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IDENTIFICATION CARDS

Student identification (I.D.) cards will be issued when the student is officially registered in curriculum courses. This card admits students to social, cultural, athletic, and educational events on campus, and should be available for identification on campus at all times.

LEGAL REF.: G.S. 115D-20

HISTORY NOTE: Effective 10-12-88

FACULTY ADVISEMENT

Each student will be assigned a faculty advisor during the admissions process. The advisor provides the student with information about educational, administrative, career, and extracurricular matters. The advisor guides the student through the student's program of study. Together, the advisor and the student plan the student's schedule each semester to ensure that the student meets graduation requirements. The advisor approves all forms affecting the student's schedule.

LEGAL REF.: G.S. 115D-20

HISTORY NOTE: Effective 10-12-88

COUNSELING AND ASSESSMENT SERVICES

Counseling services for students will be provided by professional personnel during the day and evening hours. Information concerning entrance and graduation requirements, financial aid, employment trends, job opportunities, and student policies are part of the services to be provided by the counseling staff. Support services for students enrolled in distance education courses may be obtained by contacting the Counseling Department.

Assessment activities, such as interest inventories and tests, are used by the counseling staff to enable each student to better understand his or her strengths, needs, interests, and values. Counselors are available to administer and interpret these assessment activities by request of individual students.

LEGAL REF.: G.S. 115D-20

HISTORY NOTE: Effective 10-12-88

Student Government Association

The organization and activities of the Student Government Association (SGA) are under the supervision of the Dean of Student Development.

All activities of the SGA are directed by the Constitution and Bylaws of the Student Government Association of Piedmont Community College.

The Dean of Student Development with the approval of the Vice President of Instruction and Student Development appoints a SGA advisor. The SGA advisor receives an additional compensation of \$125.00 per month above his/her regular salary.

The functions of the SGA advisor are to:

- Attend all regularly scheduled meetings of the Executive Council of the SGA.
- Assist SGA officers in carrying out the responsibilities of their office by helping to identify resources and by monitoring progress of planned events.
- Oversee the SGA budget and assist the SGA Treasurer in preparing annual budget and monthly reports.
- Participate in planned activities as needed.
- Ensure that appropriate paperwork is maintained and submitted for events.
- Guarantee that officers are fulfilling their responsibilities and are appropriately compensated at the end of each semester.
- Coordinate the SGA election of new officers in the spring semester each year.
- Facilitate the transition and training of the new officers.
- Keep the Dean of Student Development informed of SGA related activities.

HISTORY NOTE: Effective 2-24-76
Revised 12-16-80
Revised October, 2001

**Constitution and Bylaws
Of the
Student Government Association
Of
Piedmont Community College**

RATIFIED: November 27, 1990

AMENDED: February 25, 1991

AMENDED: March 25, 1997

AMENDED: February 14, 2001

PREAMBLE

We, the students of Piedmont community College, in order to promote the general welfare of students, to foster a spirit of democracy and unity in all student activities, to promote the growth and development of the College, and to promote college-community relations, hereby establish the Constitution.

ARTICLE I. COMPOSITION OF THE STUDENT GOVERNMENT ASSOCIATION

Section 1. The Student Government Association shall be composed of the Executive Council, the Student Senate, and the students of Piedmont Community College.

Section 2. Every registered student shall be governed by the constitution and Bylaws of the Student Government Association.

ARTICLE II. EXECUTIVE COUNCIL

Section 1. **AUTHORITY AND COMPOSITION** –The executive power of the students shall be vested in the Executive Council composed of the Student Government Association President, Vice-President, Secretary, Treasurer, Parliamentarian and Caswell Campus Member-at-large.

Section 2. **POWERS** – The Executive Council shall act as a liaison between the Student Government Association and the administration and faculty of Piedmont Community College.

Section 3. **MEETINGS** – The Executive Council shall meet at least once a month with the Student Government Association Advisor.

Section 4. **COMPENSATION** – The Executive Council members shall receive tuition re-imbusement at the end of each semester of office (fall and spring semesters only).

ARTICLE III. STUDENT BODY OFFICERS

Section 1. **STUDENT GOVERNMENT PRESIDENT** – The President of the Student Government shall:

- A. Be the chief executive officer of the Student Government Association.
- B. Enforce all decisions of the Executive Council and execute all administrative responsibilities of the Executive Council.
- C. Represent the Student Government Association in relations with the administration and students of other academic institutions.
- D. Sign all documents, minutes, budgets, or other measures approved by the Student Government Association.
- E. Call and preside at all meetings of the Senate and the Student Government.
- F. Call and preside at all meetings of the Executive Council.
- G. Approve all disbursements and requisitions of the Student Government Association funds in the absence of the Treasurer.
- H. Serve as ex-officio member of all the committees of the Student Government Association.
- I. Appoint students to committees where appropriate with approval of the Executive Council.
- J. Call special meetings of the Executive Council as necessary.
- K. Serve as an ex-officio member to the Piedmont Community College Board of Trustees.

Section 2. **STUDENT GOVERNMENT VICE PRESIDENT** – The Vice President shall:

- A. Preside at all meetings of the Executive Council, the Senate and the Student Government Association in the absence of the President.

