or subject to specific readmission provisions as determined by ACC, upon approval of the Vice President of Instruction or Vice President of Student Success, as applicable. The Student Code of Conduct policy applies to all readmission considerations.

In instances when the dismissal of a student occurred because of articulable, imminent, and significant threats made by the applicant for readmission to himself/herself, other individuals, or property, ACC reserves the right to deny readmission. Students who have been dismissed on the basis of making prior threats shall submit an application for readmission, including written evidence from qualified professional sources, that the student no longer poses a threat to himself/herself or other members and property of the College community.

ACC reserves the right to deny readmission in all instances of application for readmission, whether for academic or non-academic reasons.

**Instructor Absences**

In cases when the instructor is not in class and other arrangements have not been made, the students are automatically dismissed after 10 minutes (30 minutes for evening courses). A roll must be signed by the students present and turned in to the receptionist at the main building entrance.

**Changing Student Course Schedule**

**Drop/Add Period**

The drop/add period for changing student course schedules is designated and announced each semester. **Alert:** Beginning with the first day of classes, students wishing to drop and add classes must do so simultaneously (same session) to avoid a 25 percent administrative tuition charge.

Examples:

1. A student drops ENG 111 for 3 credits and adds PSY 150 for 3 credits during the same session. The student will have an “even” exchange for tuition charges.

2. A different student drops ENG 111 for 3 credits on the first day of classes. The student changes his mind, returns five minutes later and adds the same or another class. The student would be given a 75 percent refund for the dropped ENG 111 class and then charged 100 percent for the added class, resulting in an additional 25 percent charge, even though maintaining the same credit hours.
Course Withdrawals After the Drop/Add Period

Each semester, a drop/add period for enrolled students to change their schedules begins on the first day of class and extends for a designated period of time. A 75 percent tuition refund will be awarded through the 10 percent point of the course. If a student drops a course during the last 20 percent of the semester, the final grade will reflect the earned numerical average of his/her work in the course. Students who have formally dropped a course may not continue attending those classes. Note: An instructor may drop a student from a course for excessive absences (see Attendance Policy).

Procedures: Students should obtain a “Drop Form” from the College’s website. Students must route to each instructor to electronically sign the drop form and record the appropriate grade. Return the drop form to dropadd@alamancecc.edu. Failure to follow this procedure may result in a grade of “F” for courses that the student stops attending.

It is the student’s responsibility to ensure the drop form is completed and sent to the Registrar’s office.

Administrative Withdrawal

The College reserves the right to withdraw any student when such action is in the best interest of the College and/or student. Such action will be taken only after careful deliberation and consultation with all parties who possess information pertinent to the situation.

Payment

Payment may be made to the Business office by cash, check, money order or credit card (Discover, VISA or MasterCard only). VISA, MasterCard, Discover, and American Express payments can now be made on Self Service. There is a $31 charge for returned checks, and any student who has had two checks returned will forfeit the privilege of paying by check for a period of three years. Any returned checks must be satisfied immediately. Payments may be submitted via Self Service or by visiting the Business office. Payments may also be made via payment plan. Students may sign up for a payment plan through Self Service. There is a $25 charge to enroll in a payment plan.

Tax Information

Form 1098T—Tuition Payments Statement will be available in an electronic format on the student’s Self Service account by January 31. If the student does not choose the electronic format, Form 1098T will be mailed to the student on January 31. If the information on the 1098T is incorrect according to his/her records, the student should bring it and copies of his/her records to the Cashier office for correction. Form 1098T captures only the amount billed to the student.

Tuition Transfer

If a student has paid tuition for a given semester and moves to another area of North Carolina, the curriculum tuition paid for that semester can be transferred to any other technical college or community college, provided the student presents a copy of the receipt for that semester and satisfies all admissions, academic, and administrative requirements of each institution. This includes only the curriculum tuition and does not include any other student fees.

ACC Transcripts

No transcript will be released without the consent of the student/alumnus. Unofficial transcripts can be accessed at any time through the student Self-Service account and are free of charge. Official ACC transcripts are processed through the National Student Clearinghouse’s eTranscript service. Orders can be placed online 24 hours a day, 7 days a week, with tracking information provided to the requester. Electronic transcripts are processed within 15 minutes unless further research is needed. Requests to mail official transcripts are processed within 1-2 business days. NOTE: Official transcripts will not be
released if there is an outstanding financial obligation to the College.

Acceptance of Transfer Students/Credit Policy

A. Course work transferred or accepted for credit toward an undergraduate degree must represent collegiate course work relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College’s undergraduate degree program.

B. Any such earned credit must meet the minimum College academic standards of a grade of “C” or better and must parallel the content of similar courses offered. The maximum amount of credit allowed to be transferred is 75% of the student’s program of study. Any course taken at a North Carolina Community College System institution will be accepted for the equivalent course except as specified herein. For all others, the following criteria will be considered in determining the acceptability of the transfer course work:

1. Accreditation of the school by a regional or national accrediting body recognized by the United States Department of Education. Accreditation does not guarantee acceptance of transfer credit.

2. Equivalency of course descriptions, outcomes and analysis of course level, content, quality, comparability, and degree program relevance. It shall be the student’s responsibility to provide documentation of this equivalency, which may include, but is not limited to, syllabi, course catalogs, course outcomes, etc.

3. Use of recognized guides, such as those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

4. If the school was not accredited by a regional or national accrediting body recognized by the United States Department of Education at the time the course was taken, additional documentation will be required. It shall be the student’s responsibility to provide any additional documentation requested.

5. For skills-based courses, particularly those in the advanced technology programs, demonstration of student skills may be a component of the evaluation process. Decisions related to acceptance of credit will be made by the appropriate faculty member(s) and Dean, in consultation with the Vice President of Instruction.

6. Within the Nursing department, departmental policy limits transfer credit for nursing courses to NUR 111 and NUR 117. These courses must have been taken no more than two years prior to enrollment at the College and have earned a grade of “B” or better. Credit for general education courses will transfer only with a grade of “C” or better.

C. The responsibility for determining transfer credit from other colleges and universities rests with the Registrar and Admissions staff. When there is doubt about the appropriateness of transfer credit or when a student wishes to appeal a transfer credit decision, the transcript will be referred to the appropriate Dean, whose decision will be final. In such cases, the Dean will note the decision in the student’s academic file. Time limits may be imposed in certain situations, such as for health sciences program courses. Enrollment Management and the appropriate Dean will maintain a list of courses that have time limits for transfer. Any student challenge regarding the award of transfer credit will be referred to the appropriate Department Head or Dean. This credit must be approved by the Dean.
D. When a student transfers from a postsecondary institution to the College, the following steps will be implemented:

1. The student fills out an application for admission and is responsible for providing an official high school transcript (except when the student has already earned an associate's degree or higher) and an official transcript from any other postsecondary institution. The student should allow at least one month for the transcript evaluation process prior to registering for classes.

