Policies and Procedures

Revised
2/16/2026

Thank you for referring to the South Piedmont Community College Policies and Procedures Manual! The College is currently reviewing all policies and procedures. During this time the Policies and Procedure Manual is also undergoing reorganization. Below are helpful tips for navigating the manual during these changes.

Helpful tips:

- Ignore policy numbering as we transition to a new system
- Look for policies based on content area (e.g. Human Resources, Administrative, etc.)
- Use Ctrl+F to search for topics, key words, or headings

If you have an issue locating information, please email compliance@spcc.edu or call 704-290-5258.

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1. Board of Trustees and Governance

1.1 Power and Duties of Trustees

The Trustees of South Piedmont Community College are hereby vested to exercise all of the powers and duties as proscribed in Chapter 115D of the North Carolina General Statutes and as authorized by the North Carolina State Board of Community Colleges. As a body corporate, the Trustees are authorized to do all things necessary and proper to organize and operate South Piedmont Community College consistent with laws and State Board rules and regulations.

Members of the Board have authority only when acting as the Board in a properly and duly called meeting. The Board will not be bound in any way by any statement or action on the part of an individual Board member or employee except when such action is specifically instructed and authorized by the Board.

The Trustees incorporate by reference the South Piedmont Community College Board of Trustees By-Laws, which shall take precedent over any policy or procedure adopted by the Board or College.

Revisions:
Initially approved October 12, 2022

References:
North Carolina General Statue (N.C.G.S.) § 115D-14, -15, -20
NC State Board of Community Colleges Code:
1B SBCC 300.1
1B SBCC 300.2

SPCC Policy:
Power and Duties of Trustees

1.3 Confidential Information

As required by federal and state law, members of the Board of Trustees and College employees have a legal duty to maintain the confidentiality of non-public, confidential records. From time-to-time and in the scope of their official duties, Board members and College employees are exposed to confidential information that should not be disclosed, in any fashion, except to those individuals/entities that have a legal right to have or view the information. Any College employee who is not sure whether particular information may be protected by state or federal confidentiality laws should seek clarification from their immediate supervisor. Board members should seek clarification from the President or Board attorney. When violations occur, appropriate disciplinary action will be taken.

Revisions:
Initially approved October 12, 2022

References:
Family Education Rights and Privacy Act, 20 U.S.C § 1232g
North Carolina General Statues (N.C.G.S) § 115D-27, -28, -29; § 143-318.11

SPCC Policy:

Confidential Information

1.4 Conflict of Interest

In accordance with N.C.G.S. §§ 14-234, 133-32 and Chapter 138A and in order to avoid conflicts of interest, the appearance of a conflict of interest or the appearance of impropriety, the Board of Trustees and College employees shall adhere to rules specified below.

A. Contracts with the College

Board members and employees shall not do any of the following:

a. Obtain a direct benefit from a contract that they are involved in making or administering on the College's behalf unless a legal exception applies;
b. Influence or attempt to influence anyone who is involved in making or administering a contract on the College's behalf; or
c. Solicit or receive any gift, favor, reward, service or promise of reward, including a promise of future employment, in exchange for recommending, influencing or attempting to influence the award of a contract by the College.

A Board member or employee is involved in administering a contract if they oversee the performance of the contract or has authority to interpret or make decisions regarding the contract. A Board member or employee is involved in making a contract if they participate in the development of specifications or terms of the contract or participates in the preparation or award of the contract. An employee derives a direct benefit from a contract if the employee or their spouse does any of the following: (a) has more than ten percent (10%) ownership or other interest in an entity that is a party to the contract; (b) derives any income or commission directly from the contract; or (c) acquires property under the contract.

B. Receipt of Gifts

Unless a legal exception otherwise applies, no Board member or College employee may accept gifts from any person or group desiring to do or doing business with the College unless such gifts are instructional products or advertising items of nominal value that are widely distributed.

C. Reporting Requirements

Any Board members or employees who have questions regarding this Policy or whose actions could be construed as involving a conflict of interest shall report as follows:

a. College employees shall report to the President.
b. President/Board Members shall report to the Board Chair.
c. Board Chair shall report to the College's legal counsel.

D. N.C. State Ethics Act

Pursuant to N.C.G.S. § 138A-3(30)(k), all voting Board members, the President and the Chief Financial and Administrative Officers (“Covered Persons”) are subject to the N.C. State Ethics Act. Covered Persons shall complete and file a public disclosure of economic interests as required under the Act, adhere to the ethics standard required under the Act and shall complete all required mandatory ethics education and training.

Members of the SPCC Board of Trustees shall exercise their authority honestly and fairly, free from impropriety, threats, favoritism, and undue influence. The Board of Trustees' power and duties are listed in the South Piedmont Community College Board of Trustees' bylaws.

Any applicable State Board administrative regulations and rules and any applicable North Carolina state law will take precedence over this Policy.

Revisions:
Initially approved February 10, 2009
Revised August 13, 2013
Revised October 12, 2022

References:
North Carolina General Statutes (N.C.G.S.) § 14-234; 133-21; Chapter 138A; 115D-26
SPCC Policy 1.1– Power and Duties of Trustees
SPCC Policy 1.2– Confidential Information
SPCC Policy 3.3.3 – Code of Employee Conduct
SPCC Board of Trustees Bylaws

1.4.1 Conflict of Interest Procedure

The Board of Trustees' power and duties are listed in Article II, Section Eight of the South Piedmont Community College bylaws.

Under the North Carolina State Government Ethics Act, Chapter 138A, all newly appointed trustees must attend an ethics presentation approved by the State Ethics Commission within six (6) months of appointment. Trustees are required to attend a refresher ethics education presentation at least every two (2) years thereafter in a manner the State Ethics Commission deems appropriate.

Each board meeting will begin with a statement from the chair that reminds the members of their duty to avoid conflicts of interest and appearances of conflict. The chair also shall inquire as to whether there is any known conflict of interest or appearance of conflict with respect to any matters before the board. Should any member have a known conflict of interest or appearance of conflict with respect to any matters before the board, that member should state the conflict and/or appearance of conflict and refrain from participation.

Trustees must avoid conflict of interest with respect to their fiduciary responsibility.

- Trustees will annually disclose their involvements with other organizations, vendors, or any associations that might be or might reasonably be seen as being a conflict of interest. (Statement of Economic Interest)
- When the board is to act upon an issue about which a trustee has an unavoidable conflict of interest, that trustee shall recuse themselves without comment from not only the vote but also from the deliberation.
- Trustees shall not use their board position to obtain employment or financial benefits for themselves, family members, or close associates.
- Should a trustee apply for employment at the college, they must resign immediately from the board.

Trustees may not attempt to exercise individual authority over the college.

- Trustees' interaction with the president or with staff must recognize the lack of

authority vested in individual trustees except when explicitly board authorized.
- Trustees' interaction with the public, media or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions.

Failure of any trustee to abide by this policy or to comply with the State Government Ethics Act, Chapter 138A, will result in discipline which may include dismissal as well as any potential civil or criminal sanctions under the law.

Procedure Revisions:
Revised October 12, 2022

SPCC Policy:
Conflict of Interest Policy

1.5 Adopting Policies and Procedures

The Board of Trustees' policies shall constitute the basic governance for the College. All of the Board's policies shall be contained in the College's Policy and Procedure Manual.

I. Adopting and Amending Policies

The following procedures shall be followed when adopting or revising policies:

A. Either when directed by the President or the Board or when necessitated by changes to federal and/or state laws and regulations, when otherwise determined necessary due to operational and/or management issues, or when in the College's best interest, the Director of College Compliance shall draft and propose new policies and/or provide amendments to current policies for consideration by the President and the Board of Trustees

B. During the policy development process, the Director of College Compliance shall consider, and when necessary solicit, the views and considerations of faculty and staff members, students, and the public.

C. The President or their designee shall present the proposed policy to the Board at a regularly scheduled Board meeting.

D. Board members may propose amendments to proposed policies at any time during the process. An amendment will not require that the proposed policy go through an additional reading unless the Board determines that the amendment needs further consideration.

E. In order for the proposed policy to be official, the proposed policy must be formally adopted by a majority of the Board members present at an official Board meeting with the Board's action being recorded in the Board's minutes.

II. Adopting Administrative Procedures

Unless otherwise stated in a specific policy, the President is hereby authorized to develop and implement administrative procedures and rules that are in furtherance of and consistent with Board's policies.

Revisions:

Initially approved April 9, 2019
Revised August 8, 2023

References:
NC State Board of Community Colleges Code:
1B SBCCC 300
Board of Trustees Authority 1B SBCCC 400.1
North Carolina General Statues (N.C.G.S.) § 115D-20
Accreditation by the Southern Association of Colleges and Schools Commission on Colleges

1.5.1 Policy and Procedure Development Procedure

The Director of College Compliance coordinates the college's policy and procedure development and review process and maintains the Policy and Procedure Manual.

The Policy and Procedure process is started with the submission of the Policy and Procedure Change form in SharePoint. The Director of College Compliance will coordinate with appropriate departments to ensure alignment with external entity requirements such as SACSCOC; other accrediting bodies; local, state, and federal policies; and the Department of Education.

The final draft of the policy is presented to the President and the Senior Leadership Team by the appropriate vice president for approval prior to reading by the Board of Trustees.

The Executive Assistant to the President will place policies on the Board of Trustees meeting agenda for discussion and voting. Approvals will be communicated to the College through an email sent by the Executive Assistant to the President.

New procedures or revisions will be initiated with a Policy and Procedure Change Form, reviewed by the appropriate vice president, Director of Compliance, and the Department of Institutional Effectiveness and approved by the President.

Editorial revisions, which do not change the interpretation of a policy (ex. grammar, references, links/URL's, contact information), do not require approval of the Board of Trustees. These changes will be initiated with a SharePoint Form, reviewed by Director of Compliance and the Department of Institutional Effectiveness.

After a policy or procedure has appropriate approval, the Director of Compliance will update the SPCC Policy and Procedure Manual and ensure all publications of the manual are updated with the newest version

Procedure Revision:
Revised April 27, 2020
Revised August 8, 2023

SPCC Policy:
Policy Writing

1.6 Trustee Travel

In compliance with North Carolina General Statute 115D-19(b), members of the Board of Trustees of South Piedmont Community College are required to attend new or reappointed trustee orientation/training provided by the North Carolina Association of Community College Trustees (NCACCT) within six months of appointment or reappointment. Trustees are also encouraged to participate in events at the local, regional, state, and national levels.

Trustees shall be entitled to reimbursement of the allowable costs of travel, meals, and lodging while performing their official duties consistent with statutory regulations for per diem, transportation, and subsistence allowances contained in G.S. 138-5, G.S. 138-6, and G.S. 138-7 and according to the regulations adopted by the State Board of Community Colleges.

Revisions:
Initially approved October 5, 1999
Updated October 9, 2007
Revised August 13, 2013
Revised December 3, 2019

References:
North Carolina General Statute (N.C.G.S.) § 138-5; 138-6; 138-7; 115D-19(b); 115D-17
North Carolina Community College System Accounting Procedures Manual and Reference Guide

1.6.1 Trustee Travel Procedure

Members of the Board of Trustees of South Piedmont Community College shall be entitled to reimbursement of the allowable costs of travel, meals, and lodging while performing their official duties consistent with statutory regulations for per diem, transportation, and subsistence allowances contained in G.S. 138-5, G.S. 138-6, and G.S. 138-7 and according to the regulations adopted by the State Board of Community Colleges. The Executive Assistant to the President/Board of Trustees liaison or designee will submit travel reimbursement requests on behalf of the trustees in accordance with the college’s established travel guidelines and procedures.

SPCC Policy:
Trustee Travel Policy

2. Administrative

2.1.1 Visitors and Minors on Campus

The College welcomes visitors to campus. All visitors must comply with the College's policies and procedures. Uninvited visitors are not permitted to attend classes or contact students on campus without permission from the President or their designee. Additionally, in the interest of safety, and to minimize disruption to classes and operations, all visitors shall adhere to the following rules:

I. Visitors

A. All visitors to instructional areas must have the instructor's prior approval. Visitors unfamiliar with the campus should see the Success Navigator located inside the entrance of Main Building at the Old Charlotte Highway Campus and entrance of the Tyson Family Center for Technology in Monroe and the entrance of the Garabaldi Building on the L.L. Polk Campus in Polkton.

B. All visitors to laboratories, shops, or other potentially hazardous areas must be escorted by a college employee.

II. Minor Children

A. Minor children are defined as children under the age of eighteen (18).

B. Students and college employees should make childcare arrangements to reduce interruption of the educational process and avoid possible injury to a minor. Should employees require time to resolve their childcare situation, they are required to leave work and use the appropriate leave.

C. Minor children are allowed in offices on the campus for short, occasional visits, when accompanied by a responsible adult. Minor children may not enter shops, labs or other hazards areas.

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

E. College tours for minors will be escorted by a college employee at all times.

III. Removal from Campus

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

Revisions:
Initially approved March 15, 1999
Reviewed October 9, 2007
Revised February 11, 2014
Revised June 11, 2024

References:

2.1.1.1 Removing Students from Class Procedure

When it becomes necessary to notify a student in a class, which is in session, that the student needs to address some immediate situation (i.e., family emergency, legal issue, safety issue, etc.), the following procedure should be used by any party, including security and law enforcement agencies, that needs to address the student.

The party seeking the student should go to Student Services. Depending upon the situation, a Success Navigator will either contact the Vice President of Student Services or designee or Security to notify the instructor the student needs to leave the class.

The responsible party should go to the classroom, politely knock on the door, call the instructor into the hall and tell the instructor that the student needs to be excused from the

class. The instructor should call the student out of class. If there is a safety issue or a legal issue, security may accompany the responsible party to the classroom but should remain in the background out of sight of the students in the classroom.

Every effort should be made to not embarrass the student or share confidential information. Also, any interruption or disruption of the class should be kept to a minimum. Once the student is out of class, all parties should return to the Vice President of Student Services, their designee, or Security Office and address any situations pertaining to the student in a private setting.

Procedure Revisions:
Initially approved June 11, 2024

SPCC Policy:
Visitors and Minors on Campus

2.1.2 Campus Safety and Emergency Planning

The safety of the College's employees, students and visitors is of the upmost importance. To that end, the Board hereby authorizes the President to develop campus safety and emergency plans to address safety and/or other emergency situations that could arise at the College.

Revisions:
Initially approved October 14, 2025

References:

2.1.2.1 Campus Evacuation Plan

I. Purpose

To provide for an orderly evacuation of a college facility during an emergency, the following plan and operating procedures have been adopted.

A. Evacuation and Emergency Escape Procedures

In the event of an alarm sounding or other notice of evacuation, all persons including students, faculty, staff and visitors should leave the building by the closest available exit in an orderly manner. Emergency evacuation routes are posted in the facilities.

B. Accountability for Students

Faculty should take attendance at the beginning of each class so that all persons may be accounted for after an evacuation. The instructor should evacuate the class and bring the roster to account for all students. It is preferable that doors are closed but not locked, as classrooms are evacuated, and the instructor ensures that the classroom is empty. The instructor should

regroup the class at the rally point or evacuation site. Any student(s) unaccounted for should be reported to a Campus Safety Officer immediately.

C. Accountability for Employees

Supervisors or designees should account for the employees in their immediate work area or department. Any employee(s) unaccounted for should be reported to a Campus Safety Officer immediately. Since supervisors are responsible for accounting for employees, it is imperative that work groups reassemble in the designated rally point or evacuation site after evacuation.

D. Evacuation Sites

The primary rally point or evacuation site should be utilized when possible. However, an alternate site is designated in case the primary site is unsuitable due to smoke/wind conditions or other factors.

E. Rescue and Medical Duties

Appropriate county emergency response personnel, including fire and rescue department personnel, shall perform rescue and medical duties. College employees are neither trained nor required to perform rescue and medical duties. Nothing in this Procedure should be interpreted as restricting employees from providing first aid or rescue assistance on a volunteer basis.

F. Evacuation of Persons with Disabilities

In the event of a building evacuation for buildings with multiple floors, persons with mobility impairment who may be on an upper floor must use their own discretion to determine if using the elevator is more of a risk than waiting for rescue personnel to reach them. If person(s) with mobility impairment cannot access or chose not to access the elevator, they should go to designated area(s) located on each of the upper floors so that emergency personnel can access their location quicker. The locations of all designated areas shall be maintained in an emergency evacuation protocol and be readily available for emergency response personnel.

College faculty and staff cannot be required to lift or carry a person with a mobility impairment. This is not required as it is beyond the Office of Civil Rights' definition of "minor assistance" and is a "service(s) of a personal nature" which is not required by the American with Disabilities Act. This is not to imply that college employees are prohibited from offering this type of assistance during an emergency. If a person with mobility impairment does not utilize a wheelchair but could benefit from assistance during an evacuation, office or computer lab chairs with rollers are readily available in every building.

The College shall develop an emergency evacuation protocol for persons with disabilities and shall make sure that appropriate college personnel are trained based on the protocol requirements.

G. Fire Drills and Mobility Impaired Individuals

A person with mobility impairment may request advance notification of planned fire drills so that the individual can decide whether evacuation during the drill is advisable or would pose a risk of injury. In this case, mandatory participation is not required for a person with mobility impairment. To request advance notification, the person with a documented mobility disability must notify the Director of Student Advocacy and Accountability or Vice President of Student Services (Students) or Associate Vice President of Human Resources and Payroll (Staff), who will provide the Director of Campus Safety with a list of such persons requesting advance notification, once the person has requested the early alert service. The Security Operations Center (SOC) will notify the people by telephone, in person, or by email prior to the drill.

Procedure Revisions:
Initially approved October 14, 2025

2.1.2.2 Bomb Threat Procedure

I. INTRODUCTION

In order to be prepared for a bomb threat, the following procedures have been established to: determine how and by whom a bomb threat will be evaluated; establish a chain of command for bomb threat situations; describe the procedures to be followed if facilities are to be evacuated; assign responsibility for searching facilities; and provide updates to key administrative staff on appropriate responses to bomb threats.

II. PROCEDURES

A. If a Bomb Threat is Received:

1. If the bomb threat is received by anyone other than the operators of the college's main numbers, the individual should gather and record as much information as possible and then contact the Security Operations Center (SOC) immediately who will follow emergency protocol. The Director of Campus Safety will be notified and they will immediately notify the President. If the President is not immediately available then the Chief Financial Officer (CFO) will be notified and if that person is not immediately available, then the Chief Academic Officer (CAO) is to be notified. If none of the individuals in the chain of command are available, the Director of Campus Safety or SOC shall call 911.

2. Law Enforcement on scene shall evaluate the threat and determine the appropriate action to be taken. The building(s) may be searched and/or evacuated, if necessary.

B. If Facilities are to be Evacuated:

Evacuation notices will be announced by network email, telephone and the Emergency Mass Notification System.

Campus Safety and Facilities/Maintenance shall assist in clearing the buildings of people and then exit themselves.

The SOC and Facilities personnel will remain on campus and remain in radio contact with security.

The Campus Safety Officer, security personnel, and Facilities personnel will assist emergency response personnel to search and clear buildings, if requested.

All students and those employees not required to remain on campus should evacuate the campus and remove their vehicles.

The President or administrator in charge shall determine when the College shall return to normal operations. Employees and students will receive an email notification when the College is set to reopen.

Procedure Revisions:
Initially approved October 14, 2025

2.1.2.3 Critical Incident Response Procedure

In the event of a critical incident, individuals should use the following procedures:

1. To the extent possible, move to a safe location, contact 911 and provide as much information as possible (e.g., description of incident, person(s) involved, if you or others are injured). If able, also contact Security Operations Center (SOC).

2. "Lockdown" classroom or office, turn out lights, move away from windows or doorways, silence electronic devices (e.g. cell phones, tablets, watches, etc.), and take cover utilizing any solid objects that could offer protection.

3. If you have, or learn, more information, contact 911 or the SOC (only make additional contacts if you have additional or updated information).

4. Keep calm and make sound decisions. Remain in lockdown until you receive notification from college officials or law enforcement that all is clear.

5. In the event the campus is being evacuated, consult Procedure 2.1.2.1 – Campus Evacuation Plan.

Procedure Revisions:
Initially approved October 14, 2025

SPCC Policy:
Campus Safety and Emergency Planning

2.1.3 Hazard Communication Program

The College is committed to providing students, faculty and staff a safe and healthy work environment. As required by federal and state laws and regulations, the College's written Hazard Communication Program and Chemical Hygiene Plan shall be available to all employees, their designated representatives, and local, state and federal occupational safety and health authorities.

A written copy of the Hazard Communication Program and the Chemical Hygiene Plan, is located in the Safety Operations Center, on the Old Charlotte Highway campus. An inventory of all chemicals and safety data sheets is located online, and available upon request by the Director of Campus Safety.

In complying with OSHA's Hazard Communications Standard, the College shall, among other things:

1. Develop and keep current a list of chemicals maintained on campus;

2. Label all containers that contain hazardous materials;

3. Keep Material Safety Data Sheets ("MSDS") and Safety Data Sheets ("SDS") on file and available on request; and

4. Implement a training program to ensure that all employees are familiar with the hazardous materials on campus.

In addition, the College shall not accept any donations of hazardous materials or chemicals. All hazardous materials and chemicals purchased by the College must be labeled with the following information:

1. Identity of the hazardous material/chemical;

2. Appropriate hazard warning; and

3. Name and address of the manufacturer, importer or other responsible party.

Revisions:
Initially approved June 11, 2024

References:
29 CFR 1910.1200 and 29 CFR 1910 Subpart Z

SPCC Policy:
Hazard Communication Program

2.1.4 Instructional Safety Precautions

Safety procedures shall always be enforced, especially in shop and laboratory facilities. The following guidelines shall be followed:

1. Instructors shall always point out hazards in advance. This instruction shall be done as part of the regular teaching program with special emphasis placed on preventative approaches to hazards.

2. Instructors must always be present when shops and laboratories are being used.

3. For medical issues and reporting accidents, consult Policy 2.1.5 – Campus Medical Emergencies.

4. Instructors and students shall wear industrial quality eye protective devices during instruction involving any of the following conditions or activities:

    a. Hot solids, liquids or molten metals.

b. Milling, drilling, sawing, turning, shaping, cutting or stamping of any solid materials.

c. Heat treatment, tempering or kiln firing of any metal or material.

d. Gas or electric arc welding.

e. Repair or service of any vehicle.

f. Caustic or explosive chemicals or materials.

g. Handling firearms.

5. The President may adopt other procedures consistent with this Policy.

Revisions:
Initially approved August 13, 2024

References:

SPCC Policy:
Instructional Safety Precautions

2.1.5 Campus Medical Emergencies

I. Emergency Medical Assistance

A. The College has medical first aid kits located in each campus building.

B. In the event of an emergency, college personnel and/or individuals present will contact emergency services by dialing 911 and request first responder services, then immediately notify South Piedmont Community College Safety Operations Center at 704-290-5866 or 9999 on a campus telephone.

C. All accidents involving college employees are to be reported to the Associate Vice President of Human Resources and Payroll or designee within one (1) business day.
All Incident Report forms must be completed within two (2) business days.

D. Students who are covered under student accident insurance should notify the Vice President of Student Services or designee within one (1) business day. If the accident occurs in a classroom or lab, the instructor should complete the College's Incident Report Form. The Vice President of Student Services or designee will assist the student in making a claim to the insurance company. Students are also encouraged to report any acute medical conditions to the Director of Student Wellness and Advocacy and to their instructors.

E. If emergency medical services are required off campus, i.e., firing range, defensive driving course, etc., established emergency medical procedures for that location should be followed in conjunction with the aforementioned procedures.

F. The following procedures should be followed if an accident occurs involving a college vehicle:

1. Dial 911 if emergency services or an ambulance is needed;
2. Contact the appropriate law enforcement agency to obtain a report;
3. Obtain as much information as possible from any other parties involved in
2. the accident; and
3. Contact the Director of Campus Safety and Executive Director of Facilities.

Revisions:
Initially approved December 10, 2024

References:

2.1.5.2 Pandemic Response Plan Procedure

I. PANDEMIC HEALTH EVENTS

The College is committed to preparing for and responding to any public health outbreaks and/or epidemics that are uncontained and pandemic in nature. The College wishes to minimize the impact of a pandemic health event on students, faculty and staff by working with local, regional, state and national health officials.

To do this, college employees will strive to: (a) protect the health of students, faculty, staff and visitors on the college campus and extension sites; (b) communicate with the college community and the public during the duration of a pandemic event; (c) sustain necessary college operations and services (both physically and virtually) as long as it is reasonable and safe to continue to do so; and (d) prevent the spread of the pandemic event within the College's facilities.

II. OPERATION ASSUMPTIONS

The following assumptions are made for purposes of this Policy:

A. The Center for Disease Control; branches, divisions, or offices of the United States or North Carolina governments; or the local county health department has declared a pandemic health event.

B. A declared pandemic health event results in travel restrictions, quarantine areas, school closures, transitioning to remote/virtual operations, and public events/activities cancellations.

C. The College will work with local authorities to coordinate locally-based response plans.

D. It is reasonably expected that a pandemic outbreak may result in the closing of all college facilities for a period of time.

III. PANDEMIC EVENT COORDINATOR

The President or their designee ("Coordinator") will be responsible for the following:

A. Coordinating all planning efforts.

B. Organizing the Pandemic Event Response Team, scheduling its meetings and evaluating its performance.

C. Reviewing and updating the pandemic event procedures with the Pandemic Response Team.

D. Identifying and procuring resources for responding to a pandemic event.

E. Monitoring pandemic status with local, state and national health agencies.

IV. PANDEMIC EVENT RESPONSE TEAM

The Coordinator will serve as the leader of the College's Pandemic Event Response Team ("Team"). Team membership will be determined by the College's Executive Leadership Team.

V. COMMUNICATIONS

A. COMMUNICATIONS TO THE PUBLIC

1. The College's public information officer ("Spokesperson") will serve as the lead spokesperson for the College communicating with the media. The President will serve as alternate spokespersons and will coordinate all public communications with the College's Spokesperson. All other college employees should not attempt to speak for the College.

2. The College will utilize the notification procedures for a schedule interruption as outlined in the Adverse Weather/Emergency Closing Policy. This will distribute information by area radio and television, and the College's website. Website information will include college plans and, if available, links to local, state, and federal agencies to help create awareness and educate people on the pandemic event, prevention strategies and general information for the public good.

3. The College's Spokesperson will conduct media briefings and issue news releases as necessary.

B. COMMUNICATIONS TO EMPLOYEES

1. The Spokesperson will communicate with employees by email, voicemail and the College's website. Timely information and updates will be sent and posted as available. Information on where to find up-to-date and reliable information about the pandemic event will be distributed when known.

2. The Associate Vice President of Human Resources and Payroll will communicate with employees about healthcare services and the need to maintain personal healthcare.

3. The Associate Vice President of Human Resources and Payroll will contact employees about accounting for absences, leaves, compensation and any other personnel issues related to disruptions resulting from a pandemic health event.

C. **COMMUNICATIONS TO STUDENTS**

1. The Spokesperson will communicate with students by student email and the College's website. Communications will include information about the pandemic health event, changes in course delivery, schedule changes, college closing/re-opening information and other information as needed.

2. The Spokesperson will distribute to students information from public health officials that might prevent or impact an outbreak of a pandemic health event.

VI. PREVENTION

Upon notification that the potential outbreak of a pandemic health event is occurring within the United States, the Coordinator will immediately assemble the Team. The Team will review procedures, assign responsibilities and schedule the following actions:

A. Set up prominent notices at all building entrances to instruct employees, students, and visitors not to enter campus buildings if they have any symptoms of the pandemic health event.

B. Post informational notices around campus (building entrances, notice boards, conference rooms, and restrooms) to educate how to stop the spread of the pandemic health event through personal hygiene practices. Notices will include information concerning hand hygiene, covering coughs and sneezes, and appropriate student/employee spacing.

C. Instruct facilities to obtain adequate supplies of tissues, hand sanitizing gels, disinfectant soaps, and disinfectant cleaning supplies.

D. Distribute to all employees and students a pandemic health event fact sheet containing information regarding stopping the spread of the event and performing effective individual spacing.

E. Instruct all shared work areas (desktops, tables, door knobs, stair rails, etc.) be cleaned with a disinfectant at least daily, and preferably more than once daily.

F. Determine the impact of the pandemic health event on the number of plant operations staff available and alternative methods to sanitize the campus.

I. Implement other appropriate actions required by the federal, State or local government.

Revisions:

Initially approved December 10, 2024

References:

SPCC Policy:
Campus Medical Emergencies

2.1.6 Firearms and Other Dangerous Weapons

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

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

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

A. The firearm is a handgun; AND

B. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND

C. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND

D. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND

E. The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to their person or from their person to the closed compartment or container.

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

Revisions:
Initially approved November 21, 1994
Reviewed October 9, 2007
Revised October 11, 2011
Revised June 10, 2014
Revised December 10, 2024

References:
North Carolina General Statute (N.C.G.S.) § 14-269.2
N.C. Session Law 2013-369

2.1.6.1 Violation of Firearms and Other Dangerous Weapons Procedure

Unauthorized possession of a firearm or any other dangerous weapon, as defined in N.C.G.S. § 14-269.2, may result in the following actions:

- The College may file charges under N.C.G.S. § 14-269.2.
- Any student who violates this provision may be expelled from the college for a period of not less than one (1) year.
- Violation of this provision by any employee may be considered a breach of the terms and conditions of employment.
- Action may follow in accordance with the college's personnel or student due process procedures.

Procedure Revisions:

Revised December 10, 2024

Procedure References:

North Carolina General Statute (N.C.G.S) 14-269.2

SPCC Policy:

Firearms or Other Dangerous Weapons Policy

2.1.7 Drugs and Alcohol

Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, at any official function sponsored by the College, or on all college premises. Any employee or student violating this policy is subject to disciplinary action up to and including termination/expulsion and referral for prosecution. Please reference Use of Alcohol at Campus Events policy for possible exceptions.

Administrative

The illegal use of controlled substances, substances that cause impairment and abuse of alcohol are harmful to the health, well-being and safety of the College's employees and students. Employees and students who illegally use controlled substances, substances that cause impairment, or who abuse alcohol are less productive, less reliable and prone to greater absenteeism resulting in unnecessary costs, delays, academic failure and safety risks. The College is committed to maintaining a safe workplace and educational environment free from the influence of illegal controlled substances, substances that cause impairment, and alcohol.

I. DEFINITIONS

For purposes of this Policy, the following definitions shall apply:

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

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

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

D. Impairing Substance means any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.

E. Conviction means the entry in a court of law or military tribunal of: (1) a plea of guilty, nolo contendere, no contest or the equivalent; (2) a verdict of guilty; or (3) a prayer for judgment continued or a deferred prosecution.

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

II. VISITORS AND GUESTS

Unless specifically permitted by the College pursuant to Policy 2.2.5 - Use of Alcohol at Campus Events, all visitors and guests are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or drug paraphernalia. Using or being under the influence of substances that cause impairment is also prohibited. Violation of this prohibition could lead to the visitor or guest being asked to leave campus and/or campus authorities contacting campus security or law enforcement.

III. EMPLOYEES

Unless specifically permitted by the College pursuant to Policy 2.2.5, all College employees are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or drug paraphernalia. Using, or being under the influence of substances that cause impairment is prohibited for all employees. Violation of this prohibition could lead to disciplinary action under the Employee Code of Conduct.

A. PROHIBITED BEHAVIOR

All college employees and students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing,

selling or distributing alcohol, illegal or unauthorized controlled substances or drug paraphernalia. Using or being under the influence of substances that cause impairment is prohibited for all employees and students.

This Policy does not apply to the use of alcohol in instructional situations (e.g., cooking classes, laboratory experiments, Basic Law Enforcement Training) or in conjunction with events which meet the requirements of all state laws. This Policy does not apply to the proper use of lawfully prescribed controlled substances by a licensed health-care provider to the student or employee who is prescribed the controlled substance and using it in the manner in which the healthcare provider prescribed it.

B. DUTY TO REPORT

Pursuant to Procedures 3.3.3.1 – Arrests and Convictions, all employees who are arrested, indicted, cited or convicted for a criminal offense are required to inform, in writing, their supervisor. This includes being arrested or receiving a citation for a violation of any federal or state-controlled substance or alcohol statute. If an employee's arrest, conviction or citation has an effect on the employee's ability to perform their job duties or brings negative attention to the College, the employee may be subject to disciplinary action in accordance with this Policy.

Convictions of employees working under federal grants that are convicted of violating a federal or state-controlled substance or alcohol statute on the College's property, or as part of any activity initiated by the College, shall be reported to the appropriate federal agency. A college official must notify the U.S. government agency, which made the grant, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a conviction of a controlled substance or alcohol statute occurring in the workplace.

Students employed under the College Work Study Program are considered to be employees of the College if the work is performed for the College in which the student is enrolled. For work performed for a federal, state, local public agency, a private nonprofit or a private for-profit agency, students are considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer.

C. CONTROLLED SUBSTANCES AND ALCOHOL TESTING

Upon a conditional offer of employment, new employees may be required to be tested for substances, including controlled substances or alcohol.

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

Any college employee involved in an on-the-job accident or injury will be required to submit to drug and alcohol testing. The College reserves the right to conduct random drug and alcohol testing on existing employees at any time.

All substances, including controlled substances and alcohol testing, shall be administered by a non-College, third party laboratory chosen by the President. The testing shall be performed at the laboratory. A representative from Human Resources and Campus Safety will accompany the employee to the testing site utilizing a College vehicle (if available). The chosen laboratory shall use standard testing protocols that will maintain the confidentiality of the employee. All tests shall be reviewed by a medical review officer not affiliated with the College. Employees will have the opportunity to provide any information to the medical center which the employee considers relevant to the test, including identification of currently or recently used prescription or non-prescription drugs. The College shall pay for the initial test. If the employee wishes to dispute the results with a subsequent re-test, the employee shall be responsible for the cost of the re-test.

Pending the results of the testing, (if not instant), the College can suspend the employee on leave with pay. The College must give the employee written notice of positive results and notice of the right to a re-test (at the employee's expense) pursuant to G.S. 95-232(f). If the results are positive, the supervisor may recommend disciplinary action pursuant to Employee Disciplinary Action, Suspension, and Dismissal policy.

An employee who refuses to submit to an examination, adulterates or dilutes the specimen, substitutes the specimen with that from another person, sends an imposter, does not sign the required consent forms, or refuses to cooperate in the examination process in such a way that prevents completion of the examination shall be dismissed.

IV. STUDENTS

All students shall adhere to the following:

A. All students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or impairing substances at any College location. This includes college sponsored events and travel off-site and out-of-country (i.e. field trips, study abroad, conferences, etc.). This Policy does not apply to the use of alcohol in instructional situations (e.g., cooking classes, laboratory experiments, Basic Law Enforcement Training).

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

C. Students may be required to be tested for substances, including controlled substances or alcohol, based on individualized, reasonable suspicion. The required observations for reasonable suspicion testing shall be made by an administrator, supervisor or other trained official and the person who makes

the determination that reasonable suspicion exists shall not be the same person who conducts the test. This section does not apply to law enforcement officers serving the College through local law enforcement agencies. Law enforcement officers must adhere to their normal standards when conducting a search.

D. The College does not differentiate between drug users, drug pushers or sellers. Any student in violation of Section IV-A herein will be subject to disciplinary action up to and including expulsion and referral for prosecution.

E. A student who violates the terms of this Policy will be subject to disciplinary action in accordance with the Student Code of Conduct. At their discretion, the Vice President of Student Services or their designee may require any student who violates the terms of this Policy to satisfactorily participate in a drug abuse rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the College.

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

V. CONSEQUENCES FOR VIOLATIONS

Violation of this Policy will subject students and employees to disciplinary action including, but not limited to: suspension, expulsion, non-renewal or termination of employment or the requirement that the student or employee satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program at the student or employee's expense as approved by the College in conjunction with certain conditions.

Article V of Chapter 90 of the North Carolina General Statutes makes it a crime to possess, manufacture, sell or deliver or possess with intent to sell or deliver a controlled substance. N.C.G.S. § 90-95. As citizens, all members of the college community are expected to know and comply with these laws. Legal matters may be referred to local law enforcement. Employees and students who are in violation of alcohol and drug laws may suffer legal consequences ranging from fines up to incarceration. Furthermore, any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs, is also considered a violation of the drug and alcohol Policy.

VI. DISSEMINATION TO COLLEGE COMMUNITY

This Policy shall be maintained on the College's website and a copy of this policy will be maintained in the College's Human Resources Office and Student Services Office.

VII. POLICY REVIEW

The College Administration will review this Policy annually.

Revisions:
Initially approved October 22, 1990
Revised October 9, 2007
Revised June 10, 2014

Revised June 11, 2024

References:
North Carolina Community Colleges State Board Code:
1C SBCCC 200.94
United States Federal Code Title 21 Part 1300 and 1308
United States Federal Code Title 34 Part 86
North Carolina General Statute (N.C.G.S.) § 18B; 90-95, 90-86, et seq.
Use of Alcohol at Campus Events Policy
Employee Disciplinary, Suspension, and Dismissal Policy
Arrests and Convictions (Employee Notifications of Arrests, Indictments, Etc.)
Student Code of Conduct Policy

SPCC Policy:
Drugs and Alcohol Policy

2.1.8 Campus Security Reporting – Clery Act

I. POLICY OVERVIEW

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

II. DEFINITIONS

A. *Campus Security Authority* ("CSA") is a Clery-specific term that encompasses four groups of individuals and organizations associated with an educational institution:

1. A member of the educational institution's police department or campus security department;

2. Any individual(s) who has responsibility for campus security but who does not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into the College's property);

3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. For purposes of this College, this individual is the Vice President of Student Services or their designee; and

4. An official or someone who has significant responsibility for student and campus activities, including, but not limited to student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on the College's behalf.

B. *Clery Act Crimes* are the following crimes that must be reported by Campus Security Authorities to law enforcement and crimes that are listed in the College's Annual Security Report:

1. Murder/non-negligent manslaughter; negligent manslaughter; sex offenses (forcible and non-forcible); domestic and dating violence; stalking; robbery; aggravated assault; burglary; motor vehicle theft; and arson;

2. Hate Crimes: any of the above-mentioned offenses, and any incidents of larceny-theft; simple assault; intimidation; or destruction/damage/ vandalism of property that was motivated by bias towards race, religion, ethnicity, national origin, gender, sexual orientation, gender identity or disability; and

3. Arrests and referrals for disciplinary action for weapons (carrying, possessing, etc.); drug abuse violations and liquor law violations.

C. *College Property* is all the following property:

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

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

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

III. SAFETY AND REPORTING PROCEDURES

The College encourages all members of the College community to report suspicious or criminal activity to law enforcement as soon as possible. Crimes may be reported anonymously. In the event of a crime in progress or at any time there is a risk of harm to persons or property, call 911.

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

To promote safety and security at the College, and in compliance with the Clery Act, the College shall:

A. Submit crime statistics to the United States Department of Education;

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

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

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

E. Publishes and maintains an Annual Security Report containing safety and security related policy statements and statistics of Clery Act Crimes occurring on College Property. To prepare the Annual Security Report, the College collects, classifies, and counts crime reports and crime statistics. The Annual Security Report is available on the College's website and hard copies are available through the Office of Student Services for inspection.

Revisions:
Initially Approved June 11, 2024

References:
20 U.S.C. § 1092(f)
34 C.F.R. § 668.46
The Handbook for Campus Safety and Security Reporting (U.S. Department of Education, available at: http://www2.ed.gov/admins/lead/safety/handbook.pdf)

SPCC Policy:
Campus Security Reporting – Clery Act

2.1.9 Reporting Crimes and Emergencies on Campus

In the event of a crime or an emergency in progress or at any time there is a risk of harm to persons or property, employees, students and visitors should immediately call 911 and/or notify the College's Security Operations Center (SOC). Known and suspected violations of federal and state criminal laws should be reported to the Director of Campus Safety, who will notify the appropriate law enforcement agency and file the required college documentation. The Director of Campus Safety (or designee) will notify the Vice President of Student Services of incidents involving students and the Associate Vice President of Human Resources and Payroll of incidents involving employees.

Criminal incidents occurring off-campus involving students participating in a college function should be immediately reported to law enforcement and to the Vice President of Student Services as soon as possible if a student is involved.

Revisions:
Initially approved April 9, 2024

SPCC Policy:

2.1.10 Communicable Disease – Bloodborne Pathogens

I. COMMUNICABLE DISEASE

Communicable diseases, those that have serious effects on human health, can pose a threat to the college community. The College will take all reasonable measures to ensure the safety of members of the college community during global and local infectious disease events. Communicable disease is defined as an illness due to a specific infectious agent or its toxic products that arises through transmission of that agent or its products from an infected person, animal, or reservoir to a susceptible host, either directly, or indirectly through an intermediate plant or animal host, vector, or the inanimate environment. Examples of communicable disease may be found in Administrative Code 10A NCAC 41A .0101 and include but are not limited to acquired immunodeficiency syndrome (AIDS), coronavirus-19 (covid-19), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, whooping cough, and other viral diseases that reach a pandemic level, and for purposes of this Policy only, those communicable diseases which constitute a disability pursuant to the Americans with Disabilities Act.

The College shall not exclude individuals with communicable diseases unless a determination is made that the individual presents a health risk to themselves or others. The College shall consider the educational or employment status of those with a communicable disease on an individual basis.

A. Procedure

1. All information and records that identify a person as having a communicable disease shall be strictly confidential.

2. Disclosure of medical information shall be made by the President only to those on a need-to-know basis in order to protect the welfare of persons infected with a communicable disease or the welfare of other members of the college community.

3. Unauthorized disclosure of medical information by an employee of the College is prohibited. Violation of this prohibition may result in the suspension from, or termination of employment.

4. A person who knows or has a reasonable basis for believing that they are infected with a communicable disease is expected to seek expert advice about their health circumstances and is obligated ethically and legally to conduct themselves responsibly toward other members of the college community.

5. Faculty and staff of the college and employees of contractors, or contracted services, who are infected with a communicable disease are urged to notify the Associate Vice President of Human Resources and Payroll so that the College can respond appropriately to their health needs. Students are urged to share information with the Director of Student Wellness and Advocacy for the same reason.

6. A person infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to the College's services or facilities unless, in individual cases, the college administration determines that exclusion or other restrictions are necessary for the health and welfare of others at the College.

7. Included in making decisions in individual cases which restrict access to employment may be the College President, Legal Counsel for the College, the Associate Vice President of Human Resources and Payroll, the individual's personal physician, the local Health Director (or designee) and if necessary, another physician with expertise in managing communicable disease cases.

8. The College shall provide information regarding communicable diseases.

B. Immunizations

Prior to admission or employment, some settings (corrections, clinical programs, etc.) may require students and employees to be immunized from certain communicable diseases, including but not limited to measles, mumps, rubella, tetanus, varicella, and meningitis. Students and employees may be excused from providing proof of one or more of the required vaccinations if the student or employee has one of the following:

- physician's written statement of immunity due to having had the infection;
- a statement of contraindication to a vaccine (accompanied by a physician's statement);
- a lab titer documenting immunity; or
- a statement of religious exemption.

Religious and medical exemption letters may be submitted in lieu of immunization information. Medical exemption letters must be accompanied by a physician's statement.

The immunizations listed here are not meant to supersede more restrictive requirements for employment or participation in specific college programs or classes, such as childcare, classes that lead to a medical degree or certificate, or clinical programs.

C. Public Health Incidents

Should influenza, or any other communicable disease, reach a pandemic level, the President shall regularly monitor the situation by communicating with local and state health officials and by reviewing media sources.

Should any communicable disease reach a pandemic level within or near the college's service area, the President, after consulting with local, state or federal health officials, may take the following actions if it is determined to be in the best interest of the college community to prevent the spread of the disease:

a. Close the college or certain college buildings and/or programs temporarily;
b. Limit or prohibit employee business travel and/or student field trips;
c. Prohibit those infected with a communicable disease from coming onto the college campus;
d. To the extent allowed by law, requiring or encouraging employees and students to receive immunizations (not already required by the College) that prevent the spread of an infectious or communicable disease before coming back onto the college campus; and
e. Other specific actions deemed necessary for the safety of the college community.

The President shall not quarantine any student or employee while on campus unless the quarantine is ordered by local, state or federal health officials. Persons who are infected with a communicable disease that has reached a pandemic level or know of someone in the college community who is, should contact college officials immediately. Students should contact the Director of Student Wellness and Advocacy and employees should contact the Associate Vice President of Human Resources and Payroll.

Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws, College policies, and in the best interest of all parties.

II. OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

The College shall comply with federal regulations and state statutes regarding bloodborne pathogens as set forth in the Federal Register, 29 CFR §1910.1030, and the North Carolina Administrative Code, 10A NCAC 41A, by attempting to limit/prevent occupational exposure of employees to blood or other potentially infectious bodily fluids and materials that may transmit bloodborne pathogens and lead to disease or death.

A. Reasonably Anticipated Occupational Exposure

An employee who could "reasonably anticipate", as a result of performing required job duties, to face contact with blood, bodily fluids or other potentially infectious materials is covered by the OSHA Bloodborne Pathogens Standard, the North Carolina Administrative Code, and this Policy. "Occupational Exposure" includes any reasonably anticipated skin, eye, mucous membrane or parenteral (brought into the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. "Good Samaritan" acts, such as assisting a co-worker or student with a nosebleed would not be considered "reasonably anticipated occupational exposure."

B. Universal Precautions

Universal precautions will be in force at all times. All blood, body fluid and other potentially infectious material will be handled as if infected. The program standards for the control of potential exposure to HIV and HBV as

outlined in the OSHA Rule "Occupational Exposure to Bloodborne Pathogens" Standard 1910.1030, the NC Administrative Codes, or the most current standards available will be followed.

C. Testing

An employee who suspects that they have had exposure to blood or body fluid may request to be tested, at the college's expense, provided that the suspected exposure poses a significant risk of transmission, as defined in the rules of the Commission for Health Services. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission will be conducted in accordance with 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV). The College will strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

D. Exposure Control Compliance

The College shall comply with OSHA Regulation 29 CFR 1910.1030 and promote a healthy and safe environment for both employees and students. The College proposes to do this through minimizing the risk of transmission of infectious diseases that are blood or body fluid borne. To achieve compliance with OSHA Regulation 29 CFR 1910.1030, the College will maintain an Exposure Control Plan covering the following areas:

1. Procedures,
2. Protective equipment,
3. Hepatitis vaccinations,
4. Post-exposure and follow-up care, and
5. Training.

A copy of the Exposure Control Plan is available in the office of Campus Safety.

Revisions:
Initially approved October 9, 2007
Approved October 11, 2011
Revised June 10, 2014
Reviewed March 30, 2015
Reviewed March 18, 2019
Revised April 14, 2020
Revised June 8, 2020
Revised June 29, 2020
Revised February 11, 2025

References:
United States Federal Code 29 CFR 1910.1030(c)
North Carolina Community Colleges State Board Code:
1C SBCCC 200.94
North Carolina Emergency Management Act
North Carolina Division of Public Health Guidelines
Administrative Code 10A NCAC 41A .0101, 10A NCAC 41A.0202(4) (HIV), and 10A NCAC 41A.0203(b)(3) (HBV)
2.1.5 Campus Medical Emergencies

SPCC Policy:
Communicable Disease – Bloodborne Pathogens

2.1.11 Inclement Weather/Emergency Closing

During situations such as natural disasters, emergencies and/or inclement weather, the President has the discretion to alter the College's operating schedule as needed. The President shall take steps necessary to deal with the situation and notify college employees. Students and employees should exercise caution when traveling to and from campus during periods of Inclement weather.

I. Use of Leave

A. If the President closes the College as a result of adverse weather or emergency, no employees will be required to take any leave. Essential employees (i.e., security, grounds, maintenance, etc.) who are required to work on closed days will be provided with comparable time off at a later date with supervisor approval.

B. If the College is open but the employee believes they cannot make it to the designated work site safely, the employee will be required to do one of the following:

1. Consult with their immediate supervisor regarding the option to work remotely, if feasible;
2. Make up the time on a schedule approved by the employee's immediate supervisor, if feasible;
3. Take annual, bonus or compensatory leave; or
4. Payroll deduction for time lost.

Make-up time must be completed before the end of the fiscal year.

II. Loss of Instructional Time

Coursework for missed academic classes due to inclement weather or an emergency closing will be made up in one of the following ways:

A. Rescheduling the course at a time convenient to the instructor and students;

B. Documenting make-up through the use of an alternate assignment; or

C. Extending the semester by the time missed.

Revisions:
Initially approved October 9, 2007
Revised June 11, 2013
Revised June 10, 2014
Revised June 13, 2017
Revised August 13, 2024

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94

2.1.11.1 Inclement Weather/Emergency Closing Procedure

Administrator Responsibilities

Note that the exact situation may necessitate alterations to the timeline, but in general, this is the sequence of activities that should occur during inclement weather.

Whenever possible, advance notice of possible inclement weather should be made. Something along the lines of: *We are aware of the impending inclement weather and will monitor the situation closely. In the event we move to a remote workday for tomorrow, please be sure to take your laptop computer home with you today. We will make an announcement by 6PM this evening.*

1. Campus Safety notifies ELT of potential for inclement weather. Marketing & Communications calls a Teams meeting to include: ELT, Campus Safety, Executive Director of Facilities or their designee.

2. ELT, Campus Safety, Executive Director of Facilities or their designee meet no later than noon the day before possible weather incident. At the time the “inclement weather meeting” notification is received, all ELT members should gather information from their areas about potential impacts of a closure (classes that will be cancelled, etc.).

3. ELT, Campus Safety, Executive Director of Facilities or their designee meet and determine if a closure is needed, and if so, if classes will take place remotely.

4. Marketing & Communications reviews the templates above with the group, adding any details pertinent to the specific closure.

5. If possible, internal notification of a closure is made at 2 p.m. via internal employee email. Employees are notified that the announcement will be made public at 4 p.m. The intervening two hours gives the College time to address any issues that were not discussed at the noon meeting.

6. At 4 p.m., Campus Safety issues an Informacast notification (see templates above).

7. At 4 p.m., Marketing & Communications issues the following: internal email to employees and students, social media notification, website update, and notification to local TV stations.

8. Marketing & Communications sets meeting for next day to discuss any issues related to the closure, any additional communications that are needed, and potential reopening.

9. Process repeats for each day that we are closed (language changes based on situation).

10. Arrangements for special circumstances (BLET classes, prison education classes, etc.) will be communicated by the dean or vice president over that specific area.

Announcements regarding closures or delayed schedules will be communicated in the following ways:

- On the college website
- Through student and employee email
- On the College's official Social Media channels
- On the College's official alert/notification system

Information about closures or altered schedules will also be distributed to local TV and radio outlets.

See Appendix A for specific communication templates and checklist.

Dually Enrolled High School Students

The College does not operate on the same closing schedule as their secondary education partners. Parents and students should make the best decision about attending classes if the College is open. Many classes have the ability for students to attend virtually and is advised during these situations.

Early College ("EC") students should follow the county/city schools' schedule. However, if the College is open, EC students should make every effort to attend their College classes.

If the College is open and students do not attend virtually (if applicable), in person class, lab or clinicals, or complete any makeup activity/meeting it will count as an absence.

Procedure Revisions:
Revised February 26, 2014
Revised August 13, 2024

2.1.11.2 Adverse Conditions: Class Makeup Procedure

In order to maintain state compliance, all steps below must be carefully followed. Failure to follow any of the steps below will mandate the missed time be physically made up by students and instructors in the classroom.

DOCUMENTATION FOR CLASSES WITH AN ONLINE COMPONENT

The Learning Management System (LMS) or other online platform is to be used to make up traditional, blended, hybrid, and HyFlex classes cancelled due to inclement weather or extenuating circumstances that cause the College to be closed or operate virtually.

A. Instructors are to design and implement a make-up activity that must be completed by the students within ten calendar (10) days of the missed class.

B. The assignment must be posted in the online platform the day the class is missed. Create a learning unit that includes content and assignments. Keep in mind that valuable instructional time is being replaced. Consider the amount of time missed when designing the activity. An activity to make up

three (3) hours of class time should be more substantial than one making up one (1) hour of class time.

C. Clearly label the activity as follows:
    i. MAKE UP ASSIGNMENT FOR (insert Course Number) (insert date) [e.g. MAKE UP ASSIGNMENT FOR ACA 122-MFA1 09.15.2024]
    ii. If this information is not listed in the assignment, the make-up is invalid.

D. A grade report for the make-up assignment must include the date of completion.
    i. The assignment must be a GRADED assignment. The grade type does not have to be a letter grade. It can be pass/fail or complete/incomplete. Date and time stamp must be shown.

Any students who do not complete the assignment must be marked "A," absent in the Electronic Attendance roster.

In the event of prolonged closings or closings that affect the start or end dates of the semester, special instructions will be provided.

DOCUMENTATION FOR CLASSES WITHOUT AN ONLINE PLATFORM

A. Instructors are to design and implement a make-up activity that must be completed by the students within ten calendar (10) days of the missed class. If students are completing a hard-copy assignment, the instructor must document the date the assignment was submitted.

B. Consider the amount of time missed when designing the activity. If the class meets for three (3) hours, please assign a proxy hour packet or an assignment that will result in a minimum of three (3) hours of attendance (please try to stay as close as possible to the number of hours of the original class time).

C. Ideally, make-up work should be assigned on the day the class is missed; however, if this is not possible, the assignment should be given as soon as possible or during the following class session. If the make-up work is not assigned on the day of the missed class, please be mindful that make-up work must be submitted within ten calendar (10) days of the missed class regardless of when the assignment was given.

D. The assignment must be a graded assignment. The grade type does not have to be a letter grade; it can be pass/fail, complete/incomplete, etc.

E. Documentation of the make-up assignment must be included in the class file. This can include email notification to students about the make-up assignment or an overview from the instructor of the make-up assignment including date assigned and due date.

F. Completed student make-up work must be kept with the class file in the event questions arise during a compliance review.

DOCUMENTATION FOR CLINICAL, LAB AND WORK-BASED LEARNING CLASSES

Students will be allowed to make up clinical time or Work-Based Learning class hours on different days, at different times as deemed necessary by the instructor or as appropriate when working with external facilities.

Lab hours may be made up on a day other than a regularly scheduled class day provided the majority of students can accommodate the makeup day.

If necessary, clinical, lab, or Work-Based Learning hours could be made up by adding the appropriate number of minutes to the remaining classes or the assignment of special projects.

Instructors must send an email explaining the manner in which the missed days will be made up. The email should document exact days and dates on which replacement lab, clinical, or Work Based Learning classes will be conducted. This email must be sent to the Internal Auditor at compliance@spcc.edu within ten (10) days of the date the College was closed.

Make-up days/hours for clinical, lab, and Work-Based Learning classes must be recorded in the same manner as other days/hours are normally documented in time logs. This documentation must be maintained by the instructor in such a manner that it may be supplied if and when the North Carolina Community College System Compliance Reviewer requests a copy.

Procedure Revisions:
Revised April 30, 2021
Revised August 13, 2024

SPCC Policy:
Inclement Weather/Emergency Closing

2.1.12 Registered Sex Offenders

In accordance with the Campus Sex Crimes Prevention Act of 2000 (“Act”), the College is providing to its campus community a link to the National Sex Offender Public Website and North Carolina Sex Offender and Public Protection Registry (“Registry”). The Act requires the College to issue a statement advising the campus community where law enforcement information provided by North Carolina concerning registered sex offenders may be obtained. The Act also requires sex offenders already required to register in North Carolina to provide notice of each institution of higher education in North Carolina at which the person is employed or is a student.

Registered sex offenders are prohibited from entering college buildings, or sections of buildings, intended primarily for the teaching, use, or supervision of minors. The President may designate which buildings, or sections of buildings, are intended for the teaching, use or supervision of minors (i.e. day cares, early college).

Revisions:
Initially approved April 9, 2024

References:
P.L. 106-386

2.1.12.1 Registered Sex Offender Notification Requirement

Pursuant to policy 2.1.12 Registered Sex Offenders, individuals required to register as a Sex Offender in North Carolina must notify the College if they are enrolled or employed at the institution.

Current employees or job applicants must contact Human Resources. Current or potential students must contact the Vice President of Student Services. The Vice President of Student Services and the Office of Human Resources will collaborate with the Office of Campus Safety to ensure compliance with notification and regulations around the Campus Sex Crimes Prevention Act and state Sex Offender regulations.

Procedure Revisions:
Initially approved April 9, 2024

SPCC Policy:
Registered Sex Offender Policy

2.2.1 Tobacco-Free Campus

I. Definitions

A. Tobacco Product – cigarettes, cigars, blunts, bidis, pips, chewing tobacco, snus, snuff and other items containing or reasonably resembling tobacco or tobacco products. Tobacco Products also include e-cigarettes and vapor cigarettes.

B. Tobacco Use – smoking, chewing, dipping or any other use of tobacco products.

II. Overview

The College is a tobacco product free campus. The use of tobacco products is prohibited
in any college buildings, facilities, vehicles or property owned, leased or operated by the College including all outside areas. The sale or free distribution of tobacco products, including merchandise, is also prohibited.

This Policy applies to all college employees, students, vendors, contractors and visitors to campus.

III. Prohibition

All individuals shall comply with the Policy. Enforcing the Policy is the responsibility of the entire campus community. Failure to adhere to the Policy could result in disciplinary action for students and employees. Visitors, contractors, and vendors who violate this Policy could lose their access to campus.

Tobacco products may be included in instructional or research activities in college buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and if the activity does not include smoking, chewing, or
otherwise ingesting the tobacco product.

IV. Public Education

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

Revisions:
Initially approved August 14, 2012
Revised June 10, 2014
Revised October 14, 2014
Revised December 10, 2024

References:
North Carolina General Statute (N.C.G.S.) § 115D-20.1

SPCC Policy:
Tobacco-Free Campus

2.2.2 Protection and Care of College Property

It is the responsibility of all members of the college community to protect college buildings, grounds and equipment.

1. Any person who willfully damages or destroys any college property will be liable for the replacement or repair of such property and may be subject to disciplinary and legal action.

2. Employees shall promptly report in writing to their supervisors the loss of any college property or loss and/or destruction of any official college records or documents. Students should report property loss or destruction of college property, records or documents to the Vice President of Student Services. Visitors should report property loss or destruction of college property, records or documents to the Safety Operations Center (SOC) at 704-290-5866.

3. Records and documents in the college's custody are for official purposes only. It is unlawful to remove, tamper or destroy records and documents from files without approval from proper authority or as otherwise authorized under the records retention schedule. Individuals who remove, tamper or destroy college records may be subject to disciplinary and legal action.

Revisions:
Initially approved February 11, 2025

References:

SPCC Policy:
Protection and Care of College Property

2.2.3 Facilities Use by Outside Groups

The College's facilities exist to meet the educational needs of citizens within the College's service
area. The College offers a wide-range of credit curricula and non-credit extension courses and the

College's facilities are to be utilized to facilitate these programs. The College may use its facilities in any legal matter. In addition, the College may make its facilities available upon reasonable condition for the periodic use of student organizations, government agencies, non-profit entities, community members and for-profit entities (for non-revenue generating events) provided the activities involved are in furtherance of the College's educational purposes or are in promotion of the community's cultural and educational welfare. The use of the College's facilities cannot compete with any of the College's classes or events that are or could be offered.

This Policy only applies to the use of the College's facilities. For information concerning the use of outdoor campus spaces, see Policy 2.3.5 – Campus Free Speech, Distribution of Material and Assembly.

The Board hereby delegates to the President to develop procedures and a fee schedule to be used by parties who want to utilize the College's facilities.

Revisions:
Initially approved January 24, 1994
Revised September 15, 1997
Revised October 1, 2002
Revised December 13, 2005
Revised June 13, 2006
Updated October 9, 2007
Revised February 11, 2014
Revised February 11, 2025

2.2.3.1 Facility Use Agreement and Fees Procedure

The following procedures shall be used when third party groups use the College's facilities:

I. Groups Permitted to Use the College's Facilities and Grounds

A. Permitted Groups

The following groups shall be permitted to use the College's facilities and grounds:

1. Student groups and college affiliated groups;
2. Governmental entities;
3. Non-profit entities;
4. Community members; and

5. For-profit entities for non-revenue generating events (e.g., banquets, awards presentations, charity fundraisers, etc.).

Any use of the College's facilities must be in furtherance of the College's educational purposes or are in promotion of the community's cultural and educational welfare and do not compete with any classes or events that are offered or could be offered by the College. For-profit businesses may not use the facilities for for-profit business activities or in violation of the N.C.G.S. § 66-58.

B. Priority

The College maintains the right to reserve and use any of its facilities at any time, with or without prior notice, for its use and such use will take priority over any other use. Individuals or groups that participate in speech not protected by the First Amendment, that engage in activity which causes a material and substantial disruption to the College educational environment and/or operations or conduct or activities that are contrary to the College's educational mission or are in competition with the College shall not be allowed to use the College's facilities for any reason.

C. Rental and Service Fees

Rental and service fees are established herein for use of the College's facilities by governmental entities, non-profit entities, community members and for-profit entities. The President may, in their discretion, waive the rental and/or service fees for all entities and individuals except for-profit entities.

II. Procedures Governing Uses of College Facilities

A. The College's educational program has priority at all times. No activities will be scheduled for a use which interferes with the College's instructional programs or activities.

B. The use of any college property shall be under the direction of an authorized member of the college staff. Facility Use Reservation Agreements ("Agreements") must be used for every Non-College facility use.

C. Completed Agreements must be submitted to the College at least two (2) weeks in advance of the proposed use. Facilities will not be reserved/scheduled until the College's educational programs have been scheduled for that academic term. The President may, in their discretion, allow for reservation/scheduling for a longer period.

D. Keys, key fobs, and/or access control methods to College buildings shall be assigned only to college employees and buildings shall be opened only by such employees.

E. Tobacco use is not permitted anywhere on the College campus. For more information, see Tobacco Free Campus policy.

F. Drinking or possession of alcohol and/or unauthorized controlled substances on the College campus is prohibited. In limited situations, alcoholic beverages

may be allowed pursuant to Alcohol and Drugs on Campus policy and Use of Alcohol at Campus Events policy.

G. Youth or children's groups shall be adequately supervised by responsible adults provided by the sponsoring organization.

H. College furniture, and/or equipment shall not be removed, altered, re-arranged or displaced without permission from an authorized college employee.

I. User shall be responsible for the payment of any and all damages to the College's buildings, furnishings, fixtures or equipment whether caused by user or their patrons. Nothing shall be affixed to any walls, curtains, seating or other surfaces in any building without the College's prior written permission.

J. Authorization shall be given for entrance to specific areas only and use of specific facilities only within a building.

K. Agreements shall be revoked when the use interferes with regular college use, when facilities are misused or when the foregoing rules are violated. Future use shall not be considered for organizations which have misused facilities.

L. As a condition for use of the facilities, the College requires compensation for additional campus resource officers, cleaning personnel or other staff members deemed by the College to be necessary for use of the facilities.

M. The College requires proof of liability insurance by the user based on the risks involved in the intended use. The College must be listed as an additional insured on the policy. Further, users shall be required to sign an indemnity agreement in favor of the College.

N. The College shall require proof of copyright license fee payment in the event of a theatrical performance, to include royalty fees for play production and for any music used in the production.

O. Organizations using college facilities and planning for catering service must receive college approval in advance. The contract for providing catering services shall be between the user and the caterer. At certain college locations, preferred caterers must be given first right of refusal for any catering services.

P. User shall not advertise any performance or the appearance of any performer prior to executing the Agreement with the College.

Q. The College reserves the right to request that rental and service fees be paid in advance for use of facilities. Payment for use of facilities should be coordinated with the College’s Business Office.

R. The Agreement should include all technical requirements, plans, ideas and program content pertaining to the event. All equipment brought in by the user will be inspected to ensure safety and the College will have the final approval and authority for the use of such equipment.

S. No collections of donations, whether for charity or otherwise, shall be made, attempted or announced on the premises without the College's prior written approval.

T. Persons will not be permitted inside any room in excess of the established seating capacity. No additional chairs may be placed in the hall, hallways or any other portion of the facility open to the public. No standing room may be utilized, nor is anyone permitted to sit in any aisle.

U. The user agrees that no recording, either visual or audio, of any kind will be made of the event without prior written approval from the College. The College has the right to require payment for said privilege. The College has the right to record any event conducted in the College's facilities.

V. Move out must be completed no later than one half hour after the scheduled end time. Failure to comply with the move out deadline may result in the user's effects being considered abandoned and may be disposed of by the College.

W. Attendance at any event may not be restricted on the basis of race, color, sex, gender, religious affiliation, national origin, political affiliation or disability.

III. Rental and Service Fees

Please refer to the Facilities Use by Outside Groups document for a list of available spaces and fees.

Procedure Revisions:
Initially approved February 11, 2025

SPCC Policy:
Facilities Use by Outside Groups

2.2.4 Naming of South Piedmont Community College Facilities and Programs

This policy serves as a guide in naming buildings, other facilities, and programs associated with South Piedmont Community College. The naming of any building, facility, or program must be approved by a two-thirds majority of the Board of Trustees. The following criteria should be utilized in the naming procedures.

Facilities Defined

Facilities are defined as buildings, areas, or rooms within buildings, streets, courts, athletic fields, and so forth, owned and/or operated by South Piedmont Community College.

Board Responsibility

The final responsibility for the naming of any building, facility, or program at South Piedmont Community College rests with the Board of Trustees.

Purpose

- To honor living or deceased persons who meet one or more of the following criteria:
- A former or current member of the Board of Trustees or South Piedmont Community College Foundation board member who has given outstanding personal service and/or made a substantial monetary contribution to the institution.

- A former employee who has made an outstanding personal service and/or monetary contribution to the institution.
- A citizen who has made a substantial monetary and/or personal service contribution.
- To designate the primary function of the facility.

The naming of a facility may be initiated in either of the following ways:

1. Traditional Request

   The office of the president shall be the receiving office on any request to name a facility or program. It shall be the responsibility of the president to see that a Naming Recommendation Committee is appointed and consists of the chair of the Board of Trustees, chair(s) of the Buildings and Grounds Committee(s), chair of the Finance Committee and two other trustees. Following the review of the committee's written proposal, the president will submit the recommendation to the Executive Committee of the Board of Trustees for further review. If approved, the recommendation will be submitted to the entire Board of Trustees for final approval.

2. Campaign-Initiated Request

   In the event that the college or the South Piedmont Community College Foundation, Inc., proposes to name a facility or program as part of a capital or major gifts campaign, the president shall seek approval from the chair of the Board of Trustees, the vice chair of the Board of Trustees, and one other member of the board's Executive Committee before the proposal is submitted to a prospective donor. Once approved by the president, the chair, the vice chair and an Executive Committee member and accepted by the prospective donor, the proposed name will be submitted for approval to the full Board of Trustees. The name must be approved by a two-thirds majority of the Board of Trustees.

   Relocating a named facility, re-naming a facility or revoking a facility name: Occasionally, there may be reason to relocate a named facility, revoke the name of a facility, or to change the name of a facility. This may occur as a result of any of the following:

   - The primary use or purpose of the facility has changed
   - The facility will no longer be used
   - The facility has reached the end of its useful life and must be replaced or substantially renovated
   - The facility must be relocated for various reasons
   - Circumstances pertaining to the individual or organization for which a facility is named occur following the naming event that contradict the College's mission, vision, or values, or threaten to bring dishonor to the College's reputation
   - Other exceptional circumstances where re-naming or revoking the name of a facility is warranted

Named facilities that are substantially renovated or relocated may be re-named in recognition of new gifts.