- B. Assist the Student Government President in the performance of his/her duties.
- C. Exercise the powers of the Student Government President when the President is unable to do so.
- D. Succeed to the office of President if he/she is unable to do so.
- E. Serve as editor of the student newsletter and coordinate all print and electronic publications.

Section 3. STUDENT GOVERNMENT SECRETARY – The Secretary of the Student Government shall:

- A. Maintain records and minutes of all meetings of the Executive Council and provide a copy to the Dean of Student Development within five days of all meetings.
- B. Maintain minutes of all meetings of the Student Government Association.
- C. Assist the Student Government Association President in the performance of his/her duties.
- D. Render reports as requested by the President.
- E. Attend to all correspondence of the Executive Council.

Section 4. STUDENT BODY TREASURER – The Treasurer of the student body shall:

- A. Prepare an annual budget in March for presentation to the Executive Council. The budget approved by the Executive Council will then be forwarded by the Student Government Association President through the Dean of Student Development and Vice President for Instruction and Student Development to the President of the College for adoption by the Board of Trustees. The budget shall show anticipated revenue from the student activity fees and projected disbursements for student activities such as student clubs, athletic teams and events, dances and other socials, the student newspaper, and similar activities. The official financial records shall be maintained in the College business office and shall be audited by the North Carolina State Auditor's Office. Unspent funds shall be carried forward according to the practices, rules and regulations of the College business office.

- B. Approve all disbursements and requisitions of Student Government Association funds.
- C. Maintain records of all allocations and expenditures of Student Government Association funds.
- D. Have the authority to audit the financial records of any student organization that receives funds under the Student Government Association budget or is recognized and accredited by this Constitution and Bylaws as requested by the Student Government President.
- E. Collect and deposit funds from SGA related fund raising activities.

Section 5. STUDENT GOVERNMENT PARLIAMENTARIAN –

The Parliamentarian shall:

- A. Establish and maintain parliamentary order at the business meetings of the Piedmont Community College Student Government Association (PCC SGA).
- B. Act as advisor to the Executive Council in the interpretation of the PCC SGA Constitution.
- C. Serve as a voting member of the PCC SGA Executive Council.
- D. Oversee the election of PCC SGA Executive Council members as established in the PCC SGA Constitution.
- E. To conduct and report on the PCC SGA surveys and research as necessary to establish the constituency and research the concerns of the membership as deemed desirable by the PCC SGA Executive Council.
- F. Assist in all other areas related to parliamentary procedure as deemed desirable by the Executive Council and the purposes of this organization.
- G. Shall interpret the Constitution according to Robert's Rules of Order, Newly Revised.

Section 6. STUDENT GOVERNMENT CASWELL MEMBER-AT-LARGE -
The Caswell Member-at-large shall:

- A. Coordinate all activities with the Executive Council at the Caswell Campus.
- B. Serve as a representative of the Caswell Campus in all SGA decisions.
- C. Serve as a link between Administration of Caswell Campus and Executive Council.
- D. Maintain a presence on Caswell Campus.

ARTICLE IV. ELECTION AND POWERS OF THE EXECUTIVE COUNCIL

- Section 1. Elections for Student Government Association officers will be held by the third Friday in March.
- Section 2. All candidates for office must announce their candidacy within ten (10) school days prior to the election and must be prepared to present their qualifications to the student body in written and/or oral presentations as established by the Student Government Association.
- Section 3. All candidates for office must be enrolled and receive credit for six (6) hours during the previous semester with a cumulative 2.5 GPA in the Associate Degree, Diploma, and Certificate programs.
- Section 4. Officers shall be elected by full and part-time enrolled curriculum students.
- Section 5. All candidates for office shall be elected by a majority of student votes cast at the time of the annual election.
- Section 6. All student votes shall be secret ballot, and no soliciting at the polls will be permitted.
- Section 7. The annual election shall be under the supervision of the Dean of Student Development or his/her designee.
- Section 8. The Executive Council is authorized to conduct SGA business between regular scheduled meetings as needed with ratification at the next scheduled meeting.

ARTICLE V. REGULAR GOVERNING OFFICERS

- Section 1. Any officer failing to maintain at least a 2.5 cumulative GPA each semester will forfeit his/her office.
- Section 2. An officer who is absent without official excuse from the SGA advisor for over three (3) regularly scheduled meetings will forfeit his/her office.
- Section 3. An officer who does not enroll for a minimum of six (6) credit hours per semester in fall and spring semesters will forfeit his/her office.
- Section 4. Should any officer resign, leave school, or be removed from office, the Executive Council will appoint a person to serve until the next scheduled election for that office. The Dean of Student Development of Piedmont Community College must approve the selection.
- Section 5. Should an officer act in some way contrary to the Piedmont Community College Code of Conduct, he/she will be treated, as would any other student and will be subject to the same disciplinary actions. In addition, the Dean of Student Development has the authority to remove the officer from office, along with other appropriate disciplinary actions. The officer thus removed may appeal this decision through the Grievance and Student Appeal Procedure.
- Section 6. Collectively, SGA officers shall maintain a minimum of 10 posted office hours in the SGA office and be available to hear student comments.

ARTICLE VI. STUDENT SENATE

- Section 1. The Student Senate is to be comprised of one student and an alternate from each curriculum program. The Senate members and/or alternates will act as representatives for each program area in the planning and implementing of student activities and programs for Piedmont Community College.
- Section 2. Each Student Senate representative and alternate will be appointed no later than ten (10) days following the first day of class at the beginning of fall semester by the instructor(s) for each curriculum area.