2. The Admissions staff evaluates the transcript and credit is accepted in accordance with the College's program offerings and the procedure stated herein. No credit for a course with a grade lower than a "C" may be transferred. The transcript evaluation is conducted in cooperation with the appropriate Department Head and Dean, as applicable.

3. The student is given placement test(s), if applicable.

4. The student continues with registration procedure. The College recognizes the following additional opportunities for awarding transfer credits:

   1. College Board Advanced Placement Program (AP): College course credit will be granted to students who pass the AP examinations with a score of three, four, or five. Students must submit a College Action Report to the Enrollment Management Office for consideration of granting college credit.

   2. College-Level Examination Program (CLEP): College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education. Students must submit a CLEP transcript to the Enrollment Management Office for consideration of granting college credit.

   3. Educational Experiences in the Armed Services: Servicemen and veterans may be awarded college credit for service schools they have attended. The service schools must be accredited by a regional accrediting agency. Before applying for credit, students should contact the service school(s) and ask them to which regional accrediting agency they belong. Students should contact Enrollment Management for more information.

   4. Non-curriculum to Curriculum Transfer Credit: Non-curriculum course work from the College related to curriculum instruction may be transferred or accepted for credit towards curriculum courses in specific programs. Students must have earned a minimum letter grade of a "C," passed the final assessment with a proficiency of 85% or better, or passed the applicable credentialing exam. The appropriate Dean for each division will approve non-curriculum course material prior to officially granting curriculum credit. Faculty teaching courses for which non-curriculum to curriculum credit may be awarded must meet all SACSCOC credentialing requirements.

   5. Credit by Credential: Academic credit may be awarded for adequately documented and validated industry-recognized credentials. Credential credits must be approved by the subject-matter experts based on content and outcomes. The Department Head, Dean, and Vice President of Instruction must approve credentialing credits.

   6. Transfer of credit to Nursing Program: Within the Nursing Department, departmental policy limits transfer credit for nursing courses
to NUR 111 and NUR 117. These courses must have been taken no more than two years prior to enrollment at the College with a grade of “B” or better. Credit for general education courses will transfer only with a grade of “C” or better.

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Course Loads

The minimum course load for classification as a full-time student is 12 credit hours. The normal course load to complete a program in a minimum amount of time varies from one curriculum to another. No student may enroll for more than 23 credit hours in any semester without the recommendation of the appropriate academic dean. Course loads and requirements for university transfer students may vary. Information on recommended loads may be obtained from the department head or from individual advisors.

Curriculum Prerequisite Policy

The purpose of a prerequisite and/or a corequisite is to ensure student success in subsequent coursework. While successful completion of prerequisites and/or corequisites is the traditional way students demonstrate readiness, in exceptional circumstances students may demonstrate readiness through other means. In such cases, prerequisites or corequisites may be waived with approval of the Department Head, Dean, and Vice President of Instruction. Documentation of the approved waiver will be maintained on file.

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Procedure

In certain circumstances, students may demonstrate readiness through other means. In such cases, prerequisites or co-requisites may be met or waived with appropriate approvals and/or permission of the appropriate Dean and the Vice President of Instruction. Several routine ways in which prerequisite or co-requisite requirements are met are through: 1) credit by examination, 2) credit by credential, or 3) evaluation of Joint Services Transcripts.

I. CREDIT BY EXAMINATION

Students who believe they are competent in a course may ask the Department Head for Credit by Exam (“CE”). The student must be currently enrolled at ACC and must not have enrolled in the course prior to taking the exam. A student may challenge a particular course only once. A nonrefundable $25 exam fee will be charged. Students will be given credit for the course if they achieve a score of at least 85 percent on the test. If students do not earn at least 85 percent on the test, they must register for the course, pay tuition, and complete the requirements for the course in order to receive credit. A maximum of 25 percent of the student’s program of study may be awarded on this basis. When students register and pay tuition for a course and then decide to challenge the course by requesting credit by exam, they must complete the credit by exam process prior to the end of the drop/add period. Exceptions to this procedure must be approved by the Vice President of Instruction.

If the student passes the proficiency exam, a grade of “CE” is assigned and the student will no longer be required to attend class. If the student does not pass the proficiency exam, the student must complete the course with a passing grade to earn credit.

Credit hours will be recorded in the Total Hours Earned and will count towards hours for graduation; however, no Quality Points will be assigned, the grade will not affect the student’s GPA, and Financial Aid or Veteran’s Benefits shall not pay for courses in which a grade of “CE” is earned.

II. CREDIT BY CREDENTIAL

In cases where the learning outcomes of current, industry-earned credentials align with the learning outcomes of a course(s), academic credit may be awarded.
Academic credit may be awarded for adequately documented and validated industry-recognized credentials. These credentials must be approved by the subject matter experts based on content and outcomes. This credit must be approved by the Department Head, Dean, and the Vice President of Instruction. Students should contact the Department Head to determine if a credential qualifies for academic credit.

III. JOINT SERVICES TRANSCRIPT EVALUATION

Joint Services Transcript (JST) is an academically accepted document approved by the American Council on Education (ACE) to validate a service member’s military occupational experience and training along with the corresponding ACE college credit recommendations. When the College receives an official copy of a JST, the Registrar will review and apply appropriate course credit. The appropriate Dean will be consulted if there is need for further discussion regarding proposed course credit.

GPA for Graduation Policy

Requirements for the certificate, diploma, or degree will vary according to curriculum. Course requirements for graduation are stated in the College catalog.

In order to graduate with any Associate in Applied Science Degree, the student must have a minimum of 15 semester hours in general education including at least one course from each of the following areas: Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics. Degree programs must contain a minimum of six semester hours of communications. Diploma programs must contain a minimum of six semester hours of general education; three semester hours must be in communications. General education is optional in certificate programs.

Each student must have a minimum cumulative grade point average (GPA) of 2.00 in his or her current program of study. The program of study is defined as the program identified in the graduation application and all courses required for the program.

Graduation

Requirements for the degree, diploma or certificate vary according to each curriculum as outlined in the catalog and available through the student’s Self Service account. Students should confer with their academic advisors each term to ensure they are taking the proper sequence of courses leading to graduation.

