

Dear Students:

Welcome to Guilford Technical Community College! Thank you for choosing GTCC. We look forward to partnering with you as you pursue your educational and career goals.

As you begin this journey, I encourage you to finish what you have started. It can be tough to balance school with your personal responsibilities. Some of you will face challenges inside and outside the classroom. GTCC is here to support you.

Academically, we have talented and dedicated faculty and staff who are on your side and will help you navigate challenges. That does not mean you will agree with every grade or decision. It does mean that we will work with you to help you expand your knowledge, learn new skills, and complete your program of study.

If you find yourself struggling, let us know if you need assistance as soon as possible. Don't wait – reach out to your instructor or success coach to let us know what you need. Our Center for Academic Engagement is ready to help with tutoring and other support services to assist you.

Outside of the classroom, we can help you overcome obstacles. Our supportive staff and faculty care about your success and well-being. They are equipped to direct you to resources to help you navigate life's challenges that can get in the way of pursuing your education. In particular, GTCC's Titan Link program is available to connect you with college and community resources to assist with things like transportation issues, food bank and clothing closet access, financial literacy programming, and more. We are committed to helping you succeed.

Finally, have fun! Join a club, participate in a Student Government Association sponsored event, attend athletics events, and meet new people inside and outside your classes.

Guilford Tech is a welcoming environment filled with wonderful students, instructors and staff. We look forward to getting to know you.

I wish you an engaging and successful experience at GTCC. I challenge you to join us to MAKE AMAZING HAPPEN!

A handwritten signature in black ink that reads "Anthony J. Clarke". The signature is written in a cursive, flowing style.

Anthony J. Clarke, Ph.D.
President

Vision

To be consistently recognized as a national leader in student success and workforce development.

Mission

People. Pathways. Partnerships.

People

We empower every student to achieve their educational and/or career goals in a dynamic, diverse, and inclusive environment.

We enable every employee to do great work and engage in a dynamic, diverse, and inclusive environment.

Pathways

We continuously improve the student experience and success through enhanced guidance, communication, and support.

Partnerships

We promote economic development by providing a highly skilled workforce for new and existing employers.

We partner with K-12 schools and four-year institutions to increase students' success and progression towards their educational and career goals.

Values

Collaboration – Working together with all constituents to fulfill the college's mission

Learning – Providing quality educational experiences across all programs and services

Accessibility – Identifying and eliminating barriers to successful educational outcomes

Excellence – Striving for distinction in everything we do

Integrity – Ensuring that our words and actions work together for the betterment of society

Inclusion – Promoting respect and equity and recognizing differences as strengths

Institutional Goals Of GTCC

Goal 1: Improve and measure student access, success, progress, and completion

- Serve an increasing number of citizens of Guilford County to positively impact educational attainment and economic development
- Provide clear pathways that lead to workforce credentials and job placement
- Provide clear pathways that lead to successful college transfer student performance
- Develop and expand pathways and strategies to attract, enroll and graduate students in high demand programs that provide a sustainable income and match local and regional workforce needs
- Expand or enhance multiple learning models to meet the needs of a diverse learning population and reduce achievement gaps
- Expand or enhance academic support strategies to meet the needs of a diverse learning population and reduce achievement gaps
- Simplify college processes to mitigate obstacles to access and completion
- Expand strategies and practices that support student financial stability

Goal 2: Employ technology effectively to enhance the student, faculty, and staff experience

- Develop and implement a visionary technology planning process with procedures and tools that provides for and supports the college's technology requirements and use of technology by students, faculty, and staff

- Support innovation by providing meaningful professional development that promotes technology integration in classroom and instructional support practices and best practices in IT operations
- Support innovation by providing and leveraging instructional technology that leads to greater student learning and outcomes

Goal 3: Secure additional funding through strategic pursuit of grants, gifts, and entrepreneurial endeavors

- Pursue grant funding that aligns with our strategic plan
- Collaborate with the GTCC Foundation to promote advocacy and financial support from alumni, individuals, and institutional donors
- Expand or develop alternative streams of funding

Goal 4: Identify and meet employer and community needs in the region

- Provide effective workforce training in support of regional industry clusters
- Expand job opportunities and aspire to ensure job placement meets workforce needs in collaboration with local economic development initiatives
- Provide cultural, personal, and professional enrichment programs for the community

Goal 5: Provide learning opportunities in a safe, convenient, and inviting atmosphere

- Provide an infrastructure that oversees, supports, sustains, and monitors college regulatory compliance and other needs for emergency preparedness and campus safety
- Assess facility assets to enhance strategic redeployment of existing space, program access, and future growth
- Foster student / employee engagement in sustainable facilities, campus beautification, college pride
- Promote a campus culture of inclusion and belonging

Goal 6: Cultivate a workplace culture of inclusion that welcomes, develops, supports, and empowers employees

- Foster a college culture that supports employee diversity and inclusion through recruitment and retention
- Foster a college culture that supports employee morale and performance
- Provide best-in-class professional development for all employees
- Develop institutional leaders who serve as liaisons with our diverse community

Goal 7: Enhance a culture of evaluation and continuous improvement using data, proven practices, measurement, and evaluative decision-making

- Improve data fidelity, collection, and analyses
- Provide broad access to student and institutional data through improved inquiry tools and training
- Promote the use of data across the institution to improve policies and practices

For most recent updates to the Student Handbook, please visit the “Student Policies and Information” page of the GTCC public website.

Contents

Statement of Accreditation	1
Communication	1
Academic Regulations	1
Academic Integrity Policy	1
Academic Integrity Procedure	1
Introduction:	1
Definitions:	1
Initial Response and Documentation:	2
Academic Integrity Appeal Process:	3
Academic Honors	3
Attendance Policy	3
Change of Program	4
Transfer to another Institution	4
Early Alert System	4
Center for Academic Engagement	4
Titan Link	5
ACA Courses	5
Dropping/Adding Courses	5
Withdrawal Procedures	5
Academic Suspension	5
Academic Suspension Appeals Process	6
Limited Enrollment Health Programs Academic Appeals Process	6
Instructional Evaluation	6
Academic Load	7
Academic Performance/Minimum Grade Point Average (GPA)	7
Credit for Prior Learning	7
Auditing a Course	7
Grades	7
Forgiveness of Grades for Previously Earned Credits	9
Admissions	9
Readmission	9
Non-Health Program Students	9
Consortium	9
Commencement	10
Campus Police Department	11
Emergency Information	11
Annual Crime Statistics	11
Mass Notification and Warning Messages	11

Reporting Procedures	12
Responsibilities of the college Community	12
Safety Concerning Children on Campus	12
First Aid	12
Lost and Found.....	12
Automobiles on Campus	13
Parking Appeals	13
Parking Deck.....	13
Parking Permits	13
Parking Regulations	13
Handicapped Parking	13
Towing	14
Appeals procedures for impoundment and towing:	14
Speed Limit on Campus	14
Traffic Accidents.....	14
Campus Police Phone Numbers:	14
Other Information:.....	14
Student Financial Responsibilities.....	16
Tuition.....	16
Types of Fees	16
College Tuition and Fees.....	16
Sponsorship	16
Student Account Statements.....	16
Payment Types	17
Returned Checks	17
Payment Deadlines	17
Past Due Accounts	17
Collections.....	17
Tuition and Fee Refunds	17
Identification Cards	18
Procedure:.....	18
A Titan’s Role in Promoting Civility	19
Student Code of Conduct.....	19
Procedure	19
1. Appropriate Behavior and Misconduct	19
2. Oversight of the College’s Student Conduct Processes.....	22
3. Emergency Response Procedures and Interim Sanctions.....	23
4. Standard Response Procedures and Investigative Steps.....	23
5. Sanctioning for Students Found Responsible for a Violation	24
6. Applications of Holds to Student Accounts	24
7. First Appeal Procedure.....	25

8. Final Appeal to the Vice President of Student Services:.....	26
9. Conduct Records Expungement.....	26
Drug & Alcohol Policy.....	27
Drug Counseling and Rehabilitative Services.....	27
Dress & Attire.....	29
Smoking and Tobacco Use.....	30
Internet Use.....	31
Policies Addressing Discrimination and Harassment.....	32
Anti-Discrimination and Anti-Harassment.....	32
Disability Access.....	32
Sexual Harassment.....	32
Sexual Assault.....	32
Sexual Harassment and Sexual Assault - Title IX Amendment.....	33
Title IX Coordinators.....	33
Student Related Issues:.....	33
Employee Related Issues:.....	33
Title IX Violations Include.....	33
Consent and Title IX.....	34
What to do if you are the Victim of Sexual Assault.....	35
Reporting Sexual Misconduct.....	35
Title IX Procedures.....	35
Confidentiality.....	35
Bystander Intervention - We Need Your Assistance.....	35
Educate yourself on what to do.....	35
How to Intervene Safely.....	36
Student Complaints.....	37
Grade Related Complaints.....	37
General Guidelines for Complaints that are Not Grade Related.....	37
Assistance with a Complaint for Students-At-A-Distance.....	37
Student Rights and Resources.....	38
Student Rights - Right to Know.....	38
Student Rights – Privacy/Release of Information.....	38
What is FERPA?.....	38
Rights provided to students by FERPA.....	38
What is an education record?.....	38
What type of information may be shared?.....	38
Disclosure Exceptions.....	39
Student Rights – Student Records.....	39
Student Rights - Student Life.....	39
Guest Speakers Procedure.....	40
Student Rights - Student Conduct.....	40

Diversity Statement.....	41
Athletics	41
Counseling Center.....	41
Campus Maps and Information	42
Campus Bookstore	42
Academic Calendar.....	42
Continuing Handbook Updates.....	42

Welcome to Guilford Technical Community College!

We want your GTCC Career to get off to a fantastic start! Included in this Handbook are the policies and procedures affecting student life on campus. We recommend you review and become familiar with this information. For more up to date information regarding clubs, activities and events on campus, please check out the “Student Life” page of the GTCC public website.

Statement of Accreditation

Guilford Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Guilford Technical Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Guilford Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org)

Communication

The Titan Email account (@gtcc.edu) provided to students by Guilford Technical Community College is the primary tool for official communication from the college to students. The college will send official messages to students at the address provided and expects students to review their GTCC email accounts regularly and to respond as appropriate.

Academic Regulations

This section contains information about completion of academic programs and academic standing.

Academic Integrity Policy

Guilford Technical Community College (GTCC) is an academic community with its fundamental purpose being the pursuit of learning and student development. Consistent with this purpose and in order to uphold and support standards of personal honesty and integrity for all members of the college community, it is the policy of GTCC to enforce standards for academic integrity of our programs and courses. Conduct that violates standards of academic honesty and integrity is subject to academic disciplinary action. This conduct includes cheating, fabrication and falsification, plagiarism, abuse of academic materials, and complicity in academic dishonesty. Any student who violates these standards is subject to academic sanctions.

Academic Integrity Procedure

Introduction:

It is the expectation of the college that students maintain absolute integrity and high standards of individual honor in their academic work. Violations of this policy will result in sanctions as determined by the primary investigator for the case. Academic conduct records are part of a student’s master record and will be kept on file in the Office of Student Services.

Definitions:

- a. Cheating – the use or attempted use of unauthorized materials, information, notes, study aids, or other devices in any academic exercise. This includes the unauthorized communication of information during an academic exercise
- b. Fabrication and Falsification – Fabrication is inventing or counterfeiting information for use in any academic exercise. Falsification is altering academic information.
- c. Plagiarism – the presentation of another person’s work that is not common knowledge without proper acknowledgement of the source.
- d. Abuse of academic materials - Destroying, stealing, or preventing access to books, equipment, or any other institutional instructional resources. Misuse of online learning resources may fall under this category. At instructional personnel’s discretion it may also be investigated under a different academic integrity category or referred to the Community Standards director for investigation under the Student Code of Conduct.

e. Complicity in academic dishonesty – aiding or attempting to help another person in her or his own academic dishonesty

Initial Response and Documentation:

a. Instructional personnel noticing infractions of the standards of academic integrity, or receiving reports of such behavior, are usually responsible for investigating the matter and determining outcomes accordingly. Non-instructional personnel noticing academic integrity infractions should report them to the relevant instructional personnel or to the Community Standards Office. Faculty members will most often be considered the instructional personnel for investigating allegations - especially for situations of cheating, fabrication/falsification, and plagiarism. Other employees such as librarians may be considered instructional personnel in certain situations such as alleged abuse of academic materials in a library setting. Employees who are unsure of their instructional personnel status should consult their supervisors.

b. Any employee who observes behavior that may include illegal acts should alert Campus Police. With the approval of the vice president of Student Services, a Community Standards Office employee can investigate a student under this policy in light of a special circumstance (e.g. when academic misconduct in a prior semester is alleged or when an instructional employee has left the college).

c. The first step in investigating a possible academic integrity infraction is discussing the matter privately with the student involved. This can mean briefly removing a student from a classroom for a confidential conversation. If it is not possible to discuss a situation with a student immediately then the instructor is required to reach out to the student in writing to schedule a meeting during office hours within three (3) instructional weekdays. The purpose of the conversation is to notify the student of what is alleged and to provide an opportunity for the student to respond to the allegation.

d. Once an instructor has given the student a chance to respond, any other evidence can be considered. This could include confiscated cheat sheets, video footage if available, and witness statements from other students or employees. The first thing to determine is whether or not the student is more likely than not to have engaged in one of the types of misconduct described above. If the answer is “no” then the process stops with the student being informed that she or he is not in violation.