Section 3. If a member of the Student Senate should resign or withdraw from school, a substitute will be appointed by the curriculum area instructor(s).

ARTICLE VII. STUDENT GOVERNMENT ASSOCIATION

At least one meeting of the Student Government Association will be held each semester. The Student Government President will preside at these meetings and will ask for reports from all committees. Meetings will be held at both day and evening times to allow all students to attend, alternating between Caswell and Person campuses.

ARTICLE VIII. REQUIREMENTS FOR STUDENT CLUBS AND ORGANIZATIONS

Section 1. Organizational requirements:

- A. A proposed student club or organization should display evidence of a sound organizational philosophy.
- B. A proposed student club or organization must select faculty advisors and recruit at least three (3) student members.
- C. Each proposed student club or organization must submit to the Student Government Association a petition for authority and a proposed constitution and bylaws to show just cause for the organization's existence.
- D. Each student club or organization will receive its charter after the SGA has reviewed and approved the proposed constitution and bylaws.

Section 2. For a club to be considered for funds requested from the SGA budget, a representative of the club must:

- A. Actively participate in the Student Senate.
- B. Issue a written request to the President of the SGA outlining the funds needed, how the funds are to be spent, and what funds the club has raised or will raise through the club's own fund raising efforts.

ARTICLE IX. ADMINISTRATIVE RELATIONSHIPS

Section 1. It is recognized that any authority vested in the SGA is delegated authority and may be withdrawn by the College administration.

Section 2. Any action taken by the Student Government association is subject to review and approval by the President of Piedmont Community College.

ARTICLE X. AMENDMENTS

Section 1. Amendments to the Constitution may be proposed by majority vote of the Student Senate or by a petition filed by 20 percent of eligible students.

Section 2. Proposed Constitutional amendments shall be announced to the eligible students at least one (1) week prior to the referendum which shall be held no later than two (2) weeks after the petition or majority vote of the Student Senate. Two-thirds of the eligible students voting will enact the Constitutional amendment.

ARTICLE XI. RATIFICATION

Section 1. To accomplish ratification of the Constitution:

- A. It shall be presented to the eligible students at least one (1) week prior to the referendum.
- B. The two-thirds majority of the votes cast in the referendum shall be in the affirmative for ratification.
- C. It shall be approved by the President of the College and the Board of Trustees.

Section 2. This Constitution will take effect on the first day of the new semester following ratification.

ARTICLE XII. DISSOLUTION

In the event the Student Government Association should be dissolved, all assets, after all just debts have been paid, shall be turned over to Piedmont Community College, or the Piedmont Community College Foundation. Should the College or the Foundation be unable, or unwilling, to accept these assets, they will be distributed to a local fund, foundation or corporation organized and operated exclusively for the purposes specified in Section 501 (c) (3) of the Internal Revenue Code.

CODE OF CONDUCT

All students at Piedmont Community College have the same rights and privileges of any adult citizen of the United States.

The students of Piedmont Community College are required to conduct themselves at all times as responsible adults. Therefore, such acts as stealing, cheating, plagiarizing, gambling, using profane language, engaging in personal, physical or verbal combat, smoking in unauthorized areas, damaging or destroying school property, or possessing dangerous weapons, explosive devices, fireworks, alcoholic beverages or narcotics on campus are prohibited. Any type of illegal, immoral, or improper act that would have an adverse effect on the educational pursuits of Piedmont Community College cannot be tolerated. Any violation of the above-stated Code of conduct could result in disciplinary action and ultimately expulsion from Piedmont Community College and/or legal action against the perpetrators.

In an educational environment, each instructor has the responsibility to maintain a classroom climate conducive to student learning. The instructor also has the authority to dismiss from class or have removed any element that disrupts that climate or interferes with the rights of other members to learn. The instructor does have an obligation to make students aware of rules for the class and to inform students if they are violating any class rules. Students are encouraged to express their opinions and ideas in class in an orderly manner since a free exchange of views enhances the learning process. However, verbal combat and abuse between students and instructors is not condoned and is unacceptable in the teaching/learning situation.

Piedmont Community College honors the right of free discussion and expression, peaceful picketing and demonstrations, and the right of petition and assembly. However, willful disruption of the educational process, destruction of property, and interference with the rights of others are not tolerated. It is the policy of the College to deal with any such disruption, destruction, or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex, or political beliefs. Persons who engage in, or incite others to engage in, disruptive acts shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, discharge, or dismissal from the College. Further policies and procedures regarding disruptive acts including appeals procedures may be found in Title XI, Bylaws of the Piedmont Community College Board of Trustees, on file in the Learning Resources Center, the President's Office, and the Dean of Student Development's Office.

All Students are encouraged to maintain and take pride in neat, clean and appropriate clothing and appearance while on campus. Safety in vocational shop areas requires the wearing of shoes, safety glasses and in some cases protective clothing. Instructors explain to students the clothing necessary in their areas.

LEGAL REF.: G.S. 115D-20

HISTORY NOTE: Effective 8-9-77

Revised October, 2001

PLAGIARISM

Whether intentional or unintentional, plagiarism is “the wrongful act of taking the product of another person’s mind and presenting it as one’s own” (Alexander Lindey, *Plagiarism and Originality*, 1952).

