Revised: March 3, 2016

James Sprunt Community College

ADDENDUM

2015-2017 GENERAL CATALOG

The following changes/additions/deletions apply to the 2015-2017
James Sprunt Community College General Catalog:

CHANGES TO POLICIES, PROGRAM AND COURSE DESCRIPTIONS:

Page 26: Admissions: General
Add the following paragraph:
Pursuant to the State Board of Community College Code ID SBCCC 400.2(g), James Sprunt Community College reserves the right to refuse admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course if the applicant resides in a state where the college is not authorized to provide distance education in that state.

Page 37: When to Apply
Change 4th sentence to read: “The applicant should have the application, placement test, official high school transcripts, and office college transcripts on file in the Admissions Office by the following priority dates”

Page 37: Credit By Examination
Remove last three paragraphs.

Page 51: Financial Aid Priority Deadlines
Change to read “Financial Aid Priority Dates”.

Page 91: Smoking and Tobacco Use Policy
Effective March 1, 2016 Replace with the following:

Tobacco and Smoke Free Policy

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.

Tobacco Use and Smoking Policy

James Sprunt Community College, in its efforts to create a healthier atmosphere for the campus community, strives to control exposure to secondhand smoke. It emphasizes prevention and education efforts that support non-use and that address the risks of tobacco use. To protect our students, staff, visitors and guests, James Sprunt Community College prohibits the use of tobacco products.

1. At James Sprunt Community College, smoking and tobacco use is prohibited in the following locations:
   a. On all parts of the campus
   b. Inside all campus buildings (see item # 3 for definition of campus)
   c. In all college owned or leased vehicles.
   d. Includes all classes taught by JSCC personnel regardless of location.
2. The College is committed to prevention and education efforts that support non-use and address the risk of tobacco use. The College also offers programs and services that include practical steps to quit using tobacco products, including smoking-cessation resources.
3. Promotional advertising, sale, or free sampling of tobacco is prohibited on campus.
4. The sponsorship of any campus event by tobacco-promoting organizations is prohibited.
5. All tobacco advertising in public spaces in College locations, such as billboard and signage, is prohibited.
6. This policy applies to trustees, administrators, faculty, staff, students, contractors, vendors, clients, and visitors.
7. Tobacco advertisements are prohibited in College publications.
8. Organizers and attendees at public events using James Sprunt Community College’s facilities, such as conferences, meetings, public lectures, athletic events, social and cultural events will be required to abide by the College’s Smoking Policy. Organizers of such events are responsible for communicating and enforcing this policy.

Definition of Terms
1. Tobacco Products: For the purposes of this policy, tobacco is defined to include any lit or unlit cigarette, pipe, cigar, cigarillo, or other smoking equipment (whether filled with tobacco or any other type of materials), smokeless tobacco (use of snuff, dip, chew, smokeless pouches, or other forms of loose leaf tobacco), and any other tobacco product in any form. This is to include “e-cigarettes” or any device designed to introduce tobacco into the body.
2. Students: Includes but is not limited to full-time day students, part-time students, commuter students, non-traditional students and other special students.
3. Campus: Includes any and all college owned, leased, or maintained property (includes all classes taught by JSCC personnel regardless of location) including but not limited to buildings, facilities, sidewalks, roadways, parking lots, and grounds.
4. College vehicle: This includes college owned, rented, or leased vehicles.

Policy Implementation & Enforcement
It is the hope of James Sprunt Community College that students, employees, and visitors will recognize the value of this policy and voluntarily comply. Implementation and enforcement of this policy are the shared responsibility of the entire college community to promote a clean, safe, healthy environment in which to work, study, and live. Enforcement will begin with Campus Security monitoring the campus for violators and notifying offenders of the tobacco policy.

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 Vice President of College Advancement and or Director of Human Resources. Students should be referred to the Associate Vice President of Student Services, or designee, for disciplinary action.

Assistance
To assist those who wish to quit smoking, James Sprunt Community College offers the following support:
1. The James Sprunt Community College Human Resources Department will assist in referring those who wish to quit smoking to the appropriate professional resources.
2. Faculty and staff may avail themselves of EAP resources for referrals to community smoking cessation services.

Page 98: Academic Dishonesty Policy
Updated policy effective Fall 2015:
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, multiple submissions, 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 your instructor.

Multiple submissions
This is defined as submission of work that has been prepared for a different course without fair citation of the original work and prior approval of the instructor. Students who submit assignments that were previously submitted in another course are subject to the same consequences they would face if they plagiarized these assignments. The use of one's previous work in an assignment requires prior approval from the current faculty member and citation of the previous work.

Examples of multiple submissions include: submitting the same essay for credit in two courses without first receiving written permission; making minor revisions to an assignment that has already received credit in a course and submitting it in another class as if it were new.

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 Executive Vice President 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 Associate Vice President of Student Services.

