

ACADEMIC STANDARDS



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ASSOCIATE DEGREES, DIPLOMAS, AND CERTIFICATES

James Sprunt Community College awards the following to students who complete program requirements with an overall grade point average of 2.0 ("C" average) on all work taken. A student must have received a passing grade in all required courses in order to be eligible for graduation.

ASSOCIATE IN APPLIED SCIENCE DEGREE: The Associate in Applied Science degree is awarded upon completion of the course requirements of the two-year degree programs.

ASSOCIATE IN ARTS DEGREE: This is a college transfer curriculum designed for students desiring to pursue a four-year baccalaureate degree in the liberal arts at a senior college or university. An individualized program of study can be designed to meet each student's needs.

ASSOCIATE IN GENERAL EDUCATION DEGREE: This curriculum is designed for students desiring post-secondary courses in the liberal arts but not desiring to follow specific professional requirements. To receive the Associate in General Education Degree, the student must complete a minimum of 64 semester hours of college-level courses from the college's approved programs of study. A core of general education courses must be completed to include at least two courses in English composition, one course in humanities or fine arts, one course in social or behavioral science, and one course in mathematics or natural science. See section on Associate in General Education Degree for further information.

ASSOCIATE IN SCIENCE DEGREE: This is a college transfer curriculum for students desiring to pursue a four-year baccalaureate degree in the sciences at a senior college or university. An individualized program of study can be designed to meet each student's needs.

DIPLOMA: The diploma is awarded upon completion of the course requirements of the one-year diploma programs.

CERTIFICATES: Certificates are awarded for completion of programs of less than one year in length.

REGISTRATION

A registration day is provided for students immediately prior to the beginning of each semester. Pre-registration is scheduled for students already in attendance at the college. Students are expected to register at the specified times listed in the academic calendar.

No student will be allowed to register after classes begin unless registering for a class that has not met.

Tuition and fees are payable at the time of registration or by the end of the official registration day for the semester, regardless of start date of the class(es). Students may register for classes starting other than the first of the semester on the first day of class if space is available.

DROP/ADD

A drop/add period for **registered** students will be held for two days after classes begin to make necessary changes.

COURSE LOAD

The maximum course load for students is as follows:

Program Area	Maximum Hours Per Semester
College Transfer	21 Credit Hours
General Education	21 Credit Hours
Associate in Applied Science Degree	21 Credit Hours
Diploma and Certificate Programs	21 Credit Hours

A student must register for 12 semester hours to be considered a full-time student.

Approval from the Vice President of Curriculum Services is required to register for more than the maximum number of hours (including those being taken at other institutions) unless it is required in the typical course sequence of the major. The student's academic advisor should notify the Vice President of Curriculum Services of the student's desire to enroll in more than the maximum number of allowed hours.

A student may be enrolled only for those courses approved by his/her advisor. Students who are placed on academic probation may be required to register according to the probation policy as stated in this catalog.

SEMESTER HOURS

The school year is normally divided into two semesters of eighty school days each and a summer session. The semesters usually begin in August, January, and May. Credits earned are in semester hours, a unit of measurement for credit purposes. One semester hour represents the credit earned in a scheduled course for one hour of lecture per week or two hours of lab per week or three hours of shop per week for sixteen weeks. Students will normally need to study two clock hours in preparation for one class hour.

GRADING SYSTEM

Grade	Description	Quality Points Per Semester Hour Credit
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Poor	1
F	Failing	0
I	Incomplete	
S	Satisfactory	
U	Unsatisfactory	
*CS	Continued Study	
CRE	Credit by Examination	
TC	Transfer Credit	
TD	Transfer Development	
TR	Transfer Credit	
AU	Audit (No credit)	
AC	Advanced Credit	
NG	No Grade	
TP	Tech Prep Credit	
W	Withdrawal prior to the 75% point of the semester/class	

*Veterans and financial aid students may not re-enroll for benefits in courses in which they have received a grade of "CS".

Instructors should provide the numerical grade ranges for the equivalent letter grade in their course syllabi.

INCOMPLETE GRADE

The grade of Incomplete is given when a student does not complete the required course work, but, in the opinion of the instructor, is able to fulfill the remaining requirements without additional class time. An Incomplete grade must be removed within sixteen weeks following the semester it was received or in the time period specified by the instructor for the course. Students who receive an "I" grade during the spring semester and who do not elect to return until the fall semester must remove the Incomplete grade by the end of the fall semester or in the time period specified by the instructor. The Incomplete grade must be removed with a grade of "A", "B", "C", "D", or "F".

Students who receive an "I" grade should not re-register for the course. Incomplete grades not removed within the specified time limit will revert to an "F".

CONTINUED STUDY GRADE

The grade of "CS" is given when the student is making satisfactory progress in a self-paced course but cannot complete course requirements

by the end of the semester without additional class time. **The student must re-register for the course.** (See Grading System for regulations concerning veterans and financial aid students.)

GRADE POINT AVERAGE

Grade point average (GPA) is obtained by dividing the total number of quality points earned by the total number of hours completed. (Grade of "F" will be considered as hours completed for computing grade point average.)

When a student changes from one program to another, any courses taken in another program, which would directly relate or be specifically required in the new program, will be transferred into that program and will be computed in the new grade point average.

ACADEMIC RETENTION REQUIREMENTS

Students are expected to make satisfactory progress toward obtaining the degree, diploma or certificate he/she has designated. In order to remain in good academic standing, a student must have a minimum cumulative Grade Point Average (GPA) of 2.00.

The student will be informed that financial aid funds will be withdrawn if he/she does not meet the above academic standards by the end of the semester following original warning notification. Additional retention standards are required for students who are receiving financial aid. Please contact the Financial Aid Officer regarding these additional standards.

ACADEMIC WARNING, PROBATION AND SUSPENSION

Students are placed on Academic Warning or Probation when their academic progress is unsatisfactory. A list of students placed on Academic Warning and Academic Probation will be sent to the Counselors/Liasions.

Any student whose cumulative grade point average (GPA) falls below a 2.00 for a semester will be placed on Academic Warning for the following semester. An academic restriction Hold will be placed on the student record. The student will be notified and required to meet with a counselor.

Any student on Academic Warning whose cumulative grade point average remains below the retention requirement (2.00) will be placed on Academic Probation for the following semester. An academic restriction Hold will be placed on the student record. The student will be notified and required to meet with a counselor. A student will remain on Academic Probation until they receive at least a 2.00 GPA.

Any student who does not attain satisfactory progress after two consecutive probationary semesters may be suspended from the program area in which he/she is currently enrolled. Such suspension may be appealed to the Vice President of Student Services. After a student has been suspended from a program of study for one semester, he/she may reapply for admission to that program. His/her readmission application will be considered on an individual basis by the Vice President of Student Services, the Department

Head, the Advisor, and the Registrar. Additional standards of progress will apply to students receiving financial aid. These standards will be provided to the student by the Financial Aid Office.

WITHDRAWAL

Students who must withdraw from one or more classes during the semester have the responsibility of notifying each instructor and completing a withdrawal form which may be obtained through the Student Services Office. Notification of withdrawal from a course must be received within ten (10) working days of the last date of attendance or as specified by the instructor in the course syllabus or the course instructor will withdraw the student and a grade of "F" may be assigned for that course. **Students may officially withdraw through the twelfth week of the semester (or 75% of the allotted time for any shorter session).** Beyond the twelfth week (or after the 75% point), students may officially withdraw only when extenuating circumstances occur and such withdrawals must be approved by the appropriate Department Head.

The appropriate college official to **contact** in order to **officially withdraw** is:

1. **Each course instructor.** Each course instructor will complete a drop form for their class(es) indicating the date of notification by the student, give the student a copy, and forward the original to the Student Services Office; or
2. The **student's academic advisor.** The advisor will complete a drop form, as in No. 1 above; or
3. The **appropriate Department Head.** These officials will complete a drop form as in No. 1.

Official withdrawals through scheduled withdrawal dates will result in a grade of "W" unless the student is withdrawing due to cheating (see Academic Dishonesty Policy) or other circumstances as approved by the Department Head. Later withdrawals, except for extenuating circumstances, will result in a grade of "F". A student who registers for a class, but does not attend, must officially drop the class to avoid receiving a grade of "F". A student who registers for a class, but withdraws prior to the 10% point of a semester, will have no entry on his/her transcript. Please refer to the section "Curriculum Refunds" for other information.