The following acts are examples of intentional plagiarism:

- Copying material from a published source to avoid having to devise one’s own ideas.
- Failing to give clear and proper credit to an idea, phrase, or quotation taken from a source.
- Purchasing a pre-written paper.
- Having someone other than the stated author complete an assignment, or part of an assignment.

Unintentional Plagiarism occurs when a student provides sources for his or her work, but the sources are cited incorrectly or inadequately. Handbooks with documentation rules for Modern Language Association (MLA) and American Psychology Association (APA), two source documentation styles, are housed in the Caswell County Campus Resource Center and in the Person County Campus Learning Resource Center. Students are also encouraged to speak with their instructors when they are uncertain about documenting their sources in class assignments.

Plagiarism will result in disciplinary action, and repeated offenses will lead to increased penalties that may ultimately result in expulsion from the College, as set out below:

- A student who unintentionally plagiarizes will receive a warning and instruction on proper citation, style, and usage for the first offense.
- A student who unintentionally plagiarizes a second time in a single course will receive a course grade of F in the course in which the student plagiarized.
- A student who intentionally plagiarizes will receive a course grade of F in the course in which the student plagiarized.
- If a student receives a course grade of F due to plagiarism, the course instructor will notify the Dean of Student Development using the Plagiarism Incident Report Form.
- If a student receives three course grades of F due to plagiarism, as determined by records kept in the office of the Dean of Student Development, he or she will be expelled from the College.

Legal Reference: G.S. 115 D-20

History Note: Effective January 20, 2004

Plagiarism Incident Report Form

In accordance with the Piedmont Community College Plagiarism Guidelines, this form must be completed and forwarded to the Dean of Student Development when a student commits an act of plagiarism.

Semester: __ Fall __ Spring __ Summer Year: _____

Instructor's Name: _____

Student's Name: _____

Student's ID: _____

Course Prefix/Number/Title and Section:

Assignment Description:

Nature of Plagiarism: _____

Action Taken by Instructor: _____

Date of Offense: _____

Date of Report: _____

Instructor

Date

Academic Dean

Date

Dean, Student Development

Date

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (the “Buckley Amendment”) creates for students the following rights with respect to their education records:

1. To inspect and review information contained in records.
2. To challenge the content of the records.
3. To a hearing if the outcome to the challenge is unsatisfactory to the student.
4. To submit an explanatory statement for inclusion in the record if the outcome of the hearing is satisfactory.
5. To prevent disclosure, with certain exceptions, of personally identifiable information.
6. To secure a copy of the Piedmont Community College policy on education records which lists the locations of all education records maintained by the College.
7. To file complaints with the U.S. Department of Education concerning alleged failures by the institution to comply with the Family Educational Rights and Privacy Act. Piedmont Community College intends to comply fully with those requirements. “Student Records Policies and Procedures for Piedmont Community College” explains the procedures for compliance. Students may obtain copies of the Policy in the Office of the Coordinator of Student Records. The policy includes a list of locations of all education records maintained by the institution. The following information is categorized as “directory information” and release does not require consent of the student: student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, PCC student email address, dates of attendance, degrees and awards received, the most recent institution attended by the student and photographs. Currently enrolled students may request that directory information not be disclosed by completing the appropriate form available in the Office of the Coordinator of Student Records by the end of late registration each semester.

All questions concerning this Piedmont Community College policy on educational records may be directed to the attention of the Coordinator of Student Records.

LEGAL REF.: G.S. 115D-20

HISTORY NOTE: Effective September 31, 1975

Revised October 12, 1988

Revised October, 2001

Revised July, 2007

STUDENT RECORDS POLICIES AND PROCEDURES FOR
PIEDMONT COMMUNITY COLLEGE

DEFINITIONS

For the purposes of this policy, Piedmont Community College has used the following definitions of terms:

Student - any person who attends or has attended Piedmont Community College.

Education records - any record (in handwriting, print, tapes, film, computer, or other medium) maintained by Piedmont Community College or an agent of the College which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records created and maintained by Piedmont Community College Security Department for law enforcement purposes.
3. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after he or she is no longer in attendance at the College and which do not relate to the person as a student.

ANNUAL NOTIFICATION

(NOTE: A college or university is required by S 99.7 of the FERPA regulations to provide students annual notification of their FERPA rights.)

Students will be notified of their FERPA rights annually by publication in the Piedmont Community College Catalog and Student Handbook and at the College Website: www.piedmont.cc.nc.us.

PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the appropriate records custodian.

Students should submit to the records custodian or an appropriate College staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The records custodian or an appropriate College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him.

LIMITATION ON RIGHT OF ACCESS

Piedmont Community College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 1975.
3. Records connected with an application to attend Piedmont Community College if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

REFUSAL TO PROVIDE COPIES

Piedmont Community College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of Piedmont Community College.
2. The student has an unpaid financial obligation to Piedmont Community College.

3. There is an unresolved disciplinary action against the student.
4. The education record requested is an exam or set of standardized test questions.

FEEES FOR COPIES OF RECORDS

The first request for a student transcript is free. Each additional copy is \$3.00. The fee for copies of other records will be \$.10 per page.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types locations and custodians of records that the College maintains.