At the beginning of the semester in which a student will complete degree requirements, he/she must apply for graduation online via Self Service. Applications must be completed prior to the graduation application deadline posted annually in the ACC Curriculum Student Handbook.

Graduation Fee/Attire

After applying for graduation, each curriculum student is charged a graduation fee to cover the costs of the certificate, diploma or degree, and the cap and gown. This fee will be refunded only in the event the student does not meet graduation requirements. Any student completing a second certificate, diploma or degree within the same graduation year may be required to pay the additional cost of the certificate, diploma or degree.

Information about how to order caps and gowns is located at www.alamancecc.edu/admissions-site/transcripts-and-records/.
Student Code of Conduct, Rights, and Responsibilities

The College makes every effort to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student’s conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the safety of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of these standards is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

These regulations apply to and encompass all properties and facilities owned or leased by Alamance Community College, including all ACC campuses and off-campus sites at which the College conducts programs, services, or events.

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 or her and has (1) an opportunity to know the nature and source of the evidence against him or her; (2) an opportunity to respond to all alleged violations and present evidence on his or her own behalf; and (3) an opportunity to file a petition of appeal of any disciplinary action taken against him or her.

The following regulation sets forth offenses for which disciplinary proceedings may be initiated.

Violation of one or more of the following code provisions may result in one of the sanctions described in Procedure 5.3.2.1 – Discipline and Appeal for Academic Violations and/or Procedure 5.3.2.2 – Discipline and Appeal for Non-Academic Violations.

I. ACADEMIC-RELATED VIOLATIONS

A. Plagiarism – Students shall not plagiarize. Plagiarism is the unacknowledged use of another’s work or ideas, presenting as original or new an idea derived from another source. Plagiarism includes but is not limited to: a) paraphrasing or summarizing another’s words or works without proper acknowledgment; b) using direct quotes of material without proper acknowledgment; or c) purchasing or using a paper or presentation written or produced by another person. If a student is uncertain about what constitutes plagiarism, he or she should talk to the class instructor.

B. Cheating – Students shall not use notes or other material on an exam or class work without permission from the class instructor and shall not receive information from another student during an exam or obtain a copy of an exam or questions from an exam prior to taking the exam. Students shall not submit someone else’s work as their own or have someone take their exam and submit it as their own.

C. Aiding Acts of Academic Dishonesty – Students shall not provide information to another student when they know, or reasonably should have known, that the student intends to use the information for cheating or other deceptive purposes.

II. NON-ACADEMIC-RELATED VIOLATIONS

A. Theft and Property Damage – Students shall not steal, damage, or misuse College property or another individual’s property. Students who
are caught stealing or damaging said property may be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline. Misuse is defined as any use that is inconsistent with the prescribed, customary authorized or intended use. Misuse includes damage, theft, unauthorized occupation or access, seizure, intentional breaking or destruction. It also includes tampering with safety or security equipment, motor vehicles, instructional equipment or technology, or providing false alarm or communicating a threat.

B. Trespass to Property – Students shall not trespass. Students are trespassing if in an unauthorized area of the College campus, present on the College campus after closing hours (without permission), or remaining on the College campus after having been directed to leave by a College official.

C. Drugs and Alcohol – Students shall not unlawfully possess, use, be under the influence of, manufacture, dispense, sell, or distribute alcohol, illegal, or unauthorized controlled substances or impairing substances at any College location. For more specific information, see Policy 5.3.7 – Students – Alcohol and Drugs on Campus. In addition, students may not use tobacco of any form or e-cigarettes on campus or at any College-affiliated activities or events.

D. Lewd and Indecent Behavior – Students shall not engage in lewd or indecent behavior, including public physical or verbal action or distribution of obscene material based on reasonable community standards, profanity, obscenity, or lack of appropriate dress for the occasion. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct constitutes lewd and/or indecent behavior.

E. Mental/Physical Abuse – Students shall not mentally or physically abuse any person on the College premises or at a College-supervised function, including oral, written, online or physical actions which harass, threaten, intimidate, coerce, bully, libel, slander, or endanger the health or safety of any such persons. Hazing is a form of mental and/or physical abuse.

F. Assault – Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching, or striking.

G. Sexual Harassment and Sexual Violence – Students shall not engage in sexual harassment and/or sexual violence. For more specific information and definitions of prohibited activities, consult Policy 5.3.5 – Sexual Misconduct.

H. Unlawful Discrimination. Students shall not engage in unlawful discrimination. For specific information, consult Policy 5.3.4 – Student Discrimination and Harassment.

I. Communicating Threats – Students shall not verbally, in writing, through a third party, or by any other means threaten to physically injure another person or that person’s child, sibling, spouse, or dependent, or willfully threaten to damage the property of another.

J. Disorderly Conduct and Disruption – Students shall not obstruct or disrupt any teaching, research, administration or disciplinary proceedings, or other College functions and activities, including public service functions, and other duly authorized activities on or off College premises. Students shall not occupy or seize, in any manner, College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use. Students shall not participate in or conduct an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which
interferes with free access to enter or leave College facilities; which is harmful, obstructive, or disruptive to the educational process or institutional functions of the College; or which infringes on the rights of others. Students shall not hold rallies, demonstrations, or any other forms of public gathering without prior approval of the College based on reasonable time, place, and manner restrictions; and shall not remain at the scene of such an assembly after being asked to leave by a representative of the College staff.

K. Possession of Weapons – Students shall not have a weapon of any kind, including but not limited to, a knife, stun gun, or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by N.C.G.S. § 14-269.4. Handguns are permitted under these circumstances: a) the person has a concealed handgun permit that is lawfully issued; b) the handgun is in a closed compartment or container within the person’s locked vehicle; c) a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; and d) the vehicle is locked at all times. Examples of weapons include but are not limited to explosives, incendiaries, bowie knives, dirks, daggers, loaded canes, sword canes, machetes, box cutters, brass knuckles, and hazardous chemical or biological agents unrelated to College instructional activities.

L. Tampering with Fire Alarms, Public Safety, or Notification Devices – Students shall not set off a fire alarm or use or tamper with any fire safety equipment, public notification device, call box, camera, or speaker system except with reasonable belief in the need for such alarm or equipment.

M. Gambling – Students shall not gamble or wager for money or material on campus or at any College-affiliated activities or events. As permitted by an exception in the North Carolina General Statutes, a nonprofit organization may conduct up to two raffles per year.

N. Traffic Violations – Students shall not violate College regulations regarding the operation and parking of motor vehicles.