Courses in which grades of "W" are received will not be counted as hours attempted and will not affect a student's grade point average.

Associate Degree Nursing students should also refer to the section "Involuntary Withdrawal from Health Education Programs."

INVOLUNTARY WITHDRAWAL FROM HEALTH EDUCATION PROGRAMS

In the event that a health education student's behavior represents a

potential hazard to patient care in the clinical area and/or the student demonstrates unsafe practice in the clinical area, the student will be withdrawn by the faculty from the course. This may occur at any time during the semester. (See Health Education DISMISSAL POLICY.)

HEALTH EDUCATION DEPARTMENT - DISMISSAL POLICY

The Health Education Department reserves the right to dismiss a student from any health education program who presents problems in physical and/or emotional health which do not respond satisfactorily to appropriate treatment and/or counseling within a reasonable period of time. (See Health under Progression/Graduation in the *JSCC Health Education Department Student Handbook*.)

The Health Education Department reserves the right to dismiss a student from any health education program who demonstrates behavior which conflicts with the safety essential to health care practice.

A student may be dismissed from the health education program for academic or disciplinary reasons with or without being placed on probation prior to the dismissal. The Health Education Department reserves the right to decide the dismissal on a case-by-case basis depending on the events and the circumstances surrounding the reason for the dismissal. The dismissal will be afforded due process. A dismissed student may follow the JSCC procedure for issuing a complaint as outlined in the *JSCC Health Education Department Student Handbook* under academic appeals.

Dismissal of a health education student may result from, but not be limited to, any of the following:

1. Breach of patient confidentiality or privacy (See clinical guidelines--general information in the *JSCC Health Education Department Student Handbook*).
2. Falsification of information in a patient's records.
3. Violation of the conduct policies as defined under the academic standards in the *JSCC General Catalog* for students (conduct, definition of disruptive conduct, drug and alcohol policy, JSCC software copyright, compliance policy, cheating policy, parking regulations, etc.).
4. Willful destruction of school or hospital property.
5. Failure to meet specified probationary requirements. (See Probation Policy in the *JSCC Health Education Department Student Handbook*.)
6. Intoxication or use of illegal drugs while in the clinical area or on school property.
7. A pattern of unsafe clinical behavior (i.e., performing procedures without supervision, administering medication via the wrong route, giving medication to the wrong patient, negligence, etc.). Unsafe

behavior is defined as "any deliberate or negligent act of commission or omission regardless of whether actual injury to the patient is established."

8. One incident of gross unprofessional conduct (i.e., hitting or cursing a patient, student, and/or health team member, etc.). (See clinical guidelines--professional responsibility in the *JSCC Health Education Department Course Syllabus*.)
9. Any willful or intended act that endangers the health, safety, or well-being of another person.
10. Physical and/or emotional problems that do not respond to appropriate treatment and/or counseling within a reasonable period of time (see above statement concerning physical and/or emotional health).
11. Failure of medication calculation competency test as outlined in the course syllabus for NUR 111 and subsequent courses for ADN program and NUR 101 and subsequent courses for PNE program.
12. Excessive absences from class or clinical (see attendance policy in the *JSCC Health Education Department Student Handbook and individual course syllabus*).
13. Violation of health agency policies during the clinical rotation in that agency. Each student will be informed of the policy regulations of the clinical agency at the beginning of the clinical rotation.
14. If a student is dishonest and has falsified any part(s) of his or her student records, the student may be suspended and involuntarily withdrawn from the program.
15. Failure to submit the complete admission/acceptance records by the first class day of the beginning semester in the health education program. These records include:
 - * A completed physical examination less than one year old
 - * A current American Heart Association CPR certification with AED for Adult, Infant and Child Health Care Provider Level
 - * Current immunization records (as recommended by the N. C. Department of Public Health) including Hepatitis B vaccines, varicella, and tuberculin skin testing
 - * Other admission/readmission requirements as stated in the *JSCC General Catalog* and the *JSCC Health Education Department Student Handbook* for the individual health education programs (PN, ADN, and MA).

HEALTH EDUCATION DEPARTMENT - PROBATION POLICY

Probation will be initiated when a student develops a pattern of deficient behavior in the clinical and/or laboratory simulation experiences (see indi-

vidual program clinical and laboratory simulation evaluation policies and the *JSCC Health Education Department Student Handbook* under general policies). Probation will also be initiated when a student displays behavior in the class, clinical rotation, or on campus that violates the JSCC Conduct policies (see *JSCC General Catalog* under Academic Standards and the *JSCC Health Education Department Student Handbook* under dismissal policies and clinical guidelines--general information and professional responsibility). Probation will be initiated when the student's academic progress is unsatisfactory (see *JSCC General Catalog* under Academic Standards--Probation and Suspension). Duration of the probationary period may vary on an individual basis as determined by the Health Education Department and may continue for more than one semester when there is insufficient time for remediation within the deficient semester.

A written Student-Faculty Conference Report will be completed by the instructor stating the observations leading to the probationary status. A specific plan for remediating the behavior will be developed by the instructor specifying the time frame for completion of the remediation and given to the student in writing. A copy of the report will be kept in the student's records. The remediation plan may include activities such as assigned reading materials, written assignments, videos, films, additional planned clinical experiences, and counseling and referral.

It is the responsibility of the student to make an appointment with the instructor as often as needed, but no less often than every two (2) weeks to review the student's progress in remediating the identified behaviors. All meetings related to the probationary status will be documented on a Student-Faculty Conference Report, signed by all in attendance, and copies will be given to the student and will be kept in the student's records.

The student will be allowed to return to the clinical area during the probationary period if, and only if, the student is still considered a safe practitioner.

When the student has successfully remediated the identified behavior as outlined in the remediation plan, he/she will be taken off of probation. Students unwilling or unable to correct the identified deficient behavior will receive an unsatisfactory grade in the clinical rotation at the end of the semester, thereby failing the nursing class regardless of the theory grade. (See General Policies--grading system and evaluation--clinical in the *JSCC Health Education Department Student Handbook* and the clinical performance and paperwork grade policy for the individual health education programs).

COURSE SUBSTITUTIONS

Course substitutions may be permitted upon the approval of the student's advisor, the Department Head, the Vice President of Curriculum Services and the Registrar. A course substitution form must be completed for each course to be substituted unless such substitution is stated on the approval memo from the Office of the Vice President of Curriculum Services.

REPETITION OF CURRICULUM COURSE WORK

No course may be counted more than once in calculating the total number of semester hours credit toward graduation. Any required course in which an "F" is received must be repeated. A course on which the student made a passing grade may be repeated one time.

When a course has been repeated, the higher grade will be used in grade point average calculations. However, both courses and grades will remain on the transcript. In those cases where a course in which the student received a grade of "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted for purposes of meeting program requirements upon approval by student's advisor, the Department Head, the Vice President of Curriculum Services, and the Registrar.

Veterans and financial aid students should be aware that they cannot receive VA benefits or financial aid again for courses which they have passed.

Students who are auditing courses may do so on a space-available basis after having paid regular tuition and fees for that course. A student may not audit the same class more than two times.

See section on Associate Degree Nursing on "Limitations" for course repetition regulations for students enrolled in that program.

Exceptions to this policy must be approved by the Department Head, the Vice President of Curriculum Services, and the Registrar.

GRADE REPORTS

At the current time, grade reports will be mailed to students at the end of each semester. Final grades will be posted on a student's Web Advisor account after the end of each semester. Grade reports may be withheld until all student obligations to the college are completed.

TRANSCRIPTS

All student records are confidential, and transcripts will be sent only upon written request from the student. The request forms are available in the Student Services Office, and a printable copy is on the college's website at www.jamessprunt.edu. **There is a charge of \$1.00 for each transcript requested.** Transcripts are to be paid through the Business Office located in the McGowen Building or by calling 910-296-2435. Transcripts are withheld until all student obligations to the College are completed.