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Admissions Records Semester Prior to 1 st Enrolled	Admissions Office E207 Admissions	Coordinator of Admissions
After 1 st Semester Enrolled	Records Office E207	Coordinator of Student Records
Cumulative Academic Records (Current students, former students and graduates.	Records Office E207	Coordinator of Student Records
Health Records (Nursing Students only) Prior to admission to T059 program.	Admissions	Coordinator of Admissions
After Admission to to T059 Program	Records Office	Coordinator of Student Records
Financial Records	Cashier's Office	Director, Financial Services
Financial Aid Office E229D	Financial Aid Office E205A	Director of Financial Aid & Veteran's Affairs

Veteran's Affairs	Financial Aid Office E205A	Director of Financial Aid & Veteran's Affairs
Progress Forms At each Department	Faculty Office	Instructor/Advisor
Disciplinary Records	Dean of Student Development Office E-201	Dean of Student Development
Occasional Records (Student education records not included the types listed above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.)	The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review.	The College staff person who maintains such occasional systems in records

DISCLOSURE OF EDUCATION RECORDS

Piedmont Community College will disclose information from a student's education records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is:

1. To school officials who have a legitimate educational interest in the records.
A school official is:

A person employed by the College in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.

A person elected to the Board of Trustees.

A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.

A person who is employed by the Piedmont Community College Security Unit.

A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official is:

Performing a task that is specified in his or her position description or contract agreement.

Performing a task related to student's education.

Performing a task related to the discipline of a student.

Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

Maintaining the safety and security of the campus.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the College.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who is claimed as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.
11. To individuals requesting directory information so designated by the College.

12. The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

RECORD OF REQUESTS FOR DISCLOSURE

Piedmont Community College will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

DIRECTORY INFORMATION

Piedmont Community College designates the following items as Directory Information: student name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The College may disclose any of those items without prior written consent, unless notified in writing to the contrary by the end of late registration each semester.

CORRECTION OF EDUCATION RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the Dean of Student Development of Piedmont Community College in writing to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his or her privacy rights.
2. Piedmont Community College may comply with the request or it may decide not to comply. If it decides not to comply, Piedmont Community College will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, Piedmont Community College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.

4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. Piedmont Community College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Piedmont Community College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
7. If Piedmont Community College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained apart of the student's education records as long as the contested portion is maintained. If Piedmont Community College discloses the contested portion of the record, it must also disclose the statement.

CLUBS, ORGANIZATIONS AND ACTIVITIES

A student's experience at Piedmont Community College should not begin and end in the classroom. Various activities, opportunities and functions of a social and professional nature are offered in order to provide a well-rounded campus atmosphere. The College encourages participation in student organizations and activities. All student organizations must be approved by the administration and chartered by the Student Government Association. The assigned faculty or staff advisor under the supervision of the Dean of Student Development must approve activities of the organization. Each organization must meet and adhere to the criteria and procedures established by the administration and the Student Government Association as established in sections 7.4 and 7.9 of this manual.

LEGAL REF.: G.S. 115D-20

HISTORY NOTE: Effective October 12, 1988

Revised October 21, 1992

Revised October, 2001

STUDENT PUBLICATIONS

All Student publications operate under the jurisdiction of the SGA and the Dean of Student Development. The Dean or designated advisor is responsible for supervising, budget control, and editing, of student publications. The Dean is assisted by faculty and other staff as necessary. Contributions of articles and assistance in layout, editing and other duties are welcome. Students interested in working on student publications should visit the SGA office or Dean of Student Development for more information.

Student publications, before any distribution, must be approved by the President's designee. The College requests that the student publications be consistent with the policies and the responsibilities of Piedmont Community College.

LEGAL REF.: G.S. 115D-20

HISTORY NOTE: Effective March 14, 1978

Revised October 12, 1988

Revised October, 2001

STUDENT FUND RAISING GUIDELINES

1. All fund raising activities should reflect the integrity of the institution with the Business Office having the option to audit without prior notice any fund raising activities of an organization.
2. The faculty advisor for the student organization will complete the top portion of the Student Fundraising Activity Form and submit it to the Dean of Student Development for approval.
3. All funds whether cash or check are subject to the "Daily Deposit Law," G.S. 147-77.
4. Within one (1) week of completion of the fundraising activity, the lower portion of the Student Fundraising Activity Form, "Profit and Loss Statement," should be completed and funds deposited in the Business Office. The completed form should then be submitted to the Vice President for Instruction and Student Development, with a copy retained in the Business Office.
5. Each organization shall plan fund raising activities so as not to interfere with the fund raising opportunities available to all student organizations, and so as not to offend the generosity of the campus community or the general public.
6. Funds collected by organizations shall be used for the purpose for which the fund raising was approved.
7. College-owned equipment and supplies may not be used in fund raising activities.
8. Failure by a student organization to comply with the above policies shall be considered grounds for charter revocation.
9. Should an organization cease to exist for any reason, the funds raised and deposited in Piedmont Community College's institutional bank account shall remain the property of the institution, and the Administrative Council, through the President and with the President's approval, shall recommend the appropriate disposition of the funds to the Board of Trustees.

LEGAL REF.: G.S. 115D-20

HISTORY NOTE: March 14, 1978

Revised April 1987

Revised October 12, 1988

Revised October, 2001

STUDENT HOUSING

Piedmont Community College does not have dormitory facilities. Students wishing to live away from home must arrange their own living accommodations. However, the Office of Student Development will assist in any way possible to help students find housing accommodations. The College does not assume responsibility for the supervision of housing.