Appropriate recognition of earlier donors and honorees will be included in or adjacent to new and renovated facilities and redeveloped areas.

When a named facility is proposed for relocation or re-naming, SPCC representatives will make all reasonable efforts to inform in advance the original donors or honorees, their immediate family members, or their heirs.

Proposals for re-naming or revoking the name of a facility will be reviewed by the SPCC Foundation Board and the College's Senior Leadership Team and presented to the SPCC Board of Trustees by the President. As in other cases, the final decision will be made by the College's Board of Trustees.

Revisions:
Initially approved August 12, 2003
Revised October 13, 2004
Revised October 11, 2005
Revised October 9, 2007
Revised February 11, 2014
Revised April 14, 2015
Revised June 13, 2017
Revised December 9, 2025

SPCC Policy:
Naming of South Piedmont Community College Facilities and Programs

2.2.5 Use of Alcohol at Campus Events

A. **Use of Alcoholic Beverages Approval Required**. Alcoholic beverages may be permitted in College buildings or on College grounds only under special approval by the President provided, however, that student groups are never allowed to have alcoholic beverages on campus for any events.

B. **ABC Permits**. Upon such preliminary approval, a limited Special Occasion Permit and all other applicable permits for the use of alcoholic beverages must be secured by the applicant from the North Carolina ABC Commission. Signed ABC permits must be presented to the President no less than two (2) weeks prior to the event. A copy of the permit must be displayed during the event.

C. **Security**. For any event where alcohol is served, a uniformed Law Enforcement Officer must be present on the premises. The College will determine the number of officers that will be needed to cover the event. The applicant shall pay the full cost of providing such security. Law Enforcement will be hired by the College and paid for by the lessee.

D. **Liability Insurance**. The applicant must provide to the College a certificate of liability insurance in the amount of no less than one million dollars ($1,000,000) and naming the College as an additional insured on said policy. A copy of the certificate of insurance must be received by the President no less than two (2) weeks prior to the event.

E. **Service of Alcoholic Beverages**. The following regulations shall apply:

    1. Alcoholic beverages may be served only by and to adults age twenty-one (21) or older. The applicant is required to ensure that all servers take precautions to ensure guests are not served inappropriate amounts of alcohol and to further ensure that no one under the age of twenty-one (21) is served.

2. All alcoholic beverages must be served and consumed only in the area in which the ABC permit is posted.

3. All alcoholic beverage distribution will be under the control of a bartender and/or caterer. Such distribution will be discontinued for a patron or an entire event at the discretion of a college official, a bartender or the Law Enforcement officer on duty.

4. The caterer or applicant must arrange to obtain the alcoholic beverages and transport them to and from the college facility.

5. Common source containers without an individual server through a licensed and bonded caterer (e.g., kegs, alcoholic punches, etc.) are prohibited. Brown bagging is prohibited.

F. **No Use of Public Money**. No state or local tax dollars can be used to acquire or serve alcoholic beverages.

Revisions:
Initially approved August 9, 2005
Updated October 9, 2007
Revised April 10, 2012
Revised February 12, 2013
Revised August 13, 2013
Revised December 9, 2014
Revised June 11, 2024

References:
North Carolina State Board of Community Colleges Code:
1C SBCCC 200.94

SPCC Policy:
Use of Alcohol at Campus Events

2.2.6 Scheduling Facilities and Keys to Facilities

I. Scheduling Facilities

The President is authorized to develop procedures for scheduling college facilities for classroom and laboratory space for instructional purposes and rooms/facilities for noninstructional purposes.

II. Keys to Facilities

The President, Vice Presidents, Maintenance Supervisors and security personnel will be issued master keys for all facilities on the campus. Other employees will be issued access devices or keys, as needed, for individual offices, shops, classrooms, storage areas and laboratories.

No keys may be duplicated. If an individual loses their key, they must immediately report the lost key to the Office of Campus Safety. When an employee is leaving college employment, all access devices and keys must be returned in order to complete the employee's exit procedure.

Revisions:
Initially approved February 10, 2009
Revised February 12, 2013
Revised February 11, 2014
Revised December 10, 2024

SPCC Policy:
Scheduling Facilities and Keys to Facilities

2.2.7 Campus Sustainability

The College is committed to providing a sustainable workplace by reducing, reusing and recycling resources, and adopting sound institutional energy and water conservation practices to enhance the long-term well-being of the College.

The President shall develop procedures to implement with this Policy.

Revisions:

Initially approved April 9, 2024

2.2.7.1 Campus Landscaping

All plantings on the College's campuses shall be:

A. Ecologically appropriate and reflect the College's desire to be a thoughtful steward of the natural resources under its protection;

B. Regionally adapted and suitable for landscape microclimates, pest pressures and the soils of the campus;

C. Composed of native plants grouped in biodiverse natural associations when possible; and

D. Educational, communicating a sense of place that helps students, faculty, staff, administrators, and guests understand the rich biodiversity and the limiting resources of the College's ecosystem.

Procedure Revisions:
Initially approved April 9, 2024

2.2.7.2 Energy Star Certified Products

For equipment where ENERGY STAR© certification is available, the College will make procuring ENERGY STAR© rated products a requirement if the additional cost is less than or equal to the resulting energy savings in a reasonable time. All purchased items must meet all North Carolina State Procurement Guidelines.

Procedure Revisions:
Initially approved April 9, 2024

2.2.7.3 Energy and Water Efficiency

The College is committed to responsible energy and water management in support of its sustainability policy. Faculty, staff and students are encouraged to play a role in promoting efficient, reduced energy and water use. The college community will strive to make office spaces, classrooms, and shared spaces more energy and water efficient. In working towards this goal, individuals are encouraged to use the following procedures:

A. Use common-sense energy saving measures such as turning off lights and equipment when leaving a room.

B. Follow Procedure 2.2.7.2 - Energy Star Certified Products when purchasing appliances, computer equipment and devices.

C. Equipment should be set on energy saving settings such as “sleep mode” when not in use.

D. All plug-in devices, such as printers and scanners, are to be turned off when not in use.

E. Close windows and exterior doors to prevent loss of conditioned/heated air.

F. Use energy-saving technologies (e.g., “smart” energy strips, timers, sensors) whenever possible.

G. College maintenance is responsible for setting thermostats for all buildings. If your room or office is not comfortable, send in a maintenance request (recommended temperature setting is 70-76 degrees);

H. In cold weather, open drapes or blinds to let in sun and close them at night. -In warm weather, close drapes or blinds during the day and open them at night;

I. Place a maintenance request for any leaky faucets or toilets. -Students should make reports to their instructor or advisor who then in turn will place a maintenance request.

J. Be proactive by submitting your ideas to the college administrators. When you see energy inefficiencies around you, contact the college administration to see how the problem can best be addressed.

K. Carpooling, biking and use of public transit is strongly encouraged along with driving fuel efficient and low emissions vehicles.

L. Recycle, re-use, rethink, repair is encouraged.

M. Make use of electronic media rather than printing.

N. Help your coworkers to be more energy efficient.

O. Use task lighting rather than overhead lighting.

P. Remove bulbs in areas where overhead lighting is excessive.

Q. Set hot water temperatures at the minimum required.

R. When driving College vehicles, do not sit and idle while waiting for the driver/passenger.

Procedure Revisions:
Initially approved April 9, 2024

2.2.7.4 Purchase of Paper Products and Paper Consumables

While still meeting all State Procurement guidelines, paper, paper products and other related paper consumables purchased for use on campus should have the following attributes, which are listed in order of importance.

A. Paper should come from a manufacturer that documents that their source materials come from a certified, sustainably managed, forest.

B. Paper should have the highest level of recycled/recovered fiber content possible for intended use.

C. Paper should come from vendors that have documented sustainable business practices and commitments.

Procedure Revisions:
Initially approved April 9, 2024

SPCC Policy:
Campus Sustainability

2.2.8 Building Maintenance Request

Maintenance work requests are to be submitted through the Maintenance Work Request form and must be approved by department directors and supervisors. If there is a budget expenditure involved or reason why the request cannot be handled expeditiously, the Director of Facilities will notify the form initiator.

Revisions:
Initially approved June 11, 2024

References:

SPCC Policy:
Building Maintenance Request

2.2.9 Service and Other Animals on Campus

No student, employee, or other person shall bring, feed, or cause to be brought upon South Piedmont Community College campus grounds, facilities, or vehicles any animal unless it is working as a service animal for a person with a disability or otherwise specified in the associated procedures.

Revisions:
Initially approved October 9, 2007
Revised October 14, 2014
Revised August 10, 2021

Revised December 10, 2024

References:
Americans with Disabilities Act (ADA) of 1990 – 42 United States Code Sections 12101 et seq,:
28 Code of Federal Regulations Part 35
28 Code of Federal Regulations Part 36
34 Code of Federal Regulations Part 1044.00(b)
North Carolina General Statute (N.C.G.S.) § 168-1 – 168-4.5
NC Division of Public Health Guidelines: Animals in Schools April 2006
Fair Housing Act (FHAct)
FHEO Notice: FHEO-2013-01
U.S. Department of Justice, Civil Rights Division, Disability Rights Section: Service Animals (www.ada.gov)

2.2.9 Service and Other Animals on Campus Procedure

Definition of Service Animals

Under the Americans with Disabilities Act (ADA), service animals are defined as dogs or miniature horses that are individually trained to respond to an individual's needs and to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Provision for Miniature Horses

In compliance with the ADA, miniature horses (generally range in height from 24 to 34 inches measured to the shoulders and generally weigh between 70 to 100 pounds) may also be allowed on campus as service animals, provided they have been individually trained to do work or perform tasks for people with disabilities and they meet the following criteria:

- The miniature horse must be housebroken;
- The miniature horse must be under the owner's/user's control;
- The miniature horse's type, size, and weight must reasonably fit in the facility or classroom; and
- The miniature horse's presence must not compromise legitimate safety requirements necessary for safe operations of the College.

General Guidelines for Service Animals and Service Animals in Training on Campus

All animals brought on campus as service animals or to be trained as service animals must be licensed and fully vaccinated in accordance with applicable state and county ordinances. Owners/users must ensure hygiene of the animal, routine maintenance for flea and tick prevention, and display of rabies tag.

A service animal or service animal in training may be prohibited from campus if the animal poses a direct threat to the health or safety of others. Those brought on campus must be harnessed, leashed, or tethered, unless those devices interfere with the service animal's work or the owner's/user's disability prevents using such devices.

In that case, the owner/user must maintain control of the animal through voice, signal, or other effective controls. Fecal matter deposited by animals brought on campus must be removed immediately and disposed of properly (bagged and placed in outdoor waste receptacle) by the owner/user. The burden is on the owner/user to arrange for removal of fecal matter if the owner/user is personally unable to perform the task.

College officials may ask an individual to remove a service animal or service animal in training from college facilities or college campuses if:

1. The animal poses a direct threat to the health and safety of others;
2. The animal is out of control or disruptive and the animal's owner/user does not take effective action to control it; or
3. The animal is not housebroken.

When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.

Service Animals in Training

An animal in training to become a service animal may be allowed on campus (with prior approval from the President's Office or designee) for the purpose of training when it meets the following criteria:

- It must be accompanied by a trainer;
- It must wear a collar and be leashed;
- It must wear a harness or cape identifying it as a "service animal in training."

A service animal in training may be prohibited if their presence disrupts or alters the program or educational activity involved.

The trainer shall be liable for any damage caused by the animal while on campus.

Trained Service Animals

Federal legislation does not require trained service animals to wear any special gear or identification. Additionally, owners/users of trained service animals are not required to carry certification papers showing that the animal has been trained as a service animal. When it is not obvious what service an animal provides, it is acceptable to ask the owner/user only two questions:

1. Is the animal required because of a disability?
2. What work or task has the dog been trained to perform?

NOTE: College officials cannot ask about the person's disability, require medical documentation, require a special identification care or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.

Allergies and fear of dogs/animals are not valid reasons for denying access or refusing access to people using service animals. When an individual who is allergic to dog dander and a person who uses a service animal must spend time in the same room or class, they both should be accommodated by placing them, if possible, in separate course sections or in different locations within the same classroom.

Emotional Support, Comfort, and Therapy Animals

Emotional support animals, comfort animals, and therapy animals are not service animals under Title II and Title III of the ADA and are not automatically allowed to accompany persons with disabilities in any college area. Requests for these animals must be

submitted to Disability Services for students, Human Resources for employees, or the President's Office (or designee) for visitors for review. Individuals requesting these animals must disclose the disability and include supporting documentation that specifies the mental or psychological disorder. This documentation must be from a qualified professional such as, licensed physician, qualified psychiatrist or psychologist, social worker, or other qualified professional. The appropriate office will review the documentation and determine if:

- The individual qualifies as a person with a disability, and has a physical or mental impairment that substantially limits one or more major life activities;
- The support animal is necessary to provide emotional support or other assistance to improve one or more symptoms or effects of the disability.
- The documentation provides clear evidence that without the support animal, the individual would be negatively impacted while on campus or at campus sponsored events.

Requests for emotional support, comfort, or therapy animals are reviewed on a case-by-case basis and may or may not be approved.

Other Animals Such as Wild or Feral Animals

Wild or feral animals that do not pose risk or hazard, do not cause property damage, do not create public nuisance, and do not require human intervention may be allowed to inhabit campus grounds. However, humans should not intervene with these animals, which includes feeding and building of shelters.

Conversely, wild or feral animals that do pose risk or hazard, cause property damage, or create a nuisance will be regulated, controlled, and humanely relocated in accordance with applicable laws and regulations.

Violations of the Policy

All members of the campus community, including students and employees, must observe this policy and procedure. To report the presence of an animal in violation of the policy and/or procedure, call the Director of Campus Safety at 704-272-5347.

Procedure Revisions:
Revised April 28, 2022
Revised December 10, 2024

SPCC Policy:
Service and Other Animals on Campus

2.2.10 Use of Design Professional Services

I. Use of Architects and/or Engineers

As required by N.C.G.S. § 133-1.1 and the Office of State Construction ("State Construction"), the College must use a licensed, registered, architect and/or engineer for College buildings that are being repaired and/or constructed. In addition, architects and/or engineers may be used for other services including:

A. Preparing feasibility studies for additions, alterations or renovations of existing facilities;

B. Providing consulting services on technical matters;

C. Providing services related to long-range planning or facility design; and

D. Assisting in the preparation and submission of any documents requested by other governmental agencies.

II. Selection Process for Architects, Engineers, Surveyors and other Construction Design Services

A. Project Expenditures $500,000 or Greater

1. The President or their designee shall solicit proposals from design service providers based on a request for qualifications using a uniform criterion that the President deems relevant. At a minimum, the College shall publicly advertise on the State of North Carolina Interactive Purchasing System website for a period of at least fifteen (15) calendar days.

2. The President shall provide a list of the qualified, responsive service providers to the Board for its consideration and approval. The Board, or a committee thereof, will select its top three candidates ranked in order.

3. A North Carolina resident firm will be granted a preference over a nonresident firm if the home state of the nonresident firm has a practice of granting a preference to its resident firms over North Carolina resident firms. Any preference granted to a resident firm will be in the same manner, on the same basis and to the same extent as the preference granted by the nonresident firm's home state. The solicitation documents must require that nonresident firms disclose and describe any construction contract preferences granted by the firm's home state.

4. State Construction will conduct contract negotiations with the top ranked candidate. If a fair and reasonable fee cannot be agreed upon, State Construction will negotiate with the next ranked candidate and so forth. The contract with the selected design professional will be developed by State Construction. The Board will approve the final contract or delegate this authority to the President to approve and execute the contract.

B. Project Expenditures less than $500,000

1. The request for qualification process outlined above is not required; however, the President may use this selection process if they so desire.

2. The President is authorized by the Board to enter into such contracts within the price limitation. The contract with the selected design professional must be reviewed by the Board's attorney and meet all applicable laws and Board policies.

3. At the next regularly scheduled Board meeting, the President will, as information items, update the Board on all contracts executed under this section.

C. Annual Service Agreements

The Board may enter into an Annual Service Agreement. An Annual Service Agreement is a contract option when the College needs the services of a design professional for projects under $300,000 on a fixed term basis for the period of one (1) year. Annual Service Agreements may be extended for a term of one additional year. No individual fee shall exceed $36,000 per project. Total fees shall not exceed $150,000 for the first year or $300,000 for the two-year period regardless of the number of projects.

1. The President or designee shall solicit qualifications for Annual Service Agreements from design service providers (one RFQ for engineering services category and one RFQ for architect services category) based on a request for qualifications using a uniform criterion that the President deems relevant.

2. The President shall provide a list of the qualified, responsive design service providers in both categories to the Board or appropriate committee of the Board. The committee will recommend its top candidate and one alternate for each category and shall present its recommendation to the Board. The Board will vote on the recommendation.

3. The President is authorized by the Board to enter into such contracts within the price limitation. The contract with the selected design professionals must be reviewed by the Board's attorney and meet all applicable laws and Board policies.

4. All contracts shall be for a term of one (1) year. The President is authorized to extend the term of the contract for one (1) additional year. At the end of two (2) years, if the contract is extended, or if the contract is not extended after one (1) year, the President will repeat the RFQ process.

Revisions:
Initially approved April 9, 2024

References:
North Carolina General Statute (N.C.G.S.) § 133-1.1, 143-64.31 - .34
State Construction Manual – Chapter 300

SPCC Policy:
Use of Design Professional Services

2.2.11 Bidding for Construction Work

I. Standards for Participation in Construction Contracts

All contracts formally or informally bid will be awarded to the lowest responsible, responsive bidder taking into consideration quality, performance, reliability and the

time specified in the bids for performance of the contract. Prior to bidding, contractors may be required to pre-qualify. For all contracts valued at $1,000 or more, the Board will ensure that each bidder is not a restricted company identified on the state treasurer's list per N.C.G.S. § 147, Articles 6G and 6E (see Policy 6.3.12 – Companies that Boycott Israel and Iran Divestment List).

The Board may request bids for contracts to build using the following construction delivery methods: single prime, multi-prime, construction management at-risk, dual bidding, design build, design-build bridging, and public-private partnership methods permitted by law.

II. Bidding Methods

A. Formal Bidding Range ($500,000 and greater)

All construction and repair work requiring the estimated expenditure of $500,000 or more will be advertised for bid and awarded using the formal bidding requirements pursuant to N.C.G.S. 143-129. Dividing contracts to lower the expenditure amounts to evade formal bidding requirements is prohibited. The Board authorizes the use of newspaper advertisement, electronic advertisement, or both for formal bids; however, the President is authorized to determine which method will be used for a specific purchase or categories of purchases. Unless otherwise exempted, the President shall comply with all State Construction Office bidding requirements and shall receive approval from the State Board of Community Colleges before beginning any construction and repair work under this section.

B. Informal Bidding Range ($30,000 to $500,000)

Informal bids will be obtained for construction and repair contracts below $500,000. The College will make a reasonable effort to obtain three (3) quotes. Quotations from contractors may be solicited by telephone, email, or fax. A record must be kept of all bids received. For telephone quotes, a written log sheet will be completed by the person receiving the quote. Unless otherwise exempted, the President shall receive approval from the State Board of Community Colleges before beginning any construction and repair work under this section if the repair work is supported in part or in total by state funds.

c. Annual Service Agreement (Less than $30,000)

The President may use the informal bidding method or solicit bid proposals and enter Annual Service Agreements with contractors for a term of no more than two (2) years in the following categories: a) roofing; b) HVAC; c) plumbing; and d) electrical. Annual Service Agreements are only applicable for projects costing less than $30,000 and the College cannot divide projects to evade the bidding requirements.

The President is authorized by the Board to enter such contracts within the price limitation. The contract must be reviewed by the Board's attorney and meet all applicable laws and Board policies.

III. Bonds for Construction Projects

A. Bid Bond

For all projects in the formal bidding range, no proposal for construction or repair work may be considered or accepted by the Board unless at the time of its filing, the bid is accompanied by a deposit with the Board of cash, a cashier's check or a certified check on some bank or trust company insured by the Federal Deposit Insurance Corporation in an amount equal to not less than five percent (5%) of the bid. In lieu of making the cash deposit, a bidder may file a bid bond executed by a corporate surety licensed under the laws of North Carolina to execute such bonds, conditioned that the surety will, upon demand, make payment to the obligee upon said bond if the bidder fails to execute the contract in accordance with the bid bond. This deposit shall be retained if the successful bidder fails to execute the contract within ten (10) days after the award or fails to give satisfactory surety.

B. Performance and Payment Bonds

For all construction and repair contracts within the financial limits specified in N.C.G.S. § 44A-26(a), the Board requires from all contractors or construction managers at risk a performance and payment bond for the entire value of the project.

IV. Participation by Women and Minority-Owned Businesses

The Board will make a good faith effort to reach the State of North Carolina’s verifiable percentage goal of ten percent (10%) participation in construction contracts by minority and female-owned businesses.

V. Authorization to Enter Construction Contracts

The Board hereby delegates to the President the authority to enter into all construction and repair contracts in the informal bidding range that are not supported by State funds. At the next regularly scheduled Board meeting, the President will, as information items, update the Board regarding all contracts executed under this section. All State Construction documents and requirements will be used for informal contracts.

All construction and repair contracts in the formal bidding range must be approved by the Board. All construction and repair contracts in the informal bidding range supported by State funds must be approved by the Board. All State Construction documents and requirements will be used for formal contracts.

VI. Change Order Authorization

After a contract for construction or repair work has been awarded, the need may arise to amend the terms, conditions, or specifications of the contract by a change order. Change orders may not be used or divided to evade bidding requirements.

A. Change Orders Approved by the President

Unless otherwise prohibited by statute or regulation, the President is authorized to approve change orders so long as funding for the change order is available within the established project budget.

At the next regularly scheduled Board meeting, the President shall report to the Board all change orders that were approved by the President including those that do not impact the contract amount. The report will include the following information: (1) the contractor's name; (2) the project name; (3) a brief description of the change; (4) the contract amount, including amount(s) of any prior changes; and (5) the change order amount. The President is not required to report any proposed change order that was denied by the President.

B. Change Orders Approved by the Board

Change orders that involve amounts over the limit specified above or are more than the remaining funds in the project budget require Board approval. The President shall present all such proposed change orders that are recommended for approval to the Board at a Board meeting. The President is not required to present to the Board any change order not recommended for approval.

If, in the President's opinion, a change order requires expedited review, the President shall notify the Board Chair who will decide whether a special meeting must be called to address the proposed change order before the next Board meeting.

Revisions:
Initially approved April 9, 2024

Reference:
North Carolina General Statute (N.C.G.S.) § 44A-26; 143-128, -128.3 and -128.3; -128.4, -129; -133.3, -135.26; 147- Articles 6C and 6G
State Construction Manual

SPCC Policy:
Bidding for Construction Work

2.2.12 Sale, Disposal, and Lease of College Property

The Board may, with the prior approval of the North Carolina Community Colleges System Office, convey a right-of-way or easement for highway construction or for utility installations or modifications. When, in the Board's opinion, the use of any other real property owned or held by the Board is unnecessary or undesirable for the purposes of the College, the Board, subject to prior approval of the State Board of Community Colleges, may sell or dispose of the property. For purposes of this Policy, "dispose" means "lease, exchange or demolish". The Board may dispose of any personal property owned or held by the Board without approval of the State Board of Community Colleges. Personal property titled to the State Board of Community Colleges consistent with N.C.G.S. § 115D-14 and -58.5 may be transferred to another community college at no cost and without the approval of the Department of Administration, Division of Surplus Property.

Article 12 of Chapter 160A of the General Statutes shall apply to the disposal or sale of any real or personal property. Personal property also may be disposed of under procedures adopted by the North Carolina Department of Administration.

The proceeds of any sale or lease shall be used for capital outlay purposes, except, if real or personal property is donated to the College to support a specific educational purpose, the Board may use the proceeds from the sale or lease of the property according to the terms of the donation.

Revisions:
Initially approved April 9, 2024

References:
North Carolina General Statute (N.C.G.S.) § 115D-15; Ch. 160A, Art. 12

SPCC Policy:
Sale, Disposal, and Lease of College Property

2.3.1 Mission Statement

The College shall periodically review and update its mission statement through a strategic planning process and submit any revisions to the Board for ratification. The College's mission statement must be consistent with requirements contained in the North Carolina General Statutes and by the North Carolina Community College System.

Revisions:
Initially approved August 13, 2024

References:
NC State Board of Community Colleges Code:
1A SBCCC 200.1
North Carolina General Statute (N.C.G.S.) § 115D-1

SPCC Policy:
Mission Statement

2.3.2 College Planning

The College shall maintain an ongoing planning process. At a minimum, the college's plans shall address program and facility needs; shall include the college's mission, goals and objectives, consistent with the mission of the North Carolina Community College System and with the State Board's priorities; and shall provide for evaluation of student outcomes.

Revisions:
Initially approved October 8, 2024

References:
1B SBCCC 400.2

2.3.2.1 Strategic Planning Procedure

The College follows a three-year strategic planning cycle; however, college leadership changes may result in extensions to the cycle's time frame. The college's Executive Leadership Team uses the Board's goals and data generated from college surveys and focus groups to revise the college's mission statement and vision statement (if necessary) and to set several measurable three-year goals as the college's strategic plan. While the strategic plan is a three-year process, goals will be evaluated at least annually.

These goals drive the college's organization, communication and resource allocation for the next three years. The Executive Leadership Team will identify core team members for each of the goals. Teams are made up of membership from throughout the college based on the focus of each team. These teams meet as needed.

Once teams are formed, they will operate in pursuit of the three-year goals' objectives. Teams may enlist other college personnel as needed for both ad hoc and recurring tasks. Teams meet frequently and the chairs of each team shall meet with each other quarterly to update the College on team progress and to coordinate team efforts.

At the end of each three-year cycle, teams shall make recommendations based on the achievement (or lack thereof) of the college's goals. These recommendations will be used by the Executive Leadership Team in setting the next three-year goals.

Procedure Revisions:
Initially approved October 8, 2024

Procedure References:

SPCC Policy:
College Planning

2.3.3 Soliciting Gifts for the College and Charitable Donations

The President, exclusive of the South Piedmont Community College Foundation, shall exercise primary responsibility for coordinating and controlling efforts to secure gifts for the college and shall approve the purpose for which funds shall be sought in advance of any solicitation of any potential donor. No individual or unit of the college shall solicit funds or gifts in the name of or on behalf of the college until and unless authorized to do so by the President.

The South Piedmont Community College Foundation is a separately incorporated 501(c)(3) organization. An operating agreement exists between the College and the Foundation that distinguishes the roles and responsibilities of each entity and the areas of cooperation.

Charitable donations are anything of value given to the College including but not limited to: restricted and unrestricted gifts of cash, property, equipment or other forms of gifts-in-kind. Except in instances of donor preference or for some other compelling reason, gifts to the College should be channeled through the Foundation.

The President is authorized to develop procedures to address charitable donations made directly to the College.

Revisions:
Initially approved October 9, 2007
Revised October 11, 2011
Revised February 14, 2012
Revised February 11, 2014
Revised December 9, 2025

References:
Accreditation Standards 5.2 c and 5.3

2.3.3.1 Soliciting Gifts for the College Procedure

Solicitation of gifts, including fundraising programs, made by any person or group for the benefit of South Piedmont Community College or any agency thereof, shall require the prior approval of the President through the South Piedmont Community College Foundation.

Whenever feasible, donors should be asked to designate the South Piedmont Community College Foundation as the recipient of gifts to benefit the College. All gifts and donations must be processed through the Foundation before being deposited, unless specific written arrangements have been approved and made in advance to use a different process.

It shall be the responsibility of the South Piedmont Community College Foundation to officially record and acknowledge receipt of all gifts to the College or any agency thereof, including cash, pledges, securities, trusts, insurance policies, real estate, and other gifts-in-kind and to assure that any reporting requirements have been met. A complete and accurate record of every donor shall be maintained by the Foundation and shall be kept strictly confidential. Donor anonymity will be protected whenever desired by the donor. Amounts of donor gifts will be available only on a "need to know" basis, in accordance with Foundation policy; but may be publicized according to a giving category.

For any donation given to the Foundation, the Foundation shall generate and send a letter to the donor which contains an acknowledgment of the donation and the date the donation was given. The Foundation shall keep all donation acknowledgement letters on file for a minimum of three (3) years and will only destroy or discard them pursuant to Policy 2.3.11 – College Records.

If the value of a noncash donation exceeds $5,000, in addition to the letter, the Foundation shall also complete the “Donee Acknowledgement” portion of Federal IRS Form 8283.

If the Foundation sells, exchanges or otherwise disposes of the donation within three (3) years of receipt, it will file Federal IRS Form 8282 with the IRS and provide the donor a copy of the form.

The College and Foundation will not accept donations of hazardous materials or chemicals.

<u>Guidelines for Fundraising and Solicitation</u>

Definition of Fundraising Activities

Fundraising and solicitation referred to in this procedure may include, but is not limited to, requests for pledges, cash, items of property, donated services, and grant requests. Guidelines are created for the following 1.) Campaigns and Fundraising for Special Projects and Grant Writing, 2.) Student Groups and Organizations, and 3.) In-kind Gifts and Gifts of Property. Possible fundraising activities may include:

- Major organized drives or campaigns, which may have written, in-person, telephone and special event elements.
- Special events such as parties, dinners, tastings, sales and raffles.
- Special limited solicitations by mail or phone.
- Establishment of a "friends" or "associates" group to benefit a department or program, or target a special group of givers, such as alumni.
- Proposals to private foundations, corporations, service clubs or organizations.

- Extended cultivation of one or a small group of donor prospects over a period of time, culminated by a personal solicitation for funds.
- Promotional efforts that specifically refer to our interest in receiving gifts, to our capacity for managing funds, and to any relationship between gifts received and their use.

Campaigns and Fundraising for Special Projects and Grant Writing

A vice president, supervisor, faculty or staff member may initiate a plan to solicit gifts or to develop a fundraising program to obtain private funds in the name of the College or the South Piedmont Community College Foundation, whether directed to individuals, business, industry, foundations, or community organizations, provided:

- During the plan's development phase, the initiator consults with the appropriate supervisor and vice president and with the Vice President of Institutional Excellence to determine its feasibility, to consider the resources available from each person and office, and to coordinate with other fundraising or grant writing activities on campus.
- The plan includes a written list of the corporations, businesses, foundations and individuals who will be contacted to assure an integrated approach to potential funders and to avoid inappropriate or repetitious requests to a single donor*. A Fundraising and Event Approval form*, available in the Foundation office or on the Foundation website, may be used to delineate such solicitations.
- The final fundraising plan and efforts have the written endorsement of the appropriate supervisor and vice president before being forwarded to the Vice President of Institutional Excellence for review and approval by the President.

Examples of special projects could include, for instance, grant writing and a letter campaign in support of the Literacy Program, grants requesting donations for computers or equipment, augmentation of an ongoing project such as the Women's Program or Senior Center, capital campaigns, and direct mail solicitations in conjunction with events or other activities.
Once an ongoing fundraising program has been established and endorsed by all responsible parties, certain communication guidelines spelled out in the agreement may supersede the normal approval process.

Any fund raising promotional material, including brochures, booklets, letters, video, and press releases must be approved by and coordinated through the Vice President of Institutional Excellence so that the most accurate information appropriate to a particular fund raising effort is reflected. Prior approval by the Foundation Board of Directors is required for any documents using the Foundation name or logo.

If there are disagreements or questions in prioritizing projects or solicitations, the matter will be reviewed by a committee comprised of the President, appropriate vice president related to the area or program in question, and the Vice President of Institutional Excellence.

Student Groups and Organizations

The President, in consultation with the Vice President of Student Services, shall establish rules and regulations regarding student clubs and organizations' fundraising activities outlined in the Student Club Handbook.

In-Kind Gifts and Gifts of Property

The only person authorized to accept gifts on behalf of the College is the President. Potential gift offers must be reviewed by the President and Vice President of Institutional Excellence and then the head of the academic or administrative department concerned. Some projects may be authorized for which donations may then be received without further approval, for instance bookstore vendor promotional items.

Whenever feasible, donors should be asked to designate the South Piedmont Community College Foundation as the recipient of gifts to benefit the College. Unless otherwise specifically restricted, all gifts of property will be considered gifts to the Foundation, and equipment gifts will become part of the Foundation's inventory until such time as it is desirable for the Foundation to gift the property to the college.

Some in-kind gifts which are a part of state or federal grants may be excluded from these procedures by the President.

Guidelines for Evaluating Potential Gifts

South Piedmont Community College and the South Piedmont Community College Foundation are legally obligated to adhere to the terms and conditions of every gift. Therefore, the person(s) soliciting or approached regarding gifts should exercise utmost care in considering the terms of each gift to be certain that they are feasible, do not hamper the usefulness and desirability of the gift, and are in conformity with college policy and IRS regulations.

The following guidelines will be used in evaluation of gifts to the College:

- The purpose for which the gift is given must be consistent with the stated goals, objectives, and educational philosophy of South Piedmont Community College.
- All gifts must be within the IRS regulations governing charitable contributions and cannot be restricted for the donor's direct benefit.
- No gift shall be accepted with an intent so restrictive as to make the gift's use unnecessarily difficult.
- The nature of the gift, the identity of the donor, and the kind of program which the gift is intended to support shall be carefully evaluated in order to avoid placing the College or Foundation in an undesirable position.
- Policies established by the College and the Foundation concerning accounting procedures and funds designation must be adhered to.
- The costs of accepting a non-cash gift must be considered in advance. Generally, the unit planning to use the gift will be responsible for delivery, storage, permanent installation, operation and maintenance. If Foundation or general College funds are needed to secure, store and/ or install, operate or maintain the gift, these funds must be requested and obtained before accepting the gift.

Valuing gifts

Neither the College nor the Foundation shall in any way be involved in establishing the value of an in-kind gift of property or service for the donor's purpose, including any aspect of the appraisal process. The College and Foundation may independently seek advice as to the value of a non-cash gift in order to determine its future disposition.

Processing of non-cash gifts involving the following:

- All non-cash gifts shall be received by the President or their designee. The Vice President of Institutional Excellence shall immediately be informed, in writing of the name and address of the donor, a description of the gift, terms of acceptance, delivery and pick up arrangements, intended recipient, and the donor's estimated value of the gift if available.
- Any non-cash donation exceeding $5,000 must have the approval of the President.
- If acceptance of a non-cash gift involves costs to the College, the College President and appropriate vice president must approve. Costs of acceptance are generally borne by the unit planning to use the gift. If acceptance of a gift involves costs to the Foundation, approval for acceptance shall be required by the Vice President of Institutional Excellence and the Foundation Board of Directors.
- Non-cash gifts are recorded in the Foundation Office and acknowledged, as appropriate. When deemed desirable by the President and Vice President of Institutional Excellence, non-cash gifts are tagged as Foundation property.

Gifts of Property

Due to the potential costs associated with gifts of property, the Foundation should only consider and accept gifts with a fair market value over $25,000. A thorough evaluation is required by the President and appropriate vice president to accept a gift of property. The donor must provide the following property information for consideration:

- A legal description and location that includes the parcel number and/or tax history
- A clear and marketable title report that provides ownership history
- A copy of the most recent appraisal, if available
- Zoning restrictions dictating how the property can or cannot be used
- Environmental problems including the most recent environmental assessment, if available

The Foundation will conduct an appraisal, phase one environmental audit, and/or market feasibility study on its own to determine the liabilities associated with accepting the gift. Once the gift is formally accepted by the Foundation, the property should be sold or transferred to the College as soon as possible depending upon the intended use of the property. The College must receive approval from the NC Board of Community Colleges before transitioning property to the College's Board of Trustees.

Procedure Revisions:
Revised December 9, 2025

SPCC Policy:
Soliciting Gifts for the College and Charitable Donations

2.3.4 Traffic Regulations

I. General Provisions

Pursuant to N.C.G.S. § 115D-21, the College shall enforce the following traffic regulations.

A. Chapter 20 of the North Carolina General Statutes regarding the operation of motor vehicles on North Carolina highways shall apply to the College's streets, roads, alleys and driveways along with all other rules and regulations contained herein. These regulations shall apply on a twenty-four (24) hour

basis.

B. The speed limit on any college street, road, or alley shall be the maximum of 10 miles per hour.

C. While on the College campus, all drivers shall comply with the Campus Safety Officer's legal instructions and shall obey all traffic and parking laws and regulations. The College shall be responsible for ensuring that the necessary signs are erected and maintained on the campus.

D. The College shall ensure that information about operating a motor vehicle on the College's campus is addressed at every student orientation and registration. A copy of this Policy shall be included in all student handbooks. Failure to obtain a copy of this Policy or not knowing the traffic laws is not an excuse or justification for violation of the laws and regulations.

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

F. Visitors and clients may park in any legal parking space on campus. Visitors and clients must have a state-issued distinguishing license plate, a removable windshield placard or a temporary removable windshield placard to park in designated accessibility parking spaces.

II. Specific Provisions

A. Campus Safety Officers shall have the authority to issue citations for all moving violations and accessibility parking violations. For a complete list of all moving violations, see Chapter 20 of the North Carolina General Statutes. Such moving violations include, but are not limited to:

1. Reckless driving.
2. Driving faster than the posted speed limit.
3. Failure to obey traffic signs.
4. Failure to yield right-of-way at pedestrian crossings.
5. Following too closely.
6. Driving while impaired or driving under the influence of alcohol or drugs.
7. Failure to yield to emergency vehicles.
8. Operating a vehicle that creates a safety hazard.
9. Parking in a designated accessibility parking space without the proper license place or placard.

B. Campus Safety Officers and other College personnel authorized by the President shall have the authority to issue parking citations for violations including, but not limited to:

1. Parking in a restricted parking lot or zone.
2. Parking on grass (unless a sign indicates permission).

3. Blocking any legally parked vehicle.
4. Affixing a parking decal to a vehicle other than that for which it was issued.
5. Parking against traffic flow.
6. Blocking or obstructing traffic, street, crosswalk, sidewalk, fire hydrant, building entrance or exit.
7. Parking where protruding into a lane of traffic.
8. Double parking.
9. Parking on shoulder of road (unless a sign indicates permission)
10. Failure of two-wheeled vehicles to park in designated areas.
11. Parking a vehicle in any manner that creates a safety hazard.
12. Leaving a vehicle on campus overnight without having prior permission and notifying Campus Safety Officers.

III. Citations

The following system of citations shall be used.

A. Moving and Accessibility Parking Violations (Section II(A))

1. Campus Safety Officers have the legal authority to issue citations for all moving violations and accessibility parking violations. Citations shall carry a penalty or fine as set forth in Chapter 20 or Chapter 14 of the North Carolina General Statutes; if no fine or penalty is specified in statute, the fine shall be no more than one hundred dollars ($100.00).

2. The Campus Safety Officer issuing the citation will advise the violator of the scheduled court date and procedure for payment of the fine.

3. In addition, employees and students are subject to disciplinary action pursuant to Board policy.

B. Parking Violations (Section II(B))

1. The first parking violation shall result in a citation placed on the vehicle and a five-dollar ($5.00) fine per offense. The fine must be paid within thirty (30) calendar days or the violator will lose their parking privileges until the fine is paid.

2. A second parking violation shall result in a citation placed on the vehicle and a ten-dollar ($10.00) fine per offense. The fine must be paid within thirty (30) calendar days or the violator will lose their parking privileges until the fine is paid. Also, the violator will receive a follow-up letter that should they receive another parking citation, they will lose their parking privileges on campus for the remainder of the academic year.

3. A third parking violation will result in the vehicle's towing and loss of parking privileges on campus for the remainder of the academic year.

4. During the first two (2) class days of each semester, warning citations shall be issued for improper parking. Beginning with the third-class day, the rules outlined herein shall be enforced.

5. Student registration for new/additional courses or release of transcripts will be blocked until all parking tickets have been paid.

6. In addition, employees and students are subject to disciplinary action pursuant to Board policy.

7. All abandoned vehicles and vehicles blocking a drive, obstructing the flow of traffic, creating a safety hazard, parked in a fire lane, loading zone, or designated tow-away zone or for third parking offense violation are subject to tow-away or immobilization by a restraining device at the full expense of the owner.

8. All proceeds of civil penalties collected shall be remitted to the Civil Penalty and Forfeiture Fund in accordance with N.C.G.S. § 115C-457.2.

IV. Appeal

Individuals receiving a citation pursuant to Section II(B) may appeal in writing to the Director of Campus Safety within ten (10) calendar days of receipt of the citation. The Director of Campus Safety will review the matter and their decision shall be final.

Revisions:
Initially approve June 11, 2024

References:
North Carolina General Statute (N.C.G.S.) § Chapter 20 and Chapter 14
North Carolina General Statute (N.C.G.S.) § 115D-21
North Carolina General Statute (N.C.G.S.) § 115C-457.2

SPCC Policy:
Traffic Regulations

2.3.5 Campus Free Speech, Distribution of Materials, and Public Assembly Policy

South Piedmont Community College encourages and supports open, vigorous and civil debate across the full spectrum of society's issues as they present themselves to the College community. At the same time, limitations on activities on College property are necessary so that the College may fulfill its primary mission of educating students. The use of outdoor space on the College's campus does not represent an endorsement or support by the College of the content or viewpoints expressed by the individual or group using the space. The College is a limited public forum and does not discriminate based on content or viewpoint.

Revisions:
Initially approved August 17, 2010
Revised August 13, 2013
Revised August 8, 2023

References:
United States Constitution: First Amendment

2.3.5.1 Campus Free Speech, Distribution of Materials, and Public Assembly Procedure

The College is a limited public forum that does not regulate speech or activities based on content or viewpoint. All individuals using College Space must comply with the following Procedures. These Procedures only apply to the use of College Space and not to the use of facilities on campus. For more information regarding facility use, see Policy 2.2.3 – Facilities Use.

Nothing in these Procedures prohibits College Members from engaging in conversations with others on the College campus nor does it prohibit any College-sponsored activity.

I. Definitions

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

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

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

D. Designated Area(s) – areas on campus in which the College permits noncommercial expressive activities of College Members and Non-Members on a first come first-served basis, unless the use of such area(s) have been previously scheduled pursuant to other provisions of this Policy. The President, or designee, is authorized to designate other areas on campus as Temporary Designated Areas when needed dependent on the location and size of a specific event or activity. Temporary Designated Areas are not permanent and will end after the specific event or activity. The following locations are the College's designated areas:

Old Charlotte Highway Campus	Patio
L. L. Polk Campus	Gazebo
Lockhart-Taylor Center	Grass area near street
Tyson Family Center for Technology	Grass area by side entrance

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

II. Use of Designated Areas by College Members

A. The College is committed to making the majority of its outdoor College Space, including the Designated Areas, available to College Members who wish to exercise their rights of speech, distribution of material, and assembly.

B. Except for assemblies, activities, or other use where 30 or more people are expected to attend, reservations to use Designated Areas by College Members are not required but are recommended for planning purposes. Reservations

ensure that the desired space will be available on the desired date and time. For more information about reservations, see Section IV (B).

C. For assemblies, activities, or other use where 30 or more people are expected to attend, reservations of the Designated Area are required and should be made at least three (3) business days prior to the start of the activity. Where an event was not initially expected to have more than 30 people but evolves to exceed 30 people, the College Member in charge of planning the event shall make reasonable efforts to inform the Vice President of Student Services of the activity with as much time as possible under the circumstances.

D. The College maintains the right to reserve any Designated Area at any time, with or without prior notice, for College Use and such use will take priority over any other use.

E. All outdoor assemblies or events in Designated Areas may not be conducted within thirty (30) feet of any building or otherwise interfere with free flow of vehicular, bicycle, or pedestrian traffic.

III. Use of Designated Areas by Non-College Members

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

If on the weekends the College is having an official College event or if a speaker or group is hosting an event that is open to the general public and/or is a matter of public concern, the Designated Area, or Temporary Designated Area, if so established, will be open to Non-College Members at times established by the President or designee.

B. Any Non-College Members will be allowed to use the Designated Areas within the time restriction. All Non-College Members must complete a Reservation Form (the "Form") no later than three (3) business days prior to the start of the activity.

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

IV. Use of College Spaces other than Designated Areas

A. Reservations of College Spaces that are not Designated Areas are required for any use by individuals or groups, whether College Members or Non-College Members. Use of any College Spaces may be denied when such use may disturb the conduct of regular College activities. Reservations must be made at least three (3) business days prior to the activity. For activities in which 30 or more people are expected to attend, it is recommended that reservations are made as soon as possible, but no later than three (3) business days in advance.

B. College Space must be capable of accommodating the event as determined by the nature of the activity, staging requirements, and the anticipated audience. All activities must be in compliance with College health and safety policies, the North Carolina Fire Prevention Code, and local fire and life safety regulations.

V. General Rules and Regulations for Both College and Non-College Members

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

1. Engaging in non-protected speech such as obscenity, speech inciting criminal conduct, speech that constitutes a clear and present danger, or speech that constitutes defamation;
2. Touching, striking, approaching, or impeding the progress of pedestrians in any way, except for incidental or accidental contact;
3. Obstructing the free flow of pedestrian or vehicular traffic;
4. Using sound amplification or creating noise levels that are reasonably likely to or do cause a material and substantial disruption to the College educational environment and/or operations;
5. Damaging, destroying, or stealing College or private property;
6. Endangering the health or safety of persons; and
7. Possessing or using firearms, explosives, dangerous weapons, or substances not allowed on campus by law or by College policy (e.g., drugs, alcohol, tobacco, non-service animals, etc.).

Any acts that are disruptive to the College's normal operations will not be tolerated and may result in an immediate termination of the activity.

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

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

D. Individuals are subject to sanctions for failing to comply with these procedures or other College policies. Such sanctions may include, but are not limited to: repairing, cleaning, painting, replacement costs, restitution (by order of a court), and being banned from future use. College Members may also be subject to College disciplinary action as outlined in the College policies and procedures. Individuals who violate these procedures may be issued a trespass warning and denied future access to College premises. Violations that require police intervention will be reported to the College's security forces.

VI. Requesting Reservations for Use of Designated Areas and Other College Spaces.

A. The College does not restrict assemblies, speech, or other activities based on the content or viewpoint. The purpose of reservations is to ensure there is adequate space at the requested date and time and to ensure the health and safety of those on the College campus.

B. All reservation requests should be submitted on the appropriate form to the Vice President of Student Services. Reservations will cover only one (1) day at a time. Requests for standing dates (e.g. every Tuesday) will not be honored.

   The Vice President of Student Services will notify the Director of Safety and Security and the Executive Director of Marketing and Communications of any approved Free Speech event.

C. The Office of Student Affairs may deny a request to reserve space for an activity if:

   1. the applicant has not completed a reservation request form as required under this policy;
   2. the reservation request contains a material misrepresentation or materially false statement;
   3. the reservation request is not submitted at least three (3) business days prior to the desired date;
   4. the applicant has been notified of damage to College property from use in the past and has not paid for repairs;
   5. the reservation request is for a time that conflicts with the time of another preexisting reservation and there will not be sufficient room for the requested reservation;
   6. the request to use College Space is scheduled at a time that conflicts with another preexisting reservation or the use of College Space at the requested time will interfere with a regularly scheduled College Activity; or
   7. the use or activity would present an unreasonable health or safety danger.

The denial to use a College Space or Designated Area may be appealed through the College's grievance and complaint policies.

VII. Polling Places on Campus

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

VIII. City Sidewalks

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

Revisions:
Initially approved August 17, 2010
Revised August 8, 2023

References:

SPCC Policy:
Campus Free Speech, Distribution of Materials, and Public Assembly

2.3.6 Publications

The President shall establish procedures concerning who is responsible for all College publications and pre-publication review of all promotional and marketing materials which pertain to the College or its programs and which are designed for public viewing. Materials under this Policy include, but are not limited to brochures, handbooks, catalogs, multimedia and programs for special events. Instructional classroom materials generated and used by instructors in their classrooms are not subject to this Policy.

Revisions:
Initially approved October 27, 1977
Updated October 9, 2007
Revised April 19, 2011
Revised February 12, 2013
Revised August 13, 2013
Revised April 14, 2015
Revised August 29, 2018
Revised October 8, 2024

2.3.6.1 College Publications Procedure

A. The President, or the President's designee, shall review, before distribution, all official College publications. Such publications include, but are not limited to: advertisements, catalogs, brochures, flyers, manuals or handbooks, leaflets, news releases, special reports, newsletters, schedules, posters, displays, multimedia presentations, memos or mass mailed letters.

B. All publications must have prior approval of the respective project/program supervisor, be coherent in design and presentation and convey a positive image that supports the College's mission.

C. All College publications and advertisements printed with state or local funds should carry the statement that the College is an equal opportunity employer and does not discriminate in its educational programming.

D. College employees involved in the creation or production of any official or divisional publications should familiarize themselves with intellectual property and copyright laws before using another person's material in a publication.

Procedure Revisions:
Initially approved October 8, 2024

2.3.6.3 College Logo and Seal Procedure

A. The College's logo is the College's primary identifying element. It represents the College's brand and promotes immediate identification. The College's logo is to be

used on all approved and reviewed College publications, both print and electronic, as well as on approved social media sites. The location of the logo on the document is usually determined by the design of the publication or advertisement. Unique logos for individual divisions, departments or programs are not permitted. However, the President may approve an addition to the College's logo to allow a department or program to distinguish its identity.

B. The College's official seal is reserved for official documents and publications representing the Board or the President, or their designee. The seal may be used on publications and advertisements only by the President's expressed permission.

Procedure Revisions:
Initially approved October 8, 2024

2.3.6.4 Web Site Use Procedure

South Piedmont Community College's presence on the World Wide Web is critical to its mission of learning, student success, workforce and community development. For many individuals, web pages on the Internet will be the single source of information about the college. College web pages must reflect the college's values, including respect for academics, intellectual properties, privacy, and the law, and the need to make information available to everyone without regard to disability.

Responsibility for maintaining the College's official website, spcc.edu, belongs to the Division of Marketing & Communications. Marketing & Communications establishes procedures for maintaining the website, including making edits, adding or removing pages, and training personnel outside Marketing & Communications to assist with web maintenance as necessary.

The college's publication policy and web site use procedure is designed to establish standards and guidelines that will:

- Support the vision, mission, purpose and values of the college.
- Assist web developers in creating sites that comply with college policies, rules and regulations, and local, state, and federal laws.
- Facilitate the official business of the college and enable appropriate and secure online transactions.

South Piedmont Community College's Website Use Procedure applies to:

- Web pages located on servers within the spcc.edu domain.
- Web pages located on servers within the events.spcc.edu domain.
- Web pages for any entity receiving college funds.
- Student, faculty, and staff pages on servers connected to the college network.
- Web pages posted to the Internet for marketing, advertisement, and recruiting purposes that are hosted by servers and Internet Service Providers (ISP) other than those under contract with SPCC.
- Webpages created through South Piedmont's CRM platform.

<u>Copyright</u>

All electronic publications must follow college and legal standards regarding copyright. In general, web publishers must secure permission from the owner of the copyright when using copyrighted or trademarked materials, including text, photographs, audio, video,

graphics, maps, or logos, and include a permission statement or disclaimer as required by the owner of the copyright or trademark.

Student Information Disclosure

The disclosure of information about students is governed by the Family Educational Rights and Privacy Act (FERPA). Faculty and staff should not post student information on non-secure web sites. While directory information should not be posted on college web pages, FERPA does allow the disclosure of certain information for directory purposes, including student's name, hometown, major field of study, dates of attendance, credentials earned/dates awarded, and honors and awards.

Privacy

Web sites that collect individually identifiable information must provide a privacy statement. The statement must be clear and accessible and should cover the Federal Trade Commission's core principles of privacy: notice, consent, access, security and enforcement.

The College collects and stores certain information about visitors to its website but does not identify individual users. Information gathered enables the college to produce summary statistical reports. Some applications on the website ask for personal information to enable the college to process requests. Information collected from users will be used only for the purpose defined when the request was made. The College does not sell, distribute, or otherwise provide information collected on its websites to third parties.

Accessibility

The College aligns web content with the guidelines of the most current version of Web Content Accessibility Guidelines 2.0 Level AA (WCAG 2.0AA). It is the goal of the College to provide a website that is functional and accessible for all visitors. Users who are having difficulty accessing any page of the website, should contact counselors@spcc.edu to let the College know about the issue.

Links to and from Non-College Web Sites

Links from a South Piedmont Community College page to a non-college site must not imply college endorsement of the site's products, services, or mission. A disclaimer must be included: *Links on these pages to non-college sites do not represent endorsement by South Piedmont Community College or its affiliates.* The college welcomes links to its web site for educational and informational purposes, but the link must not imply endorsement by or affiliation with South Piedmont Community College.

The College may provide links on its webpages to:

- Other government agencies
- Educational institutions within the service area or institutions with which the college has articulation agreements
- Libraries within the service area
- Hospitals within the service area
- Other entities deemed important to the economic development of the College's service area.

Requests for links on South Piedmont's main links page for organizations that fall into one of the categories previously described must be in writing and directed to the college webmaster. Links may be provided for convenience and information only, and the College

assumes no responsibility for their content and does not endorse those web sites or organizations. The College reserves the right to post links on the college web site that institutional representatives deem appropriate, and the college reserves the right to reject requests for links considered inappropriate. The college reserves the right to reject links. Requests for links should be made to webmaster@spcc.edu.

Personal Web Pages

Personal web pages created by faculty, staff, or students on college systems are the sole responsibility of their authors and must contain only information relevant to the college's mission. Comments on the contents of those pages should be directed to the page author. As a service and for informational purposes only, the college may provide links to personal web pages. Personal pages must not indicate that the author is representing, giving opinions, or otherwise making statements on behalf of the college. The following disclaimer must be included: *The opinions or statements expressed should not be interpreted as a position of or endorsement by South Piedmont Community College.*

Hosting

Web sites covered by this policy are prohibited from hosting pages of entities or individuals not affiliated with the institution.

Fundraising

The South Piedmont Community College Foundation, Inc., is the sole entity authorized to conduct fundraising by utilizing college web pages.

Procedure Revisions:
Initially approved October 9, 2007
Revised October 11, 2011
Revised February 12, 2013
Revised June 10, 2014
Revised April 14, 2015
Revised April 9, 2019
Revised October 8, 2024

SPCC Policy:
Publications

2.3.7 Americans with Disabilities

The College shall comply with the Americans with Disabilities Act of 1990, As Amended ("ADA"). To achieve compliance, the College shall:

1. Provide notices concerning the ADA.

2. Designate a responsible employee to coordinate ADA compliance.

3. Ensure that existing facilities are readily accessible to or usable by individuals with disabilities through structural changes in facilities or through other methods that are equally effective to make services, programs and activities accessible.

4. Eliminate eligibility criteria that screens out or tends to screen out individuals with disabilities or any class of individuals with disabilities from fully and equally enjoying any service, program or activity being offered.

5. Administer services, programs, and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities.

6. Take appropriate steps to ensure that communications with individuals with disabilities are as effective as communications with others, including the furnishing of appropriate auxiliary aids and services.

The College may from time to time engage in an accessibility audit of its facilities and programs. The College will maintain the self-evaluation and make it available to the public for three (3) years.

All allegations concerning disability discrimination or harassment shall be addressed through the
Discrimination and Harassment policy. Students with allegations concerning disability discrimination should contact the Vice President of Student Services or their designee. Employees and community members should contact the Human Resources Office.

Revisions:
Initially approved June 11, 2024

References:
42 U.C.S. § 12101
P.L. 110-325

SPCC Policy:
Americans with Disabilities

2.3.8 College Records and Data

I. GENERAL POLICY

The College will retain and destroy records in accordance with this Policy and the approved Record Retention and Disposition Schedule ("the Schedule") for community colleges adopted by the North Carolina Department of Cultural Resources and the North Carolina Department of Community Colleges.

This Policy deals with general College records and data. The College adheres to FERPA data protections, as well as state and Federal reporting requirements. For more specific information regarding personnel and student records and clarification regarding electronic records, see:

A. Personnel Files policy
B. Students Records – FERPA policy.
C. Electronic Records Retention policy.

II. NORTH CAROLINA PUBLIC RECORDS ACT

Unless otherwise exempt by law, all records made or received regarding the transaction of public business are public records pursuant to the North Carolina Public Records Act, as defined by the North Carolina Public Records Act, N.C.G.S. § 132-1 *et seq*. Records may not be deleted or otherwise disposed of except in accordance with the Schedule. The content of the record determines its retention requirement.

III. RECORDS CUSTODIAN

The College's overall records custodian is the President's Office and inquiries regarding records should be directed to this office; however, inquiries regarding student records should first be made to the Registrar and inquiries regarding personnel records should first be made to the Associate Vice President of Human Resources and Payroll. Requests for employee data pertaining to Public Records Law must be submitted in writing to the President to be evaluated for compliance with public records requirements. For clarification as to electronic records, see the Electronic Records Retention policy.

IV. LITIGATION HOLD

A litigation hold is a directive not to destroy records which might be relevant to a pending or imminent legal proceeding. The President may establish a committee to oversee and monitor litigation holds; this committee may contain a member of the Information Technology Department ("IT"), the College's legal counsel, and a member of the Executive Leadership Team. In the case of a litigation hold, the committee shall direct employees and the IT Department, as necessary, to suspend the normal retention procedure for all related records.

V. RECORD DISPOSITION

Records may only be disposed of in accordance with the Schedule. Prior to the disposition of any record or record group after the applicable retention period, the records custodian will create and maintain a destruction log.

The President is authorized to adopt appropriate procedures to implement this policy.

Revisions:
Initially approved February 11, 2025

References:
N.C.G.S. §§ 121-5; 132-1 *et seq*
Retention Schedule: https://archives.ncdcr.gov/documents/colleges-north-carolina-community-college-system-retention-and-disposition-schedule

2.3.8.1 College Records Disposition Procedure

The table below documents required local college timelines for the disposition of records in addition to those set forth in the Records Retention and Disposition Schedule.

Refer to the Electronic Records Policy and the Records Retention and Disposition Schedule for procedures relating to the digitization of paper records and the approval process for disposition of those records.

College Designated Destroy in Office Timeframes		
Item #	Records Series Title	Disposition Instructions
1-1	Accreditation File	Keep at least 5 years after reference value ends

1-2	Activities and Events File	Keep at least 1 year after reference value ends
1-4	Alumni Information	Alumni contact information housed in the Foundation software will be purged after 5 years if no donation is made. Alumni information in the college's student information system will be retained indefinitely.
1-8	Board of Trustee Records	Keep indefinitely
1-12	Conferences, Training Programs, and Workshops File	Professional development logs are submitted annually with the Employee Performance Appraisal. These records shall be kept in accordance with the personnel file requirements of the Records Retention and Disposition Schedule.
1-24	History of College File	Paper records keep minimum of 1 year or digitize. Digital formats remain indefinitely.
1-28	Other Colleges File	Keep at least 3 years after reference value ends
1-30	Planning and Development File	Keep at least 3 years after reference value ends
1-31	Policies and Procedures File	Keep at least 1 year after reference value ends
1-38	Reference (Reading) File	Keep at least 1 year after reference value ends
1-39	Reports File	Keep minimum of 20 years
1-41	Research and Studies File	Keep a minimum of 20 years
1-43	Staff Committees File	Planning Council Teams Minutes should be kept indefinitely. Minutes from other team meetings should be kept for a minimum of 20 years.
1-45	Survey File	Survey results from an external vendor should be kept indefinitely. Internal surveys kept for a minimum of 20 years.
1-48	Vendor Information File	If part of a bid package, keep for 5 years.
2-6	Bids and Proposals File	Keep unsuccessful bids for 5 years; Keep successful bids for 5 years after expiration.
2-8	Capital Improvements File	Keep indefinitely
2-12	General Ledger Detail Reports File	Keep for 3 years after reference value ends
2-13	General Ledger Summary File	Keep indefinitely
2-21	Outstanding Encumbrance Reports File	Keep Year-End Financial Archives indefinitely beginning in 2016
4-7	Commencement File	Keep at least 1 year after reference value ends
4-9	Course Catalog File	Keep 1 year after reference value ends
4-10	Course Evaluations File	Keep summary at least 3 years; keep individual surveys for 1 year after evaluation date
4-30	Student Associations and Organizations File	Keep at least 1 year after reference value ends

4-32	Student Career Planning File	Keep at least 1 year after reference value ends
4-34	Student Government Association File	Keep at least 1 year after reference value ends
4-38	Vehicle Registration File	Keep at least 1 year after reference value ends
5-16	System Maintenance Records: Records Backups File	Yes, OneDrive (Planner); Email
5-19	Website File	Kept indefinitely, replaced with newer version when updated
6-9	Finding Aids	Records of books or films removed from ILS when removed from inventory. Patron records removed after 5 years of inactivity.
6-14	North Carolina Higher Education Data (NCHED) and Integrated Postsecondary Education Data System (IPEDS) File	Keep IPEDS data indefinitely
7-6	License and Permissions	Keep for 3 years after reference value ends
8-1	Abolished Positions File	Keep for 3 years after reference value ends
8-6	Aggregate Service History File	Kept indefinitely after reference value ends
8-22	Employee Suggestion and Surveys File	Survey results from an external vendor should be kept indefinitely. Internal surveys kept for a minimum of 20 years.
8-31	Leave File	Keep for 5 years after reference value ends
8-45	Retirement File	Keep indefinitely
8-46	Secondary Employment File	When superseded or obsolete
9-1	Audio and Video Recordings File	Digital format kept indefinitely; otherwise keep 1 year after creation
9-2	Biographical Data	Digital format kept indefinitely; otherwise keep 1 year after creation
9-3	College Publications File	Digital format kept indefinitely; otherwise keep 1 year after creation
9-5	News Clipping and Scrapbook File	Digital format kept indefinitely; otherwise keep 1 year after creation
9-7	Photographs and Slides File	Digital format kept indefinitely; otherwise keep 1 year after creation
9-8	Publicity File	Digital format kept indefinitely; otherwise keep 1 year after creation
9-11	Speeches File	Digital format kept indefinitely; otherwise keep 1 year after creation
10-4	Building and Grounds Security	Kept 3 years based on the college's contracted security company's procedures
10-7	Emergency Communications and Dispatch	Not Applicable. Emergencies are reported to 911.

Procedure Revisions:

Initially Approved February 11, 2025

2.3.8.2 Data Procedure

Internal Data Access

Employees who need data access granted or removed must submit the “New IS Access Request (IT Dept.)” form. Before being granted access, employees must have completed FERPA training. Access permissions are reviewed by supervisors twice annually and the College may change, restrict, or eliminate user access privileges at any time. College users should only have access to data needed for their current job tasks.

College employees may also request that the Office of Institutional Effectiveness compile data for specific requests using the “New Institutional Effectiveness Data/Survey Request” form. All requests are reviewed and approved by the employee’s supervisor.

Data Usage

All employees have an ethical responsibility to protect institutional data from unauthorized access, modification, or disclosure and are expected to understand and comply with this policy. Employees must agree to access and use data for official job purposes only, not for personal gain or any other inappropriate purpose. Student and employee confidentiality must be protected at all times in accordance with FERPA and HIPAA requirements. Note that including student, employee, or other internal/restricted college data on open source software, like Chat Generative Pre-trained Transformer (GPT), is prohibited. Ensuring the security and responsible use of data is a shared responsibility among all members of the College.

Before reporting data to internal or external audiences, employees must ensure that data is accurate and complete. Employees are encouraged to utilize data generated by the Office of Institutional Effectiveness, available via provided Dashboards. This data has been verified and is available for use in planning and decision making. Information must be presented in an objective manner with the appropriate contextual and methodological information provided to inform valid decision making. Employees generating their own data should document procedures for internal and external auditing purposes and to ensure replicability. Employees must ensure an understanding of the data definitions and appropriate context for reporting purposes and coordinate with the Office of Institutional Effectiveness to ensure consistent data is reported across the college. Employees identifying data errors or issues are expected to contact the data owner or the Office of Institutional Effectiveness.

Employees may share data with other employees when both parties have a legitimate need for the information to serve educational needs, employment needs, and/or the College mission. Information should be shared in a secure manner in accordance with the class of data as outlined below. Questions about appropriate use and interpretation of data should be directed to the Office of Institutional Effectiveness.

Data Retention and Storage

Employees will ensure data is safely stored and archived; defer to the NCCCS Records Retention and Disposition Schedule where appropriate.

All employees are responsible for maintaining the security and confidentiality of employee and student records and data in accordance with the North Carolina IIPS Community Colleges Information Security Manual. “The College’s information, data and documents shall be handled in a manner that will protect the information, data and documents from unauthorized or accidental disclosure, modification or loss. All information, data and documents must be processed and stored in accordance with the classification levels assigned to those data in order to protect their integrity, availability, and confidentiality. The degree of protection required shall be commensurate with the nature of the information, the operating environment, and the potential exposures resulting from loss, misuse or unauthorized access to or modification of the data.”

Classes of Data

This section describes the different classes of data and the minimum security requirements for each category.

1. General data procedures
    a. Maintain a complex and secure password for your computer and all websites that are used to access college information.
    b. Lock or log out of your computer when not in use.
    c. Ensure secure information is not saved onto your laptop or any personal device, see below for additional guidelines.
    d. Keep physical files in a file cabinet or office, which is locked when not in use.

2. Definition of classes of data
    a. Public – Data approved for distribution to the public without restriction.
    b. Directory – Data that may be shared with external requestors according to FERPA guidelines.
    c. Internal – Data that is intended for internal college business only. It may be shared with specific departments or groups of individuals that use the data to complete job functions.
    d. Restricted – Data that is sensitive in nature and/or identifies specific individuals. It is intended for use by specific individuals with a legitimate need to know for job functions.

Table: Classes of Data

	Public	Directory	Internal	Restricted
Governed by legal restrictions	No	No	No Information must be protected due to proprietary, ethical, privacy, or business considerations.	Yes Information is protected by government regulations, statutes, industry regulations, contractual obligations, or specific College policies.
Examples of data	SPCC website, course descriptions, course schedule	Student name, address	College intranet, budget plans, meeting minutes, draft documents, email, most administrative data and documents	Social security numbers, student ID numbers, academic records, grades, health or disability information, student financial information, security plans, financial account information,

	s, press releases			human resources personnel files, Personally Identifiable Information (PII)
Data Storage	No restriction	Must be stored on a college managed system or device.	Must be stored on a college managed system or device.	Must be stored securely on the college's network drive or encrypted. Do not store on local device.
Printed Data	No restriction		Data should only be printed when there is a legitimate need.	Data should only be printed when there is a legitimate need. Physical copies must not be left unattended and securely destroyed (shredded) after use.
Data Sharing	No restriction		Use reasonable security measures to share only with staff members that have a legitimate need to know	Must be transmitted securely- Secure File Transfer Protocol, encryption, or on the college's shared file directory while ensuring only the applicable staff member(s) has access to the information. Should not be shared in an open environment where the information can be overheard or left on a telephone voicemail.
Access to Data	No restriction		Access limited to those in specific departments or workgroups as needed for business-related roles	Must only be shared on a need-to-know basis, which means that staff members must be able to provide a rationale for why they need this specific piece of information for this specific group of students before being provided any information.
Disposal	No restriction		Data should be deleted after use	Data must be deleted and unrecoverable after use

<u>Directory Information</u>

Certain information is considered to be "directory information" and may be used for directory purposes unless a student specifically requests directory information to be protected. The College may, but is not required, to include all of the information listed. In accordance with the Family Educational Rights and Privacy Act (FERPA), directory information related to a student includes the following:

- Student's name (legal first, middle, last, and suffix)

- Student's hometown
- Dates of attendance at college
- Student's major field of study or program
- Credentials earned and dates awarded
- Honors and Awards

Personally Identifiable Information (PII)

PII is a restricted class of data. In order to protect the identity of students, when reporting student outcomes data do not provide specific data fields or combinations of fields that will identify a specific student, for example, student name, date of birth, or social security number. Do not report data, even in the aggregate, if the group size is smaller than 5. Also, do not provide information where a combination of fields can be used together to identify an individual student. For example age, gender, race/ethnicity, and program. Student outcomes or success data includes, but is not limited to, course grades, GPA, term retention, and graduation.