Course work taken prior to Fall 1997 was on the quarter hour system. Beginning Summer 2007, all coursework will be converted to the semester hour system.

Transcripts are printed on Monday and Thursday afternoons. Transcripts will not be printed on registration day, grade day or the first day or last day of class of each semester.

STUDENT CLASSIFICATION

FRESHMAN—A student who has earned less than 32 semester hours of credit towards graduation in their major.

SOPHOMORE—A student who has earned 32 or more semester hours of credit towards graduation in their major.

FULL-TIME STUDENT—A student who is registered for 12 or more semester hours of instruction. However, if a student withdraws from one or more classes, the student load decreases according to the semester hours of the class(es).

PART-TIME STUDENT—A student who is taking less than a full-time course of instruction.

SPECIAL STUDENT—An auditing or part-time student who is not seeking a degree, diploma, or certificate from James Sprunt Community College. The student may take up to twelve semester hours of credit (excluding math and English courses or courses with math or English prerequisites) without meeting all admission requirements.

ADDING OR DROPPING COURSES

No student will be allowed to register after classes begin unless registering for a class that has not met. A drop/add period for **registered** students will be held for two days after classes begin to accommodate students that need to make other necessary changes. Courses may be dropped only through the 75% point of the semester or class. A grade of "W" (withdrawn) may be given when withdrawal takes place after the 10% point but prior to or on the 75% point of the semester or class. Later withdrawals, except for extenuating circumstances approved by the appropriate Department Head, may result in a grade of "F".

COURSE PREREQUISITES AND COREQUISITES

It is the students responsibility to comply with the catalog regulations that courses may not be taken until all prerequisites and/or corequisites have been met. There are occasions in which exceptions to this regulation may be deemed desirable and necessary. However, such exceptions must have the approval of the Department Head, the Vice President of Curriculum Services, the course instructor and the Registrar.

TRANSFER CREDITS FROM JAMES SPRUNT COMMUNITY COLLEGE

Student advisors will assist students who wish to transfer to another institution in planning a transfer program. However, it is the responsibility of the student to determine what courses and credit will transfer to the receiving institution.

The acceptance of courses taken at James Sprunt Community College is determined solely by the institution to which the student transfers. The transferring student should:

1. Decide early which institution he/she wishes to attend and contact that institution for recommendations concerning appropriate courses.
2. Obtain a current copy of the catalog of that institution and study its entrance requirements and determine application deadlines.
3. Confer with his/her faculty advisor and/or the Transfer Counselor at James Sprunt Community College about transfer plans.
4. Check carefully a minimum of two semesters in advance of transferring to ensure that all necessary requirements are being completed.

Changes in a student's major field of study or his/her choice of a senior institution may result in transfer problems. Such changes should be made only after careful study and consultation with an advisor and/or counselor.

Credits earned at James Sprunt Community College are transferable to many four-year institutions. As a member institution of the North Carolina Community College System, James Sprunt Community College is party to the Comprehensive Articulation Agreement (CAA) between the North Carolina Community College System and the sixteen-member University of North Carolina System. The University of North Carolina System consists of the following institutions: Appalachian State University at Boone, East Carolina University at Greenville, Elizabeth City State University at Elizabeth City, Fayetteville State University at Fayetteville, North Carolina A. & T. State University at Greensboro, North Carolina Central University at Durham, North Carolina School of the Arts at Winston-Salem, North Carolina State University at Raleigh, University of North Carolina at Asheville, University of North Carolina at Chapel Hill, University of North Carolina at Charlotte, University of North Carolina at Greensboro, University of North Carolina at Pembroke, University of North Carolina at Wilmington, Western Carolina University at Cullowhee, and Winston-Salem State University at Winston-Salem.

Additionally, many North Carolina private colleges have adopted the Independent Comprehensive Articulation Agreement. These include Barton College at Wilson, Belmont Abbey College at Belmont, Bennett College for Women at Greensboro, Brevard College at Brevard, Campbell University at Buies Creek, Catawba College at Salisbury, Chowan College at Murfreesboro, Gardner-Webb University at Boiling Springs, Johnson C. Smith University at Charlotte, Livingstone College at Salisbury, Lees-McRae College at Banner Elk, Louisburg College at Louisburg, Mars Hill College at Mars Hill, Montreat College at Montreat, Mount Olive College at Mount Olive, North Carolina Wesleyan College at Rocky Mount, Peace College at Raleigh, Pfeiffer University at Misenheimer, Queens University at Charlotte, Shaw University in Raleigh, St. Andrews Presbyterian College at Laurinburg, St. Augustine's College in Raleigh, Warren Wilson College at Asheville, and Wingate College at Wingate.

James Sprunt Community College also has collaborative agreements with other community colleges, including Fayetteville Technical Community College and Pitt Community College. The purpose of these collaborative agreements is to allow students to take general education courses in order

to apply to a collaborative college for admission in certain programs.

Credit earned at James Sprunt Community College may be transferred to similar programs at other institutions in the North Carolina Community College System.

The courses or programs transferable to any institution will vary. It is the responsibility of the individual seeking to transfer credits to determine exactly what will transfer. Students are advised that, although transfer credits and grades may be acceptable by James Sprunt Community College, this does not infer acceptance by other educational institutions. For additional information, contact the Registrar or the Vice President of Curriculum Services.

See section on General Education for further information on transfer programs.

TRANSFER OF CREDITS WITHIN JAMES SPRUNT COMMUNITY COLLEGE

Credits earned in any institutional degree program may be credited toward a degree or diploma program upon evaluation by the Registrar. Credits earned in a diploma program will be evaluated for transfer into an associate degree program if courses are equivalent. Credit may be granted toward a second diploma program.

If graduation requirements change during the time a student is enrolled, the student's advisor, upon discussion with the student, will decide whether the student should satisfy the requirements in effect at the time of his/her enrollment or complete the new requirements.

A student who has absented himself/herself from James Sprunt Community College for ten (10) or more years and who is seeking readmission to James Sprunt Community College shall have his/her records evaluated by the Registrar and Department Head from the student's chosen program of study to determine which of the previous credits are currently valid.

TRANSFER OF CREDITS TO JAMES SPRUNT COMMUNITY COLLEGE

An applicant who has previously attended or enrolled in any other college, university, technical college, or post-secondary institution is considered a transfer student and must furnish the Admission Specialist with official transcripts of all work previously earned and attempted.

Credits earned at a regionally accredited institution in comparable courses or programs may be credited toward graduation requirements at James Sprunt Community College provided a grade of "C" or better was obtained. Credits from non-accredited institutions or non-traditional credit such as life experience, portfolios, etc. will be evaluated and credit granted at the discretion of the Registrar and the Department Head or advisor. Only hours credit will be granted, no grades or quality points will be awarded.

A student who has absented himself/herself from an institution of learning for ten (10) or more years and who is seeking admission to James Sprunt Community College shall have his/her records evaluated by the Registrar and Department Head or advisor from the student's chosen program of study to determine which of the previous credits are currently valid.

In order to be eligible for graduation from James Sprunt Community College, students must earn at James Sprunt Community College or through a consortium program with James Sprunt Community College at least 25% of the hours required in their curriculum program(s) by attending and completing successfully regularly scheduled classes. Hours earned through Credit by Examination may not count toward the 25% residence requirements.

Credit may be allowed for work based on the General and Subject Examinations of the College Level Examination Program (CLEP). Credit for USAFI and DANTES courses may be granted where appropriate to the student's curriculum and where a comparable course is offered by James Sprunt Community College. USAFI courses will be evaluated on the basis of the current catalog of the American Council on Education entitled *HANDBOOK TO THE GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES-DANTES*. Subject Standardized Test scores will be evaluated and credit granted where appropriate based on the recommendations of the American Council on Education. Final acceptance or rejection of any credit will be determined by James Sprunt Community College.

Credit for course work taken ten (10) years prior to admission will not be accepted except by evaluation and approval of the Registrar and the Department Head of the program in which the applicant wishes to enroll.

Students who transfer to James Sprunt Community College shall be given the College's entrance test battery unless:

1. He/she has an earned degree at the associate level or higher.
2. He/she has credit for the first English and math courses in his/her program at James Sprunt Community College.