e. If it does appear more likely than not that the student engaged in one of the five types of academic integrity violations then she or he will be found in violation and must be assigned appropriate sanctions in response. An instructor has discretion to choose the sanction or combination of sanctions that, in her or his expert opinion, satisfactorily addresses the behavior without being more punitive than necessary. Instructors are advised to consider factors such as the nature and seriousness of the offense, the injury or damage resulting from the misconduct, the student’s prior disciplinary record, the context used by the student in deciding to engage in the behavior, and the student’s attitude and demeanor subsequent to the violation. The sanctions that may be applied include one or more of the following items:

- Formal written warning
- Required completion of an educational assignment related to the behavior
- Mandated referral to college support services for an educational conversation
- Required resubmission of the assignment or retaking of the test
- Reduced grade (including F) for the assignment or test
- Reduced grade (including F) for the course
- Temporary dismissal from class
- Dismissal from class for the remainder of the term

f. In cases when the act of academic dishonesty is particularly flagrant, having import beyond the specific course in which the violation occurred (e.g., the outright or attempted theft of materials or equipment) or when there is a pattern of dishonesty which seems to be undeterred by imposing lesser penalties, the college faculty or staff member may institute proceedings leading to disciplinary suspension from the college. The college faculty or staff member, may with approval of the immediate supervisor, refer the case to the Community Standards Office for consideration

under the Student Code of Conduct. The Community Standards Office will assume the investigative lead at that time.

g. When a student is found in violation of the academic integrity policy and assigned sanctions, the matter must be documented by the instructional personnel who make the determination. This is accomplished by completing the online Student Academic Integrity Violation Report available in the Campus Applications section of MyGTCC (the portal). Completed reports are received by the Community Standards Office which will manage the process of notifying students in writing of their outcomes and receiving their appeals. Instructional personnel will submit the documentation within five (5) instructional weekdays of opening the investigation.

h. Program-specific regulatory requirements may differ from this policy: regulations may otherwise define academic misconduct and they may suggest or require sanctions which differ from the standard options provided above. Nothing in this policy shall be construed to limit a program's ability to comply with regulations governing a program area. In cases in which an employee must adhere to such regulations, this shall be documented in the comments section of the electronic Academic Integrity Violation Report. Academic administrators are further required to provide details of program specific regulatory requirements in a public student handbook, an operation's manual, or a similar program-specific resource.

Academic Integrity Appeal Process:

a. A student wishing to appeal an academic integrity decision (which cannot include suspension) must do so to the department chair or program coordinator (depending on the program) within five (5) instructional weekdays from the date she or he was found in violation. If the student believes that more time will be needed to determine whether or not to appeal, the college's Chief Academic Officer may grant a deadline extension. Appeals are submitted via the Student Academic Integrity Violation Appeal on the college's public website. A student may request on this form that, at this first level of appeal, punitive sanctions be placed in abeyance pending the appeal's outcome.

b. If the issue remains unresolved after presenting her or his formal written appeal to the department chair or program coordinator, the student may continue the appeal to the next appropriate academic administrator using the process outlined in part a of this list. The administrative chain of command will be different depending on the college program and other factors (e.g. credit vs. non-credit). The Community Standards Office can clarify for a student who the next appropriate administrator is.

c. The ultimate academic appeal will be to the Senior Vice President of Instruction or the Vice President of Workforce & Continuing Education depending upon the administrative chain of command. The decision of the Senior Vice President of Instruction or the Vice President of Workforce & Continuing Education will be final.

d. Each college employee who receives an academic integrity appeal request from a student will have five (5) instructional weekdays in which to respond. A student who receives an appeal result and remains unsatisfied will have five (5) instructional weekdays in which to continue the appeal.

e. A student wishing to appeal disciplinary suspension that resulted from an academic integrity referral to the Community Standards Office must use the appeal process in *IV-3.1.1 the Student Code of Conduct policy*.

Academic Honors

Honor rolls include the President's List, Dean's List and Honors List. The President's List recognizes all program students who complete at least 12 credit hours for the semester (9 credit hours for summer term) and earn a 4.0 grade point average. The Dean's List recognizes all program students who complete at least 12 credit hours for the semester (9 credit hours for summer term) and earn a grade point average of less than 4.0 but no lower than 3.5, with no grade below a C. The Honors List recognizes all program students who complete at least two courses for the semester for a minimum of six credit hours, but no more than 11 credit hours (6 credit hours and no more than 8 for summer term), and earn at least a 3.5 grade point average with no grade lower than a B. Students with grades of incomplete (I) for any course are not eligible for honor rolls. Grades of S, U, X or AU will not be considered for honor rolls, and those courses will not be considered in the minimum hours for honor rolls. Pre-curriculum courses do not apply to academic honors calculations. Students are notified if named to an honor roll.

Attendance Policy

Regular attendance in class is essential to receiving maximum benefit from the educational experience. A curriculum student is expected to attend and be on time for all classes and lab/shop/clinic sessions and to follow the attendance policy stated on the course syllabus. In order to remain enrolled in a course, a student must be in

attendance on or before the course census date. For fully online classes, a student must complete a graded assignment on or before the census date. For all other classes, a student must be physically present in the class on or before the census date.

Military leave absence(s) will not be counted as an absence when the instructor has received **prior** official notification. Responsibility for initiating such notice rests with the student. Military personnel must be able to enter the course prior to the census date. Leave that interferes with course entry before the census date will require that the individual drop the course.

Curriculum and continuing education students are allowed two (2) days of excused absences each academic year for religious observances as required by law. Curriculum students must notify instructors in writing of expected religious absences within the first three weeks of class.

Some programs may have outside regulatory bodies that require a minimum of course attendance hours (e.g. BLET, Cosmetology, and Aviation). Each instructor will include attendance requirements and criteria for tardiness on the course syllabus.

Students are responsible for course content when absent and for coming prepared to the class following the absence. Students should refer to the course syllabus for the class policy on make-up work.

Change of Program

Students who want to change their program of study should first meet with their assigned faculty coach or a Student Success Coach. In order to change the program of study, a Program Change form must be completed. The Program Change form is available in the Student Success Center and online from the Registrar's webpage at <https://www.gtcc.edu/files/admissions/Program-Change-Form.pdf>. The department chair of the new program of study will make the final decision regarding the applicability of credits. Students receiving financial aid or Veterans education assistance must verify eligibility with the Financial Aid Office or Veterans Affairs Office before completing a Program Change form.

Transfer to another Institution

Students planning to transfer to a four-year college or university should acquaint themselves with that institution's requirements and the requirements for their major. The Student Success Center can assist students in developing an educational plan to transfer to a specific college. The plan typically includes majoring in a "College Transfer" program at GTCC. Details can be found in the college Catalog at catalog.gtcc.edu.

Early Alert System

Throughout the semester, you may receive course progress feedback via Navigate Early Alerts. These alerts are one of many ways your instructors can keep you updated on your academic progress. Early alerts can indicate that you have not been attending class regularly, not submitting work regularly, or are earning grades lower than necessary to be successful. Instructors can also raise kudo alerts for you if you are doing outstanding work in their courses! Receiving an early alert means that your professor and the college wants to see you succeed.

If your teacher raises an alert, you will receive an email notification from Navigate and outreach from an Academic Achievement Specialist. Your Academic Achievement Specialist can help you develop academic skills and personal habits to improve your success. They can also connect you with resources on campus like tutoring, Titan Link, counseling services, and more.

Center for Academic Engagement

The Center for Academic Engagement (CAE) is committed to serving as your community for academic support and elevation. The CAE provides tutoring, an open computer lab, supplemental instruction and academic mentoring. Free tutoring is offered at all campus locations and online.

To learn more about our services and hours, visit the CAE website at www.gtcc.edu/tutoring or stop by any of our locations:

- High Point – H5 Room 236
- Jamestown – LRC (library) 3rd floor
- Greensboro – Campus Center Room 132

Titan Link

Life happens, and if you're a GTCC student, you and your family may qualify for food bank access, bus passes, financial assistance, and more. Titan Link can connect you to college and area resources to help you stay focused on your academic and professional goals.

Offices are located on three GTCC campuses:

- High Point – H3 Room 110, 336-334-4822, ext. 55060
- Jamestown – LRC 3rd Floor, 336-334-4822, ext. 55062
- Greensboro – Campus Center Room 101, 336-334-4822, ext. 53029

Come by any of our offices or visit our web site at <https://www.gtcc.edu/student-life/tutoring-center-for-academic-engagement/titan-link-center-for-academic-engagement/index.php> to learn more about our services.

ACA Courses

Academic Success Classes (ACA) aid you in developing the skills necessary to succeed in college and beyond. If you're new to college, need a refresher after a long break from higher education, or majoring in certain career and technical programs, you would benefit from ACA-111: College Student Success, during your first semester at GTCC. If you're transferring to a four-year university, ACA-122: College Transfer Success, will help you develop academic and professional goals, as well as design a transfer plan. Take ACA-122 in your first semester.

Dropping/Adding Courses

You can make a schedule change (drop/add) during the schedule adjustment period at the beginning of the semester. In order to avoid being charged fees for dropped courses, you must drop and add the same amount of credit hours in a single transaction. Check your Self Service account after making any schedule adjustments to pay any additional charges incurred. After the schedule adjustment period, you should follow the drop/withdrawal process if you want to drop or withdraw from a course.

During the schedule adjustment period, students may drop or add open courses using Self-Service. After the schedule adjustment period and on or before the course census date, students may drop a course by using Self-Service. After the course census date, students may withdraw from a course by using the online withdrawal form at <https://www.gtcc.edu/student-life/records-and-transcripts/records-office-forms.php>.

To withdrawal from a face-to-face, hybrid or online course, students should use the [online withdrawal form](#). Athletes, Career and College Promise, Early Middle College, and F-1 Visa students will need additional approval from the appropriate departments.

Withdrawal Procedures

After the close of the schedule adjustment period, a student may drop or withdrawal from a course by completing the [online withdrawal form](#). Students withdrawing after the end of the schedule adjustment period but before the 10% point will not receive a grade and will be eligible for a refund of 75% of the tuition of the course, provided the withdrawal reduced the student's hours for the term below 16 credit hours.

A student who formally withdraws from a course after the 10% point of the course and before 70% of the scheduled course hours have elapsed will receive a grade of "W" and is not eligible for a refund. Dates of the 70% point will be provided in the college's [registration calendar](#).

If a student cannot complete a course due to extenuating circumstances (e.g., physical or mental medical condition, military deployment, or death of an immediate family member) after 70% of the course contact hours have elapsed, the student may contact the instructor concerning the possibility of receiving a grade of "I" or the student may contact the Registrar's Office to request a late withdrawal.

Academic Suspension

Students are suspended for one term if they do not have a cumulative program GPA of a 2.0 or higher at the end of the term for which they were on probation.

- The Associate Vice President of Instruction will send a suspension email to the students' GTCC Titan email address and a physical suspension letter to the address on file with the college.

- Students who have pre-registered for the term in which they will be suspended will be administratively withdrawn from those courses.
- Upon return to the college, students are considered to be on academic probation and will be required to meet with a Student Success Specialist prior to registration.

Academic Suspension Appeals Process

Suspended students have the right to appeal. Students may appeal an academic suspension to the Associate Vice President of Instruction prior to the last day of schedule adjustment for the semester in which the suspension takes effect. During the appeal process, students may not register or attend courses. In addition, the registration hold will remain in effect.

- A. Students must complete the Academic Suspension Form and submit it to the Associate Vice President of Instruction.
- B. The Associate Vice President of Instruction will review pertinent records such as student transcripts and consult with faculty, counselors, and others who can aid in the review process and make a decision within five business days after receiving the appeal.
- C. The Associate Vice President of Instruction will render one of the following two decisions:
 1. Lift suspension with or without provisions. All provisions will be monitored by the Student Success Center.
 - i. Students whose appeal is lifted may register for any courses that has not started.
 - ii. Students must meet with an academic coach prior to registration.
 - iii. Students will be limited to six credits.
 2. Let the suspension stand.
- D. The Associate Vice President of Instruction will notify suspended students the results of the appeal in writing within five business days.
- E. Once the decision has been communicated to the student, the Associate Vice President of Instruction will notify the Department, the Associate Vice President of Student Services, the Registrar, the Director of the Student Success Center, Financial Aid, Bursar, and the Veterans Office.
- F. Students who are not satisfied with the decision of the Associate Vice President of Instruction may appeal to the Vice President of Instruction.

Limited Enrollment Health Programs Academic Appeals Process

Limited enrollment health students on academic suspension have the right to appeal.

- A. The respective Program Director or Program Coordinator of the limited enrollment health program will notify the appropriate Division Chair of students who are academically suspended each semester.
- B. The appropriate Division Chair will send a letter of suspension.
- C. Once students have received a letter of suspension from the health program, they may appeal by following the Student Complaint policy for an academic grade-related appeal.

Instructional Evaluation

Each instructor must evaluate the achievement of his or her students. At the beginning of each course, students will be provided course requirements, evaluation methods, and grade determination through the course syllabus. Each course will have two or more student learning outcomes noted in the syllabus. Course activities and evaluation methods will be heavily tied to these student learning outcomes to encourage student proficiency upon successful completion of the course.

Each instructor will issue early alerts on behalf of students at risk of failing by the 30% point of the course. Each instructor will issue a midterm grade in the Moodle grade book at the 50% point of the course.