O. Providing False Information – Students shall not present to the College or its employees forged or false information as part of an investigation, inquiry, hearing, or in other matters related to College activities; neither may a student knowingly withhold information which may have an effect on their enrollment or their status with the College. Students shall not present false identification with intent to deceive. 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 community without express authorization of the individual.

P. Disobedience/Insubordination – Students shall identify themselves and comply with instructions of College officials acting in performance of their duties. Students will adhere to the terms of any discipline action or directive associated with threat assessment.

Q. Financial Impropriety – Students shall not engage in financial impropriety such as failure to pay College-levied fines, failure to repay College-funded loans, misuse or failure to properly account for club or student organization funds, or pass worthless checks, drafts, or orders to College officials.

R. Public Laws – Students shall follow federal, state, and local laws while on campus or at College-authorized events or activities. Violations of public law may lead to legal actions as well as College discipline. Violations of federal, state, or local laws
occurring off campus may result in disciplinary action if the student’s continued presence on campus constitutes a threat to the safety and order of the campus.

S. Failure to Report Criminal Activity
– Students shall inform the College in writing within five (5) days after a conviction for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on a College location. For more information, see Policy 5.3.5 – Student Alcohol and Drugs on Campus.

T. Unauthorized Access to College Records – Students may not access, view, copy, or change official College records without expressed authority to do so.

U. Animals on Campus – Students may not have an animal of any kind on campus. This includes animals left within a vehicle. Service animals are permitted, and any student with a service animal should report the use of a service animal to the College’s Disability Services Coordinator. For more information regarding service animals, see Policy 2.2.7 – Service Animals and Other Animals on Campus.

V. Improper Use of the College Network/Technology – Students are prohibited from engaging in any activities prohibited under Policy 7.1 – Acceptable Use of Information Systems.

W. Violation of Policies and Procedures – Students are expected to be familiar with the College’s policies and procedures. Students may be disciplined for failure to follow the College’s policies and procedures.

X. Violations of Normal Classroom Behavior – Students are expected to comply with reasonable rules issued by an instructor. Students shall not cause disruption in the classroom or be disrespectful to classmates or the instructor. To be considered a violation, the conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct is disruptive or disrespectful not based on content or viewpoint discrimination.

Discipline and Appeal for Academic Violations Procedure

I. OVERVIEW
Deans, Department Heads, Instructors, Vice President of Workforce Development, or designated student conduct officer, or Student Conduct Appeals Panel are responsible for implementing student discipline procedures for academic dishonesty. Academic-related violations include plagiarism, cheating, and aiding acts of academic dishonesty, all of which are defined in Policy 5.3.2 – Student Code of Conduct. The College is committed to providing an excellent educational experience for all students. Academic integrity is an essential component to this level of education. The academic penalty for academic-related violations should be clearly stated by the instructor in each course syllabus and reviewed at the beginning of the first-class meeting. These procedures only apply to academic-related violations, outlined herein and defined in Policy 5.3.2. For non-academic violations, see Discipline and Appeal Procedure 5.3.2.2.

II. SANCTIONS FOR VIOLATIONS
The following sanctions may be imposed for academic violations:
• Oral warning
• Letter of warning
• Re-complete the assignment
• Additional course work
• Loss of credit for the assignment
• Loss of credit for the course
• Administrative withdrawal from the course.

III. INSTRUCTOR’S INVESTIGATION
An instructor suspecting an incident of
an academic-related violation shall follow these steps to address the concern:

1. The instructor suspecting the alleged violation shall first present concerns to the student and provide an opportunity for the student to explain or refute the concerns.
2. The student will be allowed to comment on the evidence or to present evidence to clarify the issue in question.
3. Based on the evidence presented and the student’s comments, the instructor shall determine whether an academic violation has occurred. This determination will result in one of the following findings:
   a. An academic-related violation did not take place and the issue is resolved.
   b. An act of academic dishonesty did occur in the instructor’s judgment.

IV. INSTRUCTOR’S DETERMINATION
The instructor will communicate his or her findings via email to the student’s official College email address within five (5) business days of the initial meeting with the student. If an email address is not available, the instructor shall send his or her written findings to the student’s mailing address on record with the College. The findings must contain, with specificity, the evidence supporting the instructor’s determination. The instructor shall also inform the student of the imposed academic sanctions. The sanction will remain in place unless modified or overturned on appeal.

V. APPEAL PROCEDURES
A student who disagrees with the instructor’s decision may appeal to the appropriate Dean if the student is enrolled in a course for credit, or the Vice President of Workforce Development if the student is enrolled in a non-credit course. This appeal must be submitted in writing within three (3) business days of receipt of the instructor’s decision and describe, with specificity, why the student believes the instructor’s findings to be in error.

The appropriate Dean or the Vice President of Workforce Development will conduct an “on the record review” examining the instructor’s written findings and student’s written appeal. The official may require the student, the instructor, and any other necessary party to provide additional documents as needed, including written statements, or provide written clarification to submitted documents. After considering the evidence presented, the appropriate Dean or the Vice President of Workforce Development will affirm, modify, or overturn the instructor’s decision. The official will inform the student via the student’s official College email address of the decision within 10 business days of the receipt of the student’s appeal. If an email address is not available, the official shall send his or her written findings to the student’s mailing address on record with the College. The Dean or Vice President of Workforce Development’s decision is final.

June 13, 2022

Discipline and Appeal
For Non-Academic Violations Procedure

I. OVERVIEW
The President, Vice President of Student Success, Vice President of Workforce Development, designated student conduct officer, or Student Conduct Appeals Panel are responsible for implementing student discipline procedures for non-academic violations.

These procedures apply to non-academic violations defined in Policy 5.3.2 – Student Code of Conduct. For academic-related violations, see Procedure 5.3.2.1 – Discipline and Appeal for Academic Violations. For issues regarding sexual harassment and sexual violence, see Policy 5.3.5 – Sexual Misconduct and Title IX and
for issues related to other forms of unlawful discrimination, see Policy 5.3.4 – Students – Discrimination and Harassment.

II. SANCTIONS FOR VIOLATIONS

The following sanctions may be imposed for non-academic violations:

A. Oral Warning. A verbal censure of a student and a warning that subsequent violations are likely to result in heavier sanctions.

B. Letter of Warning. A written communication that gives official notice to the student that any further disciplinary offense will carry heavier penalties because of this prior infraction.