Placement into courses shall be determined for transfer students who are tested in the same way placement is determined for entering freshmen.

See section on Associate Degree Nursing for transfer requirements in that program.

CLASS ATTENDANCE

Students are expected to be present at all scheduled classes and examinations. The instructor will inform the student when the student's success in the course is jeopardized by excessive absences. The number of absences allowed for a course is determined by the individual instructor who is responsible for informing the students in the course syllabus during the first week of class about his/her policies concerning class attendance and

grading. Students are responsible for making up all work missed. If the student's absence is due to extenuating circumstances, it is the student's responsibility to contact the appropriate instructor(s).

OPEN CIRCUIT TV COURSES TAKEN BY VETERAN STUDENTS

A veteran student receiving educational benefits through the Department of Veterans Affairs must meet certain criteria before enrolling in a telecourse. The acceptance of courses taken at James Sprunt Community College is determined solely by the institution to which the student transfers. The following criteria apply:

1. The student must first meet with the VA Certifying Official before registering for the class so that this criteria AND procedures can be reviewed.
2. The student must have completed 13 hours of course work in the current major with a grade point average of 2.00 or better.
3. The student must have completed remedial work (Basic General Education) as determined by the College's Admissions Procedures and Requirements.
4. The telecourse must be an integral part of the student's current program.
5. The student must pass each telecourse attempted in order to enroll in a subsequent telecourse.
6. There is no additional charge beyond the regular tuition and fees for enrollment in a telecourse.
7. The student will meet with the faculty member a minimum of two times for student input and instructor evaluation. An attendance record and time spent with the student will be maintained and submitted.
8. Regularly prescribed standards of progress as outlined in this edition of the college catalog are applicable to all courses offered through open-circuit TV. Regularly prescribed conduct and attendance policies also apply.
9. A student may take only two TV courses per semester and no more than 10% of the program through the open-circuit TV method.
10. Open-circuit TV courses will be measured in credit hours as described in this edition of the college catalog.

INDEPENDENT STUDY POLICY PERTAINING TO VETERAN STUDENTS

All classes scheduled as independent study classes will be approved by the Vice President of Curriculum Services. All independent study classes must be required courses or elective classes in the veteran student's

program of study in the selected major. The classes will be scheduled with the faculty member of the course. The faculty member meets with the student to discuss/assess the student's progress towards meeting the course competencies and objectives and for conducting the course evaluation processes. Course content, standards of progress, tuition and fee charges, and all other provisions heretofore presented for approval will apply to independent study courses.

A student may take only one independent study class per semester. No more than 10% of the program may be taken on an independent study basis. Before registering for an independent student course, the veteran student must:

1. Meet with the VA Certifying Official at the college;
2. Have completed 13 hours of course work in the current major with a grade point average of 2.00 or better;
3. Have completed remedial work (Basic General Education Courses) needed as determined by the Admissions Procedures and Requirements;
4. Choose a course that is an integral part of the program; and
5. Complete each independent study course attempted in order to enroll in subsequent independent study courses.

POLICY ON CLOSURE OF THE COLLEGE DUE TO ADVERSE WEATHER AND OTHER CONDITIONS

The following is an excerpt from the "Policy on Closure of the College Due to Adverse Weather and Other Conditions":

General Policy:

When inclement weather prevails (ice, snow, or natural disaster) or other hazardous conditions exist, the President or President's designee will determine whether the college will be closed and/or what activities of the college will be canceled or postponed. It will be the President's responsibility to inform the appropriate communications networks regarding the college's closing.

Announcements about the closing and re-opening of the college, cancellations or postponements of classes and other activities, and whether college personnel should report to work will be made over radio and television stations and posted on www.jamessprunt.edu. Activities of the college will proceed as scheduled unless specifically announced otherwise. The college will reschedule classes canceled because of inclement weather as necessary, according to guidelines below.

Curriculum Missed or Canceled Classes:

Scheduled curriculum classes which are missed or not held for any

reason, including inclement weather, are to be made up by giving an alternative assignment(s). These assignments are to be documented and on file in the appropriate Department Head's office area. When the missed or canceled classes exceed five in number, then the class(es) in excess of five must be rescheduled.

Continuing Education Missed or Canceled Classes:

Missed or canceled classes will be made up (rescheduled) to the extent possible and the instructional contract modified to reflect a change in class ending date if required.

Students should refer to the news media listed below for information concerning the cancellation of school:

101.5 FM	WRAL Radio Station, Raleigh
102.9 FM	WWMY Radio Station, Raleigh
94.7 FM	WQDR Radio Station, Raleigh
880 AM	WRRZ Radio Station, Clinton(Spanish)
1550 AM	WCLY Radio Station, Raleigh
570 AM	WDOX Radio Station, Raleigh
680 AM	WPTF Radio Station, Raleigh
95.1 FM	WRNS Radio Station, Kinston
96.1 FM	WBBB Radio Station, Raleigh
91.1/ 103.1FM	Radio Station
96.9 FM	WMYM Radio Station, Goldsboro(Spanish)
1150 AM	WGBR Radio Station, Goldsboro
102.3 FM	WKIX Radio Station, Goldsboro
730 AM	WFMC Radio Station, Goldsboro
88.7 FM	GoMix Christian Radio, Goldsboro
93.3 FM	WERO Radio Station, Washington
94.5 FM	The Hawk, Wilmington
98.7 FM	WLGD RadioStation, Wilmington
980 AM	WAAV Radio Station, Wilmington
630 AM	WMFD Radio Station, Wilmington
92.3/101.1 FM	WQZL/WQSL Radio Station, Belhaven
101.3 FM	WWQQ Radio Station, Wilmington
104.5 FM	WILT Sunny FM, Wilmington
102.7/97.3 FM	WGNI/WMNX Radio Station, Wilmington
98.3 FM	WSFM Radio Station, Oak Island
99.9 FM	WKXB Radio Station, Burgaw

106.7 FM	The Penguin, Carolina Beach
106.3 FM	The Big Talker
107.5 FM	WSFM Radio Station, Wilmington
105.5 FM	WXQR Radio Station, Jacksonville
93.7 FM/103.7	The Bone, Topsail Beach
99.1 FM	WZFX Radio Station, Fayetteville (FOXY 99)
95.7 FM	WKML Radio Station, Fayetteville
96.5 FM	WFLB Radio Station, Laurinburg
107.7 FM	WUKS Radio Station, Fayetteville
1490 AM	WAZZ Radio Station, Fayetteville
106.5 FM	WSFL Radio Station, New Bern
101.9FM	WKIS Radio Station, New Bern
103.3 FM	WMGV Radio Station, New Bern
99.5 FM	WXNR Radio Station, Grifton
107.9 FM	WNCT Radio Station, Greenville
WWAY Channel 3	Wilmington Television Station
WRAL Channel 5	Raleigh Television Station
WECT Channel 6	Wilmington Television Station
WITN Channel 7	Washington Television Station
WNCT Channel 9	Greenville Television Station
WTVD Channel 11	Durham Television Station
WCTI Channel 12	New Bern Television Station

Huskies classes scheduled at local high schools will operate according to the inclement weather schedule of the public schools.

STUDENT CODE OF CONDUCT POLICY

Students are expected to conduct themselves as responsible adults with dignity and to maintain high standards of responsible citizenship. Students, as all citizens, are subject to civil authority on campus as well as off campus.

James Sprunt Community College honors the right of free discussion and expression and the right to petition. However, it is clear that, in a community of learning, willful disruption of the educational process, destruction of property and interference with the rights of other members of the college cannot be tolerated. Accordingly, it shall be the policy of the college to deal with such disruption, destruction, or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex, political beliefs, national origin, or handicap.

Infractions that violate this policy will be reported to the Vice President of Student Services for appropriate disciplinary actions.

DEFINITION OF DISRUPTIVE CONDUCT

Any student who, with the intent to obstruct or disrupt any normal operation or function of the college or any of its components, engages, or invites other to engage, in individual or collective conduct which destroys or significantly damages any college property, or which impairs or threatens impairment of the physical well-being of any member of the college community or which because of its violent, forceful, threatening or intimidating nature prevents any member of the college community from conducting his/her normal activities within the college, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, or dismissal from the college.