Questions about course requirements, evaluation methods, and grades should be directed to the course instructor. Individual grades on specific assignments cannot be appealed. However, students can appeal a final course grade by following the procedure within the Student Complaint policy: <https://www.gtcc.edu/student-life/student-policies-and-information/index.php>

Academic Load

In order to graduate within a two-year timeframe, the average academic load should be 15 - 18 credits per term, excluding pre-curriculum courses. Students should refer to the GTCC catalog for their chosen program of study, available online in the [Academic Catalog](#). A minimum of 12 credit hours meets the full-time definition for veterans and financial aid benefits. Students are encouraged to work with their advisors in determining an appropriate academic course load. Students should consider taking an academic load that will be compatible with their work schedule, family commitments, health and other obligations.

Academic Performance/Minimum Grade Point Average (GPA)

To remain in good academic standing, students must maintain a cumulative program GPA of 2.0 or higher. Students will be notified if their cumulative program GPA falls below a 2.0. The academic warning/supervision/probation/suspension status can be viewed in the college catalog under [academic status](#).

Credit for Prior Learning

The college recognizes and values knowledge and skills gained in many ways. Credit for prior learning may be earned by any or all of the following methods:

1. Transfer of credit from approved institutions
2. Registered apprenticeships
3. Certifications and licensures
4. Courses listed in the high school to community college articulation agreement
5. Military education and training
6. Standardized exams (AP, CLEP, IB, DSST, Cambridge International)
7. Challenge examinations/proficiency

Institutions recognized by a regional accreditation association, such as the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), are approved schools for transfer credit. The Records Office will determine the appropriate course equivalency for acceptance of transfer credit. Students must provide official transcripts from previously attended colleges and universities to receive transfer credit. Credits will be evaluated on a course-by-course basis. Students will receive credit for courses with an earned grade of "C" or better. Transferred courses may require department validation before acceptance. The college maintains a comprehensive [listing of eligible transfer courses](#) on the Records and Transcripts webpage at <http://www.gtcc.edu/student-life/records-and-transcripts/index.php>.

Transfer credit from international colleges is awarded on a case-by-case basis and may require department chair validation. Students are advised to submit their record of coursework to an agency recognized by NACES (National Association of Credential Evaluating Services) for an international evaluation. <https://www.naces.org/>.

GTCC will accept all approved courses for transfer of credit with the stipulation that a minimum of one-fourth of the required hours in the degree program and one-third of the major course work applicable to graduation be earned at GTCC. Some programs may have time limits for transfer of certain courses. Additional information about credit for prior learning is available in the GTCC Catalog.

Auditing a Course

To audit a course, you must indicate you want to audit it when you register or before the end of the schedule adjustment period for the term, or you must get the instructor's approval to change to an audit grade before the 5/8 point of the course. You may not change an AU course to credit after the schedule adjustment period. Audited courses are billed at standard tuition rates and are not eligible for financial aid.

Grades

Final grades are available in Self-Service. Grades are not mailed.

Grade Point Scale and Grade Point Average (GPA)

A	Superior	90-100	four points per credit hour
B	Above Average	80-89	three points per credit hour
C	Average	70-79	two points per credit hour

D	Below Average	60-69	one point per credit hour
F	Failure	below 60	zero points per credit hour

The following are not included in GPA calculations

P/S	Pass/Satisfactory
U	Unsatisfactory
AU	Audit
I/IE	Incomplete
W/WE	Withdrew
P1, P2, P3	Pass (used for transition center English and math courses)
R	Repeat (used for transition center English and math courses)

Grades are assigned based on work completed by the end of scheduled course time. Additional work after the end date of the course is not justified unless an Incomplete was assigned.

GTCC computes GPA using the four-point system and by adding the quality points earned for each course and dividing by the total number of credit hours for those courses.

Every student will have a program GPA, which is based only on courses in the student's program of study. Every student also will have a cumulative GPA, which includes all courses taken for credit at GTCC. To earn a degree, diploma, or certificate, students must have successfully completed all program requirements with a program GPA of 2.0 or higher and a grade of A, B, C, D, or S in each course in their program of study.

For information regarding key student policies and information, documents and complaint forms, please contact the Community Standards Office at (336) 334-4822 ext. 50572 or scjaeschke@gtcc.edu.

Other Grade Designations

S & U Grades

An S indicates a student successfully achieved the outcomes expected for the course and completed the minimum requirements. An S corresponds to a grade between 70-100 in a course. A U means the student did not master the outcomes and/or complete the minimum requirements for the course. A U corresponds to a grade below 70. S and U grades are given in cooperative education and other designated courses.

AU Grade

An AU means a student audited the course and received no grade and no credit.

I Grade

An I indicates a student is passing a course but has not completed all required course work. Instructors decide whether to assign an I. Students must complete course work required to remove the I grade before the 5/8 point of the subsequent term. If the incomplete is not removed, the student will receive an F for the course.

W Grade

A W indicates a student withdrew from a course.

P & R Grades

A P indicates a student successfully achieved the outcomes expected for the course and completed the minimum requirements. An R means the student did not master the outcomes and/or complete the minimum requirements for the course.

Grade Prefixes

T	Transfer Credit
P	Proficiency Exam
N	Course Forgiven

T Prefix

Credit transferred into GTCC will show grades with a T prefix. Only grades of C or better or S earn credit toward graduation. Transfer credits are not used when calculating GPA, except for the financial aid GPA calculation.

P Prefix

Courses completed by proficiency exam will show grades with a P prefix. Only grades of C or better or S earn credit toward graduation. Proficiency credits are not used when calculating GPA, except for the financial aid GPA calculation.

N Prefix

If a course is forgiven, the grade will have an N prefix. The course grade and credit hours are not used in GPA calculations, except for the financial aid GPA calculation.

NS indicates that a student was a no-show and did not meet the attendance requirements by the course census date.

Forgiveness of Grades for Previously Earned Credits

Enrolled students will be provided with the opportunity to request that credits earned five (5) years or more before the current date not be considered in determining the courses completed toward a degree, diploma, or certificate, and thus also not be considered in determining grade point average.

Students currently enrolled at least half-time, whether continuously enrolled or student(s) who have not attended the institution on a continuing basis, and whether continuing in a single curriculum or enrolling in a new curriculum, may complete the Forgiveness of Grades Request form available at [Records Office Forms](#).

If the request is approved, the transcript will show all courses affected by the forgiveness of credit and quality points using an appropriate identifier, i.e., a prefix before the grade (NZ, where Z is the grade). Only credit hours and quality points will be purged from the student's transcript; course numbers, course titles and grades, appropriately prefixed, will remain on the record.

If the request is denied, the student may reapply for consideration no sooner than six months from the date of the denial, provided the student has been at least a half-time student during the six months prior to re-admission.

Admissions

GTCC has an open-door admissions policy. The college is open to anyone at least 18 years old or high school graduates younger than 18 barring certain behavioral criteria. Admission to the college does not ensure applicant's admission to the program of their choice. Interested persons should contact the Admissions Office for detailed criteria for admission to a particular program or for admission to the college as a special credit student.

Readmission

Students must maintain Continuous Enrollment or they will need to re-apply. Missing 2 major semesters (Fall and Spring) in a row is a break in Continuous Enrollment.

Non-Health Program Students

You can reapply if you have been suspended or dismissed, or have withdrawn for academic or other reasons. If you have been suspended, you cannot apply until at least one semester has passed. You will be on probation the semester you re-enter and you must earn a C or better in all the courses you take. If you do not make grades of C or better, you will be suspended for a period of two semesters. To be readmitted, you must complete the admission procedures.

Consortium

GTCC is a member of the [Greater Greensboro Consortium](#) (GGC), which also includes Bennett College, Elon University, Greensboro College, Guilford College, High Point University, North Carolina Agricultural and Technical State University and the University of North Carolina at Greensboro. GGC is a program designed to

expand the options available to degree-seeking students who are currently enrolled at one of the seven regionally accredited (SACSCOC) colleges and universities in the surrounding area. Its primary purpose is to assist a student in registering for a course(s) elsewhere that is **unavailable** in a given semester on the student's home campus.

Consortium students must be degree-seeking students, currently enrolled in one of the participating institutions. They must have the permission of the coordinating officer (normally the Registrar) from their HOME Campus. Consortium students may not cross-register for courses inappropriate to the degree they seek or to their course status; for example, sophomores can take sophomore level courses and undergraduates may take only undergraduate courses. Consortium students must have a 2.0 cumulative GPA or higher at their HOME campus to participate. Completion of developmental coursework (English, Reading and Math) is required prior to taking a course through the consortium program.

There is no limit to the number of courses GTCC consortium students may take at other institutions, however, students must be enrolled for at least six semester hours at the home institution (GTCC). At least one-half of students' course work must be completed at the HOME campus each semester. This program is not intended for courses that are designed to be self-supporting, so independent studies are not available. Tuition and fees are paid to the HOME campus. Fees are not charged by the HOST campus for cross registration courses unless there are special charges (such as lab fees, insurance, course materials, etc.). In these cases, consortium students must pay these charges to the HOST campus. Consortium registration procedures and contacts for each school are located at <https://www.gtcc.edu/student-life/records-and-transcripts/greater-greensboro-consortium.php>.

Commencement

To be eligible for graduation, you must have completed your program requirements, have a final program GPA of 2.0 and not owe the college any tuition, fees or fines. You also must have earned at least one-fourth of the required hours in your program at GTCC and have taken at least one third of the major course work required for graduation at GTCC. Commencement ceremonies are held every year in May and the college encourages you to participate. Graduates will receive a blank credential cover when they cross the stage. All diplomas, degrees, and certificates will be mailed to the graduate's home address approximately two weeks after the Commencement Ceremony by Parchment.

Regardless of whether or not you choose to attend the commencement ceremony, you must apply for graduation to receive a printed credential. Before applying, you should meet with your faculty advisor to be sure you have completed all of the requirements for graduation. Application for graduation forms are available online at: <https://www.gtcc.edu/student-life/records-and-transcripts/graduation.php>. Complete the application form and return it to records@gtcc.edu by the published deadline. The Registrar's Office staff will review the graduation application and certify you are eligible to graduate.

Campus Police Department

The mission of the Campus Police Department is to provide a safe educational environment for faculty, staff, students and visitors on the property of Guilford Technical Community College. Uniformed officers with the Campus Police Department are certified police officers through the NC Criminal Justice Education and Training Standards Commission with the power of arrest and the authority to enforce all state and federal laws and college regulations. Officers have this authority on all GTCC property and roads that run through or adjacent to all the Campuses.

The GTCC campus police is a full service law enforcement agency comprised of 32 sworn law enforcement officers. Officers are deployed across all campuses to provide a safe learning environment. The department goals are: increase visibility and accessibility; convey campus safety is everyone's responsibility and become an accredited law enforcement agency.

Campus Police diligently work to create positive relationships through positive encounters. We believe the first time you meet a campus police officer should not be during an emergency. We believe campus security is a team responsibility- a collaboration of all faculty, staff and students. Working together and having a vested interest in campus security is everyone's responsibility. Campus Police offices are located at: Jamestown – Service Careers Building, First Floor; High Point Campus – Building H1 Room 121; Greensboro Campus – Continuing Education Center (CEC), Room 148; Cesar Cone II Aviation Center – Room 106; and Cameron – Room 172.

Emergency Information

Service Call Boxes

Service Call Boxes are located on GTCC Campuses. These call boxes connect directly to the police radios of the GTCC PD. To activate the unit, push the call button and wait for the GTCC PD to answer.

EMERGENCY INFORMATION

Fire: Campus buildings have fire alarm systems. Upon hearing an alarm, students and staff should evacuate the building and stand in the designated Emergency Evacuation Assembly Area for their building. Emergency Evacuation Assembly Areas are identified by red signs affixed to lighting poles in the parking lots. Students should become familiar with the exits from their classrooms. Any person discovering a fire should activate a fire alarm pull station and then call GTCC Police at **336-819-2046 or press line 2 on a GTCC campus telephone** or by calling 9-1-1 immediately, giving the location of the fire and the name of the caller.

Medical: The college does not maintain a medical staff on campus to administer medical care to visitors, students, staff or faculty. Since all personnel and students reside off-campus, the expense of medical and dental care are individual responsibilities. The college does not provide emergency treatment (see First Aid). The contact number for emergencies is **336-819-2046 or press line 2 on a GTCC campus telephone** or call 9-1-1.

Annual Crime Statistics

In compliance with the Crime Awareness and Campus Security Act of 1990, GTCC maintains crime statistics for review by prospective students, enrolled students, faculty, staff, and prospective employees of the college. The crime statistics are available in the Service Careers building, first floor and on the GTCC website: <https://www.gtcc.edu/files/campus%20police/ASR-Final.pdf>.

Mass Notification and Warning Messages

Mass notification systems are used to notify faculty, staff, and students on one or more of the campuses (depending on the nature and location of the situation) regarding emergencies and other urgent matters. It is impossible to predict every emergency or other urgent situation that may occur on campus. However, the following are examples which may warrant an emergency mass notification after confirmation: armed/hostile intruder; bomb/explosives (or threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident, or structural fire.

GTCC has a notification system in place to notify students, faculty and staff in the event of an emergency which may pose a threat to the health or safety of the GTCC community. A notification may be sent out using some or all of the systems listed below. The e2Campus text messaging system, the exterior mass notification speaker system, the GTCC digital phone system, the IDU (information display units) located in buildings around the campuses, the

GTCC All Email Distribution List, and/or face to face communication. To sign up for the e2Campus text messaging system, go <https://www.gtcc.edu/student-life/campus-safety-and-police/e2campus-sign-up.php> and click on e2Campus under Services. The e2Campus system directs texts to phones and e-mail addresses once an individual signs up for the service. This service is offered free of charge by GTCC to all faculty, staff and students.