C. Educational and Community Service Sanctions. Activities intended to improve a student’s ability to function within the range of expected conduct within the College community. Examples include but are not limited to performing a specified number of community service or college service hours, writing a reflection paper relevant to the circumstances of the violation, assignment of specified counseling, agreement to a behavioral contract, or assignment of a no-contact order.

D. Disciplinary Probation. Disciplinary probation results in loss of good standing and becomes a matter of record. While on disciplinary probation, the student will not be eligible for initiation into any local or national organization and shall not receive any College award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This sanction prohibits the student from officially representing the College or participating in any extracurricular activities including intramural competitions. Disciplinary probation will be in effect for not more than two (2) regular semesters including the current semester, and any intervening summer session.

E. Restitution. Paying for damaging, misusing, destroying, or losing property belonging to the College, College employees, or students. Restitution may take the form of financial payment or appropriate service to repair or otherwise compensate for such damages.

F. Withholding Academic Records and/or the Right to Register. Withholding transcripts, diplomas, or the right to register or participate in graduation ceremonies is imposed when a student’s financial obligations are not met or the student has a disciplinary case pending final disposition.

G. Interim Suspension. The exclusion from all College property and all College activities pending the resolution of a disciplinary proceeding or 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 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 (5) school days or until a student begins participation in the complaint adjudication process.

H. Suspension. The exclusion from all College property and all College activities for a specified period of time, not generally to exceed two (2) semesters and any intervening summer session. This sanction is reserved for those offenses warranting discipline more severe than disciplinary probation. A student under suspension must receive specific written permission from the Vice President of Student Success or Vice President of Workforce Development before returning to campus. Suspension appears on the student’s academic
transcript.

I. Expulsion. Dismissal from the College for an indefinite period. The minimum length of expulsion will not be less than one (1) calendar year. The student may be readmitted to the College only with the approval of the Vice President of Student Success or Vice President of Workforce Development. Expulsion appears on the student’s academic transcript.

J. Group Probation. Group probation is given to a College club or other organized student group for a specified period of time. If group violations are repeated during the term of probation, the charter may be revoked or activities restricted.

K. Group Restriction. Removing College recognition during the semester in which the offense occurred, or for a longer period (usually not more than one other semester). While under restriction, the group may not seek to add members, hold events, or sponsor events in the College community or engage in other activities as specified.

L. Group Recognition Revocation. The removal of College recognition for a group, club, society, or other organization for a minimum of two (2) years. Recognition after that time must be approved by the President.

III. IMMEDIATE REMOVAL FROM CAMPUS

If an act of misconduct threatens the health, safety, or well-being of any member of the academic community and/or seriously disrupts the function and good order of the College, an instructor will immediately notify Public Safety, the instructor’s department head, or any College Vice President or Dean who will meet with the student and direct the student to cease and desist such conduct and advise the student that failing to cease and desist will result in an immediate removal from campus. If the student(s) fails to cease and desist, or if the behavior is such that the student(s) needs to immediately be removed from campus, the Office of Public Safety may then immediately have the student(s) removed from campus.

The Office of Public Safety or other complainant shall notify the Vice President of Student Success or Vice President of Workforce Development in writing of the student involved and the nature of the infraction as soon as possible but no more than one (1) working day following the incident. Upon receipt of the written notice, the appropriate student conduct officer shall meet with the student as soon as possible to allow the student to present his or her side. If, in the student conduct officer’s opinion, the student behavior threatens the health, safety, and well-being of the College community, the appropriate Vice President shall place the student on interim suspension pending the outcome of the disciplinary matter. Interim suspension may be imposed (a) to ensure the safety and well-being of members of the College; (b) to ensure the student’s own physical or emotional safety and well-being; or (c) if the student poses a direct threat of disruption or interference with the normal operations of the College.

IV. DISCIPLINARY PROCEDURES

To provide an orderly system for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

A. Incident Report

Any College employee or student may file written charges with the Vice President of Student Success or Vice President of Workforce Development against any student or student organization for violations of the Student Code of Conduct. 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 discretion of the Executive Vice President.

B. Investigation and Determination
The appropriate Vice President shall investigate the charges and allegations. Within 10 business days after receipt of the incident report, the Vice President shall complete an investigation of the charges and shall meet with the student (or student representative(s) on behalf of a student organization), present the results of the investigation, and provide the student (or student representative(s)) with an opportunity to present his or her side. The meeting is closed to the public. After discussing the alleged infraction with the student, the Vice President may act as follows:
1. Drop the charges;
2. Impose a sanction; or
3. Refer the student(s) to a College office or community agency for services.

All disciplinary actions should be progressive in nature and should take into account the totality of the situation; however, depending on the severity of the infraction, even first-time offenses could result in suspension or expulsion. All findings are based upon preponderance of the evidence.

C. Notification and Records
The appropriate Vice President shall provide the student with his or her written decision and instructions governing the appeal process. Such notice shall be given in person or sent to the student’s College email address or mailing address of record. Resolution of complaints should be completed within 60 days, except when there are extenuating circumstances.

If the College suspends or expels a student for non-academic disciplinary purposes, the College shall record the suspension or expulsion in the student’s educational record. Upon receipt of a written request signed by the student and subject to all applicable privacy laws, the College shall, in accordance with the student’s request, inform other colleges and universities of the term and circumstances of the student’s non-academic disciplinary suspension or expulsion, if any.

V. DISCIPLINARY APPEAL PROCEDURE

A. Appeal to the Student Conduct Appeals Panel
An accused student who disagrees with the student conduct officer’s decision may appeal to the Student Conduct Appeals Panel (“Panel”). This request must be submitted in writing to the Chair of the College Grievance Committee within three (3) working days after receipt of the Vice President’s decision. The 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. The student conduct officer shall provide the Panel a report of the nature of the alleged misconduct, the name of the complainant, the name of the student(s) against whom the charge has been filed, and the relevant facts revealed by the investigation and adjudication. The sanctions assigned in the case may be held in abeyance pending the completion of the appeal process, at the discretion of the appropriate Vice President.

1. Panel Composition
Membership of the Panel shall be composed of three (3) members assembled by the Chair of the Grievance Committee. 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.

2. Rules and Guidelines for Student Conduct Appeals Panels
a. 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.

b. 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.

c. 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 of 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 of 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.

d. Each witness must submit a written statement of testimony to the Chairperson at least three (3) college days prior to 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 or she may request in writing that a statement be considered at the hearing.

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

f. The appellant may have an advisor of his or 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 (5) 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.

g. 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.

h. Perjury and Contempt:
1. 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.

2. 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.

3. 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 President will be described in the written notification.