The following, while not intended to be exclusive, illustrates the offenses encompassed therein, when done for the purpose of obstructing or disrupting any normal operation or function of the college or any of its components:

1. Occupation of any campus building or part thereof with intent to deprive others of its normal use.
2. Blocking the entrance or exit of any campus building, corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room.
3. Setting fire to or by any other means of destroying, tampering, or substantially damaging any campus building or property, or the property of others on school premises.
4. Any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive or inflammable material in any campus building or on any campus grounds.
5. Prevention of, or attempt to prevent by physical act, the attending, convening, continuation, or orderly conduct of any class or activity or any lawful meeting or assembly in any building.
6. Blocking normal pedestrian or vehicular traffic on or into the campus.
7. Disorderly, lewd, or indecent conduct which includes offensive and profane language, as well as, distribution of obscene written materials.
8. Failure to comply with instructions of college officials acting in performance of their duties, including failure to provide student ID in a timely manner when requested.
9. Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community or at college functions.
10. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at a college sponsored or supervised function off-campus to include college vehicles.

11. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance that creates a hostile, intimidating, or offensive environment.
12. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive, making a knowingly false statement, either orally or in writing to college officials.

Infractions that violate this policy will be reported to the Vice President of Student Services for appropriate disciplinary actions.

DRUG AND ALCOHOL POLICY

PURPOSE: James Sprunt Community College is committed to the maintenance and protection of an environment in which students and faculty members "can responsibly pursue their goals through learning, teaching, research, and discussion, free from internal or external restraints that would unreasonably restrict their academic endeavors." Additionally, it is the obligation of all members of the college community — students, faculty, administration, and other employees — to help maintain an atmosphere where academic freedom thrives and in which the rights of each person within the college community are respected.

UNLAWFUL USE: Illegal drug use poses a threat to higher education communities. Drugs endanger the health and safety of all persons within these communities and jeopardize the integrity of the pursuit of learning and teaching. Therefore, it is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, on college premises or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

1. James Sprunt Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who unlawfully possesses, uses, sells, gives, or in any way transfers a controlled substance or alcohol to another person, or manufactures a controlled substance or alcohol while in the workplace, on college premises, or as a part of any college-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
2. The term "controlled substance" means any drug 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, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician. Alcoholic beverages include

beer, wine, whiskey, and other beverages listed in Chapter 18B of the General Statutes of North Carolina.

3. If any employee or student is convicted of violating any criminal drug or alcoholic beverage control statute while in the college workplace, on college premises, or as a part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Specifically, any such person who is convicted of a felony, or a misdemeanor which results in an active prison sentence will, if a student, be expelled or, if an employee, be terminated from employment. Other misdemeanor convictions will be evaluated on a case-by-case basis, and the penalties to be imposed may range from written warnings or mandatory counseling or rehabilitation to expulsion from enrollment or discharge from employment. Any person charged with a violation of these "Unlawful Use" policies may be suspended from enrollment or employment before initiation or completion of disciplinary proceedings if the Vice President of College Advancement determines that the continued presence of such person within the college community would constitute a clear and immediate danger to the health or welfare of other members of the community after an appropriate pre-termination inquiry.
4. Each employee or student is required to inform the Vice President of College Advancement at the college, in writing, within five (5) days after he or she is convicted of violation of any federal, state, or local criminal drug or alcohol beverage control statute where such violation occurred while in the college workplace, on college premises, or as a part of any college-sponsored activity. A conviction means a plea of or a finding of guilt (including a plea of *nolo contendere*) and the imposition of a judgment by a judge sitting with or without jury in any federal or state court.
5. The Vice President of College Advancement must notify the U. S. Governmental agency from which a grant was made within ten (10) days after receiving notice from the grant employee or otherwise receiving actual notice of a drug conviction. Disciplinary action against the convicted employee must be undertaken by the College within 30 days. As a condition of employment on any federal government grant, the law requires all employees to abide by this policy.
- *6 A description of applicable state sanctions and the health risks associated with the use of both illicit drugs and alcohol is attained and included as a part of this policy.

ADDITIONAL POLICY: No employee, student, or guest shall knowingly use or be under the influence of any non-prescribed narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on the college campus; however, the legal use of alcoholic beverages may be allowed as appropriate at selected off-campus college-sponsored activities.

Infractions that violate this policy will be reported to the Vice President of Student Services for appropriate disciplinary actions.

* A copy of these sanctions and health risks is available through the Office of the Vice President of Student Services.

POLICY CONCERNING WEAPONS ON CAMPUS OR OTHER EDUCATIONAL PROPERTY

It shall be unlawful for any person to possess, or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14.284 1, bowie knife, dirk, dagger, slungshot, leaded cane, switchblade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any James Sprunt Community College school building or vehicle, on campus, grounds, recreation area, athletic field, or other property owned, used or operated by the College Board of Trustees. Any person violating this policy shall be guilty of a misdemeanor and upon conviction shall be punished at the discretion of a court of law.

Infractions that violate this policy will be reported to the Vice President of Student Services for appropriate disciplinary actions.

TOBACCO USE POLICY

James Sprunt Community College Board of Trustees approved a new Tobacco Use Policy effective January 19, 2010. James Sprunt Community College is committed to creating a clean, safe, and healthy learning and working environment; and recognizes its responsibility to promote the health, welfare and safety for students, staff and others on college property. James Sprunt Community College also recognizes that the use of tobacco in any form poses serious and long-term health risks to individuals, therefore adopts the following Tobacco Use Policy. By implementing the College Tobacco Use Policy, James Sprunt Community College is seeking to enhance the health of our students, faculty, staff and visitors to our campus.

At James Sprunt Community College, smoking and tobacco use is prohibited in the following locations:

- A. On all parts of the campus (including all locations) that are outside of designated smoking areas (DSAs).
- B. Inside all campus buildings
- C. In all college owned or leased vehicles.
- D. Includes all classes taught by JSCC personnel regardless of location.

For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco, or snuff.

In addition, the sale or free distribution of tobacco products, including merchandise, on campus is prohibited.

Designated areas have been assigned on campus for tobacco use. Any faculty member, staff member, or student may ask individuals to comply with this policy.

Violation of any campus policy may result in discipline. Faculty and staff should be referred to their Supervisor and/or to the Director of Human Resources and Campus Safety. Students should be referred to the Vice President of Student Services, or designee, for disciplinary action.

The College periodically provides information on the effects of tobacco use and on tobacco cessation programs to its employees and its students.

If you should have any questions, please feel free to contact Director of Human Resources & Campus Safety, extension 1429.

JAMES SPRUNT COMMUNITY COLLEGE SOFTWARE COPYRIGHT COMPLIANCE POLICY

James Sprunt Community College is committed to adhering to the Federal Copyright Law as it applies to software used on computer hardware owned by the college.

Authorized software is defined as software that is registered, licensed and/or purchased by the college. Proof of ownership of authorized software can be established with a license agreement, paid invoice, or manual and original diskettes.

Authorized use of software is defined as use of software in accordance with the license agreement, purchase agreement or software documentation. Unauthorized use of software includes making or using software by copying, sharing, lending, giving, transferring, and/or installing software in a way not in compliance with the license or purchase agreement.

Unauthorized use of software by students, staff, or faculty of the college constitutes an infringement of this policy. Such infringements constitute grounds for disciplinary action by the college and/or legal action by software manufacturer(s) and the college, which may result in civil damages, criminal penalties, fines, and/or imprisonment.

James Sprunt Community College employees having knowledge of any misuse of software or related documentation within the college shall notify the appropriate supervisor or the President.

ELECTRONIC SIGNATURE POLICY

James Sprunt Community College (JSCC) recognizes an electronic signature as a valid signature from faculty, staff, and students subject to the conditions listed below.

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students use electronic signatures to register, check financial aid awards, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

Faculty and staff use electronic signatures for submitting grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the college, etc.

An electronic signature is considered valid when the following conditions are met:

Conditions: Campus Network Username and Password

- Institution provides student or employee with a unique username
- Student or employee sets his or her own password
- Student or employee logs into the campus network and secure site using both the username and the password

It is the responsibility and obligation of each individual to keep their Login ID and their password private so others cannot use their credentials.