Reporting Procedures

Students, faculty, staff, and visitors are encouraged to report all crimes and public safety-related incidents to the GTCC PD in a timely manner. To report a crime or an emergency on any of the GTCC campuses, call GTCC PD at **336-819-2046 or press line 2 on a GTCC campus telephone**. The same GTCC phone numbers may be used for a non-emergency security or public safety-related matter. You may also call 911 and the call will be forwarded by the 911 Center to GTCC PD.

In an extreme emergency, including medical emergency, please call 9-1-1, then call the GTCC Campus Police Department at **336-819-2046 or press line 2 on a GTCC campus telephone**.

The Guilford Technical Community College Campus Police Department urges all students, faculty, staff and visitors to GTCC to accurately and promptly report any and all crimes to the GTCC Campus Police Department or to the appropriate police agency. The safety and well-being of our community is everyone's responsibility.

Responsibilities of the college Community

Members of the college community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

- Report all suspicious activity to GTCC PD immediately.
- Never take personal safety and security for granted.
- Avoid walking alone at night. Call GTCC PD for a security escort at any time.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Lock car doors and close windows when leaving your car.
- Do not leave valuables in your car, especially in plain view.
- Keep a record of serial numbers for valuables including computers, phones, and electronics.

Safety Concerning Children on Campus

While all visitors are welcome at GTCC, the college does have rules concerning children on campus. For the safety of young visitors, anyone who brings children to campus should supervise them constantly and never leave them alone. The college does not allow children in classrooms, labs, shops, or common study areas. Children should not be left unattended in any college facility at any time.

First Aid

First Aid Kits are located in all shops and departmental offices on campuses. First Aid Stations are located as follows: Jamestown Campus Police Headquarters in the Service Careers Building; Greensboro Campus Police Office in the Continuing Education Center (CEC) - room 148; High Point Campus Police Office in the H1 Building – room 121; Cesar Cone II Aviation Center – Room 106 and Cameron – Room 172. In case of an accident, students should report the accident to an instructor or to other college personnel and request that Campus Police be contacted. Students may also contact the GTCC Campus Police Department at **336-819-2046 or press line 2 on a GTCC campus telephone**. NOTE: All accidents must be reported to the Campus Police Department as soon as possible.

Lost and Found

All personal items found on any GTCC campus should be turned in to the Campus Police Department. Items will be held for a maximum of 180 calendar days.

Automobiles on Campus

Parking Appeals

Persons wishing to appeal a parking citation may do so in writing to the GTCC Traffic Appeals Committee. Special forms to be used in the appeals are available from the Jamestown Campus Human Resources Office and the Jamestown Campus Police Office. At all other campuses, this form is available from the main office and the Campus Police Office. All appeal forms are to be submitted by the person who is appealing. The appeal form should be returned to the location from which you picked it up within 3 school days of receipt of citation. **YOU MUST ATTACH YOUR COPY OF CITATION(S) TO YOUR APPEAL.** Once the Appeals Committee has considered your appeal, you will be notified of the committee's decision.

The owner and driver are responsible for the actions of the vehicle and bear the burden of proof when contesting parking tickets issued to them.

Parking Deck

GTCC has a parking deck on the Jamestown Campus that is available to everyone at no charge.

Parking Permits

Parking permits are not transferable from one vehicle to another. If a parking permit is destroyed, damaged, or lost, a new permit is required. This new permit will be issued free of charge upon submission of proof of previous payment. Student parking permits are issued during regular business hours throughout the academic year. Students must present proof of enrollment in order to obtain the required permit. A current parking permit is honored on all GTCC campuses.

Parking Regulations

Parking regulations are in effect at all times. There is no grace period for parking at the beginning of new semesters. You must display a parking permit on your car, motorcycle or bicycle unless you are a visitor. You can obtain a permit from Campus Police, Student Life, or the Cashier's Office. You must have proof that you are enrolled as a current student. Permits are valid on all GTCC campuses. There are reserved parking spaces for faculty, staff, cosmetology patrons, dental clinic patients, visitors and people with disabilities. Parking lots and spaces are clearly marked, and it is your responsibility to find a legal parking space. Visitor parking may not be used by faculty, staff or students for any reason.

If you let unpaid parking fines accumulate, the college will withhold your grades and official transcripts and you will not be able to register until you have paid the fines.

Handicapped Parking

Handicapped Parking is strictly enforced. Handicap parking is limited to persons who have been issued a handicap placard by the NC Department of Motor Vehicles. The placard must be displayed when the vehicle is parked in a handicap space. The placard cannot be used by anyone else unless the person the placard is assigned to is on campus and being chauffeured by the operator of the vehicle the placard is displayed in. Misuse of a handicap placard subjects the violator to a state citation with a fine of \$250 plus confiscation of the placard. **Campus Police Officers will, on a regular basis, check to see that individuals parking in handicap spaces are authorized to be there.**

A brief summary of a few of the most misunderstood Parking Rules and Regulations:

- Parking regulations are subject to enforcement 24 hours a day and 365 days a year.
- Any vehicle parked in any traveled portion of a street or parking lot, at a fire hydrant, fire lane, or any grassed area, may be towed away at the owner's expense without warning.
- All areas not specifically designated for parking shall be considered "No Parking" zones.
- Lack of a convenient parking space is not considered a valid excuse for violation of a regulation.
- Faculty, staff and students are not visitors and are in violation when parked in visitor spaces.
- The Speed Limit on Campus is 20 MPH unless otherwise posted.

Towing

Parking violations which normally result in a citation may cause the vehicle to be towed if the violation affects the safe conduct of traffic at any GTCC campus. A vehicle may also be towed following the issuance of three or more parking citations for violations.

The following parking violations may result in immediate towing for each offense:

- Unauthorized parking in a “Handicapped Only” space
- Parking in a disability-only zone without the proper permit
- Parking within fifteen feet of a fire hydrant
- Leaving your vehicle unattended in a loading zone
- Parking in a designated tow zone
- Accumulating more than three parking citations in the same semester
- Parking in any area where signs indicate towing enforced or vehicles towed
- Other violations which affect the safe conduct of traffic at GTCC

Note: You can be towed more than once in a semester if you continue to park illegally! Towing costs are determined by the type of vehicle being towed. Once an officer begins the process of towing a vehicle, the vehicle has been impounded and any interference by the owner or other party may result in their arrest.

Appeals procedures for impoundment and towing:

Persons who wish to appeal a vehicle impoundment and towing will receive a written notice of the appeal process. All appeals for impoundment/towing will be heard by a Guilford County magistrate, per state general statutes.

Speed Limit on Campus

The 20 MPH speed limit (unless otherwise posted) is strictly enforced with radar on all campuses to insure the safety of pedestrians. Campus Police will issue state speeding citations. All persons operating vehicles on GTCC property must meet the same standards for licensing and insurance as required by NC Law.

Traffic Accidents

All traffic accidents occurring on the GTCC Campuses are to be reported to the Campus Police. Campus Police will investigate such accidents as required by N.C. Law. Failing to report an accident is a chargeable offense under N.C. Law.

IMPORTANT NOTE: North Carolina General Statutes prohibit the possession of alcohol, drugs and weapons on campus.

NOTICE: GTCC is not responsible for loss or damage to vehicles or any articles left therein resulting from theft, accident, or fire.

Campus Police Phone Numbers:

GTCC Campus Police 24 Hour Contact (All Campuses) **336-819-2046 or press line 2 on a GTCC campus telephone** **Use These Contact Numbers to Request Campus Police Assistance or to Report a Crime **

Other Information:

Campus Police Officers are here for your protection. GTCC is an educational facility with a wide variety of students. Rules are in place for **students, employees and visitors** to follow. If you violate those rules, you subject yourself to disciplinary actions. When Campus Police Officers become involved, it is usually because the offense has been elevated to a criminal matter. Should an arrest occur, the individuals involved subject themselves to expulsion from the school, loss of grades and an inability to complete their education at this facility. We are glad you are here but we urge you to act responsibly.

GTCC PD is committed to assisting all members of the Guilford Technical Community College community in providing for their own safety and security. Information on drug or alcohol-abuse programs required by section 120(a) through (d) of HEA can be found at GTCC Human Resources and GTCC Counseling Services. GTCC’s Annual Security Report contains information regarding campus security, personal safety, GTCC Police law

enforcement authority, crime-reporting policies, and crime statistics for the most recent three-year period. The Annual Security Report is available online at: <https://www.gtcc.edu/files/campus%20police/ASR-Final.pdf>. To request a printed copy of the Annual Security Report, contact the GTCC Police Department during regular business hours at **336-819-2046** or **press line 2 on a GTCC campus telephone**.

Student Financial Responsibilities

Tuition

The North Carolina General Assembly sets tuition rates, which are subject to change without notice, for in-state and out-of-state students. Fees are established by the North Carolina General Assembly, the State Board of Community Colleges, and/or the GTCC Board of Trustees. Fees are also subject to change.

Types of Fees

- Campus access/security/parking fee: This fee provides for safety and security of all college properties and provides subsidies to encourage the use of public transportation. It is assessed each term to students registered for a minimum of one credit.
- Lab/shop/clinic fee: This fee provides for needs required in specific courses or programs.
- Physical education fee: This fee is assessed to students enrolled in classes held at a designated facility.
- Student activity fee: This fee covers activities and student publications. It is assessed in fall, spring, and summer terms to students registered for a minimum of one credit.
- Student Success Fee: this fee funds graduation and student success initiatives.
- Instructional Technology fee: This fee provides for technological needs of students. It is assessed to students registered for a minimum of one credit and to continuing education students.
- Student accident insurance fee: This insurance covers students in the event of an accident while on campus for classes and while taking part in official college sponsored activities.
- Malpractice insurance fee: This insurance is required by certain programs, including Cosmetology, Dental Assisting, Dental Hygiene, Early Childhood Education, Emergency Medical Science, Healthcare Management Technology – Work-Based Learning, Human Services Technology – Work-Based Learning, Medical Assisting, Medical Office Administration – Work-Based Learning, Nursing, Pharmacy Technology, Physical Therapist Assistant, Radiography Technology, and Surgical Technology.

College Tuition and Fees

After you have registered, you must pay your tuition and fees and any other financial obligations. You are also responsible for buying books and supplies for your courses.

The amount of tuition is determined by residency and by the number of credit hours for which the student is enrolled. Some classes require an additional course fee, and there may be other fees as well. More information about tuition and fees can be found at <https://www.gtcc.edu/admissions-and-aid/how-to-pay-for-college/cashiers-office.php>.

Sponsorship

Arrangements for payment by an agency or company must be pre-approved by the college. The student is responsible to ensure that a payment authorization is on file before posted student payment deadlines. If authorizations are not received and no payments are made, students' classes may be dropped for non-payment. Ultimately the student is responsible for payment of all unpaid charges, including late fees and third-party service fees.

For additional info regarding sponsored students, please visit https://www.gtcc.edu/_files/financial-aid/Sponsorships.pdf.

Student Account Statements

Account information is available in Self-Service under Student Finance. It is very important that you ask questions, examine your schedule carefully, and TAKE RESPONSIBILITY for your schedule!

Check campus location where your classes are offered - be sure it is where you want to be. If you schedule classes on more than one campus - make sure you have time between classes to travel between campuses.

If you need to DROP and ADD classes during the schedule adjustment period, you must do so in one registration session. That is the only way your new class and your old class (if the number of credit hours is the same) will not result in you owing the additional money.

Please make sure to ask questions and carefully examine your schedule. Failing to assume responsibility for your schedule could result in unwanted financial penalties.

Important Notes: Do not sign up for more classes than wanted with the intent to drop some after attending the first day of class. Dropping on or after the first day of class will result in a 25% tuition refund penalty. Fees are non-refundable for dropping on or after the first day of class.

Payment Types

All payments must be made in U.S. funds. Acceptable payment types include cash, check, money order, American Express, Discover, MasterCard, or Visa. To avoid long lines at the Cashiers Office, students can pay their account balance with a credit or debit card through Self-Service. If paying in person, you must present two forms of identification, including at least one unexpired photo ID. Students paying by credit card in person must present the actual credit card to the cashier. If paying by check, the account holder's name, address, and account number must be pre-printed on the check.

Returned Checks

A \$25.00 service charge will be assessed on each check returned by the bank. Sanctions will be imposed on individuals who fail to redeem their debt in a timely manner: per part 2B of III-2.1.10, a student who does not respond within seven (7) days will be referred to the Community Standards Office for appropriate action under the Student Code of Conduct.

Payment Deadlines

Payment for all tuition and fees is due on or before the published deadlines. Deadlines can be found at <https://www.gtcc.edu/admissions-and-aid/how-to-pay-for-college/cashiers-office.php>. Your account balance must be paid by the deadline or you may lose your classes and owe tuition charges. Sponsor authorizations must be received before posted student payment deadlines.

Past Due Accounts

Business Office holds are placed on student accounts with past due balances. Students are not allowed to register if they owe money to the college. GTCC can withhold transcripts, degrees, diplomas, and certificates until students have paid their college bills.

Collections

Delinquent accounts 90 days past due may be turned over to an outside collection agency for collection of the debt. The consequences for a student's account being turned over to collections are as follows:

- Student will be responsible for repayment of the outstanding debt plus collection costs related to the collection of all delinquent debts owed to the college.
- The North Carolina Department of Revenue may withhold the student's tax refund and remit it to the college as payment toward their outstanding debt.
- The North Carolina Educational Lottery may withhold lottery winnings and remit it to the college as payment toward their outstanding debt.
- Arrangements for repayment must be made with the outside collection agency, not the college.