Do not report sensitive student demographic fields if the group size is smaller than five (5) and apply professional judgement before displaying cell sizes for five (5) or larger. Sensitive demographic data includes fields that have restricted access in the student information system. For example, a student's disability status or specific disability. Sensitive demographic fields include those where disclosure would reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation. Defer to the Office of Institutional Effectiveness for guidance.

External Data Access

South Piedmont shares very limited employee information outside the college. External requests will be processed if they meet valid employment needs of the employees and/or the college and are able to be completed with available college resources. Written employee consent may be requested prior to the release of certain information. Requests for employee data should be submitted to the Office of Human Resources and Payroll. Requests for employee data pertaining to Public Records Law must be submitted in writing to the President to be evaluated for compliance with public records requirements.

South Piedmont shares very limited student information outside the college. The following organizations have been approved to receive specific types of data.

- Department of Social Services
- Department of Corrections
- Local law enforcement
- Military
- National Student Clearinghouse
- National Center for Education Statistics
- North Carolina Community College System

All other requests for student data should be submitted to the Office of Institutional Effectiveness. Requestors will first be directed to publicly available information on the college website, NCCCS website, Federal IPEDS website, and other sources.

External requests will be processed if they meet valid educational needs of the students and/or the college, utilize aggregate data that does not identify specific students or FERPA protected information, and are able to be completed with available college resources. The college will not release directory information for marketing or solicitation purposes.

External requests for information that meet valid educational needs of the students and/or the college and are able to be completed with available college resources, but that may identify specific students will be forwarded to the Executive Leadership Team for evaluation. If deemed appropriate, the external agency will complete a Memorandum of Understanding or data sharing agreement to outline the appropriate use of data. The MOU or agreement must be signed and approved by the President and/or Executive Leadership Team before information will be released.

Individuals interested in conducting research need to seek approval from the college's Institutional Review Board (IRB).

Media requests will be directed to the Public Information Officer for evaluation and approval.

Requests from external agencies for optional surveys and reports will be completed when aligned with the institutional mission and if time allows. This may include online college comparison tools.

All information shared by the college is intended for the recipient individual or organization only and cannot be re-shared without consent. All data must be securely stored and destroyed when no longer in use. Any unauthorized review, use, disclosure, or distribution is prohibited.

Procedure References:
U.S. Department of Education Privacy Act
Family Educational Rights and Privacy Act (FERPA)
Health Insurance Portability and Accountability Act (HIPAA)
North Carolina State Board of Community College Code:
1G 200.93-200.94
North Carolina Community College System Records Retention and Disposition Schedule
North Carolina IIPS Community Colleges Information Security Manual
3.12 Surveys Policy
7.29 Personally Identifiable FAFSA Information (PII) Policy

Procedure Revisions:
Revised August 13, 2019
Revised March 24, 2023
Revised August 14, 2023
Revised January 10, 2024
Revised February 25, 2025

SPCC Policy:
College Records and Data

2.3.9 Personal Use of College Property

Personal use of college property, which includes but is not limited to: real property, vehicles, equipment, tools and supplies, is not permitted for personal use and gain. The use of college property off campus is only permitted in the performance of position responsibilities.

Revisions:
Initially approved December 10, 2024

SPCC Policy:

Personal Use of College Property

2.3.10 Public Relations

The President shall establish procedures for all information and news events which are to be presented to the news media and general public and shall designate a person or persons to be responsible for the preparation and dissemination of such materials.

Revisions:
Initially approved February 13, 2024

SPCC Policy:
Public Relations

2.8.1 Institutional Research Board (IRB)

To assure the protection of human subjects and to comply with United States Federal law including the 45 CFR 46 statute, employee and student researchers at South Piedmont Community College must submit proposals for studies involving human subjects to the College's Institutional Review Board (IRB) for review and approval prior to initiating a proposed study. External researchers wishing to solicit participation from South Piedmont students, staff, or alumni must also submit proposals for studies involving human subjects to the College's IRB for review and approval prior to initiating a proposed study.

Revisions:
Initially approved August 14, 2012
Revised August 13, 2013
Revised August 13, 2024

References:
United States Code of Federal Regulations Title 45 part 46

2.8.1.1 Institutional Research Board Procedure

Purpose and Rationale
Adoption of the associated policy and creation of a properly composed IRB at South Piedmont Community College:

- Provides formal documentation that college research adheres to all regulatory requirements regarding human subjects research found in US Department of Health and Human Services Code of Federal Regulations 45 CFR part 46
- Assures the protection of human participants associated with research studies at the college
- Makes research involving human participants at the College eligible for federal grants when registered with the United States Department of Health and Human Services Office for Human Research Protections (OHRP)
- Assures that research proposals submitted for review at the college comply with federal regulations

The Institutional Review Board will be registered with the United States Department of Health and Human Services Office for Human Research Protections (OHRP) in the event that federal grant funding is desired.

Procedure Revisions:
Revised December 11, 2023

Procedure References:
United States Code of Federal Regulations Title 45 part 46

SPCC Policy:
Institutional Research Board (IRB)

2.8.2 Surveys

The college values the feedback of students and employees, which may be collected from time to time through surveys. In order to facilitate efficient and effective use, large-scale surveys that solicit participation of SPCC students, employees, and community members (i.e. alumni, potential students, parents, or employers) must be coordinated through the Office of Institutional Effectiveness prior to implementation. For the purpose of this policy, a survey is defined as the gathering of information through questionnaires, interviews, or focus groups. Faculty conducting surveys in classes, students conducting surveys for classes, and individuals conducting research proposals subject to Institutional Review Board (IRB) review do not need to coordinate with the Office of Institutional Effectiveness.

Revisions:
Drafted July 2018

References:
SPCC Institutional Review Board Policy 3.10
SPCC Data Policy 3.11

2.8.2.1 Survey Procedure

Refer to the complete Survey Procedure Manual maintained by the Office of Institutional Effectiveness and available on the Institutional Effectiveness SharePoint page.

Purpose

The purpose of this policy is to maximize the benefits from surveys by promoting good survey methodology and design, encouraging communication of survey results, minimizing duplication of effort, and reducing disruption to the educational environment.

Survey Support

The Office of Institutional Effectiveness (IE) will review all surveys to ensure efficient and effective use of surveys at the college. Survey requestors should contact IE as early as possible to allow adequate time for scheduling and survey design. The survey calendar (see below) is set during the summer for the upcoming academic year. For new surveys, the “New Institutional Effectiveness Data/Survey Request” SharePoint form should be submitted.

IE will provide consultation on the design and distribution of surveys and analysis of results. Surveys will be distributed through the college’s Qualtrics license, unless IE and the requestor agree on another secure survey distribution method. Surveys will be designed with preference to brevity, optional questions, skip logic, and questions that best lead to actionable results.

Survey Calendar

IE will develop and maintain a survey calendar each summer for the upcoming academic year. To the greatest extent possible, only one survey will be active at a time for students

or employees and a maximum of two surveys will be scheduled per term, excluding surveys used for nominations/elections and course evaluation surveys. Recurring surveys will be scheduled once every two years. Survey administration will be limited to 10 business days and will not be scheduled during college-wide student exam periods.

Data Security

Respondents must be informed whether their responses are confidential and anonymous as well as how results will be used. Only IE will have access to respondent level data unless the survey explicitly states that respondent level information will be shared. All surveys must comply with the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and established SPCC policies and procedures. Follow the SPCC Data Policy 3.11 for guidelines on storing and sharing data.

Institutional Review Board (IRB)

Surveys that are part of research studies must undergo SPCC IRB review and be approved prior to initiating a survey. Refer to the SPCC IRB Policy and SPCC IRB Procedures maintained by the Office of Institutional Effectiveness and available on the SPCC IRB webpage.

Use of Incentives

IE and the Business Office can provide guidance on the use of survey incentives and the associated tax implications.

Survey Publicity

IE will collaborate with the survey requestor to advertise surveys. Some advertising methods may require approval and distribution from another college department. Advertising methods may include:

- Email survey invitations and reminders
- Email to faculty to advertise student surveys
- Social media survey invitations and reminders (if appropriate for link to be public)
- Canvas announcement page
- Flyers for use in classrooms to include both a QR code and short links
- Table tents
- Stall reports
- Campus bulletin board displays

Use of Survey Results

Requestors are encouraged to share aggregate survey results and how the collected data was used with survey participants. If requestors decide not to implement specific feedback reflected in the survey, the requestor may choose to communicate the reason(s) why. IE can provide abbreviated survey results applicable for distribution to all survey participants, if requested. Sharing of results and use of data in a timely manner (by the next full academic term after survey completion) provides a positive experience for participants and improves survey participation rates for the college. In addition, IE may also request documentation of how survey data was used to submit for accreditation and other reporting needs as well as to inform the revision of future surveys. IE will collaborate with the requestor to share survey results and the use of data. For possible publication methods see the list of advertising methods above.

SPCC Policy:

Surveys

2.8.3 Administrative Effectiveness

South Piedmont Community College (SPCC) identifies expected outcomes of administrative and student support services and demonstrates the extent to which the outcomes are achieved.

Revisions:
Initially approved October 12, 2021

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation: Standard 7.3

SPCC Policy:
Administrative Effectiveness

2.8.4 Risk Management

In order to provide students, staff, and faculty a safe environment in which to learn and work, South Piedmont maintains a risk management program designed to identify and minimize the College's exposure to risk through risk evaluation, risk avoidance, and an appropriate insurance program.

Risk Evaluation and Avoidance
South Piedmont emphasizes the reduction and control of risk exposure and considers loss prevention a preeminent concern. Every college employee is responsible for identifying and reporting to their supervisor situations or issues which could potentially result in risk to the College's property or create potential liability for the College. The Chief Financial Officer (CFO), with the support and assistance of the Office of Campus Safety, maintains the college's Safety Plan. Potential risks are identified and evaluated through the review of this plan and the fire drills and safety inspections conducted by the Office of Campus Safety

The Executive Director of Facilities and the Director of Campus Safety monitor the status of physical resources to ensure that risk of accident, injury, and fire are minimized.

Insurance
The CFO is responsible for maintaining the College’s insurance coverage. These policies include coverage for fire and property, general liability, leaders’ liability, and automobile. The policies are reviewed annually for cost, deductible level, overall value, and thoroughness of coverage.

Contracts and Agreements
All contracts or agreements made on behalf of the College shall bear the signature of the CFO or the Director of Purchasing and Equipment in addition to other required signatures.

Revisions:
Initially approved August 6, 2002
Revised October 9, 2007
Revised February 12, 2013
Revised February 11, 2014

Revised April 14, 2015
Revised October 13, 2015
Revised February 9, 2016
Revised April 9, 2024

SPCC Policy:
Risk Management

2.8.5 Safety and Security Camera Monitoring and Recording System

I. Overview

This policy provides procedural guidelines and regulates the installation, placement, and use of Video Surveillance Systems (VSS) and/or Closed-Circuit Television (CCTV) systems on South Piedmont Community College property. The policy further serves to protect the legal and privacy interests of the College and college community.

II. Definitions

- Video Surveillance System/Closed Circuit Television System – the use of video cameras to transmit a signal to a specific place, on a limited set of monitors
- System Owner – person in charge of the VSS or CCTV system, Office of Campus Safety.

III. Constraints

- Applicable federal and state laws
- Applicable local laws regarding expectation of privacy and violations
- Applicable North Carolina Community College System Policies

IV. Policy Statement

South Piedmont Community College utilizes video recording or monitoring systems in selected areas for the deterrence of crime and to provide the College with information that will enhance the safety and security of persons as well as to protect college property. Video recording and monitoring is to be conducted professionally, ethically, and legally.

Legitimate safety and security purposes for a camera monitoring system include:

- Protection of individuals, property, and buildings
- Crime deterrence
- Investigative purposes
- Hazardous materials response

The Office of Campus Safety will ensure responsible practices are in place for all VSS and CCTV systems in use on college property. Daily inspections are conducted by Safety Operations Center (SOC) personnel.

Video monitoring in general may take place only in public or communal areas, high security areas within buildings, and parking lots. Video surveillance will not be conducted in areas considered private such as offices, restrooms, or other areas that normally have a reasonable expectation of privacy.

All information gathered through VSS and CCTV will be exclusively for safety, security, or law enforcement purposes. All information collected through recordings may be released only through the President's Office or the Campus Safety Office.

V. Policy Exclusions

This policy is not intended to regulate the use of cameras for instructional purposes or research protection and documentation. The filming of public performances and events

such as concerts, plays, or athletic events is not covered by this policy although other college policies may prohibit such recording. This policy does not apply to video conferencing, marketing and recruitment efforts, or recording for employee training purposes. The temporary placement of a surveillance camera system in an area normally having an expectation of privacy may occur with the approval of those who occupy the area and agree to waive their expectation of privacy. Security issues and special circumstances may arise that warrant temporary camera installations by the Office of Campus Safety.

VI. Policy Compliance

The provisions of this policy shall be applicable to all college staff, students, faculty, or others acting under their direction. Persons failing to comply with this policy may be subject to sanctions permissible by state, federal and local governmental laws as well as those applicable under the college's disciplinary procedures (Employee and Student Codes of Conduct). Sanctions may also include removal of the VSS or CCTV system.

Revisions:
Initially approved February 12, 2013
Revised February 11, 2014
Revised December 10, 2024

References:
NC State Board of Community Colleges Code: 1H SBCCC 200.7
North Carolina General Statues (N.C.G.S.) § 132-1
North Carolina Community College System Records Retention and Disposition Schedule
Employee Code of Conduct Policy
Student Code of Conduct Policy

2.8.5.1 Camera Monitoring and Recording System Procedure

I. Security Camera Purpose

VSS or CCTV may be installed in situations and places where the safety and security of either people or property would be enhanced. Camera locations shall be restricted to locations that do not violate the reasonable expectation of privacy as defined by law. Requests should fall into one of three main categories:

- Theft and Vandalism: to deter thefts and acts of vandalism or to capture such incidents if they do occur.
- Personal Security: to deter crimes against persons or to capture such incidents if they do occur.
- Extended Responsibility: to monitor areas from a remote location when necessary due to lack of personnel or to enhance the security of the area being monitored.

II. Security Camera Requests

All requests to install a surveillance camera system, or modify an existing system, shall be made in writing and submitted to the Office of Campus Safety. The request shall include the purpose of the placement and identify camera location(s).

III. Office of Campus Safety Responsibility

The Office of Campus Safety may designate at least one other person to act in their capacity when they are not available. The Office of Campus Safety and any designees shall have appropriate operating knowledge of the system in order to be able to fulfill their obligations as identified by this policy. The Office of Campus Safety is responsible for the security and integrity of system components as well as the video which may have been recorded. The Office of Campus Safety is responsible for checking the operation of all cameras and the recording equipment.

IV. Viewing of Stored Video Images

Video images captured by VSS and CCTV systems are considered confidential but may be subject to release under state or federal law. Access to recorded images is limited to the Office of Campus Safety. Viewing by anyone else is prohibited unless authorized by the Office of Campus Safety and then only with a Campus Safety representative present. Exceptions may be made if a representative of Campus Safety is not readily available, and the video images must be viewed immediately for safety or security purposes.

V. Security Video Image Retention

In accordance with North Carolina Community College System Records Retention and Disposition Schedule, video images will be retained for a minimum of thirty (30) days if files are not known to support investigations or litigation. Video needed for criminal justice purposes, internal investigations or civil litigation is not subject to this limitation. Any remaining records can be destroyed in office after one (1) year.

If recordings become evidence in a personnel investigation or litigation, Human Resources will maintain the recording in the personnel file in accordance with the Personnel Records section of North Carolina Community College System Records Retention and Disposition Schedule.

Procedure Revisions:
Initially approved February 12, 2013
Revised February 11, 2014
Revised December 10, 2024

Procedure References:
North Carolina Community College System Records Retention and Disposition Schedule

SPCC Policy:
Safety and Security Camera Monitoring and Recording System

2.8.6 Solicitation by Outside Parties

Solicitation by outside parties is strictly regulated to provide protection for South Piedmont Community College employees and students.

Revisions:
Initially approved January 24, 1994
Updated October 9, 2007
Revised October 14, 2008
Revised April 19, 2011
Revised February 12, 2013
Revised June 10, 2014
Revised August 29, 2018

2.8.6.1 No Solicitation-Distribution Procedure

South Piedmont Community College, as an employer, is legally responsible for promoting the efficiency of the public services it performs. The following rules address that legal responsibility:

- Solicitation or distribution by persons other than employees of South Piedmont Community College in those areas of school property that are not open to the public is prohibited.
- Solicitation or distribution by persons other than employees of South Piedmont in those areas of school property that are open to the public is prohibited to the extent that such solicitation or distribution results in substantial disruption of, or material interference with college, administrative, or operational activities. Areas open to the public are defined as areas outside the main entrance to college facilities and designated locations inside student centers at each campus.
- No solicitation or distribution by email, fax, or other electronic means may be made until approval is granted by the Vice President of Finance and Administrative Services.
- No written announcement or advertisement can be posted on South Piedmont property until approved by the Vice President of Finance and Administrative Service or their designee.
- No written announcement or advertisement can be distributed on vehicles parked on South Piedmont property until approval is granted by either the Vice President of Finance and Administrative Services (for employees and public) or the Vice President of Student Services (for students).

Procedure Revisions:
Revised April 29, 2024

SPCC Policy:
Solicitation by Outside Parties Policy

2.3.20 Death of a College Member

To organize in a systematic manner the College's response to the death of a college member, the College will ensure rapid, effective communication and follow-up that is sensitive to the unique circumstances of a college member's passing.

Revisions:
Initially approved February 10, 2026

3.2.20.1 Death of a College Member Procedure

The College recognizes each situation is unique and will be assessed and addressed individually.

Death of a Current Student

A. Campus Community

When a member of the campus community becomes aware of a student's death, the Office of the Vice President of Student Services (VPSS) will serve as the central point of contact and will coordinate communications related to the death. The VPSS should be notified immediately at 704-993-2401 or jevans@spcc.edu. Please be prepared to share as many details as are available, including:

- Deceased student's name
- Deceased student's South Piedmont ID number (if known)
- Date of death (if known)
- Any additional information

B. Office of Student Services

Once notified, the VPSS's Office initiates the procedures outlined below. The order for the following may vary depending on each individual situation.

1. Verification of Death and Internal Communication

- Document the report and determine additional facts as necessary.
- Notify the following offices/areas:
    - President of the College
        - Collaborate to determine college communications needed.
    - Chief Academic Officer (CAO)
    - Executive Leadership Team members
    - Registrar's Office
- Review records for other pertinent information and notifications of additional offices to include Business Office and Financial Aid Office.
    - Outstanding balance owed
    - Status of financial aid and scholarships
- Notify deceased student's instructors, Department Chair(s), and Dean(s).
- Depending on the situation, notify the Director of Student Wellness and Advocacy for counseling services and request crisis intervention services for

students enrolled in the same courses as the deceased or who are affected by the loss.

- Depending on the situation and need, notify Human Resources and request crisis intervention services from Employee Assistance Program (EAP) for campus employees who are affected by the loss.
- Depending on the situation and need, notify the Office of Campus Safety.
- Notify Director of Student Life, Engagement, and Leadership to send a floral arrangement or donation from the college as specified in funeral arrangements.

2. Engagement with the Student's Family

    - Make initial contact with the student's family, guardian, spouse or emergency contact (depending on the deceased student's individual situation).
    - Serve as the initial point of contact to assist family members/emergency contacts regarding refund checks, posthumous degrees (if applicable), or certificates of participation (if applicable).

C. Office of Campus Safety

- In circumstances when local law enforcement involvement is required, the Office of Campus Safety may partner with local law enforcement agencies.
- The Office of Campus Safety will collaborate with the VPSS, as necessary.

D. Registrar's Office

- Will verify the enrollment status of the deceased student.
- Place flags or holds on the deceased student's account to prevent inadvertent or additional mailings, automatic callings, or texting.
- The Registrar's Office coordinates all activities regarding the deceased student's academic record.
- The Registrar's Office is responsible for ensuring the integrity and confidentiality of the deceased student's records and analyzing whether the deceased student may be eligible for a posthumous degree. This office shall:
    - Place a Family Educational Rights and Privacy Act (FERPA) block on the deceased student's record.
    - Initiate procedures to close the deceased student's academic record.
        - A deceased student indicator is placed on the student's record.
- Review the student's graduation status for possible granting of a posthumous degree, if applicable.
    - In coordination with academic department(s), the Registrar's office will determine if all degree requirements were met.

- Registrar's office will work with academic departments to determine if deceased student completed enough of the current course(s) for credit and a passing grade to be awarded for the course.
- Registrar's office will determine outstanding degree requirements and request possible exemptions, waivers and/or substitutions.
- If all approvals are obtained, the Registrar's office will award the degree/diploma/certificate and add posthumous degree notes to official transcript.
- If requirements are not met, Registrar's office will evaluate whether the deceased student meets the conditions for a certificate of participation.
- The VPSS, in collaboration with the CAO, will determine how and when to provide the degree/diploma/certificate to the family.

E. Financial Aid Office

- Once a student's deceased status has been determined/confirmed, the Financial Aid Office may not make additional disbursements of Title IV aid to the student (including releasing any Title IV credit balance that has not already been paid).
- If the student's date of death is after 60% point of the semester or term, no refunds will be calculated.
- If the student's date of death is before 60% point of the semester or term, the Financial Aid Office must return any Title IV funds required under 34 CFR 668.22 as soon as possible but no later than 45 days after the date the school determined the student is deceased or withdrawn from classes.
    - If the deceased student was currently enrolled in classes, the Financial Aid Office must perform a Return to Title IV (R2T4) calculation and return any Title IV funds for which it is responsible under this calculation.
        - A deceased student's estate is not required to return any Title IV funds disbursed to the student.
- The Financial Aid Office must update a student's status in the National Student Loan Database System (NSLDS).
- The College may deliver any Federal Work Study (FWS) income earned by a deceased student to the deceased student's estate.

F. Business Office

- In the event of a student's death during a semester or term, all tuition and fees the deceased student has paid that semester or term will be refunded to the estate of the deceased student as required by State Board Code 1E SBCCC 900.3.

G. Study Abroad

- The Academic Affairs Study Abroad leader will notify the VPSS when a student studying abroad dies.

- The VPSS will work closely with the CAO, President, and Dean to coordinate special activities and notification.
- The VPSS will work with the Study Abroad leader and the college tour leader to verify the identity of the deceased student and collect all relevant details pertaining to the death.
- The VPSS, in conjunction with the Academic Affairs leadership, will notify the insurance company of the death of a South Piedmont study abroad student.
- The VPSS will work with local authorities to secure the deceased's passport or other documents and will work with the family, authorized embassy and/or consulate staff/department to provide information to the funeral home preparing remains for repatriation.
- The VPSS will make notification to the family on behalf of the College.

Death of a Current Employee

A. Campus Community

When a member of the campus community becomes aware of a current employee's death, the Office of the Associate Vice President of Human Resources and Payroll (AVPHRP) will serve as the central point of contact and will coordinate communications related to the death. The AVPHRP should be notified immediately at 704-272-5335 or lsellers@spcc.edu. Please be prepared to share as many details as are available, including:

- Deceased employee's name
- Deceased employee's title, department, and/or division
- Date of death (if known)
- Any additional information

B. Office of Human Resources and Payroll

Once notified, the Associate Vice President of Human Resources and Payroll (AVPHRP) initiates the procedures outlined below. The order for the following may vary depending on each individual situation.

1. Verification of Death and Internal Communication

    - Document the report and determine additional facts as necessary.
    - Notify the Chief Financial Officer (CFO). The CFO will notify the President's Office.
    - Notify the employee's reporting structure from their supervisor through their Vice President.
        - Vice President, in collaboration with impacted department leaders, will determine interim plan of action for business continuity in regards to the deceased employee's work responsibilities.
    - Send communication to South Piedmont employees.

- Depending on the situation, provide Employee Assistance Program (EAP) contact for services to current employees who may be affected by the loss.
- Depending on the situation, notify VPSS and request crisis intervention services for students who may be affected by the loss.
- Depending on the situation and need, notify the Office of Campus Safety.
- Follow the college policy for Sending Flowers, Cards, or Other Remembrances as specified in funeral arrangements.

2. Engagement with the Employee's Family

    - Serve as the initial point of contact for the family member(s) regarding deceased employee's benefits and payroll.

Death of a Former Employee

A. Campus Community

When a member of the campus community becomes aware of a former employee's death, the Office of the Associate Vice President of Human Resources and Payroll (AVPHRP) will serve as the central point of contact and will coordinate communications related to the death. The AVPHRP should be notified at 704-272-5335 or lsellers@spcc.edu. Please be prepared to share as many details as are available, including:

- Deceased employee's name
- Date of death (if known)
- Any additional information

B. Office of Human Resources

- Once notified, the AVPHRP will notify the Chief Financial Officer (CFO) who will notify the President.
- The AVPHRP will send communication to South Piedmont employees.
- If applicable, the AVPHRP will follow the college policy for Sending Flowers, Cards, or Other Remembrances as specified in funeral arrangements.

Death of a Current or Former College Friend (Board of Trustee, Foundation Member, Donor)

A. Campus Community

When a member of the campus community becomes aware of the death of a college friend, the Office of the President (or designee) will serve as the central point of contact and will coordinate communications related to the death. The President (or designee) should be notified at 704-290-5251 or ehamrick@spcc.edu. Please be prepared to share as many details as are available, including:

- Deceased individual's name
- Deceased individual's role with the college (if, known)

- Date of death (if known)
- Any additional information

B. Office of the President (or designee)

- Once notified, the Office of the President (or designee) will send communication to the South Piedmont community.
- If applicable, the Office of the President (or designee) will follow the college policy for Flowers, Cards, or Other Remembrances as specified in funeral arrangements.

Procedure Revisions:
Initially approved February 10, 2026

Procedure References:
NC State Board of Community Colleges Code:
1E SBCCC 900.3
United States Code of Federal Regulations (CFR) Title 34 Part 668 Subpart B. 668.22
Flowers, Cards, or Other Remembrances policy

SPCC Policy:
Death of a College Member

3. Human Resources

3.1.1 Equal Employment Opportunity

The College provides equal employment opportunities to all employees and applicants for employment based on job related criteria without regard to race, religion, color, national origin, sex, gender, gender identity, sexual orientation, age, disability, genetic information, political affiliation or status as a covered veteran in accordance with all applicable federal, state and local laws. Upon request, the College will make reasonable accommodations for qualified individuals with disabilities so that they may be able to perform the essential functions of their job unless doing so would result in an undue burden for the College.

This policy applies to all terms and conditions of employment including, but not limited to: hiring, placement, promotion, termination and compensation.

Any inquiries, questions or clarifications regarding this policy should be made to the College's Associate Vice President of Human Resources and Payroll.

Revisions:
Initially approved April 11, 2023

References:
Title VII of the Civil Rights Act of 1964
The Age Discrimination in Employment Act of 1967
Section 504 of the Rehabilitation Act of 1973

The Americans with Disabilities Act of 1990
The Genetic Information Nondiscrimination Act of 2008
Title IX of the Education Amendments of 1972;
North Carolina State Board of Community Colleges Code:
1C SBCCC 200.95

SPCC Policy:
Equal Employment Opportunity Policy

3.1.2 Personnel Appointments

FULL-TIME EMPLOYEES

a. The Board of Trustees delegates to the President the authority to hire all full-time College personnel. The President shall report any hiring decisions to the Board of Trustees at the next regularly scheduled Board meeting after the hire.

b. Except as stated elsewhere in this policy, all full-time employees shall serve in an at-will capacity. All newly hired full-time employees shall serve a probationary period as set out in Policy 4.29. Nothing in the College's policy manual or set forth in an employee's letter of appointment shall constitute a contract or entitle any employee to future employment.

   The Board shall hire the President and will specify in their contract the contract term, salary and any additional benefits. The President may offer contracts of employment for those employees hired and assigned to senior leadership positions, including vice presidents and directors.

PART-TIME AND TEMPORARY EMPLOYEES

a. The Board delegates to the President or to his or her designee the authority to hire all part-time and temporary College personnel.

b. All part-time and temporary employees shall serve in an at-will capacity and shall receive a letter of appointment. Nothing in the College's policy manual or set forth in an employee's letter of appointment shall constitute a contract or entitle any employee to future employment.

MISCELLANEOUS PROVISIONS

a. The quality of the College's program is dependent on skills, commitment, and enthusiasm of its employees. The Board seeks to employ the best qualified personnel available. In return, the Board expects College employees to accept and support the College's vision and mission. Specifically, all employees are expected to be aware of the College's policies, procedures and programs, to devote their professional services and individual skills to the realization of the College's objectives, and to discharge their duties in such a manner as to reflect credit upon the College.
b. No applicant will be considered for employment who does not complete and submit a College employment application form.
c. "At-will" employment means either the employee or the College may terminate the employment relationship at any time and for any reason, subject to any applicable state or federal laws.
d. The Board hereby delegates to the President the authority to promulgate any administrative procedures necessary for the College to comply with the intent of this Policy.

Revisions:
Initially approved December 15, 1986
Updated October 9, 2007
Revised October 14, 2008
Revised April 19, 2011
Revised October 11, 2011
Revised February 12, 2013
Revised August 13, 2013
Revised February 24, 2017
Revised October 10, 2017
Revised and renamed April 12, 2022

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation: Standards 5.5 and 6.3
NC State Board of Community Colleges Code:
1C SBCCC 200.94
1D SBCCC 400.4
North Carolina General Statute (N.C.G.S.) § 115D-20; 128-15

3.1.2.1 Employment Procedures

Selection/Appointment for Full-Time Employees

Responsibility

The heads of each of the major divisions of the College are responsible for notifying the Human Resources Office to initiate action to fill vacancies in their respective areas. Before hiring, a final interview with the President and division head may be required. The President reserves the authority to alter the regular procedures for announcing and filling vacancies at his or her discretion.

If a supervisor has a position vacancy and wants to promote someone from within his or her division and/or knows there to be interested internal candidates, an internal search may be conducted with approval from the division Vice President and the President. The search will remain open for a reasonable amount of time. In the event that there is only one qualified applicant in the affected division, the candidate is eligible for promotion foregoing the full search process (search committee, rating, interview(s)). The supervisor and their Vice President must agree on the promotion. If there is only one qualified applicant, and that applicant is in a different division than the open position, the Vice President or their designee and the direct supervisor of the position will interview the candidate. When there are multiple qualified candidates, the full search process (search committee, rating, interview(s) will take place.

If a supervisor would like to expand the scope and responsibility of a position and this change does not result in a position vacancy, then a supervisor with his or her Vice President's approval may modify or alter the position.

General Personnel Actions

All official personnel actions will be coordinated with the Human Resources Office for advertising and record keeping purposes. This includes:

- Information on all applications received, solicited or unsolicited;

- All vacancy announcements;
- A detailed list of those applicants interviewed; and,
- A summary of the selection committee's action and final recommendation.

All official personnel actions must be coordinated with the Human Resources Office and the division head on those items that directly affect job description, funding, salary determination and payroll actions. The Human Resources Office will seek final approval from the President.

Advertising

1. Content

   A Search Authorization Request containing the following essential elements must be submitted via SharePoint by the hiring manager:

   - Position title, division, and department
   - Job description
   - Job advertisement
   - Application consideration date
   - Proposed starting date
   - Requested publications for advertisement

   The Search Authorization Request must be approved by the hiring manager's direct supervisor, the Vice President of Finance and Administrative Services, Human Resources, and the President. The Vice President of Finance and Administrative Services is responsible for obtaining the Senior Leadership Team's approval for filling the vacant position.

2. Distribution

   Position vacancies may be advertised internally and externally.

   a. The internal announcement should be emailed to the College and/or posted on the appropriate bulletin boards at all college locations and should be posted to the College website.
   b. The external announcement shall include: (1) the local Employment Security Commission office, (2) the N.C. Community College System, and (3) the usual market for the particular type of position.

Screening and Interviewing Process

The Vice President, division head and/or department supervisor appoints members to a search committee for screening and interviewing. The committee membership list is then forwarded to the Human Resources Office for approval and implementation.

1. Membership

   Search committees should have an odd number of members to include individuals from inside and outside the department filling the vacancy. Diversity consideration will be a factor in determining the composition of the committee.

2. Functions

   Screening applications and interviewing applicants are two distinct functions which are performed by the search committee.

   a. The screening process takes place once the position has been posted for at least two weeks. All complete applications received prior to this time are

reviewed by Human Resources and/or the hiring manager to determine if applicants meet the required qualifications as specified in the job description.

b. Depending on the size of the applicant pool, applicants meeting the required qualifications are reviewed by the search committee and rated according to the preferred qualifications as specified in the job description. Applicants with the highest rating are extended an invitation to interview.
c. Human Resources works with the hiring manager to develop a set of standard, predetermined questions to be used by the search committee in the interview process.

3. Selection and Recommendation

   The search committee rates each candidate using pre-established criteria. After all candidates have been interviewed, a comparison of these ratings should reveal the best-qualified candidate. Human Resources will keep detailed records supporting the recommendation of the search committee.

   Human Resources will conduct the due diligence process on the recommended candidate(s) to include criminal background and reference checks. The recommended candidate(s) will then be invited by Human Resources for a second interview with the President and the respective division head, unless otherwise directed by the President. The Vice President of Finance and Administrative Services and the Associate Vice President of Human Resources and Payroll will coordinate with the President and the respective division head in determining salary and obtaining acceptance by the candidate. The President will make the appointment.

<u>Selection/Appointment for Part-Time Employees</u>

Responsibility

Vice Presidents, division heads, and department supervisors are responsible for procuring part-time employees to perform specified tasks within their respective areas. The President will perform this function for other special assignments. Each department employing part-time personnel is charged with coordinating the hiring process with the Human Resources Office:

- Advertisements
- Interviewing process
- Reference checking
- Official record keeping
- Receipt of original transcripts

Categories/Requirements

There are three broad categories of part-time personnel. The three categories are:

1. Part-time Temporary (teaching – curriculum or continuing education)

   This group is employed on an "as needed" basis. These employees do not earn sick leave or other benefits. A personnel file is required on each individual that includes transcripts or credentials if teaching in credit degree programs. The pay rate will be at prevailing rates for similar positions.

2. Part-time Temporary (non-teaching)

   This group will usually be employed on an irregular but "as needed" basis. Part-time employees do not earn sick leave or other benefits. Pay rates may be negotiated

and are at local prevailing rates. These positions are usually budgeted and authorized on a one time or one project basis.

3. Permanent Part-time

   Permanent part-time employees are those employees who work 30 or more but fewer than 40 hours per week. These employees will be issued a letter of appointment and are expected to work a minimum of 30 hours per week. Sick leave and annual leave (non-teaching only) are earned on a pro-rated basis determined by the hours of work as stated in the appointment letter. Pay is budgeted and authorized on a per term basis.

Coordination

The Human Resources Office is the central point for all files, records, reports, applications and other items related to personnel. Actions that affect budgets, salary, travel, pay, and other fiscal matters are coordinated with both the Human Resources Office and the Finance and Administrative Services Office. All supervisors who employ part-time personnel should contact these two offices to ensure proper action on budget authorizations, timely use of part-time applications, and to assist with good record keeping to ensure that various personnel reports are complete and accurate.

Procedure Revisions:
Revised March 26, 2018
Revised April 12, 2022

SPCC Policy:
Personnel Appointments

3.1.3 Employee Classifications and Workloads

I. EMPLOYMENT CLASSIFICATIONS

A. Full-Time Employee – any individual who occupies a College designated full-time position working 40 hours per week. All full-time positions are classified as either full-time curriculum or full-time non-curriculum and exempt or non-exempt.

B. Part-Time Employee with Benefits referred to as a Permanent Part-Time Employee – any individual who is employed for 30 to 39 hours per week for at least nine (9) months per year. All part-time employees with benefits positions are classified as either permanent part-time curriculum or permanent part-time non-curriculum.

C. Part-Time Employee – any individual who is employed temporarily (i.e. generally a six [6] month assignment) 27.5 hours per week or less. All part-time employee positions are classified as either part-time curriculum or part-time non-curriculum.

D. Full-Time, Temporary Employee – any individual who is employed in a full-time position (i.e., 40 hours or more per week) but the job is temporary (i.e., generally less than six [6] months except in extraordinary situations). All full-time, temporary employees are classified as exempt or non-exempt. For purposes of the Affordable Care Act only, any full-time, temporary employee

who is anticipated at the date of hire to work in excess of three (3) months during the academic year is considered a full-time employee for purposes of an offer of health insurance.

II. WORKLOADS

The President or their designee is hereby authorized to develop administrative procedures to establish workloads consistent with this Policy.

Revisions:
Initially approved October 14, 2025

3.1.3.1 Full-time Curriculum Hours and Teaching Load Procedure

I. WORKING HOURS

Full-time curriculum positions shall work a minimum of forty (40) hours each week and are expected to be scheduled on campus at least thirty (30) hours a week with a minimum of five (5) office hours per week and a minimum of four (4) hours per day on campus on scheduled workdays. To provide flexibility related to the nature of faculty work, the remaining day/10 hours may be worked remotely. It is expected that a faculty member be available by email and phone during those scheduled remote hours, as they would during normal working hours.

Scheduled workdays are defined as those days during which class is in session or days designated by the College for other College business such as meetings, professional development, planning, etc.

II. WORKLOAD

Full-time curriculum teaching loads during the academic year shall include such combinations of distance learning, day, evening and weekend classes as the College's needs require.

Full-time curriculum teaching loads are published annually in the South Piedmont Faculty and Instructional Staff Handbook.

Teaching loads shall be calculated for the academic year. Compensation shall not be made for a teaching load in excess of normal except when the compensation has been requested, approved by the department chair or dean, and authorized by the Vice President of Academic Affairs. Excessive teaching assignments, committee assignments, outside employment, and other activities which would encroach upon the teaching effectiveness of any faculty member should be minimized. Full-time Curriculum members are encouraged, but not required, to conduct research and participate in community service activities.

Any underload shall be dealt with by adding additional responsibilities to an employee's workload, including non-curriculum courses, as approved by the department chair or dean and the Vice President of Academic Affairs. Teaching loads may also be adjusted by the College to take into consideration such factors as the use of instructional assistance, team teaching or the use of non-traditional

instructional delivery systems. Additions to curriculum employee workloads including committee assignments, special assignments, curriculum development of a new program or a new course in a program and/or the complete revision of an existing course or program shall be analyzed by the department chair or program manager. When the additional duties are deemed to be above and beyond what is normally expected of a curriculum employee, then a reduced teaching load or extra remuneration should be offered to the employee to compensate for the additional work.

Procedure Revisions:
Initially approved October 14, 2025

Procedure Reference:
North Carolina State Board of Community College Code:
1D SBCC 400.4 (Recodified Nov 2017)

3.1.3.2 Part-time Curriculum and Non-Curriculum Hours and Teaching Load Procedure

Teaching loads are published annually in the South Piedmont Faculty and Instructional Staff Handbook for part-time curriculum employees (adjunct faculty members) and part-time non-curriculum employees (instructional staff members). In extreme circumstances, a part-time curriculum or non-curriculum employee may be allowed to exceed the maximum teaching load for one (1) semester per academic year with the permission of the department chair or dean and authorized by the Associate Vice President of Human Resources and Payroll.

In no event may part-time curriculum or non-curriculum employees work more than 29 hours per week inclusive of prep time, meetings, and other college duties, without expressed, written permission. For purposes of preparation time, the Vice President of Academic Affairs, in consultation with the department heads and Deans, may set the number of hours for preparation time for each class taught by a part-time curriculum employee.

Procedure Revisions:
Initially approved October 14, 2025

3.1.3.3 Full and Part-time Non-Curriculum Working Hours Procedure

I. FULL-TIME, NON-CURRICULUM EMPLOYEES

A. Exempt Employees

1. The College's administrative offices are open for business hours from 8:00 a.m. to 5:00 p.m., Monday through Thursday and from 8:00 a.m. to 3:00 p.m., Friday. Other hours of operation may exist in order to meet customer needs.

2. Full-time, non-curriculum employees who are exempt from the Fair Labor Standards Act ("Act") may also be required to perform work over and above their assigned forty (40) hour work week when such duty is determined to be in the College's best interest.

B. Non-Exempt Employees

1. Non-exempt College employees will be assigned, in writing, a standard forty (40) hour work week by their immediate supervisor. Employees will be required to keep and complete weekly timesheets.

2. The College will not pay overtime compensation to non-exempt employees who work in excess of forty (40) hours per week, unless there are special circumstances approved by the Vice President of Finance and Administrative Services. In lieu of overtime pay, compensatory time is provided. Non-productive time off such as vacation, holiday, wellness participation, inclement weather, bonus and sick days will not be counted as actual time worked for the purpose of calculating compensatory time. Furthermore, when a non-exempt employee works more than one (1) non-exempt job for the College, any compensatory time will be calculated based on the combined hours worked. See Policy 3.1.4 - Compensatory Time.

II. PART-TIME, NON-CURRICULUM EMPLOYEES

Part-time, non-curriculum employees with benefits (permanent part-time) shall not work in excess of thirty-nine (39) hours per week unless there are special circumstances requiring the extended hours for a short duration of time. Work in excess of thirty-nine (39) hours per week requires written authorization from the supervisor and the appropriate Vice President.

Part-time, non-curriculum employees (temporary part-time) shall not work in excess of twenty-seven and a half (27.5) hours per week unless there are special circumstances requiring the extended hours for a short duration of time. Work in excess of twenty-seven and a half (27.5) hours per week requires written authorization from the supervisor and the appropriate Vice President.

Procedure Revisions:
Initially approved October 14, 2025

Procedure References:
The Fair Labor Standards Act of 1938
3.1.4 Compensatory Time Policy

SPCC Policy:
Employee Classifications and Workload

3.1.4 Compensatory Time

Compensatory time will be granted to a full-time, non-curriculum, non-exempt employee under the provisions of the Fair Labor Standards Act. If a non-exempt employee works more than forty (40) hours in a given work week, that employee shall receive compensatory time.

For accrual and use of compensatory time, the following rules shall apply:

A. The employee's immediate supervisor must approve any time over forty (40) hours per week prior to the employee working the time. Unless there are extenuating

circumstances, overtime work is discouraged, and flexible schedules should be utilized instead to prevent employees from working more than 40 hours per week. Approved leave taken during a workweek (i.e., annual, sick, holiday, etc.) will not be counted as time worked for purposes of overtime. Voluntarily working at festivals will not be counted as time worked for purposes of overtime. For the purposes of travel, hours outside of the employee's normal work schedule (early or late travel to attend workshops) do not earn compensatory time unless approved in advance and in writing by the supervisor. Reasonable time allowances are made for meals. Also, reason would allow for short delays for attending to personal business while in a travel status; but, if these personal errands require more than one hour's delay, annual leave should be utilized. Note that the usual minimum requirements for annual leave would apply.

B. If it is necessary for an employee to work over forty (40) hours per week, one and one-half (1.5) hours of compensatory time shall be granted for each hour of overtime worked. The employee is responsible for accurately and honestly recording dates and hours worked on timesheets and dates and hours of compensatory time taken on leave requests in accordance with college policy and practice. The employee's supervisor shall review and approve timesheets and leave requests at the conclusion of each period to determine that all recorded overtime hours are noted and accurate.

C. All accrued compensatory time should be taken within 30 days of having earned it. If an employee is unable to exhaust their compensatory time within a reasonable timeframe, Human Resources shall consult with the Vice President of Finance and Administrative Services to determine whether the unused accrued compensatory time shall be paid to the employee or if the College shall require the employee to use the leave at a time determined by their supervisor.

D. Employees are required to use compensatory time prior to using any other accrued leave (annual, bonus, sick, etc.)

E. The employee's immediate supervisor must approve the use of compensatory time. To the extent possible, compensatory time should be used within the pay period it was received. An employee who has accrued compensatory time and requests the use of such time must be permitted to take the time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the College's operations.

F. In the event an employee leaves their college employment, the employee must, to the extent possible, exhaust all compensatory time before the last day of employment. Unused compensatory time must be paid at a rate of not less than the average of the employee's regular pay rate for the last three years of employment or the final regular rate received by the employee, whichever is greater.

G. Compensatory time may not be used to extend dates of retirement, resignation or other forms of severance from the College.

H. Compensatory time shall be accumulated in quarter hours. The College shall round up to the nearest quarter hour when calculating compensatory time.

I. Failure to follow the requirements set forth in this policy is grounds for disciplinary action, up to and including termination.

Revisions:
Initially approved July 15, 1976
Revised October 9, 2007
Revised October 11, 2011
Revised August 13, 2013
Revised October 14, 2025

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94
The Fair Labor Standards Act of 1938, as amended.

SPCC Policy:
Compensatory Time

3.1.5 Re-Employment of Retired State Employees

The College recognizes that a retired state employee has valuable experience to offer. The College further recognizes that the age of the College and the longevity of many employees will predicate an increase in retirements.

The College may employ retirees of the State of North Carolina when such employment is necessary for the College's efficient and effective operation. Such employment will be authorized by the President. Retirees are subject to a mandatory six (6) month waiting period before re-employment may occur. A retiree of the Teachers' and State Employees' Retirement System ("TSERS") is subject to earnings limitations, as established by TSERS. Further, the College shall not arrange post-retirement employment with any person currently employed by the College, or other TSERS-participating agency or local government. A retiree may only be employed in an interim, part-time, temporary, or fee-for-service position and may not be employed in a position that requires membership in TSERS.

The purpose of this Policy is to define and authorize benefits to be available to employees in this classification when the restricted earnings will be less than the employee will earn under the College salary plan.

<u>Benefits – Leave Accruals</u>

Full-time employees who are also retirees of the TSERS will earn annual leave and sick leave under the same guidelines as active full-time employees.

<u>Benefits – Longevity Pay</u>

A full-time employee who is also a retiree of the TSERS is eligible for longevity pay subject to the earnings limitation.

<u>Health Insurance</u>

If a re-hired retiree returns to work and, as a result of the position and hours worked, qualifies for an offer of health insurance by the College, TSERS will transfer health insurance responsibilities back to the College and the retiree-employee will receive the legal, mandated health insurance coverage from the College as required by law.

Revisions:
Initially approved April 11, 2023

References:
NC State Board of Community Colleges Code:
1C SBCCC 300.4

SPCC Policy:
Re-employment of Retired State Employees Policy

3.1.6 Employment of Relatives

A. The College shall not employ two (2) or more persons concurrently who are "closely related" in positions which would result in one person of such relationship supervising another closely related person or having a substantial influence over employment, salary or wages or other management or personnel actions pertaining to the close relative. Any exceptions to this rule will be decided objectively on a case-by-case basis and must be approved by the President.

B. "Closely related" is defined to mean mother, father, brother, sister, son, daughter, father/ mother-in-law, son/daughter-in-law, brother/sister-in-law, grandfather, grandmother, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, first cousin, step-parent, step-child, step-brother/sister, guardian/ward or some person engaged in an amorous, physical or romantic relationship without the benefit of marriage that live in the same house.

C. With respect to the concurrent service of closely related persons within the same academic department or other comparable institutional subdivision of employment, neither relative shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.

D. Board members shall not take part in any official action regarding the employment of a closely related family member that results in financial gain to the Board member. For any official action regarding the employment status of a family member that would result in the financial gain to the Board member, the Board member shall disclose the conflict to the full Board and will not take part in the official action unless otherwise allowed by law.

E. If an employee with the authority to recommend the hiring of another employee recommends the hiring of another person with whom they are “closely related,” the employee making the recommendation must disclose they are closely related to the person they are recommending. The recommendation must be made using an objective evaluation.

Revisions:
Initially approved November 21, 1994
Updated December 11, 2007

Revised August 13, 2013
Revised June 11, 2024

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.98

SPCC Policy:
Employment of Relatives

3.1.7 Salary Plan

South Piedmont Community College's employment salary plan is a market-based plan which strives to attract and retain qualified individuals. The goal is to provide salaries on the basis of the external market, internal equity and individual qualifications.

The President is hereby authorized to develop salary plans for non-curriculum and curriculum employees consistent with this Policy.

Revisions:
Initially approved December 17, 1984
Updated October 9, 2007
Revised February 14, 2012
Revised August 13, 2013
Revised June 10, 2025

References:
NC State Board of Community Colleges Code:
1C SBCCC 400.94
1C SBCCC 200.94(24)
The Fair Labor Standards Act of 1938, as amended.

3.1.7.1 Salary Plan Procedure

I. SALARY PLAN – NON-CURRICULUM PERSONNEL

A. Overview

1. The salary plan is applicable to all non-curriculum personnel. The plan provides for salaries which will attract and retain qualified individuals. The goal is to provide salaries on the basis of the external market, internal equity, and individual performance.

2. The plan establishes the following: a) an appropriate classification system for college positions; and b) a hiring range for each position which will result in equitable treatment of employees within the College and assist in attracting and retaining qualified personnel.

3. The plan is based on the following: a) a job description for each position defining the major responsibilities and the minimum requirements; b) establishment of a base salary for each level; c) analysis of the positions and assignment to pay levels and respective hiring ranges in accordance with internal equity and how the market values the jobs; and defined administrative responsibilities for implementing the pay guidelines.

B. Salary Plan Administration

1. The President has ultimate authority and responsibility for the salary plan including distribution of salary adjustments and salary administration changes. Any exceptions to, or major revisions in, the plan must be approved by the President or the President's designee.

2. To provide the opportunity for proper objectivity, coordination and control of classification and salary matters, the Associate Vice President of Human Resources and Payroll will have ongoing responsibility for the direction and administration of the salary plan and will: a) be responsible for maintaining and updating the plan; b) evaluate all positions for appropriate placement in the salary structure; and c) ensure the College has job descriptions for all non-curriculum positions.

3. I All management personnel have responsibility for being fully educated on the salary plan so as to interpret policy fairly for their employees. Managers should: a) communicate with employees regarding the salary plan and work with the Associate Vice President of Human Resources and Payroll on program guidelines and individual pay issues; b) evaluate their employees with regard to their performance; and c) work with the Human Resources and Payroll department to update position duties when changes have occurred and address any potential impact on compensation.

C. Annual Salary Schedule Review and Individual Salary Increases

1. Each year the President will recommend whether or not the salary structure will be revised and, if so, the amount based on market and budgetary factors.

2. As part of this process, data will be reviewed relative to market trends and the College will strive to revise the hiring ranges annually to keep pace with market conditions. If the structure is adjusted, the range minimums and maximums will increase by the same amount. Range adjustments are normally effective on July 1 of each year.

3. The College will decide how much to budget for employee salary increases each year based on the amount appropriated by the state legislature and the College's budget.

4. Employees having questions or concerns about their individual salary should speak with their immediate supervisor. If there are further concerns, the matter should be discussed with the department head prior to discussion with the Associate Vice President of Human Resources and Payroll.

D. Salary Determination or Adjustments

1. New Appointment

   a. New employees will be placed between the minimum and maximum of the position's established hiring range based on criteria within the appropriate salary level such as education and relevant experience.

   b. Exceptions for salaries above the hiring range must be documented. The request shall provide appropriate documentation indicating the rationale for hiring above the range. Consideration for such a request shall be based upon factors such as the qualifications of the candidate, number of qualified applicants identified, length of time in recruiting for the position, the difficulty in filling the position and/or other market issues. When determining the starting salary for a new hire, consideration will also be given to the current salaries of other employees in the same or comparable jobs who possess similar qualifications.

2. Promotion. The salary of an employee promoted to a position in a higher level will be adjusted according to the hiring range and criteria established for the new level.

   In instances where an employee's job duties may significantly expand or increase to the point that the position is reassigned to a higher pay level, the amount of the increase will be determined according to the hiring range and criteria established for the new level.

3. Demotion. When an employee moves, either voluntarily or because of a performance related reason, from a higher level position to one assigned to a lower pay level, the salary will normally be decreased. The College will evaluate each situation on a case-by-case basis and strive to maintain salary at an equitable level. Decreases in salary will be determined on a case-by-case basis based on the specific circumstances and budget limitations.

4. Transfer. When an employee makes a lateral move from one position to another within the same pay level, the current salary shall remain unchanged.

E. Evaluation of Positions

The College's evaluation system is based on achieving market equity and internal equity. Where available, market data will serve as a gauge to placing jobs within the level that best captures each job's market rate as defined by the College. Where market data is unavailable, internal equity factors will determine where a position is placed. Internal equity will ensure that positions possessing comparable skills and responsibilities are evaluated equally while market equity will ensure that the hiring ranges of all positions are set competitively with the College's defined markets.

When position responsibilities change significantly or new positions are created, a position review will be conducted. The review may be initiated by the supervisor, department head, or Human Resources to ensure that current duties and responsibilities are being appropriately reflected in the position's evaluation and pay level assignment.

The following guidelines should be followed:

1. Request for review of an existing position.

    a. The employee and the supervisor will complete a job description. The job description must be approved by the department head before it is submitted for review.

    b. The Associate Vice President of Human Resources and Payroll will review and confirm the accuracy of the description with the supervisor and employee.

2. Evaluation procedures.

    a. Following review and follow up with the requesting department, Human Resources and Payroll will evaluate the new or changed position based on the job description and, if needed, information gathered from discussions with the parties involved.

    b. Human Resources and Payroll will provide to the President and Vice President of Finance and Administrative Services a level and hiring range of the position for approval.

    c. The employee, supervisor, and department head will be notified of the decision.

When a new position is created, the supervisor shall complete a job description and the same procedure will be followed as described above.

Human Resources will evaluate the position and determine the level assignment.

F. Application of Fair Labor Standards Act

The Associate Vice President of Human Resources and Payroll has the responsibility to carry out the provisions of the Fair Labor Standards Act in determining the exempt and non-exempt status of employees.

1. Exempt employees are personnel who, by virtue of their duties, can satisfy certain qualifications fixed by legal regulations and may, therefore, be determined exempt from coverage under the act. Exempt employees are defined as executive, administrative, professional and other.

2. Such exemptions are based on the specific position descriptions and duties of the employees involved.

3. The Associate Vice President of Human Resources and Payroll may consult with the College's legal counsel or other appropriate consultants for guidance on the appropriate classification of employees under the Fair Labor Standards Act.

II. SALARY PLAN – FULL-TIME CURRICULUM PERSONNEL

A. Overview

The salary plan is applicable to all full-time curriculum employees. The plan provides for salaries which will attract and retain qualified individuals. The goal is to provide salaries based on external market and internal equity factors.

The plan establishes a hiring range for each employee based on their educational degree which will result in equitable treatment within the College and assist in attracting and retaining qualified personnel.

The plan is based on the following: 1) assignment to a hiring range in accordance with the faculty member's educational credentials; and 2) placement within the salary range in accordance with the faculty member's relevant experience.

B. Salary Plan Administration

To provide the opportunity for proper objectivity, coordination and control of salary matters, the Associate Vice President of Human Resources and Payroll will have responsibility for direction and administration of the plan and will: 1) ensure that all employees are appropriately and equitably recognized for their educational credentials and relevant experience; and 2) monitor market

conditions to ensure the salary schedule remains competitive with the higher education market.

C. Curriculum Employee Salary Determinations

1. New Curriculum Employees. New curriculum employees shall be placed in the hiring range that corresponds to their educational degree. Starting salaries will normally be set near the minimum or in the lower portion of the range for employees with limited prior teaching experience and where market factors are not an issue. The President may approve a starting salary to be set higher in the range in situations where one or more of the following conditions exist:

    a. The individual has significant prior teaching experience and/or possesses special skills beneficial to the position;

    b. There is significant difficulty in recruiting to fill the position; and/or

    c. The teaching discipline is in high demand and the market recognizes higher pay for the teaching field.

2. Salary Adjustments. Each year the curriculum salary plan will be reviewed for adjustment based on the market and information received from the state. The goal will be to annually adjust the hiring ranges to maintain the market competitiveness of the compensation plan while recognizing budgetary factors.

III. ADVANCED DEGREE ATTAINMENT

A. The College encourages its employees to advance their education by pursuing and achieving advanced degrees. Full-time employees (both curriculum and non-curriculum) in regularly allotted positions who earn an academic degree higher than the one held at the time of employment may be considered to receive a pay increase.

B. The employee must provide evidence of coursework completion and the degree awarded. The degree must be conferred by an institution of higher education accredited by one of the six regional accrediting agencies recognized by the U.S. Department of Education and must be directly related to the employee's work at the College.

C. No increase shall be given for the attainment of the next higher degree to employees hired with the written understanding that they complete such a degree as a condition for continued employment and their incoming salary already includes credit for the advanced degree.

D. During periods of limited budget availability, the President may declare a moratorium on implementing pay increases for earned higher degrees with the provision that employees who otherwise qualify would receive their increase at the beginning of the next fiscal year after which funds become available. In such

cases, no retroactive increase will be provided to compensate for the moratorium period.

E. Upon attaining an additional or higher degree, a salary increase of $1200 will be implemented in the next available pay period following receipt of the official transcript conferring the advanced degree.

F. The College will adhere to any State legislative action regarding salary increases.

IV. FINANCIAL EXIGENCY.

During times of financial exigency, the President temporarily may suspend all or portions of this Procedure if necessary to maintain the financial integrity of the College. Once the suspension has ended, the College will not make any retroactive payments to employees earned under this policy; however, the employee will receive prospective payments earned under this policy.

Procedure Revisions:
Revised June 10, 2025

SPCC Policy:
Salary Plan

3.1.8 Professional Development

The College recognizes that educational quality is dependent upon the availability of qualified and dedicated employees. The essential responsibility for professional growth and development rests with each individual employee; however, the College expects the involvement of all employees in appropriate professional growth activities.

To promote personal and professional growth, the College provides opportunities for all full-time employees to coordinate individual goals with supervisors and develop their own plan for professional development. The College makes available several programs designed to help employees meet their goals.

The President may adopt procedures on the best use of college resources to provide quality professional development for employees.

Revisions:
Initially approved October 9, 2007
Revised August 13, 2013
Revised March 20, 2018
Revised June 12, 2018
Revised October 14, 2025

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94(22)
Accreditation Standard 6.5

3.1.8.1 Professional Development Procedure

I. Submission of Credentials

A. All employees' credentials are on file in the Human Resources office. While employed at the College, employees are expected to report any new credentials to the Human Resources office each year.
B. All employees must provide college transcripts to the Human Resources office for any new degree obtained. All college transcripts will be maintained in the Human Resources office.

II. Classes sponsored by the College

A. Professional development activity coordinators are expected to maintain a roster of workshop participants.
B. On the last day of a workshop, all rosters for the workshop should be submitted to the Center for Learning and Teaching. All employees are expected to keep a log and records of attendance for professional development activities.
C. Records of employee professional development activities will be maintained in the Human Resources office with each employee's annual evaluation.

III. Professional Development Activities not sponsored by the College

A. Examples of professional development events not sponsored by the College include conferences, workshops and seminars that do not occur on the College's campus.
B. All employees are expected to keep a log and records of attendance for professional development activities.
C. Examples of documentation include a certificate of completion or instructor verification.
D. Records of employee professional development activities will be maintained in the Human Resources office with each employee's annual evaluation.

IV. Guidelines for Earning Professional Development

A. A minimum of five (5) professional development hours are required for faculty and staff outside of certain mandatory college-wide compliance training and professional development activities.
B. It is the responsibility of employees to request and receive approval for all professional development that requires travel, funding, and/or a departure from regularly scheduled roles and responsibilities.
C. The annual professional development year runs from April 1st through March 31st. In addition, time spent on initial material preparation and content development may count towards professional development hours.
D. It is the responsibility of employees to keep track of professional development hours and formally submit that record via the Professional Development Reporting Log. Employees will provide the Professional Development Reporting Log to their supervisor during both the mid-year review and the annual performance evaluation process.

Procedure Revisions:

Initially approved October 14, 2025

SPCC Policy:
Professional Development

3.1.9 President – Hiring and Duties

President Selection Process

1. When a presidential vacancy occurs or is anticipated, the South Piedmont Community College Board of Trustees shall notify the System President and invite the System President or the System President's designee to meet with the board of trustees to discuss legal requirements and other procedural matters while also providing technical assistance to the Board as needed.

2. In selecting the College's President, the Board shall, at minimum, consider general input from college and community stakeholders on the desired attributes of the college's president and evaluate more than one candidate for the position. The State Board may waive this requirement at the request of the South Piedmont Board if the State Board determines it is in the College's interest to do so.

3. The South Piedmont Board shall submit at least one candidate to the North Carolina Community College System (NCCCS) President for review at least ten business days prior to the next regularly scheduled State Board of Community Colleges (SBCC) Personnel Committee meeting or at least ten business days prior to a special called SBCC Personnel Committee meeting.

4. While completing the review process, the System President or the System President's designee shall[1] confirm that the Board completed a background check to include the following:

    a. Social security number verification,
    b. Criminal history check,
    c. Civil litigation history check,
    d. Education verification,
    e. Employment verification, and
    f. Personal credit history check.

5. Upon completion of the review process, the System President shall present the name(s) of candidate(s) to the Personnel Committee of the SBCC for consideration and assessment.

6. Following consideration and assessment of the candidate(s), the Personnel Committee of the SBCC or the SBCC shall authorize the System President to communicate the Personnel Committee's or the SBCC's assessment to the Board.

7. The Board shall proceed with the final election process and submit the Board's final election to the SBCC for approval. The Board shall submit its recommendation in writing to the System President at least five business days prior to the next meeting of the SBCC.

8. The SBCC shall act upon the Board's election at the SBCC's regularly scheduled meeting following receipt of the Board's election unless delayed for cause as determined by the SBCC.

9. The System Office shall convey in writing to the chairman of the Board the SBCC's action on the Board's election. The action of the SBCC is final.

10. Until the SBCC votes to approve the final candidate and communicates its approval to the College, the College may not publicly communicate or publicly confirm or deny the name of the final candidate submitted to the SBCC for approval.

11. The Board shall not execute a contract prior to SBCC action to approve the Board's presidential election unless it has a provision specifying that the effective date of the contract is subject to the SBCC's approval of the presidential election.

Contract

The President shall receive a contract and the Board shall specify in the President's contract the contractual term, salary, additional benefits, if any, and contract termination procedures. The Board shall receive a copy of the President's contact and all addendums.

Duties

The President is charged by the Board with full responsibility and authority for the College's operation pursuant to state and federal statutes, policies, rules and regulations and the Board's policies and procedures. The President shall be responsible for other duties as the Board may delegate and require.

[1] South Piedmont has no jurisdiction over or ability to enforce activities occurring at the SBCC level. Activities assigned to the System President and SBCC in the presidential selection process are carried out in accordance with state of North Carolina legislation and North Carolina State Board of Community Colleges Code.

Revisions:
Initially approved April 11, 2023

References:
North Carolina General Statute (N.C.G.S.) § 115D-20
North Carolina State Board of Community College Code:
1G SBCCC 200.1

SPCC Policy:
President – Hiring and Duties Policy

3.2.1 Benefits

South Piedmont Community College shall make available a comprehensive benefit package to all full-time and permanent part-time employees (see Policy 3.1.3 – Employment Classifications and Workloads) or other employees as required by law.

The College reserves the right to amend or terminate any benefit plan at any time, or require or alter the amount of employee premium contributions. Master Plan contracts or documents will be maintained by Human Resources. In the event of a contradiction of information in communications such as memorandum, brochures, or summary plan documents, the contract or master plan document shall govern.

Revisions:
Initially approved October 9, 2007
Revised October 11, 2011
Revised February 11, 2014
Revised June 10, 2025

References:
1C SBCCC 200.94 (7)(20)
North Carolina General Statue (N.C.G.S.) § 115D-22, 23, 25; 135-1, 3, 6

3.2.1.1 Benefits Overview Procedure

College employees shall be afforded and offered the following benefits, based on the following classifications of employment:

A. Full-Time Employees

Full-time employees, including full-time employees serving in a probation period, will be afforded the following benefits:

1. All leave as specified in College Policy;

2. Longevity Pay, with requisite years of experience;

3. Employee Tuition Assistance for South Piedmont courses;

4. Teachers' and State Employees' Retirement System ("TSERS") benefits. TSERS benefits include: retirement, long-term disability, short term disability, and life insurance;

5. Participation in the North Carolina State Health Plan (in accordance with State Health Plan laws and guidelines with employer contribution); and

6. Other optional benefits as specifically provided by the College or as may be required by State law.

B. Permanent Part-Time Employees with Benefits

Permanent part-time employees with benefits will be afford the following benefits:

1. All leave as specified in College Policy;

2. Longevity Pay, with requisite years of experience;

3. TSERS benefits;

4. Participation in the North Carolina State Health Plan (in accordance with State Health Plan laws and guidelines with employer contribution); and

5. Other optional benefits as specifically provided by the College or as may be required by State law.

C. Part-Time Temporary Employees

1. Longevity Pay in some situations (see Policy 3.2.2 – Longevity Pay); and

2. Elective participation in the North Carolina State Health Plan in some situations (as required by law and in accordance with State Health Plan guidelines).

D. Full-Time Temporary Employees

1. All leave as specified in College Policy;

2. Any full-time, temporary employee who is anticipated at the date of hire to work more than three (3) months during the academic year is considered a "full-time" employee and shall be offered health insurance in accordance with State Health Plan policies and guidelines;

3. Any full-time temporary employee who is anticipated at the date of hire to work at least nine (9) months during the academic year is considered a "full-time" employee and shall be offered TSERS benefits; and

4. Other optional benefits as specifically provided by the College or as may be required by State law.

Procedure Revisions:
Initially adopted June 10, 2025

Procedure References:
3.1.5 – Re-Employment of Retired Persons

3.2.1.2 Affordable Care Act Measurement Period Procedure

To comply with the Patient Protection and Affordable Care Act, the College outlines the following procedures to determine which employees are treated as full-time employees for purposes of shared responsibility provisions of § 4980H of the Internal Revenue Code regarding health insurance coverage.

A. Ongoing Employees

1. An "ongoing employee" is defined as an employee who has been employed for at least one complete standard measurement period.

2. The Standard Measurement Period is a defined time period of not less than three (3) but not more than twelve (12) consecutive calendar months (as

designated by the College). The Standard Measurement Period is eleven (11) consecutive calendar months beginning December 1st through October 31st of the following year.

3. The Administrative Period is the time between the Standard Measurement Period and the Stability Period used to determine which ongoing employees are eligible for health coverage and open enrollment. The Administrative Period begins each November 1st through December 31st.

4. The Stability Period is the period of time that allows employees who were determined to be "full-time" during the Standard Measurement Period to be treated as full-time employees for the purpose of an offer of health insurance coverage. The Stability Period will be January 1st through December 31st.