Once logged in, the student or employee is responsible for any information they provide, update, or remove. JSCC will take steps to ensure the passwords are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

ACCEPTABLE USE POLICY

James Sprunt Community College is committed to providing users with a variety of resources including electronic resources and Internet access. The college receives Internet access through the North Carolina Integrated Information Network. As a subscribing agency, JSCC employees, students and public users are subject to *Policy and Guidelines on the Use of the Internet: Use of the North Carolina Integrated Information Network - Revision No. 2*. This can be accessed by irmc.state.nc.us/documents/approvals/NCInternetPolicyRev2.htm. The Acceptable Use Policy of James Sprunt Community College is in accordance with the NCIIN policy.

All users of James Sprunt Community College computers are expected to use the computer in a legal, ethical and responsible manner. The college

considers access to its computer services a privilege which may be limited or forfeited by abuse, misuse, or violations of the following conditions.

Acceptable Use of Computer Services

Users shall comply with all federal and state laws pertaining to copyright privacy and confidentiality, and the transmission of illegal, harassing, or obscene materials.

Users shall use the computer only for educational, instructional and administrative purposes.

Users shall use the computer in a manner that does not impede access by other authorized users by unnecessarily tying up network resources or disrupting the use of the network.

Users shall show respect for other users, both JSCC users and users who can be reached through network connections, by adhering to proper network etiquette.

Users shall show respect for the integrity of the computer system and all networks by operating the system properly.

Users may access their personal E-mail from JSCC computer Internet access. However, for security reasons it is the responsibility of all users to protect their individual passwords. Authorized JSCC personnel may need to access and view such files due to technical problems, unauthorized or illegal use, or any other manner inconsistent to acceptable use policies.

Only authorized JSCC personnel shall be allowed to load software to any computer, either from a disk, CD, the Internet, or any other network source.

Unacceptable Uses of Computer Services include but are not limited to the following:

Users shall not use the computer services to operate a business.

Users shall not load or download software to a JSCC computer without proper authorization from the MIS Department.

Users shall not interfere with other users' use of the computer.

Users shall not transmit or post profane, harassing, unsolicited, or advertising materials over the computer.

Users shall not alter the network configuration of computers, use another user's password, attempt to access confidential materials, modify or decompile files, disrupt or "crash" the system, or use the computer in a manner that will interfere or interrupt others' use of the computer or networks.

James Sprunt Community College is not responsible for the accuracy of any information accessed through its computers or network connections, or for any problems caused by delays, inaccessible sites, or interruptions to the service. Users assume responsibility for the accuracy of information they obtain or use.

ACADEMIC DISHONESTY POLICY

Academic Dishonesty Defined

James Sprunt Community College is committed to providing an academic environment conducive to learning. The college does not condone academic dishonesty to any degree. To ensure students understand the college's expectations definitions and examples of plagiarism and cheating are provided below. Students are accountable to the policies and are expected to conduct themselves in such a manner as to be a credit to themselves and the college.

Plagiarism

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Students have plagiarized when they have failed to properly document the original ideas of others. Any ideas or wording taken from an original source for written or verbal use **must** be cited within the assignment.

Examples of possible resources may include: books, newspaper/magazine articles, course material, other students' projects, email messages, and Internet resources including books, fine art, graphics, photographs, websites, video production, films, CDs, design projects, compositions, lyrics, music, sound bites, speeches, audio recordings, lectures, interviews, etc.

When you are in doubt about the need to cite information, ask you instructor.

Cheating

Cheating is defined as obtaining information in a dishonest manner. Some examples of cheating are: obtaining and using all or part of someone else's work and turning it in as one's own, allowing someone else to obtain and use your work, several people completing one assignment and submitting multiple copies represented (implicitly or explicitly) as individual work, submitting material(s) obtained from the Internet and/or World Wide Web as one's own work without proper acknowledgement of the source, and letting a tutor complete an assignment and submitting it as one's own.

Consequences

If a student commits any act of academic dishonesty, the instructor may assign a zero grade on the assignment or assign a grade of "F" in the course. The instructor must file an academic dishonesty incident report describing the alleged violation with the Vice President of Curriculum Services and provide a copy to the student.

The student may appeal the grade assigned by the instructor if (1) the student feels the penalty is unfair or (2) the student does not agree with the evidence presented by the instructor. Guidelines for student appeals are provided in the current James Sprunt Community College catalog.

Repeated offenses of the college's academic dishonesty policy will result in the student being referred to the Vice President of Student Services.

FREE SPEECH AND PUBLIC ASSEMBLY

To describe the College's policy for exercising free speech on campus

James Sprunt Community College encourages its students and the community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. In adherence to these rights, the College protects the rights of free speech, petition, and peaceable assembly. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at James Sprunt Community College.

This policy is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the College. Interferences include any situations which may compromise the College's ability to provide a suitable environment for students, faculty, and staff to study, conduct research, and perform activities without undue interference. Any acts that are disruptive to normal operations of the College will not be tolerated. Persons engaged in disruptive activity including students, faculty, and staff may be subject to disciplinary or due criminal action. The College has adopted the following guidelines to ensure the rights of free speech while maintaining the proper educational environment.

Registration and Use of Designated Free Speech Area

The College hereby designates the following area as the Free Speech/Expression area:

Amphitheatre Area

This area shall be available for use by both members of the College community and members of the general public. However, events sponsored by members of the College community shall have first priority in using the Free Speech/Expression area. Requests for the use of these designated area will be assigned to the person or organization that requests the area first. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

Requests for Free Speech

Individuals or groups wishing to exercise their free speech should submit a written and signed request using the facility usage form to the Office of the Vice President for College Advancement at least one week (five working days) prior to the desired date.

The following information must be included in this written request:

- Name of the person or organization submitting the request
- Address, email, and phone number
- Date and times requested

- List of planned activities (i.e., speech, signs, distribution of literature)
- Anticipated number of participants and attendance
- Signature of requestor

Approvals are for one day only and a maximum of three continuous hours, between 8:00 a.m. and 9:00 p.m.

Guidelines for Speech and Public Assembly

1. **Amplification Systems:** Because amplification systems pose a significant potential for disruption of College operation, public address and amplification systems may not be used. This includes, but is not limited to, megaphones and PA systems.
2. **Opposing Opinions:** People with opposing opinions do not have the right to disrupt an authorized public assembly. If they choose to disagree in an appropriate form, they must comply with the requirements under Requests for Free Speech.
3. A person with an opposing opinion must not substantially interfere with the speaker's ability to communicate or the audiences' ability to hear and see the speaker. Likewise, the audience must respect someone's right to disagree.
4. **Picketing and Distribution of Literature:** Picketing in an orderly manner or distributing literature within the free speech area is acceptable when approved during the request process as coordinated and approved by the Vice President for College Advancement.
5. Picketing is not permitted inside College buildings or on College grounds outside the designated area.
6. **Symbolic Protest:** During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible so long as the symbolic protest does not unduly interfere with the ability of the person or entity reserving an area for free speech/expression to express themselves and must be confined to the designated area.

Conduct and Manner

Those who exercise free speech as a part of this policy must not:

1. Threaten passers-by
2. Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
3. Interfere with or disrupt any other lawful activity in the same general location at the same time.

4. Commit any act likely to create an imminent safety or health hazard.
5. Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or any other College equipment except in areas designated by the Vice President for College Advancement.
6. Use signs or placards used in connection with the activity must not contain obscene language or words that would tend to incite violence.
7. Make record by audio or visual means (photography, video recording, etc.) of any faculty, staff, or student without obtaining written permission from the person being recorded.

Public speech or activities likely to incite or produce imminent lawless action or that is, under current legal standards, either defamatory or obscene are prohibited. Violations of the James Sprunt Community College Student Code of Conduct are prohibited. Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.

A request for use of free speech areas may be denied if determined that the proposed speech/activity will constitute a clear and present danger to the orderly operation of the College.

All applicable College regulations, state, and federal laws and municipal ordinances apply when engaging in activities on College property. Failure to do so may result in immediate removal from College property and other appropriate action by College officials and/or police.