Legal REF.: G.S. 115D-20

HISTORY NOTE: Effective May 4, 1976

Revised October 12, 1988

Revised October, 2001

STUDENT DEBTS

Any student having an outstanding debt to Piedmont Community college, including charges, fees, fines, resources checked out from the Learning Resources Center, defaulted payments or student aid overpayments, is not allowed to register, receive grades, graduate, receive a degree, diploma, or certificate, receive a transcript, or have a transcript forwarded to any institution or other person. The records of such students are withheld until the indebtedness has been removed.

LEGAL REF.: G.S. 115D-20

HISTORY NOTE: Effective October 12, 1988

Revised October, 2001

STUDENT GRIEVANCE AND APPEALS PROCEDURE

Failure to abide by the Code of Conduct may result in disciplinary action, including suspension or expulsion of students by the Vice President for Instruction and Student Development and/or legal action against the perpetrators. The following procedure is provided for any student who feels that disciplinary action is unfair.

The resolution of all non-discipline related disputes through open and informal communication between the affected parties is encouraged. However, where this is not possible, the following procedure is also applicable*:

1. As use herein, the following terms are defined:
 - a. "Grievance": A formal written statement by an individual student that he or she believes there has been a violation, misapplication or misinterpretation of the statutes, College policies, rules or regulations which affect the individual student. A grievance shall specify the statute, policy, rule or regulation at issue, as well as the details of the alleged violation, misapplication, or misinterpretation of same.
 - b. "Disciplinary Appeal": Request for reconsideration of a suspension, expulsion, probation or any other action taken by the College administration against a student as a result of a violation of the Code of Conduct. A disciplinary appeal shall specify the action from which appeal is taken and shall set forth the stated reason for the disciplinary action.
 - c. "Complaint": A generic term referring to either a grievance or a disciplinary appeal is taken and shall set for the stated reason for the disciplinary action.
 - d. "Days": Days on which classes are regularly held by the College, unless specifically otherwise defined.
2. There will be three levels in the Grievance and Appeals Procedure:
 - a. Level 1 – VP for Instruction and Student Development
 - b. Level 2 – Review Committee
 - c. Level 3 – President

All grievances and disciplinary appeals shall be in writing and the written statement thereof shall remain the same throughout all steps of the procedure.

3. The complaint must be filed within ten (10) days after the student knew or should have known of the action upon which the complaint is based. The student shall state specifically:
 - a. Full name, address, and telephone number of complainant;
 - b. Full name and address of person against whom complaint is made, if applicable;
 - c. The action or failure of action complained of; and
 - d. The remedy sought.
4. Within five (5) days after receipt of a grievance, the Level 1 administrator shall hold an informal interview with the student to discuss the grievance and determine whether remedial action is justified. The student may be accompanied by another person of his choice. The Level 1 administrator may also have another person present to serve as an observer. The Level 1 administrator shall arrange a convenient time and place for the interview and shall give timely notice to all parties to the interview.
5. At the interview, the student shall discuss with the Level 1 administrator the facts from which the grievance arose, its nature and the remedy sought. The student, the Level 1 administrator, and any other person shall have the opportunity to make any statement relating to the grievance and to informally question anyone at the interview. Other individuals who may have knowledge of the grievance may also be heard at the interview, at the insistence of either the student or the Level 1 administrator.
6. Within five (5) days after the interview, the Level 1 administrator shall deliver his/her decision to the student. The decision shall be in writing, with a statement of the facts relied upon and the reasons for the decision.
7. With respect to a grievance, within five (5) days after receiving the decision of the Level 1 administrator, a student who is not satisfied with the decision may request a review by the Review Committee. With respect to a disciplinary appeal, within ten days after notice to the student of the action from which appeal is taken, the student may request a review by the Review Committee. In either event, the request shall be in writing, shall state the essential facts of the complaint, the reasons for requesting the review, the remedy sought, and shall be delivered to the Vice President for Instruction and Student Development.
8. The Review Committee shall have five (5) members, consisting of two faculty members, two students and the Dean of Student Development,

who will serve as chairperson of the Committee. The chairperson shall have the following duties and powers:

- a. To select the other members of the committee, excepting the two (2) students, who shall be selected by the Student Government Association President, one of who could be the Student Government Association President;
 - b. To schedule and notify all parties of the date, time, and place of the hearing;
 - c. To assure the presence of a full committee at the hearing;
 - d. To be available before the hearing to answer any questions from the parties or their representatives about the nature and conduct of the hearing;
 - e. To have full charge of the hearing and authority to direct its proceedings and control the conduct of all persons present, subject to the general directions contained in this procedure;
 - f. To write, on behalf of the committee, the findings of fact and recommendations for disposition of the complaint, which responsibility may be delegated by the chairman to another member of the committee;
9. No one may serve on the Review Committee who is directly involved in the facts or circumstances surrounding the complaint or who will probably give testimony to the Review Committee. In the event that the Dean for Student Development is involved, the President will designate another administrative official to serve in his/her place.
10. Within ten (10) days after receiving the request for review, a meeting of the Review Committee shall be scheduled by the chairman, upon not less than three (3) calendar days notice of the date, place, and time thereof to the student.
11. The following procedure shall be used in the hearing by the Review Committee of the complaint:
- a. The hearing shall begin with a statement by the student of the essential facts of the complaint and the remedy sought. The student may then present evidence or call witnesses to support the complaint. All witnesses are subject to cross examination by the Level 1 administrator (where a grievance is involved), the Dean of Student Development (where a disciplinary appeal is involved) and the members of the Review Committee. The Level 1 administrator or the Dean of Student Development may then present any evidence to explain his decision or to refute any evidence presented by the student. Any witnesses as presented are likewise subject to cross examination by the student and the committee members. If the