Tuition and Fee Refunds

Registration obligates a student to pay tuition and any fees for the class. **Non-attendance is not a basis for a refund of tuition.**

In compliance with State Board policy, GTCC will refund 100% of tuition and fees if the student officially drops the class before the first day of classes of the semester. GTCC will refund 75% of tuition only if the student officially withdraws from class on or after the first day of classes of the semester and prior to or on the class census date. Fees such as the campus access/security/parking fee, lab/shop/clinic fee, physical education fee, student activity fee, instructional technology fee, student accident insurance fee, and malpractice insurance fee are not refundable after classes start.

No refunds will be issued to students who withdraw from a course after the census date.

PLEASE NOTE: During the schedule adjustment period, if students drop and add a class with the same number of credit hours, both the drop and the add must be completed in the same registration session in order to receive full credit for the dropped class.

For additional info regarding the refund policy, please visit <https://www.gtcc.edu/files/financial-aid/RefundPolicy.pdf>.

The college refund policy is established by the NC General Assembly and is subject to change without notice. Please allow four to six weeks after the census date for a refund.

Identification Cards

Guilford Technical Community College is concerned for the safety of our students, employees and visitors to our campuses. Therefore, all students who are consistently present on a GTCC campus are required to have in their possession a GTCC issued ID. Any exemptions must be approved by the appropriate vice president. In order to obtain a student ID you must present two forms of identification one of which must be a state or federally issued photo ID card.

Procedure:

1. The college defines “consistently” as enrolled for a curriculum semester or enrolled in a Basic Skills course.
2. All applicable individuals must carry their GTCC issued ID cards at all times while on campus. The GTCC ID card is intended to serve as proof of an individual’s status at the college.
3. All non-curriculum students, excluding Basic Skills, must have their personal photo identification in their possession anytime they are on any GTCC campus.
4. Any transfer, alteration, falsification or forgery of an ID card constitutes a violation of this policy and will result in referral to the Community Standards Office for a possible formal investigation.
5. The GTCC issued ID card is and at all times will remain the property of GTCC. It may be revoked at any time by the college if misused. It must be presented or returned upon request by an appropriate college official.

A Titan's Role in Promoting Civility

As GTCC Titans we believe that all members of our community – students, staff, faculty and administrators – have a duty to conduct themselves with civility toward one another at all times. We value the special talents and contributions of each member of our community. We further affirm the worth and dignity of each member and the shared responsibility of all to treat each other as individuals, with respect and courtesy. This statement, therefore, shares our mutual expectations for how to engage in the work of leaving our community stronger than when we entered it.

- We believe that our right to speak freely comes with a responsibility to speak thoughtfully and respectfully. We reject escalation, argument for its own sake, and combativeness as being beneath the standards of a Titan.
- We recognize the worth and dignity of everyone in the learning community. We have all earned our place here and we will gladly treat one another in ways that honor this effort.
- We understand that disagreements will occur and that they do not have to become arguments; as Titans we will trust each other enough to practice honesty and good will in resolving our differences fairly. When we feel that our concerns are not being heard we will consult the college's policies and procedures to find and use the appropriate communication channels.
- We support each other socially and academically as members of a specifically defined community. When members' needs exceed those boundaries, we will involve the appropriate college services to provide support rather than taking on these burdens ourselves.

Student Code of Conduct

Students may not violate the Student Code of Conduct on Guilford Technical Community College premises or at GTCC sponsored classes or events that occur off-campus. Students who violate the Student Code of Conduct will be subject to disciplinary action under this policy.

The college reserves the right to investigate and apply appropriate sanctions for conduct violations that occur off-campus if they are likely to impact the educational environment. Students have the right to appeal disciplinary actions under this policy. Student complaints unrelated to alleged violations of student conduct are addressed in policy *IV-1.1.8 Student Complaint*.

Procedure

I. Appropriate Behavior and Misconduct

As GTCC Titans, we affirm that students have a duty to conduct themselves with civility and respect toward one another at all times. It can be difficult to understand what this means in practice when one is in the middle of an unexpected situation. Appropriate conduct is described and prohibited conduct is defined in the following sections.

A. Alcohol and Drugs

Students are expected to conduct their business with the college without being inappropriately influenced by alcohol, non-prescription drugs, or controlled pharmaceuticals. They are expected to abstain from smoking and related behaviors while on college property or at college-sponsored events. Substance-related violations of this code include the following items:

- 1) Alcohol — Possessing, manufacturing, using, distributing, selling or being under the influence of alcohol on college premises, at any college-sponsored activity, or in college-owned vehicles.
- 2) Drugs — Possessing, manufacturing, using, distributing, selling or being under the influence of any controlled substance in violation of any local, state, or federal law on college premises, at any college-sponsored activity (to include athletic events), or in college-owned vehicles. Controlled substances include but are not limited to heroin, marijuana, hallucinogens, cocaine, PCP, methamphetamine, and prescription drugs not prescribed for the individual by a licensed physician or not taken as prescribed. See *I-2.1.3 Drug-Free Workplace*.
- 3) Smoking — Smoking, vaping, or using any form of tobacco/nicotine product on any GTCC campus. See *1.1.1.3 Smoking and Tobacco Use*.

B. Failure to Comply or to Disclose Information

Students are expected to demonstrate honesty in all dealings at the college. They are expected to comply with reasonable directions from college officials and to contribute to the success of college activities. Students are expected to resolve disagreements amicably, with assistance from college officials if needed. Students who come to the college with a history of disciplinary or court-mandated probation should be prepared to report it to the college and to understand what behavior(s) will violate it. Behavioral violations of this code include the following items:

- 1) Failure to Comply with Directions — Failure to comply with the instructions or directions of college employees acting in the performance of their duties.
- 2) Failure to Comply with a Program or Syllabus — Failure to comply with academic program handbook requirements or syllabus directives can be considered a violation of this code of conduct.
- 3) Failure to Disclose Prior Conduct — Failure to disclose findings of responsibility for a policy violation as a student at another institution when applying to the college. Failure to provide timely disclosure to the college in writing of one’s status on an offender registry. Failure to provide timely disclosure to the college in writing of a restraining order or other legal restriction, such as probation, that may affect one’s ability to participate in college activities. “Timely” in this paragraph shall mean at the time of enrollment for existing circumstances or during the semester in which subsequent circumstances occur.
- 4) Probation Violation — Violation of the terms of disciplinary or court-mandated probation during the period of probation.

C. Misuse of Identification or College Resources

Students are expected to demonstrate respect for the college’s physical environment—the buildings, open spaces, and infrastructure. This means abiding by hours of operation and closure notices as well as helping to ensure that facilities are accessible for their intended use during operating hours. Students are expected to leave others’ belongings alone, to treat college resources such as books and equipment in ways which do not cause physical damage, and to immediately report damaged items to area officials.

- 1) Abuse of Property — Theft, misuse, damage, or defacement of college property, property of a member of the college community; or property of a campus visitor on college premises or at college functions.
- 2) Abuse of Spaces or Facilities — Occupation or seizure in any manner of college buildings, a college facility, or any portion thereof for a use inconsistent with those that are prescribed or authorized. See *I-1.1.5 Free Speech and Public Assembly*.
- 3) Computer or Network Misconduct — Misuse of college computer time or equipment including, but not limited to, unauthorized entry into a file; unauthorized transfer of a file; unauthorized use of another’s identification or password; use of computing facilities to interfere with another student, college employee or administrator; use of computing facilities to send obscene or abusive messages; and use of computing facilities to interfere with normal operation of the college. See *II-2.1.2 Internet Acceptable Use*.
- 4) Deception — Forgery, alteration, or misuse of college documents, records, or instruments of identification. Providing false information to any college official via such means. Lying to a college official in an attempt to acquire a positive outcome or to avoid a negative outcome. Creating unauthorized copies of any document used for student assessment.
- 5) Fire Alarm or Fire Equipment Misuse — Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- 6) Trespass — Unauthorized entry upon the property of the college or into a college facility or portion thereof which has been restricted (i.e. placed off limits); unauthorized presence in a college facility outside of operational hours.
- 7) Gambling — Charging college community members money to participate in a game of chance where the only goal is personal enrichment. Attempting to run a betting pool or gaming book as an on-campus enterprise. Full details on statewide gambling restrictions can be found in [Subchapter XI, Article 37 of the NC General Statutes \(§14-292, §14-309.15\)](#).

D. Discrimination and Harassment

Students are expected to respect their peers' persons, rights, and wishes as much as is possible and practical. Students are expected to refrain from unprotected speech and expression such as defamation, incitement, and harassment. Harassment violations of this code are defined thusly:

- Harassment — Unsolicited or unwelcome acts, comments, or retaliatory behaviors which interfere or are intended to interfere with a member of the college community's involvement in an aspect of the college environment. Harassment may be non-sex-related or it may be unwanted sex-based behavior that does not rise to the threshold of being so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an educational program or activity. See *I-2.1.6 Sexual Harassment, Sexual Violence and Anti-Harassment*.

E. Campus Safety

Students are expected to act in ways that improve the safety and foster the health of the college community. This means abiding by safety requirements in various areas and coming to campus and to sponsored events without weapons. Health and Safety violations of this code include the following items:

- 1) Aiding Others' Misconduct — Assisting other students in violating the student code of conduct is a violation of the student code of conduct.
- 2) Assault — Assault on any member of the college community, including physical actions which threaten or endanger the health or safety of any such persons. See *I-2.1.4 Anti-violence and Threat Assessment* policy. Assault may be non-sex-related or it may be unwanted sex-based behavior that does not meet the Title IX criteria for sexual assault, dating violence, domestic violence, or stalking. See *I-2.1.6 Sexual Harassment, Sexual Violence and Anti-Harassment*.
- 3) Bomb Threats — Issuing a bomb threat.
- 4) Cars — Violation of college regulations regarding the operation and parking of motor vehicles. Full details of parking regulations at GTCC can be found on the '[Traffic and Parking Information](#)' page of the college's public website: [GTCC >> Student Life >> Campus Safety and Police >> Transportation and Parking Information](#).
- 5) Civil Unrest — Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to people or property; which interferes with free access to college facilities; or which is harmful, obstructive or disruptive to the educational process of the college. Remaining at the scene of such an assembly after being asked to leave by a college employee will be considered participation. See *I-1.1.5 Free Speech and Public Assembly*.
- 6) Disruption or Obstruction — Interfering with, halting, blocking, or in any way delaying study, teaching, research, administration, disciplinary proceedings, or other college activities including public service functions and other duly authorized events on college premises.
- 7) Illegal Acts — Violation of local, state, or federal criminal law on college premises or at college-sponsored events can be considered a violation of this code of conduct.
- 8) Lewd or Indecent Conduct — Physical or verbal action; distribution of obscene or libelous material; or behavior which may cause a material and substantial disruption of school activities based on indecent content.
- 9) Safety Violation — Behavior which conflicts with the safety of others or which conflicts with safety rules for the area in a class, lab, shop, or other educational setting.
- 10) Threats (Not Sex-Based) — Communicating a non-sexual threat to any member of the college community, including verbal or written statements which threaten or endanger the health or safety of any such persons. See *I-2.1.4 Anti-violence and Threat Assessment*.
- 11) Weapons — Possession of a weapon on-campus in violation of the law. Weapons, whether carried openly or concealed, are not permitted on GTCC property. A "weapon" includes firearms, explosives, BB guns, stun guns, air rifles or pistols, and certain types of knives or other sharp instruments per [N.C.G.S. § 14-269.2](#). However, the General Assembly has enacted a limited exception to the general prohibition for law enforcement officers (<https://www.ncleg.net/Sessions/2013/Bills/House/PDF/H937v6.pdf>). A firearm is permissible on a community college campus only under the following limited circumstances:
 - a. The firearm is a handgun; AND

- b. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
- c. The handgun remains in either: a closed compartment or container within the individual with the permit's locked vehicle; or a locked container securely affixed to the individual with the permit's locked vehicle; AND
- d. The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
- e. The firearm remains in the closed compartment at all times.

F. Academic Integrity

Students are expected to read and understand the college's policies that govern their behavior. These include the academic integrity policy and any program handbook that may exist for a student's academic program. Students who read but do not fully understand a policy are encouraged to ask for assistance from a college official. Academic integrity violations of this code are defined thusly:

- Academic Misconduct — A pattern of academic dishonesty or a referral of academic misconduct from instructional personnel. While instructors of record will most often be considered the instructional personnel, other employees such as librarians and Testing Center facilitators may be considered instructional personnel in certain situations. See *IV-1.1.3 Student Academic Integrity*.

Directors of the college's academic programs may specify via their program handbooks additional conduct that is prohibited within a program. Instructors of record for each course may specify via their syllabi additional conduct that is prohibited in instructional spaces during instructional time to fulfill specific health, safety, and regulatory requirements.

2. *Oversight of the College's Student Conduct Processes*

The college affirms the power of instructors to apply corrective action to students during active instruction to foster a positive learning environment that supports the learning outcomes. This action may include directing students to cease disruptive speech or behaviors, directing them to modify their location or situation within the class, and requiring them to leave the class for the remainder of that class period. The college further affirms the power of department chairs and deans to receive informal behavioral referrals from instructors and to engage in developmental conversations with students.