Interference with Free Speech or Public Assembly

Persons shall not physically interfere in the use of the sidewalk or address obscene, indecent, or threatening language to or at individuals to provoke them or lead to a breach of the peace.

Whenever free passage is obstructed by a crowd, the persons composing such crowd shall disperse when directed by College officials, security, or police. Failure to do so may result in disciplinary action and/or criminal prosecution.

RELIGIOUS OBSERVANCE POLICY

Policy:

It is the policy of James Sprunt Community College that any student of the institution must be granted two excused absences each academic year for religious observances required by the faith of the student in accordance with N.C.G.S. 115D-5(u) (2010)-112, s.2. The following additional guidance is provided:

Policy Guidance:

1. An academic year shall be defined to be that period of time starting on

July 1 in one year and ending on June 30 in the following year.

2. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days.

3. The excused absences shall be taken within the absences allowed in any approved attendance policy of the institution for class(es) being taken.

4. The student must submit a written request to his/her instructor for the excused absences at least ten(10) school days prior to the date the student intends to be absent for the religious observance.

5. Faculty members are expected to note the excused absences as appropriate in class record documents.

6. Students granted an excused absence for the purpose of religious observance shall be given the opportunity to make up any work or tests missed due to an excused absence.

7. No more than one test per day may be given to a student who is making up a test or tests due to the excused absence(s).

8. Instructors/faculty are prohibited from implementing unnecessary sanctions, requiring additional work, or making unreasonable requests of students who are duly granted excused absences for religious observance.

9. Should other provisions of the NC Administrative Code or the General Statutes apply, the College shall implement requirements to comply with those provisions.

CAMPUS SAFETY AND SECURITY

James Sprunt Community College seeks to provide an atmosphere of openness for the encouragement of collegiate activity on campus facilities. However, this policy of promoting openness must be balanced by controls designed to promote security on campus facilities.

The Division of Student Services is primarily responsible for campus security and the Director of Human Resources and Campus Safety is responsible for campus safety.

Statistics on campus crime are gathered and annually published in a document entitled "Report on Crime on the Campus". This report is posted in the Strickland Center and is available at the Office of the Vice President of Student Services. It can also be found on the website www.jamessprunt.edu.

CHILDREN ON CAMPUS

Children are not allowed in classes, classrooms, or labs even when accompanied by a parent. Children are also not allowed in a reception area unaccompanied by a parent or left unsupervised while a parent is in class. If a child is brought to a class, the instructor has the right to ask the student to leave the class.

PETS ON CAMPUS

Employees and students may not bring live animals on campus. If there should be circumstances when any live animals are to be brought to campus for any reason, advanced approval should be received from the President's Office.

STUDENT APPEALS

Student appeals may be categorized as academic appeals or non-academic appeals. Academic appeals may result from any action taken by the college which affects a student's academic standing or the student's academic status within the academic program. Non-academic appeals result from action taken by the college involving a student for reasons of misconduct or other action not classified under academic appeals. In situations where there is a question regarding the type of appeal (academic or non-academic) the President will render a decision as to the type of appeal based on current practices in higher education.

Academic Appeals

Any student has the right of appeal on grievances resulting from any action taken by the college which affects a student's academic standing or the student's status within the academic program. The proper procedure for appeals regarding grades is in this order:

1. Departmental conferences with instructor(s) and Department Head.
2. Vice President of Curriculum Services. The Vice President may exercise the right to consult a Faculty Review Board for a recommendation. The decision of the Vice President of Curriculum Services regarding academic appeals is final.

Any appeal beyond the departmental level must be in writing. Grounds for an appeal shall be based solely upon the record and shall be limited to one of more or the following:

1. that the findings are not supported by substantial evidence;
2. that a fair hearing was not afforded the individual; and/or
3. that the action taken was inappropriate.

A student may remain enrolled in class at the discretion of the Vice President of Curriculum Services, in those cases regarding academic appeals, until such time as a decision is reached concerning the disposition of the student's appeal.

A student withdrawn from the clinical portion of a health education course may not be readmitted to the clinical area during the appeals process. Should the appeal outcome favor the student, arrangements shall be made to provide the necessary clinical experience missed by the student. See Health Education Department DISMISSAL POLICY.

If a student wishes to request an appeal, he/she must do so in writing

within ten school days following the notification of the action or grade. The student has ten days between each appeal level (i.e., between Department Head and Vice President of Curriculum Services). In all cases appeals beyond the departmental level must be in writing. Burden of proof shall rest with the student to refute or disprove any fact or finding.

The Vice President of Curriculum Services, in those cases involving academic appeals, shall have ten school days upon proper notification of appeal to make a disposition of the appeal.

If a Faculty Review Board is consulted, the session shall be conducted informally by the Vice President of Curriculum Services. Evidence may be submitted to the Board by the student and/or appropriate faculty member(s). Neither the student or the faculty member(s) may be represented by counsel before the Faculty Review Board.

The decision by the Vice President of Curriculum Services shall be final with no institutional appeal beyond this level.

Non-Academic Appeals

Any student has the right of appeal regarding grievances resulting from any non-academic action taken by the college. The proper procedure for non-academic appeals is in this order:

1. Departmental conferences with instructor(s) and Department Head;
2. Vice President of Student Services, who may refer the appeal to a Student Appeals Committee for a recommendation; and
3. President. The decision of the President regarding non-academic appeals is final.

Any appeal beyond the departmental level must be in writing. Grounds for an appeal shall be based solely upon the record and shall be limited to one or more of the following:

1. that the findings are not supported by substantial evidence;
2. that a fair hearing was not afforded the individual;
3. that the discipline imposed was inappropriate.

Any student may remain enrolled in class at the discretion of the Vice President of Student Services, in those cases regarding non-academic appeals, until such time as a decision is reached concerning the disposition of the student's appeal.

A student withdrawn from the clinical portion of a health education course may not be readmitted to the clinical area during the appeals process. Should the appeal outcome favor the student, arrangements shall be made to provide the necessary clinical experience missed by the student. See Health Education Department DISMISSAL POLICY.

If a student wishes to request an appeal, he/she must do so in writing

within ten school days following the notification of the perceived inappropriate action by the college and the student has ten days between each appeals level (i.e., between the Department Head, the Vice President of Student Services and President). In all cases, appeals beyond the departmental level (i.e., the Vice President of Student Services and the President) must be in writing. Burden of proof shall rest with the student to refute or disprove any fact or finding.

The Vice President of Student Services and the President, in those cases regarding non-academic appeals, shall each have ten school days beyond proper written notification of appeals to make a disposition of the non-academic appeal. The decision by the President shall be final with no institutional appeal beyond this level.

A student who disagrees with the decision of the Vice President of Student Services may request a hearing before the Student Appeals Committee. The Student Appeals Committee shall consist of (1) Committee Chair, (2) Faculty Members, (2) Staff Members, and (1) SGA President or Officer. The request must be submitted in writing to the Vice President of Student Services within 10 school days after receipt of the Vice President's decision. The Vice President shall refer the matter to the Student Appeals Committee with the relevant facts and findings revealed by the Vice President's investigation. The Student Appeals Committee has 10 school days to render its recommendation on the student's appeal.

Each student requesting an appeal of the Vice President's decision shall receive basic procedural rights such as the rights to counsel, the right to present evidence, and the right to appeal the decision of the committee to the President who will review the official record of the hearing. The request must be submitted in writing to the President within 10 school days after receipt of the committee's decision. The decision by the President shall be final with no institutional appeal beyond this level.

TRAFFIC REGULATIONS

Students are expected to drive carefully and courteously and abide by all North Carolina and James Sprunt Community College traffic regulations while on campus. A speed limit of *15 miles per hour* will be observed by all vehicles while on campus. Students are expected to display the JSCC parking tag at all times.

STUDENT ON-CAMPUS PARKING PROCEDURES

Vehicle Parking Tags

All JSCC students (including on-campus ABE/GED/Adult High School, EMT-Basic, EMT-Intermediate, EMT-Paramedic, CNA and Pharmacology students) **must** have a parking tag in their vehicle while on JSCC campus. The tag must be visible, hanging from rear view mirror, facing outward at all times. Failure to do so may result in a student not being allowed to park on campus grounds.