B. New Employees

1. A "new employee" is generally an employee who starts work in the middle of a Standard Measurement Period and would not have accumulated enough work history needed to complete a Standard Measurement Period. This "new employee" would be subject to an Initial Measurement Period.

2. The Initial Measurement Period is the period of time not less than three (3), but not more than twelve (12), consecutive months. The Initial Measurement Period for each new employee will start on the new employee's first day of employment and last through the end of twelve (12) consecutive months.

3. The Administrative Period is the period of time from the end of the Initial Measurement Period through the end of the first calendar month beginning on or after the end of the Initial Measurement Period. The total length of this Administration Period will be one full month plus a partial month, depending on the end of employee's Initial Measurement Period.

4. The Stability Period for such employees must be the same length as the Stability Period for ongoing employees. Therefore, the Stability Period for new employees will equal twelve (12) consecutive months beginning the first month after the Administrative Period. Once an employee, who has been employed for an Initial Measurement Period, has been employed for an entire Standard Measurement period, the employee must be reviewed for full-time status, beginning with that Standard Measurement Period, at the same time and under the same conditions as other ongoing employees. At this point, the "new employee" is now considered an "ongoing employee" and will have the same Standard Measurement Period as other "ongoing employees".

5. The Initial Measurement Period and the following Standard Measurement Period will most likely overlap. Creating two separate measurement periods will ensure that an employee has the opportunity to become eligible for health coverage depending on their working hours in either period.

C. Eligibility

An employee who is employed on average of at least thirty (30) hours of service per week or one-hundred thirty (130) hours of service per calendar month over the course of any measurement period described above is eligible for an offer of health insurance benefits. Supervisors are responsible for documenting and tracking hours for part-time temporary employees for the purposes of health coverage eligibility.

To determine the health coverage eligibility of part-time temporary employees in instructional roles, credited preparation time as defined below is factored along with assigned contact hours. Credited Preparation Time is used to determine eligibility for health coverage only and is not paid time.

1. Contact Hours

   Contact Hours are pre-established for each course and represents the amount of time normally spent for classroom and teaching activities, which includes the hours established for seated, on-line, hybrid, and/or web-assisted courses, or any combination thereof.

2. Credited Preparation Time

   The College follows the IRS "Bright-Line" rule that applies 1.25 hours of Credited Preparation Time for each Contact Hour for those courses that require the following preparation activities:

   - Grading of exams or papers
   - Developing lesson plans
   - Administering tests
   - Evaluating tests
   - Evaluating assignments
   - Determining and posting grades
   - Maintaining attendance records
   - Other approved activities determined to be applicable

   Lab, Clinical, HRD, Basic Skills, and other Continuing Education will receive .25 of Credited Preparation Time

3. Other Required Work Time
   Other Required Work Time includes time spent on committee work, faculty meetings, professional development, or other activities that are required by the College. This time is counted as the actual time spent performing these types of duties. For example, one hour of required committee time equals one hour.

D. Cross-Over Employment

Part-time temporary employees may be employed by more than one department at a time with the understanding that the combined total working hours should not exceed 27.5 hours per week. This includes calculating credited preparation time for instructional positions.

E. Health Coverage Waiver

An employee who is determined to be eligible for an offer of health insurance benefits may opt to waive coverage. If an employee experiences a qualifying event, an employee may rescind his or her waiver of health coverage for the remainder of any applicable Stability period. Regardless of waived health coverage, it is expected that compliance be maintained with regard to the established hours applicable to a position's classification.

F. Compliance and Reliance

In compliance with § 4980H of the Internal Revenue Code, the College utilizes a reasonable method consistent with Notices 2011-36, 2011-73, 2012-17 and 2012-58. As additional guidance is issued, the procedures will be amended to ensure continued compliance with the Affordable Care Act.

Procedure Revisions:
Initially adopted June 10, 2025

Procedure References:
§ 4980H of the Internal Revenue Code
Internal Revenue Service Notices 2011-36, 2011-73, 2012-17, 2012-58

SPCC Policy:
Benefits

3.2.2 Longevity Pay

A. Upon completion of at least ten (10) years of total qualifying service with the College in a full-time, permanent position or part-time, permanent position (employed at least nine (9) months per year and for at least twenty (20) hours per week), an employee is eligible for Longevity Pay.

B. Qualifying service is based on a month for month computation of employment with:

1. An institution in the North Carolina Community College System or a school administrative unit regardless of the source of salary and including state, local or other paid employment.

    a. Employment for a full school year is equivalent to one full calendar year (credit for a partial year is given on a month for month basis).

    b. In no event will an employee earn more than a year of aggregate service credit in a twelve (12) month period.

    c. If an employee is in pay status for one-half (i.e., working, exhausting leave, workers' compensation, or military leave) or more of the regularly scheduled workdays in a month, credit shall be given for the entire month.

2. Departments, agencies, and institutions of the State of North Carolina (e.g., State Department of Administration, North Carolina Department of Revenue, University of North Carolina, North Carolina Community College System, State Department of Public Instruction).

3. Other governmental units which are now agencies of the State of North Carolina (e.g., county highway maintenance forces, War Manpower Commission, the Judicial System).

4. County agricultural extension service.

5. Local mental health, public health, social services, or civil preparedness agencies in North Carolina, if such employment is subject to the State Personnel Act.

6. Authorized military leave.

    a. Credit for military leave is granted only for persons who were employees of the State of North Carolina or other agencies listed in Section 2(a)-(e) herein who were granted leave without pay:

        - for a period of involuntary service plus ninety (90) days or for a period of voluntary enlistment for up to four years, plus ninety (90) days, so long as they returned to employment in a covered agency within the ninety (90) days; or

        - for a period of active duty for service, alerts, or required annual training while in the National Guard or in a military reserve program.

    b. Employees who enlist for more than four years or who reenlist shall not be eligible for longevity consideration for military leave.

    c. Employees hospitalized for a service-connected disability or injury shall be granted additional leave without pay for the period of hospitalization plus ninety (90) days or for twelve (12) months, whichever is shorter. The hospitalization must commence before reinstatement into qualifying service for the provisions of this part to apply.

C. Aggregate service to the State of North Carolina for the longevity pay plan does not include:

1. Temporary service, that is, service by an employee who works in a temporary position, or who is working temporarily in the absence of a fulltime regular employee on leave of absence.

2. Periods of out of state employment with other states, schools, colleges or universities.

3. Periods of employment with agencies of the federal government.

4. Periods of military service other than those categories described above.

5. Periods of employment for employers other than the State of North Carolina even though credit in the North Carolina Retirement System has been purchased for such employment.

D. Annual longevity pay amounts are based on the length of aggregate service to the State of North Carolina, community colleges, and public schools as designated herein and a percentage of the employee's annual rate of pay on the date of eligibility.

1. Longevity pay amounts are computed by multiplying the employee's annual base salary rate as of the eligibility date by the appropriate percentage, rounded to the nearest dollar, in accordance with the following table:

YEARS OF AGGREGATE STATE SERVICE	LONGEVITY PAY RATE
10 but less than 15 years	1.50 %
15 but less than 20 years	2.25 %
20 but less than 25 years	3.25 %
25 or more years	4.50 %

2. Longevity pay is not considered a part of annual base or contract pay nor is it to be represented in personnel and payroll records as part of annual base salary. (Salary increases effective on the same date as longevity eligibility date shall be incorporated in the base pay before computing longevity).

E. The payment of longevity pay to eligible employees is automatic. Payment shall be made in a lump sum subject to all statutory deductions, during the monthly pay period in which the employee has satisfied all eligibility requirements.

1. Eligible employees on worker's compensation leave shall receive longevity payment in the same manner as if they were working.

2. If an employee retires, resigns, dies, or is otherwise separated on or after the date of becoming eligible for a longevity payment, the full payment shall be made to the employee or to the estate of the employee in the event of death.

3. If on the effective date of these procedures, an employee has completed the qualifying length of service but is between eligibility dates, longevity payment will be made on the next longevity anniversary date.

4. If the employee has worked part but not all of one year since qualifying for longevity payment, the employee shall receive a prorated payment in the event of:

   a. separation from the College, or
   b. change in employment status to temporary part-time or to a position not covered in the Policy.

5. If an employee separates from the College and receives a partial longevity payment and is employed by another community college, school administrative unit, or state agency, the balance of the longevity payment shall be made upon completion of additional service totaling twelve (12) months for an employee

having a 12 month period of employment or upon completion of a lesser term for a teacher other than a 12 month contract. The balance due is computed on the annual salary being paid at the completion of the requirement.

6. If an eligible employee at the time of separation has a fraction of a year toward the next higher percentage rate, payment shall be based on the higher rate; however, the basic eligibility for longevity requirement must have been satisfied before this provision can apply.

7. Leave without pay in excess of half the workdays in a month (with the exception of authorized military leave and worker's compensation leave) will delay the longevity anniversary date on a month for month basis.

F. Longevity pay shall be made from the same source of funds in the same prorated amounts from which the employee's regular annual salary is paid (e.g., state, federal, local fund). The Trustees may provide longevity payments to employees from other than state allotted funds.

G. Human Resources shall determine the quality of qualifying service and the longevity anniversary date for each eligible employee.

The College's Finance and Administrative Services division shall furnish to the State Board, on forms prescribed by NCCCS, data necessary for a determination of the cost of the longevity pay plan from state funds.

H. The North Carolina Community College System (NCCCS) president shall determine the total cost of the longevity pay plan from data submitted by each community college. The NCCCS president shall advise the North Carolina State Board of Community Colleges whether funds available for longevity pay are adequate. If funds are not adequate, the NCCCS president shall submit a budget revision to the State Budget Officer requesting additional funds from other available sources within State Aid.

Revisions:
Initially approved December 17, 1984
Updated October 9, 2007
Revised October 11, 2011
Revised August 13, 2013
Revised June 10, 2025

References:
NC State Board of Community Colleges Code:
1C SBCCC 400.8

SPCC Policy:
Longevity Pay

3.2.3 Employee Tuition Assistance

The College may provide tuition assistance for full-time employees. All requests are subject to

budget availability and may be suspended at any time by the President. The following conditions shall govern the approval of an employee's request for tuition assistance for courses at South Piedmont Community College:

A. Full-time employees are eligible for reimbursement for one (1) class per semester.

B. The class may not be taken during regular working hours and must not interfere with regular duties.

C. Employees are required to pay tuition and fees at the time of registration.

D. After a satisfactory grade has been posted for a Continuing Education class or a "C" or above for Curriculum class, and the employee has submitted the Employee Tuition Assistance Form with approvals, the College will then reimburse the employee for the tuition or Continuing Education registration fee up to $225 per semester.

E. If the employee drops, withdraws, does not attend the class, fails the class or does not meet the grade requirement, the employee is fully responsible for the charges.

F. Continuing Education and Curriculum semesters use different dates; this may affect employee eligibility for assistance.

G. Tuition assistance will only be granted if no other resources are available (Scholarships, FA, etc.).

H. Employees must pay for books and any other special fees associated with the class.

The following conditions shall govern the approval of an employee's request for tuition assistance
for other classes or advanced degrees:

A. Full-time employees are eligible for reimbursement for classes or advanced degrees that are a requirement of their position.

B. Employees must pay for books and any other special fees associated with the class.

C. The College will reimburse tuition after class completion up to $1000 per semester (Fall, Spring, Summer) or the actual rate if the tuition is less than $1000.

D. The course grade upon completion must be a B or higher.

E. Any employee granted tuition assistance shall complete a promissory note. The promissory note will include a provision that the employee will remain actively employed by the College for a total of each semester that was reimbursed (i.e. one semester paid equals the next semester worked).

F. An employee who fails to honor the promissory note shall be required to repay the amount expended by the College for the tuition reimbursement. If the employee fulfills a portion of the obligation but does not work the entire time promised, the

employee shall be required to repay a pro-rata portion of the amount expended by the College.

Revisions:
Initially approved October 11, 2011
Revised August 13, 2013
Revised June 10, 2025

References:
1C SBCCC 200.94
N.C.G. S. 115D-5(b1), amended by Section 8.12 of S.L. 2011-145 (H200)

SPCC Policy:
Employee Tuition Assistance

3.2.4 Leave

A. The College President or their designee shall be responsible for the administration of the leave program. The College's Human Resources office shall maintain leave records for all employees. The College will retain leave records for all separated employees for a period of at least five (5) years from the date of separation or longer as determined by applicable law.

B. The following types of leave are authorized for the College's employees in accordance with state and federal law and these policies and procedures:

Sick Leave	Voluntary Shared Leave
Annual (Vacation) Leave	Family and Medical Leave
Personal Leave	Parental Leave
Educational Leave	Child Involvement Leave
Civil Leave	Military Leave
Workers' Comp Leave	Bereavement Leave
Bonus Leave	Leave without Pay
Adverse Weather	Community Service Leave
Personal Observance Leave	Holidays

C. Absences from work during scheduled working hours shall be charged to the employee's appropriate leave account.

D. If an employee is unable to report for work, the employee shall notify the supervisor of the anticipated absence or tardiness as soon as possible stating the reason and the anticipated length of absence. Leave requests must also be submitted, approved by the employee's supervisor, and forwarded to the Human Resources Office for record-keeping.

E. Unauthorized absences from work may result in a deduction in pay, probation, or termination of employment.

Revisions:
Initially approved July 15, 1976
Updated October 9, 2007
Revised August 13, 2013

Revised October 10, 2023
Revised December 9, 2025

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94

SPCC Policy:
Leave Policy

3.2.5 Sick Leave

I. Amount Earned

A. A full-time employee working or on paid leave for one-half or more of the regularly scheduled workdays in any month shall earn eight (8) sick leave hours per month ninety-six (96) sick leave hours per year for twelve (12) month employees.

B. A permanent part-time employee with benefits working or on paid leave for one-half or more of the regularly scheduled workdays in any month shall earn six (6) sick leave hours per month. Seventy-two (72) sick leave hours per year for twelve (12) month employees.

C. Unused sick leave may be used for credit towards retirement under the policies and regulations of the North Carolina Teachers' and State Employees' Retirement System.

II. Advancement

Sick leave not yet accrued may be advanced by the Associate Vice President of Human Resources and Payroll in an amount not to exceed what the employee can earn during the remainder of the fiscal year. Each case will be assessed on its merits and considerations given as to the urgency of the request and the College's business needs.

III. Verification

The College may require a statement from a medical provider or other acceptable proof that the employee was unable to work for any of the accepted uses listed in Section IV. The College does require a statement from a medical doctor or other acceptable proof if the employee is unable to work if absent for five (5) or more consecutive days. Upon returning to work, if there are medical restrictions, a written release or notification of restrictions must be filed with the Human Resources Office. The College may require a written release or notification of restriction following any surgical procedure.

IV. Accepted Uses

Sick leave may only be used for the following reasons:

A. Illness or injury of the employee or the employee's immediate family. For purposes of this Policy, "immediate family" means the employee's spouse, parent, child,

sibling, grandparent, or grandchild. This also includes all step, half, and in-law relationships;

B. Medical appointments for an employee or the employee's immediate family;

C. Quarantine due to a contagious disease in the employee's immediate family living in the same house;

D. The actual period of temporary disability due to childbearing and/or recovery therefrom or for the care of the mother or newborn during the mother's temporary disability; and

E. Adoption, fostering, or legal placement of a child, limited to a maximum of thirty (30) days.

V. Other Procedures

A. Leave Charges

All sick leave shall be taken in two (2)-hour increments (one [1]-hour minimum if needed) with the exception of approved leave for summer schedules. Only scheduled work hours shall be charged in calculating the amount of sick leave taken. Saturdays and Sundays are charged only if they are scheduled workdays.

Earned compensatory time must be used before using sick leave.

B. Transfer of Leave

An employee who transferred from a North Carolina public K-12 school, North Carolina community college, a UNC System University, or a state agency ("public employers") to the College shall be credited with any sick leave which they had at the end of employment with the public employer provided that their employment was within five (5) years.

C. Separation

When an employee separates from college employment, the College shall not pay the employee for any accrued, unused sick leave. Sick leave must first be exhausted before going on leave without pay or extended illness. While an employee is exhausting sick leave, they earn all benefits for which they are entitled.

If an employee separates from employment and is overdrawn on sick leave, deductions will be made from the final pay. It will be deducted in full for any amount overdrawn. As consideration for providing sick leave, employees voluntarily agree to such deductions from their final pay.

D. Reinstatement of Sick Leave

- Sick leave shall be reinstated when an employee returns from authorized leave without pay.
- Sick leave may be reinstated when an employee returns to employment with the College within five (5) years from the date of separation.

E. Record Keeping

The College shall maintain annual records for sick leave earned and taken for each employee. The College shall notify employees of their total sick leave balance at the end of each month. The College shall retain all sick leave records of all separated employees for a period of at least five (5) years from the date of separation.

It is the employee's responsibility to report any discrepancy or problem with their leave balance to Human Resources.

Revisions:
Initially approved January 7, 1969
Revised September 19, 1994
Updated October 9, 2007
Revised April 10, 2012
Revised August 13, 2013
Revised October 14, 2025
Revised December 9, 2025

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94

SPCC Policy:
Sick Leave

3.2.6 Annual Leave

I. Amount Earned

A. Each full-time employee who is working or on paid leave for one-half or more of the workdays in any month earns annual leave except curriculum faculty. Employees shall earn annual leave at the following rate:

Years of Total State Service	Hours Earned Each Month	Hours Earned Each Year (12 month employees)	Days Earned Each Year
Less than 5 years	9 hours 30 minutes	114	14.25
5 but less than 10 years	11 hours 30 minutes	138	17.25
10 but less than 15 years	13 hours 30 minutes	162	20.25
15 but less than 20 years	15 hours 30 minutes	186	23.25
20 years or more	18 hours	216	27

B. Each permanent part-time employee with benefits working 30 or more hours per week shall earn annual leave if they work one-half or more of the scheduled workdays in a month. Employees shall earn annual leave rate at the following rate (approximately two-thirds the rate of full-time employees):

Years of Total State Service	Hours Earned Each Month	Hours Earned Each Year (12 month employees)	Days Earned Each Year
Less than 5 years	6 hours 15 minutes	75	12.5
5 but less than 10 years	7 hours 30 minutes	90	15
10 but less than 15 years	9 hours	108	18
15 but less than 20 years	10 hours	120	20
20 years or more	12 hours	144	24

II. Aggregate Service

An employee's annual leave accrual rate may be established using aggregate service. Aggregate service shall include on a month-for-month basis all permanent employment with the state, whether such service was exempt from or subject to the Personnel Act.

To establish an employee's annual leave accrual rate, credit for aggregate service shall be given for:

- Employment with other governmental units that are now state agencies (for example: county highway maintenance, War Manpower Commission, judicial system, etc.).
- Authorized military leave.
- Employment with County Cooperative Extension Service, the community college system, and public schools of North Carolina with the provision that a school year is equivalent to one (1) full year.
- Employment with a local mental health, public health, social services, or civil defense agency in North Carolina.

III. Maximum Accumulation

Annual leave may be accumulated without any applicable maximum until June 30th of each fiscal year. On June 30th of each fiscal year, or upon separation of service, any employee with more than 240 hours of accumulated annual leave shall have the excess (i.e., the amount over 240 hours) converted to sick leave.

IV. Advancement

A. Annual leave not yet accrued may be advanced by the Associate Vice President of Human Resources and Payroll in an amount not to exceed what an employee can earn during the remainder of the fiscal year.

B. An employee desiring an advancement of annual leave must submit, in addition to the requested form, a statement of need outlining the circumstances which require use of not yet accrued annual leave. Each case will be assessed on its merits and considerations given as to the urgency of the request and the College's business needs.

V. Accepted Uses

The primary purpose of annual leave is to allow and encourage employees to renew their physical and mental capabilities and to remain a fully productive employee.

Annual leave may also be requested for other periods of absence for personal reasons, absences due to adverse weather conditions and for personal illness or illnesses in the immediate family when the employee has exhausted sick leave.

VI. Other Procedures

A. Scheduling Annual Leave

Annual leave shall be taken only upon authorization of the employee's supervisor, who shall designate such time or times when it will least interfere with the College's efficient operation. Employees must request annual leave in advance. A supervisor may deny an employee's request to use annual leave if the leave would otherwise hinder the efficient operation of the College or the employee has not provided reasonable notice of the request. Annual leave must be taken in increments of two (2) hours or a combined weekly increment of two (2) hours.

Only scheduled work hours shall be charged in calculating the amount of annual leave taken. Weekends and/or holidays are charged only if they are scheduled workdays.

Earned compensatory time must be used before using annual leave.

B. Separation from Employment

1. Lump sum payment for annual leave is made only at the time of separation from employment. An employee shall be paid in a lump sum for accumulated annual leave not to exceed a maximum of two-hundred forty (240) hours when separated from employment from the College due to resignation, dismissal, reduction-in-force, death or service retirement. Employees retiring on disability retirement may exhaust leave rather than be paid in a lump sum.

2. If an employee separates from employment and is overdrawn on annual leave, deductions will be made from the final pay. It will be deducted in full for any amount overdrawn. As consideration for providing annual leave, employees voluntarily agree to such deductions from their final pay.

3. Payment for annual leave may be made on the regular payroll or on a supplemental payroll, reflecting the number of days of leave and the amount of payment. Annual leave may be paid through the last amount of unused leave.

4. Retirement deductions shall be made from all annual leave payouts.

5. The last day of work is the date of separation, except when an employee exhausts sick and annual leave before disability retirement.

C. Transfer of Annual Leave

For new employees, the College will evaluate acceptance of annual leave from other state agencies.

D. Annual Leave Records

The College shall maintain records for annual leave earned and taken for each employee. The College shall notify employees of their total annual leave balance at the end of each month. The College shall retain all annual leave records of all separated employees for a period of at least five (5) years from the date of separation.

It is the employee's responsibility to report any discrepancy or problem with their leave balance to Human Resources.

Revisions:
Initially approved July 15, 1976
Updated October 9, 2007
Revised February 8, 2011
Revised October 11, 2011
Revised February 12, 2013
Revised August 13, 2013
Revised October 14, 2025

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94

SPCC Policy:
Annual Leave

3.2.7 Educational Leave

Educational leave refers to the release from duties or time normally required of a full-time or permanent part-time employee in carrying out their full load of assigned responsibilities for the purpose of furthering the employee's education. State funds may be used to pay employee salaries while they are on educational leave if the following criteria are fulfilled:

A. The employee is employed full-time or permanent part-time on a nine (9), ten (10), eleven (11), or twelve (12) month basis;

B. The employee has been a full-time or permanent part-time College employee for at least three (3) years;

C. Any employee granted educational leave shall complete a promissory note for the full amount of salary and benefits. The promissory note will include a

provision that the employee will remain employed by the College for at least one (1) year after the educational leave ends;

D. An employee who fails to honor the promissory note shall be required to repay the full amount of salary and benefits expended for the educational leave. If the employee fulfills a portion of the obligation but does not work the entire year after the educational leave, the employee shall be required to repay a pro-rata portion of the salary and benefits expended by the College for the educational leave.

E. Educational leave will not exceed a period of one (1) semester during a fiscal year.

The President is hereby authorized to develop procedures to implement this Policy.

Revisions:
Initially approved September 17, 1984
Updated October 9, 2007
Revised October 11, 2011
Revised February 12, 2013
Revised August 13, 2013
Revised April 8, 2025

References:
NC State Board of Community Colleges Code:
1C SBCCC 400.96

3.2.7.1 Educational Leave Procedure

Definition

The term "educational leave" is the release from duties or time normally required of a full-time or permanent part-time employee to carry out the full load of assigned job responsibilities.

Philosophy

The provision for educational leave with pay for college employees has several purposes.

- To provide institutional encouragement and support to continuing staff members for advanced work for the mutual benefit of the individual and the College.
- To assist the College in meeting standards for Accreditation and/or other requirements.
- To enable employees to broaden their areas of competence to better meet the needs of the College.
- To give eligible employees the opportunity to devote their full time and energy for a specified period to the task of personal professional development.

Guidelines

An employee may be granted Educational Leave with pay (“leave”) provided all of the following conditions are met:

1. The employee has submitted the appropriate leave form. The form will go to the immediate supervisor for approval, the Associate Vice President of Human Resources and Payroll, and then to the President for final decision. The employee will be notified by the President of the final decision.

2. The employee is employed full-time or permanent part-time on a 9, 10, 11, or 12 month basis and has been employed by the College for a minimum of three (3) years.

3. The leave does not exceed eighty (80) business days during the leave period in any twelve (12) month period.

4. The President has approved the leave.

5. The employee is under contract (full-time) to return to the College the full year following the leave.

6. An employee pursuing course work toward an advanced degree must attend an accredited institution.

7. The College’s needs must take priority over any employee’s requested work schedule adjustments. Depending on the employee’s request and any supervisory recommendations, the College may impose additional conditions as needed and based on the situation.

8. Requests for the leave are considered on a first-come, first-serve basis. Multiple requests in the same department are considered individually based on impact to the work area. Prior to the leave being granted, the appropriate Vice President must ensure that the employee’s duties and responsibilities are to be adequately performed during the employee’s absence.

9. An employee who fails to honor the contract and does not return to work after the leave shall be required to repay the full amount of salary and benefits expended for the educational leave. If the employee fulfills a portion of the contract but does not work the entire year after the leave, the employee shall be required to repay a pro-rata portion of the salary and benefits expended by the College for the leave.

10. Requests for leave must be submitted in a timely manner for planning purposes, preferably during the budgeting process or 180-days prior to the leave request.

11. Employees may be considered for additional leave after completing two (2) consecutive years of employment subsequent to the completion of the prior leave.

12. Employee shall provide verification of completion of course(s) taken (e.g., letters, certificates, transcripts, etc.).

13. Requests which do not meet the criteria for educational leave may be addressed in Policy 3.2.17 - Leave Without Pay.

14. Any changes in the employees' plans are to be made known to the immediate supervisor. If approved educational leave does not materialize, alternate plans may be submitted.

Provision for Partial Educational Leave

Employees of the college may take certain courses or other training during their normal work hours under certain conditions. These employees may be excused from their job responsibilities for brief periods to attend class with prior approval by the appropriate Vice President as based upon the recommendation of the immediate supervisor and/or the respective division head. Normally only one class may be taken during working hours each semester. This class must be one that enhances one's ability to perform new or changing job requirements. It may be a refresher course directly related to the job, or it may be skills upgrading.

Procedure Revisions:
Initially approved April 8, 2025

SPCC Policy:
Educational Leave

3.2.8 Civil Leave

For jury duty and other court attendance, it is the employee's responsibility to inform their supervisor when the duty is scheduled and the expected duration. Employees shall provide notice of the required jury or court appearance as soon as practical.

I. Jury Duty

All employees who serve on a jury are entitled to civil leave with pay plus fees received for jury duty. The employee should report back to work as soon as jury duty is completed. They must report back to work the day following completion of the duty. If jury duty occurs on a scheduled day off, the employee is not entitled to additional time off.

II. Court Attendance

When an employee attends court in their official capacity as a College employee, the employee is entitled to civil leave with pay. The employee must give any fees received as a witness while serving in an official capacity to the College. (If court is on a day that would normally be an off day, the time is to be considered as working time and included in total hours worked per week).

If an employee is a party or subpoenaed to appear as a witness in a court matter where the employee's appearance is not related to their College duties, the employee shall be allowed to take annual leave, compensatory leave or leave without pay for purpose of attending court.

Employees sued in their official capacities (or individual capacities but engaging in activities within the course and scope of their duties) shall be granted civil leave with pay.

Revisions:
Initially approved July 15, 1976
Revised October 9, 2007
Revised August 13, 2013
Revised June 11, 2024

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94

SPCC Policy:
Civil Leave Policy

3.2.9 Workers' Compensation Leave and Benefits

Use of Leave due to Workers' Compensation Injury

When an employee suffers an accidental injury or contracts an occupational disease within the meaning of the North Carolina Workers' Compensation Act ("Act"), the employee is entitled to benefits provided by the Act. The employee is entitled to medical benefits and compensation for time lost from work due to the injury. The Act does not entitle an employee to job protection due to a workers' compensation injury.

If an employee is not able to work because of the accident, the Act requires a seven (7) day waiting period before the employee is eligible for weekly benefits. After the seven (7) day waiting period has expired, if an employee is not able to work because of the accident, an employee qualifies for compensation under the Act at the rate of sixty-six and two-thirds percent (66-2/3%) of an employee's average weekly wage, but no more than the amount established by the Act.

If the injury results in disability of more than twenty-one (21) calendar days from the date of disability, the Act provides that compensation shall be allowed for the seven (7) day waiting period. At any time during the period of disability, an employee may use accrued leave in order to make up the difference between the compensation provided under the Act and their average weekly wage.

Responsibility of Employer and Employee

In accordance with N.C.G.S. 97-22, the employee or their representative must provide written notice of an accident to the employee's supervisor as soon as possible. No compensation shall be payable unless such written notice is given within thirty (30) days after occurrence of the accident or death, unless reasonable excuse is made to the satisfaction of the North Carolina Industrial Commission ("Commission") for not providing adequate notice and the Commission is satisfied that the employer has not been otherwise prejudiced by the delay.

The College is required to report an employee injury to the Commission using I.C. Form No. 19. The injured employee is responsible for claiming compensation. A claim must be filed by the employee through the College with the Commission within two (2) years from the date of injury. Otherwise, the claim is barred by law.

Continuation of Benefits

1) Performance Increase. Upon reinstatement, an employee's salary will be computed based on the last salary plus any legislative increases to which the employee is entitled.
2) Annual and Sick Leave. While on workers' compensation leave, an employee will continue to accumulate annual and sick leave to be credited to the employee's account for use upon return.
    a. Accumulation of annual leave may in some cases exceed the 240-hour maximum as set forth in Policy 3.2.6. In those cases:
        1. The maximum to be carried forward to the next fiscal year may be exceeded by the amount of vacation accumulated while the employee is out of work due to their workers' compensation injury. The excess may be used after returning to work or be added to the employee's remaining balance of leave carried until the end of the fiscal year following a full year after the employee's return to work, at which time the excess will be paid in a lump sum to the employee.
        2. If the employee separates during the period that excess annual leave is allowed, the excess annual leave to be paid in a lump sum may not exceed the amount accumulated during the first twelve (12) months of when the employee is out of work and receiving workers' compensation benefit.
3) Health Insurance
    a. While an employee is out of work and receiving compensation under the Act, the employee is in pay status and will continue coverage under the state's health insurance program.

Revisions:
Initially approved April 11, 2023

References:
North Carolina General Statutes (N.C.G.S) § Chapter 27 – Workers' Compensation Act

SPCC Policy:
Workers' Compensation Leave and Benefits

3.2.10 Bonus Leave

The College may award bonus leave to full-time employees only when authorized by the General Assembly. The award of bonus leave may be prorated based on employment classification and the months of employment the employee works.

A. Scheduling Bonus Leave – Bonus leave may be used under the same circumstances as annual leave and charged in units of time pursuant to Policy 3.2.6 and shall be taken only upon authorization of the appropriate supervisor. The employee shall determine whether to charge approved leave to regular annual leave or bonus leave. Based on the College's staffing needs, an

individual may be required to take bonus leave at a different time than the employee requested.

B. Maximum Accumulation – There is no maximum accumulation of bonus leave.

C. Transfer of Bonus Leave – Bonus leave may be transferred into the College from other state agencies or community colleges at the time of hire upon approval by the President. Upon separation due to resignation, dismissal or a reduction-in-force, bonus leave is transferable to an employee's account with another state agency or community college.

D. Separation – Payment of Bonus Leave:

1. Lump sum payment for bonus leave is made only at the time of separation from the College service due to resignation, dismissal, reduction-in-force, death or service retirement.

2. Employees retiring on disability may exhaust bonus leave rather than be paid in a lump sum.

3. Payment for bonus leave may be made on the regular payroll or on a supplemental payroll, reflecting the number of days of bonus leave and the amount of payment. Bonus leave may be paid through the last full hour of unused bonus leave. Overdrawn annual or sick leave amounts may be deducted from bonus leave prior to payment.

Employees on leave without pay, other than workers' compensation leave and leave for reserve active duty, shall be credited with the bonus leave upon their return based on their type of appointment at the time of leave without pay. If the employee does not return, they are not eligible for the leave.

Employees on workers' compensation leave and leave for reserve active duty shall be credited with bonus leave for use upon their return to work. If the employee does not return, the bonus leave shall be paid in addition to any other leave, in accordance with the leave policies.

Bonus leave shall be accounted for separately from regular earned vacation leave. Any balance of bonus leave on December 31 will be retained by the employee and transferred into the next calendar year. It will not be counted as part of the maximum 240 hours of vacation that can be retained. Bonus leave will not be subject to conversion to sick leave.

Bonus leave is available to be donated as vacation leave under the Voluntary Shared Leave provisions.

The Human Resources Office shall maintain records of bonus leave.

The General Assembly has provided payable bonus leave* as follows:

Amount of Leave	Effective Date	Eligibility

80 hours	September 30, 2002	All employees except: •Employees who do not earn leave, and •Employees paid on the Teacher Salary Schedule or the School Based Administrator Salary Schedule.
80 hours	July 1, 2003	All employees except: •Employees who do not earn leave, •Employees of the State Highway Patrol who receive an automatic increase, and •Employees paid on the Teacher Salary Schedule or the School Based Administrator Salary Schedule.
40 hours	September 1, 2005	All employees except: •Employees who do not earn leave, and •Employees paid on the Teacher Salary Schedule or the School Based Administrator Salary Schedule.
40 hours	July 1, 2012	All employees except: •Employees who do not earn leave, and •Employees paid on the Teacher Salary Schedule or the School Based Administrator Salary Schedule. •Must be used before July 1, 2013.

*Bonus leave provided by the General Assembly after 2012 has been issued as non-payable with varying eligibility requirements and regulations.

Revisions:
Initially approved October 9, 2007
Revised February 12, 2013
Revised August 13, 2013
Revised April 11, 2023

SPCC Policy:
Bonus Leave Policy

2.1.11 Inclement Weather

Hold down Ctrl key and click above heading for cross-reference

3.2.12 Voluntary Shared Leave

I. PURPOSE

The Voluntary Shared Leave Program ("Program") allows a college employee to voluntarily donate a portion of their leave to a fellow college employee who, due to that employee's serious or prolonged medical condition or that employee's immediate family member's serious or prolonged medical condition, has exhausted all their bonus, annual, and sick leave and is being placed on leave-without-pay status.

Based on the rules as contained herein, college employees may participate in the Program by:

A. Donating annual, bonus or sick leave to an immediate family member in any State agency, public school or community college;

B. Donating annual or bonus leave to a coworker's immediate family member who is an employee in a State agency or public school provided the employee and coworker both work at the College; and/or

C. Donating annual, bonus or sick leave to a non-immediate family member employee at a North Carolina community college.

II. DEFINITIONS

A. **Donor** - the employee who donated leave.

B. **College Employee** - a permanent or probationary full-time or part-time employee that accrues sick and annual leave.

C. **Immediate Family Member** - a spouse, parent, child, brother, sister, grandparent or grandchild. The term also includes the step, half, foster and in-law relationship and dependent living in the employee's household.

D. **Recipient** - the employee or the employee's immediate family who receives leave.

E. **Serious or Prolonged Medical Condition** - a medical condition of an employee or their immediate family that will require their absence from duty for a period of at least twenty (20) consecutive workdays. If an employee has had previous random absences for the same condition that has caused excessive absences or if the employee has had a previous, but different serious or prolonged medical condition within the last twelve (12) months, the College may make an exception to the twenty (20) day period.

III. LEAVE REASONS

A. Qualifying Reasons

To receive voluntary shared leave, a prospective recipient must have complied with existing leave rules and:

1. Have a serious and prolonged medical condition (or a member of the employee's immediate family has a medical condition that requires the employee's absence for a prolonged period);

2. Apply for or be nominated to become a recipient;

3. Produce medical evidence to support the need for leave beyond the available accumulated leave; and

4. Be approved by the Vice President of Finance and Administrative Services to participate in the Program.

A college employee on maternity leave may be eligible to receive voluntary shared leave to cover the period of disability related to the pregnancy and/or birth as documented by a physician.

B. Non-Qualifying Reasons

A college employee who is receiving benefits from the Disability Income Plan of North Carolina (“DIPNC”) is not eligible to participate in the Program. Shared leave may be used during the required waiting period and following the waiting period provided DIPNC benefits have not begun.

An employee on workers' compensation leave who is drawing temporary total disability compensation may be eligible to participate in the voluntary shared leave program. Use of donated leave under the workers' compensation program shall be limited to use with the supplemental leave schedule as described in 25 NCAC 01E .0707.

This Policy does not apply to short-term or sporadic conditions or illnesses. This would include such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments. These examples are illustrative, but not all inclusive. Each case, however, must be examined and decided based on its conformity to this Policy’s intent and must be handled consistently and equitably.

Voluntary shared leave cannot be used for parental care of a newborn child absent a documented prolonged health condition.

IV. APPLICATION FOR LEAVE

A prospective recipient may apply or be nominated by a fellow employee to participate in the Program. The application may be in the form of a letter or statement to the Human Resources office. The request must include a description of the medical condition, the estimated duration of the illness and, in most cases, a certification from a physician. After review of the current leave status and eligibility by the Associate Vice President of Human Resources and Payroll, the request will be presented to the Vice President of Finance and Administrative Services for approval.

V. LEAVE CONTRIBUTION AND DONATION

A. An employee may begin using voluntary shared leave after all available bonus, annual and sick leave has been exhausted. While using voluntary shared leave, employees continue to earn leave.

B. The amount of voluntary shared leave a recipient may receive is one thousand forty (1,040) hours per year (prorated for part-time employees), either continuously or, if for the same condition, on a recurring basis. However, the Vice President of Finance and Administrative Services may grant continuation, on a month-to-month basis, to a maximum of two thousand eighty (2,080) hours, if the Vice President of Finance and Administrative Services would have otherwise granted leave without pay.

C. A college employee donating sick leave to an immediate family member may donate up to one thousand forty (1,040) hours but may not reduce the donor's sick leave account below forty (40) hours. Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave. The minimum amount of sick leave to be donated is four (4) hours.

D. A college employee may donate up to five (5) days of sick leave to a non-immediate family member employee of a North Carolina community college. The combined total of sick leave donated to a recipient from non-immediate family member donors shall not exceed twenty (20) days per year. Donated sick leave shall not be used for retirement purposes. Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave. The minimum amount of sick leave to be donated is four (4) hours.

E. The minimum amount of annual and/or bonus leave that may be donated per recipient is four (4) hours per year. The maximum amount of annual leave that may be donated:

1. May not be more than the amount of the donor's annual accrual rate; and

2. May not reduce the donor's annual leave balance below one-half of the yearly annual leave accrual rate.

3. Bonus leave may be donated without regard to the above limitations on annual leave.

F. All leave donated shall be credited to the recipient's sick leave account and is available for use on a current basis or may be retroactive for up to sixty (60) calendar days to substitute for advanced vacation or sick leave already granted to the recipient or to substitute for leave without pay. Donated leave shall be applied to advanced leave before applying it to leave without pay.

G. To donate voluntary shared leave, a donor must, at the time of donation:

1. Be an active employee (not separated);

2. Be in a position that earns leave; and

3. Have sufficient leave balances.

VI. UNUSED SHARED LEAVE

A. End of Medical Condition

Any unused leave at the expiration of the medical condition, as determined by the Vice President of Finance and Administrative Services, shall be treated as follows:

1. The recipient's sick leave account balance shall not exceed a total of forty (40) hours (prorated for part-time employees).

2. Any additional unused donated leave shall be returned to donor(s) on a pro-rata basis and credited to the leave account from which it was donated.

B. Separation from Service

If a recipient separates from service due to resignation, death, or retirement, participation in the Program ends. Unused leave shall be returned to the donor(s) on a pro-rata basis and credited to the same account from which it was donated.

C. Transfer

If a recipient transfers to another North Carolina state agency, public education system or community college, unused voluntary shared leave shall be returned to the donor(s) and credited to the same account from which it was donated.

VII. CONFIDENTIALITY

An employee's medical information is confidential. When disclosing information on an approved recipient, only a statement that the recipient has a prolonged medical condition (or the family member) needs to be made. If the employee wishes to make the medical status public, the employee must sign a release to allow the status to be known.

VIII. INTIMIDATION OR COERCION PROHIBITED

An employee may not intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce any other employee for the purpose of interfering with any right which the employee may have with respect to donating, receiving, or using leave under this Program. Such action shall be grounds for disciplinary action, up to and including, dismissal.

Revisions:
Initially approved July 11, 1995
Updated October 9, 2007
Revised October 11, 2011
Revised February 12, 2013
Revised August 13, 2013
Revised October 14, 2025

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94(c)
NC General Statute 115D-25.3
25 NCAC 01E.1301-.1307
25 NCAC 01E .0707
S.L. 2016-94, § 36.19

SPCC Policy:
Voluntary Shared Leave

3.2.13 Family and Medical Leave Act of 1993

I. OVERVIEW

Pursuant to the Family and Medical Leave Act of 1993 ("FMLA"), any eligible employee may be granted up to a total of twelve (12), or in some cases twenty-six (26), weeks of unpaid, job-protected family and medical leave in any twelve (12) month period for one or more of the following reasons:

A. For the birth of a child and to care for the child after birth, provided the leave is taken within a twelve (12) month period following birth;

B. For the employee to care for a child placed with the employee for adoption or foster care, provided the leave is taken within a twelve (12) month period following adoption;

C. For the employee to care for the employee's child, spouse or parent, where that child, spouse or parent has a serious health condition;

D. Because the employee has a serious health condition that makes the employee unable to perform the functions of the employee's position;

E. Because of any qualifying exigency where the employee's spouse, child of any age or parent is a military service member under a call or order to federal active duty in support of a contingency operation; or

F. Because of the need to care for a family member or next of kin who has been injured while serving in the armed forces. For this provision, the amount of FMLA is up to twenty-six (26) weeks within a twelve (12) month period.

II. DEFINITIONS

The following definitions shall apply to this policy:

A. "Eligible employee" means an employee who has been employed: (a) for at least twelve (12) months by the College; and (b) for at least one thousand two hundred fifty (1250) hours of service with the College during the previous twelve (12) month period.

B. "Health care provider" means:

1. Doctor of medicine or osteopathy who is authorized to practice medicine or surgery in the State in which the doctor practices; or

2. Any of the following individuals as long as they are authorized to practice medicine in the State and are performing within the scope of their practice as defined under state law:

a. Podiatrist, dentist, clinical psychologist, optometrist, chiropractor, nurse practitioner, nurse-midwife and clinical social worker;

b. A health care provider from whom the College's group health plan's benefit manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits; and

c. A health care provider listed above who is authorized to practice in accordance with the laws of that country and who is performing within the scope of their practice as defined under those laws.

3. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

a. inpatient care in a hospital, hospice or residential medical care facility;

b. a period of incapacity of more than three (3) consecutive days that also involves continuing treatment by a health care provider; continuing treatment means one in-person visit to a health care provider within the first seven (7) days of incapacity and either a second visit within the first thirty (30) days or a regimen of continuing treatment under the supervision of a health care provider;

c. any period of incapacity due to pregnancy or for pre-natal care;

d. chronic conditions requiring treatment;

e. permanent/long-term conditions requiring supervision; or

f. multiple treatments for non-chronic conditions.

4. Family Definitions

a. "Son or daughter" includes a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is: (1) under eighteen (18) years of age; or (2) eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

b. "Spouse" means a partner joined in marriage recognized by the State of North Carolina or any other state, including common law marriages.

c. "Parent" means the biological, step, adoptive or foster parent or an individual who stood *in loco parentis* to an employee when the employee was a child. This term does not include parents "in-law".

5. Military Service Member Definitions

a. "Next of kin" of a covered service member means the nearest blood relative other than the covered service member’s spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court

decree or statutory provisions; brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of FMLA military caregiver leave. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

b. "Military service member" means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.

c. "Qualifying exigency" means short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities.

d. "Active duty or call to active duty" means duty under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation pursuant to Sections 688, 12301(a), 12302, 12304, 12305, and 12406 of Title 10 of the United States Code, Chapter 15 of Title 10 of the United States Code, or any other provision of law during a war or during a national emergency declared by the President or Congress so long as it is in support of a contingency operation.

III. PROCEDURE

A. Paid/Unpaid Leave

When applicable, all eligible employees are required to use appropriate accrued paid leave (i.e., annual, bonus, compensatory and sick leave) for any portion of FMLA leave. All benefits accrue during any period of paid leave; however, no benefits or seniority will be accrued during a period of unpaid FMLA leave. Any use of paid leave runs concurrent with FMLA leave and counts toward the FMLA leave entitlement.

Holidays occurring during an FMLA period of a full week count toward the FMLA leave entitlement. Holidays occurring in a partial week of FMLA do not count toward the FMLA leave entitlement unless the employee was scheduled to work on the holiday.

B. Intermittent Leave or Reduced Work Schedule

Under certain circumstances, FMLA leave may be taken intermittently or on a reduced leave schedule which reduces the regular workday or workweek. If the employee's request for intermittent leave or leave on a reduced work schedule is

foreseeable because of a planned medical treatment, the College may transfer the employee temporarily to another position for which the employee is qualified and which better accommodates recurring periods of leave. The alternative position must have equivalent pay and benefits. There is no limit on the size of an increment of leave when intermittent or reduced leave is taken. The College may limit leave increments to the shortest period of time that the payroll system uses to account for absences or leave, provided it is one (1) hour or less. An employee may not be required to take more FMLA leave than necessary to address the circumstances that precipitated the need for the leave.

C. **Notices**

1. **Notice to Employer**

In all instances where the employee is required to provide the College notice of requested FMLA leave, the employee shall inform the Human Resources office and their immediate supervisor. It is the responsibility of the employee to explain the reasons for FMLA leave in sufficient detail as to allow the College to determine that the leave qualifies under the FMLA. If the employee fails to adequately explain or document FMLA qualifying reasons for the leave after a request by the College, leave may be denied. Where the necessity for FMLA leave for the birth or placement of a child is foreseeable, the employee shall notify the College at least thirty (30) days before the date the leave is to begin or the employee's intention to take such leave. In other cases, the employee shall provide such notice as soon as practicable. For foreseeable leave where it is not possible to give as much as thirty (30) days' notice, "as soon as practicable" means at least verbal notification within one (1) or two (2) business days of when the need for leave becomes known to the employee. An employee shall provide at least verbal notice sufficient to make the College aware that the employee needs FMLA leave and the anticipated timing and duration of the leave. The College may also require an employee to comply with the College's usual and customary notice and procedural requirements for requesting leave. If the employee fails to give timely advanced notice when the need for FMLA leave is foreseeable, the College may delay the taking of FMLA leave until thirty (30) days after the date the employee provides notice to the College of the need for FMLA leave. An employee may not be entitled to FMLA leave if they fail to provide adequate notice of the leave and certification of the medical condition as provided within this policy and the law.

2. **Notice to Employee**

Within five (5) business days of the employee notifying the College of the need for FMLA leave, the College shall give the employee a written notice detailing the specific rights, expectations and obligations of the employee on FMLA leave. The College shall use the U.S. Department of Labor model notice form. Within five (5) business days after receiving sufficient information to determine whether the need for leave is FMLA qualifying, the College shall give the employee notice that informs the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. The College shall use the U.S. Department of Labor model designation form.

D. **Medical Certification**

Any request for FMLA leave for a serious health condition shall be supported by a certification issued by the health care provider of the eligible employee or of the son, daughter, spouse or parent of the employee as appropriate. Such medical certification should be attached to the employee's request for FMLA leave, or in the case of unforeseen leave, generally within two (2) business days after the leave begins. In the case of foreseeable leave, the College may delay the taking of FMLA leave to an employee who fails to provide timely certification after being requested by the College to furnish such certification (within fifteen (15) calendar days, if practicable) until the required certification is provided. In the case of unforeseeable leave, if the employee does not provide the medical certification within a reasonable time under the pertinent circumstance, the College may delay the continuation of FMLA leave. If the employee never produces the required medical certification, or if the certification does not confirm the existence of a serious health condition as defined under FMLA, then the leave is not FMLA leave. In any case in which the College has reason to question the appropriateness of the leave or its duration, the College may request certification at some later date. If the College has reason to doubt the validity of the certification provided, the College may require, at its expense, that the eligible employee obtain the opinion of a second (or third) health care provider. Second and third opinions are not permitted for the military caregiver leave.

If the College deems a medical certification to be incomplete or insufficient, the College must specify in writing what information is lacking and give the employee seven (7) calendar days to cure the deficiency.

The College may not ask for recertification any more frequently than every thirty (30) days. If the initial certification is for more than thirty (30) days, the College must wait for the initial leave period set forth in the certification to run before asking for recertification. Recertification may only be required when employees are taking leave for their own serious health conditions. Under the qualified exigency leave, the College may not request recertification of the covered service member's active duty or call to active duty orders. Also, recertification is not permitted for the military caregiver leave.

The College’s representative contacting the health care provider must be a health care provider, human resource professional, a leave administrator, or a management official, but in no case may it be the employee’s direct supervisor. Further, the College may not ask health care providers for additional information beyond that required by the medical certification form.

E. **Confidentiality**

All records and documents relating to medical certifications, recertification or medical histories of an employee or an employee's family members shall be maintained in a separate medical file from the employee's personnel file and shall be treated as confidential medical records in accordance with the Americans with Disabilities Act of 1990 ("ADA").

F. **Fitness-for-Duty/Notice of Intent to Return to Work**

The College may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. The College shall require that the

employee provide reasonable notice within two (2) business days, where foreseeable, of a change in circumstances or duration of FMLA leave. As a condition of restoration for any employee who has taken FMLA leave for the employee's own serious health condition (except for intermittent leave), the College shall require each such employee obtain (at the employee's expense) and present certification from the employee's health care provider, with regard to the particular health condition that caused the employee's need for FMLA leave, that the employee is able to resume work, if such certification is job-related and consistent with business necessity. The College may delay restoration to employment until an employee submits a required fitness-for-duty certification. Unless the employee provides either a fitness-for-duty certification or a new medical certification for a serious health condition at the time FMLA leave is concluded, the employee may be terminated.

G. **Restoration to Work**

Except as provided under "Exemption" below, any eligible employee who takes approved FMLA leave shall be entitled upon return from such leave:

1. To be restored by the College to the same position of employment held by the employee when the leave commenced; or

2. To be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

If the employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition, the employee has no right to restoration to another position under the FMLA. However, the College will review such situations on a case-by-case basis under the ADA.

Exemption:

If the employee is a salaried FMLA-eligible employee who is among the highest paid ten percent (10%) of all College employees (i.e., a "key employee"), the College may deny restoration of such employee if the denial is necessary to prevent substantial and grievous economic injury to the operations of the College, and after notification to the employee to that effect, the employee elects not to return to employment.

Taking FMLA leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee is not entitled to the accrual of any seniority or employment benefits during unpaid FMLA leave.

H. **Group Health Coverage**

The College shall maintain the employee's coverage under any group health plan (as defined in the FMLA regulations) on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire FMLA leave period. However, the College may recover the premium that it paid for maintaining such group health plan coverage for the employee under certain circumstances set forth in the Notice provided to employees when they request FMLA leave. The College's obligation to maintain health insurance coverage ceases

under FMLA if an employee's premium payment is more than thirty (30) days late, after the College has provided written notice to the employee, mailed at least fifteen (15) days before coverage is to cease, that the payment has not been received.

I. **Miscellaneous**

An employee's entitlement to benefits other than group health benefits during a period of FMLA leave shall be determined by the College's policy regarding benefits for other types of leave (paid or unpaid, as appropriate). Maintenance of health insurance policies that are not a part of the College's group health plan (where no contributions are made by the College) is the sole responsibility of the employee.

The College shall not interfere with an eligible employee's rights under the FMLA, shall not discharge or otherwise discriminate against employees who exercise such rights, and shall not retaliate against employees who file, initiate or otherwise assist in charges or investigations against the College.

J. **Posting and Requirements**

The Associate Vice President of Human Resources and Payroll or designee shall ensure that notices of FMLA provisions and information on procedures for filing complaints are posted in places that are readily accessible to employees and applicants.

Revisions:
Initially approved November 15, 1993
Reviewed October 9, 2007
Revised October 11, 2011
Revised August 13, 2013
Revised October 14, 2025

References:
United States Federal Code Title 29 Part 825 The Family and Medical Leave Act of 1993, 29 U.S.C. 2601, *et seq.*,
Americans with Disabilities Act of 1990, 42 U.S.C. 12101, *et seq.*

SPCC Policy:
Family and Medical Leave Act of 1993

3.2.14 Child Involvement Leave

A. Purpose – The purpose of child involvement leave is to promote employees' involvement in the education of youth and to promote employees' assistance to schools. Employees may take leave under this policy to:

1. Meet with a teacher or administrator of any elementary school, middle school, high school or child care program authorized to operate under the laws of the state of North Carolina concerning the employee's children, step-children or children over whom the employee has custody. For purposes of this policy, "school" means any: (i) public school; (ii) private church school, church of religious charter or nonpublic school described in Parts 1 and 2 of Article 39 of Chapter 115C of the General Statutes that regularly provides a course of

grade school instruction; (iii) preschool; and (iv) child care facility as defined in N.C.G.S. 110-86(3).

2. Attend any function sponsored by the school or child care program as defined above in which the children, step-children, or children over whom the employee has custody are participating. This provision shall only be utilized in conjunction with non-athletic programs that are a part of or a supplement to the school's or daycare's academic or artistic program.

3. To perform, by any employee, without regard to parental status, school-approved volunteer work approved by a teacher, school administrator, or program administrator.

B. Amount of Leave

1. Full-time and permanent part-time employees, including new employees, may take up to eight (8) hours of paid leave each calendar year regardless of the number of children. The eight (8) hours of leave will be credited to employees on January 1 of each year. Amount prorated for permanent part-time employees.

2. For each leave period requested, leave shall be taken in units of no less than one (1) hour and in quarter hour increments thereafter.

C. Approval of Leave

1. Employees must receive approval from their immediate supervisor to use this leave. The College may require acceptable proof that leave taken is within the purpose of this policy and a forty-eight (48) hour advanced notice.

2. The College will endeavor to grant the leave as requested by the employee but, based on the College's needs, the leave may need to be taken at a different time.

3. Leave not taken in a calendar year in which it is earned will be forfeited.

Revisions:
Initially approved January 24, 1994
Reviewed October 9, 2007
Revised August 13, 2013
Revised June 11, 2024

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94
North Carolina General Statute (N.C.G.S.) § 95-28.3

SPCC Policy:
Child Involvement Leave

3.2.15 Military Leave

Pursuant to federal and state law, military leave shall be granted to College employees for certain periods of service in the uniformed services.

A. Military Leave with pay shall be granted to members of the uniformed services of the U.S. Armed Forces for certain periods of active duty training and for State military duty. Such leave shall be granted to full-time, permanent part-time, regular, provisional, trainee, and probationary employees for up to one hundred twenty (120) working hours per federal fiscal year (Oct. 1 – Sept. 30) for any type of active duty not considered to be "Extended Active Duty". Temporary and part-time employees are not eligible for military leave benefits, but are covered under the reinstatement regulations.

B. Leave with Pay for Reserve Active Duty. Members of the uniformed services reserve components who are called to "Involuntary Active Duty" shall receive up to thirty (30) calendar days of leave with pay. After the thirty (30) day period, members shall receive differential pay for any period of involuntary service. This pay shall be the difference between military basic pay and the employee's annual College salary, if military pay is the lesser.

C. Retention and Continuation of Benefits During Leave with and without Pay. Retention and/or continuation of benefits are dependent upon the type and duration of leave granted and is determined on an individual basis.

D. Additional Leave Requirements. Members of the uniformed services are granted leave with pay for infrequent special activities in the interest of the State when so ordered by the Governor or their authorized representative. Members shall be granted leave with pay for active State duty for periods not exceeding thirty (30) consecutive calendar days; for periods in excess of thirty (30) calendar days, employees shall be entitled to military leave with differential pay.

E. Military Leave without pay shall be granted for the following periods:

1. Regularly scheduled unit assemblies usually occurring on weekends and referred to as "drills";
2. Duties resulting from disciplinary actions imposed by military authorities;
3. Unscheduled or incidental military activities such as volunteer work at military facilities, unofficial military activities, etc.;
4. Inactive duty training, "drills" performed for the convenience of the member, such as equivalent training, split unit assemblies, make-up drills, etc.;
5. Extended active duty for a period not to exceed five (5) years;
6. Full time National Guard duty (usually a three (3) year contract);
7. Initial active duty for training (initial enlistment); and/or
8. Certain periods of incapacity in a medical facility resulting from injuries sustained while on active or inactive duty.

F. Reinstatement/Reemployment from Military Duty. Members of the uniformed services shall have reinstatement/reemployment rights as defined by prevailing law and/or guidelines established by Federal and State law.

No agent or employee of the College shall discriminate against any College employee or applicant for employment because of their membership, application for membership,

performance of service, application for service, or obligation for service in the Uniformed Services. The President is authorized to develop procedures consistent with this policy.

Revisions:
Initially approved July 15, 1976
Updated October 9, 2007
Revised April 10, 2012
Revised February 12, 2013
Revised August 13, 2013
Revised October 10, 2023

References:
Title 38 United States Code (U.S.C.) Chapter 43 (4301-4335) – USERRA Code
Title 20 Code of Federal Regulations (C.F.R.) part 1002 USERRA Regulations
NC State Board of Community Colleges Code:
1C SBCCC 400.97
North Carolina General Statue (N.C.G.S.) § 127A-116
25 NCAC 01E.0802-.0821

3.2.15.1 Military Leave Procedure

South Piedmont Community College shall require the employee, or an appropriate officer of the Uniformed Service in which such service is performed, to provide written or verbal notice of service.

Any employee requesting military leave should make that request known to their immediate supervisor as soon as possible. The employee's Vice President and Associate Vice President of Human Resources and Payroll will then coordinate the process.

Procedure Revisions:
Revised September 1, 2023

SPCC Policy:
Military Leave Policy

3.2.16 Bereavement Leave

All full-time and permanent part-time employees shall be granted up to three (3) days for bereavement leave for the death of an immediate family member. For purposes of this Policy, "immediate family member" means the employee's spouse, parent, child, sibling, grandparent and grandchild. This also includes all step, half and in-law relationships.

Any leave taken beyond the three (3) days must be charged to annual, sick, or leave without pay. An employee should notify their immediate supervisor when a death in the immediate family occurs. If leave is taken beyond the three (3) days of bereavement leave, the employee and supervisor must ensure that the employee's job duties are adequately covered.

Revisions:
Initially approved July 15, 1976
Reviewed October 9, 2007
Revised August 13, 2013

Revised October 10, 2023

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94

SPCC Policy:
Bereavement Leave Policy

3.2.17 Leave without Pay

Leave without pay may be granted to an employee for: a) educational purposes which will better equip the employee for the performance of their duties and responsibilities; b) to do special work for the federal/state government in cases of emergency or when the College is to profit by the experience gained or the work performed; c) as additional leave options; d) for reasons specified in College policy; or e) for other reasons deemed justified by the appropriate Vice President and the President or otherwise required by law.

I. Maximum Amount

Leave without pay normally shall not exceed twelve (12) months. Any exception to this should be agreed upon by the appropriate Vice President and the President. For military leave without pay, see Policy 3.2.15 – Military Leave.

II. Employee Responsibility

The employee shall apply in writing to their supervisor for leave without pay at least four (4) weeks prior to such leave. Only for extreme extenuating circumstances, the President may waive this notice. The employee is obligated to return to duty within or at the end of the time granted. If the employee finds they will not return to work, the employee must notify the College immediately. Failure to report to work at the expiration of a leave without pay, unless an extension has been requested and approved by the President, shall be treated as a resignation.

III. College Responsibility

The decision to grant leave without pay is an administrative one for which the Vice President and President must assume full responsibility. Factors to consider are workload, need for filling employee's job, chances of employee's returning to duty and chances of the College's ability to reinstate employee to a position of similar status and pay. If it is necessary to fill a position vacant by leave without pay or if it is necessary to terminate an employee on leave without pay, the position may be filled by a temporary or permanent appointment provided the employee on leave without pay is notified of such action within two weeks of the appointment.

IV. Retention of Benefits

While on leave without pay, the employee shall retain all accumulated annual leave and sick leave and time earned towards salary increments; however, the employee

ceases to earn any additional sick or annual leave on the date leave without pay begins except in cases where an employee is receiving worker's compensation benefits. The employee also ceases to earn time toward salary increments except while on military leave, educational leave or while receiving worker's compensation benefits.

While on leave without pay, the employee shall retain all insurance benefits; however, the employee will continue to be responsible for the payment of any applicable insurance premiums.

V. Payment for Non-workdays – Short Periods of Leave without Pay

A short period of leave without pay is a period of not more than ten (10) workdays. An employee on leave without pay for a short period is entitled to be paid for non-workdays (weekends and holidays), if they are scheduled to work that day and only when they are in pay status at least half the day immediately preceding or following the non-workdays.

Revisions:
Initially approved October 10, 2023

SPCC Policy:
Leave without Pay Policy

3.2.18 Holidays

The College shall designate and observe certain days each year as holidays. All eligible employees will be given a day off with pay for each holiday as provided herein.

1. The President shall cause to be published the schedule of holidays to be observed before July 1st each year for the next academic year. A holiday that occurs on a Saturday or Sunday generally will be observed by the College on either the preceding Friday or following Monday. The holiday schedule shall not exceed twelve (12) paid holidays per academic year.
2. An eligible employee is a full-time employee who:
    a. Is in pay status through the day on which the holiday is scheduled; or
    b. On a leave of absence without pay but was in pay status for half or more of the workdays in the month.
3. The College recognizes that some eligible employees may wish to observe, as periods of worship or commemoration, certain days that are not included in the College's regular holiday schedule. In such cases, eligible employees may take other earned leave for those reasons such as Personal Observance Leave pursuant to Policy 4.56.
4. The College retains the right to schedule work on a holiday for some or all eligible employees should it become necessary and critical to the College's operation. In such cases, the employee will be given the time-off at another time on an hour-for-hour basis unless the Fair Labor and Standards Act stipulates otherwise. For purposes of this Policy, a holiday is a total of eight (8) hours.
5. In the event the College must establish an alternative operational schedule, an alternative holiday schedule may be developed in keeping with the College's operational needs provided that all employees are given the same number of

holidays and the holidays do not exceed twelve (12) days. The alternative holiday schedule must be approved by the President prior to any observed holidays.

6. When a holiday falls during a week in which an employee is taking FMLA leave for the entire week, the entire week is counted toward the employee's FMLA entitlement. However, if the employee is also using accrued paid leave during FMLA leave, the employee will not be charged accrued leave on the holiday. If the College closes for an extended holiday lasting a week or more while an employee is taking FMLA leave, the extended holiday does not count against the employee's FMLA leave entitlement.

Revisions:
Initially approved April 11, 2023

References:
North Carolina State Board Code:
1C SBCCC 200.94(a)(d)

SPCC Policy:
Holidays

3.2.19 Paid Parental Leave

In order to assist and support employees in balancing work and family obligations, the College will provide (8) eight weeks or 320 hours of fully paid leave to eligible employees upon the birth of their child or the adoption, foster placement, or other legal placement of a child under the age of eighteen (18). Note: Other legal placement does not include parental custody cases or legal assignments such as a Guardian ad Litem (GAL).

Revisions:
Initially approved February 14, 2023

References:
NC Executive Order No. 95
SPCC Policy and Procedure: 4.15 Family Medical Leave Act of 1993

3.2.19.1 Paid Parental Leave Procedure

Paid Parental Leave may be taken upon the birth of a child to an eligible employee, or the adoption, foster care placement, or other legal placement of a child with an eligible employee under the following guidelines:

- At the time of the qualifying event, full-time permanent employees who have been employed without a break in service, as defined by 25 N.C.A.C. 01D, § 0114, by the State of North Carolina for the immediate twelve (12) preceding months and have been in a permanent pay status for at least 1,040 hours during the previous 12-month period are considered eligible.
    - Periods of worker's compensation or short-term disability months preceding the qualifying events do not make the employee ineligible for Paid Parental Leave.
    - Periods of leave without pay, as defined in 25 N.C.A.C. 01E, § 1100, shall not constitute a break in service.

- Paid Parental Leave shall be used within twelve (12) months of the qualifying event and may be taken consecutively in one continuous period or may be taken intermittently, with supervisor approval.
- Paid Parental Leave may be used only once for a qualifying event within a twelve (12) month period. The fact that a multiple birth, adoption or other legal placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of Paid Parental Leave granted for that event.
- An eligible employee will be compensated at 100% of the employee's regular pay.
- If both parents are eligible employees, each may receive Paid Parental Leave and it may be taken simultaneously or at different times.
- Paid Parental Leave shall run concurrently with Family and Medical Leave, when applicable.
- Paid Parental Leave shall not be counted against or deducted from the eligible employee's accrued sick or vacation leave, if applicable.
- An employee shall be eligible for Paid Parental Leave even if the employee has exhausted Family and Medical Leave as long as other eligibility requirements are met.
- Unused Paid Parental Leave is not compensable if the employee separates from employment or moves to an ineligible position.
- If leave is needed prior to the qualifying event, other leave shall be utilized in accordance with the College's leave policy. Paid Parental Leave shall not be used prior to the qualifying event.
- When requesting time off for this purpose, employees should submit a Leave Request form to their supervisor at least 30 days in advance or as soon as possible if the need was not foreseeable.
- The employee must also contact Human Resources to schedule a meeting to discuss Family and Medical Leave.
- Human Resources may request proof of qualifying event.

All records and documents relating to medical certifications, recertification or medical histories of an employee or an employee's family members will be maintained in a separate medical/benefits file that is separate from the employee's personnel file. This information will be treated as confidential medical records in accordance with the Americans with Disabilities Act (ADA) and the Genetic Information Non Discrimination Act (GINA).

Procedure Revisions:
Initially approved February 14, 2023
Revised September 2023

Procedure References:
North Carolina Administrative Code
25 N.C.A.C. 01D, § 0114
25 N.C.A.C. 01E, § 1100

SPCC Policy:
Paid Parental Leave

3.3.1 Personnel File

The Associate Vice President of Human Resources and Payroll, or designee, shall maintain all employees' personnel files. The College shall maintain in individual personnel files only

those records which are required or necessary and relevant to accomplish legitimate personnel administrative needs.

I. PUBLIC INFORMATION

The following information on each college employee is public information and shall be open for inspection:

A. Name;
B. Age;
C. Date of original employment or appointment;
D. The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the board has the written contract or a record of the oral contract in its possession;
E. Current position;
F. Title;
G. Current salary (includes pay, benefits, incentives, bonuses, deferred compensation and all other forms of compensation);
H. Date and amount of each increase or decrease in salary with the College;
I. Date and type of each promotion, demotion, transfer, suspension, separation, or other change in position or classification with the College;
J. Date and general description of the reasons for each promotion with the College;
K. Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the College. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the board of trustees setting forth the specific acts or omissions that are the basis of the dismissal; and
L. The office or station to which the employee is currently assigned.