To accept conduct referrals for behaviors that exceed an individual employee's ability to respond to, or that clearly requires a formal investigation, the college maintains a Student Conduct and Community Standards Office (the Community Standards Office) at the Jamestown Campus. For conduct matters resulting in formal investigations, this office shall be responsible for receiving allegations of Student Code of Conduct violations; for assigning primary investigators to all such cases; for ensuring that investigations are conducted in compliance with this policy; and for coordinating equivalent support resources at all spaces used by the college. The Director of Student Conduct and Community Standards provides oversight and assistance to other campus officers and will serve as a primary investigator when needed. The Director of the K-12 Partnerships Office and any relevant middle college administrators will be involved appropriately when a case involves a secondary student enrolled in a college curriculum course.

In addition to the college-wide code of conduct pertaining to all GTCC students, individual programs and service areas may maintain their own program handbooks with policies and procedures that extend the list of proscribed conduct, that tailor response protocols to program regulatory requirements, or that empower deans and department chairs to apply population-specific interim measures to secure situations in consultation with the Community Standards Office.

If the Director of Student Conduct and Community Standards is either implicated in a situation or is the reporting party, the Campus Dean or the Associate Vice President of Student Services shall coordinate the office's oversight and assignment actions.

3. *Emergency Response Procedures and Interim Sanctions*

When behavior presents an immediate threat to health and safety or disrupts the function and good order of the college, policies such as *I-2.1.4 Anti-violence and Threat Assessment* and Campus Police protocols will take precedence over this Student Code of Conduct. In such situations, college employees are encouraged to alert police by dialing 911 or Line 2 on a campus phone. This will automatically notify Campus Police. Once police have been alerted to the situation college employees should notify the Community Standards Office of the situation via [a formal student conduct report](#), which can be found on the office's public webpage in the consolidated reporting portal: [gtcc.edu >> Student Life >> Student Success Center >> Student Conduct & Community Standards](#).

The Director of Student Conduct and Community Standards will determine whether interim sanctions will be applied to students during an investigation. The Chief of Campus Police and the Campus Dean will be consulted prior to any such sanctions being applied. Interim sanctions include interim suspension, mutual no contact orders, and restrictions on student movement or campus access. Interim sanctions are intended solely to prevent further harm from occurring while a situation is investigated. They are not meant to be punitive or permanent – interim sanctions will be replaced at the conclusion of an investigation with permanent sanctions if students are found responsible for a conduct code violation. If students are found not responsible for a conduct code violation, any interim sanctions applied to them will cease.

The Director is charged with considering how likely a finding of responsibility is based on initial evidence when considering whether to apply interim sanctions; the college will have a reasonable responsibility to help students to make up for lost educational opportunities as the result of interim sanctions when a formal investigation finds them not responsible for a policy violation.

4. *Standard Response Procedures and Investigative Steps*

Providing for the welfare of others is a moral obligation. In recognition of this, the college will not automatically open formal conduct investigations when the college becomes aware of a conduct code violation from a student report of a medical emergency. In order to avoid potential or additional conduct code violations, students must report the emergency in a timely manner, remain with the student in distress until help arrives, and cooperate with emergency response personnel at the scene. Protection from law enforcement consequences cannot be guaranteed.

Any member of the college community can report alleged misconduct to the Community Standards Office. This online report is available on the Student Conduct and Community Standards page of the college's public website. Urgent matters that threaten health, safety, or normal college operation should be reported to Campus Police using the emergency procedure outlined above. Within two (2) business days of receiving a report the Community Standards Office will review it and determine whether it needs to be referred to a different office, logged as an information report, or turned into an open case for investigation. Cases will be opened and assigned an investigator within the two (2) business day time period.

A primary case investigator will seek to conduct the full investigation within ten (10) business days from the date the case was created. Extensions to this timeframe may be approved by the Vice President of Student Services due to mitigating factors such as a delayed ability to obtain evidence. The primary investigator will take the following steps to complete the investigation:

- 1) Notify the respondent(s) in writing of a scheduled meeting in which they will be able to respond to the allegations. *A respondent has a reasonable expectation to receive at least 24 hours' notice of a scheduled meeting. If a student is receiving interim sanctions under the emergency procedures section of this policy the notification letter will explain this.*
- 2) Meet with the respondent(s) to hear their version of events, to get their response to any evidence received, and to find out from them their desired investigative outcome.
- 3) Notify and meet with any other named parties (complainants, witnesses, instructors) to receive their statements and any additional evidence they may have.
- 4) Pursue additional physical evidence that may reasonably be expected to exist.
- 5) Determine whether a preponderance of evidence (more likely than not) exists to find the respondent(s) responsible for any conduct code violations. *A pattern of relevant prior allegations against the respondent*

may be considered when determining preponderance of evidence.

- 6) When a preponderance of evidence does exist, determine what combination of sanctions as defined in this policy most reasonably addresses the illicit behavior without being too punitive.
- 7) Notify the respondents(s) in writing of the outcomes and of their appeal options should they disagree.

Students who receive a notification of alleged misconduct but fail to attend or to reschedule their conduct meeting may be found responsible for failure to comply with directions under the Student Code in addition to other violations which are being considered. The primary investigator shall have discretion to decide whether to move forward with an investigation without a participant's input; respondents who decline to participate in an investigation are understood to be not contesting the allegations. The primary investigator has discretion to conduct meetings virtually but is not required to do so.

5. Sanctioning for Students Found Responsible for a Violation

Students found responsible for a violation of the Student Code of Conduct can receive any combination of formal sanctions from the primary investigator, including:

- 1) Written reprimand
- 2) Disciplinary probation
- 3) Loss of privileges
- 4) No contact order
- 5) Financial restitution
- 6) Suspension from the college
- 7) Expulsion from the college
- 8) Academic sanctions
 - a. Required resubmission of an academic assignment
 - b. Reduced academic assignment grade
 - c. Reduced academic course grade
 - d. Removal from an academic course
 - e. Removal from an academic program of study
- 9) Educational sanctions
 - a. Letter of apology
 - b. Community service
 - c. Mandated professional referral
 - d. Personal reflection essay
 - e. Completion of an educational experience
 - f. Creation of an educational resource

6. Applications of Holds to Student Accounts

Employees of the Student Conduct and Community Standards Office shall have the power to apply holds to student accounts in the college's student record software. These holds prevent enrollment into new academic courses but do not interfere with other college business (e.g. receiving transcripts or paying outstanding balances). Such holds may be placed on a student account when a student whose input is required for an investigation fails to participate, when a student who has been found responsible for a conduct violation fails to complete the resulting assigned sanctions within the specified timeframe, and when a student is suspended or expelled for a period of time. A hold may also be applied to a new student's account if the student does not provide appropriate documentation for a disclosed prior conduct history at a previous institution.

A hold will remain active on a student's account until they have discharged their obligations to the office.

7. *First Appeal Procedure*

A student who disagrees with the decision of the primary investigator may request a hearing before the student conduct hearing committee. This request must be submitted in writing to the Director of Student Conduct and Community Standards within five (5) business days of the date of the investigator's outcome letter to the student.

The written appeal request must clarify which aspect of the finding the student is appealing:

- that they were found responsible for a violation, or
- the appropriateness of the resulting sanction(s).

The written appeal request must also provide an overview of the argument(s) that the student will make at the live hearing in support of their appeal. Finally, the written appeal must include a list of days and times in the subsequent weeks when the student can be available to attend the live appeal hearing. If the student is requesting a virtual rather than an in-person hearing, the written request must also include the reason why.

Upon receipt of a complete appeal within the specified timeframe the Director shall refer the matter to the committee along with the evidence packet from the initial investigation. Membership of the Student Conduct Hearing Committee shall consist of:

- One (1) voting faculty member approved by the Faculty Association
- One (1) voting professional or classified staff members approved by the Staff Association
- One (1) voting student member approved by the Student Government Association (SGA)
- One (1) non-voting director, dean, associate vice president, or vice president to serve as an ex-officio chair

Committee members will be selected on a rotating basis and will receive training prior to serving on the committee.

The Student Conduct Hearing Committee must meet within ten (10) business days of receipt of a complete appeal request, except within the last two weeks of a term when additional time may be needed and shall be agreed upon between the parties.

At least three (3) business days prior to the hearing date, the Director shall send an email to the appellant's college email address providing the student with the following information:

- The date, time, and location of the hearing
- The names and titles of the hearing committee members
- A list of the student's basic procedural rights
- A copy of the hearing rules

A student appellant shall have reasonable access to view the evidence packet from the initial investigation between the time the appeal is requested and the date the hearing is conducted. Reasonable access does not mean that the college will provide a physical or digital copy of the evidence packet to the student, but rather than the student will be allowed to schedule time to view a physical copy of the evidence packet in a supervised environment. The purpose will be to help the student appellant to prepare the most effective appeal possible.

Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the decision of the primary investigator and to determine appropriate sanction(s), which are not limited to those imposed or recommended by the primary investigator. Deliberations of the committee will not be recorded.

Decisions of the committee shall be made by majority vote. Once made, committee decisions will be announced and recorded. Within two (2) business days after the decision of the committee, the committee chair shall send an email to the student appellant's college email address (or the student's primary listed email address in

Colleague for students who do not receive a GTCC email address) providing the student with the committee's decision.

When a student appellant does not attend a scheduled appeal hearing the Chair shall determine whether to move forward with the hearing in their absence, to cancel the hearing, or to delay the hearing to another date and time. A student appellant who does not attend and who cannot present valid grounds for their absence (i.e. a severe, unforeseeable circumstance that prevented them from attending) will not have the right to continue their appeal.

8. *Final Appeal to the Vice President of Student Services:*

A Student who disagrees with the decision of the Student Conduct Hearing Committee may appeal in writing to the Vice President of Student Services within five (5) business days of the date of the chairperson's written notification. The only appropriate grounds for such an appeal will be (1) new information is now available that could not have been available during the time of the appeal hearing; or (2) an alleged violation of the college's procedures in the handling of the hearing or investigation. A complete written appeal to the Vice President will take the form of a detailed letter (physical or electronic) in which the student reflects on their true need for an appeal: what facts were not previously given accurate weight or what information was not previously available for consideration. A student who needs assistance with writing the appeal may request an advocate from the Student Services division who has not previously been involved with the case.

Upon receipt of a complete written appeal (via email, hand delivery, or post), the Vice President of Student Services shall review the findings and the proceedings of the committee. The Vice President shall have the discretion to hear from the student, the members of the committee, or any other party who may provide information on the facts, before deciding. While not expected to fully reinvestigate the case, the Vice President can seek new evidence as part of the review. The Vice President's ruling may uphold, modify, or overturn the decision of the committee if the initial appeal is overturned, a new hearing may be requested by the Vice President. Upon reaching a decision, the Vice President will inform the student in writing of the decision within ten (10) business days.

The decision of the Vice President shall be final. If the Vice President recommends a new hearing, the committee's decision shall be final.

9. *Conduct Records Expungement*

Students who have been found responsible for a conduct violation that did not result in separation from the college (suspension or expulsion) may apply in writing to the college's Vice President for Student Services or a designee (the reviewer) to have their conduct record expunged after one calendar year. A complete expungement application will include a summary of what happened, a summary of the actions the student has taken since that time to reflect on the matter and prevent its reoccurrence, and a statement of what the student hopes to accomplish in having the record expunged. Supporting documentation may be included with the written application.

The reviewer will review complete applications and may choose to speak with the student in a live interview and will decide to grant or deny the request. The reviewer will notify the student and the Community Standards Office in writing of the decision. Once expunged, student conduct record information will not be disclosed to third party agencies and institutions. The college may still share details of how the expungement process works with a requesting body. Student conduct records which are not expunged will be disclosable to other institutions and to potential employers under the same privacy guidelines as all other parts of a student's educational record.

Drug & Alcohol Policy

In accordance with policy I-2.1.7, no person shall manufacture, distribute, dispense, sell, possess or use alcoholic beverages or controlled substances on the premises of Guilford Technical Community College (GTCC) except as otherwise provided in this policy. No person shall manufacture, distribute, dispense, sell or illegally possess or illegally use alcoholic beverages or controlled substances at any location while engaged in activities on behalf of GTCC.

“Alcoholic beverage” means any beverage containing at least one-half of one percent (0.5%) by volume, including beer, malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages and any other beverages regulated by the North Carolina ABC Commission (NCABC) under Chapter 18B of the North Carolina General Statutes.

“Controlled substances” means any drug included in 21 CFR Part 1308 or Article V of Chapter 90 of the North Carolina General Statutes, or any other drugs or substances regulated under any federal or state laws or regulations, including but not limited to heroin, cocaine, methamphetamine and all of its derivatives, marijuana, PCP, and crack, and otherwise legal drugs when possessed or used by persons without a prescription.

Promoting a drug and alcohol-free environment is everyone’s responsibility. GTCC supports this nationwide movement and is committed to maintaining such an environment for all employees and students. The college sponsors annual programs to prevent alcohol abuse and illegal drug use.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by employees or students at any official college location while engaged in activities on behalf of the college is prohibited. “Controlled substance” generally refers to 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. Likewise, possessing, consuming, or serving alcoholic beverages at any college location is also prohibited

NC General Statutes 90-95 states that it is unlawful for any person:

- To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance.
- To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a counterfeit controlled substance.
- To possess a controlled substance.

GTCC Board of Trustees policies also prohibit:

- Possessing, consuming, or serving alcoholic beverages or controlled substances; or use, manufacture, and/or sale of controlled substances at any College location.
- Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind.

Full texts of all applicable laws and GTCC Board of Trustees Policies are available from the President’s Suite on the fourth floor of the Medlin Campus Center on the Jamestown Campus.

If the drug and alcohol policy is violated, sanctions will be imposed as outlined in Section 6, paragraph 4. Disciplinary actions may include sanction up to and including expulsion.