B. Appeal to the President
a. If the appellant is dissatisfied with the decision of the Student Conduct Appeals Panel, the final appeal rests with the President, who may delegate authority to the Executive Vice President. The student who appeals a student conduct decision has five (5) college days to communicate, in writing, why the decision is unjust or the procedures used were unfair. Until the President’s office receives the appeal in writing, all findings of the Student Conduct Appeals Panel remain in effect. The President, or Executive Vice President if so designated, completes a review of the record, will render a decision within 10 college days after receiving the written appeal, and will notify pertinent parties and the Student Conduct Appeals Panel. The President, or Executive Vice President if so designated, has the authority to uphold the original decision, uphold or modify the sanctions, remit the case for a new administrative hearing, or reverse the decision and dismiss the complaint. The President’s, or if so designated the Executive Vice President’s, decision serves as the final authority of the College.
b. While an action of the Vice President of Student Success, Vice President of Workforce Development, designated student conduct officer, or Student Conduct Appeals Panel is under appeal, a student may or may not be permitted to attend class or participate in College-related activities. This determination will be made by the Vice President on a case-by-case basis. If the appeal is denied, the original sanction(s) stand and the academic standing of the student reverts back to the day sanctions were imposed.
VI. STUDENT VOLUNTARY WITHDRAWAL
If a student is accused of violating the Student Code of Conduct and voluntarily withdraws prior to the conclusion of the disciplinary matter without the consent of the appropriate Vice President, the student will not be allowed to re-enroll at the College unless reasonable re-entry restrictions, as determined by the Vice President, are satisfied. For students who withdrew prior to a determination regarding alleged mis-

STUDENT GRIEVANCE POLICY and PROCEDURES

Student Grievance Policy and Procedures
I. GRIEVANCE PROCESS OVERVIEW
To maintain a harmonious and cooperative environment between and among the College and its students, the College provides for the settlement of problems and differences through an orderly grievance procedure. Every student shall have the right to present his or her problems or grievances free from coercion, restraint, discrimination, or reprisal. This policy provides for prompt and orderly consideration and determination of student problems and grievances by College administrators and ultimately the President. 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.

A. What is Not Covered in This Policy
A grievance is any matter of student concern or dissatisfaction within the College’s control except for the following:
• Student discipline matters regarding academic dishonesty (plagiarism, cheating, etc.) and non-academic violations such as theft, drugs and alcohol, disorderly conduct, traffic violations, etc., as outlined in Policy 5.3.2 – Student Code of Conduct. Grievances against students related to alleged violations of the Student Code of Conduct are resolved through the student conduct adjudication and appeal processes as described in Procedures 5.3.2.1 and 5.3.2.2.
• Discrimination, sexual harassment, and sexual violence as defined in Policy 5.3.5 – Sexual Misconduct and Title IX Policy. Grievances against students related to alleged violations of the Sexual Misconduct and Title IX Policy are resolved through the process described within that policy.
• A grade appeal as defined in Policy 5.2.5 – Grade Appeal. Grade appeals are resolved through the process outlined in Procedure 5.2.5.1.
• Any other matter that has a specific grievance process outlined in that specific policy or procedure.
• Academic matters related to courses, minor classroom behavior issues, attendance, academic regulations, or
academic activities are resolved by instructors, Department Heads, and/or Deans under their authority and responsibility for instruction. 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 Policy 3.3.8 – Grievance Policy and Procedure (Non-Student).

B. What is Covered in this Policy
Complaints and grievances against a student or students in all other matters within the College’s control are addressed in this policy.

II. GRIEVANCE PROCESS

1. Informal Grievance – Step One
In the event the alleged grievance lies with an instructor or staff member, the student must first go to that instructor or staff member and attempt to informally resolve the matter. The student and instructor or staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the grievance at this level. If the student is unsatisfied with the resolution reached at the informal conference, he or she may proceed to Step Two within five (5) business days after the informal conference. Not proceeding to Step Two within the time period will result in the grievance not being heard and the matter being closed.

2. Formal Grievance – Step Two
If the grievance is not resolved at Step One (or, given the nature of the grievance, Step Two begins the process) the student may file a written grievance with the Vice President of Student Success or Vice President of Workforce Development, as appropriate to the complaint. The written grievance must contain, with specificity, the facts supporting the grievance and the attempt, if applicable, to resolve the grievance at the first level.

The Vice President of Student Success or Workforce Development (or, depending on the nature of the grievance, another appropriate Vice President) shall review the written grievance and refer it to the appropriate administrator, or conduct whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the grievance. The Administrator or Vice President shall provide his or her written decision within 10 business days after receipt of the grievance. If the student is dissatisfied with the resolution reached by the Vice President, he or she may proceed to Step Three within five (5) business days after receipt of the Vice President’s written determination. Not proceeding to Step Three within the time period will result in the grievance not being heard and the matter being closed.

3. Appeal – Step Three
If the student is not satisfied with the Vice President’s determination, the student may appeal to the President. The appeal must be in writing, must provide a written summary of the facts and must contain any other documentation pertinent to the matter. The President or his or her designee may, at his or her discretion, assemble the Grievance Committee to further investigate the matter and make a recommendation to the President. The President or designee will conduct an “on the record” review and conduct any further investigation that is necessary to ascertain the facts needed to make a determination. At the conclusion of the investigation and not later than fifteen (15) business days after receipt of the student’s appeal, the
President or designee shall provide a written decision to the student. The President’s decision is final. After a student has exhausted the College’s complaint or grievance procedures, if a matter remains unresolved, a formal complaint may be filed with the North Carolina Community College System using the online Student Complaint Portal hosted by the Licensure Division of the University of North Carolina System Office. The Portal can be found online at https://studentcomplaints.northcarolina.edu.

For more information, send an email to studentcomplaint@northcarolina.edu.

*June 13, 2022*

**State Authorization Grievance Process**

Alamance Community College desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. Students residing outside of the State of North Carolina while attending ACC who desire to resolve a grievance should follow the College’s Student Grievance Procedure.

If a complaint cannot be resolved through the institution’s grievance procedures, students may file a complaint with NCSEAA within two years of the occurrence of the complaint.

**SARA-NC Contact Information:**

SARA North Carolina  
North Carolina State Education Assistance Authority  
P.O. Box 14103  
Research Triangle Park, NC 27709  
Toll Free Phone: (855) SARA-1-NC (727-2162)  
Local Phone: (919) 549-8614, ext. 4667  
Email: information@saranc.org  
Website: www.saranc.org/Complaint.html  
Student Complaint Policy:  
www.saranc.org/Complaint.html  
Student Complaint Form:  
www.saranc.org/docs/SARA-NC-ComplaintForm.pdf
General Information

Accreditation
Alamance Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts, the Associate in Applied Science, the Associate in Engineering, the Associate in Fine Arts, Associate in General Education, and the Associate in Science. Questions about the accreditation of Alamance Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org).