- Review Committee desires additional witnesses, it may call them on its own authority.
- b. Witnesses shall testify in person when possible. If a necessary witness is not available, a written statement signed by him may be substituted. The Review Committee shall consider only such evidence as it deems to be fair and reliable.
 - c. All witnesses, including the student and the affected administrator, may be questioned by Review Committee members and all other persons directly involved in the proceeding. The chairman may limit unproductively long or irrelevant questioning.
 - d. The hearing shall be private and may be attended only by members of the Review Committee, the student and his/her representative, and the affected administrator and his/her representative. Witnesses who are not a party to the complaint may be present only when they are giving information to the Review Committee.
 - e. The student and the affected administrator may each be accompanied by another person at the hearing. If the student is to be represented by legal counsel, the student shall so notify the chairman. Such representation shall be at the expense of the student. The person accompanying either the student or the affected administrator may present witnesses, question witnesses, make a statement concerning the complaint and otherwise assist the party whom he/she accompanies.
 - f. The Review Committee shall record the essential aspects of any evidence presented orally at the hearing. The chairman shall have custodial responsibility for written matter presented at the hearing.
 - g. The recommendation of the Review Committee shall be by majority vote and shall rest solely upon the evidence properly presented at the hearing. It shall have the power to adopt, reject, or modify the decision from which review is requested, to decide what, if any, remedies are necessary and proper, and to order those remedies implemented. Within three (3) days after the hearing, the committee shall summarize the evidence, make findings of fact based thereon, and set forth its recommendations in a written report. The chairman or his designee shall write the report and a copy shall be delivered to the student and the affected administrator.
12. Within five (5) days after receiving the decision of the Review Committee, the student may request that the decision be reviewed by the President. The request shall be written; shall state the essential facts of the complaint, the reasons for appeal and the remedy sought; and shall be delivered to the President.
13. Within three (3) days after receiving a request for review of a decision by the President, the chairman of the Review Committee shall deliver to the

president all prior decisions, the record of the Review Committee and all other written materials relating to the complaint.

14. Within five (5) days after receiving a request for review, the President shall review the request, the prior decision, the record of the Review Committee, and all other written materials relating to the complaint. No additional evidence or argument shall be presented to the President and his review shall be limited to one or more of the following grounds:
 - a. That the decision was arbitrary or capricious; or
 - b. That the decision was not supported by substantial evidence; or
 - c. That a fair hearing was not afforded to the student.

On the basis of this review, the President may affirm, modify or reverse the decision from which review is requested and require such remedial action as he deems necessary. The decision of the President shall be final.

15. In the event the student fails to meet any of the time requirements set forth above, the complaint shall be terminated. If any representative of the College fails to meet any of the time requirements set forth above, the student may proceed to the next level in the procedure. If illness, absence from the community, or other good cause makes observing the time limitations impossible, an extension of time may be permitted. To be effective, the extension must be mutually agreed upon, stated in writing, and signed by both parties. The party requesting additional time shall have the burden of justifying and obtaining the extension.
16. This procedure shall not be available for the consideration of:
 - a. A complaint for which no remedy is sought;
 - b. Complaints of an unspecific, harassing or frivolous nature;
 - c. "Class complaints" involving more than a single individual;
 - d. Grievances relating to the propriety of a grade received by a student, unless the grievance alleges a violation of a statute, College policy, rule, or regulation.

*Including Residency Classification for Tuition Appeals

LEGAL REF.: G.S. 115D-20
HISTORY NOTE: Effective March 29, 1984
Revised October 12, 1988
Revised October, 2001

INSTITUTIONAL APPEAL PROCEDURE RELATIVE TO RESIDENCE CLASSIFICATION FOR TUITION PURPOSES

Students who have been initially classified as nonresidents for tuition purposes have the right to appeal to the Institutional Residency Committee (IRC). All appeals are to be in writing, directed to the Dean of Student Development and signed by the students. Appeals must be received by the institution no later than 10 working days after the initial classification.

The Dean of Student Development shall, upon receipt of notice of appeal, prepare and transmit to the IRC the complete institutional record with a letter acknowledging receipt of the petitioner's notice of appeal.

The IRC, composed of the Dean of Student Development as a staff member, and one faculty member, shall meet as needed to consider appeals. The student may be present and speak to clarify any statements in the record. The student may have a staff or faculty advisor present. No other individuals including attorneys may attend this appeal. Only the student will be allowed to address the Committee. In the event new substantive evidence is brought, reclassification may be made by the Committee after due consideration.