Drug Counseling and Rehabilitative Services

If you need to seek assistance for any reason related to the use/abuse of drugs or alcohol, a member of the GTCC counseling staff or the Director of Student Life will act as a referral source to the following services in Guilford County:

Greensboro:

Narcotics Anonymous	1-866-375-1272
Alcoholics Anonymous	336-854-4278
Alcohol and Drug Services	336-333-6860

High Point:

Narcotics Anonymous	1-866-375-1272
Alcoholics Anonymous	336-885-8520
Alcohol and Drug Services	336-882-2125
Daymark	336-899-1550

Dress & Attire

Guilford Technical Community College expects all students to dress in a manner in keeping with the serious academic intent of the college and in a manner acceptable to the community. In keeping with the mission to prepare students for success in the workforce, students are expected to dress appropriately within the general accepted bounds of good taste. The college respects individual style and creativity, as long as students dress in a manner which is not disruptive or distracting to the educational environment and conforms to the expectations and standards of the professional community.

Procedure

1. All college personnel have the authority and responsibility to make sure these guidelines are followed.
2. Students enrolled in certain technical or vocational curricula, such as allied health, automotive, or culinary programs, may be required to wear special attire for clinical or laboratory classes. If special attire is required, students may not attend classes or laboratory work if their dress is in violation of the dress code for such areas according to the policy of the program. Special attire may include specialty shoes, protective goggles, uniforms or lab coats.
3. All students who are deemed inappropriately dressed will be asked to leave the learning environment or activity until they have changed. Students who refuse to comply will be referred to the Community Standards Office for investigation. Campus Police may become involved to remove a student who refuses to leave an environment and whose continued presence constitutes a disruption of the academic environment.
4. Clothing that will always be considered inappropriate for the college includes the following guidelines:
 - a) Displays of unprotected speech or expression in words or graphics (obscenity, defamation, or incitement to harm).
 - b) A lack of mostly opaque cover for undergarments (excluding tags and straps)
 - c) A lack of any shoes, shirt, or pants/lower covering

Smoking and Tobacco Use

Tobacco use will not be permitted at any time at any Guilford Technical Community College facility. E-cigarettes, other smoking devices, vaping devices, and smoking-related paraphernalia are included in this tobacco ban. Minimal use of tobacco will be permitted for specific educational purposes which have prior approval from the college.

Students who violate the policy are subject to disciplinary action as provided for in the *IV-3.1.1 Student Code of Conduct policy*. Faculty and staff who violate the policy are subject to disciplinary action according to the *V-2.1.2 Performance Improvement and Disciplinary Action Including Termination policy*.

Procedure

All members of the college community are responsible for monitoring adherence to this policy. Community members who witness a violation are expected to report it to the Community Standards Office or to Campus Police.

Individuals suspected of violating this policy will be referred to their supervisor (for faculty/staff) or Community Standards Office (for students) for disciplinary action. Visitors caught violating the policy will be informed of the GTCC no tobacco policy and asked to cease use of the tobacco product.

Disciplinary action: Students who are determined to have violated this policy will receive appropriate sanctions from the Community Standards Office at the conclusion of an investigation as mandated in the *IV-3.1.1 Student Code of Conduct policy*. Employees violating the policy will be subject to probation for the first offense. Employees are subject to dismissal for the second offense.

To secure approval to use items for educational purposes which would otherwise be banned under this policy, the instructor of a class or leader of a recognized group must submit a request in writing to the appropriate vice president. Requests must be submitted at least seven business days (excluding official holidays and weekends) before the intended use, and must include the following items:

- Instructor's or leader's name,
- Rationale for use of the items,
- How the items will be used,
- Proposed schedule for using the items, and
- Any other relevant information.

The appropriate vice president will answer the request, in writing, within four business days (excluding official holidays and weekends) of its receipt.

Internet Use

GTCC students may use the college's internet services for educational needs. You must use the internet efficiently, ethically and lawfully. Transmission of any material in violation of state or federal law is prohibited. This includes, but is not limited to cyberbullying, defamatory, inappropriate, abusive, obscene, or illegal materials. You may not misuse internet services, including non-student use of the service; advertising or selling personal services; interfering with other users' access; or engaging in deliberate attempts to disrupt the internet services or attempts to destroy data by knowingly spreading computer viruses, malware or similar.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.

Policies Addressing Discrimination and Harassment

Anti-Discrimination and Anti-Harassment

Guilford Technical Community College is committed to providing an educational and working environment that is free from discrimination and harassment for faculty, staff, and students. The college values diversity and recognizes the dignity and worth of every individual. Unlawful harassment in any form is contrary to these goals and will not be tolerated. Incidents of unlawful harassment will be met with appropriate disciplinary action, up to and including dismissal from the college. Unlawful harassment includes jokes, comments, gestures, or actions that create an intimidating, hostile or offensive work environment and that are based on or directed at a person because of race, color, religion, sex, age, national origin, disability, or any other class protected by law.

Disability Access

The college is committed to providing access to facilities and reasonable accommodation in the instructional process, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Guilford Technical Community College does not discriminate nor does it approve of discrimination against students or applicants on the basis of race, color, gender, age, national origin, disability, religion, pregnancy, veteran's status or political belief/affiliation. (See *Equal Opportunity Policy V-1.1.10*) This policy of nondiscrimination covers participation in all programs, support services, and activities. Guilford Technical Community College is committed to providing equal access to technology, including the Internet and the institution's web presence. Guilford Technical Community College does not make pre- or post-admission inquiries or referrals based on an assumption that a student has a disabling or handicapping condition. It is the responsibility of the student with a disability to initiate the request for accommodations/services by contacting the disAbility Access Services Office.

Sexual Harassment

It is the policy of GTCC that all students and employees shall have the right to work and/or learn in an environment free from sexual harassment. No employee, student or visitor to the campus may engage in conduct that falls under the definition of sexual harassment. For the complete policy, visit the GTCC Website at <https://www.gtcc.edu/student-life/campus-safety-and-police/title-IX.php> or go to the Title IX Coordinator for Students.

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when submission to the conduct is made a term or condition of an individual's employment or academic performance (either implicitly or explicitly), when submission to or rejection of the conduct is used as the basis for employment or educational decisions affecting the individual, or when the unwelcome conduct is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or other college activity. Occasional compliments of a socially acceptable nature do not constitute sexual harassment.

Sexual offenders are subject to arrest, prosecution through the state courts, and incarceration. They are also subject to college disciplinary proceedings that may result in permanent expulsion from GTCC. (See *Student Code of Conduct Policy IV-3.1.1*) Student Services shall offer annual educational programs dealing with sexual offenses and drug and alcohol education. Members of the Student Services staff are trained to provide initial support and referral for ongoing services to victims of sexual offenses and students accused of sexual offenses.

Sexual harassment is considered a form of discrimination based on sex and as such is prohibited by Title IX of the Educational Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions receiving federal funds.

Sexual Assault

Guilford Technical Community College values the health and safety of every individual on campus and expects its employees and students to treat other persons with respect and dignity. Behavior that results in sexual assault or abuse will not be tolerated. If you are the victim of sexual assault, you should take the following steps:

- a) Go to a safe place as soon as possible.
- b) Call **(336) 334-4822 ext. 50911 or (336) 819-2046** from on campus. **Call 9-1-1 from off campus.** Campus Police or a local police agency will respond if the assault occurred on one of the GTCC campuses.
- c) Stay on the phone with the dispatcher as long as you are needed.

- d) The preservation of physical evidence may be critical for successful prosecution of the offender:
 - Do not change your clothes. If you do, put the clothing you were wearing in separate paper bag (not plastic) and take them to the hospital.
 - Do not clean your body or your clothes. Preserve all physical evidence. Wait until after you have had a medical examination.
 - Do not alter or disturb the crime scene.
- e) Law enforcement will assist you regardless of whether you choose to make a crime report. You may ask for a victim advocate to be present during the report taking. GTCC has trained staff members that will support you and can assist you in accessing medical and counseling services, and reporting the incident.

Sexual Harassment and Sexual Assault - Title IX Amendment

Title IX & College Policy I-2.1.6 prohibit discrimination on the basis of sex in educational programs or activities operated by recipients of federal financial assistance. Under Title IX, discrimination on the basis of sex may include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

It is the policy of GTCC that all students and employees shall have the right to work and/or learn in an environment free from sexual harassment. No employee, student or visitor to the campus may engage in conduct that falls under the definition of sexual harassment. Students engaging in sexual violence or harassment are in violation of the *Student Code of Conduct Policy IV-3.1.1* and such behavior will result in sanctions against the student ranging from interim suspension to expulsion. Disciplinary action by the college does not preclude the possibility of criminal charges.

For the complete policy, visit <https://www.gtcc.edu/student-life/campus-safety-and-police/title-IX.php>

Title IX Coordinators

Student Related Issues:

Mr. Kirby Moore, Associate Vice President for Student Services

khmoore1@gtcc.edu

(336) 334-4822 Ext. 50565

Medlin 4605

Employee Related Issues:

Cheryl Bryant-Shanks, Chief Human Resources Officer & Title IX Coordinator

Jamestown Campus - Medlin Campus Center, Suite 4301

336-334-4822 Ext. 50279

cmbryantshanks@gtcc.edu

Should you have any questions or concerns about Title IX, the Title IX Coordinators can assist you.

Title IX Violations Include

Sexual Harassment: Sexual Harassment may take many forms. It is defined under Title IX as conduct on the basis of sex that meets one of the following:

Quid pro quo harassment: Conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;

Hostile Environment harassment: – Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or other college activity;

Sexual assault: An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, defined by the Clery Act (20 U.S.C. 1092(f)(6)(A)(v));

Dating violence: defined by the Violence Against Women Act ("VAWA") (34 U.S.C. 12291(a)(10)) – Crimes of violence against a person with whom the person has or had a social relationship, a romantic, or

intimate relationship; Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence;

Domestic violence: defined by VAWA (34 U.S.C. 12291(a)(8)) – Crimes of violence against a current or former spouse or intimate partner, a person with whom the student shares a child in common, a person with whom the student cohabitates or has cohabitated as a spouse, a person similarly situated to the student as a spouse, a person who is related to the student such as a parent, child or person who is related to the student as a grandparent or grandchild;

Stalking: defined by VAWA (34 U.S.C. 12291(a)(8)) – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress. Stalking behaviors may include persistent patterns of leaving or sending the victim unwanted items or presents; following or lying in wait for the victim; damaging or threatening to damage the victim’s property; defaming the victim’s character, or harassing the victim via the internet through social media, email, or unwelcome contacts via telephone or text message, or by other electronic means such as posting personal information or spreading rumors.

While it is not possible to list all of the circumstances that might constitute sexual harassment, the following are some examples of conduct that, if unwelcome, could constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. This list includes but is not limited to:

- Jokes, comments, or gestures directed at a person based on their gender or sexual identity;
- Displaying sexually suggestive objects, pictures, cartoons; use of electronic communications to download or transmit materials with pornographic, profane, or sexually explicit content;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one’s sexual experiences and/or discussion of one’s sexual activities, interests or intents.

Sexual Exploitation: Recognizing the ability to designate certain behaviors as eligible for investigation under the Title IX policy beyond the basic requirements of Federal Title IX guidance, the college has chosen to respond to any allegations of sexual exploitation using the Title IX policy. Sexual exploitation is defined as sexual voyeurism; invasion of sexual privacy; knowingly making unwelcome disclosures of an individual’s sexual orientation, gender identity, or gender expression; recording in any way a sex act or related activity for which there was a reasonable expectation of privacy without the consent of the participants; prostituting another person or engaging in sex trafficking; engaging in sexual activity while knowingly infected with a sexually transmitted disease/infection (STD/STI) without informing the sexual partners; causing or attempting to cause incapacitation for the purpose of compromising the ability to consent to sexual activity or to make a person more vulnerable to non-consensual sexual activity; or misappropriation of another person’s online identity for dating or sexual purposes; extortion based on sexual material.

Consent and Title IX

Sexual activity without consent is a violation of the Title IX Amendment.

Consent is defined as explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Consent cannot be inferred from the absence of a “no”; a clear “yes,” verbal or otherwise, is necessary. Silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate in sexual activity. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.

Consent has not been obtained in situations where the individual: a) is forced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; b) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or c) has a mental or physical disability that inhibits his/her ability to give consent to sexual activity. Anyone engaging in sexual activity without clear consent is in violation of this policy.

What to do if you are the Victim of Sexual Assault

Take the following steps if you are a victim of a sexual assault

- a. **Go to a safe place as soon as possible.**
- b. **Call Campus Police at ext. 50911 from on campus. Call 9-1-1 from off campus. You may also use your cell phone to dial (336)-334-4822 ext. 50911 or (336) 819-2046.**
- c. Stay on the phone with the dispatcher as long as you are needed.

You may also ask for assistance from any College employee, or go to any Campus Police Office:

- Jamestown Campus – Service Careers Building, lower floor
- High Point Campus – Building H1 Room 121
- Greensboro Campus – Continuing Education Center, Room 148
- Aviation 1 – Room 106
- Cameron Campus – Room 172

Reporting Sexual Misconduct

Students, faculty, staff, and guests are encouraged to immediately report to the GTCC Police Department all incidents of sexual assault, dating/domestic violence, stalking or any violation that may involve an immediate threat to your safety or another’s safety. GTCC Police Department can be reached by dialing extension 50911 from any campus phone, or from outside the college phone system by calling (336) 334-4822 ext.50911 **or (336) 819-2046**. You may also call 9-1-1 and the call will be forwarded by the 911 center to GTCC Police Department.