Any person, including College personnel, may have access to the information listed above for the purpose of inspection, examination and copying during regular business hours Monday through Friday. Access to personnel files may be arranged by contacting the Associate Vice President of Human Resources and Payroll for an appointment. If an individual wishes to have a reproduced copy of the information, the College may require a reasonable duplication fee. All College personnel shall be entitled to one (1) free copy of their personnel file.

II. CONFIDENTIAL INFORMATION

All information other than the information listed in Section I is confidential and shall not be open for inspection and examination except to the following persons:

A. The employee, applicant for employment, former employee, or their properly authorized agent, who may examine their own personnel file at all reasonable times in its entirety except for letters of reference solicited prior to employment;
B. The President, other supervisory personnel and legal counsel for the President;
C. The Board of Trustees and the Board's attorney;
D. A party by authority of a subpoena or proper court order may inspect and examine a particular confidential portion of an employee's personnel file;
E. An official of any agency of the state or federal government, or any political subdivision of the state, may inspect any portion of a personnel file when such

information is deemed by the College to be necessary and essential to the pursuance of a proper function of the inspecting agency, but no information shall be divulged for the purposes of assisting in a criminal prosecution nor for purposes of assisting in a tax investigation.

F. The President may, in their discretion, or shall at the direction of the Board of Trustees, inform any person or corporation of any promotion, demotion, suspension, reinstatement, transfer, separation, dismissal, employment or non-employment of any applicant, employee or former employee and the reasons for such action and may allow the personnel file of the person or any portion to be released or inspected to any person or corporation provided that the Board of Trustees has determined that the release of the information is essential to maintaining the integrity of the Board of Trustees or to maintaining the level or quality of services provided by the College. Prior to releasing the information or making the file or any portion available to a person or corporation pursuant to this subsection, the President shall prepare a memorandum setting forth the circumstances which they and the Board deem to require the disclosure and the information to be disclosed. The memorandum shall be retained in the files of the President and shall be a public record.

Each individual requesting access to confidential personnel information will be required to submit satisfactory proof of identity.

III. OBJECTING TO RECORDS IN PERSONNEL FILE

An employee, former employee or applicant for employment who objects to materials in their personnel file may place in the file a statement relating to the materials the employee considers to be inaccurate or misleading. An individual may seek the removal of material(s) from their file through the Grievance policy.

IV. MEDICAL AND IMMIGRATION INFORMATION

Pursuant to the Americans with Disabilities Act, all medical information, including workers' compensation history and requests for reasonable accommodation for a disability, medical insurance information and medical documentation for FMLA and other types of leaves related to an employee’s medical condition shall be kept separate from an employee's personnel file and shall be disclosed only as follows:

A. To supervisors who may be told only about work restrictions for an applicant or employee;
B. To first aid and safety officials where emergency treatment might be required; and
C. To government officials charged with enforcement of disability law.

All I-9 and other immigration status records shall be kept in a separate file not included within an employee’s personnel file.

Revisions:
Initially approved April 30, 1981
Updated October 9, 2007
Revised April 10, 2012
Revised February 12, 2013
Revised August 13, 2013

Revised October 10, 2023

References:
North Carolina General Statute (N.C.G.S.) § 115D-27; 115D-28; 115D-29

SPCC Policy:
Personnel File Policy

3.3.2 Performance Assessments

An employee performance appraisal process has been established to ensure relevant feedback between faculty and staff and their respective supervisors. The appraisal process is designed and intended to assess an employee's work performance and offer suggestions for improvement where needed and develop strategies for the attainment of specific goals or the revision of related processes.

Employee performance will be evaluated annually. Faculty assessments are due by the end of the spring term and staff evaluations are due by the end of June. Each year, every full-time and permanent part-time employee will have a conference with their supervisor. An outcome of this conference will be a development plan (goals) to evaluate the performance of the employee and to develop strategies for improvement where needed. The Human Resources Office will be responsible for establishing evaluation measures and procedures. The appropriate Vice Presidents, Deans, and Directors will coordinate and monitor the evaluation process and may implement a timeline for the evaluation process.

Performance appraisals and development plans (goals) will be retained in the personnel file.

Supervisors may only use evaluation instruments that have been approved by the Human Resources Office. The President may use a different evaluation instrument and procedures when evaluating employees reporting directly to the President; however, these employees shall be evaluated annually.

In addition to the above, all curriculum employees may be evaluated by students through course evaluations and all new employees will be evaluated using the Probationary Plan policy and procedures.

II. President's Evaluation

The Board shall evaluate the performance of the President annually. The evaluation instrument and methodology shall be selected by the Board, but at a minimum, the evaluation shall include the following categories:

A. General Administration

B. Relationship

1. Internal relationships with faculty, staff, students and trustees.

2. External relationships with business and industry, the media, governmental bodies and the general public.

C. Personal Attributes

D. Personnel Administration

E. Fiscal and Facilities Administration

F. Academic Administration

Prior to June 30th each year, the Board shall submit, in writing, to the State Board a report of the President's evaluation with the following information:

A. The time period for which the President was evaluated and the date the evaluation was completed;

B. Description of the methodology used for the evaluation;

C. Certification that the evaluation included a written assessment of the President's performance in each of the categories identified in Section II (A)-(F) herein;

D. Certification that the full Board received a copy and discussed the evaluation results, and the results were discussed with the President;

E. Certification that the full Board received a copy of and reviewed the President's contract if the President has a contract;

F. A listing of Board members in attendance at the meeting when the President's evaluation was conducted; and

G. Certification that appropriate action has been taken if the President's performance is less than satisfactory in any of the categories identified in the evaluation.

If the President has a contract, the Board shall note in the meeting minutes that they have reviewed the President's contract.

III. Performance Improvement Plan

Any employee whose performance has fallen below an acceptable level may be placed on a Performance Improvement Plan for a probationary period during which the employee will have the opportunity to improve.

A Performance Improvement Plan is a written tool available to supervisors of any staff or faculty member for the purpose of:

a. Improving the performance or behavior of the employee.

b. Addressing performance discrepancies identified in the performance appraisal process.

Cooperation and continuous communication between the employee and supervisor are essential to the success of the Performance Improvement Plan.

The individual will be placed on probation during the timeframe that the Performance Improvement Plan is in effect. Before an employee is placed on probation, the division Vice President and the Associate Vice President of Human Resources and Payroll must approve the Performance Improvement Plan.

The Performance Improvement Plan will have a specified beginning and ending date that may coincide with a probationary period.

Revisions:
Initially approved August 10, 1972
Revised October 9, 2007
Revised August 13, 2013
Revised April 8, 2025

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94(10)
1C SBCCC 300.2
Accreditation Standard 5.4, 5.5, and 6.3

SPCC Policy:
Performance Assessments

3.3.3 Code of Employee Conduct

All College employees shall adhere to the following Code of Conduct. Failure to adhere to the Code of Conduct may subject the employee to disciplinary action, suspension or dismissal as outlined in Policy 3.3.4 – Employee Disciplinary Action, Suspension, and Dismissal or, for cases of unlawful discrimination or harassment, Policy 3.3.7 – Sex Discrimination and Harassment. Employees may be disciplined for conduct that occurs outside of work if such conduct brings disrepute to the employee or College or negatively affects the employee's ability to perform his or her job.

All employees shall:

- Comply with all statutes, regulations, Board of Trustee policies, and College Handbooks and Manuals.
- Direct all complaints regarding the work environment to the appropriate supervisors and/or file grievances instead of acting to undermine or diminish the authority of co-workers and supervisors.
- Avoid confrontations with co-workers or students, including but not limited to, engaging in actions or conversations which the employee knows or should know will result in an actual disruption.
- Comply with all administrative directives in a timely and professional manner, including written directives regarding specific issues or behaviors.
- Perform all assigned and/or accepted extracurricular and non-instructional duties in a timely and professional manner.
- Participate in and complete any required professional development activities required by the College.
- Attend and participate in all required staff meetings and other required meetings.
- Complete and transmit all required reports and other documentation in a timely and professional manner.

- Dress appropriately for job duties and in accordance with supervisor's directives.
- Arrive to work on time.
- Maintain a courteous and professional attitude when working with other staff members, students and visitors.
- Exercise proper care and maintenance of College property.
- Avoid conflicts of interest.

The following are examples of professional and personal conduct that may serve as reasons for disciplinary action, including suspension, demotion, or termination. This list is illustrative and not all-inclusive. Nothing in this policy shall alter an employee's status as an "at-will" employee.

Performance of Duties

1. Inadequate performance and/or failure to perform duties.
2. Physical or mental incapability for performing duties.
3. Improper use of College property or equipment.
4. Failure to maintain satisfactory and harmonious working relationship with the public and/or employees.
5. Improper use of leave or taking leave in excess of accrued leave, unless allowed by law.
6. Failure to report for duty at the assigned time and place.
7. Failure to obtain or maintain a current license, certificate or credential required by law or as a condition for employment; failure to complete required professional development.
8. Insubordination and/or refusal to accept a reasonable and proper assignment from an authorized supervisor.

Personal Conduct

1. Gross misconduct, immorality and/or lascivious behavior that has a negative impact on the College and/or on the employee's ability to perform their job.
2. Conviction, arrest, indictment or charge that: (i) poses a threat to the physical safety of students or personnel; (ii) demonstrates that the employee does not have the integrity or honesty to fulfill his or her employment duties with the College; and/or (iii) creates a substantial disruption to the ordinary operation of the College.
3. Improper use, misappropriation and/or theft of College property (including College funds).
4. Falsified job information or omitting material information in order to secure employment with the College.
5. Participation in any action that would in any way seriously disrupt or disturb the College's normal operations.
6. Trespassing at any trustee or employee's home for the purpose of harassing or forcing dialogue or discussion from the occupants.
7. Willful damage or destruction of College property.
8. Willful acts that would endanger the lives and property of others.
9. Possession of unauthorized firearms or lethal weapons on the College's property.
10. Refusal to accept a reasonable and proper assignment from an authorized supervisor.
11. Reporting to work under the influence of alcohol or an illegal or unauthorized controlled substance or partaking of such items while on the campus.
12. Acceptance of gifts in exchange for favors or influences related to the College.

13. Disclosing confidential information, including student information, from official records to an unauthorized person or entity.
14. Engaging in employment or activities that constitute a conflict of interest to the College.
15. Taking part in political management or political campaigns prohibited by law.
16. Any form of unlawful discrimination or harassment.
17. Deliberately or willfully making false, misleading or ambiguous statements in connection with any official College business, official records or about College employees or students.
18. Violent acts, threats of violence (direct or implied), stalking, or physical intimidation towards College employees or students.
19. Violating the College's technology acceptable use policies and procedures.
20. Violations of College policies and procedures.

Employee and Student Relationships

Romantic or sexual relationships between College employees and students are prohibited if (a) the employee and the student have an academic relationship; (b) if the student is still enrolled in high school; or (c) the student is under the age of eighteen. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any College activity involving the student, including work study or organizational/club/sport activities. This prohibition shall continue until the student or the employee is no longer affiliated with the College. Employees engaging in inappropriate relationships will be subject to disciplinary action up to and including termination of employment.

Romantic or sexual relationships between College employees and students that do not violate the above provision but that otherwise impair the College employee's effectiveness, disrupts the workplace/learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment or expulsion from the College.

Revisions:
Initially approved April 12, 2022
Revised April 8, 2025

3.3.3.1 Arrest and Convictions Procedure

Employees shall notify Human Resources if they are convicted, arrested, indicted or charged (including citations) for any offense other than a minor traffic offense (e.g. parking, speeding). Notice must be in writing and provide all relevant facts regarding the arrest, conviction, indictment or charge. Notice must be provided within one (1) business day of the conviction, arrest, indictment or charge. Employees shall also inform Human Resources of the disposition of any arrest, indictment, or citation.

For purposes of these procedures, a "conviction" means the entry in a court of law or military tribunal of (1) a plea of guilty, nolo contendere, no contest or the equivalent; (2) a verdict of guilty; or (3) a prayer for judgment continued or a deferred prosecution.

Employees may be disciplined, up to and including termination, if the conviction, arrest, indictment or charge: (i) poses a threat to the physical safety of students or personnel; (ii) demonstrates that the employee does not have the integrity or honesty to fulfill his or her

employment duties with the College; and/or (iii) creates a substantial disruption to the ordinary operation of the College.

Procedure Revisions:
Initially approved April 8, 2025

SPCC Policy:
Code of Employee Conduct

3.3.4 Employee Disciplinary Action, Suspension, and Dismissal

Most, if not all, employees serve in an at-will capacity and may be terminated for any reason that does not otherwise violate state or federal law. Disciplinary action, however, is intended to be progressive in nature and the type of disciplinary action is entirely based on the factual situation as well as the nature, severity, and type of offense. If warranted by the facts and situation, even for first time offenses, administrators/supervisors may recommend dismissal of an employee.

The procedures associated with this policy shall not prevent the President from taking independent and appropriate disciplinary action against an employee, including termination, or from initiating an investigation into employee misconduct, inadequate performance, or other violation of policy or law without the recommendation of a direct supervisor.

All decisions made by the President regarding disciplinary action, suspension, and dismissal are final.

Revisions:
Initially approved December 17, 1984
Revised October 9, 2007
Revised February 12, 2013
Revised August 13, 2013
Revised February 9, 2016
Revised and renamed April 12, 2022
Revised June 10, 2025

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94

3.3.4.1 Employee Disciplinary Action, Suspension, and Dismissal Procedures

Except as stated in the policy or for purposes of sexual or other unlawful harassment, it is recommended employees receive at least two (2) warnings for minor conduct or performance matters: first, an oral warning with a follow-up letter from the supervisor to the employee documenting the deficiencies in performance or conduct which were discussed and the improvement(s) required; second, a written warning/reprimand which will serve notice upon the employee that a continuation of the deficiencies in performance or conduct may result in disciplinary action which may include dismissal.

<u>WARNINGS</u>

a. Oral Warnings

    1. The employee's supervisor shall meet with the employee and review with the employee exactly what is expected of them and why.

2. The supervisor shall explain to the employee how they have not met the requirements and why their performance and/or conduct is unacceptable or requires improvement.
3. The supervisor shall provide the employee an opportunity to explain their actions.
4. The supervisor shall make recommendations for corrections and remind the employee that the services of the Employee Assistance Program (EAP) are available if necessary.
5. The supervisor shall establish a reasonable period of time for the employee to correct the problem(s).
6. The supervisor shall review with their immediate supervisor the contents of the follow-up letter to be delivered to the employee. A copy of the letter, and all subsequent letters, shall be included in the employee's personnel file pursuant to Policy 3.3.1– Personnel File.

b. Written Warning

After giving an oral warning and allowing for a reasonable period of time to correct the problem(s) and/or behavior(s) as outlined in the supervisor's follow-up letter to the employee, if the employee has not corrected the problem(s) and/or behavior(s), the supervisor shall meet with the employee for the purpose of delivering a written warning. The written warning shall further document the continued problem(s) and/or behavior(s) and shall state that if the employee does not immediately correct the problem(s) and/or behavior(s), the employee may be subject to additional disciplinary action which could include dismissal. Before issuing to the employee the written warning, the President, Human Resources, and any intermediate superior/supervisor shall review the contents of the letter. A copy of the written warning, and all subsequent letters, shall also be included in the employee's personnel file.

If the employee does not agree with the supervisor, within three (3) business days of receipt of the written warning, the employee may appeal the determination to the next level supervisor. That supervisor shall meet with the employee and make a determination and shall provide the employee with a follow-up letter. If the employee is not satisfied with the determination, they shall continue this process of appeals, subject to a three (3) business day time limit, until the President has made their decision.

SUSPENSION

Suspensions may be used in two ways: an independent discipline action or in conjunction with an investigation and dismissal proceedings.

a. Independent Discipline Action

1. If a supervisor determines that an employee's actions warrant suspension, the supervisor shall prepare and provide a written report, with a summary supporting that determination, to the appropriate Vice President and Human Resources. The Vice President shall review the report and provide their written recommendation to the President.
2. The President shall determine whether or not to suspend an employee with or without pay; however, an employee may not be suspended without pay for more than ten (10) business days except for purposes of an investigation as outlined in Section B. The President may make such determination

without a recommendation from a supervisor and/or Vice President.

3. The President shall meet with the employee and give the employee an opportunity to be heard. After hearing from the employee, the President shall make a determination regarding the suspension, whether it shall be paid or unpaid and the length of the suspension. The President or the employee's supervisor shall inform the employee of the President's determination. The President shall prepare a follow-up written statement providing the circumstances and facts which led the decision to suspend the employee. A copy of the letter shall be included in the employee's personnel file.
   In cases where the employee's continued presence on campus is not in the College's best interest or a health/safety issue, the President shall immediately suspend the employee with pay. Prior to changing any paid suspension to unpaid suspension, the President shall meet with the employee and provide the employee with an opportunity to be heard.
4. When an employee is suspended, they shall leave the College property at once and shall not return until the end of the suspension unless authorized by the President.
5. Failure of the employee to report back to work when requested, or at the suspension expiration date, will be considered a voluntary resignation of their employment and any subsequent reinstatement or re-employment shall be on the basis of new employment.

b. Investigation and Dismissal

   The President may suspend an employee, with pay, for up to ninety (90) days while conducting their investigation as to whether or not the employee should be dismissed. At the end of the ninety (90) day period, the President shall dismiss the employee, reinstate the employee, or implement another disciplinary action.

DISMISSAL

If a supervisor determines that an employee's conduct or performance warrants dismissal, the supervisor shall prepare and provide a written report, with a summary supporting that determination, to the appropriate Vice President who shall, after meeting and consulting with the supervisor and Human Resources, provide the written report to the President. If the President supports the recommendation to dismiss the employee, the President shall provide the employee with written notice that the employee is being dismissed and the reasons for the dismissal.

If necessary, the President shall suspend the employee pursuant to Section II (B). The President or designee shall review any investigation into the employee's conduct and the President shall either dismiss the matter or meet with the employee and provide the employee with an opportunity to respond to the investigation. If, after the meeting, the President decides to dismiss the employee, the President shall provide the employee with written notice that the employee is being dismissed and the reasons for the dismissal.

SPCC Policy:
Employee Disciplinary Action, Suspension, and Dismissal

3.3.7 Discrimination and Harassment

The College is fully committed to providing a learning and working environment that is free from prohibited discrimination. The College does not practice or condone discrimination

based on race, color, national origin, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy and/or pregnancy related conditions, disability, genetic information, age, political affiliation, or veterans' status in the administration or in any of its education programs and activities and employment practices.

The College will promptly and effectively address any such discrimination of which it has knowledge using the following procedures:

For issues related to Title IX sexual harassment, see Procedures 3.3.7.1 – Sexual Harassment.

For issues related to all other types of unlawful discrimination and harassment, see Procedures 3.3.7.2 – Unlawful Discrimination and Harassment.

Revisions:
Initially Approved
Revised August 14, 2020
Revised August 13, 2024

Reference:
Title VI and VII of the Civil Rights Act of 1964;
The Americans with Disabilities Act of 1990; Section 504 of the Rehabilitations Act of 1973;
The Age Discrimination in Employment Act of 1967;
Equal Pay Act of 1963;
Title II of the Genetic Information Nondiscrimination Act of 2008;
Title IX of Higher Education Amendments of 1972;
Lily Ledbetter Act;
NC Equal Employment Practices Act;
NC Retaliatory Employment Discrimination Act;
Jeanne Clery Disclosure Act of Campus Security Policy and Campus Statistic Act of 1990;
Campus Sexual Assault Victim's Bill of Rights of 1992;
Violence Against Women Act of 1994;
Campus Sexual Violence Elimination Act of 2013;
and the Pregnant Workers Fairness Act of 2023.

3.3.7.1 Title IX Sexual Harassment Procedure

The College strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the college community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to college policy, the College is committed to providing an educational and employment environment that is free from discrimination based on protected characteristics, harassment, and retaliation for engaging in protected activity.

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Under Title IX, discrimination on the basis of sex includes *quid pro quo* harassment; sexual harassment; and sexual assault, stalking, dating or domestic violence (collectively referred to as "sexual harassment"), pregnancy and related conditions. The College's Title IX Coordinator has oversight responsibility for handling sexual harassment complaints and for identifying and addressing any patterns and/or systemic problems involving sexual discrimination or harassment.

All allegations involving sexual harassment should be directed to the College's Title IX Coordinator and addressed under these procedures. For other complaints of discrimination and harassment not related to sexual harassment, refer to Discrimination and Harassment Procedure 3.3.7.2.

I. DEFINITIONS

The following definitions shall apply to this procedure. The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a person's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

A. **Complainant** – an individual who is alleged to have been subjected to conduct that could constitute Sexual Harassment, as defined in these Procedures, and who was participating or attempting to participate in the College's education program or activity at the time of the alleged Sexual Harassment.

B. **Confidential Employees**– 1) employees whom the College has specifically designated as Confidential Employees for purposes of providing support and resources to a Complainant; and 2) employees conducting human subjects research as part of a study approved by the College's Institutional Review Board. The College has designated the following as Confidential Employees: South Piedmont Counselors.

C. **Consent** – knowing, voluntary, and clean permission by word or action to engage in sexual activity. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocation can establish consent. Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Consent has not been obtained in situations where the individual: i) is forced, coerced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) 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 iii) has a mental or physical disability which inhibits their ability to give consent to sexual activity.

D. **Dating Violence** – violence on the basis of sex committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. For purposes of this definition, Dating Violence includes but is not limited to sexual or physical abuse or the threat of such abuse.

E. **Domestic Violence** – violence on the basis of sex committed by a current or former spouse or intimate partner of the Complainant; by a person with whom the Complainant shares a child in common; by a person with whom the Complainant cohabitates or has cohabitated as a spouse or intimate partner; by a person similarly situated to a spouse of the Complainant under the

domestic violence laws of the State; or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic violence laws of the State.

F. **Education Program or Activity** – for purposes of these Procedures, this means any locations, events, or circumstances in which the College exercises substantial control over both the Respondent(s) and the context in which the alleged sexual harassment occurs.

G. **Formal Complaint** – a verbal or written report alleging sexual harassment against a Respondent that objectively can be understood as a request for the College to investigate the allegation(s) and make a policy violation determination. A Formal Complaint initiates a formal grievance process in which parties are entitled to due process protections. A Formal Complaint is separate and distinct from a Report, which provides only notice to the College of an allegation or concern about sexual harassment and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures.

H. **Informal Resolution** – a resolution reached regarding an allegation of sexual harassment without going through the entire formal grievance process. Informal Resolution may include mediation, facilitated dialogue, conflict coaching, restorative justice, or other models of alternative dispute resolution. Informal Resolution cannot be used for a student's allegation of sexual harassment against a college employee.

I. **Pregnancy/Pregnancy Related Conditions –** pregnancy, childbirth, termination of pregnancy, or lactation, ed medical conditions, recovery

J. **Report** – notice to the College of an allegation or concern about sexual harassment that provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. When the College receives a report of alleged sexual harassment, the College is deemed to have knowledge of conduct that reasonably may constitute sexual harassment.

K. **Respondent** – an individual who has been reported to engage in conduct that could constitute Sexual Harassment.

L. **Retaliation** – to intimidate, threaten, coerce, or discriminate against any person by the College, a student, employee, or a person authorized by the College to provide aid, benefit, or service under the College's education program or activity, for the purpose of interfering with any right or privilege secured by law or policy, or because the person has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.

The exercise of rights protected by the First Amendment does not constitute retaliation. It is also not retaliation for the College to pursue policy violations against those who make materially false statements in bad faith in the course of a resolution under these Procedures.

M. **Criminal Sexual Contact** – an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system.

N. **Sexual Harassment** – a form of sex discrimination that means harassment on the basis of sex. Sexual Harassment includes hostile environment harassment; *quid pro quo* harassment; or any instance of sexual assault, dating violence, domestic violence, or stalking.

Hostile environment harassment is unwelcome sex-based conduct, which based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity.

Hostile environment harassment is a fact-specific inquiry that includes consideration of the degree to which the conduct affected the Complainant's ability to access the College's education program or activity; the type, frequency, and duration of the conduct; the parties' ages, roles, previous interactions, and other factors that may be relevant; the location of the conduct and the context in which the conduct occurred; and any other sexual harassment in the College's education program or activity.

Quid pro quo harassment is when a college employee or agent who provides an aid, benefit, or service under the College's education program or activity and explicitly or impliedly conditions the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct.

O. **Stalking** – engaging in a course of conduct on the basis of sex, directed at the Complainant, which would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

For purposes of this definition, "course of conduct" means two or more acts, including but not limited to acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

P. **Standard of Evidence** – the College uses "preponderance of the evidence" as the standard for proof of whether a violation of this policy has occurred. In the student due process hearing and employee grievance process, legal terms like "guilt", "innocence" and "burden of proof" are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the Respondent either "responsible" or "not responsible" for violating these Procedures.

Q. **Supportive Measures** – individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party that are offered to restore or preserve educational access, protect safety, or deter sexual harassment. Examples of support measures are referral to counseling, medical, or other healthcare services; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties;

leaves of absences; increased security and monitoring of certain areas of the College; and other similar measures.

R. **Title IX Coordinator** – for purposes of these Procedures, the Title IX Coordinator refers to Elaine Clodfelter. The Title IX Coordinator's office is in Main 3129 at the OCH Campus and Garibaldi 213 at the LLP Campus. The phone number is 704-272-5302 and the email is eclodfelter@spcc.edu. The Deputy Title IX Coordinator refers to Lauren Sellers. The Deputy Title IX Coordinator's office is in Building A 1512 at the OCH Campus and Garibaldi 232 at the LLP Campus. The phone number is 704-272-5335 and the email is lsellers@spcc.edu.

II. SCOPE AND APPLICABILITY

A. These Procedures apply to the conduct of and protect:

1. College students and applicants for admission into the College;
2. College employees and applicants for employment;
3. College student organizations; and
4. Third parties participating or attempting to participate in a College education program or activity.

B. These Procedures apply to conduct that occurs in any College Education Program or Activity or under circumstances where the College has disciplinary authority and of which the College has knowledge.

C. When a party is participating in a dual enrollment program (Career and College Promise [CCP] or Early College), the College will coordinate with the party's school district to determine jurisdiction and coordinate providing supportive measures based on the allegations and identities of the parties.

III. REPORTING

A. Reporting to Local Law Enforcement

Individuals may report sexual harassment directly to local law enforcement agencies by dialing 911. Individuals who make a criminal allegation may also choose to pursue the College's grievance procedure simultaneously. A criminal investigation into the matter does not release the College from its obligation to conduct its own investigation (nor is a criminal investigation determinative of whether sexual harassment has occurred). However, the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the College must make available supportive measures when necessary to protect the parties and/or the college community.

Individuals may choose not to report alleged sexual harassment to law enforcement authorities. The College respects and supports individuals' decisions regarding reporting; nevertheless, the College may notify appropriate law enforcement authorities if legally required or warranted by the nature of the allegations.

B. Reporting to College Officials

The College's Title IX Coordinator oversees compliance with these Procedures and Title IX regulations. Questions about these Procedures should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to sexual harassment may do so by reporting the concern to the College's Title IX Coordinator in person, by mail, by telephone, by email, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report of alleged sexual harassment.

C. Employees' Mandatory Reporting

All college employees, including student-employees, other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected sexual harassment to appropriate officials immediately. Failure of a Mandated Reporter to report an incident of sexual harassment of which they become aware is a violation of college policy and may subject the employee to disciplinary action.

D. Confidential Employees' Reporting

Confidential Employees designated by the College are not required to report actual or suspected sexual harassment. Confidential Employees must, however, provide a Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency unless otherwise required by law.

E. External Contact Information

Concerns about the College's application of these procedures and compliance with certain federal civil rights laws may be addressed to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Email: OCR@ed.gov
Phone: (202) 453-6012

Equal Employment Opportunity Commission (EEOC)
131 M Street, NE
Washington, D.C. 20507
Email: info@eeoc.gov
Phone: 1-800-669-4000

IV. GRIEVANCE PROCEDURES

A. Scope

1. Use of these grievance procedures applies to reports alleging sexual harassment carried out by employees, students, or third parties.

2. All reports of sexual harassment are taken seriously. At the same time, those accused of sexual harassment are presumed "not responsible" throughout this grievance procedure.

B. Initial College Response and Assessment

1. After receiving a report of sexual harassment, the Title IX Coordinator takes prompt and appropriate steps to:

   a. Communicate with the individual who reported the alleged conduct;

   b. Offer and implement supportive measures to eliminate and prevent the recurrence of sex harassment, deter retaliation, remedy the effects of sex harassment, and provide due process rights during a college investigation;

   c. Provide the individual with a copy of this Policy and Procedure; and

   d. Determine whether the alleged conduct, as described by the reporting party, falls within the scope of this policy and if so, initiate the investigation and resolution procedures outlined below.

   e. The Title IX Coordinator may delegate the authority to take some or all of these steps to a Deputy Title IX Coordinator.

2. Supportive Measures

   a. Any Party may seek modification or reversal of the College's decision to provide, deny, modify, or terminate supportive measures applicable to the Party. A request to do so should be made in writing to the Title IX Coordinator.

   b. An impartial employee who has authority to modify or reverse the decision will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the definition of supportive measures as defined in this Procedure.

   c. The College will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances materially change.

3. There is no time limitation on providing a Formal Complaint to the Title IX Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to

investigate, respond, and/or provide remedies may be more limited or impossible.

4. False Allegations and Evidence

    a. Deliberately false and/or malicious accusations under this policy or procedure are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a policy violation.

    b. Witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process can be subject to discipline under appropriate college policies, procedures, and rules.

5. Emergency Removals/Administrative Leave

    a. The College may remove a student Respondent, upon receipt of a report, Formal Complaint, or at any time during the grievance process, on an emergency basis when the College performs an individualized safety and risk analysis and determines that an imminent and serious threat to the health or safety of any student or other individual justifies removal.

        i. The risk analysis is performed by members of the Title IX Team in collaboration with the CARE/BIT Team and must recommend to the appropriate college official to implement or stay an emergency removal of a student and the conditions and duration of such emergency removal.

        ii. In all cases in which an emergency removal is imposed, the student shall be given notice and an opportunity to challenge the removal decision immediately following the removal by submitting a written appeal to the President.

        iii. Violation of an emergency removal under this Procedure is grounds for independent disciplinary action, up to and including suspension or expulsion.

    b. The College may place an employee on suspension with pay upon receipt of a report, Formal Complaint, or at any time during the grievance process. An employee does not have a right to appeal a determination to place the employee on suspension with pay pending the conclusion of the Title IX grievance procedure. Violation of the terms of the suspension is grounds for independent disciplinary action, up to and including dismissal.

6. The Title IX Coordinator may administratively close a Formal Complaint of sexual harassment at any time if:

a. The Complainant voluntarily withdraws any or all of the allegations in the Complaint and the Title IX Coordinator declines to initiate a Complaint;

d. The Respondent is no longer enrolled or employed by the College;

c. The College is unable to identify the Respondent after taking reasonable steps to do so; or

d. The College determines the conduct alleged in the Complaint would not constitute a violation of this Policy and Procedure, even if proven.

The Title IX Coordinator will notify the parties if a Formal Complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate college office or department to resolve the report or complaint. All parties may appeal the Title IX Coordinator's dismissal of a Formal Complaint under this section by using the appeal procedures in Section VI, below.

7. Confidentiality/Privacy

   a. The College makes every effort to preserve the Parties' privacy. The College will not share the identity of any individual who has made a report of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sexual harassment, any Respondent, or any witness, except as permitted or required by or to fulfill the purposes of applicable laws and regulations.

   b. Parties and Advisors are prohibited from unauthorized disclosure of information obtained by the College through these procedures to the extent that information is the work product of the College, meaning it has been produced, compiled, or written by the College for purposes of its investigation and resolution of a Formal Complaint. It is also a violation of these procedures to publicly disclose institutional work product that contains a Party or witness's personally identifiable information without authorization or consent.

8. Regardless of when alleged sexual harassment is reported, a Complainant must be participating in or attempting to participate in the College's education program or activity for a Formal Complaint to be investigated.

9. Consolidation

   The College may consolidate complaints of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party, when the allegations of sexual harassment arise out of the same facts or circumstances.

C. Informal Resolution

1. Any party may request the College facilitate an informal resolution to a sexual harassment complaint at any time prior to a final determination. The Title IX Coordinator may offer the parties the opportunity for informal resolution, too.

    a. Upon a request for informal resolution, the Title IX Coordinator determines whether informal resolution is appropriate based on the facts and circumstances of the case. The Title IX Coordinator ensures that any proposed informal resolution is consistent with the College's obligations to prevent and redress sexual harassment.

    b. A student's allegations of sexual harassment against a College employee are not eligible for informal resolution.

    c. The Title IX Coordinator provides the parties with written notice of proceeding with an informal resolution, including the allegations of sexual harassment, the requirements of the informal resolution process, the potential terms that may be requested or offered in informal resolution, and what information the College will maintain, including any potential disclosures of information.

d. The Title IX Coordinator also designates an independent, neutral person to facilitate the informal resolution, which could be the Title IX Coordinator.

2. Informal resolution is voluntary.

    a. The Complainant and Respondent must provide written consent for informal resolution to take place.

    b. Any party has a right to end the informal resolution process at any time prior to agreeing to a resolution and begin or continue the formal investigation and grievance process.

3. Informal resolution concludes the matter only when all parties have signed a written agreement that confirms resolution of the allegations.

    a. The resolution agreement must include a waiver of the parties' right to have a formal grievance process on the allegations that have been informally resolved.

    b. Parties are prohibited from revoking or appealing a resolution agreement. Should the Respondent violate the terms of an informal resolution agreement, such violation will subject the Respondent to an investigation and the formal grievance process contained in this procedure.

4. If a resolution agreement is not reached, the College will continue with a formal investigation.

D. Investigations

1. The goal of a formal investigation is to reach a determination as to whether a Respondent has violated one or more college policies prohibiting sexual harassment and if so, remedy the effects of a violation.

    a. The Title IX Coordinator may include possible violations of other college policies that contributed to, arose from, or are otherwise related to alleged violations of this policy and procedure in the scope of an investigation.

    b. The Title IX Coordinator gives written notice to the Complainant and Respondent of the investigation, providing sufficient details to allow the parties to respond and prepare for initial interviews, including the identity of the parties involved (if known), the conduct alleged to be sexual harassment, the date and location of alleged incidents (if known), the specific policies implicated, a statement that the Respondent is presumed not responsible and a determination of responsibility is made at the conclusion of the process, information regarding the parties' right to an advisor and the right to review relevant evidence, a statement that retaliation is prohibited, information about the confidentiality of the process, and notice that the College prohibits knowingly making false statements or submitting false information during the grievance process.

    c. The Title IX Coordinator designates an investigator to investigate the allegations of sexual harassment. The Title IX Coordinator may serve as the investigator if the Title IX Coordinator is not serving in another role throughout the grievance process.

    d. The investigator is also the decision-maker as to whether a Respondent has violated one or more College policies prohibiting sexual harassment, unless otherwise determined by the Title IX Coordinator.

2. Parties to an investigation can expect a prompt, thorough, and equitable investigation of complaints, including the opportunity for parties to ask questions, present witnesses and provide information regarding the allegations.

3. Parties and witnesses should cooperate in the investigation process to the extent required by law and this policy. If a party or witness chooses not to participate or becomes unresponsive, the College reserves the right to continue its grievance process without their participation to ensure a prompt resolution.

4. The standard of proof used in investigations is preponderance of the evidence. It is the College's responsibility to establish the standard of proof and gather evidence during investigations.

5. The College aims to bring all investigations to a resolution within forty-five (45) days from the date the Title IX Coordinator determines an investigation will commence.

    a. Extensions of timeframe for good cause are allowed, so long as written notice and the reason for the delay is provided to the parties. Good cause includes:

        i. The complexity and/or number of the allegations;

        ii. The severity and extent of the alleged misconduct;

        iii. The number of parties, witnesses, and other types of evidence involved;

        iv. The availability of the parties, witnesses, and evidence;

        v. A request by a party to delay an investigation;

        vi. The effect of a concurrent criminal investigation or proceeding;

        vii. Intervening holidays, College breaks, or other closures;

        viii. Good faith efforts to reach a resolution; or

        ix. Other unforeseen circumstances.

    b. Investigations typically include interviews with the Complainant, the Respondent, and any witnesses, and the objective evaluation of any physical, documentary, or other evidence as appropriate and available. The College will give the Complainant and the Respondent written notice of any interview, meeting, or hearing at which a party is invited or expected to participate. This written notice may be via e-mail.

    c. The Title IX Coordinator will inform the Complainant and Respondent at regular intervals of the status of its investigation.

    d. The Parties have an equal opportunity to present witnesses and other evidence tending to prove or disprove the allegations.

6. Interviews conducted as part of an investigation under this procedure may be recorded by the College. Recordings not authorized by the College are prohibited.

7. The Complainant and Respondent have the right to be accompanied by an advisor of their choosing during all stages of an investigation.

    a. A party may elect to change advisors during the process.

    b. All advisors are subject to the same rules:

i. During the investigation, the advisor's role is limited to providing advice, guidance, and support to the Complainant or Respondent. An advisor is not permitted to act as a participant or advocate during the investigative process.

ii. Advisors are expected to maintain the privacy of the records shared with them.

iii. Advisors are expected to refrain from interfering with investigations.

iv. Any advisor who oversteps their role or interferes during an investigation process will be warned once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave. The Title IX Coordinator determines whether the advisor may return or should be replaced by a different advisor.

8. Prior to finalizing a report, the investigator provides all parties an equal opportunity to review any relevant evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint.

   a. The Complainant and Respondent may submit a written response to the evidence, including any questions a party wants asked of another party or witness, within three (3) days after receipt of the evidence.

      i. Responses must be submitted to the investigator via email, mail, or hand delivery by 5:00 p.m. eastern standard time on the date responses are due.

      ii. Responses may not exceed 10 double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.

   b. The investigator considers any responses received from the parties and conducts any further investigation necessary or appropriate.

9. Following an investigation, the investigator submits an investigative report and written determination to the parties that fairly summarizes relevant evidence. The report and determination includes a summary of the allegations; a summary of the response; a summary of the investigative steps taken to verify the allegations and response; a summary of the evidence relevant to a determination of responsibility; a determination on the question of responsibility, including rationale for the result and any discipline sanction that the College is permitted to share pursuant to State or federal law; and the procedures and permissible bases for the parties to appeal.

10. In cases where the Respondent is a student, after the investigative report and written determination has been sent to the parties, all parties shall have three (3) days to request a hearing. If either party requests a hearing, the hearing procedures described in College Procedure,

Discipline and Appeal for Non-Academic Violations shall be followed, except that 1) all parties shall have the right to participate in the hearing to the extent required by Title IX; and 2) a single hearing officer will be utilized in lieu of a committee.

E. The following sanctions may be imposed for those who have violated these procedures:

1. Students
    a. Verbal or Written Warning
    b. Restrictions
    c. Probation
    d. Administrative withdrawal from a course without refund
    e. Required Counseling
    f. No Contact Directive
    g. Suspension
    h. Expulsion
    i. Other consequences deemed appropriate to the specific violation
2. Employees
    a. Verbal or Written Warning
    b. Performance Improvement Plan
    c. Required Counseling
    d. Required Training or Education
    e. Transfer or reassignment
    f. Demotion
    g. Suspension with or without Pay
    h. Dismissal
    i. Other consequences or conditions of employment deemed appropriate to the specific violation

If the investigator or hearing officer finds student expulsion or employee suspension, demotion or dismissal is an appropriate sanction for a Respondent, but the investigator does not have authority to authorize such sanction, the investigator or hearing officer will make a recommendation of the sanction to the

appropriate college official after the time for appeal has expired. If the investigator or hearing officer recommends the Respondent be expelled, suspended, demoted, or dismissed, during the time in which either party has to appeal, the Respondent shall remain in their current status (allowed on campus, on emergency removal, or on paid administrative leave) unless otherwise determined by the appropriate College official.

V. APPEALS

After the investigator submits their investigative report and written determination to the Complainant and Respondent, all parties are given an equal opportunity to appeal the determination. Appeals may be based only on these grounds:

A. Procedural irregularity that would change the outcome;

B. New evidence that was not reasonably available at the time of the decision that would change the outcome; and/or

C. The Title IX Coordinator, investigator, or decision-maker had a bias or conflict of interest for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.

Parties must submit any appeal, specifying at least one of the grounds above, to the Vice President of Student Services by 5:00 p.m. eastern standard time via the Title IX Appeal form within three (3) days of receiving the written determination of responsibility.

The College notifies all parties when an appeal is filed and provides all parties with a copy of the appeal and a chance to submit a written statement supporting or challenging the outcome. Parties must submit written statements supporting or challenging the outcome to the Vice President of Student Services by 5:00 p.m. eastern standard time via email or mail, within two (2) days of receiving a copy of an appeal.

Within ten (10) days of receiving an appeal, the Vice President of Student Services shall conduct a review of the record, including the appeal(s) received, any written statements supporting or challenging the outcome, the investigation report and written determination, and any accompanying evidence prior to issuing a written decision to the Complainant and Respondent that describes the result of the appeal and the rationale for the result. If the appeal does not provide information that meets the grounds for appeal, the Vice President of Student Services will deny the appeal.

The Vice President's written decision is final.

VI. PROTECTION AGAINST RETALIATION

The College will not in any way retaliate against an individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these procedures.

Retaliation is a violation of college policy regardless of whether the underlying allegations are ultimately found to have merit. Reports of retaliation are treated separately from reports or complaints of sexual harassment.

VII. LIMITED IMMUNITY

The College community encourages the reporting of misconduct and crimes. Sometimes, complainants or witnesses are hesitant to report to college officials or participate in resolution processes because they fear they themselves may be accused of various policy violations. It is in the best interest of this College that as many complainants as possible choose to report to college officials and that witnesses come forward to share what they know. To encourage reporting, the College offers sexual harassment complainants and witnesses amnesty from minor policy violations.

VIII. SUSPENDING PROCEDURES

In cases of emergency or serious misconduct, the College reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

IX. STUDENT AND EMPLOYEE EDUCATION AND ANNUAL TRAINING

All College employees shall receive annual trainings on the following topics:

A. The College's obligation to address sex discrimination in its education programs or activities;

B. The scope of conduct that constitutes sex discrimination under Title IX, including the definition of "sex-based harassment"; and

C. All applicable notification and information requirements.

In addition to the training that all college employees must receive, the Title IX Coordinator, investigators/decision-makers, those hearing appeals, and those involved in any informal resolution process shall receive annual trainings on the following topics:

A. These grievance procedures;

B. How to serve impartially, including avoiding prejudgment of facts at issue, conflicts of interest, and bias;

C. Issues of relevance of questions and evidence; and

D. The types of evidence that are impermissible regardless of relevance.

E. In addition, for Title IX Coordinators: training on specific Title IX Coordinator responsibilities, the College's recordkeeping system, and Title IX recordkeeping requirements.

Each year, all students and employees will receive an electronic copy of these procedures sent to their college email address of record. These procedures will be maintained online in the College’s website and a hard copy will be kept on file (in English and Spanish) in the Title IX Coordinator’s office. Other translations will be made available upon request.

X. RECORDKEEPING

The College maintains all records of Title IX grievance proceedings and all materials used to train Title IX personnel for seven (7) years.

XI. PREGNANCY AND RELATED CONDITIONS

The College does not discriminate in its education program or activity against any applicant for admission, student, applicant for employment, or employee on the basis of pregnancy, childbirth, or recovery from these conditions. Title IX regulations require colleges and schools to allow medically necessary absences, provide accommodations, and restore a student's status upon return to college/school. Under these regulations, a college/school cannot exclude a pregnant student from any educational program and must handle pregnancy-related medical conditions similarly to other temporary disabilities.

The Title IX Coordinator will also notify the student of the process to file a complaint for alleged discrimination, harassment, or retaliation, as applicable.

A. Supportive Measures for Students

Students who are pregnant and are experiencing medical related conditions may be provided with Supportive Measures to prevent sex discrimination and ensure equal access to the College's education program and activity. Any student seeking Supportive Measures must contact the Title IX Coordinator to discuss appropriate and available Supportive Measures based on their individual needs. Students are encouraged to request Supportive Measures as promptly as possible, as retroactive Supportive Measures may not be available.

Supportive Measures may include, and are not limited to:

- Breaks during class to express breast milk or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
- Intermittent absences to attend medical appointments
- Time extensions for coursework and rescheduling of tests and examinations
- Allowing a student to sit or stand, or carry or keep water nearby
- Counseling
- Changes in physical space or supplies (for example, access to a larger desk or a footrest)
- A larger uniform or other required clothing or equipment

Students are encouraged to work with the College's Title IX office in conjunction with their faculty members to devise a plan for how to best address the student's

needs. The Title IX Coordinator will assist with plan development and implementation as needed.

Supporting documentation for Supportive Measures may be required when it is necessary and reasonable under the circumstances to determine which Supportive Measures to offer.

Information about pregnant students' requests for Supportive Measures will be shared with faculty and staff only to the extent necessary.

Students experiencing pregnancy-related conditions that manifest as a temporary disability under the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act are eligible for reasonable accommodations just like any other student with a temporary disability. The Title IX Coordinator will consult with Accessibility Services to ensure the student receives reasonable accommodation for their disability as required by law.

B. Lactation Space Access

The College provides students and employees with access to lactation spaces that are functional, appropriate, and safe. Such spaces are regularly cleaned, shielded from view, and free from the intrusion of others.

Lactation spaces are available at each of the College's campus locations.

To secure a lactation space, please complete and submit the Title IX-Notice of Pregnancy or Related Conditions (maxient.com). The Title IX Coordinator will assist you in securing an available and accessible space.

C. Employees

Information on pregnancy and related conditions for employees can be found in the Human Resources section of the Policy and Procedure Manual.

D. Policy/Procedure Dissemination and Training

A copy of the policy and procedures will be made available to college employees in the annually required training and posted on the College's website. The College will alert all new students about the policy and procedures and the locations of these as part of orientation. The Title IX Coordinator(s) will make educational materials available to all members of the college community to promote compliance with the policy and familiarity with its procedures.

Procedure Revisions:
Initially approved November 5, 2024
Revised October 1, 2025

Procedure Reference:
Title IX of the Education Amendments Act of 1972, as amended, 20 U.S.C. 1681 *et seq.* and its implementing regulations;
Office for Civil Rights, Q&A on the Title IX Regulations on Sexual Harassment (July 2021);

Office for Civil Rights, Dear Educator Letter on Title IX and Sexual Misconduct (June 23, 2021)

3.3.3.2 Discrimination and Harassment Procedure

The College strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the college community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to college policy, the College prohibits discrimination in its activities, services and programs based on race, color, national origin, religion, sex, gender identity, sexual orientation, pregnancy or related conditions, disability, genetic information, age, political affiliation or veterans' status.

I. DEFINITIONS

The following definitions shall apply to this Procedure and shall be collectively referred to herein as "Unlawful Discrimination".

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a person's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

A. **Discrimination -** any act or failure to act that unreasonably differentiates treatment of others based solely on their Protected Status and is sufficiently serious, based on the perspective of a reasonable person, to unreasonably interfere with or limit the ability of that individual to participate in, access or benefit from the College's programs and activities. Discrimination may be intentional or unintentional.

B. **Harassment -** a type of Discrimination that happens when verbal, physical, electronic or other behavior based on a person's Protected Status interferes with a person's participation in the College's programs and activities and it either creates an environment that a reasonable person would find hostile, intimidated or abusive or where submitting to or rejecting the conduct is used as the basis for decisions that affect the person's participation in the College's programs and activities.

Harassment may include but is not limited to: threatening or intimidating conduct directed at another because of the individual's Protected Status; ethnic slurs, negative stereotypes and hostile acts based on an individual's Protected Status.

C. **Protected Status -** race, color, national origin, religion, sex, gender identity, sexual orientation, pregnancy or related conditions, disability, genetic information, age, political affiliation or veterans' status.

D. Standard of Evidence - the College uses the Preponderance of the Evidenceas the standard for proof of whether a violation occurred. In the student due process hearing and employee grievance process, legal terms like “guilt, “innocence” and “burden of proof” are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the alleged Perpetrator either “responsible” or “not responsible” for violating these Procedures.

II. STATEMENTS OF PROHIBITION

A. Prohibition of Retaliation.

The College strictly prohibits punishing students or employees for asserting their rights to be free from Unlawful Discrimination. Retaliation against any person participating in connection with a complaint of Unlawful Discrimination is strictly prohibited. Reports of retaliation will be addressed through this procedure and/or other applicable college procedures. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figures or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against any employee or student found to have retaliated against another.

B. Prohibition of Providing False Information.

Any individual who knowingly files a false report or complaint, who knowingly provides false information to college officials, or who intentionally misleads college officials involved in the investigation or resolution of a complaint may be subject to disciplinary action including, but not limited to expulsion or employment termination. The College recognizes that an allegation made in good faith will not be considered false even if the evidence does not confirm the allegation(s) of Unlawful Discrimination.

III. REQUESTING ACCOMMODATIONS

A. Students.

Students with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the College’s Accessibility Services at counselors@spcc.edu. Information provided by students is voluntary and strict confidentiality is maintained. All requests for accommodations will be considered following the appropriate federal and state laws.

The College will also provide reasonable accommodation of a student’s religious beliefs/practices provided such expression/practice does not create a hostile environment for other students and employees and/or the accommodation does not cause an undue hardship for the College.

B. Employees.

Employees with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the College's Office of Human Resources. Information provided by employees is voluntary and strict confidentiality is maintained.

The College will also provide reasonable accommodation of an employee's religious beliefs/practices provided such expression/practice does not create a hostile environment for other employees and students and/or the accommodation does not cause an undue hardship for the College.

IV. REPORTING OPTIONS

A. Student Complaints.

Any student wishing to make a report relating to Unlawful Discrimination may do so by completing the Unlawful Discrimination Report.

For Unlawful Discrimination incidents between students and employees, the Vice President for Student Services, or designee, or the Director of Student Wellness and Advocacy/Title IX Coordinator will work in partnership with the Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator to investigate and resolve the allegations.

B. Employee Complaints.

Any employee wishing to make a report related to Unlawful Discrimination may do so by reporting the concern to the College's Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator.

V. INITIAL INVESTIGATION

As these Procedures apply to both students and employees as either the Complainant or the Respondent, the administrator receiving the incident report will determine if the case should be handled by: 1) the Vice President for Student Services, or designee or Director of Student Wellness and Support/Title IX Coordinator (student/student),: 2) the Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator, or designee (employee/employee); or 3) both (student/employee). For incidents involving students and employees, the College will utilize the process for both the student investigation and the employee investigation sections as applicable.

A. Student Investigation.

1. Students filing complaints ("Complainants") are urged to do so by completing the Unlawful Discrimination Report form as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of college officials to investigate and respond to such complaints.

The Vice President of Student Services, or designee, or the Director of Student Wellness and Advocacy/Title IX Coordinator shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the College's Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator. During the course of the investigation, the Vice President, or designee, or the Director may consult with other relevant college administrators and the College Attorney.

2. During the investigation, and if applicable to the complaint, the Vice President, designee, or Director shall meet with the Complainant and the alleged Perpetrator ("Respondent") separately and give each party an equal opportunity to provide evidence, including informing the Vice President, designee, or Director of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

3. During the investigation process, the Vice President, or designee, or Director may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to complete coursework); or the directives that include no contact between the involved parties.

4. A confidential file regarding the complaint shall be maintained within the Maxient system. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under these procedures.

5. The Vice President, designee, or Director shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Vice President, designee, or Director may have an additional ten (10) calendar days to complete the investigation. The Vice President, designee, or Director shall notify the parties of this extension.

6. The parties to an investigation will be notified of available counseling services and their options of changing academic situations and other interim measures.

B. Employee Investigations.

1. Employees filing complaints ("Complainants") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of college officials to

investigate and respond to such complaints. The Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator or designee shall fully investigate any complaints. During the course of the investigation, the Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator may consult with other relevant college administrators and the College Attorney.

2. During the investigation, and if applicable to the complaint, the Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator shall meet with the Complainant and the alleged Perpetrator ("Respondent") separately and give each party an equal opportunity to provide evidence, including informing the Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

3. During the investigation process, the Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator may suspend an employee with pay pending an investigation if such action is in the College's best interest.

4. A confidential file regarding the complaint shall be maintained by the Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under these Procedures.

5. The Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator may have an additional ten (10) calendar days to complete the investigation and shall notify the parties of this extension.

6. The parties to an investigation will be notified of available counseling services and other interim measures.

7. If the Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator is named as a Respondent in the Complaint, the President may assign another College administrator to investigate the Complaint. If the President is named as a Respondent in the Complaint, the Chair of the Board of Trustees may appoint a third-party to investigate the Complaint.

VI. RECOMMENDATION AND APPEAL

A. Students.

1. After the investigation is complete, the Vice President, designee, or Director will put forward a recommendation of finding, based on the Standard of Evidence, and sanction(s) to both the Complainant and Respondent. If the recommendation is accepted by both parties involved, the recommendation and sanction(s) will become effective. The Vice President, designee, or Director will submit to each party a final outcome letter that will include, but not be limited to, the following:

    a. Determination if the Respondent is responsible or not responsible for violating these Procedures;
    b. Sanction;
    c. Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together (the Vice President will assist in this process).
    d. Short-term College counseling services available to each party.

2. If the Vice President's, designee's, or Director's recommendations are not accepted by either the Complainant or the Respondent, either or both parties may appeal and request a formal hearing. If the Vice President, designee, or Director recommends sanctions that they cannot impose (i.e., expulsion), the matter shall automatically be set for a hearing. The Vice President or President will preside over the hearing as the Presiding Officer. The hearing is a conflict resolution at the educational level and not a judicial proceeding in the courts. The process for the hearing is outlined below:

    a. Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply. The Standard of Evidence shall apply for the hearing.
    b. Written notice including the date, time, and location of the hearing will be sent to all parties.
    c. At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties utilizing Microsoft Teams meetings.

    d. The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officer. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the Presiding Officer at least three (3) College business days prior to the hearing date. In this case, the College Attorney will also be present.

e. Both parties have a right to a written notice of the hearing outcome.

B. Employees.

1. After the investigation is complete, the Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator will put forward a recommendation of finding, based on the Standard of Evidence, and sanctions to both the Complainant and Respondent. If the recommendation is accepted by both parties involved, the recommendation and sanctions will become effective. A final outcome letter will be submitted to the Complainant and Respondent that may include, but not be limited to, the following:

    a. Determination if the Respondent is responsible, not responsible, or if the decision is deemed inconclusive, or shared responsibility.
    b. Sanction, if appropriate.
    c. Monitoring of academic schedules or workplace schedule if needed.
    d. Short-term counseling services will be offered to each party.

2. If the Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinators recommendations are not accepted by either the Complainant or the Respondent, either or both parties may appeal to the President. If the Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator recommends sanctions that they cannot impose (i.e., termination) the matter will automatically be forwarded to the President for consideration. The hearing is a conflict resolution at the educational level and not a judicial proceeding in the courts. The process for the appeal is outlined below:

    a. Each party shall have the right to meet with the President separately. Prior to the meeting with the President, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses.
    b. Written notice including the date, time, and location of the meeting will be sent to all parties.
    c. At the meeting with the President, each party shall have a right to speak and be questioned by the President and present any written evidence to the President.
    d. The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the President. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the President at least three (3) college business days prior to the hearing date. In this case, the College Attorney will also be present.

e. The President will review the evidence provided by each party and shall consider the statements of the parties. The President's determination will be based on the Standard of Evidence. Both parties have a right to a written notice of the President's decision.

If the President is named as a Respondent in the original Complaint, the Associate Vice President of Human Resources and Payroll/Deputy Title IX Coordinator will inform the Chair of the Board of Trustees, who will assign another person to consider the appeal.

C. Sanctioning.

The following sanctions may be imposed for those who have violated these Procedures.

1. Students.

a. Verbal or Written Warning
b. Probation
c. Administrative withdrawal from a course without refund
d. Required Counseling
e. No Contact Directive
f. Suspension
g. Expulsion (President must impose)
h. Other consequences deemed appropriate

2. Employees.

a. Verbal or Written Warning
b. Performance Improvement Plan
c. Required Counseling
d. Required Training or Education
e. Demotion (President may impose)
f. Suspend with or without Pay (President must impose)
g. Termination (President must impose)
h. Other consequences deemed appropriate to the specific violation

Procedure Revisions:
Initially approved November 5, 2024

SPCC Policy:
Discrimination and Harassment

3.3.8 Employee Grievance

In order to maintain a harmonious and cooperative relationship between the College and its employees, the College provides for the settlement of problems and differences

through an orderly grievance procedure. Every employee shall have the right to present their problem or grievance free from coercion, restraint, discrimination or reprisal. This Policy provides for prompt and orderly consideration and determination of employee problems or grievances by supervisors and the President or their designee.

A grievance is any matter of employee concern or dissatisfaction within the College's control except for matters related to employee discipline, discrimination and harassment, reduction in force and/or involuntary leave without pay or any other matter that has a specific grievance process outlined in college policy.

A. Informal Grievance Process

If an employee has a grievance, it should first be discussed with their immediate supervisor within five (5) days from the date of the situation that is grieved. The supervisor will counsel their administrative superiors through the division Vice President before giving an answer. The employee shall receive an answer within five (5) days or be advised as to the conditions which prevent an answer within five (5) days and when an answer may be expected. In any event, an answer shall be provided in writing within ten (10) days. The circumstances should be documented by all parties involved.

B. Formal Grievance Process

If the decision reached by the Informal Grievance Process is not satisfactory to the grievant, they may file a written grievance with the Vice President of Finance and Administrative Services (“Vice President”) within five (5) days after receipt of the Informal Grievance Process decision. If the grievance is being filed against the Vice President of Finance and Administrative Services, then the written grievance may be filed instead with the Vice President of Institutional Excellence. The written grievance must contain with specificity the facts supporting the grievance. Depending on the nature of the appeal, the Vice President will determine to what extent additional facts will be required. The supervisor and employee shall provide all pertinent information the Vice President requests, and the Vice President will review the facts with the head of Human Resources and hold whatever discussions they deem necessary. The Vice President shall provide a written decision to the proper administrators or superiors and grievant within ten (10) days of receipt of the grievance. In the absence of an appeal, the Vice President’s decision will be carried out within a reasonable period of time and the grievance considered resolved.

C. Appeal to the President

If the decision reached by the Formal Grievance Process is not satisfactory to the grievant, the grievant may within five (5) days receipt of the Vice President’s decision, appeal the Vice President’s decision to the President. The appeal must be in writing and provided to the President. The President

will conduct an “on the record review” of the documents and supporting materials presented during the Formal Grievance Process and, if needed, conduct any further investigation. The President can accept, reject or modify the Vice President’s determination and will make a decision within ten (10) days and the decision will be communicated to all appropriate persons. The President's decision shall be final.

D. Grievances Involving the President

In the event a grievance is being filed against the President, the grievant shall first follow the Informal Grievance Process outlined above and meet with the President. If the grievant is not satisfied with the resolution at the Informal Grievance Process, they may continue with the Formal Grievance Process but file the written grievance with the Board Chair. The Board Chair shall delegate the matter to the College Attorney to conduct an investigation. The Board Attorney will have the authority to conduct the investigation and will file a written report to the Board and the grievant within thirty (30) days.

The Board shall review the Board Attorney’s report and if necessary, allow for the grievant and President to address the Board. The Board shall issue a written decision within thirty (30) days receipt of the Board Attorney’s report.

In the event that more time is necessary for either the Board Attorney to conduct an investigation and/or the Board to review the matter, the Board Chair may extend all deadlines as necessary.

E. Rules

Grievances shall be processed according to the following rules:

1. If at any stage of the grievance the grievant does not take the next step within the time allotted, the grievance shall be settled in the manner recommended or decided by the administration at the last step.

2. All reference to number of days in this procedure shall be determined to mean college working days. In the event a grievance is not filed or processed in the manner and within the time set forth above, it shall be forever barred.

3. The grievant may withdraw the grievance at any level.

Revisions:
Initially approved December 21, 1987
Updated October 9, 2007

Revised February 12, 2013
Revised August 13, 2013
Revised February 9, 2021
Revised February 11, 2025

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94
Accreditation Standards 6.3, 12.3, and 12.4

SPCC Policy:
Employee Grievance

3.3.9 Reduction-in-Force – Involuntary Leave without Pay

I. POLICY STATEMENT

The College may terminate employment or may require any employee or class of employees to take involuntary leave without pay at any time because of: 1) a financial exigency; or 2) a program change for institutional reasons.

II. DEFINITIONS

A. Employee means full-time and permanent part-time employees as defined in Policy 3.1.3 Employment Classifications and Workloads.

B. Financial Exigency means any decrease in the College's financial resources that are brought about by decrease in enrollment, decrease in funding from any source (federal, state, local, institutional, etc.) or by other action or events requiring the immediate expenditure or diversion of College resources that prevent or inhibit the College's ability to continue the employment or level of the employee's compensation or a class of employees and cause a need for reduction in force and/or involuntary leave without pay.

C. Impermissible Grounds means the use of the employee's race, religion, color, national origin, sex, gender identity, sexual orientation, age, disability, genetic information, political affiliation, or status as a covered veteran in accordance with all applicable federal, state and local laws; or if the decision is otherwise a violation of state or federal law.

D. Involuntary Leave without Pay means a period of mandatory separation from work during which an employee may not take or use any form of paid leave. All state mandated benefits shall continue to accrue during any period of leave without pay.

E. Program Change means any elimination, curtailment or reorganization of an educational offering or support department which may or may not be related to a financial exigency.

F. Reduction in Force means the termination of employment as a result of financial exigency or program change.

III. INVOLUNTARY LEAVE WITHOUT PAY/REDUCTION IN FORCE

A. General Criteria for the President's Decision

All decisions made under this Policy will take into consideration the needs of the population being served with respect to the College's mission and goals while attempting to minimize the level of impact and quality of services provided. Responsibility will rest with the President working collaboratively with senior level administrators to determine the employee(s) affected by involuntary leave without pay or reduction in force based on recommendations from Vice Presidents, department heads and/or other management personnel associated with the departments where proposed actions will be implemented.

Further, the President will consider relevant factors when considering a reduction in force or, if applicable, involuntary leave without pay, which may include, but are not limited to:

1. Written recommendations regarding staffing needs from supervisors;

2. Specific and overall program enrollment history and needs;

3. Source of available funds and applicable restrictions;

4. Other beneficial service by an employee to the College;

5. Length of service in the North Carolina Community College System with a higher priority being given to the length of service for the College; and

6. Employee performance.

These factors are not listed in any particular order or priority.

B. President's Decision and Notice to Affected Employees

Once the President makes their decision, they shall give written notice of termination and/or involuntary leave without pay to each affected employee. The written notice will be given as soon as practicable, and in any event, no less than ten (10) business days prior to the effective date of termination and no less than five (5) business days prior to a period of involuntary leave without pay. The written notice shall include: 1) a statement of condition requiring termination and/or involuntary leave without pay; 2) a general description of the procedures followed in making the decision; and 3) a copy of this Policy. The President shall also send a copy of the notice to the Chair of the Board of Trustees ("Chair").

C. Request for an Appeal

An employee may appeal the President's decision to impose a reduction in force or involuntary leave without pay to the Board of Trustees; however, the Board of Trustees will only hear and consider an employee's appeal if the employee is alleging that the decision is based on Impermissible Grounds. The decision to reduce in force or to place an employee on leave without pay shall not be tolled pending the appeal.

D. Continuation of Health Insurance

If an employee has at least twelve (12) months of service and is terminated in accordance with this Policy due to a financial exigency, the employee may retain health insurance coverage for up to twelve (12) months. The College shall continue to pay the employer portion of the cost of health insurance coverage for twelve (12) months, but the employee must continue to pay the employee portion of the cost of coverage. A former employee covered by this section shall lose eligibility if the former employee is provided health insurance coverage on a non-contributory basis by a subsequent employer.

IV. EXCLUSIVE REMEDY

The rights and remedies set forth herein constitute the sole and exclusive process in the event of a termination by reduction in force or involuntary leave without pay. No other personnel action or grievance may be asserted or considered under this Policy.

Revisions:
Initially approved June 26, 1989
Revised June 4, 2002
Updated October 9, 2007
Revised August 13, 2013
Revised February 9, 2016
Revised October 14, 2025

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94
N.C.G.S §135-48.40(b)(8)

3.3.9 Reduction-in-Force Procedure

In the event a reduction-in-force becomes necessary, primary consideration will be to maintain sound and balanced programs and services consistent with the mission of the College.

- The Executive Leadership Team (ELT) shall submit a written report to the President, within a period of time designated by the President, which identifies areas within each Team member's jurisdiction that could be considered for a reduction-in-force. Job duties and functions will be reviewed in order to determine possible areas of elimination.
- The ELT will identify the specific area(s) where a reduction-in-force will be made and the number of employees to be released from each area. Termination of part-

time personnel will be considered prior to termination of full-time personnel in all cases where it is practical to do so. If necessary, overall operations of the college will be restructured.

- When pursuing a reduction in force, the President will prepare a report for the Board of Trustees that includes factual information that demonstrates the existence of a financial exigency or demonstrates that a proposed reorganization will result in more cost effective or efficient administrative unit(s).
- An employee who has been dismissed under the provisions of this policy will be offered the same position if it is reestablished within one (1) year of the dismissal provided the employee has retained the ability to perform the work.
- An employee returned to work in the same position within one (1) year of dismissal under the provisions of this policy, will have their salary restored to the same level prior to dismissal.
- Those terminated under this policy will be given first consideration for re-hire for a period of one (1) year if there are openings for which they are qualified.
    - The administration will attempt to notify employees of an opportunity to interview for an open position, first by telephone, then by registered mail with return receipt requested at the employee's last known address.
    - The employee will have fifteen (15) days after notice or attempted notice to respond to or they shall forfeit their rights under this provision.
    - In order to preserve their eligibility for rehire, the employee has an obligation to notify human resources in writing of any changes in address or phone number during the twelve (12) month period following their dismissal.
- Seniority and sick leave do not accrue during a period of separation due to reduction-in-force. However, upon rehire within twelve (12) months of dismissal an employee dismissed under this policy shall have all sick leave and seniority restored if employed by the College in a benefits eligible position.

Procedure Revisions:
Initially approved October 14, 2025

SPCC Policy:
Reduction in Force

3.3.10 Probationary Plan

South Piedmont Community College requires all employees to complete a probationary period upon beginning a new position. This applies to all new employees, as well as current and/or former employees who accept a new position or are re-employed with the College.

Revisions:
Initially approved October 9, 2007
Revised October 11, 2011
Revised February 12, 2013
Revised August 13, 2013

3.3.10.1 Probationary Procedure

<u>Staff</u>

Satisfactory completion of a 90-day probationary period is required for continued employment for both full-time and permanent part-time staff employees. The 90-day probationary period may be extended if the employee takes leave with or without pay exceeding seven consecutive calendar days. The probationary period may be extended for performance-related issues. If an employee is transferred to another position, promoted, or demoted, an additional probationary period may be required after satisfactory completion of the initial probationary period.

Former employees who are re-employed must complete a new probationary period. Faculty members appointed as staff employees must complete a probationary period.

Upon hire, the Human Resources Office will send the supervisor a Probationary Performance Appraisal to use for evaluating the employee. The supervisor will meet with the employee to discuss progress and make recommendations for any needed improvements in work performance. This form will be reviewed by the appropriate Vice President before returning it to the Human Resources Office. Any changes made by the Vice President or supervisor to the employee's job description must be reviewed with the employee before submitting to the Human Resources Office.