Decisions of the IRC shall be forwarded in writing to the student within 10 working days of the date of decision. A hearing person, one

STUDENT ACTIVITY FEE

A Student Activity Fee is charged each semester to each curriculum student unless the student is taking less than five credit hours. Curriculum students taking less than five credit hours have an option of paying the activity fee. The fees are used for student-centered activities and student publications. The Student Government Association, under the supervision of the Dean of Student Development or his/her designee, prepares the budget and decides upon disbursement of Student Activity funds. Non-curriculum students desiring to participate in student activity programs will be required to pay the activity fee.

LEGAL REF.: NCAC 2D.0202(e)

HISTORY NOTE: Effective October 12, 1988

Revised October, 2001

STUDENT INSURANCE

All students enrolled in degree, diploma, and certificate programs at Piedmont Community College should purchase accident insurance.

The insurance fee is paid as part of the regular registration fees. Students are covered while on campus, and while traveling to and from the College. Non-curriculum students desiring to participate in student activity programs are required to pay the insurance fee.

The policy and claim forms are on file in the Business Office. This is a limited policy covering only bodily injuries due to accident. The College provides students in the clinical courses of any program malpractice insurance.

LEGAL REF.: NCAC 2D.0201 (d)

HISTORY NOTE: Effective July 20, 1978

Revised October 12, 1988

Revised October, 2001

ALCOHOL AND DRUG ABUSE ASSISTANCE

Piedmont Community College recognizes that any of its students can develop alcohol and drug problems, which may seriously impair their performance, health, and well-being.

Any student having such a problem shall be offered assistance through our Counseling Services and referral services to the local Mental Health Center. This service is to help resolve the problem in an effective and confidential manner.

It will be the student's decision whether or not to seek the assistance offered through the counseling and referral program.

Any behavior on the part of the student interfering with the lawful operation of the College shall be dealt with as a disciplinary matter as authorized elsewhere in these policies.

HISTORY NOTE: Effective July 7, 1987
Revised October 12, 1988
Revised October, 2001

ALCOHOL AND DRUG ABUSE POLICY

It is the policy of Piedmont Community College to comply with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), as implemented by regulations contained in 34 CFR Part 86, Subpart B. Therefore, it is the policy of Piedmont Community College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the College's campuses or at any site or activity operated by Piedmont Community College is prohibited. Any student violating this policy will be subject to disciplinary action up to and including permanent expulsion.

Students who violate the College's policies relating to drug abuse will be referred to the appropriate legal agencies for prosecution under the federal and state laws governing use and possession of a controlled substance. North Carolina General Statute 90-95 prohibits the unlawful manufacture, sale or delivery or possession of controlled substances. Persons who violate this statute shall be guilty of a felony and may be imprisoned up to 10 years or fined up to \$10,000 or both at the discretion of the court. Use of alcoholic beverages may result in referral to counseling programs and/or legal agencies for prosecution under federal and state laws.

You should be aware that the use of alcohol, non-prescription use of depressants including sleeping pills, sedatives, tranquilizers, non-prescription use of stimulants including cocaine, prescription diet pills and marijuana can lead to lapses in attention, slowed reflexes and reaction time, poor peripheral vision, impaired visual tracking and impaired short-term memory. Alcohol is strongly associated with the increased risk of cancers of the oral cavity, pharynx and larynx. Other research indicates chronic alcohol abuse may affect the immune system, which protects the body against infectious diseases.

Each employee or 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 in the workplace, on College premises or as part of any College-sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge in any federal or state court.

If you desire counseling or treatment for the abuse of alcohol or drugs, you should contact any of the following agencies:

- Alcohol-Drug Council of NC, 1-800-688-4232
- Person Counseling Center 204 W. Barden Street Roxboro, NC 27573, (336) 599-8366
- Durham Co. Substance Abuse Service 705 S. Mangum Street Durham, NC 27701, (919) 286-9499

- Alcoholics Anonymous Alcoholism Information Center, (919) 682-3993
- Narcotics Anonymous Hotline, (919) 755-5391
- Alamance-Caswell Area Mental Health Center, 336-694-4333 (In Caswell)

COMMUNICABLE DISEASE POLICY

Piedmont Community College will conduct an on-going education program which will inform students and employees about communicable diseases, warning signs and protective measures. The educational program will include, but will not be limited to, written publications, audio and video publications and seminars.

Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to College services or facilities, unless medically based judgments in individual cases established that exclusion or restriction is necessary to the welfare of other members of the institution.

Any student or College employee who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact, on a confidential basis, to the Dean of Student Development or appropriate supervising Vice President in the case of an employee.

Persons who know, or have reasonable basis for believing that they are infected, are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.

Piedmont Community College will publicize and carefully observe the safety guidelines by the U.S. Public Health Service for handling of blood and other body fluids and secretions in all healthcare programs on campus and in other institutional contexts in which such fluids or secretions may be encountered. Copies of the guidelines are in the office of the Vice President have been notified of his/her role in following these guidelines.

STUDENT'S ROLE IN INSTITUTION DECISION-MAKING

The President of the Student Government Association of Piedmont Community College is an ex-officio, non-voting member of the Board of Trustees. Students are encouraged to serve as active members on standing committees of the College. Students serve on the following standing committees: Caswell Planning and Development Committee, Curriculum Committee, Facilities Planning Committee, Institutional Effectiveness Committee, Institutional Marketing Committee, and the Learning Resource Center Committee. Other special purpose committees or task force groups are established periodically and may seek student representation. Students desiring to serve on these various institutional committees are appointed by the Student Government Association and the President of the College.