Incidents of sexual harassment or any sexual misconduct involving students that do not involve an immediate threat to your safety or the safety of another person, should be reported to the Title IX Coordinator.

GTCC Counseling Services are available to all students that are victims of sexual offenses. The college’s Counseling Services are also available to students accused of sexual offenses.

Title IX Procedures

When the college becomes aware of possible Title IX violations, an investigation will be conducted that is prompt, reliable and impartial. The college’s response to Title IX violations will be to end the discrimination, prevent its recurrence, and remedy the effect upon the victim and the college community.

If the initial investigation determines that there is reasonable cause to believe that policy has been violated, notice of the charge will be shared with the Respondent and the Complainant of the alleged violation.

Confidentiality

GTCC has counselors who are available to speak with a student without being required to report details of the conversation to College officials. To speak confidentially with a counselor, you may either go to Medlin suite 3800 on the Jamestown Campus, contact via email askthecounselor@gtcc.edu, or contact via phone 336-334-4822 Ext. 50038. The Director of Counseling is Dr. Ernest Lawson at 336-334-4822 ext. 50323 or by email at elawson@gtcc.edu.

GTCC is committed to maintaining confidentiality of victims of sexual assault. However, it is possible that confidentiality cannot be maintained if there is an ongoing risk to the college community.

Bystander Intervention - We Need Your Assistance

We encourage you to help to create an ideal learning environment for all GTCC students. You can do so by acting as an Active Bystander. An Active Bystander is diligent in their awareness of signs and incidents of sexual violence or sexual harassment that occur in their presence. In such cases an Active Bystander recognizes and properly interprets a situation as an emergency when it occurs. As an Active Bystander, you understand your responsibility to act in such instances.

Educate yourself on what to do.

- Be aware of signs and incidents that may occur in your presence
- Recognize and interpret when a situation qualifies as an emergency
- Feel responsible to act

- Intervene safely
- Report what you know

How to Intervene Safely

- Tell another person
- Ask a person you are worried about if he/she is okay
- Distract or redirect individuals in unsafe situations
- Ask the person if he/she wants to leave
- Call the police (ext. 50911)

Student Complaints

Grade Related Complaints

GTCC is dedicated to resolving student grievances in a timely, fair, and amicable manner. A student whose complaint is grade related should following the grade-related complaint procedures and utilize the form provided on the “Student Policies and Information” page of the GTCC public website.

General Guidelines for Complaints that are Not Grade Related

The student should first informally discuss the matter in question with the college employee most directly involved unless the issue is a claim of discriminatory or sexual harassment. In that case, the student may appeal directly to the employee’s immediate supervisor/administrator. If the student is unable to resolve the matter in question through discussion with the college employee directly involved, the student must file a formal, written appeal form for non-grade related grievances with the employee’s immediate supervisor/administrator. Details for this process can be found on the “Student Policies and Information” page of the GTCC public website.

If the matter is not resolved, the appeal may be processed through the employee’s supervisor/administrator in succession until a resolution is obtained or until the appeal reaches the appropriate Vice President. The decision of the Vice President will be final.

Assistance with a Complaint for Students-At-A-Distance

Assistance with complaints for Students-At-A-Distance is available on the “Complaint Assistance for Online/Out of State Students” page of the GTCC public website.

Student Rights and Resources

Student Rights - Right to Know

In 1991, Congress passed legislation requiring colleges to inform students and prospective students of student graduation and transfer-out rates. The legislation mandates that the report include all full-time students who enroll in the summer or fall term, which have never been enrolled in any post-secondary institution before enrolling in the reporting institution. Students considered in the report must also enroll with the intent to earn a degree, diploma, or certificate. The Act further states that students are to be allowed 150 percent of the normal length of the program to graduate. Students who enroll in another institution of higher learning are counted as transfers. GTCC, in accordance with legislation, submits the following report on the Fall 2018 class (cohort).

Graduation Rate – 150% of normal time 29%

Transfer-out Rate – 150% of normal time 20%

A full list of public disclosures is available at [Consumer Information and Public Disclosures \(gtcc.edu\)](https://www.gtcc.edu/consumer-information-and-public-disclosures).

Student Rights – Privacy/Release of Information

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 is federal legislation regarding the privacy of student records. It governs the disclosure of education records maintained by institutions (including GTCC) and access to those records.

Rights provided to students by FERPA

- Inspect and review their education records
- Have some control over disclosure of information from their education records
- Seek to amend incorrect education records

What is an education record?

All records that directly relate to a student and are maintained by the college are considered education records. These records can take numerous forms (paper records, electronic files, etc.) – they do not only refer to records stored in the Student Records Office or in Colleague.

What type of information may be shared?

Without the student’s written consent, only directory information may be released. Directory information is information not generally considered harmful or an invasion of privacy if disclosed. In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, GTCC defines directory information as:

- Student’s name
- Major field of study
- Enrollment status
- Participation in officially recognized activities and sports
- Weight and height of athletes
- Dates of attendance at the college
- College degree completion dates and degrees earned
- Awards earned
- Most recent previous educational agency or institution attended by the student

While FERPA includes date and place of birth, the college reserves the right to omit this from directory information to protect students from possible discrimination.

Disclosure of information other than directory information requires prior written consent of the student. The consent must specify records that may be disclosed, state purpose of disclosure, and identify party or class of parties to whom disclosure may be made.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the

rights have transferred are “eligible students.” For more details concerning FERPA, please visit the website of the US Department of Education at <https://www.ed.gov/category/keyword/ferpa>.

Disclosure Exceptions

The 11 exceptions under which prior consent of the student is not required to disclose information are:

- To school officials (persons within the agency or institution determined to have legitimate educational interest)
- To schools in which a student seeks or intends to enroll
- To federal, state, and local authorities involving an audit or evaluation of compliance with education programs
- To state and local authorities pursuant to a state law adopted before November 1974 requiring the disclosure
- To organizations conducting studies for or on behalf of educational institutions
- To accrediting organizations
- To comply with a judicial order or subpoena. The college must make a reasonable effort to notify student in advance of compliance. Not all subpoenas are lawfully issued.
- Health or safety emergency
- Directory information
- To the student
- Results of disciplinary hearing to an alleged victim of a crime of violence

Inquiries regarding the privacy of student records should be referred to the Registrar. Additional information on FERPA and students’ right to privacy is available at [Family Educational Rights and Privacy Act \(FERPA\) \(gtcc.edu\)](http://gtcc.edu).

Student Rights – Student Records

A student who believes that information in his/her record is inaccurate or misleading or violates his/her privacy or other rights may request in writing to the Registrar an amendment of his/her record.

Procedure:

- The request must specifically note the reason(s) amendment of the record(s) is needed along with appropriate justification and/or documentation. The Registrar will investigate the claim made in the request and render a written response within ten (10) days of the receipt of the request. The following action(s) may be taken by the Registrar:
- If the decision is to amend the record in accordance with the student’s request, the Registrar will make the amendment.
- If the decision is not to amend, the Registrar will inform the student of the decision and of his/her right to appeal to appropriate Vice-President.

Student Rights - Student Life

- Students have the right to express their views on issues of college policy on matters of interest to the student body.
- Students have the right to a clearly defined means of participating in the formulation of college policy affecting academic and student affairs issues.
- Students have the right to representation on committees that involve student life.
- Students have the right to be represented by Student Government Association officers in accordance with the college-approved procedures set forth in the SGA Constitution and the SGA election code.
- Students have the right to sponsor and produce publications free from undue censorship provided proper journalism techniques and general college publication guidelines are followed.
- Students have the right to organize and join clubs and associations and to plan and participate in activities sponsored by those college clubs and associations.
- Students have the right to invite non-classroom guest speakers to the college according to the guidelines of the Non-Classroom Guest Speakers Policy/Procedure.

Guest Speakers Procedure

1. Outside speakers are not permitted to speak on campus unless the speaker has been invited by a member of the faculty, staff, or approved student club/organization and as provided for under these guidelines.
2. Individual students shall request guest speakers through instructors or approved campus clubs/organizations.
3. The college reserves the right to deny a particular speaker or program on campus if it appears that such a speaker or program will constitute a danger to the college's orderly operation or if there is a reasonable apprehension of imminent danger to students, college personnel and/or the essential functions and purposes of the college by the advocacy of such actions as:
 - a. Willful destruction or seizure of the college's buildings or other property
 - b. Disruption or impairment, by force or otherwise, of the college's regularly scheduled classes or other educational functions
 - c. Physical harm, coercion, intimidation, or other invasion of lawful rights of the college's officials, faculty, students or visitors
 - d. Other campus disorders of a violent nature
 - e. Violations of any federal, state, or local laws

In determining the existence of a danger, the college may consider all relevant factors, including whether the proposed speaker or program has, within the past five (5) years, incited violence resulting in the destruction of property at any institution or event, or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any institution or event.

4. A club/organization sponsoring a speaker shall be responsible for all expenses incurred.
5. When a student group proposes to invite a speaker, the following process must be followed:
 - a. A Club Activity Form must be completed and submitted to the Student Life Office a minimum of two weeks prior to the date of the event. The event must be approved by the Director of Student Life.
 - i. Name of sponsoring organization
 - ii. Signature of faculty/staff advisor
 - iii. Proposed date, time, and location of meeting
 - iv. Expected size of audience
 - v. Topic and brief explanation of subject matter
 - b. A written response from the Director of Student Life should be received within five business days after submission of the request. As deemed necessary, any special conditions of acceptance will be cited in the response. Any request not acted upon within this time will be deemed granted.
 - c. If the request is granted, the sponsoring group shall extend an invitation to the speaker, informing him/her in writing of any special conditions of acceptance and that institution policy requires guest speakers to agree to answer questions from the floor relating to the content of the presentation.
 - d. If the speaker accepts the invitation, the sponsoring group shall immediately inform the Director of Student Life who will notify the associate vice president, Student Services, in writing. The Associate Vice President, Student Services will notify the President (or designee).
 - e. If the request is denied any sponsoring organization and/or faculty/staff advisor may make written application within three business days to the President (or designee), who shall review the request and grant or deny it. The decision shall be final.

Student Rights - Student Conduct

- Students have the right to receive—through publications such as a student handbook or a generally available body of institutional regulations—written statements of policies, rules, regulations and penalties regarding the standards of behavior considered essential to the college's educational mission, its community life, and the educational progress of the individual.
- Students have the right of access to a clearly defined, official grievance review process and the right to appeal a disciplinary action.
- Students who are formally charged with an infraction of college rules and regulations are entitled to attend classes until the charge is adjudicated unless it is determined that the student's presence is a danger to person(s) or college property.

- Students have the right to the same protection of their rights and liberties as provided to any citizen of the United States or resident of North Carolina where infractions of Federal or State law are being investigated.

Diversity Statement

Guilford Technical Community College respects the voices of all students. We promote student-centered programs that promote an awareness of and respect for diversity. We encourage all students to become involved in as many campus sponsored clubs and activities as possible.

Athletics

The GTCC Athletics Department fully embraces and supports the purpose of Guilford Technical Community College. As a member of the NJCAA (National Junior College Athletic Association), NJCAA E (National Junior College Athletic Association Esports), and Region 10, our program is committed to providing a comprehensive and well-rounded athletic experience in support of our educational mission. Our women's volleyball, women's basketball, men's basketball, men's baseball, and esports programs promote academic, physical, social, psychological, and total development of the student-athlete.

Emphasis is placed on the student aspect of the student-athlete at GTCC, and our program aims to enrich the college experience for all of our students. Many of our athletes are recruited by four-year universities. It is a priority of our coaches to do everything that we can to help these athletes reach that goal. The GTCC athletics program is intended to inspire student-athletes toward leadership roles on campus and in their communities.

Counseling Center

The Counseling Center provides free, confidential counseling services to all current and prospective GTCC students on each of our campuses. All counselors are at least Master's level trained and work with students individually and in groups to facilitate healthy emotional, psychological, and academic development. To schedule an appointment at the GTCC Counseling Center, call 336-334-4822 Ext. 50038 or email counselingcenter@gtcc.edu. The Director of Counseling is Dr. Ernest Lawson at 336-334-4822 ext. 50323 or by email at elawson@gtcc.edu.

For more information please visit <https://www.gtcc.edu/student-life/counseling-center/index.php>.

Campus Maps and Information

Jamestown Campus - <https://www.gtcc.edu/about/campuses/jamestown.php>

Greensboro Campus - <https://www.gtcc.edu/about/campuses/greensboro.php>

High Point Campus - <https://www.gtcc.edu/about/campuses/high-point.php>

Cameron Campus - <https://www.gtcc.edu/about/campuses/cameron.php>

Union Square - <https://www.gtcc.edu/about/campuses/union-square.php>

Aviation Campuses - <https://www.gtcc.edu/about/campuses/aviation.php>

Small Business Center - <https://www.gtcc.edu/about/campuses/small-business-center.php>

Campus Bookstore

The Jamestown, High Point, and Greensboro campuses of the college each have a bookstore that also stocks basic food items and supplies for academic success. Please consult the store website for current information:

<https://jamestownbookstore.gtcc.edu/>

The webpage also lists the current refund and exchange policy: <https://jamestownbookstore.gtcc.edu/return-policy>

Academic Calendar

<https://www.gtcc.edu/academics/academic-calendar/index.php>

Continuing Handbook Updates

For most recent updates to the Student Handbook, please visit:

https://www.gtcc.edu/files/student%20policies%20and%20procedures/GTCC_Student_Handbook.pdf