Probationary employees will receive a final probationary review approximately 10 business days prior to the completion of the probationary period.

Unsatisfactory performance following a satisfactory probationary review but prior to completion of the probationary period may be the basis for termination. A probationary employee whose work performance is rated "Below Standard" may be terminated at any time. If an employee is deemed not suited for the job, the employee should be terminated or allowed to resign before the end of the probationary period. A Performance Improvement Plan is not required during the probationary period.

A probationary employee is not eligible to participate in the South Piedmont Community College (SPCC) grievance procedure. However, any employee who claims that termination or any other disciplinary action was based on race, color, religion, national origin, political affiliation, sex, age, or disability may file a discrimination complaint with the Office of Equal Employment Opportunity Commission or SPCC's Human Resources Office.

<u>Faculty</u>

All new faculty members at SPCC, both full-time and permanent part-time, are required to satisfactorily complete a one-semester probationary period. The probationary period may be extended if the employee takes leave, with or without pay, exceeding seven consecutive calendar days. The probationary period may also be extended to a second semester by the faculty member's supervisor for performance-related issues. Faculty members who are re-employed are required to complete a new probationary period.

The following guidelines should be followed for completing the probationary performance review:

Day 1-30:
Meet with the new faculty within 30 days of the beginning of the semester to establish 2-3 goals. These goals are to be listed on the first page of the Probationary Performance review form. The signature lines under the "First Meeting" section at the end of the form must be completed.

Day 31-45:
Schedule the next meeting *after* a classroom observation has been completed and *after* the results of the first set of student evaluations have been obtained. At this meeting, (1) progress toward accomplishment of goals will be reviewed, (2) the Probationary Performance review form will be completed using the column labeled "2nd Meeting," (3) classroom observation will be discussed, and (4) results of the students evaluations will be reviewed and discussed. The signature lines under the "Second Meeting" section at the end of the form must be completed.

Day 46-80:
Schedule the final meeting *after* the second class observation and *after* you have the results of the second round of student evaluations. At this meeting, (1) accomplishment of the goals will be reviewed, (2) the Probationary Performance review form will be completed using the column labeled "Final Eval," (3) the classroom observation will be discussed, and (4) the results of student evaluations will be discussed. The signature lines under the "Final Evaluation" section at the end of the form must be completed.

Day 81 or before:
Send the *original* Probationary Performance review form, *original* Classroom Observation forms, and *original* summary of Student Evaluation of Instruction forms to the Associate Vice President of Human Resources, Payroll, and Organizational Development. Send *copies* of the above to the appropriate Vice President.

Ensure copies of all documents mentioned above are provided to the new faculty member.

A probationary faculty member is not eligible to participate in the SPCC grievance procedure. However, any faculty member who claims that termination or any other disciplinary action was based on race, color, religion, national origin, political affiliation, sex, age, or disability may file a discrimination complaint with the Office of Equal Employment Opportunity Commission, or SPCC's Human Resources Office.

SPCC Policy:
Probationary Plan

XR1.4 Conflict of Interest
Hold down Ctrl key and click above heading for cross-reference

3.4.2 Employee Political Activities

I. POLITICAL ACTIVITY – NON-SOLICITATION

No College employee shall solicit support for a political candidate or any issue on a referendum during regular College working hours, on College property, using College stationery or e-mail, or other College resources. The Board of Trustees, however, may authorize the President or the President's designee to solicit support during regular College working hours for referendums that directly support the College's interest.

Any employee who becomes a candidate for political office is prohibited from soliciting support while on duty and/or on College property. Any exceptions must have prior written approval from the President.

II. POLITICAL ACTIVITIES BY COLLEGE EMPLOYEES

A. COLLEGE EMPLOYEES

As an individual, a College employee retains all rights and obligations of citizenship provided in the Constitution and laws of North Carolina and the Constitution and laws of the United States. Therefore, the College encourages an employee to exercise their rights and obligations of citizenship.

Any College employee who decides to run for a public office shall notify the President of their intention to run at least 30 days prior to filing for that office and shall, in writing, certify that they will not campaign or otherwise solicit support during regular work hours. Further, any employee who seeks a public office shall, in writing, certify that they will not involve the College in their political activities.

Any employee who wishes to participate in any political activity during the normal workday must take leave in accordance with College policy. Also, the employee shall obtain the permission of their supervisor in scheduling leave.

Any employee who is elected or appointed to a part-time public office shall certify, in writing within 10 days, through the President to the Board of Trustees that the duties of elected office will not interfere with the employee's ability to carry out the duties of the employee's position with the College and that if those duties do interfere, as determined by the President or Board of Trustees, the employee will request leave.

Any employee who is elected or appointed to a full-time office or the General Assembly shall take a leave of absence, without pay, upon assuming that office. The President shall determine the length of the leave of absence.

B. COLLEGE PRESIDENT

If the President decides to run for public office, they shall notify the Board of Trustees, at least 30 days prior to filing for that office, of their intention to run and certify, in writing, that no campaigning or political activities will be engaged in during regular work hours and that the College will not be involved in the President's political activities.

If the President wishes to participate in any political activity during the normal workday, they must take leave in accordance with College policy. If the President is elected or appointed to a part-time public office, they shall certify, in writing, to the Board of Trustees that the duties of the elected public office will not interfere with their ability to carry out the duties of the College presidency and that if those duties do interfere, as determined by the Board of Trustees, they will request leave.

If the President is elected or appointed to a full-time public office or to the General Assembly, they shall take a leave of absence, without pay, upon assuming that office. The Board of Trustees shall determine the length of the leave of absence.

The President is prohibited from soliciting support for election to public office during regular work hours. The President is also prohibited from soliciting support on College property unless otherwise authorized by the Board of Trustees. The authorization shall be determined on a case-by-case basis. The Board of Trustees shall notify the State Board of Community Colleges if the President becomes a candidate for public office or if the President is elected or appointed to a public office.

C. DEFINITIONS

Public office means any national, state or local governmental position of public trust and responsibility, whether elective or appointive, which is created or prescribed or recognized by constitution, statute or ordinance. Membership in the General Assembly is a full-time public office under this Policy.

Revisions:
Initially approved May 16, 1994
Revised October 9, 2007
Revised August 13, 2013
Revised June 11, 2024

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.99

SPCC Policy:
Employee Political Activities

XR2.1.6 Firearms and Other Dangerous Weapons
Hold down Ctrl key and click above heading for cross-reference

XR2.1.7 Drugs and Alcohol
Hold down Ctrl key and click above heading for cross-reference

2.1.10 Communicable Disease
Hold down Ctrl key and click above heading for cross-reference

3.4.6 Academic Freedom

In accordance with the Southern Association of Colleges and Schools Commission on Colleges, the Board of Trustees shall guarantee and protect academic freedom for all faculty and students at the College.

The College recognizes the necessity for freedom in legitimate academic decisions that foster an environment where faculty and students can freely inquire, study and evaluate in order to gain greater understanding. To that end, the College endeavors to give faculty members the freedom to conduct individual academic affairs in accordance with each person's best judgment. College instructors are citizens and members of a learned profession. When writing or speaking as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning, it should be remembered that the public may judge their profession and the institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not an institutional spokesperson.

A. Faculty members will conduct themselves within the boundaries of the law as established by the North Carolina General Statutes and the State Board Code of Community Colleges.

B. Faculty members shall use their best judgment as to appropriate material in developing and implementing course material. Faculty members shall refrain from introducing controversial materials and subject matters that have no bearing or academic relationship to that particular class or subject matter. Faculty members shall encourage students to do likewise.

C. In the academic setting, faculty members shall refrain from insisting upon the adoption of any particular point of view as authoritative in controversial issues. Engaging in personal attacks during any discussion should be avoided by faculty members and students.

D. Faculty members shall use their best judgment in conducting classes and in interactions with other members of the College community.

E. Faculty members shall keep abreast of the main academic trends and themes in their respective fields and incorporate these into their scholarship and teaching.

F. Faculty members shall organize their subject matter and present it in ways that present the optimum value for their students, subject to reasonable guidelines reflected in College, departmental, and faculty policies and procedures. Faculty members shall also require an amount and quality of work from their students which, under the College’s standards, justify the course.

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

This Policy is not intended to limit the rights of faculty or students in discussing any matter outside of the academic setting. However, no College employee or student shall purport to speak on behalf of the College unless specifically authorized to do so by an authorized College official.

Revisions:

Initially approved October 21, 1982
Revised October 9, 2007
Revised October 11, 2011
Revised June 10, 2014
Revised October 10, 2023

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation: Standard 6.4
SPCC Policy - Grievance

SPCC Policy:
Academic Freedom Policy

3.4.7 Flexible Work Arrangements

South Piedmont Community College recognizes situations in which designated employees may benefit from variations to traditional work schedules as well as the ability of an employee to work from alternate work locations for all or part of the workweek. A flexible work arrangement is not a universal employee benefit; rather, it is an alternative method of meeting the business needs of the College while offering flexibility to employees. It is important to note that not every position at the College may lend itself to a flexible work arrangement nor may every proposed arrangement be granted. Additionally, supervisors and employees are responsible for establishing accountability to ensure that the operational needs of the position, work unit, and college are met; that the College is maintaining a high level of discretion related to maintaining public trust as state employees, and that special consideration is given to adhere to policies related to leave administration and applicable state and federal benefits associated with employment. Flexible work arrangements will be granted and executed according to established procedures. This policy applies to normal operating conditions and may be adjusted by the College President as deemed appropriate.

Revisions:
Initially approved August 11, 2020
Revised October 14, 2025

3.4.7.1 Flexible Work Arrangement Procedure

Flexible work arrangements may include a temporary change in work hours, a flexible work schedule, and/or flexible work locations (“teleworking”).

Temporary Change in Work Hours

Employees may request, and supervisors may grant, a change in an employee’s regular work schedule that is not permanent or ongoing in order to adjust for an unplanned short-notice or sporadic event. This change may include modifying normal work start and end times or allowing work missed on one day to be made up on another (special consideration should be made here regarding non-exempt employees and hours worked in relation to Fair Labor Standards Act overtime provisions and in accordance with Policy 3.1.4 Compensatory Time). The flexibility helps the employee to avoid taking leave or other paid time off that would otherwise have to be accounted for in a given week. Any

made up work should be scheduled within the same week or the following week, if necessary. Supervisors have the discretion to grant temporary changes in work hours as long as the operational needs of the position, work unit, and the College are satisfied and to discontinue such arrangements when deemed necessary.

Flexible Work Schedules

Flexible work schedules allow for adjustments to the employee's reporting or departure times on a regular or recurring basis to respond to the work/life needs of an employee. The revised schedule must continue to support the operational needs of the College and allow for appropriate oversight of the employee's work assignments. Supervisors are advised to be attentive to the need to ensure that adequate supervision is provided for situations where adjusted work schedules fall outside of normal work hours. Supervisors may revise or revoke flexible work schedules at any time; however, it is advised that supervisors provide as much reasonable notice as possible in the event of a revision or revocation of a flexible work schedule to permit the employee to make alternate arrangements. Ten (10) business days of notice is generally expected as a minimum unless employee conduct or safety issues necessitate otherwise at the discretion of management.

Flexible Work Locations ("Teleworking")

Employees, in appropriate situations, may be allowed to telework.

Alternate Work Location: a worksite other than a central workplace can include employees' homes and satellite offices where official College business is performed.
Central Workplace: an employee's assigned place of work or duty station owned or operated by the College or a site that is the primary workstation for field-based employees. Typically, a central workplace is a duty station from which an employer, along with employees in the same work unit, perform the functions of their job. However, an employee's home, in instances in which it is the primary workstation for field-based employees, may be considered the central workplace.
Telework/Teleworking: flexible work arrangement in which supervisors direct or permit employees to perform their job duties away from their central workplace, in accordance with their same performance expectations and other approved or agreed-upon terms. It does not include work performed at a temporary worksite for limited duration.
Teleworker: an employee engaged in teleworking.
Teleworking Agreement: a written agreement that details the terms and conditions by which an employee is allowed to engage in teleworking.
Work Schedule: the employee's hours of work in the central workplace and/or in alternate work locations.

1. Teleworking Request

   Requests for teleworking will require review and approval from an employee's supervisor and division Vice President with notification to Human Resources prior to

the start of the employee's telework schedule. The decision to allow a position or an employee to work in a teleworking arrangement is wholly within management discretion.

2. Eligibility

Telework may not be suitable for all employees or positions. Eligibility for teleworking will be determined based on the nature of the position and the business needs of the College. A job function acceptable for teleworking is one that can be performed at a remote site without diminishing the quality of the work or disrupting the productivity of an office.

An employee interested in teleworking must meet the following criteria:

a. Been employed by the College for a minimum of twelve (12) months of continuous, regular employment ;

b. Have a good work record prior to making their request to telework (e.g., no excessive or unexcused absences, no corrective action within the last twelve (12) months of employment, and no misuse or loss of equipment);

c. Have a demonstrated ability to work well with minimal supervision;

d. Have a thorough knowledge and understanding of the job tasks and operations for which they are responsible;

e. Have a history of reliable and responsible accomplishment of work duties; and

f. Have a demonstrated ability to independently establish priorities and manage their time.

3. Demonstration of Fit

When considering teleworking, the supervisor and employee are responsible for demonstrating that the following conditions can be met:

a. The employee can participate in departmental, division and campus-wide meetings appropriate to the position.

b. Teleworking does not adversely affect the College, work unit assignments/projects, student advising and assistance, customer relations, employee's completion of assigned duties, or the needs in other work areas.

c. There is adequate and suitable work available for the employee to perform away from campus.

d. Suitable equipment and technology services can be provided and/or maintained by the College and/or employee so that work can be effectively performed in a teleworking arrangement.

e. The employee can be adequately supervised when teleworking.

4. Employee Requirements

All employees approved to telework must agree to the following:

a. Campus meetings, events and student advising/assistance shall not be scheduled around an employee's teleworking arrangement. All teleworking employees shall attend required campus meetings and events and provide student advising/assistance in fulfillment of their job duties.

b. Teleworking employees are responsible for all travel and per-diem to and from the employee's home to the workplace regardless of distance.

c. Teleworking employees are required to respond in a timely manner to work related voicemail and email. Unless otherwise agreed upon with the employee's supervisor, the employee is expected to work during the College's normal hours of operation while teleworking, 8am until 5pm Monday through Thursday and 8am until 3pm Friday.

d. Teleworking arrangements may be revised or discontinued at any time.

e. Teleworking employees are responsible for maintaining a dedicated home office and technology environment that maintains the security and confidentiality of College and student information and is a safe working environment.

f. The College and the teleworking employees shall agree on the equipment, if any, and the maintenance thereof to be provided by the College and/or the employee to enable the teleworking arrangement.

g. The supervisor shall articulate how the employee's performance will be measured and how the employee will participate in performance reviews.

h. A teleworking employee scheduled to work on a day in which the College is closed due to adverse weather is still expected to work as scheduled.

Tax and other legal implications for the business use of the employee's home is based on Internal Revenue Service (IRS) and State and local government restrictions. Responsibility for fulfilling obligations in this area rests solely with the employee.

5. Conditions of Employment

The policies and procedures that normally apply to the central workplace shall remain the same for teleworking employees. This shall include but not be limited to performance management. Teleworking assignments do not change the conditions of employment or required compliance with policies and rules.

6. Compensation, Hours, and Leave

An employee's compensation and benefits will not change when they telework. The total number of hours that employees are expected to work will also not

change, whether they are worked at the central or at the alternate work location. This does not, however, restrict the use of alternative work schedules. Requests to work overtime or use leave time must be approved in the same way for teleworking employees as those at the central workplace.

Teleworking employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the College. Non-exempt teleworkers must also take the full and required meal period. Supervisors are responsible for ensuring that employees who telework are recording time and submitting their timesheets in a timely manner. Teleworking employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked in excess of those specified per day and per workweek, in accordance with state and federal requirements, will require the advance approval of the supervisor. Failure to comply with this requirement can result in the immediate cessation of the teleworking agreement.

Teleworking is not designed to be a replacement for appropriate dependent care. Although an individual employee's schedule may be modified to accommodate dependent care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective teleworkers are encouraged to discuss expectations of teleworking with family members prior to entering into a teleworking arrangement.

7. Equipment and Software

   Prior to the start, and at the termination of the teleworking arrangement, supervisors and employees are responsible for completing an inventory of equipment, software or other office or technology resources that are required for successful completion of work duties. If required, the College will set forth conditions by which the College will pay for telephone and services furnished to the employee engaged in the teleworking arrangement.

   Equipment supplied by the College will be maintained by the College. Equipment supplied by the employee, if deemed appropriate, will be maintained by the employee.

   The College accepts no responsibility for damage or repairs to employee-owned equipment. The College reserves the right to make determinations as to appropriate equipment, subject to change at any time.

   Equipment supplied by the College is to be used for business purposes only. The teleworker should sign an inventory of all office property and agree to take appropriate action to protect the items from damage or theft.

   Upon termination of the teleworking arrangement or employment, all company property will be returned to the College. Supervisors and employees will sign off on conditional items related to the alternate work location, with employees being responsible for notification should any significant changes occur.

8. Restricted-Access Materials

Teleworking employees will be expected to ensure the protection of proprietary organizational and student information accessible from the approved alternate work location.

Supervisors must grant permission for teleworkers to work on restricted-access information or materials at alternate work locations. Teleworkers shall agree to follow agency-approved security procedures in order to ensure confidentiality and security of data.

9. Communication

   While working away from the office, employees must be accessible for communication during their regularly scheduled hours (e.g., telephone, e-mail, etc.). This specifically includes sufficient and reliable internet access at the telework site and cell or landline telephone capacity. Absent extenuating circumstances, the installation and recurring costs and fees associated with internet and telephone capacity are the sole responsibility of the employee. Specific requirements are subject to the needs of each department.

   An employee must forgo telework if needed in the office on a day previously scheduled as a telework day. The employee may be called in to the office when necessary to meet operational needs of the College.

10. Safety and Liability

    The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while teleworking as needed. Prior to the start of a teleworking arrangement, supervisors are responsible for reviewing the alternate work location with the employee and to provide reasonable assurance that materials, equipment, and furniture supplied to the employee at the Alternate Work Location allow for successful completion of assigned work responsibilities, comply with work related safety standards, and minimize distractions to the work environment. The employee shall maintain the designated workspace in a safe condition, free from hazards and other dangers to the employee and equipment.

    The College remains responsible for any work-related injuries under the state's Workers Compensation laws, but this liability is limited to injuries resulting directly from work and only if the injury occurs in the designated work area. Employees shall report all injuries occurring during telework worktime. Injuries must be reported to their immediate supervisor and Human Resources within 24 hours.

    The College assumes no liability for injuries occurring in the employee's teleworking site outside the agreed-upon work hours. The College is also not liable for injuries to third parties (including members of the employee's family) at the teleworking site.

    The College reserves the right to inspect and audit the teleworking site to ensure that is safe and properly secured.

11. Termination of Teleworking Arrangement

The availability of teleworking as a teleworking arrangement for employees of the College can be discontinued at any time and for any reason at the sole discretion of management; however, it is strongly advised that supervisors provide as much reasonable notice as possible to permit the employee to make alternate arrangements. A minimum of ten (10) business days of notice is generally expected unless employee conduct or safety issues necessitate otherwise.

Termination of a teleworking arrangement by management is not appealable as part of South Piedmont's employee grievance process.

12. Employees with Disabilities

This policy does not apply to teleworking as an Americans with Disabilities Act (ADA) accommodation. If teleworking is considered a reasonable accommodation pursuant to the ADA, the College will follow its ADA process with respect to such accommodation. In addition, employees with disabilities who are required or permitted to telework by the College will be provided reasonable accommodations as necessary to fulfill their job duties while teleworking.

Procedure Revisions:
Initially approved October 14, 2025

SPCC Policy:
Flexible Work Arrangements

3.4.8 Secondary Employment

A. Purpose - Full-time college employees' primary professional obligation is to the College. Full-time and permanent part-time employees, including faculty members, who engage in secondary employment have the responsibility to ensure that any such employment does not interfere with their work at the College as outlined in the employee's position description and the College's policies and procedures. The employee shall not utilize college time, facilities, supplies or equipment in relation to any secondary employment.

B. Approval/Termination - Prior to beginning any secondary employment, the employee must discuss with their supervisor and submit a Secondary Employment Request Form to obtain appropriate approvals. The form shall contain, at a minimum:

- the name and contact information of the prospective secondary employer;
- the proposed job duties; and
- the estimated hours per week devoted to the secondary employment.

The employee's Vice President shall approve or disapprove of any secondary employment. Appeals should be made to the President and their decision is final.

The Board of Trustees shall approve or disapprove any secondary employment of the President.

Secondary employment shall not be permitted when it would:

- Impair in any way the employee's ability to perform all expected duties or to make decisions and carry out in an objective fashion the responsibilities of the employee's full-time position.
- Create, whether directly or indirectly, a conflict of interest with the primary employment.
- Reflect in a discrediting manner on the College.

Employees must complete the Secondary Employment Request Form for continued secondary employment each fiscal year after initial approval. If any changes to the secondary employment occur throughout the year, a new form must be submitted. For full-time and permanent part-time faculty members, the form must be completed and approved prior to the beginning of each semester. The form must be accompanied by all supporting documentation, information and the necessary approvals. The request will be treated confidentially for all purposes other than review and action by appropriate officials.

Approval for secondary employment may be revoked at any time if it is determined that secondary employment is adversely affecting primary employment.

Personnel employed by other state agencies must abide by the policy on secondary employment as detailed in the Uniform Statewide Policy on Secondary Employment.

C. Outside Compensation - College employees are encouraged to provide leadership and professional expertise to various constituencies or organizations whether locally, regionally or nationally who may request their services as a result of their college employment provided that the outside activity does not interfere or compete with their full-time duties at the College. A college employee must receive the approval of their immediate supervisor prior to committing to any outside activity which occurs during the normal workday. College employees may accept outside compensation for services rendered during annual leave, holidays, semester breaks or other such times when classes are not in session or if the services provided take place outside the scheduled or the normal workday. Outside compensation does not include nominal honorariums that staff or faculty members receive as a representative of the College for services provided for workshops, seminars, accreditation visits or state or regional committee involvement. Exceptions to this section of the Policy must be approved by the President.

Revisions:
Initially approved September 15, 1997
Revised June 14, 2005
Revised October 9, 2007
Revised October 11, 2011
Revised August 13, 2013
Revised August 8, 2017
Revised October 14, 2025

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94

SPCC Policy:
Secondary Employment

2.2.9 Service and Other Animals on Campus

Hold down Ctrl key and click above heading for cross-reference

3.8.1 Residency

The South Piedmont Community College Board of Trustees requires that the President reside in the College's service area. Members of the Senior Leadership Team are strongly encouraged to live in the service area and must be directly involved with a community organization in the service area (i.e. civic club, non-profit, church, or other such related organization).

Revisions:
Initially approved June 23, 1986
Revised April 27, 1992
Revised October 9, 2007
Revised October 12, 2010
Revised August 13, 2013

SPCC Policy:
Residency

3.8.2 Sending Flowers, Cards, or Other Remembrances

South Piedmont Community College (SPCC) shows concern for all employees, members of the SPCC Board of Trustees, and directors of the SPCC Foundation in times of illness and bereavement. All personnel are encouraged to express support, sympathy, or condolences to fellow employees. In addition, the College will send a suitable expression of concern under specified conditions.

Revisions:
Initially approved October 9, 2007
Revised October 11, 2011
Revised August 13, 2013

3.8.2.1 Sending Flowers, Cards, or Other Remembrances Procedure

For Full-time and Permanent Part-time Employees and Trustees

In case of serious illness or extended recuperation, the employee's respective department may use monies from a college designated account to send a flower, care package, or some other appropriate item to the employee. The designated amount may vary from year to year and should be confirmed with Human Resources.

In case of death of an employee or trustee, the college may send flowers or a memorial, if designated, to the employee's family.

In case of death of an employee or trustee's immediate family (to include spouse, parent, children, mother-in-law and father-in-law), the college may send flowers or a memorial, if designated, to the employee or trustee.

I. Implementation

In case of illness, the respective department is charged with the responsibility of sending an appropriate item to the employee. The next point of contact is the Human Resources Office.

In case of death, the Human Resources Office is charged with the responsibility of sending an appropriate item. The next point of contact is the President's Office. Personnel having knowledge of situations where expressions should be sent are requested to immediately inform the Human Resources Office or the President's Office.

Definitions:

- Serious Illness – Illness requiring three or more days of hospital care.
- Extended Recuperation – Illness requiring two weeks or more at home as advised by a physician.

Procedure Revisions:
Revised January 13, 2023
Revised July 21, 2025

SPCC Policy:
Sending Flowers, Cards, or Other Remembrances

3.8.3 Veterans Hiring Preference

South Piedmont Community College complies with the North Carolina Veteran's Employment Preference Act and provides preference in employment to eligible veterans, disabled veterans, and certain eligible relatives as specified in the Act.

Revisions:
Initially approved October 9, 2007
Revised August 13, 2013

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94
North Carolina General Statute § 128-15

3.8.3.1 Veterans Hiring Preference Procedure

South Piedmont Community College complies with the North Carolina Veteran's Employment Preference Act and provides preference in employment to eligible veterans, disabled veterans, and certain eligible relatives as specified in the Act.

An applicant seeking to claim this preference must provide substantiating documentation of veteran's status with their employment application.

Eligible veteran means:

a. A veteran who served during a period of war, any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense or a person who served in the Armed Forces of the United States on active duty, for reasons other than training and has been discharged under other than dishonorable conditions; or
b. The spouse of a disabled veteran, the surviving spouse, or dependent of a veteran who dies on active duty during a period of war either directly or indirectly as a result of such service; or
c. A veteran who suffered a disabling injury for service-related reasons during peacetime; or
d. The spouse of a veteran, the surviving spouse, dependent of a person who served in the Armed Forces of the United States on active duty, for reasons other than training, who died for service-related reasons during peacetime.

SPCC Policy:
Veterans Hiring Preference

3.8.4 Criminal Background/Credit Checks Policy

South Piedmont Community College (SPCC) will conduct criminal background checks on all candidates recommended for employment who are not currently employed full-time by the College. SPCC reserves the right to conduct criminal background checks on existing employees at any time.

SPCC may conduct credit checks on candidates recommended for employment for positions which are subject to bonding and have access to cash, checks, credit card transactions, or bank account information. SPCC reserves the right to conduct credit checks on existing employees in these positions at any time.

An employee who refuses to consent to a criminal background/credit check may be subject to disciplinary action, up to and including termination.

Revisions:
Revised October 13, 2015
Revised February 9, 2016

3.8.4.1 Criminal Background/Credit Check Procedure

As part of the application process, the candidate will be required to sign a form authorizing a criminal background check; failure to do so will result in the application being denied. If an applicant for employment omits information or gives false or misleading information about his or her criminal history on any application-related document, that applicant may not be offered employment. If an applicant who has omitted information or given false or misleading information about his or her criminal history has been hired or offered employment based on the results of a criminal background check, he or she will be subject to disciplinary action, up to and including dismissal or the offer of employment will be withdrawn, as applicable.

Current full-time South Piedmont Community College (SPCC) employees may be subject to criminal background checks. SPCC reserves the right to request a criminal background

check on a current employee at any given time. An employee who refuses to consent to a criminal background/credit check may be subject to disciplinary action, up to and including termination.

Should an employee be transferred to another position within the College, either due to promotion or organizational changes, he/she may be subject to a criminal background check.

Should an employee have a lapse in employment for any amount of time, upon the employee's rehire at the College, he/she may be subject to a criminal background check.

The results of criminal convictions will be considered in hiring, dismissal, disciplinary, and other personnel decisions. If an applicant's or employee's history indicates that he or she poses a threat to the physical safety of students or personnel, or that he or she has demonstrated insufficient integrity, honesty, ethics, or other traits to fulfill his or her duties as an employee, the offer of employment will be withdrawn or the employment will be terminated. All employees are hired conditionally, pending review of the criminal background check or of the criminal background check report.
In addition, the College may require an applicant to agree to credit checks for positions which are subject to bonding and have access to cash, checks, credit card transactions, or bank account information. The College will obtain a written consent separate from an application to obtain applicant's authorization to perform a credit check. When applying for such a position, the refusal to consent to a credit check may result in the applicant not being offered employment, or if a conditional offer has been made, the offer may be withdrawn or the employee's employment may be terminated, as applicable.

If there is information included in the background check (this includes the credit report, criminal records, and/or driver records) that causes the College not to hire the applicant, the College must, prior to informing the applicant of the decision, provide a separate notice stating the College plans to take this "adverse action". With this notice the College must include two additional documents: (1) a copy of the document containing the information; i.e. credit report, driver record, and/or criminal record; and (2) a copy of the notice from the Federal Trade Commission entitled "A Summary of Your Rights Under the Fair Credit Reporting Act" which informs the applicant as to how to challenge any incorrect information.

As a result of the requirement to send a pre-adverse action disclosure, the College must wait five (5) days to allow the applicant to challenge any incorrect information upon which the decision was based. Once the College has allowed a reasonable amount of time to pass and made a final decision regarding a particular applicant based upon his or her background check, the College must provide the applicant another document called "The Adverse Action Notice". Specifically, the notice explains that the College is not hiring the applicant and provides information on the applicant's rights including his or her right to dispute the background check information and the right to obtain an additional copy.

SPCC Policy:
Criminal Background/Credit Checks

3.8.5 Personal Observance Leave

All full-time and permanent part-time employees of South Piedmont Community College are eligible for personal observance leave under approved guidelines.

Revisions:
Initially approved August 9, 2022

References:
NC Executive Order #262
North Carolina State Board of Community Colleges Code:
1C SBCCC 200.94

3.8.5.1 Personal Observance Leave Procedure

All full-time and permanent part-time employees of South Piedmont Community College are eligible for personal observance leave under the following conditions:

- Full-time and permanent part-time employees may receive up to eight hours (pro-rated for permanent part-time employees) of personal observance leave each calendar year and must be used on a single day.
- Eligible employees may use the leave for any single day of personal significance. This includes, but is not limited to, days of cultural or religious importance.
- Regardless of the employee's religious or cultural background, any day that the employee identifies as significant for cultural, religious, or personal reasons qualifies.
- Employees may use personal observance leave prior to exhausting any accumulated compensatory time.
- This leave should not be used as a substitute for sick leave.
- Supervisor approval is required in advance of using this leave, but employees do not need to provide a reason for using this leave. As with other forms of leave, employees should request the use of leave by providing reasonable notice unless such notice is impractical.
- Supervisors should, to the greatest extent possible, allow employees to use the leave at the time requested. However, the supervisor may require that the personal observance leave be taken at a time other than the one requested, based on the needs of the College. Supervisors are encouraged to accommodate employees who may want to recognize the same day for personal observance leave. However, when necessary to avoid impact on College services, supervisors may ask employees to take their leave on different days.
- This leave expires if not used by the end of the calendar year. It will not be carried into the next calendar year, has no cash value, and cannot be converted into retirement credit.
- If an employee separates from the College and moves to another State agency within the calendar year, unused leave may be transferred if the new agency accepts the leave.

Procedure Revisions:
Initially approved August 9, 2022

Procedure References:
NC Executive Order #262
North Carolina State Board of Community Colleges Code:
1C SBCCC 200.94

SPCC Policy:
Personal Observance Leave

3.8.6 Chosen First Name

To foster a campus environment that is inclusive and that encourages self-expression, South Piedmont Community College recognizes that students and employees may choose to use a first name other than their legal first name. The college will permit individuals who choose to identify themselves within the college's information system with a chosen first name, in addition to their legal name. A nickname is not permitted. The College makes every effort to use this chosen first name wherever a legal name is not required.

Revisions:
Initially approved June 14, 2022

3.8.6.1 Chosen First Name Procedure

South Piedmont Community College recognizes that students and employees may use a chosen first name other than their legal first name to identify themselves. The chosen name may include, but is not limited to:

- A version of the first name instead of the legal first name
- A legal middle name
- A first name that an individual is in the process of legally changing
- A first name that better represents an individual's gender identity or expression

It is the practice of South Piedmont Community College that students and employees may use a chosen first name, regardless of whether they have legally changed their name, except where their legal names are required by law, industry standard, or strong business need.

Students and employees may request a chosen first name that they choose to be known by in College systems for Email (display), SPCC IDs, Canvas, Aviso, and on class rosters.

The College reserves the right to disapprove a chosen first name change request due to misuse or abuse of the chosen first name, including, but not limited to:

- misrepresentation,
- attempting to avoid legal obligations,
- the use of highly offensive or derogatory names,
- in any manner that violates College policies, or
- in any manner that violates federal, state, or local laws.

The College reserves the right to deny a chosen first name change request if the name exceeds any technical software limitations and/or is not administratively possible to implement, including, without limitation, symbols, and/or images.

The use of a chosen first name is not the same as changing one's legal name. Changing a person's legal name requires a court order. Once an individual legally changes their name, the individual may submit the proper legal documentation to the College and their name will be changed on all College records. A legal name may be changed in college records by completing the Student Information Change form in Etrieve for students or the SPCC Contact Information Update form in SharePoint for employees.

Students and employees are reminded that their legal name is used for directory information requests, email/username generation in Active Directory, and official

documents. Although Active Directory information will remain as is, displayed names may change once the Chosen First Name Request form is submitted.

Definitions:
Chosen First Name: A first name other than the individual's legal first name by which the individual chooses to be identified. Chosen first names will be used or made available in the following systems and records:

- Grade rosters
- Grade reports
- Advisee lists
- Learning Management System (such as Moodle or Canvas)
- Taskstream
- Aviso
- SPCC ID cards (Once the SPCC ID is created and printed, any changes will incur a cost based on the current SPCC fee schedule)
- Email (display only)
- Library account

Legal Name: The name an individual is given at birth and which appears on a birth certificate recognized by a government or other legal entity, or the name on a marriage certificate or government issued document (e.g., court order, Social Security card) on which a legal name change is recorded. Legal names will be used in official College records, including, but not limited to:

- Legal documents and reports produced by the College
- Admission application documents
- Federal and State Tax forms and reporting, including W2, W4, 1099, 1095C, and 1098T
- Paychecks and other payroll documents
- Student accounts, billing, and cashiering records
- Medical and health records
- Financial Aid and Scholarship documents
- Transcripts (Official and Unofficial)
- Diplomas
- Certification or licensure documents
- Enrollment verifications
- Employment documents
- Retirement documents
- Benefits enrollment
- Student and Employee conduct records
- Campus safety and security records
- Response to requests made under the Solomon Agreement
- Formal Human Resources correspondence

To request a chosen first name change, please follow the steps below:

For Students:

1. Complete the Chosen First Name Request form in Etrieve to change your first name

2. The Registrar's Office will approve or deny student requests. An approved request will be entered into the system and will remain in effect until the requestor asks that it be changed.*

For Employees:

1. Complete the Chosen First Name Request form in SharePoint to change your first name
2. The Human Resources Office will approve or deny the employee requests. An approved request will be entered into the system and will remain in effect until the requestor asks that it be changed.*

The requestor will be notified upon approval or denial of the chosen first name request. If denied, a notification will include the reason for the denial and will be sent via the SPCC email address to the requestor. Chosen First Name Request forms are retained as part of a student's education file and the employee's personnel file indefinitely.

*A chosen first name change request is processed at the beginning or the end of a semester. Chosen first names are not changed during the middle of a semester. The College will allow the Chosen First Name Request form to be submitted at a maximum of two times while at South Piedmont Community College.

Procedure Revisions:
Initially approved June 14, 2022

SPCC Policy:
Chosen First Name

3.8.7 Community Service Leave

I. Purpose

The purpose of this policy is to provide uniform guidance for the issuance, use, and disposition of community service leave.

II. Scope

In recognition of South Piedmont's interest in supporting its employees who wish to volunteer in communities and non-profit organizations, all full-time or permanent part-time employees may be granted community service leave annually on January 1 of each year for volunteer activity in a non-profit community service organization. With advanced supervisor approval, all full-time and permanent part-time employees are eligible for up to 16 hours (pro-rated for permanent part-time employees) per calendar year of community service leave.

III. Definitions

A. Community Service: The act of supporting citizens of North Carolina through volunteer service.

B. Volunteer: A person who willingly chooses to perform hours of service for civic, charitable or humanitarian reasons without promise or expectation of compensation for services provided.

C. Community Service Organization: A non-profit, non-partisan community organization designated as an IRS Code 501(c)(3) agency, or a human service organization licensed or accredited to serve citizens with needs including children, youth, and the elderly.

The President is authorized to adopt procedures consistent with this policy.

This policy is effective retroactive to September 26, 2024.

Revisions:
Initially approved December 10, 2024

References:
N.C.G.S 126-4(5); (5b), (10)
N.C.G.S. 166A-30-32 – Allowance for disaster assistance
25 NCAC 01E.1600

3.8.7.1 Community Service Leave Procedure

I. Approval and Usage

With advanced supervisor approval, all full-time and permanent part-time employees are eligible for up to 16 hours (pro-rated for permanent part-time employees) per calendar year of Community Service Leave. Supervisors are encouraged to accommodate employees who wish to engage in community service, however supervisors may require that the leave be taken at a time other than the one requested to avoid impact on college services.

The College may require acceptable proof that leave is being utilized in accordance with the purpose of this policy. Community Service Leave for volunteer service is meant to be used for actual service time. Reasonable travel time may be included in approved time for community service, but only for the time that intersects the employee's regular work schedule. Time spent training to be a volunteer is not covered by Community Service Leave. Also, time spent in administrative duties such as attending organization meetings, electing officials, or attending social events sponsored by an organization shall not be covered by Community Service Leave.

Employees may use Community Service Leave prior to exhausting any accumulated compensatory time.

II. No Carry Over

Leave not taken by the end of the calendar year is forfeited and shall not be carried into the next calendar year.

III. Transfers and Separation from Employment

Employees shall not be paid for such unused leave at separation. If an employee transfers to another State agency, any balance of community service leave not used shall be transferred to the new agency.

IV. Record Keeping

Employees must submit a Leave Request Form indicating the type of service to be performed, day, time, and amount of hours to be used.

V. Service Distinctions

A. Religious Service

Community Service Leave does not include activities designed to promote religious beliefs such as teaching or leading religious assemblies or in raising funds to support religious activities. Community Service Leave would include activities supported by religious organizations such as volunteering in soup kitchens, homeless shelters or other community activities.

B. Political Service

Community Service Leave may include serving inside a polling facility to assist voters with the voting process as long as the employee is not receiving pay for the service and so long as the employee is not engaging in partisan political activity. Employees should refer to Policy 3.4.2 for guidance regarding political activities. Vacation leave rather than Community Service Leave must be used if the employee is receiving pay for the "inside" poll work or if the employee is distributing brochures, transporting voters or other partisan campaigning outside of the polls.

C. Fundraising Service

Service for a fundraising event is eligible for Community Service Leave if there is a bona-fide volunteer relationship and the fundraising event is directly sponsored and supported by an eligible community service organization. For example, playing in a golf tournament that is raising money for the American Cancer Society is not considered a volunteer activity that would be eligible for Community Service Leave; however, setting up tents, handling parking and registration, or serving at the food tent at the fundraising golf event would be considered a volunteer activity and would be eligible for community service leave. Volunteering at a fundraising event for an individual citizen or political party is not eligible for Community Service Leave.

Procedure Revisions:
Initially approved December 10, 2024

Procedure References:
N.C.G.S 126-4(5); (5b), (10)
N.C.G.S. 166A-30-32 – Allowance for disaster assistance
25 NCAC 01E.1600

SPCC Policy:
Community Service Leave

3.8.8 Personal Leave

All full-time and permanent part-time employees of South Piedmont Community College are eligible for personal leave under approved guidelines.

Revisions:
Initially approved October 21, 1982
Revised April 14, 1983
Revised June 11, 1984
Updated October 9, 2007
Revised June 9, 2009
Revised April 10, 2012
Revised August 13, 2013

References:
NC State Board of Community Colleges Code:
1C SBCCC 200.94

3.8.8 Personal Leave Procedure

All full-time and permanent part-time employees of South Piedmont Community College are eligible for personal leave under the following conditions:

Faculty

Faculty are granted up to five (5) days or 40 hours of personal leave per fiscal year, that can be used at the faculty member's discretion, with approval of their immediate supervisor. Personal leave shall be taken in no less than two-hour increments. Personal leave is not cumulative or transferable, and it is not payable upon separation of employment.

Personal leave to be taken on a workday immediately before or immediately following established holidays or term breaks must have the prior permission of the employee's immediate supervisor.

Personal leave to be taken on graduation day must have the prior approval of the employee's immediate supervisor and the President.

Staff

Staff are granted up to eight (8) days of personal leave to be used when the College is closed during the Winter Break. The amount of personal leave may vary with each calendar year and can only be used during the designated break when the College is closed. Personal leave is not cumulative or transferable, and it is not payable upon separation of employment.

Procedure Revisions:
Revised December 9, 2025

SPCC Policy:
Personal Leave

4. Instructional

4.1.1 Responsibility and Authority of Faculty in Academic Governance

South Piedmont Community College (SPCC) defines the responsibility and authority of faculty in academic and governance matters as follows:

The authority and responsibility of faculty in academic matters is outlined in the faculty handbook which is reviewed and revised annually. Additional responsibilities may be defined in annual faculty contracts.

SPCC promotes shared governance through standing and ad hoc committees comprised of faculty who are voting members. The Program Review Team periodically reviews an academic program's curriculum, resources, student success and quality measures, and alignment with workforce needs. The Curriculum Team oversees revision of current curricula and the addition of new courses and programs. Faculty conduct annual assessment activities, reporting, and implementation of action plans. Ad hoc committees are established based on the need of the College, its curricula, and programs.

Revisions:
Initially approved February 12, 2013
Revised August 13, 2013
Revised April 13, 2021
Revised August 8, 2023

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation: Standard 10.4

SPCC Policy:
Responsibility and Authority of Faculty in Academic and Governance Matters

4.1.2 Academic Programs

The College is authorized to provide the following academic programs:

A. Curriculum Programs. Except as stated in section B, curriculum programs are organized sequences of courses leading to an associate degree, a diploma or a certificate. All curriculum programs are designed to provide education, training, or retraining for the work force.

B. Developmental Education Programs. Developmental education is a curriculum program that consists of courses and support services which may include diagnostic assessment and placement, tutoring, advising, and writing assistance. These programs are designed to address academic preparedness, workforce retraining, development of general and discipline-specific learning strategies, and affective barriers to learning. Developmental education courses do not earn credit toward a degree, diploma or certificate.

C. Continuing Education Programs. Continuing education programs provide education and training opportunities for targeted audiences. Courses are non-

credit, short-term, and are offered in a variety of instructional delivery modes and locations. Included within continuing education programs are:

1. Occupational Extension Courses. Occupational extension courses consist of single courses for the specific purposes of training an individual for full or part-time employment, upgrading the skills of persons presently employed and retraining others for new employment in occupational fields.

2. Community Service. Community service courses consist of single courses that focus on an individual's personal or leisure needs rather than occupational or professional employment.

3. Self-Supporting Programs. Self-Supporting programs are specific courses of interest requested by the community or which serve a special need for the community and College.

4. Basic Skills Programs. Basic skills programs provide courses for students seeking a high school diploma equivalency, general education development, or other specific types of education services including adult basic education, English as a second language and compensatory education.

5. Customized Training Programs. Customized training programs address company-specific training customized for job growth, technology investment or productivity enhancement.

6. Human Resources Development Programs. Human resources development programs provide skill assessment services, employability skills training and career counseling to unemployed and underemployed adults.

7. Learning Laboratory Programs. Learning laboratory programs consist of self-instruction using programmed texts, audio visual equipment and other self-instructional materials.

Revisions:
Adopted April 11, 2023

References:
North Carolina State Board of Community Colleges Code:
1D SBCCC 200.3

4.1.2.1 Continuing Education Accountability Plan

The Board shall adopt a Continuing Education Accountability and Integrity Plan ("Plan"). At a minimum, the Plan shall include a class visitation plan in accordance with the State Board of Community Colleges Code and define a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes, and establish a framework for defining program quality and improvement procedures.

The Chief Academic Officer will report on the implementation and progress of the Plan at least every three (3) years to the Board for review. The Plan, including amendments, shall be submitted to the Continuing Education Department at the System Office upon adoption.

Internal Class Visitation Plan

The senior administrator, a coordinator, or program director will visit at least 45 percent each of Occupational Extension on-campus, off-campus, online, Public Safety, and Adult Basic Skills classes each semester. Visits will be documented on the class roster or the XAIR Report. Classes that meet twelve or fewer hours, community service classes, and self-supporting classes are excluded from the visitation requirement.

This plan will be evaluated and an Internal Class Visitation Report will be provided to the President after each term. The President will submit an annual summary of Internal Class Visitation Reports to the SPCC Board of Trustees, which will be documented in the board minutes for the North Carolina Community College System bi-annual Compliance Review.

Procedure Revisions:
Adopted April 11, 2023
Revised October 16, 2023

References:
North Carolina State Board of Community Colleges Code:
1D SBCCC 300.4(a)(1)-(4)
1G SBCCC 400.3(c)(2)

4.1.2.2 Self-Supporting Classes

The College recognizes that some courses requested by the community, or which serve a special need, are not supported by state revenues and membership hours produced from the classes are not counted towards full-time equivalent calculations. When these circumstances exist, it may be necessary to offer certain classes on a self-supporting basis. Therefore, the College shall develop guidelines for appropriate self-supporting classes that meet the standards of the State Board of Community Colleges and the College's mission.

Procedure Revisions:
Adopted April 11, 2023

Procedure References:
North Carolina State Board of Community Colleges Code:
1D SBCCC 200.3(2)(c)

4.1.2.3 Customized Training Programs

The College shall provide customized training programs for businesses experiencing job growth, productivity enhancement needs, or creating technology investment to support the community and State's economic development. The College shall administer the training program with consultation and assistance from the North Carolina Community College System Office Economic Development staff.

Before a business or industry becomes qualified to receive assistance under the customized training program, the President of the North Carolina Community College System shall determine that:

A. The business is making an appreciable capital investment;

B. The business is deploying new technology;

C. The business or individual is creating jobs, expanding an existing workforce or enhancing the productivity and profitability of operations within the State; and

D. The skills of the workers will be enhanced by the assistance.

College employees may not engage in the regular management, supervision or operation of a business receiving assistance under this policy during the hours the employee is employed for the instructional or educational purposes of the College.

Procedure Revisions:
Adopted April 11, 2023

References:
North Carolina General Statue (N.C.G.S.) § 115D-5.1
North Carolina State Board of Community Colleges Code:
1D SBCCC 500.98

4.1.2.4 Program Review

The College shall monitor the quality and viability of all its programs and services. Each curriculum program, each continuing education program area, including Basic Skills, occupational extension, and community service, and each service area will be reviewed at least every three (3) years to determine program strengths and weaknesses and to identify areas for program improvement. The program review process shall be consistent with the requirements of the regional accrediting agency.

The College shall publish its data on all performance measures annually in its electronic catalog or on the internet.

Procedure Revisions:
Adopted April 11, 2023

Procedure References:
North Carolina State Board of Community Colleges Code:
1B SBCCC 400.3
SACSCOC Principles of Accreditation Section 9: Educational Program Structure and Content, 9.1 (Program Content)

SPCC Policy:
Academic Programs

4.1.3 Curriculum Development

The President shall determine the courses and programs of instruction needed to meet the educational needs of the people in the College's service area and shall determine the effectiveness and efficiency of the programs and services in meeting these needs.

All new programs offered by the College must comply with the Southern Association of Colleges and Schools Commission on Colleges general education requirements and be approved by the Board of Trustees, the North Carolina Community College System Office, and the State Board of Community Colleges. The College must include the North Carolina Community College System Office's required components in the development of a curriculum program of study consistent with the provisions of the State Board Code.

All approved programs and courses are contained in the College's Catalog and Student Handbook.

The continued operation of any curriculum program is dependent upon adequate state funds and sufficient enrollment in the program.

The President shall approve procedures for the implementation of this Policy.

Revisions:
Initially approved October 10, 2023

References:
North Carolina State Board of Community Colleges Code:
1D SBCCC 400.10
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation: Standard: 9.1, 9.2, and 14.2

4.1.3.1 Curriculum Development Procedure

Offering relevant and updated curriculum courses and programs is critically important to the success of both the College and its students. For any curriculum not otherwise mandated by the North Carolina State Board of Community Colleges ("State Board") or by another controlling entity, as it becomes necessary to introduce new courses and programs, the following Procedures shall be followed.

A. Instructional employees directly involved in teaching a particular class or within a particular program shall assist in the development of new curricula and in the review of anticipated changes to existing curricula.

   At a minimum, each academic area shall hold annual meetings of their internal curriculum team in fall of the academic year, to review and make recommended changes in the curricula within that area of instruction. The internal curriculum teams shall review and vote on recommended program changes. Those changes recommended by the team shall be sent to the Dean for review. The Dean shall then share the recommended changes with the Chief Academic Officer who will seek further guidance from the President regarding further action.

B. Once the programs or courses are preliminarily approved by the President, the Chief Academic Officer (CAO) shall act as the coordinator for curriculum development and shall work with Deans in conducting further feasibility studies, consulting with the Business and Workforce Solutions team in coordinating with industry and business representatives concerning course content and length, as well as other activities necessary to develop a curriculum application.

C. After the CAO has made an initial review, the Instructor, Program Lead, Director, or Department Chair may submit the Curriculum Change form. The request will be reviewed by the SACSCOC Liaison and College Compliance. The College's Curriculum Advisory Committee ("Committee"), a group of College administrators and curriculum personnel appointed by the President or their designee, will then review the request and documentation and vote on the request. Upon review, the Committee shall present its recommendation to the CAO. The SACSCOC Liaison shall determine if the requested change is substantive and will work with necessary college officials to submit any substantive changes to SACSCOC. If the requested change is substantive, or if it involves a new program, the CAO will present their recommendation to the President. Prior to making a recommendation to the President, the CAO shall ensure that the State Board, all accreditation bodies, and the Board's policies are followed in the development of a curriculum proposal including providing notice to other community colleges.

D. The President shall examine the fiscal aspects of proposed curricula or changes in existing curricula and ascertain that the budgetary requirements are within the College's fiscal capabilities. All new curricula must be approved by the President before it is submitted to the Board of Trustees.

E. The CAO shall present the request to the Board of Trustees regarding the nature of the request, the results of the feasibility study and any other pertinent information requested. The full Board must formally approve the request prior to submission to the North Carolina Community College System Office ("System Office").

F. If approved by the Board of Trustees, the College will submit the request to the System Office and State Board for approval. The College may officially offer the curriculum for credit after it has received all necessary approvals from the System Office and State Board. The Chief Academic Officer is responsible for all reporting to the System Office and State Board.

G. The continued operation of any curriculum at the College is dependent upon adequate state funds and a sufficient enrollment to make it financially feasible to continue. The College reserves the right to discontinue any program if sufficient funds are not available. In addition, the College shall terminate a curriculum program when there has been no enrollment for two (2) years. The College may request a one-year extension of a curriculum program upon justification of the potential for employment opportunities and student enrollment. If the College plans on terminating a curriculum program, the President or their designee shall inform the System Office President by submitting a termination notice. The System Office President shall have the program removed from the College's program approval list.

Procedure Revisions:
Initially approved October 10, 2023

Procedure References:
North Carolina State Board of Community Colleges Code:
1D SBCCC 400.6
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation: Standard: 9.1, 9.2, and 14.2

SPCC Policy:
Curriculum Development

4.1.4 Instructional Service Agreement

The College may enter into a written instructional service agreement with another community college within the North Carolina Community College System. The service agreement must be drawn in conformance with the State Board Code and include the following:

A. Specify the curriculum or continuing education program to be shared;

B. Define the plan for sharing the curriculum or continuing education program, including who shall earn the FTE and grant the award;

C. Certify that appropriate and adequate resources are available at each participating college.

D. Where feasible, the joint utilization of physical facilities, equipment, materials, and instructional faculty should be considered;

E. Certify that the curriculum or continuing education program meets the standards of the appropriate accrediting agency; and

F. Specify under what conditions and what time frame the agreement can be terminated.

The Board hereby delegates to the President the authority to approve and sign all instructional service agreements.

Notification of termination of an agreement shall be sent to the System President prior to the effective termination date.

Revisions:
Initially approved August 13, 2024

Reference:
NC State Board of Community Colleges Code:
1D SBCCC 400.7

SPCC Policy:
Instructional Service Agreement

4.1.6 Academic Terms

I. Academic Terms

The calendar year is divided into three academic terms:

A. Spring Term: January 1 – May 15

B. Summer Term: May 16 – August 14

C. Fall Term: August 15 – December 31

II. Beginning and End Date for Academic Terms

The Board of Trustees ("Board") shall determine the beginning and end date for each academic term within the timeframes set forth in Section I, unless an exception is granted by the System President or if a North Carolina Community College System Numbered Memo waives the System President approval. The System President may grant an exception if it does not result in an overlap with another academic term, the ten percent (10%) point of all course sections falls within the corresponding academic term reporting period, and the exception does not negatively impact the College's ability to meet data reporting requirements.

The academic semester for credit courses shall be designed so that classes may be scheduled to include the number of instructional hours shown in the College catalog and the approved curriculum program of study compliance document, and reported for FTE purposes. Instructional hours include scheduled class and laboratory sessions as well as examination sessions. Length of semesters or courses may vary as long as credit and membership hours are assigned consistent with requirements contained in the State Board Code. If necessary to meet the needs of particular constituents (e.g., courses provided at high schools, military bases, prisons, or at the specific request of business), without an exception by the System President, the College may schedule curriculum course sections that fall outside the academic term beginning and end dates, as defined by the Board. If such course sections cross academic term reporting periods, FTE enrollment shall be reported consistent with the provisions of the State Board Code.

Revisions:
Initially approved October 10, 2023

References:
North Carolina State Board of Community Colleges Code:
1G SBCCC 100.1
1G SBCCC 200.93
CC17-017

SPCC Policy:
Academic Terms

4.1.7 FTE Reporting

The College shall follow the requirements and provisions for calculating and reporting FTEs for curriculum, continuing education and other applicable classes/programs, as prescribed in the State Board Code.

Revisions:
Initially approved December 10, 2024

References:
NC State Board of Community Colleges Code:
1G SBCCC 100
NC Community College Written Memoranda CC17-017

SPCC Policy:
FTE Reporting

4.2.1 Intellectual Property

The College acknowledges the ownership rights associated with intellectual property and requires all students and employees to adhere to all applicable state and federal laws.

Intellectual property may be defined as any intellectual or creative works that can be copyrighted, trademarked or patented. Such works may include literary, musical, dramatic or artistic works, computer software, multimedia presentations, brand marks or inventions.

I. **Works Made for Hire**

The College recognizes that the "works made for hire doctrine" applies to college employees. Under this doctrine and this policy, a work made for hire is defined as a work prepared by any employee within the scope of their employment. Other works created under the terms of an agreement between the College and a creator may also be deemed works made for hire under that agreement. Works made for hire include any materials that may receive protection under federal patent, copyright, or trademark law. The College retains its ownership of works made for hire and all rights incidental to that ownership except as stated below.

This policy does not include independent works by employees that were not created within the scope of employment and without college support.

II. **Academic Exception for Copyrightable Works**

The College recognizes an academic exception to the works made for hire doctrine. Unless otherwise determined by the College prior to the creation of the work product, it is the College's policy that employees own and retain the copyright, and all rights incidental to that ownership, to works created for traditional academic purposes regardless of any use of college resources used in making the work.

This exception applies only to works that may be legally registered in the United States Copyright Office, including but not limited to, textbooks, scholarly monographs, trade publications, maps, charts, articles, novels, nonfiction works, supporting materials, artistic works, syllabi, lecture notes, educational software

and multimedia. Employees, however, may not use college resources to commercialize or publish a work without written approval from college administration.

For any creative work that falls under this exception, the employee grants and the College retains a perpetual, royalty-free, non-exclusive right to use the work for educational, research, and marketing purposes.

This exception does not apply to trademarks, inventions, or patent ownership.

III. **Student Works**

Except as stated herein, the College recognizes that students retain ownership of intellectual property submitted in fulfillment of academic requirements. By enrolling in the College, the student gives the College a perpetual, non-exclusive, royalty-free license to mark, modify, and use any work as may be required by the process of instruction, or for other educational, research, or marketing purposes.

This section does not apply to class or lab notes created by a student.

The College shall retain the ownership of all patentable inventions created by a student in fulfillment of academic requirements under the following conditions: the development of the invention involved substantial use of college resources, including use of facilities, time, and/or other resources.

IV. **Other Agreements**

In support of its mission, the College, an employee, or a student may voluntarily enter into other agreements for ownership of intellectual property or the sharing of royalties. In these instances, the written agreement is controlling, not this policy. These agreements shall be negotiated by the College President.

In the case of a work created under the provisions of a grant, the terms of the grant will determine the ownership and all rights incidental to the ownership of the property created, not this policy.

All revenue derived by the College from the creation and production of intellectual property shall be used for educational and research purposes that directly support the College's mission.

V. **Dispute Resolution**

A. Prior to creating works using college resources, employees and students should direct intellectual property ownership questions to the appropriate Vice President.

B. Employees. If issues related to ownership of intellectual property arise and cannot be resolved informally, college employees may seek resolution through Policy 3.3.8 – Employee Grievance Policy. Prior to initiating litigation, both parties will participate in voluntary mediation before a neutral third-party mediator and will equally share the cost of such mediation.

C. Students. If issues related to ownership of intellectual property arise and cannot be resolved informally, college students may seek resolution through Policy 5.3.6 – Student Grievance Policy. Prior to initiating litigation, both parties will participate in voluntary mediation before a neutral third-party mediator and will equally share the cost of such mediation.

Revisions:
Initially approved February 8, 2011
Revised October 11, 2011
Revised June 10, 2014
Revised December 10, 2024

4.2.1.1 Intellectual Property Procedure

The ownership of intellectual property will be determined according to the following conditions:

The employee or student retains ownership and any revenue generated in any of the following situations:

- The work was created independently and as a result of the individual's initiative. It was not requested by the College.
- The work is not a product of a specific contract or assignment made as a result of employment or affiliation with the College.
- The work was not prepared within the scope of the employee's job duties.
- The work was produced by an employee or a student without funds, resources, or facilities owned or controlled by the College.

The College retains ownership if the above criteria are not met and/or if any of the following criteria apply:

- The work is prepared within the scope of the employee's job duties.
- The work is prepared within the scope of class assignments.
- The work is the product of a specific contract or assignment made in the course of the employee's or student's affiliation with the College.
- The development of the work involved facilities, time, and/or other resources of the College including but not limited to release time, grant funds, College personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.

The College retains and controls any and all rights to license or sell any intellectual property owned by the College. Any revenues generated from intellectual property owned by the College shall be treated as institutional funds to be used to support the needs of the College.

When it is foreseen that commercially valuable property may be created, the College and the employee or student should negotiate an agreement for ownership and sharing of benefits and compensation prior to creation of the property. Any agreement, whether occurring prior to or following creation of the property, will be negotiated with the President of the College.

Procedure Revisions:
Revised December 10, 2024

4.2.1.2 Use of Student Work Procedure

As a condition of enrollment at the College, the student grants the College a non-exclusive, perpetual, world-wide, royalty-free right and license to reproduce and publicly or privately display, distribute, or perform the student's work, in whole or in part, for the College's own educational purposes. This includes:

A. The use of student work in order to demonstrate compliance with accrediting bodies.

B. Research conducted by college personnel and presentation or publication resulting from such research.

C. The use of student work in order to demonstrate student and instructor activities for the purposes of promoting the College and its endeavors.

Nothing herein permits the disclosure of a student's educational record, including student grades, nor can student work be presented in a personally identifiable manner without the student's exclusive permission. This license does not extend to commercialization of the work. Intellectual property created by the student for commercial purposes singularly or in cooperation with the College shall be governed by the Intellectual Property policy.

Procedure Revisions:
Initially approved December 10, 2024

SPCC Policy:
Intellectual Property

1.05 Copyright Policy

The copyright law of the United States (Title 17, United States Code) governs the making of all photocopies or other reproductions of copyrighted material, including peer-to-peer file sharing, at South Piedmont Community College.

South Piedmont Community College requires that all employees and students comply with federal copyright laws. Failure to abide by the copyright law of the United States could result in disciplinary action or dismissal. The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may be subjected to civil and criminal liabilities.

Revisions:
Initially approved September 28, 1987
Revised March 17, 1997
Revised October 9, 2007
Revised August 13, 2013
Revised June 8, 2021

References:

United States Federal Code Title 17 Copyrights

Procedure:
The copyright law of the United States (Title 17, United States Code) governs the making of all photocopies or other reproductions of copyrighted material at South Piedmont Community College.

The information that follows is intended to assist employees and students in managing copyrighted materials.

A copyright is the set of exclusive legal rights authors have over their works for a limited period of time.
Section 106 of the copyright law gives the author exclusive rights to:

- reproduce the copyrighted work,
- prepare derivative works based upon the copyrighted work,
- distribute copies of the copyrighted work by sale or loan,
- perform or display the copyrighted work publicly,
- perform the copyrighted work publically by means of a digital audio transmission.

Currently, the author's rights begin when a work is created. Copyright notices are not required on works created after March 1, 1989.

Copyright protection exists for all works created in any medium of expression as long as the works are fixed in a tangible medium of expression so they can be experienced with or without the aid of equipment. Such works include:

- Literary works;
- Sheet music and musical performances;
- Dramatic works, including any accompanying music;
- Pantomimes and choreographic works;
- Pictorial, graphic, and sculpture works;
- Motion pictures and other audiovisual works; and
- Sound recordings.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of these exclusive rights granted to the author. A copyright infringer can be liable for actual damages and profits, or for statutory damages, as determined by a court. Court rulings show that statutory damages may range from $250 to $50,000 per infringement, depending upon the extent of the infringement. In addition, the infringer can be assessed for court costs and the plaintiff's attorney's fees. Court costs and attorney's fees frequently exceed the amount of damages and profits. When infringements are made for profit, criminal charges and potential imprisonment may be added. Employees who engage in copyright infringement may be subject to SPCC's personnel disciplinary procedures. Students who engage in copyright infringement may be subject to SPCC's Student Code of Conduct and/or Academic Integrity.

Fair use provisions of the copyright law allow for limited copying or distribution of published works without the author's permission in some cases. Examples of fair use of copyrighted materials include quotation of excerpts in a review or critique, or copying of a small part of a work by a teacher or student to illustrate a lesson.

There are no explicit, predefined, legal specifications of how much and when one can copy, but there are guidelines for fair use. Each case of copying must be evaluated according to four factors:

1. The purpose and nature of the use. If the copy is used for teaching at a non-profit institution, distributed without charge, and made by a teacher or students acting individually, then the copy is more likely to be considered as fair use. In addition, an interpretation of fair use is more likely if the copy was made spontaneously, for temporary use, not as part of an “anthology” and not as an institutional requirement or suggestion.
2. The nature of the copyrighted work. For example, an article from a newspaper would be considered differently than a workbook made for instruction. With multimedia material there are different standards and permissions for different media: a digitized photo from a magazine, a video clip from a movie, and an audio selection from a CD would be treated differently - - the selections are not treated as equivalent pieces of digital data.
3. The nature and substantiality of the material used. In general, when other criteria are met, the copying of extracts that are “not substantial in length” when compared to the whole of which they are part may be considered fair use.
4. The effect of use on the potential market for or value of the work. In general, a work that supplants the normal market is considered an infringement, but a work does not have to have an effect on the market to be an infringement.

Peer-to-peer (P2P) file sharing is a convenient way for people to share files directly between computers using an online service. File sharing through a P2P network is not illegal so long as the person responsible for uploading the file has the legal right to distribute that file. However, since authors have the exclusive right to reproduce and distribute copies of their own work, sharing copyrighted music, videos, movies, articles, eBooks, or images without an author’s permission is an infringement of the author’s copyright.

Questions related to copying any materials should be directed to the Director of Library Learning Commons.

Procedure Revisions:
Revised June 8, 2021

SPCC Policy:
Copyright Policy

4.2.2 Live Client Projects

Live client projects are defined as:

A. Educational programs in which students, as part of their educational experiences and as part of the instructional course requirements, repair or remodel non-college owned personal or real property; or

B. Educational programs that construct structures that are sold, produce goods that are sold, or provide services for a fee, such structures, goods or services being the normal and necessary product of learning activities of students.

The President or their designee is hereby delegated to develop procedures that are consistent with the State Board Code for live client projects.

Revisions:
Initially approved February 13, 2024

References:
North Carolina State Board of Community Colleges Code:
1H SBCCC 300.1

SPCC Policy:
Live Client Projects

4.2.3 Instructional Material Selection

A. The Dean of each academic school is responsible for the oversight of ordering instructional materials for their departments.

B. Department Chairs and Program Leads/Directors will request instructional material adoptions utilizing the system developed by the College. At least every four (4) years, the Board shall review the College's book and other instructional material costs to determine if the mark-up is appropriately balanced between affordability for students and other priorities identified by the Board.

C. Requests for instructional material adoptions are to be made by the deadline provided for each semester.

D. Deans, or their designees, will be responsible for acquiring instructional material for adjunct faculty.

Revisions:
Initially approved

References:
NC State Board of Community Colleges Code:
1H SBCCC 300.3

4.2.3.1 Surplus Instructional Material Procedure

When books and other instructional materials or media (i.e., audio visual materials, CD's, electronic resources and other learning resources of durable nature) originally purchased from State or federal funds are no longer useful to the College, the College shall dispose of the instructional material as follows:

1. Destroying locally, through standard recycling methods or disposed of by the College through a local sale;

2. Disposing of through a profit-sharing arrangement with a company that resells and recycles instructional material;

3. Disposing of through donations to nonprofit, tax exempt organizations, including the College's Foundation or tax supported agencies or institutions; or

4. Disposing of through a public bid sale by the State Surplus Property Agency

The College shall maintain records and receipts of each sale for auditing purposes. The College shall use any receipts generated from the sale of surplus instructional material to purchase additional instructional material.

Procedure Revisions:
Initially approved June 11, 2024

Procedure References:
NC State Board of Community Colleges Code:
1H SBCCC 400.2

SPCC Policy:
Instructional Material Selection

4.2.4 Faculty Academic Qualifications/Credentials

South Piedmont Community College employs qualified faculty to accomplish its mission and goals. All degrees and credits used to define faculty qualifications must be from institutions accredited by an institutional accrediting agency recognized by the U.S. Department of Education. Degrees and credits earned from foreign institutions must have been evaluated by a reputable transcript evaluation service and must document a level of educational attainment equivalent to that required for graduates of U.S. institutions.

Revisions:
Initially approved February 8, 2011
Revised February 14, 2012
Revised August 14, 2012
Revised August 13, 2013
Revised December 10, 2024

References:
North Carolina General Statute (N.C.G.S.) § 115D-5
NC State Board of Community Colleges Code:
1C SBCCC 300.3
1D SBCCC 400.4
Accreditation Standard 6.2 a

4.2.4.1 Faculty Academic Qualifications/Credentials Procedure

South Piedmont Community College employs qualified faculty to accomplish its mission and goals. All degrees and credits used to define faculty qualifications must be from institutions accredited by an accrediting agency recognized by the U.S. Department of Education. Degrees and credits earned in foreign institutions must have been evaluated by a recognized transcript evaluation service and must document a level of educational attainment equivalent to that required for graduates of U.S. institutions.