If parking tag is lost or stolen, \$5.00 **must** be paid for a replacement. Also, \$5.00 **must** be paid for the re-issuance of an ID card because the tag number and ID number are the same.

In order to obtain a parking tag, students **must** go to the SGA Office and see the Recruiter/SGA Advisor.

Parking Tickets

Parking tickets are issued by the JSCC Security staff. A copy of the ticket is kept in the office of the Security Resource Officer.

Speed Limit on campus is **15 mph**.

Parking **is not** acceptable in the following cases:

1. Parking on grass unless designated.
2. Parking in Disabled/Handicapped parking without proper tag being visible in windshield hanging from rear view mirror.
3. Parking in **NO Parking** space/area (Highlighted in yellow).
4. Taking up 2 parking spaces. Only one (1) space per vehicle.
5. Parking in **College Vehicle Only** designed parking spaces.
6. Blocking other vehicles.
7. Blocking driveways.
8. Parking in **Recognition Parking** spaces (i.e., Faculty Council, Phi Theta Kappa, or Campus Security).
9. Piggy-back Parking (2 small vehicles in same space).

INSTITUTIONAL GRADUATION REQUIREMENTS

Graduation exercises are conducted once each year following the spring term. **All requirements must be met prior to the official graduation date of James Sprunt Community College.** The requirements are:

1. A grade point average of 2.0 ("C") or above must be earned in all courses required in the chosen curriculum of study.
2. All financial obligations to the college must be met (i.e., graduation fee, library fines, parking violations, etc.);
3. A grade point average of 3.50 or higher must be achieved in all courses required in the student's major in order for the student to be eligible to graduate with honors.
4. Graduates must have earned at James Sprunt Community College or through a consortium program with James Sprunt Community College at least 25% of the hours required in their curriculum program(s). These hours may not include hours earned through credit by examination.
5. Application for graduation must be made and the graduation fee paid during a specified time as published by the Student Services Office (which is normally during the early part of spring semester). The application can be obtained from the Student Services Office.

ASSOCIATE DEGREE NURSING AND PRACTICAL NURSING GRADUATION REQUIREMENTS

In addition to the above Institutional Graduation Requirements, Associate Degree Nursing and Practical Nursing graduates must meet the following requirements:

1. The student must have passed the required general education courses prescribed in the curriculum with an overall grade point average of "C", and the student must have passed the required nursing courses prescribed in the curriculum with a minimum grade of "C" in each course.
2. The student must have a 2.0 ("C") in each college-level science and math courses.
3. The student's performance of nursing care in the clinical areas must be judged as satisfactory by the nursing faculty.

GRADUATION PERSISTENCE RATES

Based on a cohort of 163 first-time, full-time certificate-, diploma-or degree-seeking students who began in fall 2007, the college has determined that 41% of those students were persistent in completing their goals by either graduation or transferring out.

STUDENT RESPONSIBILITIES

Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the curriculum from which they intend to graduate, for maintaining the grade average required and at all times knowing their academic standing, and for meeting all other degree requirements. Their advisors will counsel them, **but the final responsibility remains that of the student.**

Students are required to have knowledge of and observe all regulations pertaining to campus life and student behavior. They are responsible for maintaining communications with James Sprunt Community College by keeping on file with the Office of Admissions at all times their current address and telephone number.

James Sprunt Community College is not responsible for damage or theft of personal items or equipment brought to on or off-campus sites.

STUDENT RIGHTS

Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the college. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner. Freedom of expressions must conform to generally recognized community standards of decency and morality.

Students have the right to inquire about and to propose improvement in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and college officers.

The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of an access to student records, and this Act will be adhered to by the college. See the section on "Student Records" for further information.

No disciplinary sanctions other than temporary removal from class or an activity may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a student code of conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

Grade Appeal - Students have the right to appeal an assigned **final** course grade within ten (10) working days after the postmarked date of the grade. Students must follow the student procedures outlined under "Student Academic Appeals".

JAMES SPRUNT COMMUNITY COLLEGE 2008-2009 PERFORMANCE MEASURES AND STANDARDS

In February 1999, the North Carolina State Board of Community Colleges adopted twelve performance measures of core indicators of success. This action was taken in response to a mandate from the North Carolina General Assembly to review past performance measures and define standards of performance to ensure programs and services offered by community colleges in North Carolina were of sufficient quality. In the 2007 Session, the General Assembly approved modification to the North Carolina Performance Measures and Standards and was adopted by the State Board of Community Colleges on March 16, 2007. As a result, the number of performance measures of core indicators of success were reduced from 12 to eight.

Listed below are the core indicators, North Carolina Community College System (NCCCS) standard for each indicator and how well James Sprunt Community College (JSCC) met those core indicators. Additional information is available from the JSCC Office of Research, Planning and Institutional Effectiveness. All information below is from the 2009 reporting cycle based on data from the 2008-2009 reporting year.

1. Progress of Basic Skills Students: Progress of basic skills students is

a composite measure that includes the percent of students progressing within a level of literacy, the percent of students completing a level entered or a predetermined goal, and the percent of students completing the level entered and advancing to a higher level. Standards set by the NCCCS are 75 percent of basic skills students will meet the above requirements. At JSCC 81 percent of literacy students met the above goals.

- 2. Performance of College Transfer Students:** College transfer programs provide educational experiences that will enable transfer students to make the transition to a baccalaureate program and perform as well as the students who enroll as first-time freshman at universities. The purpose of this measure is to compare the performance of community college associate degree students (Associate in Arts, Associate in Science, and Associate in Fine Arts) who transfer to public North Carolina universities with students native to the four-year institution. Standards set-forth by the NCCCS is 83 percent of students in both associates degree recipients and the students who transferred with 24 or more semester hours at a community college had a GPA equal or greater than 2.0 after two semesters at a university. 77 percent of JSCC students had a GPA greater than 2.0 after two semesters at a public North Carolina University.
- 3. Passing Rates for Licensure and Certification:** The percentage of first-time test takers from community colleges passing an examination required for North Carolina licensure or certification prior to practicing the profession. A licensure requirement for an occupation is one that is required by state statute for an individual to work in that occupation. Certification is generally voluntary but may be required by employers or an outside accrediting agency. The NCCCS performance standard for the aggregate institutional passing rate is 80 percent. James Sprunt Community College had an aggregate institutional passing rate of 88 percent and all licensure/certification program were above the 70 percent passing rate.
- 4. Passing Rate of Students in Developmental Courses:** This measure reports the percent of students who complete developmental English, mathematics, or reading courses with a grade of "C" or better in 2008-2009. NCCCS standard requires 75 percent of students whom completed a developmental course(s) in English, mathematics or reading courses will have a grade of "C" or better for that course. At JSCC, 84 percent of students enrolled in a developmental course passed with a "C" or better.
- 5. Success Rate of Developmental Students in Subsequent College-Level Courses:** The purpose of this measure is to provide evidence that developmental courses equip students with the skills and knowledge necessary for success in their college studies. NCCCS standard requires 80 percent of students who completed a developmental course

in 2007-2008 and completed subsequent college level course in 2008-2009 will have a passing grade for the college level course. At JSCC 91 percent of students who took a developmental course in 2006-2007 passed a subsequent college course in 2008-2009.

6. Student Satisfaction of Program Completers and Non-Completers:

This indicator reports the proportion of graduates and early-leavers who indicate the quality of the college programs and services met or exceeded their expectations. NCCCS standard is 90 percent of the combined respondents will report to be satisfied with the quality of the college's programs and services. At JSCC, 95 percent of those respondents reported they were satisfied with the academic programs provided to them.

7. Curriculum Student Retention, Graduation, and Transfer:

NCCCS Performance standard for this measure is 65 percent of the fall cohort will have completed their program, are still enrolled the following fall at the community college, or transfer to another community college or university. At JSCC, of the fall 2008 cohort, 74 percent had graduated, returned, or transferred by fall 2009.

8. Client Satisfaction with Customized Training:

The NCCCS standard is 90 percent of business/industries surveyed will report satisfaction with the services provided by community colleges. For businesses/industries who received services from JSCC, 100 percent reported satisfaction in the services they received.