Page 220: Diplomas and Certificate Programs
Add the following programs Effective Spring 2016:
The Diesel and Heavy Equipment Technology curriculum prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as Heavy Duty Trucks over one ton classification, buses, ships, railroad locomotives, and equipment; as well as stationary diesel engines in electrical generators and related equipment. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this program should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

### TYPICAL COURSE SEQUENCE

#### COURSE AND HOUR REQUIREMENTS

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
<th>Hours per Week</th>
<th>Hours Credit</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Class</td>
<td>Lab</td>
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<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
<td></td>
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<tr>
<td>HET 110</td>
<td>Diesel Engines</td>
<td>3</td>
<td>9</td>
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<tr>
<td>TRN 110</td>
<td>Intro to Transport Tech</td>
<td>1</td>
<td>2</td>
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<tr>
<td>HET 125</td>
<td>Preventative Maintenance</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>TRN 140</td>
<td>Transp Climate Control</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>HET 230</td>
<td>Air Brakes</td>
<td>1</td>
<td>2</td>
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<tr>
<td>ENG 101</td>
<td>Applied Communications I</td>
<td>3</td>
<td>0</td>
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<td><strong>10</strong></td>
<td><strong>18</strong></td>
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<td><strong>SECOND SEMESTER</strong></td>
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<td></td>
<td></td>
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<tr>
<td>TRN 120</td>
<td>Basic Transp Electricity</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>HET 128</td>
<td>Medium/Heavy Duty Tune-up</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>HET 119</td>
<td>Mechanical Transmissions</td>
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<td>2</td>
</tr>
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<td>HYD 112</td>
<td>Hydraulics/Med/Heavy Duty</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>HET 233</td>
<td>Suspension and Steering</td>
<td>2</td>
<td>4</td>
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<tr>
<td>MAT 101</td>
<td>Applied Mathematics I</td>
<td>2</td>
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<td>HET 114</td>
<td>Power Trains</td>
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<td>6</td>
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<tr>
<td>TRN 145</td>
<td>Adv Transp Electronics</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>WLD 122</td>
<td>Basic Welding Processes</td>
<td>1</td>
<td>3</td>
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<td><strong>TOTAL SEMESTER HOURS CREDIT: 46</strong></td>
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Certificate
C60460C1
### Page 305: Course Descriptions

Add the following:

**HET – Heavy Equipment Maintenance**

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<th>Course Title</th>
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<th>Credits</th>
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<td>HET 110</td>
<td>Diesel Engines</td>
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<td>Prerequisites: None</td>
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<td>Corequisites: None</td>
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<td></td>
<td>This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is laced on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.</td>
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<table>
<thead>
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<tr>
<td></td>
<td>Prerequisites: None</td>
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<td>Corequisites: None</td>
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<td>This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components.</td>
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</table>

<table>
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<tr>
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<th>Credits</th>
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</thead>
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<tr>
<td>HET 119</td>
<td>Mechanical Transmissions</td>
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<tr>
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<td>Prerequisites: None</td>
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<tr>
<td></td>
<td>Corequisites: None</td>
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<td>This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, sliding idler clutches, and friction clutches. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions.</td>
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</tbody>
</table>
HET 125  Preventive Maintenance  1  3  2
Prerequisites: None
Corequisites: None

This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and road ability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

HET 128  Medium/Heavy Duty Tune Up  1  2  2
Prerequisites: None
Corequisites: None

This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.

HET 218  Tractor Project  1  12  5
Prerequisites: None
Corequisites: None

This course provides an opportunity to demonstrate competencies learned by completely rebuilding a tractor to meet dealer specifications. Emphasis is placed on diagnosis and repair of engine, hydraulic, electrical/electronic, air conditioner, brake, and steering systems to ready a used tractor for sale. Upon completion, students should be able to diagnose and perform the necessary repairs on a used tractor to prepare it for sale.

HET 230  Air Brakes  1  2  2
Prerequisites: None
Corequisites: None

This course introduces the operation and design of air braking systems used on trucks. Topics include safety, governors, compressors, and supporting systems. Upon completion, students should be able to diagnose, disassemble, inspect, repair, and reassemble air brake systems.

HET 233  Suspension and Steering  2  4  4
Prerequisites: None
Corequisites: None

This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.

Page 305: Course Descriptions: History
Add the following:

HIS 111  World Civilization I  3  0  3
(College Transfer--UGETC: Social/Behavioral Sci.– AA/AS)
Prerequisites: None
Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine
cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

HIS 112 World Civilization II
(College Transfer--UGETC: Social/Behavioral Sci.– AA/AS)
Prerequisites: None
Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

Page 308: Course Descriptions
Add the following:

HYD – Hydraulics

HYD 112 Hydraulics-Med/Heavy Duty
Prerequisites: None
Corequisites: None

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.

Page 334: Course Descriptions
Add the following:

TRN—Transportation Technology

TRN 110 Intro to Transport Tech
Prerequisites: None
Corequisites: None

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

TRN 120 Basic Transp Electricity
Prerequisites: None
Corequisites: None

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

TRN 140 Transp Climate Control
Prerequisites: None
Corequisites: None

This course covers the operation, testing, and troubleshooting of heating, ventilation, and air conditioning systems in vehicles. Topics include the principles of heat transfer, refrigeration cycle, and electronic controls. Upon completion, students should be able to perform routine maintenance and basic repairs on heating and air conditioning systems.
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

**TRN 145    Adv Transp Electronics**

Prerequisites: Take TRN-120

Corequisites: None

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLCs, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLCs, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

**Page 360: Index:**

Change: Admissions Policy…………………………27, to read Admissions-General………………………..26