In addition to this accreditation, many individual programs have accreditation or licensing boards as listed in the College catalog or at www.alamancecc.edu/about-acc-site/acc-accreditation/. Copies of these accreditations can be obtained from the Office of the Executive Vice President.

Degree Programs, Training and Other Educational Offerings
A complete and detailed listing of the college’s degree programs and completion requirements can be found in the College catalog or at www.alamancecc.edu/academic-programs/.

Full-time faculty members, with their degree qualifications, are listed by program area in the College catalog. Contact information for college faculty is on the College’s website at: www.alamancecc.edu. Click on Employee Directory at the bottom of the home page.

Students who need to complete a high school diploma or high school equivalency exam can find information at the College’s Assessment Center (336-506-4376) or at www.alamancecc.edu and click on Degrees and Programs, then click GED/Adult High School/ESL.

Tuition and Costs of Attendance
Tuition is established by the North Carolina General Assembly. The current tuition and fee rates change annually and are published on the College’s website at www.alamancecc.edu/financial-aid-site/tuition-and-fees/. Specific program fees, insurance and graduation fees are listed in the college catalog. Transportation costs vary depending on the distance a student must commute to the college. Programs containing work-based learning, clinicals, or externships also have transportation requirements to the individual sites. Programs with these requirements are listed in the College catalog. Cost of textbooks for each course is posted on Self Service on the College website.

Withdrawals and Refunds
Students must officially withdraw from courses to be eligible for refunds. To withdraw from a course, students should contact their faculty advisor or the Student Success office. Students will receive a 100 percent refund of tuition and fees if they withdraw before classes begin or if a course for which they are registered is canceled. A 75 percent refund is given once classes begin and up to the 10 percent point of a given course. Information on refund policies is in the College catalog, Curriculum Student Handbook and at www.alamancecc.edu/fiscal-services-site/refund-policy/.

Disability Services
The Disability Services Office is located in the Student Success Center on the Carrington-Scott Campus. Information on available services and how to access these services can be found on the College website at www.alamancecc.edu/services-for-students-site/disability-services/.
Student Right to Know Act Policy

Pursuant to the Student Right to Know and Campus Security Act (the “Act”), the College is required to publicly disclose relevant graduation and transfer rate information for its students.

The Act provides a consumer information report designed for public access to relevant graduation and transfer information to enable students to make informed decisions regarding their college choice. The College makes available to currently enrolled as well as prospective students the graduation and transfer rate for the most recent cohort of entering students based on a one-year reporting period.

The report is a cohort-based study. The cohort is comprised of students who enrolled as first-time college students who attended full-time (i.e., 12 or more hours) and declared themselves as degree seeking. The graduation and transfer rate for the cohort is calculated one year after the cohort’s initial date of enrollment. These numbers can be misleading because many community college students attend part-time. Those students are not included in this report. Moreover, students with academic goals other than transfer or degree seeking are not included in this report. Also, not included with the report are those students who leave school to serve in the armed services, on an official church mission, or with a recognized foreign aid service of the Federal government.

The report is updated annually and is available online at https://nces.ed.gov/collegenavigator. Students should type “Alamance Community College” under “Name of School” and press the “Enter” key.

June 13, 2022

FERPA Annual Notice Procedure

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

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

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

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

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

D. A College official includes any of the following when that person has a legitimate educational interest in having access to the information:
1. Any administrator, certified staff member, or support staff member (including health, medical, safety, and security staff) employed by the College;
2. A member of the College’s Board of Trustees;
3. A contractor, consultant, volunteer, or other party to whom the College has outsourced services or functions, such as, but not limited to: an attorney, auditor, cloud storage provider, consultant, expert witness, hearing officer, law enforcement unit, investigator, insurer/insurance company adjuster, investigator, or any other claims representative, medical providers or consultants, or counselors/therapists, provided that the person is performing a service or function for which the College would otherwise use employees, is under the direct control of the school district with respect to the use and maintenance of education records, and is subject to FERPA requirements governing the use and re-disclosure of personally identifiable information from education records; and
4. A person serving on a committee appointed by the College, such as a disciplinary or grievance committee or other review committee.

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

E. The College may release Directory Information about you unless you have advised the College to the contrary. The College has designated the following information as Directory Information: name; program (major field) of study; dates of attendance, grade level and enrollment status; and degrees, diplomas, certificates, honors and awards received. In addition, the College releases the following limited-use directory information: College-issued photographs, videos, or other media containing a student’s image or likeness are disclosed by the College and/or third parties contractually affiliated with the College (such as vendors and partner institutions with a joint memorandum of understanding) for purposes limited to: a) publication in print and/or on web sites/social media hosted by, on behalf of, or for the benefit of the College for purposes including but not limited to marketing, public relations, outreach, press releases, or College ID cards; and b) at College events including but not limited to college fairs, job fairs, open houses, and student organization activities.
1. The College shall only release Directory Information to individuals and organizations that demonstrate, in the College’s opinion, a legitimate, education interest in the information or provide a direct service to the College; provided, however, the College shall release Directory Information to military recruiters in compliance with the Solomon Amendment unless you specifically restrict the release of your Directory Information.
2. If you do not want the College to disclose your Directory Information described above from your education records to the recipients identified above without your prior written consent, you must submit a completed Student Release Form to the Office of Enrollment Management within
14 days of the beginning of the academic year or within 14 days of you enrolling in the College.

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

G. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Questions regarding student records should be directed to the College’s Admissions/Records Office.

June 13, 2022

Campus Security Reporting Act - Clery Act Policy

I. POLICY OVERVIEW
The College is committed to providing a safe and secure environment for all members of the College’s community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

II. DEFINITIONS
A. Campus Security Authority (CSA) is a Clery-specific term that encompasses four groups of individuals and organizations associated with an educational institution:
1. A member of the educational institution’s police department or campus security department;
2. Any individual(s) who has responsibility for campus security but who does not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into the College’s property);
3. Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. For purposes of this College, this individual is the Director of Public Safety; and
4. An official or someone who has significant responsibility for student and campus activities, including, but not limited to: student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on the College’s behalf.