Credential Guidelines

The College justifies and documents the qualifications of its faculty through internal credentialing procedures by using the following guidelines when credentialing all full-time faculty, part-time faculty, and staff teaching credit courses that are part of a degree, diploma, or certificate program as well as developmental/remedial courses.

Faculty teaching general education courses at the undergraduate level:

- Doctorate or master's degree in the teaching discipline – or –
- Master's degree with a concentration in the teaching discipline with a minimum of 18 graduate semester hours in the teaching discipline

Faculty teaching associate degree courses designed for transfer to a baccalaureate degree:

- Doctorate or master's degree in the teaching discipline – or –
- Master's degree with a concentration in the teaching discipline with a minimum of 18 graduate semester hours in the teaching discipline

Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree:

- Bachelor's degree in the teaching discipline – or –
- Associate's degree in the teaching discipline and demonstrated competencies and/or experience in the teaching discipline

Faculty teaching developmental/remedial courses:

- Master's degree in the teaching discipline or a related field – or –
- Master's degree with 18 graduate semester hours in the discipline – or –
- Bachelor's degree in the teaching discipline or a related field

Faculty teaching in a diploma or certificate program:

- Degree in the teaching discipline at least one level above the credential awarded – or
- Degree in the teaching discipline equal to the credential awarded and documented experience and/or knowledge in the field

Faculty teaching in externally accredited programs:

- Meet the guidelines above as a minimum but also meet or exceed the degree requirements set for their specific position by the program's accrediting agency
- Maintain specific licensure and/or experience in the discipline

"Otherwise Qualified" Documentation

When appropriate, significant or extensive experience and demonstrated contributions to the discipline or field of study may be presented in lieu of formal academic preparation. These exceptions must be approved through the standard credentialing procedures at the college.

Official documentation of significant and extensive experience or contributions to the discipline may be demonstrated through work experience, technical and performance competency, records of publications, certifications, or other qualifying credentials. Official or verified documentation of these supporting qualifications must be directly linked to the

course description or to specific learning outcomes for the courses to be taught and maintained in the individual's personnel file.

Faculty Teaching Distance Education Courses
Faculty teaching distance education courses must meet all academic credentialing requirements as stated above. All South Piedmont faculty teaching web-enhanced, blended (hybrid), HyFlex, and Internet courses must have documented evidence of successful completion of training or equivalent documented experience in the College's current learning management system prior to teaching. Accepted types of training include (a) training provided, supervised, and documented by college designated personnel, or (b) evidence and certification of comparable course management system-based training offered by external Distance Education Administrators or commercial training specialists.

Procedure Revisions:
Revised December 10, 2024

Procedure References:
NC General Statute 115D-5
NC State Board of Community Colleges Code:
1C SBCCC 300.3
1D SBCCC 400.4
Accreditation Standard: 6.2 a

SPCC Policy:
Faculty Academic Qualifications/Credentials

4.2.5 Field Trips

Field trips are considered a very important aid in the communication of knowledge, ideas, and understanding to students. Instructors are encouraged to plan and make use of this teaching aid.

The following procedures apply to all field trips offered or mandated through a college course:

A. Planning

1. Field trips are to be planned in advance, with pre-instruction, post- discussion and evaluation being of prime importance in the planning.
2. The site, industry or business visited should be engaged in practices which demonstrate something related to the subject matter being covered in the course.
3. All arrangements are to be made by the instructor in advance of the trip.
4. Transportation shall be arranged by the instructor. Students must bear the cost of transportation unless travel is being otherwise arranged by the College in advance.
5. When students on a field trip are to miss classes taught by other instructors at the College, prior approval is to be obtained from the instructors involved. Instructors may exchange class meeting times to make up hours lost if they so desire.
6. An approved Field Trip Form must be submitted and approved by the appropriate Dean and the Associate Vice President Student Affairs at least three (3) days prior to the field trip.

B. Use of Curriculum and Student Area Travel Funds

1. Each curriculum division will be assigned a budget for the fiscal year. The Dean is responsible for coordinating and regulating the use of these funds. All requests for use of the funds should be directed to the Dean prior to the planned trip. Requests for travel reimbursement from State funds, which do not have prior approval by the Dean and the Associate Vice President Student Affairs, will not be honored.
2. For overnight travel, out-of-state travel, or other special action, a Travel Authorization Form must be submitted along with the Field Trip Form.

C. Voluntary Educational Travel

1. The College may offer students and employees the opportunity to participate in educational travel experiences that are not a requirement of any course or degree or diploma program. The purpose of these trips is to provide educational experiences for students and employees. Student and employee participation in these trips is voluntary.
2. All voluntary educational travel, including out-of-state and out-of-country travel, must be approved by the President or designee prior to the College soliciting staff or students to participate.
3. The College, either directly or through a third-party travel agency, may charge students and employees participating in the trip the actual cost of all travel expenses, including but not limited to: transportation, lodging, food, travel insurance, taxes, activities and tours, and administrative costs. The College shall have no obligation to refund, in whole or in part, any participant for any amount of money paid directly to the College or a third party for a trip that is cancelled or postponed for any reason. If the College collects and holds money for an authorized trip and that trip is cancelled by the College, the College shall reimburse participants any remaining funds held in the trip account.
4. All trip participants are expected to sign a waiver releasing the College from liability for any injury or loss occurring during a trip. It is recommended that participants purchase travel insurance for all international travel and all travel lasting more than three (3) days.

Revisions:
Initially approved August 8, 2023

SPCC Policy:
Field Trips Policy

4.2.6 Classroom Management

All College classroom instructors shall adhere to the following provision in carrying out job duties and employment responsibilities.

A. Promptness − Punctuality is a valuable habit desired by all employers. College employees can help to develop this habit in their students by meeting with their scheduled classes or other meetings at the time designated and by insisting that students also arrive on time. If an instructor fails to meet their class within fifteen

(15) minutes past the designated starting time, students are to alert the instructor's supervisor (indicated on the syllabus) via college email. .

B. General Housekeeping − Prospective students, student employers and numerous other interested individuals routinely visit the College. It is important that all employees be active in helping to maintain an orderly and well-organized appearance. The proper attitude toward clean and orderly shops, labs and other workspaces can be passed on to the student by their instructor's attitude and actions.

Employees can aid the custodial staff by ensuring that:

1. Smoking and the use of smokeless tobacco products are prohibited in all College buildings, facilities and grounds. Food is not allowed in classrooms; however, instructors may permit beverages if kept in a spill-proof container.

2. Paper and other materials which accumulate during the day are picked up prior to leaving the classroom.

3. All tools are locked in their proper storage place at the end of each class or day.

4. Furniture is left in an orderly appearance. In general, disarrangement of a classroom because of teaching activities shall be corrected by the students in the class under the supervision of the instructor in charge.

5. All labs are secured according to established departmental procedures.

C. Discipline − Effective discipline must be maintained in all learning environments. Each instructor has the responsibility of handling any disciplinary problems that arise in class. Extreme cases are to be immediately referred to the Vice President for Student Services. Upon request by the instructor, administrators will serve as mediators in extreme or reoccurring disciplinary issues. The College will not condone disruptive activities by students or groups of students. Student disciplinary matters shall be dealt with pursuant to College policy.

E. Professional Appearance – Instructors should always present a professional image.

F. Safety – Every instructor should maintain a proper attitude toward safety. The instructor's attitude and habits toward safety have a profound influence on the habits and attitudes formulated by the students. It is extremely important that the following safety regulations be utilized by all instructors:

1. Safety rules and regulations specific for each program of instruction must be posted on laboratory and shop bulletin boards.

2. The instructor should demonstrate proper procedures for the use of dangerous equipment. Hazards should always be pointed out in

advance. This aspect of safety training is to be utilized prior to any student being allowed to use equipment and machinery.

3. The instructor must always be present in shops and laboratories when machinery or equipment is being used by students. In the event the instructor must leave the area, another instructor should be placed in charge, or the shop should be locked.

4. Jewelry or loose clothing should not be worn when operating moving equipment. If neckties are worn, they should be of the bow or breakaway type.

5. Unauthorized students are prohibited from using equipment and machinery.

6. Long hair must be tied at the back and placed under a hat or some type of covering while working in any vocational shop.

7. North Carolina law requires that eye protective devices be worn by students, teachers and visitors to the instructional area where any of the following activities are conducted:

   a. Working with hot solids, liquids or molten metal.

   b. Milling, sawing, turning, shaping, drilling, cutting or stamping of any solid materials.

   c. Heat-treating, tempering, or kiln firing of any metal or other material.

   d. Welding of any type.

   e. Repairing or servicing any vehicle.

   f. Using caustic or explosive chemicals or materials.

8. Any visitor to a classroom, shop or laboratory, must be accompanied by a College employee.

9. A Student’s children (or the children of students) are not to be left unattended anywhere on campus and are not permitted to attend classroom sessions.

G. Equipment and Furniture − It is the instructor's responsibility to see that the equipment and furniture for each area is maintained. Abuse of equipment or furniture by students will not be tolerated. Longer life and better care may be derived from equipment and furniture if the instructor will utilize the following practices:

   1. Stress the importance and cost of equipment and furniture.

2. Emphasize that there is a proper tool or piece of equipment for each job.

3. Demonstrate and utilize recommended preventative maintenance methods. This includes keeping equipment clean.

4. Emphasize that equipment and furniture are not to be loaned or removed from the premises for any purpose. Special consideration may be given to this regulation when pre-arranged field trips or other conditions warrant the use of equipment away from the school. Prior arrangements must be made with the appropriate administrator.

5. Damage and loss of equipment is to be immediately reported to their supervisor; damaged or lost furniture should be reported to facilities via an incident form. Damaged equipment can create a potentially dangerous situation for the user and must not be used until repaired or replaced. New equipment must be checked and processed by the Business Office prior to its disbursement to classrooms or laboratories. Thereafter, the instructor in charge of each area shall be responsible for the accountability and care of the equipment and furniture in that area.

Revisions:
Initially approved August 13, 2024

SPCC Policy:
Classroom Management

4.2.7 Accreditation and Substantive Change

The College shall obtain and maintain institutional accreditation by the Southern Association of Colleges and Schools Commission on Colleges.

South Piedmont Community College complies with policy and procedural requirements of the Southern Association of Colleges and Schools Commission on Colleges in regards to Substantive Change for Accredited Institutions as outlined in the SACSCOC' *Substantive Change Policy and Procedure.*

Revisions:
Initially approved December 13, 2011
Revised August 13, 2013
Editorial Amendment March 24, 2021
Revised October 8, 2024

References:
NC State Board of Community Colleges Code:
1B SBCCC 400.1
Southern Association of Colleges and Schools Commission on Colleges *Substantive Change Policy and Procedures* policy
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation: Standard 14.2

4.2.7.1 Substantive Change Procedure

As a SACSCOC requirement for membership, the College is required to comply with the current Substantive Change Policy and Procedures for SACSCOC Accredited Institutions (the "Policy"). The College is required to notify SACSCOC of changes in accordance with the Policy and, when required, seek approval prior to the institution of changes.

I. Substantive Change Definition
Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

As soon as a change in college oversight or academic programming identified as a Substantive Change is being considered, the faculty or administrator involved must notify the SACSCOC Liaison in writing.

1. Substantially changing the established mission or objectives of an institution or its programs
2. Offering courses or programs at a higher or lower degree level than currently authorized
3. Substantially increasing or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
4. Change from clock hours to credit hours.
5. Closing a: a) program, b) approved off-campus site, c) branch campus, d) program offering at an approved existing site, or e) modality for a program offering
6. Entering into a cooperative academic arrangement
7. Initiating new off-campus sites (including programs offered at a high school) where 25% or more of the credits for a certificate, diploma, or degree can be earned
8. Expanding program offerings at currently approved off-campus sites
9. Re-opening a previously closed program or off-campus instructional site.
10. Initiating a consolidation/merger with another institution
11. Moving an off-campus instructional site (serving the same geographic area)
12. Acquiring any program or site from another institution
13. Establishment of a branch campus
14. Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated. Significant departure is defined by the percentage of the program's credits that consist of new content.
15. Adding a new method of delivery to a currently offered program
16. Adding competency-based education programs.
17. Participating in the federal Prison Education Program providing Pell Grant access to confined or incarcerated students.

The Policy lists additional substantive changes, both institutional and programmatic, that must be reported in a timely manner prior to implementation.

II. Reporting Substantive Changes
The SACSCOC Liaison will implement the appropriate approval or notification procedures with SACSCOC. Because prior approval from SACSCOC is needed for many substantive changes, requests should be submitted at least eight months prior to the intended implementation. Refer to the SACSCOC Liaison and SACSCOC Substantive Change Policy for exact deadlines as some substantive changes require additional time for approval.

Additionally, the SACSCOC Liaison will review all submissions made to the Curriculum Advisory Committee. Reference the Curriculum Advisory Committee procedures and SharePoint site for instructions on submitting changes in academic programming through the curriculum review process.

Failure to follow this substantive change policy and its procedures may delay the proposed change, may initiate SACSCOC sanctions, may jeopardize the college's Title IV funding including payback of previously approved funding, or may jeopardize the college's accreditation status.

III. Cataloging Substantive Change
The SACSCOC Substantive Change Policy and Procedures on the SACSCOC website and is maintained electronically in the office of the SPCC SACSCOC Liaison for reference or review.

Copies of all electronic and hard copy of official SACSCOC correspondence including notifications to and from SACSCOC are maintained in the President's office. Electronic copies are maintained in the office of Institutional Effectiveness. The College will comply with the directives of the SACSCOC upon notification of submitted changes.

Procedure Revisions:
Revised May 27, 2021
Revised October 8.2024

Procedure References:
NC State Board of Community Colleges Code:
1B SBCCC 400.1
Southern Association of Colleges and Schools Commission on Colleges *Substantive Change for Accredited Institutions of the Commission on Colleges* policy
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation: Standard 14.2

SPCC Policy:
Accreditation and Substantive Change

4.2.8 Honorary Degrees

It shall be the policy of South Piedmont Community College to award honorary degrees to deserving candidates selected and approved by the Board of Trustees. The college seeks to recognize truly notable achievement through the awarding of honorary degrees and consequently, few awards shall be given. While no minimum or maximum number of degrees may be given any year, the normal number shall be none to three per year.

The criteria for awarding an honorary degree shall be:

- Extraordinary contribution in service, accomplishment, and/or gift that make a major contribution to the mission of South Piedmont Community College;
- Outstanding or meritorious public service to the college, community, or state of North Carolina;
- Achievement of local, state, national, or international distinction by significant contributions through one's chosen occupation; service to others; excellence in scholarly fields such as humanities and the arts or sciences; or philanthropy.

An academic record (transcript) is not associated with an Honorary Degree.

Revisions:
Initially approved April 15, 2008
Revised August 13, 2013
Approved February 12, 2015
Revised April 14, 2015

4.2.8.1 Honorary Degree Procedure

The College seeks to recognize truly notable achievement through the awarding of honorary degrees.

The criteria for awarding an honorary degree shall be:

- Extraordinary contribution in service, accomplishment, and/or gift that make a major contribution to the mission of South Piedmont Community College;
- Outstanding or meritorious public service to the college, community, or state of North Carolina;
- Achievement of local, state, national, or international distinction by significant contribution through one's chosen occupation; service to others; excellence in scholarly fields such as humanities and the arts or sciences; or philanthropy.

After the honorary degree recipient is selected and approved by the Board of Trustees, the chair of the Board of Trustees shall notify the recipient in writing and provide information regarding the time and place in which the honorary degree will be bestowed.

Honorary degrees are presented during the graduation ceremony. The recipient is asked to send a biography that will be used to introduce him/her for the degree presentation.

The recipient and their family members and friends are invited to SPCC's graduation. Those attending receive reserved parking passes and are provided with reserved seating.

Upon arrival to the ceremony, the recipient is given graduation regalia.

At the appointed time, a framed honorary degree is presented to the recipient.

The Office of the President will maintain a history of all honorary degree recipients, to include the year awarded, name, and biographical information for each recipient.

Revisions:
Revised July 11, 2023

SPCC Policy:
Honorary Degrees Policy

4.8.1 Ability to Benefit

To enroll in South Piedmont Community College's Adult Basic Skills program, potential students must be able to complete a National Reporting System (NRS) approved pre-assessment.

Upon enrollment, students must demonstrate the ability to benefit from the program by being able to earn one of the following Measurable Skill Gains (MSGs):

1. documented achievement of at least one educational functioning level of a participant who is receiving instruction below the post-secondary level;
2. documented attainment of a secondary school diploma or its recognized equivalent;
3. secondary or postsecondary transcript or report card for sufficient credit hours that shows a participant is meeting the state unit's academic standards;
4. satisfactory or better progress report, toward established milestones, such as completion of on-the-job training or completion of one (1) year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or
5. successfully passing an exam that is required for a particular occupation or progress in attaining technical or occupational skills, as evidenced by trade-related benchmarks such as knowledge-based exams.

Students who are unable to achieve an MSG within two (2) years may be dropped from the program or referred to more appropriate agencies.

Revisions:
Initially approved December 2, 2008
Revised August 13, 2013
Revised October 15, 2019
Revised October 10, 2023

References:
North Carolina State Board of Community Colleges Code:
1D SBCCC 200.3
Workforce Investment Act of 1998 *(WIA, P.L. 105-220)*
WIOA State Plan for the State of North Carolina, p 82
WIOA Legislation SEC. 116. PERFORMANCE ACCOUNTABILITY SYSTEM
WIOA Title II Provider's Guide 2019-2020
NC CCR Assessment Manual 2019-2020

4.8.1.1 Ability to Benefit Procedure
Potential students must be able to complete an NRS approved pre-assessment and score within a valid range as defined by the testing manufacturer.

- Students who require testing accommodations should contact South Piedmont Community College's Disability Services before taking a pre-assessment to determine appropriate accommodations. Once testing accommodations have been secured, students must self-disclose accommodations and provide required

documentation to Adult Basic Skills assessment staff before the scheduled pre-assessment session.
- Students who are unable to complete the required pre-assessment with a valid score and who disclose a disability after the fact will be referred to South Piedmont Community College's Disability Services to discuss testing accommodations. Once testing accommodations have been secured, students may re-take the required pre-assessment. Students must self-disclose testing accommodations and provide required documentation to Adult Basic Skills assessment staff before the scheduled re-testing session.

Students who do not qualify for testing accommodations may re-take the pre-assessment one (1) year from the initial pre-assessment date.

Students who have officially enrolled in any Adult Basic Skills program have two (2) years from program entrance to show progress by earning one of the following Measurable Skill Gains (MSGs):

- Level growth on a National Reporting System (NRS) approved assessment;
- Adult High School (AHS) credit attainment;
- Post-secondary enrollment after ABS program exit;
- Completion of a secondary school diploma or its equivalent;
- While enrolled in a Workplace Literacy Program, documented progress towards an established workplace-related milestone;
- While enrolled in an Integrated Education and Training (IET) program, the completion of 12 credit hours during the program year; or
- Passing an exam or documented progress towards credential attainment within the IET program.

Students who are unable to achieve an MSG within the required timeframe may be dropped from the program or referred to more appropriate agencies.

Students who do not earn an MSG within the required timeframe and who are subsequently dropped from the program qualify to re-enroll after one (1) year. All pre-assessment requirements must be met for re-enrollment.

Procedure Revisions:
Revised October 10, 2023

SPCC Policy:
Ability to Benefit

4.8.2 Distance Learning

South Piedmont Community College offers distance learning courses and programs when deemed appropriate and pedagogically advantageous. Courses in all formats meet uniform academic requirements and quality standards.

Revisions:
Initially approved October 11, 2011
Revised February 14, 2012
Revised June 10, 2014
Editorial Amendment April 13, 2021

References:
Accreditation Standard 14.3
Distance and Correspondence Education Policy and accompanying guidelines for interpretation

4.8.2.1 Distance Learning Procedure

In support of the college mission, the College has chosen to offer distance learning courses and programs when deemed appropriate.

Definition

Distance Learning is organized delivery by means other than face-to-face classroom contact, such as via internet, information highway, or telecourse.
The following types of courses are offered at South Piedmont (as defined by the North Carolina Community College System):

- "Traditional Instruction" – College curriculum or continuing education course in which 100% of the instruction is delivered face to face with the instructor in the physical presence of students.
- "Online Instruction" – College curriculum or continuing education course in which 100% of the instruction is delivered online.
- "Hybrid Instruction" – College curriculum or continuing education course in which greater than 50%, but less than 100% of the instruction is delivered online.
- "Blended Instruction" – College curriculum or continuing education course in which less than or equal to 50% of the instruction is delivered online.
- "Hybrid Flexible (HyFlex)" – A multi-modal instructional delivery method where the college has the option to deliver the online portion of a curriculum course synchronously, asynchronously, or both as long as 100% of the instruction is offered fact to face with the instructor in a physical classroom. Students may choose to attend the regularly scheduled in-person session or the online option on a session-by-session basis.

Requirements and Standards

All distance learning (online) classes offered at the College meet the same academic requirements and quality standards as web-enhanced classes. These classes are also consistent with the level and nature of the department by which they are offered and with the mission of the College.

Classes offered via distance learning delivery carry the same code, title, and credit as other sections of that course. Online students are afforded the opportunity to evaluate class organization, content, and delivery through an online class evaluation instrument.

Students wishing to enroll in distance learning classes must meet the college's admission criteria including any special admission guidelines for programs of which these courses may be a part, and any special course requirements such as pre- or co-requisites.

All online, blended, and HyFlex classes are reviewed periodically against SPCC online standards to ensure consistency of presentation and general observation of best practices in online learning. As reviewed against the College's online standards, each online, blended, and HyFlex class ensures interaction and timely feedback between students and

the instructor. As appropriate, these interactions may be individual, group, or mixed. They may take place electronically, e.g., by telephone, computer, or interactive compressed video.

For all distance learning classes, standards for student success or failure, procedures and requirements for monitoring and assessing student performance, and the requirement for providing timely student feedback are as rigorous as those in web-enhanced classes.

Student performance in online versus combined blended and web-enhanced classes is compared on a periodic basis.

Each student enrolled in distance learning classes has access to all academic support services, instructional equipment, campus events, and other non-academic activities that the College provides for other students. Support services may include but are not limited to academic advising, counseling, tutoring services, financial aid, and services for students with disabilities. All students, including distance learning students, have access to South Piedmont's libraries and library services electronically.

Applicability of Policies

Unless otherwise indicated, all policies, standards, and guidelines for on-campus instruction apply to distance learning instruction. Applicable college policies include, but are not limited to:

- Academic Freedom
- Copyright Policy
- Course Pre-requisite/Co-requisite Policy
- Academic Programs Policy
- Faculty Academic Qualifications/Credentials Policy

Applicability of Other College Guidelines and Procedures

Other institutional procedures, standards, and guidelines found in the Faculty and Instructional Staff Handbook are applicable to distance learning courses include but are not limited to:

- Full-Time Faculty and Instructional Staff Work Schedule
- Full-Time Faculty and Instructional Staff Teaching Load
- Full-time Faculty and Instructional Staff Teaching Overloads
- Cap Enrollments
- Employment Application and Contracts
- Academic Advising
- Faculty and Instructional Staff Instructional Evaluation Systems (Performance Appraisal Management System)
- FERPA observance

Funding of Distance Education

Distance Learning classes are considered along with other class sections offered by all departments during the budgeting and allocation processes of the institution. For the purpose of reporting and appropriations, no distinction is made between credit hours generated through distance learning and those generated through web-enhanced instruction. Additionally, no distinction is made between online, blended, and web-enhanced class sections when calculating faculty teaching loads.

Cap Enrollments for Distance Learning

The number of students to be enrolled in a class is called the “cap.” It is based on maximizing student learning, room size, available lab stations, and guidelines of external accrediting organizations. As schedules are planned for each semester, supervisors discuss with faculty the cap at which to set enrollment numbers for class sections. During the registration period, it may be determined that the student enrollment cap for a section should be increased. Supervisors, in consultation with faculty and the dean, will determine the feasibility of increasing the cap. If enrollment after raising the cap becomes sufficient to warrant a second section of the class, it may be considered an over-enrolled class that meets the criteria for giving credit for teaching two sections of that class.

Administration

Distance learning classes are offered through each academic area. Information Technology Services facilitates the process by providing online standards review, administration and management of the Learning Management System (LMS), integration procedures between the LMS and college demographic system, and faculty and student support. Each academic area is responsible for academic development, delivery, and assessment of online classes. Each academic area determines the format for delivery (web-enhanced, blended, HyFlex, ITV, or Internet) based on what is considered appropriate and in the best interest of students. Subject matter, student learning outcomes, and technologies required to support hands-on skills are considered when determining delivery format. Academic supervisors and faculty members are responsible for ensuring that quality and content of distance learning classes are comparable to web-enhanced versions of the same class.

The College uses the same process for selection and appointment of faculty for all types of courses including distance learning class sections. This is carried out by the respective academic supervisors in collaboration with the Human Resources Department. Faculty teaching distance learning and web-enhanced class sections must meet equal academic credentialing criteria as outlined in the Faculty Academic Qualifications/Credentials Policy.

Faculty teaching distance learning class sections must receive specialized training in the use of the Learning Management System. Those teaching Internet and blended courses must complete the College’s Learning Management System training course prior to teaching the initial online, blended, or HyFlex class.

South Piedmont makes the following academic and administrative information available to distance learning students on the college website or within distance learning class syllabus: class access and initial activity dates, class withdrawal dates, provision of support services, registration and fee-payment timelines and procedures, exam timelines, grading procedures, student-faculty interaction opportunities and requirements, and exam proctoring (if applicable).

Procedure Revisions:
Revised October 2, 2019
Revised December 10, 2024

Procedure References:
Faculty Academic Qualifications/Credentials Policy
Academic Freedom Policy

Copyright Policy
Course Pre-requisite/Co-requisite Policy
Academic Programs Policy
FERPA

SPCC Policy:
Distance Learning

4.8.3 Credit Hours

South Piedmont adheres to North Carolina State Board of Community Colleges Code 1D SBCCC 400.1 when defining the term “credit hour” and when determining credit hours to be awarded for courses and programs.

Revisions:
Initially approved December 13, 2011
Revised August 13, 2013
Revised April 13, 2021

References:
North Carolina State Board of Community Colleges Code:
1D SBCCC 400.1
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation: Standard 10.7

Procedure Revisions:
Rescinded April 28, 2021

SPCC Policy:
Credit Hours

4.8.4 State Authorization

As a participant in the National Council for State Authorization Reciprocity Agreement (NC-SARA), South Piedmont Community College ensures compliance with State Authorization requirements prescribed by 34 CFR Part 600; §600.9, regarding the offering of online/distance education programs, which states:

> *If an institution is offering postsecondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering postsecondary distance or correspondence education in that State. An institution must be able to document to the Secretary the State’s approval upon request. (Authority: 20 U.S.C. 1001 and 1002)*

Revisions:
Initially approved October 14, 2014
Revised April 13, 2021
Revised August 13, 2024

References:

United States Code of Federal Regulations (CFR) Title 34 Part 600 Subpart A. 600.9
NC State Board of Community Colleges Code:
1D SBCCC 400.2

4.8.4.1 State Authorization Procedure

The Director of eLearning is the point of contact to coordinate, assist, and ensure compliance with state authorization requirements prior to offering online/distance education programs/courses to students residing in those states.

The Director of eLearning works with National Council for State Authorization Reciprocity Agreement (NC-SARA) to address any questions and ensures equitable experiences for online/distance education students. The Director of eLearning coordinates with the Institutional Effectiveness and Human Resources Departments to maintain a database of students and instructors who reside out of state and are enrolled in or teaching South Piedmont distance learning programs/courses.

The Director of eLearning is responsible for ensuring compliance with any state authorization requirements for the College through the following steps:

1. Establish a web presence to list states where the College is authorized to deliver distance education.
2. Monitor and maintain information related to other states' post-secondary authorization requirements.
3. Maintain contact information for each state's authorization agency/agencies and correspond with those contacts as necessary.
4. Provide periodic updates to the college's webmaster on procedures for filing complaints with accrediting agencies and relevant state approval authorities required by the U.S. Department of Education to be posted for students on the college's website.
5. Track out-of-state faculty currently teaching.
6. Maintain current knowledge concerning federal revisions of state authorization regulations and of progress regarding adoption of the national reciprocity agreement, SARA.
7. If a state in which a student resides will not issue authorization, it will be the student's responsibility to pay for any fees associated with that state in addition to South Piedmont's tuition/registration and fees should the student wish to continue their education with the College. Admissions may be denied to the student if they reside in a state where an authorization does not exist.
8. Work with academics and the Institutional Accreditation Liaison to implement a teach-out plan and complete accreditation substantive change notifications if necessary if the decision is made to no longer offer an academic program through distance learning.

Procedure Revisions:
Revised August 13, 2024

Procedure References:
United States Code of Federal Regulations (CFR) Title 34 Part 600 Subpart A. 600.9
NC State Board of Community Colleges Code:
1D SBCCC 400.2

SPCC Policy:
State Authorization

4.8.5 Learning Outcomes Assessment

South Piedmont Community College (SPCC) identifies expected outcomes, assesses the extent to which it achieves those outcomes, and provides evidence of seeking improvement based on analysis of the results for student learning outcomes for each of its educational programs.

Revisions:
Initially approved October 12, 2021

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation: Standard 8.2 a, 8.2 b, and 8.2 c

SPCC Policy:
Learning Outcomes Assessment

5. Student Services
5.1.1 Admissions

The College does not discriminate on the basis of race, color, religion, sex, gender, gender identity or expression, pregnancy, age, national origin, disability, political affiliation, sexual orientation, genetic information or military/veteran status in any of its activities or operations.

Open Door Admissions

Except as otherwise specified herein, the College maintains an open-door admission policy to all applicants who are legal residents of the United States and who are high school graduates or are at least eighteen (18) years of age. The College shall not solicit or use information regarding the accreditation of a secondary school located in North Carolina that a person attended as a factor affecting admission to the College or to any program of study, loans, scholarships or other educational activity at the College unless the accreditation was not conducted by a State agency. For purposes of this Policy, the term “accreditation” shall include certification or any other similar approval process. Student admission processing and placement determination shall be performed by College officials. Admission requirements for an emancipated minor shall be the same as for an applicant who is eighteen (18) years old or older. Non-emancipated minors may be admitted and allowed to attend the College pursuant to 1D SBCCC 200.95. The open-door policy does not mean there are no restrictions on admission into specific College programs.

Admissions Denials

1. Basis for Denials
    a. Suspension/Expulsion from another Educational Entity

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

circumstances of the student's non-academic disciplinary suspension or expulsion, if any. The College reserves the right to refuse admission to any applicant during any period of time that the applicant is under a period of suspension or expulsion from another educational entity for non-academic disciplinary reasons.

b. Safety Concern

The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, the College may refuse admission to an applicant when there is an articulable, imminent and significant threat to the applicant or other individuals. When refusing admission based on safety concerns, the Associate Vice President of Student Affairs shall document:

- Detailed facts supporting the rationale for denying admission;
- The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
- The conditions upon which the application that is refused would be eligible to be admitted.

c. Residency for Distance Learning

The College is not authorized to provide distance learning courses outside of North Carolina unless state authorization has been granted from the state in which the applicant resides. State authorization requires colleges to seek and secure authorization to offer instruction in that state.

Admission of applicants residing outside of North Carolina to an on-line degree, diploma, certificate program or individual on-line courses offered by the College is dependent on the College's ability to secure authorization from the applicant's state of residence.

State authorization does not affect the cost of attending the College. Tuition requirements, including those for out-of-state students, still apply. This requirement does not apply to non-credit continuing education courses.

d. Undocumented Immigrants

An undocumented immigrant is any immigrant who is not lawfully present in the United States. The College shall not admit undocumented immigrants unless all of the following conditions apply:

- Community colleges shall admit an undocumented immigrant only if they attended and graduated from a United States public high school, private high school or home school that operates in compliance with State or local law or earned a High School Equivalency Diploma.
- The undocumented immigrant must comply with all federal and state laws concerning financial aid.
- The individual shall not be considered a North Carolina resident for tuition purposes and must be charged out-of-state tuition regardless of whether the individual resides in North Carolina.
- When considering whether to admit the individual into a specific program of study, the College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants.

- Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.
- An admitted undocumented student will not be permitted to register for a class or program of study or be placed on a waiting list until the conclusion of the last published registration date for the term.

e. Readmissions

The College reserves the right to refuse readmission to a former student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements.

f. Criminal Justice Education and Training

The College requires students enrolled in courses mandated under N.C.G.S. § 17C and 17E, the North Carolina Criminal Justice Education and Training Standards Commission or the North Carolina Sheriffs' Education and Training Standards Commission to be sponsored by law enforcement agencies until completion of the program. The student must be sponsored by a law enforcement agency to be admitted into the program. Failure to have such sponsorship shall result in an admission's denial.

2. Appeal for Admissions Denials

If an applicant is denied admissions to the College for any of the reasons specified in Section II(A)(1)-(7), within five (5) calendar days following the receipt of the reasons specifying the denial, the applicant may file a written appeal with the Associate Vice President of Student Affairs for a reconsideration. The written appeal shall contain the applicant's reasons why they should be admitted and shall include any supporting documentation. The Associate Vice President of Student Affairs shall also meet with the applicant and provide the applicant an opportunity to respond. Within ten (10) calendar days from receipt of the applicant's written appeal, the Associate Vice President of Student Affairs shall make a determination and provide the applicant with a written response.

If the applicant does not agree with the determination, within five (5) calendar days following the receipt of the Associate Vice President of Student Affair's determination, the applicant may file a written appeal with the Vice President of Academic and Student Affairs. The Vice President of Academic and Student Affairs shall conduct an "on the record review" and shall make a determination within ten (10) calendar days after receipt of the applicant's written appeal. The Vice President of Academic and Student Affairs' decision is final.

Revisions:
Initially Approved April 9, 1968
Revised October 9, 2007
Revised April 14, 2009
Revised August 17, 2010
Revised August 9, 2011
Revised April 16, 2013
Revised October 14, 2014
Revised October 13. 2015
Revised February 9, 2016
Revised April 12, 2016
Revised June 12, 2018

Revised April 13, 2021
Revised August 9, 2022
Revised December 10, 2024

References:
NC State Board of Community Colleges Code:
1D SBCCC 400.11
1D SBCCC 400.2
1D SBCCC 200.95
North Carolina General Statute (N.C.G.S.) § 115D-77
North Carolina Session Law 2008-117
NC Community College Written Memoranda CC10-026 (issued 7/12/10)
NC Community College Written Memoranda CC24-049(issued 10/21/24)
Exec. Order No. 13988, 86 FR 7023
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
Standard 10.5

5.1.1.1 General Admissions Procedure

Admission to the College does not guarantee immediate acceptance to the curriculum program desired by the applicant. Applicants interested in pursuing a program of study/major MUST complete the General Admission Process prior to first-time enrollment. Once the General Admission Process is complete, applicants are placed into their program of study and may receive financial aid if eligible. Anyone wishing to register for classes prior to completing their admissions file may do so as a Non-Degree Seeking student. Certain programs may have additional entrance requirements such as Health Programs, the Associate of Arts in a Year, and Basic Law Enforcement Training.

Non-Degree Seeking Applicants

Non-degree seeking students are those students who enroll in one or more courses but do not desire to graduate from an existing program. The student may register for any course which is open to all students and does not require a prerequisite. However, if a student plans to register for a course that requires a prerequisite course, the student must submit an official transcript from a regionally accredited institution showing completion of this requirement with a grade of “C” or higher prior to registering. Students may not register for courses in a program that has a waiting list or restricted admission (such as health programs).

Non-degree seeking students are not eligible for financial aid or veterans benefits nor are they permitted to earn any degree, diploma or certificate awarded by the College.

General Admission Process

Complete the SPCC Application for Admission

Complete an application for admission online at www.spcc.edu. Click on the Apply button in the top right corner of the page. Applicants may use our library to complete any part of the process. Graduating Career and College Promise (CCP) Seniors that

took classes at SPCC during their Senior year and wish to enroll as an SPCC adult student in the term following graduation will complete the CCP to Adult Enrollment form on www.spcc.edu by clicking the Student Panel and Forms (Etrieve).

Submit Official Transcript(s)

Request official transcripts from all previous schools attended (high school, high school equivalency, and college transcripts). Official transcripts must be submitted via an electronic transcript service to admissions@spcc.edu or mailed directly from the institution to South Piedmont at SPCC Admissions Office, P.O. Box 126, Polkton, NC 28135.

Applicants that submit official college transcripts showing degree completion of an associate's degree or higher are not required to submit high school transcripts. SPCC high school equivalency graduates may request a copy of their scores from SPCC's College and Career Readiness department in lieu of official transcripts. Applicants submitting a transcript from a non-public or online high school must contact the Admissions Office to determine if the transcript is acceptable for admission into the chosen program of study.

All foreign transcripts (secondary and post-secondary) must be evaluated and translated by a National Association of Credential Evaluation Services (NACES) recognized evaluation company at the student's expense.

IMPORTANT: Unofficial (student issued or faxed) transcripts will not be accepted. SPCC evaluates all college transcripts for transferable credit.

College Placement Test (CPT), if needed

Once all official transcripts are received, applicants will be notified by email if Placement Testing is needed. Most applicants will be placed into courses based upon:

- Unweighted high school GPA
- Completion of an Associate's degree or higher
- Transferable college credits for English or math
- Qualifying SAT or ACT scores within 10 years of enrollment
- GED graduate from 2014 or after scoring 145 or higher in all test sections

Applicants not meeting the above criteria may need Placement Testing.

Returning Students (Readmission)

Returning students who are eligible for readmission and who have not been enrolled at the College for two (2) academic semesters must submit a new admission's application and update residency classification prior to registration. Copies of academic transcripts and placement tests may be required. The student is required to meet the curriculum requirements in effect at the time of readmission according to the current College catalog. Students who have been placed on academic or disciplinary suspension must fulfill the terms of their suspension before being considered for readmission. Students on disciplinary suspension must consult with the Associate Vice President of Student Affairs to request readmission. The College reserves the right to deny readmission to a former student, including a student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements. All of the student's debts to the College must be paid in full before registering for courses.

Students previously enrolled in Career and College Promise, non-credit courses, or College and Career Readiness will complete the General Admission Process detailed above to enroll in curriculum programs.

Continuing Education Programs

For applicants seeking admission to a continuing education program, all applicants must complete the College's continuing education registration process and pay the applicable tuition and institutional fees.

5.1.1.2 Admission of High School Students: Career and College Promise Procedure

Career and College Promise (CCP) provides seamless dual enrollment educational opportunities for eligible North Carolina high school students to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. The College offers the following CCP pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

- A College Transfer Pathway leading to college transfer credit;
- A Career and Technical Education Pathway leading to a certificate or diploma;
- A Cooperative Innovative High School Pathway approved under Part 9 of Article 16 of Chapter 115D of the General Statutes.

Except as provided above, the College cannot offer enrollment options for students who are under the age of sixteen (16) unless they have earned a high school diploma

For any questions about CCP eligibility, please email sep@spcc.edu or call 704-290-5090.

Enrollment of Early High School Graduates

Graduating high school students that finish high school graduation requirements early and can obtain an official high school transcript showing a graduation date prior to the start of SPCC's term may enroll as an adult student for that semester. If the graduation date is after the start of SPCC's term, that student must meet the Career and College Promise (CCP) eligibility requirements. If the student meets CCP eligibility requirements, they will register as a CCP student for that term. Early graduates must not be placed in a program of study or registered until the final high school transcript is received.

5.1.1.3 Selective Programs Admission Procedure

Health Programs

SPCC's Health Programs are designated as selective admission programs. Factors for admission include, but are not limited to: clinical space availability, instructor-to-student ratios specific by the applicable accrediting/approving agencies and/or other limited instructional resources. In addition, Health Programs have additional enrollment criteria in addition to the General Admission process. Refer to each program page at www.spcc.edu for specific program information.

Associate in a Year Program

SPCC's Associate in a Year Program is designated as selective admission programs. This is a fast-paced program that selected applicants complete as a cohort. The Associate in a Year program has additional enrollment criteria in addition to the General Admission process. Refer to the program page at www.spcc.edu for specific program information.

5.1.1.4 Basic Law Enforcement Training Admission Procedure

The North Carolina Basic Law Enforcement Training ("BLET") is a State accredited program designed to prepare entry level individuals with the cognitive and physical skills to become certified police officers and deputy sheriffs.

To be accepted into the College's BLET program, students must meet the following criteria:

1. Must complete a BLET application.
2. Must be at least 20 years of age or older.
3. Must be a citizen of the United States of America.
4. Must be a high school graduate or have earned a high school equivalency (high school diplomas earned through correspondence enrollment are not recognized toward educational requirements).
5. Must provide a medical examination report, properly completed by a physician licensed to practice medicine in North Carolina, a physician's assistant, or a nurse practitioner, to determine the applicant's fitness to perform the essential job functions of a criminal justice officer.
6. Must take a standardized reading comprehension test and score at the tenth-grade level or higher within one year prior to entrance into the BLET program.
7. Must provide a certified criminal record check for local and state records for the time period since the applicant had become an adult and from all locations where the applicant has resided since becoming an adult. An Administrative Office of the Courts criminal record check or a comparable out-of-state criminal record check will satisfy this requirement.
8. Must have not been convicted of a felony or:
    - a crime for which the punishment could have been imprisonment for more than two years; or
    - a crime or unlawful act defined as a "Class B misdemeanor" within the five year period prior to the date of application for employment unless the applicant intends to seek certification through the North Carolina Sheriffs' Education and Training Standards Commission; or
    - four or more crimes or unlawful acts defined as "Class B Misdemeanors" regardless of the date of conviction; or
    - four or more crimes or unlawful acts defined as "Class A Misdemeanors" except the trainee may be enrolled if the last conviction occurred more than two years prior to the date of enrollment; or
    - a combination of four or more "Class A Misdemeanors" or "Class B Misdemeanors" regardless of the date of conviction unless the individual intends to seek certification through the North Carolina Criminal Justice Education and Training Standards Commission.
9. Every individual who is admitted as a trainee in the BLET program shall notify the BLET of all criminal offenses which the trainee is arrested for or charged with, pleads no contest to, pleads guilty to or is found guilty of, and all Domestic Violence Orders (N.C.G.S.§50B) which are issued by a judicial official and which provide an opportunity for both parties to be present. The notifications must be received by the College within thirty (30) days of the date the case was disposed of in court.

10. Must meet all other qualifications required by the North Carolina Department of Justice.

5.1.1.5 Appeal Procedure for Denial of Admission into Selective Programs

Admission to the College does not guarantee admission to selective academic programs. Applicants must meet additional requirements for admission to selective academic programs and be accepted into those programs. Any applicant who believes the college has unfairly denied admissions into their chosen selective academic program may appeal the denial decision if the student deems the college is at fault (wrong-doing, documented evidence of inconsistencies, etc.) in denying their status.

Applicants who have been denied admissions into a selective program may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Applicants needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance.

1. An applicant who wishes to challenge the denial of admissions into a selective program of study must first consult with the appropriate Dean for the program in which admissions is being denied within five (5) business days after admission was denied.
2. The appropriate Dean will complete a review of the student's credentials, including any additional documentation the applicant submits and will render a decision in writing to the applicant within three (3) business days.
3. Should the matter remain unresolved after consulting with the appropriate Dean, the student may file a Formal Appeal for Denial of Admission into Selective Programs if the appeal meets one of the following criteria: (1) policy and/or procedures were not followed, procedural irregularity that affected the outcome, (2) evidence of a conflict of interest or bias that affected the outcome, or (3) new evidence that was not reasonably available at the time of the determination that could affect the outcome. This formal appeal for the admission denial must be received within three (3) business days after the notification of the Dean's decision. This appeal must be submitted through the Formal Appeal for Denial of Admissions form located here and also on the www.spcc.edu website under Student Panel/Appeal Forms. This form must be completed in its entirety. All supporting documentation to include emails, the grounds for the appeal, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Applicants needing assistance with completing the form may contact the Assistant to the Vice President of Academic and Student Affairs/CAO or the Director of Student Advocacy and Accountability.) The student will receive notification of receipt of the appeal.
4. Once the appeal is received, the appeal is reviewed by the Associate Vice President of Student Affairs to ensure the reason for the appeal meets the criteria for an appeal. Requests that do not meet the criteria for an appeal may be denied without input from the Student Appeals Team. Requests that meet the criteria for an appeal are forwarded to the Student Appeals Team for a hearing.
5. For appeals moving forward, within three (3) business days of receipt of the appeal, a Student Appeals Team will review the appeal. If necessary, the applicant and the Dean will be notified of the date, time, and location of the hearing. The location may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both the applicant

and the Dean may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.

6. The Vice President of Academic and Student Affairs/CAO will notify the applicant (by student SPCC email), the program director (by SPCC email), and the Dean (by SPCC email), of the decision on the appeal within three (3) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.)

Procedure Revisions:
August 9, 2022

Procedure References:
NC State Board of Community Colleges Code:
1D SBCCC 400.11
1D SBCCC 300.4
1D SBCCC 200.95
North Carolina Session Law 2011-145, § 7.1A(a)-(l)
Article 15, Part 9, Chapter 115C of the N.C.G.S.–Cooperative Innovative High School Programs
NC DOJ Basic Law Enforcement Training

SPCC Policy:
Admissions Policy

5.1.2 Acceptance of Transfer Credit

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

B. Any such earned credit must meet the minimum College academic standards of a grade of "C" or better and must parallel the content of similar courses offered. The maximum amount of credit allowed to be transferred is seventy-five percent (75%) of the College's curriculum. Time limits may exist on courses that apply toward certain programs of study (e.g. computers/health sciences).

   The following criteria will be considered in determining the acceptability of the transfer course work:

   1. Institutional accreditation by an accrediting body recognized by the United States Department of Education. Accreditation does not guarantee acceptance of transfer credit.

   2. Equivalency of course descriptions, outcomes, and analysis of course level, content, quality, comparability, and degree program relevance. It shall be

the student's responsibility to provide documentation of this equivalency, which may include, but is not limited to, syllabi, course description from the year appropriate course catalogs, course outcomes, etc.

3. Quarter-hour courses must equate to the semester-hour equivalent of the current required course, either by a combination of courses or a standalone by using the 3:2 ration (2/3).

C. The responsibility for determining transfer credit from other colleges and universities rests with the Registrar staff. When there is doubt about the appropriateness of transfer credit or when a student wishes to appeal a transfer credit decision, the transcript will be referred to the appropriate faculty member(s) and Dean, whose decision will be final. Time limits may be imposed in certain situations, such as for health program courses.

To review additional opportunities for awarding credits for prior learning, see the College's Policy on Credit for Prior Learning.

Revisions:
Initially approved October 26, 2011
Revised June 10, 2014
Revised April 13, 2021 Note: Revision included changing the title from Acceptance of Credit to Acceptance of Transfer Credit to align with 7.25, Credit for Prior Learning.
Revised February 10, 2026

References:
Accreditation Standards 10.7 and 10.9
SPCC Policy Credit for Prior Learning
NCCCS State Board Code 1D SBCCC 400.8; 1D SBCCC 800
NCCCS Curriculum Procedure Reference Manual Section 19

5.1.2.1 Acceptance of Transfer Credit Procedure

When a student transfers from a postsecondary institution to the College, the following steps will be implemented:

1. The student fills out an application for admission and is responsible for providing an official high school transcript and an official transcript from any other postsecondary institution. Proficiency credits from other institutions will not be accepted. If a student submits transcripts from foreign universities, it is the student's responsibility to provide accurate evaluations from an agency recognized by the National Association of Credential Evaluation Services (NACES) of the transcript, grading system and course descriptions if available. Credit will be evaluated in the context of the current South Piedmont College Catalog and Student Handbook.

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

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

Procedure Revisions:
Initially approved February 10, 2026

SPCC Policy:
Acceptance of Transfer Credit

5.1.3 Financial Aid Policy

The College provides the opportunity for all students to apply for certain types of financial aid programs. The College administers these programs in accordance with all applicable laws, rules and regulations. Requirements and critical dates for receiving financial aid are outlined in the College's catalog and on the College's website.

Revisions:
Initially approved June 10, 2025

SPCC Policy:
Financial Aid

5.1.4 Satisfactory Academic Progress for Students Receiving Financial Aid

Federal regulations require that students receiving financial aid maintain strict academic (Qualitative) and progress (Quantitative) standards while pursuing their educational goals.

Students receiving financial aid are evaluated at the end of each semester to determine progression. Students must meet the Academic Standard (Qualitative), the Program Completion Standard (Quantitative) *and* stay within the Maximum Timeframe Standard (Quantitative) to remain in a satisfactory status.

Revisions:
Initially approved April 19, 2011
Revised October 26, 2011
Revised August 14, 2012
Revised June 10, 2014
Revised February 10, 2015 (effective Spring 2015)
Revised June 10, 2025

References:
United States Code of Federal Regulations Title 34, parts 668.16(e), 668.32(f), and 668.34 HEA Sec. 484(c)

5.1.4.1 Financial Aid Satisfactory Academic Progress Procedure

Federal regulations require that students receiving financial aid maintain strict academic (Qualitative) and progress (Quantitative) standards while perusing their educational goals. Students receiving financial aid should note that the college wide Probation Policy for academic progress contains the same grade point average (GPA) requirements as the Financial Aid Satisfactory Academic Progress (SAP) policy; however, the SAP policy for students receiving financial aid is stricter than the college wide Probation Policy for

students enrolled in the same educational program who are not receiving financial aid. The SAP policy is applied to all student categories, i.e. full-time or part-time, who receive financial aid within the eligible curriculum degree, diploma and certificate programs established by the College.

Students receiving financial aid are evaluated at the end of each semester to determine progression. Students must meet the Academic Standard (Qualitative), the Program Completion Standard (Quantitative) *and* stay within the Maximum Timeframe Standard (Quantitative) to remain in a satisfactory status.

Academic Standard (Qualitative):

Students receiving financial aid must maintain a cumulative 2.0 SAP GPA. SAP GPA includes “all” curriculum classes taken at South Piedmont Community College and any accepted transfer credits, regardless of timeframe. Classes with an “incomplete” (I) or any “withdrawal” (W) grade are included in the SAP GPA just like an “F” and count toward the attempted credit hours. All classes that are repeated count toward the SAP GPA and the attempted/completed credit hours.

If a student’s cumulative SAP GPA falls below 2.0, the student is placed on a financial aid warning status and will be notified by the Office of Financial Aid and Veterans Affairs. The student then has a warning period of enrollment, which is the next semester the student is enrolled at South Piedmont, to achieve the cumulative 2.0 SAP GPA. The student is eligible for financial aid during this warning period of enrollment. If at the end of the warning period a cumulative 2.0 SAP GPA is not achieved, the student is no longer eligible to receive financial aid and will be placed in a financial aid unsatisfactory status. The student may regain financial aid eligibility by reaching a cumulative 2.0 SAP GPA through self-pay or outside resources.

Program Completion Standard (Quantitative):

All students receiving financial aid must complete at least two-thirds or 67% of all curriculum hours attempted at South Piedmont including accepted transfer credits, regardless of timeframe. The percentage is determined by taking the cumulative total of credit hours completed divided by the cumulative total of hours attempted. For example, a student who has completed 32 hours and attempted 64 hours has a completion rate of 50% (32 divided by 64). Attempted but not completed credit hours include: incompletes, withdrawals, repeated classes, and courses with a grade of “F”.
If a student’s percentage rate falls below 67%, the student is placed on a warning status and will be notified by the Office of Financial Aid and Veterans Affairs. The student then has a warning period of enrollment, which is the next semester the student is enrolled at South Piedmont, to earn a 67% or more completion rate. The student is eligible for financial aid during this warning period of enrollment. If at the end of the warning period a cumulative 67% completion rate is not achieved, the student is placed in an unsatisfactory status and is no longer eligible for financial aid. The student may regain financial aid eligibility by reaching a cumulative 67% or more completion rate through self-pay or outside resources.

Maximum Timeframe Standard (Quantitative):

All students receiving financial aid must complete their educational program within 150% of the published length. Students who exceed the 150% maximum timeframe are no longer eligible to receive financial aid at South Piedmont. The Maximum Timeframe

Standard includes all curriculum hours attempted and any accepted transfer credits or developmental credit hours, regardless of timeframe. The College Catalog and Student Handbook provides a course listing for each educational program and the number of credit hours needed to complete the program. The published program lengths do not include developmental hours that may be required for individual students. For example, the Associate Degree in Business Administration is 65 credit hours in length, therefore, a student receiving financial aid enrolled in that program may attempt, including accepted transfer and developmental credit hours, up to 98 credit hours (65 credit hours times 150%) and remain eligible for financial aid.

Additionally, students who cannot mathematically complete their program of study by the 150% maximum timeframe will also no longer be eligible for financial aid. Example: A student is in a program which would allow for a maximum of 99 hours and the student has attempted 90 hours and needs 4 additional courses which total 16 hours to complete the program. Adding the 90 hours attempted to the 16 hours still required equals 106 which is more than the 99 hours allowed. So, mathematically the student could not complete the program prior to the 150% maximum timeframe and would no longer be eligible for financial aid at South Piedmont Community College.

Appeal Process for Unsatisfactory SAP Status:

Students in an unsatisfactory SAP status may appeal their loss of financial aid eligibility. Appeals must be made at least 10 days prior to the start of the semester in which a student wishes to receive financial aid. Financial Aid Reinstatement Appeal forms are available on the college website or in the Office of Financial Aid and Veterans Affairs. Student statements on the form and attached documentation must include: (1) the circumstances that rendered them unable to meet the standard(s), (2) what has changed to allow the student to meet the standard(s) and (3) the student's educational goal and plans to meet that goal. The reinstatement appeal form and supporting documentation can be submitted in Etrieve, in person, by mail, by FAX, or via email to the Office of Financial Aid and Veterans Affairs. The Vice President of Student Services or their designee will consider reinstatement appeals and the decision will be final. Students will be notified through email of appeal decisions.

Students who have their appeals granted will be placed on probation and will be eligible for financial aid, provided they meet all SAP requirements and complete the SAP Academic Success Plan. The SAP Academic Success Plan requires that students receiving financial aid successfully complete all registered classes, achieve a semester GPA of 2.5 or higher and meet with a counselor to complete an Academic Recovery Plan. Withdrawing from or failing a class does not constitute successful completion. The Academic Recovery Plan is designed to improve the student's academic focus and promote student success. Students who follow and complete all requirements within the SAP Academic Success Plan will stay on probation in a continued probation status as long as they successfully complete all registered classes and achieve a semester GPA of 2.5 or higher.

Appeal Process for Maximum Timeframe SAP Status:

Students in a Maximum Timeframe SAP status may appeal their loss of financial aid eligibility. Financial Aid Reinstatement Appeal forms are available on the college website or in the Office of Financial Aid and Veterans Affairs. Student statements on the form and attached documentation must include: (1) the circumstances that rendered them unable to meet the Maximum Timeframe standard, (2) the student's educational goal and (3)

enrollment plans to complete the desired program of study. The reinstatement appeal form and supporting documentation can be submitted in Etrieve, in person, by mail, by FAX, or via email to the Office of Financial Aid and Veterans Affairs. The Vice President of Student Services or their designee will consider reinstatement appeals and the decision will be final. Students will be notified through email of appeal decisions.

Students who have their appeals granted will be placed on a semester-by-semester probationary status and will be eligible for financial aid in their next semester of enrollment. Students who do not complete their program of study during the next semester of enrollment will be required to submit an updated reinstatement appeal form and be reevaluated to insure they are making appropriate progress toward program completion, have completed all registered classes and achieved a semester GPA of 2.5 or higher. Withdrawing from or failing a class does not constitute successful completion and will result in the loss of financial aid eligibility.

Reinstatement of Financial Aid Eligibility:

If a student loses financial aid eligibility by failing to meet the Academic and or Program Completion standard and after self-pay or the use of outside resources feels that the standards are met, the student must contact the Office of Financial Aid and Veterans Affairs to have their SAP status re-calculated. If the standards have been met, the student will regain financial aid eligibility for the semester following the semester in which the standards were met provided all other financial aid requirements have been completed.

Procedure Revisions:
Revised June 10, 2025

SPCC Policy:
Satisfactory Academic Progress for Students Receiving Financial Aid

5.1.5 Personally Identifiable FAFSA Information (PII)

In accordance with the U. S. Department of Education's Privacy and Technical Assistance Center (PTAC) or Privacy Act, the Higher Education Act (HEA) Section 483 (a)(3)(E), and the Family Educational Rights and Privacy Act (FERPA), South Piedmont adheres to the guidelines for restricting release of Personally Identifiable FAFSA Information (PII).

Revisions:
Initially approved June 12, 2018
Revised June 10, 2025

References:
U.S. Department of Education Privacy Act
Higher Education Act (HEA) Sections 483(a)(3)(E)
Family Educational Rights and Privacy Act (FERPA)

5.1.5.1 Personally Identifiable FAFSA Information Procedure

Students must present an unexpired government issued identification (i.e., State Issued Picture ID, Driver's License, etc.), or answer a series of PII questions to confirm their identity when inquiring about the status of their financial aid.

When releasing Financial Aid Information (FAFSA Data)

For Students:

1. Authenticate the identity of the person requesting the information.
    a. If the student requests in person or on the phone: Have the student provide a government issued picture ID such as a driver's license, (Please Note: College ID is not acceptable) or have the student answer a series of three (3) questions regarding PII listed in Student Information System (SIS) and one (1) question regarding previous class or program of study they were enrolled in or applied to.
    b. If the request comes from the student through college provided email (@student.spcc.edu): Direct the student to their Go! Account for information that is readily available on that site and invite them to visit or call the Financial Aid Office for further information. Communication through a college provided email address is considered to be authenticated and information may be shared freely regarding the student.
    c. If the request comes from the student from a personal email address listed in the SIS (@yahoo/Hotmail/Gmail/etc.): Direct the student to their Go! Account for information that is readily available on that site and invite them to visit or call the Financial Aid Office for further information. The Financial Aid Office may need to assist them in gaining access to their Go! Account. Communication through the SIS listed email is NOT considered to be authentic and information may not be shared freely regarding the student. Direct the student to email from their South Piedmont provided email account or call the Financial Aid Office at 704-272-5391.
    d. If the request comes from a parent, information may not be freely shared with the parent without the student being present or on a 3-way call. If the student is a dependent of the parent as evidenced in Section 152 of the IRS Code, (Parent Tax Transcript), then information may be shared with the parent. It is always best to have the student involved (on the phone or in person) when releasing financial aid information.
    e. If a parent and student are together, verify student identity as stated above and provide requested information to the student after confirming with the student that it is agreed by the student to have the parent present.
    f. If a business, organization, or third-party requests information, refer them to the Director of Financial Aid. Information may be shared if there is a true need to know.

For Staff or Faculty Member:

1. Direct this type of inquiry to the Director of Financial Aid. Information may be shared if there is a true need to know.

For Educational Institutions (High Schools, College, and Universities):

1. Generally, FASFA information may be released to other legitimate educational institutions with a need to know. If you have questions, refer the person requesting the information to the Director of Financial Aid.

As a general rule of thumb, financial aid information should only be released to the student. Once the student has the information, they are free to share with whomever they desire.
Procedure Revisions:

Revised June 10, 2025

SPCC Policy:
Personally Identifiable FAFSA Information (PII)

5.2.1 Attendance Policy

I. ATTENDANCE REQUIREMENTS

The following attendance requirements shall apply to all College students:

A. Students are expected to attend and be on time for all scheduled classes and labs. Students should refer to the course syllabus for individual course attendance requirements. At the instructors' discretion, students may make-up work missed. When students must be absent, it is vital that they remain in contact with their instructors.

B. Any student who has not attended at least one face-to-face class meeting or completed one assignment/activity for an online class by the date in which ten percent (10%) of the class has passed will be reported by the instructor as "never attended". A student who has never attended a class by the ten percent (10%) date will be dropped and will not earn credit.

   Under extenuating circumstances, a student who has never attended by the ten percent (10%) date may petition for reinstatement in the class and earn course credit. The student should notify the instructor, in writing, of the extenuating circumstances prior to the ten percent (10%) percent date of the class and provide compelling documentation to support the request for reinstatement. Reinstatement will only be considered by the instructor when the absences were due to extenuating circumstances. If the faculty supports reinstatement, the appeal is forwarded to the appropriate dean for approval. The Dean's decision is final, unless the reinstatement has FTE or graduation ramifications. In these cases, the Dean must notify the Chief Academic Officer, whose decision is final.

C. Any student who has been absent for two consecutive weeks in a 16-week term or one (1) week in academic terms of 5 to 12-weeks, and is failing the course, may be administratively instructor withdrawn from the class. In some shorter-term length classes of 2 to 4 weeks, for example, students missing less that one week may be administratively withdrawn for consecutive absences or inactivity. Simply logging into a class site but failing to perform the required activities for the course does not constitute attendance. A grade of "WI" will be assigned for any class from which the student is withdrawn by the instructor. Instructor withdrawals will be allowed up to the published withdrawal deadline each semester (approximately the 70% point of the semester). Thereafter, the earned grade will be posted.

   Under extenuating circumstances, a student who has been instructor withdrawn beyond the ten percent (10%) date may petition the instructor in writing for reinstatement in the class. The petition must demonstrate to the instructor the capacity and likelihood of satisfactorily completing requirements as indicated on the syllabus. If the instructor supports reinstatement, the petition is forwarded to the

appropriate dean for approval. The Dean's decision is final. Tuition refunds or credits will not result from an instructor withdrawal.

D. A student's absence while participating in a college-sponsored or approved activity will be considered an excused absence. Such absences will not be considered in the students' class attendance, nor will excused absences be included in the determination of a grade for "participation" of which class attendance is a part. The responsibility for making up class work rests entirely with the student. All required course activity missed due to college-sponsored or approved activities will be rescheduled at the discretion of the instructor.

E. The College allows for two (2) excused absences each academic semester for religious observances required by a student's religious practice or belief. Such reasonable accommodations must be requested in accordance with the Student Religious Accommodation procedure and include the opportunity for the student to make up any tests or other work missed due to an excused absence for a religious observance. An accommodation request imposes responsibilities and obligations on both the College and the student requesting the accommodation. College faculty and instructional staff are required to adhere to this Policy and ensure its full and fair implementation by reasonably accommodating students' religious practices or beliefs. Regardless of any accommodation that may be granted, College students are responsible for satisfying all academic objectives, requirements and requisites as determined by their instructor and the College. The responsibility for making up class work rests entirely with the student and must be rescheduled at the discretion of the instructor.

"Some academic programs may have more restrictive attendance policies. If so, those policies will be communicated to the effected students in the syllabus."

Definitions:

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

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

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

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

Revisions:
Initially approved February 10, 2026, effective 2026 summer term

Reference:
North Carolina General Statute (N.C.G.S.) § 115D-5(u)
NC State Board of Community Colleges Code:

1B SBCCC 500.99
1G SBCCC 200.93

5.2.1.1 Student Classification Procedure

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

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

C. Special credit students who do not wish to apply for a degree, diploma, or certificate program may enroll for individual curriculum classes upon completion of an application for admission only. Any requisites must be met prior to enrollment in the class section. Special credit students who later wish to enroll in a program of study must complete all admission requirements and declare a program of study. Credit earned as a special credit student may be applied to program requirements, if appropriate. Special credit students do not qualify for financial assistance.

Procedure Revisions:
Initially approved February 10, 2026, effective 2026 summer term

Procedure Reference:
NC State Board of Community Colleges Code:
1G SBCCC 100.1

5.2.1.2 Student Religious Accommodation Procedure

1. A student must complete and submit the Religious Observance Excused Absence Request form found on the college website, www.spcc.edu, a minimum of two (2) weeks prior to the date of the religious observance.

2. The instructor and the student should discuss what a reasonable accommodation should include in all given cases. At a minimum, reasonable accommodations must provide that the student who is absent on days of examinations or class assignments due to a religious observance will have an opportunity to make up the work, without penalty, unless granting the make-up opportunity would create undue hardship.

3. If the instructor and student agree upon a reasonable accommodation, the student should complete and submit the Religious Observance Excused Absence Request Assignments form. The accommodation is then documented and shall be implemented.

4. If the instructor denies the student request for a reasonable accommodation, or only agrees to provide an accommodation that is unsatisfactory to the student, the student and the instructor will meet with the Department Chair. If the parties cannot reach a consensus, the student may file a written grievance directly to the Vice

President for Student Services ("Vice President") within five calendar days after the meeting with the Department Chair. The Vice President shall meet with the student, instructor and Department Chair and hear from all parties regarding the student's requested accommodations and make a written determination regarding the student's request. The student may appeal the Vice President's decision to the President within five (5) calendar days of receipt of the Vice President's written determination. The President will conduct an "on the record" review and, at the President's discretion, hear from the parties. The President will render a final decision. Where a timely request is made by the student but denied by the instructor, the grievance process shall be expedited as much as reasonably possible to ensure that a student pursuing a religious accommodation is not unduly disadvantaged by the passage of time.

Excused absences from classes or examinations for religious observances will not be counted against any mandatory attendance requirements, but they do not relieve students from responsibility for any part of the course work required during the period of absence. The instructor may appropriately respond if the student fails to satisfactorily complete any alternative assignment or examination.

Procedure Revisions:
Initially approved February 10, 2026, effective 2026 summer term

5.2.1.3 Absences for Military Service Procedure

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

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

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

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

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

Procedure Revisions:
Initially approved February 10, 2026, effective 2026 summer term

Procedure Reference:
NC State Board of Community Colleges Code:
1B SBCCC 500.1

SPCC Policy:
Attendance

1.17 Religious Observances

South Piedmont Community College will authorize two excused absences each semester (fall and spring) for religious observances required by the faith of a student.

Revisions:
Initially approved October 12, 2010
Revised June 10, 2014

References:
North Carolina General Statute § 115D-5(u)
NC State Board of Community Colleges Code:
1B SBCCC 500.99

Procedure:
South Piedmont Community College requires that the student provide written notice of the request for an excused absence *a minimum of two weeks prior* to the date of the religious observance. The student will be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance. The student must communicate with the instructor in advance of the absence to determine how and when the missed work will be completed.

SPCC Policy:
Religious Observances Policy

1.25 Excused School Absence for Military Service

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

South Piedmont will provide the following:

- Students will have the opportunity to make up any test or work missed during the excused absence.
- Students will have the opportunity, if feasible, to continue classes and coursework during the academic term of the excused absence through online participation for the period of time a student is placed on active duty.
- Students may be given grades of “incomplete (IN)” for any course that the student was unable to complete as a result of being placed on State active duty status. However, the student must complete the course requirements within the period of time specified to avoid receiving a failing grade for the course.

- Students may drop, with no penalty, any course that they were unable to complete as a result of being placed on State active duty status.
- Students may drop, without financial penalty, any course they were unable to complete as a result of the excused absence as set forth in 1E SBCCC 900.4 (Military Refund).