B. Clery Act Crimes are the following crimes that must be reported by Campus Security Authorities to law enforcement and crimes that are listed in the College’s Annual Security Report:
1. Murder/non-negligent manslaughter; negligent manslaughter; sex offenses (forcible and non-forcible); domestic and dating violence; stalking; robbery; aggravated assault; burglary; motor vehicle theft; and arson;
2. Hate Crimes: any of the above-mentioned offenses, and any incidents of larceny-theft; simple assault; intimidation; or destruction/damage/vandalism of property that was motivated by bias towards race, religion, ethnicity, national origin, gender, sexual
orientation, gender identity, or disability; and
3. Arrests and referrals for disciplinary action for weapons (carrying, possessing, etc.); drug abuse violations and liquor law violations.

C. College Property is all of the following property:
1. Campus Grounds, Buildings and Structures – Any building or property owned by or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College’s educational purposes; and any building or property that is within or reasonably contiguous to such buildings, or property that is owned by the College but controlled by another person and is frequently used by students and supports College purposes.

2. Off-Campus and Affiliated Property – Any building or property owned or controlled by a student organization that is officially recognized by the College; or any building or property owned or controlled by the College that is used in direct support of, or in relation to, the College’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.

3. Public Property – All thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

III. SAFETY AND REPORTING PROCEDURES
The College encourages all members of the College community to report suspicious or criminal activity to law enforcement as soon as possible. Crimes may be reported anonymously. In the event of a crime in progress or a risk of harm to persons or property, call 911.

In addition, CSAs have a legal obligation to file a report of suspected criminal activity with the Department of Public Safety to ensure statistical inclusion of all Clery Act Crimes in the College’s Annual Security Report, when those crimes occur on or near College Property. Any individual identified by the College as a CSA shall receive notification of that designation and the requirement that the individual report information about Clery Act Crimes. Training will also be provided to all persons with this designation. While CSAs must report any Clery Act Crime that comes to their attention, at the request of the victim, the victim’s identity may remain anonymous.

To promote safety and security at the College, and in compliance with the Clery Act, the College shall:
A. Submit crime statistics to the United States Department of Education.

B. Maintain a daily crime log (open to public inspection).

C. Issue campus alerts to warn the College community in a timely manner when there is information that a Clery Act Crime has occurred that represents a serious or ongoing threat to campus safety.

D. Issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The College tests the emergency notification procedure bi-annually.

E. Publish and maintain an Annual Security Report containing safety and security related policy statements and statistics of Clery Act Crimes occurring on College Property. To prepare the Annual Security Report, the College collects, classifies, and counts crime reports and crime statistics. The Annual Security Report is avail-
Registered Sex Offender Information

Members of the campus community can obtain information about registered sex offenders by contacting the online national registry at nsopw.gov or State Bureau of Investigation web page at sexoffender.ncsbi.gov/disclaimeraspx, 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.

Constitution Day Activities

Held annually on September 17, Constitution Day is a campus-wide, collaborative event hosted by the Department of Social and Behavioral Sciences and the Student Government Association. The event is held on the Carrington-Scott Campus, in and around the school auditorium. The day is highlighted by a guest speaker and also includes games, a Constitution quiz, and voter registration. Announcement of Constitution Day activities are send via students’ ACCess email and can be found on the College’s website: www.alamancecc.edu under News and/or Events.
Alcohol and Drugs on Campus Policy

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

All students shall adhere to the following:

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

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

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

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

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

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

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

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

D. The College does not differentiate between drug users, drug pushers, or sellers.

Any student in violation of Section A herein will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

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

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

G. When required by state or Federal regulations, the Student Services office will notify the appropriate government agency within ten days of receiving notice from the student or otherwise receiving actual notice of such a conviction.

H. In addition to this Policy, students employed by the College, including students employed under the College’s Work Study Program, shall adhere to the requirements in Policy 3.4.2 – Employees - Drugs and Alcohol on Campus.

June 13, 2022

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
### Types of Drugs

| Schedule I | Heroin, LSD, Peyote, Mescaline, Psilocybin (shrooms), other hallucinogens, Methaqualone, (quaaludes), Phencyclidine (PCP), and MDA |
| Schedule II | Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Seconal, Nembutal, cocaine, amphetamines, and other opium and opium extracts and narcotics |
| Schedule III | Certain barbiturates such as Amobarbital and codeine containing medicine such as Fiorinal #3, Doriden, Tylenol #3, Empirin #3 and cocaine-based cough suppressants such as Tussionex and Hycomine; and all anabolic steroids |
| Schedule IV | Barbiturates, narcotics and stimulants including Valium, Talwin, Librium, Equanil, Darvon, Darvocet, Placidyl, Tranzene, Serax, Ionamin (yellow jackets) |
| Schedule V | Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium, and atropine, such as Terpine Hydrate with codeine, Robitussin AC |
| Schedule VI | Marijuana, THC, hashish, hash oil, Tetrahydrocannabinol |

### Health Risks

| Schedule I | Psychologically and physically addictive; depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallucinogens; possible damage to unborn fetus |
| Schedule II | 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 |
| Schedule III | 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 |
| Schedule IV | Psychologically and physically addictive; drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus |
| Schedule V | Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness, withdrawal symptoms, including runny nose, watery eyes, panic, chills, cramps, irritability, nausea; possible damage to unborn fetus |
| Schedule VI | 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 |

### Malt Beverage

- **Beer**: 1/2 of 1% to 6% alcohol;
- **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.

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
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<tr>
<th>To Possess with Intent to Sell or Deliver; to Manufacture or to Sell and/or Deliver</th>
<th>Maximum Penalty:</th>
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<tr>
<td>Ten years in prison and/or fine (felony)</td>
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<th>To Possess</th>
<th>Maximum Penalty:</th>
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<tr>
<td>Five years in prison and/or fine (felony)</td>
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**Maximum Penalty:**
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)

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<th>Maximum Penalty:</th>
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<td>Ten years in prison and/or fine (felony)</td>
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<th>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)</th>
<th>Maximum Penalty:</th>
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<tr>
<td>Five years in prison and/or fine (felony)</td>
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<th>Maximum Penalty:</th>
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<td>Six month in prison and fine (misdemeanor)</td>
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<th>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 tetrahydrocannabinol isolated from the resin of marijuana: Five years in prison and/or fine (felony)</th>
<th>Maximum Penalty:</th>
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<tbody>
<tr>
<td>Five years in prison and/or fine (felony)</td>
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<tr>
<th>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</th>
<th>Maximum Penalty:</th>
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<tr>
<td>Ten years in prison and/or fine (felony)</td>
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**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