Revisions:
Initially approved October 16, 2017

References:
North Carolina State Board of Community Colleges Code:
1B SBCCC 500.1
1E SBCCC 900.4

SPCC Policy:
Excused School Absence for Military Service

5.2.2 Dropping or Withdrawing from Classes

I. Student Initiated Drop or Withdrawal from Class(es)

A. Drop by Ten Percent (10%) Date

A student may drop from a class for a partial refund on or before the official ten percent (10%) date of the term. For more information on tuition/fee refunds, see Tuition/Fee Refunds policy. In the case of a drop on or before the official ten percent date (10%) date of the term, the dropped course(s) will not be included on the transcript.

B. Withdrawal by Seventy Percent (70%) Date

At any point prior to the seventy percent (70%) date of the term, a student may voluntarily withdraw from their classes. Students will not be allowed to voluntarily withdraw from classes past the seventy percent (70%) date. All applicable deadlines will be published in the College's academic calendar.

It is the student's responsibility to withdraw from class(es) if they cannot meet the requirements of the class. The student should first consult their instructor or advisor before requesting to be withdrawn from a class. Students receiving financial aid should also consult with the Office of Financial Aid before requesting to be withdrawn from a class. Withdrawing from class(es) could substantially delay the completion of the student's program of study and may have an impact on Satisfactory Academic Progress (Financial Aid) and Return to Title IV.

To officially begin the withdrawal process, the student should complete the Student Withdrawal Form found on the college website, www.spcc.edu, or visit Student Services and complete a withdrawal form. Students must select the appropriate online withdrawal form based on their student type (e.g. CCP, Early College, Non-credit Student, Student).

Students must officially withdraw from any class they stop attending in order to ensure that they will not receive an “F” in the class. In the case of a withdrawal, the student will receive a “W” which will not be included in the grade point average (GPA) but will appear in the student’s official transcript. Failure to properly withdraw from the course(s) and receiving an “F” grade can impact Financial Aid eligibility and GPA calculations for selective admission programs.

C. Exception to Seventy Percent (70%) Date

The Vice President of Student Services may make exceptions in cases of extenuating circumstances and award a grade of “W” during the final thirty percent (30%) of the academic term. A student must comply with the following steps if they desire an administrative withdrawal:

1. Submit a separate Administrative Withdrawal Request form found on the college website, www.spcc.edu, for each class the student is requesting a withdrawal two (2) weeks prior to the end of the semester. Attach to the Administrative Withdrawal Request form documentation supporting the request for a withdrawal.

2. The Vice President of Student Services will review all submitted Administrative Withdrawal Request forms and all documentation to make a decision regarding each administrative withdrawal.

3. The decision will be communicated to the student via an automated email notice once the form is processed. The Vice President of Student Services decision is final.

4. Students who are granted administrative withdrawals will receive the grade of “W” in the course(s) specified in the request.

II. College Initiated Withdrawal from Class(es)

A. Students who register for a class and do not attend classes prior to ten percent (10%) will be reported as never attending by the instructor and dropped from the course(s) by the College.

B. Instructors will withdraw students who violate the instructor’s attendance policy as outlined in the course syllabus. The instructor will submit an instructor-initiated withdrawal form, and a grade of “WI” (Withdrawal by Instructor) will be assigned. Students see Attendance policy for additional information.

C. Students may be involuntarily withdrawn from class(es) for disciplinary reasons subject to the student discipline policies.

Revisions:
Initially approved June 10, 2025

References:

North Carolina State Board of Community Colleges Code:
1G SBCCC 200.93

5.2.2.1 Never Attend Reporting Procedure

Faculty are responsible for entering attendance within 24 hours of the ten percent (10%) date of the class. Any student who has not attended class or participated online on or before the ten percent (10%) date is marked as Never Attend. Detailed Never Attend reporting instructions are included in the Attendance and Grading Instructions sent out at the beginning of every term by College Compliance.

Procedure Revisions:
Initially approved June 10, 2025

SPCC Policy:
Dropping or Withdrawing from Classes

5.2.3 Course Audit

South Piedmont adheres to course audit requirements set forth in North Carolina State Board of Community Colleges Code, which allows eligible students the option to audit course sections.

“Audit” means to enroll in a course section without receiving a grade, academic credit, continuing education unit, or certificate of completion.

Eligibility to audit is based on space available as determined by the College and approval from the Program Lead or Program Coordinator. Space availability is determined by confirming that an auditing student would not displace students enrolled to receive a grade, academic credit, or continuing education unit.

Students auditing course sections are required to pay applicable tuition, registration fees, and other local fees attached to the course.

<u>Exceptions</u>

1. Not all courses are available for audit. Some program areas, such as Health and Public Safety, may not allow auditing for certain courses.

2. Senior citizens may audit a course section without paying tuition or registration fee, but are required to pay applicable local fees. The senior student must be at least 65 years old as of the first day of the applicable course section.

Revisions:
Initially approved October 20, 2020
Revised October 10, 2023

References:
North Carolina State Board of Community Colleges Code:
1D SBCCC 700.1
1E SBCCC 1000.1

1E SBCCC 1000.2
North Carolina Session Law 2017-57

5.2.3.1 Course Auditing Procedure

Students who wish to register as an auditor should submit a Course Audit Requesthttps://etcentral.spcc.edu/ found in Student Forms at www.spcc.edu. The student must complete the admission process and meet any course requisites prior to registration. The form must be processed before the census or ten percent (10%) date of the course. Approved forms will be processed by the Registrar's Office. Students should also communicate with the instructor on the first day of the course that they are auditing the course. A grade of "AU" will be assigned and will not count towards course requisites or credential completion.

Individuals at least 65 years of age or older are eligible to audit courses. The individual must provide a government-issued document with a date of birth as proof of age to the Admissions Office. The student will have tuition waived, but is responsible for paying for any local fees, books or course supplies. If the student enrolls in a self-supporting course, this provision does not apply, and the student is responsible for tuition. The student should complete the Course Audit Request form located in the Registrar's Office. A grade of "SR" will be assigned but will not count towards credential completion.

Students who audit a course and withdraw or are dropped from the course will be issued a grade of "W" or "WI".

Procedure Revisions:
Initially approved October 10, 2023

Procedure References:
North Carolina State Board of Community Colleges Code:
1D SBCCC 700.1
1E SBCCC 1000.1
1E SBCCC 1000.2

SPCC Policy:
Course Audit

5.2.5 Final Grade Appeal

This Policy shall apply to final grade appeals unrelated to issues pertaining to the Code of Student Conduct. The grade appeal process applies only to final class grades. In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. For sequential classes, the student will be allowed to take the academic coursework. If the appeal is denied, the student will be administratively dropped from the sequential classes and refunded the tuition.

Revisions:
Initially approved October 11, 2011
Revised February 14, 2012
Revised June 10, 2014
Revised August 13, 2024

References:
Accreditation: Standard 12.3

5.2.5.1 Final Grade Appeal Procedure

Any student who believes that an instructor has unfairly assigned a final grade may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal steps or form should contact the Director of Student Wellness and Advocacy for guidance.

1. Any student wishing to appeal a final grade must consult with the instructor issuing the grade within five (5) business days after the respective final grade is posted in the student Go! Portal located on the college website. The instructor will make a written determination and deliver it to the student through the college's email account. The consultation may be in person (on campus), virtually (video conferencing with a call-in option) or through the college Email account. After the student has made a reasonable effort to contact the instructor and the instructor has not responded or the instructor is no longer employed at the college, the student should proceed to step two.
2. If, the student is dissatisfied with the instructor's determination after consultation, within eight (8) business days after the date the grade was posted in the student Go! Portal, the student shall contact the instructor's supervisor listed on the syllabus. The student will provide the instructor's written determination. The consultation may be in person, virtually, or through college email. The supervisor will make a written determination and deliver it to the student through the college's email account.
3. If, the student is dissatisfied with the supervisor's determination after consultation, within twelve (12) business days after the date the final grade was posted in the student Go! Portal, the student shall contact the dean. The student will provide the instructor and supervisor's written determination. The consultation may be in person, virtually, or through college email. The dean will make a written determination and deliver it to the student through the college's email account.
4. If the student remains dissatisfied with the dean's determination, the student may file a Formal Appeal of a Final Grade found on the college website, www.spcc.edu, if the appeal meets one of the four (4) criteria: (1) policy and/or procedures were not followed, procedural irregularity that affected the outcome, (2) sanction too severe for the charge, (3) evidence of a conflict of interest or bias that affected the outcome, or (4) new evidence that was not reasonably available at the time of the determination that could affect the outcome. The Formal Final Grade appeal form must be received within fifteen (15) business days after the final grade was originally posted in the student Go! Portal. This form must be completed in its entirety. All documentation supporting the reason for the appeal including written determinations, emails, copies of graded work, syllabus, any corrective action being requested, etc., must be attached to the appeal form, or emailed to the Administrative Assistant at jwashington@spcc.edu. Incomplete or insufficient documentation will forfeit the appeal process. The student will receive notification of receipt of the appeal. Once the appeal is received, the appeal is reviewed by the Vice President of Student Services to ensure the reason for the appeal meets the appeal criteria. Requests that do not meet the criteria for an appeal may be denied without

input from the Student Appeals Team. Requests that meet the criteria for an appeal are forwarded to the Student Appeals Team for review.

5. Within ten (10) business days of the receipt of the appeal, the Student Appeals Team will review the appeal. The student and the instructor and/or Dean will be notified of the date, time, and location of the meeting. The location will be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information.
6. The Student Appeals Team will make a recommendation to the Chief Academic Officer (CAO). The CAO will make a final decision and notify the student and the instructor (by college email) of the decision within five (5) business days after the review. The decision of the CAO is final.

The Student Appeals Team is a standing team appointed by the CAO consisting of five (5) voting members to include representatives from faculty, staff, and the student body. The student representative will be selected from a pool of student leaders within the college. The Team is chaired by a non-voting member to ensure that policy and procedure are upheld.

Procedure Revisions:
Revised May 21, 2019
Revised December 3, 2020
Revised July 12, 2021
Revised August 13, 2024

SPCC Policy:
Final Grade Appeal

5.2.6 Academic Standing

Academic Standing is an evaluation of student performance at the end of each semester, which applies to curriculum, credential-seeking (degree, diploma, and certificate) students. Minimum satisfactory academic standing is defined as maintaining a cumulative Grade Point Average (GPA) of at least 2.0 (a grade of "C").

Revisions:
Initially approved June 10, 2014
Revised February 10, 2026

References:
Federal Student [Financial] Aid Handbook 2012 Volume 1, Chapter 1
Title 34 Code of Federal Regulations 668.34 (Student Academic Progress Policy)

5.2.6.1 Academic Intervention Procedure

The Registrar’s Office completes the academic standing process and provides that data to the College.

A student will be placed on Academic Intervention the first semester their cumulative grade point average (GPA) is below 2.0.

Academic intervention will not limit the number of classes/hours a student may take during that semester; however, the student is encouraged to meet with a counselor. The student will have one semester to meet the required 2.0 cumulative GPA. Failure to do so will result in being placed on academic probation.

Procedure Revisions:
Initially approved February 10, 2026

5.2.6.2 Academic Probation Procedure

The second and all subsequent semesters a student has a cumulative grade point average (GPA) below the minimum 2.0 required, the student will be placed on academic probation. During the academic probation period, the student will be required to meet with a counselor to create an academic success plan and register for a reduced number of classes/hours (two to three classes per semester). Failure to meet the required cumulative 2.0 GPA during the probationary semester will result in one or more of the following:

- Additional semester of academic probation
- Limited academic course load
- Required counseling appointments
- Loss of financial aid and/or Veteran's Educational Assistance Program (VEAP) benefit (Refer to Satisfactory Academic Progress for Students Receiving Financial Aid for requirements)
- Academic suspension for a semester or more (students suspended for academic reasons will automatically be placed on probation for their first returning semester)
- Other as defined by the Vice President of Academic Affairs/CAO or Vice President of Student Services

Procedure Revisions:
Initially approved February 10, 2026

5.2.6.3 Academic Suspension Procedure

Students who consistently have a cumulative grade point average (GPA) of below 2.0 may be recommended for academic suspension. However, if a student's cumulative GPA is below 2.0 but the most current term GPA is 2.0 or above, this indicates progress toward improving the cumulative GPA and the student may be allowed to continue their enrollment for the immediate next semester. The student is expected to utilize that semester as an opportunity to continue making progress and improve their cumulative GPA. If the student is unable to show progress of improving their term GPA, then the student will be placed on academic suspension. Under Academic Suspension, students:

- Are officially prohibited from enrolling in curriculum courses for at least one semester (Fall, Spring, or Summer).
- May register only for continuing education courses.

- Must submit a letter requesting readmission to the Vice President of Student Services

Readmitted students will be on academic probation. Under this status, the student must meet with a counselor to complete an academic success plan and obtain the approval of the proposed course selections before registering for the next semester classes. The student must achieve a minimum of 2.0 GPA for each semester enrolled. If the student does not achieve a semester GPA of 2.0 while on probation following a suspension, they again may be placed on academic suspension. Once the cumulative GPA of 2.0 or higher is met, the student will return to good academic standing.

Students may appeal their suspension by submitting a Formal Appeal for Academic Standards Suspension utilizing the appeal form found on the College's website under Student Panel.

Procedure Revisions:
Initially approved February 10, 2026

SPCC Policy:
Academic Standing

5.2.7 Course Pre-Requisites/Co-Requisites

The purpose of a pre-requisite and/or a co-requisite is to ensure student success in subsequent coursework. While successful completion of pre-requisites and/ or co-requisites is the traditional way students demonstrate readiness, in exceptional circumstances students may demonstrate readiness through other means. In such cases, pre-requisites or co-requisites may be waived with appropriate approvals and permission of the Chief Academic Officer (CAO). Documentation of the approved waiver will be maintained in the student's file by the Registrar's Office.

In accordance with State Board of Community Colleges Code, South Piedmont Community College adheres to the pre-requisite/co-requisite requirements of the Community College System Combined Course Library (CCL) and the NCCCS Curriculum Procedures Reference Manual.

Revisions:
Initially approved April 10, 2007
Reviewed October 9, 2007
Revised June 10, 2014
Editorial Amendment March 18, 2021
Revised February 10, 2026

References:
North Carolina State Board of Community Colleges Code:
1G SBCCC 400.8
North Carolina Community College System Numbered Memo CC06-269

5.2.7.1 Course Pre-Requisite/Co-Requisite Procedure

South Piedmont imports required minimum pre-requisites/co-requisites (requisites) for all courses as listed in the Combined Course Library.

The Registrar's Office ensures students have satisfied requisite requirements or have demonstrated they have the appropriate knowledge and skills required for registration in the course.

Approval of Local Requisites

Requisites local to the College are approved through the College's Curriculum Advisory Committee and applied at course level when effective.

Split Courses

If a pre-requisite course is divided into smaller units, referred to locally as Split Courses, students are required to complete all component parts before enrolling in the next course.

Course Auditing

If a student wishes to audit a class that has a pre-requisite, they must meet the requisite before enrolling.

Drops/Withdrawals from Requisites

If a student drops or withdraws from a co-requisite course, they must also drop or withdraw from the course requiring the co-requisite. Students who register early for classes that require the successful completion of a pre-requisite/co-requisite, but who do not successfully complete the requirements of that prerequisite or co-requisite, must make the appropriate schedule adjustments within the Drop/Add period for the term for which they are registered. Students who do not make these course and schedule adjustments will be dropped from any course for which they do not meet the pre-requisites/co-requisites.

Requisite Substitutions

If a student has taken a course of equal or higher value than a required requisite, and requests a substitution of that course for the requisite, South Piedmont's Chief Academic Officer must approve the substitution, and the College must request and gain approval from the System Office. This process may result in a requisite exemption rather than requisite substitution.

Requisite Exemptions

A student may receive an exception from requisites for a specific course if the student can document the competencies associated with those requirements to the satisfaction of the faculty member and the department head or dean. Requisite equivalency may be demonstrated through documented credit for prior learning or coursework completed at other institutions.

To request an exemption, students submit a Course Requisite Waiver Form found on the college website, www.spcc.edu. The documentation, including the Waiver Form, will be housed in the student's permanent record and maintained by the Registrar's Office.

Procedure Revisions:
Revised June 1, 2021
Revised February 10, 2026

SPCC Policy:
Course Prerequisite Co-requisite

5.2.8 Repeating Classes and Course Substitutions

I. REPEATING CLASSES

Students may not enroll in the same curriculum class more than two (2) times without approval of the Chief Academic Officer or designee.

Although all grades will appear on the student's record, only the higher grade will be counted toward the cumulative grade point average at South Piedmont Community College.

Students may enroll in non-credit education classes as many times as necessary to accomplish their individual educational/training goals provided they continue to show progress, do not prohibit others from participating, are willing to pay fees, and do not violate North Carolina Community College System policy.

II. COURSE SUBSTITUTION

When it is determined to be in the best interest of the student's declared educational objective, appropriate courses may be substituted for other courses for graduation purposes. Necessary course substitutions require the approval of the appropriate Dean and Registrar's Office.

Revisions:
Initially approved October 9, 2007
Revised June 9, 2009
Revised February 14, 2012
Revised June 10, 2014
Revised October 10, 2018
Revised October 15, 2019
Revised August 13, 2024

References:
NCCCS No. Memo CC88-061

5.2.8.1 Repeating Classes Procedure

In an effort to earn a higher grade and/or to enhance mastery of content, students may repeat any curriculum class. Students may not enroll in the same class more than two (2) times without approval of the Chief Academic Officer (CAO) or their designee.

Although all grades will appear on the student's record, only the higher grade will be counted toward the cumulative grade point average at South Piedmont Community College.

The University of North Carolina System and other colleges and universities require that a student earn a grade of "C" or better in each transfer class completed. A student planning to transfer should realize that receiving institutions do not have consistent policies regarding classes that are repeated and may re-compute grade point averages to include the grade(s) originally assigned.

Certain regulations may prohibit veterans and other financial aid recipients from receiving educational benefits while repeating a class. It is the student's responsibility to determine their status in regard to veteran's benefits and financial aid.

Students who have been dismissed from (or who have dropped out of) a program requiring specific admissions (i.e., curriculum and continuing education health programs, BLET, etc.) will not be permitted to repeat any class in that particular program without reapplying and being officially accepted into that program.

Procedure Revisions:
Initially approved August 13, 2024

5.2.8.2 Course Substitution Procedure

Students may request to substitute an equal or higher-level course required in their program of study by contacting their advisor to submit a Course Substitution or Workforce Waiver form found on the college website, www.spcc.edu. Substitutions are not allowed for a program's core courses. Core courses are listed under "Major Hours - Core Courses" for Associate in Applied Science programs in the Programs section of the catalog. For transfer programs, the core courses are listed in "General Education Core" of the Programs section of the catalog. All substitutions must be approved by the student's advisor, the appropriate dean, and the Registrar.

No course substitutions will be accepted if a student has not met the pre-requisite and/or co-requisite for the required course.

A maximum of five (5) courses may be credited for any associate degree through course substitution, three (3) courses for diploma, and one (1) for certificate.

No course substitutions will be approved for CIS 110 and CIS 111 unless the North Carolina Community College System curriculum standard for the program allows for the substitution. Re-entering students must take ENG-111; no course substitutions for ENG 110 will be approved.

Procedure Revisions:
Initially approved August 13, 2024

SPCC Policy:
Repeating Classes and Course Substitutions

5.2.9 Credit for Prior Learning

The College may award Credits for Prior Learning ("CPL") as designated by law and state regulations for the following prior learning methods:

1. Apprenticeship
2. State or Industry Recognized Credentials/Continuing Education to Curriculum Credit
3. Courses listed in high school to community college articulation agreements
4. Military education and training
5. Standardized examinations
6. Challenge exams/Proficiency
7. Portfolio assessment
8. Public Safety Training (PST) prefix courses

The College may award curriculum CPL when the documentation of prior learning meets or exceeds a demonstration of learning outcomes at the College's standards for awarding credit for the corresponding curriculum course. The College shall award CPL in a manner consistent with State Board regulations.

To be eligible to receive CPL, students must 1) meet all admission requirements for their program of study; 2) be enrolled in a curriculum program to which the credit will directly apply; and 3) request a prior learning assessment.

CPL for advanced courses does not negate the requirement to meet requisite learning outcomes.
CPL may be used to fulfill program requirements except for mandatory institutional requirements.

CPL cannot be used to satisfy the College's institutional twenty-five (25) percent credit requirement for graduation, per institutional accreditation standards.

A. APPRENTICESHIPS

The College shall award CPL based on statewide articulation as approved by the Curriculum Course Review Committee (CCRC) for related instruction provided by external entities for registered apprenticeship programs. All apprenticeships must be approved and registered with the North Carolina State Apprenticeship Agency through ApprenticeshipNC.

The College, participating employer, and the North Carolina Community College System shall cooperatively put together an apprenticeship agreement that will require at least 2,000 hours of on-the-job learning plus an additional amount of classroom instruction.

Work-based learning (WBL) course credit may be granted for the experiential portion of a Registered Apprenticeship.

B. STATE OR INDUSTRY RECOGNIZED CREDENTIALS/CONTINUING EDUCATION (NON-CREDIT) TO CURRICULUM CREDIT

The CCRC, based on recommendations from the Continuing Education Leadership Committee (CELC), shall have the authority to approve CPL standards for state or

industry recognized credentials that document similar college-level learning as corresponding curriculum courses and, therefore, are eligible for articulated curriculum credit. The College shall award CPL for successful completion of state or industry recognized credentials consistent with the CPL standards approved by the CCRC. The College may award CPL for state or industry recognized credentials for which statewide articulations have not been established by CCRC consistent with local CPL policy.

Continuing Education courses that have been designated as curriculum-equivalent courses as approved by the College's Curriculum Advisory Committee, will be considered for Curriculum credit equivalency.

C. COURSES LISTED IN HIGH SCHOOL TO COMMUNITY COLLEGE ARTICULATION AGREEMENT

North Carolina Department of Public Instruction high school courses that are listed in the High School to Community College Articulation Agreement are eligible for college credit. Credit shall be awarded to students who have completed a high school course and met the criteria as outlined in the High School to Community College Articulation Agreement.

The College may award credit for successful completion of other high school courses consistent with any local high school to community college articulation agreements entered into by the college and an education entity providing secondary education.

D. MILITARY EDUCATION AND TRAINING

Military Education and Training is education and training that has been documented on a transcript issued by one or more branches of the Armed Forces. The Military Credit Advisory Council (MCAC) is a joint council of faculty and staff members from the NC Community College System and the University of North Carolina who oversees the processes for establishing uniform standards for awarding Credit for Prior Learning for military training and experience and ensures the transferability of these credits among institutions of both systems. The Military Prior Learning Academic Panels are panels of academic faculty approved by MCAC and are authorized to determine standards for awarding credit for identified subject areas.

The College shall award CPL based on military education and training consistent with the standards adopted by the appropriate Military Prior Learning Academic Panel. The College may award CPL for military training and education related to occupations and/or courses for which standards have not been established by an approved Military Prior Learning Academic Panel consistent with its local CPL policy pursuant to the following:

1. Air Force: Community College of the Air Force transcripts are evaluated as a traditional college transcript.
2. Army, Navy, Marine Corps, and Coast Guard: the College should refer to recommendations from the American Council on Education (ACE) for occupations and courses not currently evaluated by the Military Prior Learning Academic Panel or documented on the Community College of the Air Force transcript.

E. STANDARDIZED EXAMINATIONS

Standardized examinations are any form of examination that required all test takers to answer the same questions, or a selection of questions from a common bank of questions following an established protocol and that is scored in a standard or consistent manner. The College shall award CPL for the following standardized examinations:

1. Advanced Placement (AP). Advanced Placement is a program of college-preparatory courses for high school students administered by The College Board, an educational nonprofit organization. Standardized AP exams are used to assess student mastery of course content. Students receive scores on a “1” to “5” scale, with “5” being the highest. The College shall award credit to a student who earns a score of “3” or higher on an AP examination as approved by the CCRC. Course credit is awarded based upon the academic program of study. The College may award credit for AP scores and courses beyond those approved by the CCRC as determined by local college policy.

2. Cambridge Assessment International Education. Cambridge Assessment International Examinations are a series of internationally recognized college-level examinations administered by Cambridge Assessment International Education, a unit of the University of Cambridge. Upon review and evaluation of student submitted documentation by the College, students may earn credit based on the AS and A Level exam(s) taken and grade(s) earned. College credit shall be granted to students who score a grade of e/E or better based on the AS and A Level exam(s) taken. Using the Cambridge translation table, course credit is awarded and listed on the student’s academic record. Credit is awarded based upon the academic program of study.

3. College-Level Examination Program® (CLEP). The College-Level Examination Program® is a credit-by-examination program offered by the College Board, an educational nonprofit organization. The program allows students from a wide range of ages and backgrounds to demonstrate their mastery of introductory college-level material. If a CLEP exam in a subject is offered by the College Board, the College shall require a student to take the CLEP exam if they seek to demonstrate proficiency in the subject area by examination. The College shall award credit to a student who scores at or above the credit-granting score recommended by the American Council on Education at the time the college evaluates the student’s official score report. The College shall award the same amount of credit to a student who scores satisfactorily on the relevant CLEP exam as a student who successfully completes the related course. Students who did not receive a satisfactory score on a CLEP exam may retake the exam after three (3) months.

4. DANTES Subject Standardized Tests (DSST). DANTES Subject Standardized Tests are credit-by-examination tests developed by the Defense Activity for Non-Traditional Education Support (DANTES), a United States Department of Defense program. The College shall award credit to a student who scores at or above the credit-granting score recommended by the American Council on Education at the time the College evaluates the student’s official score report. The College shall award the same amount of credit to a student who scores satisfactorily on the relevant DSST as a student who successfully completes the

related course. Students who did not receive a satisfactory score on a DSST may retake the exam after three (3) months.

5. International Baccalaureate® (IB) Diploma Programme. International Baccalaureate® Diploma Programme is a college-preparatory program for students age 16-19 administered by International Baccalaureate®, an international educational foundation. Standardized IB exams are used to assess student mastery of course content. Students receive scores on a “1” to “7” scale, with “7” being the highest. International credentials must be obtained from a recognized international institution that is validated by a US credentialing agency. A grade of seventy (70) percent or higher must be earned for the courses being considered for credit.

F. CHALLENGE EXAMS/PROFICIENCY

Challenge Exam/Proficiency is a departmental or institutional exam for a community college course used to determine if a student’s subject matter proficiency is equal to or greater than the corresponding proficiency the student would have achieved had they completed the actual course.

The College is responsible for ensuring the validity and reliability of institutional challenge exam/proficiency. Challenge exams/proficiency may be handwritten, computer-based, oral, practical, or a combination of these administration methods. As defined by the State Board of Community Colleges Code (1D SBCCC 400), developmental courses, supplemental courses, and courses including clinical practice are not eligible for challenge exams/proficiency. Challenge exams/proficiency that are administered for courses contained in the Comprehensive Articulation Agreement (CAA) may be provided when the exam is vetted, administered, and graded by a qualified instructor in the discipline.

Limitations on students’ eligibility to take challenge exams/proficiency include (1) A student must meet all pre-requisite requirements before they are eligible to take the challenge/proficiency examination for a course. (2) A student may only attempt a challenge exam/proficiency once. (3) A student may not take a challenge exam/proficiency if they have already earned a grade for the course. A challenge exam/proficiency may not be used to supersede a grade a student already earned in the applicable course. (4) Career and College Promise (CCP) students may participate in challenge/proficiency examinations to earn college credit but may not earn dual high school credit. To earn dual credit, students must enroll and successfully complete the college course. (5) If a CLEP exam in a subject is offered by the College Board, colleges may require a student to take the CLEP exam if they seek to demonstrate proficiency in the subject area by examination.

The challenge/proficiency examination should be administered and graded by the first week the course is offered but no later than the course census date for students enrolling in a course to be challenged. Individuals who are unsuccessful may choose to stay enrolled in the course to earn credit.

For student enrolled in the course, successful challenge/proficiency examination completion may result in the student falling below full-time student status which could negatively impact their financial aid status; therefore, students should consult with

their advisors beforehand to discuss various options. Federal Pell grant funds cannot be used to pay for challenge exams/proficiency.

Student hours shall not be reported for budget/FTE which results from challenge exam/proficiency except that the actual time required to take the exam may be counted in membership.

Challenge Exams/Proficiency are not calculated into a student's cumulative grade point average.

G. PORTFOLIO ASSESSMENT PROCESS

Portfolio for Life and Work Experiences is a collection of artifacts documenting competencies gained through prior learning experiences that a student formally submits to the College. Portfolio assessment is the evaluation of a Portfolio for Life and Work Experiences by subject matter experts designated by the College to determine whether a student is awarded Credit for Prior Learning.

CPL may be awarded through a portfolio assessment process managed by an academic department of the College. A portfolio is "a formal communication" presented by a student as a request for prior learning credit.

Prior learning assessment by portfolio assessment will follow a course-equivalency credit model. Students demonstrate college-level learning by submitting a portfolio consisting of an organized collection of evidence that demonstrates mastery of the learning outcomes of a specific course offered at the College.

Courses eligible for credit by portfolio assessment are determined by the department. All portfolio assessments will be completed by discipline-appropriate faculty trained in assessing portfolios for credit. Departments offering prior learning assessment by portfolio will establish rubrics to guide faculty assessment and scoring.

H. PUBLIC SAFETY TRAINING (PST) PREFIX COURSES

Courses in the Combined Course Library with a Public Safety Training (PST) prefix may be used for awarding prior learning credit for industry-recognized public safety training and/or credentials.

Credit shall be considered for public safety training that meets the criteria outlined in the Public Safety Training (PST) course descriptions as listed in the Combined Course Library.

Official documentation from the training provider or credentialing entity shall be provided to the College to validate the training.

Revisions:
Initially approved October 11, 2011
Revised December 13, 2011
Revised June 10, 2014
Revised April 13, 2021 Note: Credit for Prior Learning was previously entitled Non-Credit to Credit. The title was changed to include Non-credit to Credit policy but add all forms of credit for prior learning as introduced by new NCCCS State Board Code.

Revised February 10, 2026

References:
North Carolina General Statues (N.C.G.S.) § 115D-5
NCCCS Curriculum Procedures Reference Manual Section 19: Credit for Prior Learning
Accreditation Standard: 10.7
North Carolina State Board of Community Colleges Code:
1D SBCCC 800
4A SBCCC 100.1
4B SBCCC 100.1
Residency Requirements for Graduation

5.2.9.1 Credit for Prior Learning Procedure

Credit for Prior Learning may be awarded to students under the following procedures. Students and faculty should refer to the procedure defined for their prior learning type.

Apprenticeship
Students who have met college program admission requirements and have completed a registered apprenticeship may request equivalent course credit on their college transcript. The student must be active in their program of study and have completed an articulated registered apprenticeship.
Request is made by completing the Apprenticeship to Credit Form found on the college website, www.spcc.edu, and providing official copies of the Journey Worker's card and Apprenticeship Agreement. Students will receive notification of decision after the Registrar reviews the request. Credit is awarded without a grade. The Form is kept in the student's academic record along with any supporting documents.

State or Industry Recognized Credentials/Continuing Education (Non-Credit) to Curriculum Credit
Students who have met college program admission requirements and have certain currently valid industry certifications or have completed one of the approved continuing education (non-credit) courses may request equivalent curriculum course credit on their college transcript. Valid industry certifications and approved continuing education (non-credit) courses along with their equivalent curriculum courses are listed on the college's website. The student must be active in their program of study and either have a currently valid official certification or a satisfactory grade in the continuing education (non-credit) course. The student must also maintain their certification throughout completion of the program. Each approved CE course articulation has an approved date of origin; CE courses completed prior to the approved date of origin are not eligible for articulation.

Request is made by completing the Credential to Credit Form found on the college website, www.spcc.edu, and providing the official certification or the Non-Credit to Credit Form. Students will receive notification of decision after the Registrar reviews the request. Credit is awarded without a grade. The Form is kept in the student's academic record along with any supporting documents.

High School to Community College Articulated Credit
Students who have met college program admission requirements and have completed an approved high school to community college articulated course may receive college credit

on their college transcript. The student must meet the criteria outlined in the High School to Community College Articulation Agreement.
Request is made by submitting an official high school transcript and completing the High School to Community College Credit Form found on the college website, www.spcc.edu. After reviewing the transcript, the Registrar awards credit to students meeting the criteria. All approved and recorded credit is awarded with a grade of “TP” on the student transcript.

Military Education and Training
Students who have met college program admission requirements and have military credit for prior learning may receive credit for documented military training on their college transcript.

Request is made by providing an official transcript documenting the education and training. Official transcripts may be requested through Joint Services Transcript or the Community College of the Air Force. Students will receive notification of decision after the Registrar reviews the transcript. Credit is awarded with a grade of “T” on the student transcript.

Standardized Examinations
Students who have met college program admission requirements and have completed an approved standardized exam may receive credit on their college transcript. College-Level Examination Program (CLEP) and Advanced Placement (AP) exam names, minimum scores, and equivalent curriculum courses are listed on the College’s website.

Request is made by submitting appropriate documentation verifying official scores. An official score report from the College Board must be provided to the College's Admissions Office for AP and CLEP consideration. Course credit is awarded based upon the academic program of study. Students will receive notification of decision after the Registrar reviews the transcript. For Advanced Placement credit, credit is awarded with a grade of “AP” on the student transcript. For CLEP, credit is awarded without a grade.

Additional information for Cambridge Assessment International Examinations, DANTES Subject Standardized Tests, and International Baccalureatte® (IB) Diploma Programme is forthcoming from the North Carolina Community College System.

Challenge Exams/Proficiency
Students who have met college program admission requirements may receive academic credit for an eligible course by demonstrating the required level of proficiency for that course through completion of a challenge exam.

Challenge/proficiency exams may only be attempted once and may not be used to overwrite an already earned course grade.

Developmental/supplemental courses, courses with a clinical component, and courses that have CLEP examinations are not eligible for challenge exams. Students receiving financial assistance should consult with the Office of Financial Aid and Veteran Services for any implications of participating in a challenge exam. Career and College Promise (CCP) students may participate in Challenge Examinations to earn college credit but may not earn dual credit (high school credit not permitted).

Request is made by contacting the instructor for the course. Students are required to pay associated course tuition and attempt the challenge exam prior to the census date of the term. After completion of a challenge exam with a score of "B" or better, students should submit the Credit by Examination form found on the college website, www.spcc.edu. Students will receive notification of test results from the Registrar. Credit is awarded with a grade of “CE” on the student transcript. Transfer credit from challenge examinations is not guaranteed.

Public Safety Training (PST) Prefix Courses

Students who have met college program admission requirements and have prior learning in industry recognized training and/or credentials from North Carolina Public Safety Training Organizations (NCDPS, NCOSFM, NCDOJ, NCCCS, NC Criminal Justice Education and Training Standards Commission and NC Sheriffs’ Education and Training Commission), may receive credit on their college transcript for Public Safety Training (PST) courses as specified in the NCCCS Common Course Library. Students must be active in a program of study which offers PST course prefixes.

Request is made to the Registrar by completing the Public Safety (PST) Training Form found on the college website, www.spcc.edu, and submitting official documentation of state-mandated, agency, or non-credit training including documentation of required minimum hours. After review, students will receive notification of decision. Credit is awarded without a grade. Official documentation is retained in the student’s file.

Portfolio Assessment

Students who have met college program admission requirements and have prepared a portfolio with evidence of prior learning may request to receive course credit on their college transcript. Approved curriculum courses, academic expectations, portfolio requirements, and submission guidelines are listed on the college’s website.

Request is made by completing the Credit by Portfolio Assessment Form found on the college website, www.spcc.edu, and submitting a portfolio that meets all requirements and adheres to submission guidelines for the course. Students will receive notification of decision after the Registrar reviews the request and faculty conducts the portfolio assessment. Credit is awarded without a grade. The Form is kept in the student’s academic record along with the portfolio.

Procedure Revisions:
Initially approved July 15, 2021
Revised February 10, 2026

SPCC Policy:
Credit for Prior Learning

7.17 Student Rights and Responsibilities

Student Codes of Conduct (Academic and Behavioral)

South Piedmont Community College (SPCC) is an institution of higher education whose mission is to foster lifelong learning, student success, and workforce and community development. The College celebrates learning as the process that changes and improves lives and promotes the value-driven culture of quality, service, stewardship, and respect.

These values serve to guide decisions and to foster lifelong learning. Standards of acceptable behavior for students and student clubs and organizations are reflected in the Student Code of Academic Conduct, the Student Code of Behavioral Conduct, and other college policies. Standards of conduct are set forth to assist the college in furthering its mission and values.

Upon enrollment and through the actual awarding of a certificate, diploma, and/or degree, or the completion of a workforce development program, a non-credit program/class, or a College and Career Readiness Program, and as long as the student continues to be enrolled at the College, students have the responsibility to uphold the rules and values of the college, and the right to a fair and equitable conduct process. Students and/or student clubs and organizations are responsible for knowing and complying with the information, policies, and procedures outlined in the Student Code of Academic Conduct and the Student Code of Behavioral Conduct.

Student Rights

- Students shall enjoy all the rights and privileges guaranteed to individuals by the Constitution of the United States and by the State of North Carolina.
- Students are free to pursue their educational goals through appropriate opportunities for learning. Student performance will be evaluated on an academic basis not on opinions or conduct in manners unrelated to academic standards.
- Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, manner, and subject.
- Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures.
- The Family Educational Rights and Privacy Act (FERPA) of 1974 provides safeguards regarding the confidentiality of and access to student records. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. Other than directory information, no records shall be made available to unauthorized personnel or groups inside or outside of SPCC without written consent of the student involved, except under legal compulsion. SPCC adopts general guidelines for release of student records to officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34 (§99.31(a)(2)).
- No disciplinary sanction other than removal from class or activity (only for duration of said activity) may be imposed upon any student without due process-including notice, an appeal, and a fair hearing.

The goals of the Student Code of Academic Conduct and the Student Code of Behavioral Conduct processes are:

- To promote a campus environment that supports the overall educational mission of the college
- To promote a campus environment that supports the health and safety of the SPCC community
- To minimize disruption and harm in the SPCC community
- To foster ethical standards and civic virtues
- To promote the values of the college

- To provide formal and informal pathways for members of SPCC to hold each other accountable
- To facilitate the acquisition of the essential skills, knowledge, and values necessary for the success of educated and responsible citizens
- To encourage appropriate standards of individual and group behavior
- To sustain a culture in which students and student organizations accept their obligations to the SPCC campus community and in which well-defined governance procedures guide behavior for the common good

Jurisdiction and Authority

1. Any student, upon acceptance to any SPCC program or class, is expected to abide by college policies and is subject to academic and behavioral conduct action by the college upon violation of either of the student codes of conduct. Students enrolled with partnering agencies are also susceptible to the codes of conduct of those agencies. Partnering agencies may choose to involve members of the SPCC administration to resolve a violation of the SPCC Student Code of Behavioral Conduct and/or a student violation of the partnering agency's code.
2. A SPCC student club/organization is expected to abide by college policies and is subject to conduct action by the college upon violation of the Student Code of Behavioral Conduct.
3. The Vice President of Academic and Student Affairs/CAO, or designee, has the primary responsibility and general authority for the administration of the Student Code of Academic Conduct.
4. The Associate Vice President of Student Affairs, or designee, has primary responsibility and general authority for the administration of the Student Code of Behavioral Conduct.
5. Alleged acts that may constitute violations of the college's Sex Discrimination and Harassment (Title IX) Policy or any other polices referencing discrimination will be the responsibility of the Director of Student Advocacy and Accountability/Title IX Coordinator.
6. The student conduct process may be initiated in response to a student's or student club's/organization's behavior which allegedly violates the Student Code of Behavioral Conduct. Determinations made or conduct outcomes imposed under this Student Code of Behavioral Conduct shall not be subject to change because criminal or civil charges arising out of the same fact pattern were dismissed, reduced, or resolved in favor of or against the student.
7. The student codes of conduct shall be reviewed every year under the Associate Vice President of Student Affairs. Failure to conduct this review shall not invalidate any portion of the student codes of conduct.
8. If a student club/organization is accused of violating the Student Code of Behavioral Conduct, the processes outlined in this document will be utilized to determine if a club/organization is responsible or not responsible. The club's/organization's actions will be assessed to determine the club/organization's role in:
    a. Negligently allowing behavior. The club/organization did not follow policies and procedures which could have prevented the violation of the Student Code of Behavioral Conduct.
    b. Condoning behavior. The student club/organization did not take steps to prevent the behavior that violates the Student Code of Behavioral Conduct.
    c. Facilitating behavior. The student club/organization coordinated or was an active player in the violation of the Student Code of Behavioral Conduct.

9. The student codes of conduct shall apply to a student's or student club's/organization's behavior which takes place in the following areas or situations:
    a. College premises
    b. College-sponsored activities away from the college premises
    c. Events/functions whether officially approved or considered by a reasonable person to be hosted by a student club/organization
10. The Student Code of Behavioral Conduct shall apply to a student's or club's/organization's behavior wherever it occurs in any of the following circumstances:
    a. Threatening and/or committing physical violence against another person (assault, assault and battery, assault with a dangerous weapon, or harassment)
    b. Participating in harassment of any SPCC member to include students, faculty, staff, guests
    c. When there is substantial information that the student's or student club's/organization's continued presence at the college is potentially dangerous to the health, safety, and/or property of the college community, whether public authorities have brought charges or imposed penalties or not
    d. Furnishing false information to the college
    e. Forgery, alteration, or misuse of college documents, records, or identification cards for non-academic purposes
    f. Violation of a previously issued no contact directive
    g. When the student's or student club's/organization's behavior adversely affects the college community and/or the pursuit of the college's mission and values

<u>Student Code of Academic Conduct</u>

In fulfillment of obligations to the college community, each SPCC student is expected to comply with the Student Code of Academic Conduct. Therefore, students are prohibited from engaging in any conduct that materially or adversely affects the educational process including, **but not limited to**, the following:

1. Violation of Academic Integrity Policy
    a. Cheating is an attempt to use or actual use of unauthorized materials in any format to complete an academic exercise. Cheating also includes the communication of unauthorized information during an academic activity or exercise. Cheating includes but is not limited to, copying another student's homework, class work, or required project (in part or in whole) and presenting it to the instructor as one's own work; or giving, receiving, offering, and/or soliciting information on a quiz, test, examination, or other academic exercise.
    b. Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films, or copying the theme or manuscript of another individual.
    c. Self-plagiarism is the unauthorized use of one's own previous work without the express permission of both the instructor to whom the previous work was submitted and the instructor to whom the work currently is being submitted.
    d. Fabrication/falsification is an attempt to deceive the instructor in their effort to fairly evaluate an academic exercise.
    e. Complicity in academic dishonesty refers to intentionally giving unauthorized assistance to someone else who engages in academic dishonesty.

2. Violation of program specific guidelines as outlined in program handbooks and distributed materials.

Student Code of Behavioral Conduct

In fulfillment of obligations to the college community, each SPCC student and student club/organization is expected to comply with the Student Code of Behavioral Conduct. Therefore, students are prohibited from engaging in any conduct that materially or adversely affects the educational process including, **but not limited to**, the following:

1. Physical abuse, verbal abuse, threats, intimidation, harassment, stalking, coercion, and/or other behavior which threatens or endangers the health and/or safety of any person.
2. Disrespectful behavior toward faculty, staff, students, external partners.
3. Hate speech, libel, or slander or any other communication or expression designed to incite violence.
4. Social media posts (private and public) which negatively impact the college, students, faculty, staff, and external partners.
5. Trespass, which includes unauthorized entry into any office or building or other college property on college premises.
6. Vandalism, malicious or negligent destruction, damage, or misuse of college or public property on college premises.
7. Theft, larceny, or embezzlement of the property of another person, the college, or another entity.
8. Occupation or seizure in any manner of college property, a college facility, or any portion thereof for use inconsistent with prescribed, customary, or authorized use.
9. Unauthorized use of college computer facilities and/or resources including but not limited to copyright infringement and misuse of accounts.
10. Disruption of and/or interference with college academic or administrative activities and/or unauthorized occupation of facilities on college premises.
11. Engaging in conduct, activity, or behavior that is disruptive to physical or virtual classroom instruction to include, but not limited to, social media, cell phone use, etc.
12. Intentional setting off a fire alarm, using or tampering with any safety equipment on college premises or at college-sponsored events.
13. Conduct that is disorderly, lewd, or indecent, on physical or virtual college premises or at college sponsored functions; breach of peace or aiding, abetting, or procuring another person to breach the peace. (This regulation does not prohibit peaceful assembly.)
14. Misconduct of a sexual nature that does not meet Title IX definitions.
15. Mental or physical abuse of any person on physical or virtual college premises or at college-sponsored events including verbal or physical actions which threaten or endanger an individual's health or safety.
16. Intentional obstruction or disruption of teaching, administration, or other college activities, including public service functions and other duly authorized activities on college premises or at college-sponsored events.
17. Violation of the Drug and Alcohol Policy
    a. Manufacture, sale, use, distribution, or possession of and/or driving under the influence of narcotics, barbiturates, amphetamines, marijuana, sedatives, tranquilizers, hallucinogens, and/or other similar known drugs and/or drug paraphernalia and/or other chemicals.
    b. Public intoxication, and/or manufacture, sale, misuse, distribution, possession of alcoholic beverages or liquors.

18. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals in a manner that harms, threatens, or causes fear to others.
19. Smoking, vaping, e-cigarettes and/or other forms of tobacco products on college premises or at college-sponsored events.
20. Violation of college regulations regarding the operation and parking of motor vehicles.
21. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
22. Fiscal irresponsibility such as failure to pay college-levied fines, or the passing of worthless check to college officials.
23. Violation of a local, state, or federal criminal law on college premises adversely affecting student's pursuit of their proper educational purposes.
24. Abuse of the Student Code of Behavioral Conduct including:
    a. Intentionally initiating or causing to be initiated any false report or complaint.
    b. Attempting to coerce or discourage an individual's participation in or use of student conduct procedures.
    c. Intentional obstruction or disruption of disciplinary proceedings.
    d. Attempting to influence the impartiality of a student conduct procedure.
    e. Verbal and/or physical intimidation and/or retaliation of any party to student conduct proceedings prior to, during, and/or afterwards.
    f. Committing a violation of college policy while on conduct probation and/or failing to meet deadlines imposed in accordance with college policy.
    g. Influencing or attempting to influence another person to abuse the Student Code of Behavioral Conduct procedures.
    h. Failing to abide by any conduct outcome as assigned through the Student Code of Behavioral Conduct procedures.

These Student Codes of Conduct are not all inclusive. Other conduct that is disruptive or does not follow proper procedure may be subject to appropriate sanctions.

Revisions:
Initially approved August 8, 2006
Updated October 9, 2007
Revised June 8, 2010
Revised August 11, 2011
Revised February 14, 2012
Revised June 10, 2014
Revised April 9, 2019
Revised June 9, 2020
Revised August 11, 2020
Revised June 8, 2021

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
Standard 12.3
Standard 12.4

Procedure:
Student Code of Academic Conduct Procedure and Appeals

Academic Integrity Procedure

It is the student's responsibility to learn more about how to avoid academic dishonesty. If upon investigation the instructor determines there is an academic integrity violation, the student will be held accountable as stated below:

1. The instructor, after consulting with their supervisor, will notify the student in writing, electronically, of the details of the academic integrity violation, which may include a formal warning, a reduced grade on an assignment, or a reduced grade in the course.
2. The instructor will send the student's name along with detailed evidence and documentation of the violation to their supervisor, Dean, and the Assistant to the Vice President of Academic and Student Affairs/CAO to be added to the student's permanent academic record.
3. The Assistant to the Vice President of Academic and Student Affairs/CAO will notify the appropriate Dean if there are previous documented offenses in the student's file. The Dean will determine the disciplinary action for the violation. Sanctions range from the minimum of a reprimand to a maximum of suspension depending on the severity and number of violations.
4. The Dean will notify the student in writing, electronically, of the disciplinary action for the violation. Notification will be sent to the student's college email address.

Academic Integrity Appeal Procedure

Students may appeal the academic integrity violation and/or the disciplinary action resulting from the violation using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance. Once the appeal is received, the appeal is reviewed by the Associate Vice President of Student Affairs to ensure the reason for the appeal meets the criteria for an appeal. Requests that do not meet the criteria for an appeal may be denied without input from the Student Appeals Team. Requests that meet the criteria for an appeal are forwarded to the Student Appeals Team for a hearing.

1. A formal appeal of the academic integrity violation and/or the disciplinary action must be received within five (5) business days after the notification to the student of the violation. This appeal may be submitted through the Formal Academic Integrity Appeal form and also located on the www.spcc.edu website under Student Panel/Appeal Forms. This form must be completed in its entirety. All documentation supporting the reason for the appeal, including emails, any corrective action being requested, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Students needing assistance with completing the form may contact the Assistant to the Vice President of Academic and Student Affairs/CAO or the Director of Student Advocacy and Accountability.) The student will receive notification of receipt of the appeal.
2. Within ten (10) business days of receipt of the appeal, the Student Appeals Team will review the appeal through a hearing. The student and the instructor will be notified of the date, time, and location of the hearing, whether to be held in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.
    a. The appeal meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.

3. The Vice President of Academic and Student Affairs/CAO will notify the student (by student SPCC email) and the instructor (by SPCC email) of the decision on the appeal within five (5) business days after the review. The decision of the Student Appeals Team will be final.

The Student Appeals Team is a standing team appointed by the Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.) The Student Appeals Team is chaired by the Director of Student Advocacy and Accountability and is a non-voting member.

Violation of program specific guidelines: Program Dismissal Appeal Procedure

Students who have been dismissed from an academic program due to reasons other than charges of a violation of academic integrity and a final grade may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance. Once the appeal is received, the appeal is reviewed by the Associate Vice President of Student Affairs/CAO to ensure the reason for the appeal meets the criteria for an appeal. Requests that do not meet the criteria for an appeal may be denied without input from the Student Appeals Team. Requests that meet the criteria for an appeal are forwarded to the Student Appeals Team for a hearing.

1. A formal appeal of the program dismissal must be received within three (3) business days after the dismissal. This appeal must be submitted through the Formal Appeal for Program Dismissal form and also located on the www.spcc.edu website under Student Panel/Appeal Forms. This form must be completed in its entirety. All documentation supporting the reason for the appeal, including emails, any corrective action being requested, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeal process. Students needing assistance with completing the form may contact the Assistant to the Vice President of Academic and Student Affairs/CAO or the Director of Student Advocacy and Accountability. The student will receive notification of receipt of the appeal.
    a. Upon the receipt of the appeal, the student will be placed on the status of dismissal pending. While in this status, the student may not attend any program activities (classroom, clinical, lab or club activities).
2. Within three (3) business days of the receipt of the appeal, the Student Appeals Team will review the appeal. The student and the instructor will be notified of the date, time, and location of the hearing. The location may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.
    a. The appeal meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.
3. The Vice President of Academic and Student Affairs/CAO will notify the student (by student SPCC email) and the instructor (by SPCC email) of the decision on the appeal within three (3) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. The student representative will be selected from a pool of student leaders within the college. The Student Appeals Team is chaired by the Director of Student Advocacy and Accountability and is a non-voting member.

Student Code of Behavioral Conduct Procedures

Disciplinary Procedures:

1. Any administrative official, faculty member, or student may file charges, by submitting a written statement, with the Associate Vice President of Student Affairs, against any student or student club/organization for violations of college regulations. The individual(s) making the charge should include in the written statement:
    a. Name of student(s) involved
    b. Specific conduct in question
    c. Description of the incident(s), including the time, place, and date of the incident(s)
    d. Any action taken that relates to the matter
    e. Desired solution(s)
2. Within ten (10) working days after the charge is filed, the Director of Student Advocacy and Accountability, in conjunction with the Director of Safety and Security (or designee), shall complete a preliminary investigation of the charge, which shall include a conference with the student(s). Conferences may be held in person, over the phone or virtually. During the conference with the Director of Student Advocacy and Accountability and the Director of Safety and Security (or designee), the student shall be confronted with the evidence against him/her and shall be given the opportunity to respond.
3. In instances where the student cannot be reached to schedule an appointment with the Director of Student Advocacy and Accountability or where the student refuses to cooperate, the Associate Vice President of Student Affairs shall send a certified letter to the student's last known address, which shall inform the student of the charges, the results of the preliminary investigation, the Associate Vice President of Student Affairs' decision, and the information pertaining to the appeals process.
4. In instances where the student can be reached to schedule an appointment with the Director of Student Advocacy and Accountability and a preliminary investigation has been held and within ten (10) working days after the charge is filed, the Associate Vice President of Student Affairs shall send the student a decision by SPCC email and/or by U.S. postal mail, return receipt requested. The decision shall include a statement of the Associate Vice President of Student Affairs' determination of whether the student violated the Student Code of Behavioral Conduct.
    a. If the determination is that the student has violated the Student Code of Behavioral Conduct, the decision shall include:
        i. Statement of the specific provision(s) of the Student Code of Behavioral Conduct that has been violated.
        ii. Statement of sanctions imposed.
        iii. Statement of the student's right to appeal the decision.
        iv. Instructions governing the appeals process.

b. If the Associate Vice President of Student Affairs determines that the student did not violate a provision of the Student Code of Behavioral Conduct, then the decision shall state that the charge has been dismissed.
c. The Associate Vice President of Student Affairs shall send a copy of the statement of the charge and the decision, via SPCC email accounts, to the student, the Director of Student Advocacy and Accountability, the Director of Safety and Security, and the Vice President of Academic and Student Affairs/Chief Academic Officer (CAO).

Sanctions:

- **Reprimand:** A written communication which gives official notice to the student that he/she has violated the Student Code of Behavioral Conduct, and any subsequent violation of the Student Code of Behavioral Conduct may carry heavier penalties because of this infraction.
- **General Probation:** An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: (1) the individual is given a chance to show his/her capability and willingness to observe the Student Code of Behavioral Conduct without further penalty; and (2) if he/she errs again, the additional sanction will be imposed for this violation. This probation will be in effect for no more than two (2) semesters.
- **Restrictive Probation:** Restrictive Probation results in loss of good standing, and notation of such is made in the student's record. Restrictive conditions may limit activity in the physical and virtual South Piedmont Community College community. Generally, the individual will not be eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any college or student club/organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate suspension.
- **Program Dismissal:** Dismissing a student from an academic program (credit or non-credit) in which the student loses status in that program. A student may or may not be dismissed from the college. Students may apply to the program for a future semester; however, application does not guarantee acceptance into the program. The student must meet all admissions criteria and expectation of the program.
- **Restitution:** Paying for damaging, misusing, destroying, or losing property belonging to South Piedmont Community College, college personnel, or students.
- **Emergency Suspension:** Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged allegations.
- **Loss of Academic Credit or Grade:** Imposed as a result of academic dishonesty, determined by the Academic Dean or the Student Appeals Team.
- **Withholding diploma or right to register:** Imposed when financial obligations have not been met.
- **Suspension:** Exclusion from class(es) and/or all other privileges or activities of South Piedmont Community College for a specific period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the Associate Vice President of Student Affairs before returning to campus.
- **Expulsion:** Dismissing a student from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to South Piedmont

Community College only with the approval of the Vice President of Academic and Student Affairs/CAO.

- **Group Probation:** This is given to a college club/organization for a specific period of time. If group violations are repeated during the term of the probation, the charter may be revoked or activities restricted.
- **Group Restriction:** Removing college recognition during the term in which the offense occurred or for a longer period (usually not more than one additional semester). While under restriction, the group may not seek or add members, hold or sponsor events in the physical or virtual college community, or engage in other activities as specified.
- **Group Charger Revocation:** Removal of college recognition for a club/organization for a minimum of two (2) years. Re-charter after that time must be approved by the Associate Vice President of Student Affairs.

Appeals Procedure:

Students who have been charged with violating the Student Behavioral Code of Conduct and have been issued a sanction may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Assistant to the Vice President of Academic and Student Affairs/CAO or the Student Affairs Coordinator for guidance. Once the appeal is received, the appeal will be reviewed by the Vice President of Academic and Student Affairs/CAO to ensure the reason for the appeal meets the criteria for an appeal. Requests that do not meet the criteria for an appeal may be denied without input from the Student Appeals Team. Requests that meet the criteria for an appeal are forwarded to the Student Appeals Team for a hearing.

1. A student may submit a formal appeal of the Code of Behavioral Conduct violation if the appeal meets one or more of the following: (1) the sanction issued by the Associate Vice President of Student Affairs is too severe for the charge, (2) the Associate Vice President of Student Affairs did not follow published policy and procedures, or (3) there is evidence of a conflict of interest. The appeal must be received within five (5) business days after notification to the student of the violation and/or sanction. This appeal must be submitted through the Formal Student Code of Conduct Violation Appeal form found here and also on the www.spcc.edu website under Student Panel/Appeal Forms. This form must be completed in its entirety. All documentation supporting the reason for the appeal, including emails, any corrective action being requested, etc., must be attached to the appeal form. The request for a hearing must also be attached and include those faculty and/or staff to whom the student objects and the reasons why the student objects to those persons reviewing the charges against him/her. Incomplete or insufficient documentation will forfeit the appeals process. Students needing assistance with completing the form may contact the Assistant to the Vice President of Academic and Student Affairs/CAO or the Student Affairs Coordinator. The student will receive notification of receipt of the appeal. The hearing will be held in person (on campus), by conference call (on the phone), or virtually (video conferencing with call-in option).
2. Within ten (10) business days after receiving the request for a hearing, the Student Appeals Team will review the appeal. The student and the Associate Vice President of Student Affairs will be notified of the date, time, and location of the hearing, whether it will be in person, by conference call, or virtually. Both parties may present pertinent information. At the discretion of the Student Appeals Team,

other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.
    a. The Student Appeals Team meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.
    b. Minors, under the age of 18, may be accompanied by one parent/legal guardian. The parent/legal guardian may not be active in the meeting discussions.
3. During the preliminary hearing:
    a. The Associate Vice President of Student Affairs shall provide the team and the student with a written statement of charges against the student.
    b. The team shall set a date and time for the hearing, no later than five (5) business days from the date of the preliminary hearing.
    c. The team shall provide the student with a statement of his/her basic procedural rights.
    d. The Associate Vice President of Student Affairs and the student shall exchange any documents they expect to present to the Student Appeals Team.
    e. The Associate Vice President of Student Affairs and the student shall provide names and contact information (email, phone number, mailing address) of their witness(es) to the team, and only to the team. Witness(es) contact information should not be shared with the Associate Vice President of Student Affairs nor with the student.
    f. The student shall provide the team with a current address and phone number.
    g. Members of the team shall inform the parties of any facts that could reasonably affect their ability to give the parties a fair hearing. If either party objects to the continued service of such member or any member of the team concurs in that objection, then such member shall resign from the team. Within one (1) business day, the Vice President of Academic and Student Affairs/CAO shall appoint a new member to the team. The new team member shall be subject to the same qualifications and obligations as the original team members.
4. The Student Appeals Team shall guarantee the student the following basic procedural rights (due process):
    a. The right to specific written notice of the charges.
    b. The right to present relevant evidences and witnesses in their defense.
    c. The right to a hearing before an impartial Student Appeals Team.
5. The hearing before the Student Appeals Team shall be confidential and shall be closed to all persons except the following:
    a. The student, the Associate Vice President of Student Affairs, and witness(es).
        i. All witnesses shall give testimony singularly and in the absence of other witnesses; and
        ii. All witnesses shall leave the team meeting room immediately upon completion of their testimony.
    b. The hearing will be recorded. Recordings will become the property of South Piedmont Community College, and the Vice President of Academic and Student Affairs/CAO will determine access to them. All recordings will be filed in the office of the Vice President of Academic and Student Affairs/CAO.
    c. The team shall have the authority to adopt supplementary rules of procedure consistent with this policy.

d. The team shall have the authority to render written advisory opinions concerning the meaning and application of this policy.
e. Within two (2) days of completion of a hearing, the team shall meet in executive session to decide whether there has been a violation of a Student Code of Behavioral Conduct; and if so, to recommend sanctions.
f. Decisions of the team shall be based upon a preponderance of the evidence as determined by a majority of the team.
g. The decision of the team shall be in writing and contain at least:
    i. A statement of the specific provision of the Student Code of Behavioral Conduct that the student violated and a description of the facts supporting that conclusion; and
    ii. A statement of the sanction which may or may not be greater than the sanction imposed by the Associate Vice President of Student Affairs; or
    iii. A statement that the charges were not proven by a preponderance of the evidence.
h. The Vice President of Academic and Student Affairs/CAO will notify the student (by the student's SPCC email and certified mail) and the Associate Vice President of Student Affairs (by SPCC email) of the decision on the appeal within five (5) business days after the review.
i. The decision of the Student Appeals Team shall be final, unless (1) there is evidence the team did not follow published policy or procedure or (2) there is evidence the team presented a conflict of interest Should this evidence be presented, the Vice President of Academic and Student Affairs/CAO will review all documentation presented and render a final decision.

The Student Appeals Team is a standing team appointed by the Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.)

Procedure Revisions:
Revised September 10, 2020
Revised June 8, 2021

SPCC Policy:
Student Rights and Responsibilities Policy

3.3.7 Discrimination and Harassment
Hold down Ctrl key and click above heading to cross-reference

2.1.7 Drugs and Alcohol
Hold down Ctrl key and click above heading to cross-reference

6.15 Non-Discrimination

South Piedmont Community College is an equal opportunity institution and is committed to providing and maintaining a safe and healthy educational and work environment in which all members of the college community are treated with respect and dignity.

In compliance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments Act of 1972 and its implementing regulations ("Title IX") and other civil rights laws, as well as in furtherance of its
own values as a higher education institution, the College neither practices nor condones discrimination or harassment on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law, in admission, treatment, or access to, or employment in, its programs and activities.

SPCC considers violation of this policy a serious offense and will take appropriate measures to investigate all reported incidents, protect against retaliatory acts, and follow established procedures for resolution.

Revisions:
Initially approved October 14, 2014
Revised October 11, 2016
Revised August 11, 2020

References:
20 U.S.C. § 1681 Title IX of the Educational Amendments Act of 1972
Pub. Law 88-352 Title VII of the Civil Rights Act of 1964
The Americans with Disabilities Act of 1990
Section 504 of the Rehabilitation Act of 1973
North Carolina General Statute (N.C.G.S.) § 115D-77
U.S. Department of Education's Office for Civil Rights

7.01 Academic Integrity

South Piedmont Community College prohibits academic dishonesty in all programmatic areas. Academic integrity violations are subject to disciplinary sanction(s).

Revisions:
Initially approved January 27, 1997
Revised June 12, 2007
Revised June 10, 2008
Revised October 11, 2011
Revised February 14, 2012
Revised June 10, 2014
Revised April 13, 2021

7.01.1 Academic Integrity Procedure

I. OVERVIEW

SPCC's Academic Integrity Policy and accompanying procedure address student rights and responsibilities regarding academic integrity. This policy applies to all students, including those in distance learning courses and programs.

Students enrolled at South Piedmont Community College are responsible for upholding standards of academic integrity. An academic integrity violation includes but is not limited

to the following: cheating, plagiarism, fabrication/falsification, and complicity in academic dishonesty.

Cheating: An attempt to use or actual use of unauthorized materials in any format to complete an academic exercise. Cheating also includes the communication of unauthorized information during an academic activity or exercise.

Cheating includes, but is not limited to,

- copying another student's homework, class work, or required project (in part or in whole) and presenting it to the instructor as one's own work; or
- giving, receiving, offering, and/or soliciting information on a quiz, test, examination, or other academic exercise; or
- Use of third-party sites or technology such as AI generators to create or present material as your own in whole or in part during an academic activity or exercise constitutes cheating, unless the use of such technology and/or third-party sites is expressly permitted by the instructor.

Plagiarism: The copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another individual. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized according to the conventions appropriate for the assignment (APA style, MLA style, etc).

Use of third-party sites or technology such as AI generators to create or present material as your own in whole or in part during an academic activity or exercise constitutes plagiarism, unless the use of such technology and/or third-party sites is expressly permitted by the instructor.

Self-plagiarism: The unauthorized use of one's own previous work without the express permission of both the instructor to whom the previous work was submitted and the instructor to whom the work currently is being submitted.

Fabrication/falsification: An attempt to deceive the instructor in his/her effort to fairly evaluate an academic exercise. Fabrication/falsification may include presenting dishonest information related to an academic activity or exercise or creation of or altering information or citations related to an academic activity or exercise.

Complicity in academic dishonesty: Refers to intentionally giving unauthorized assistance to someone else who engages in academic dishonesty.

It is the student's responsibility to learn more about how to avoid academic dishonesty.

II. INVESTIGATION

If upon investigation the instructor determines there is an academic integrity violation, the student will be held accountable as stated below:

1. The instructor, after consulting with his/her supervisor, will notify the student in writing of the details of the academic integrity violation, which may include a formal warning, a reduced grade on an assignment, or a reduced grade in the course.

2. The instructor will send the student's name, along with detailed evidence and documentation of the violation, to his/her supervisor, Dean, and the Assistant to the Vice President of Academic and Student Affairs/Chief Academic Officer (CAO) to be added to the student's permanent academic record.
3. The Assistant to the Vice President of Academic and Student Affairs/CAO will notify the appropriate Dean if there are previous documented offenses in the student's file. The Dean, after an informal consultation with the student and the instructor, will determine the disciplinary action for the violation. Sanctions range from the minimum of a reprimand to a maximum of suspension depending on the severity and number of violations.
4. The Dean will notify the student in writing electronically and by physical mail of the disciplinary action for the violation. Notification will be sent to the student's SPCC email address and the home address on record. A copy of the disciplinary action letter will be sent to the Vice President of Academic and Student Affairs/CAO, and the Assistant to the Vice President of Academic and Student Affairs/CAO to be added to the student's permanent academic record.

III. APPEAL

Students may appeal the academic integrity violation and/or the disciplinary action resulting from the violation using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance.

1. A formal appeal of the academic integrity violation and/or the disciplinary action must be **received** within five (5) business days after the notification to the student of the violation. This appeal must be submitted through the Formal Academic Integrity Appeal form located on the www.spcc.edu website. This form must be completed in its entirety. All documentation supporting the reason for the appeal, including emails, any corrective action being requested, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Students needing assistance with completing the form may contact the Assistant to the Vice President of Academic and Student Affairs/CAO or the Director of Student Advocacy and Accountability.) The student will receive notification of receipt of the appeal.
2. Within ten (10) business days of receipt of the appeal, the Student Appeals Team will review the appeal through a hearing. The student and the instructor will be notified of the date, time, and location of the hearing. The location may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call or virtually.
    a. The appeal meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.
3. The Vice President of Academic and Student Affairs/CAO will notify the student (by student SPCC email and certified mail) and the instructor (by SPCC email) of the decision on the appeal within five (5) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include

representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.)

Procedure Revisions:
Revised October 24, 2019
Revised September 1, 2020
Revised August 25, 2023

SPCC Policy:
Academic Integrity Policy

5.3.3 Student Risk Assessment

I. Purpose of Student Conduct Review

The College has an obligation to provide a safe place for its students to learn and for its employees to work. When any College employee or student has a concern about a student's potential to have a negative consequence on the safety of College employees, other students or themselves, they are encouraged to report the matter through the See Something...Say Something referral form. If warranted, the Campus Action Response and Engage/Behavior Intervention Team ("CARE/BIT"), a cross-functional multidisciplinary group focused on prevention and early-intervention for students exhibiting concerning behaviors, may be used to address the situation. A three-phase process that includes gathering data, analyzing risk rubric, and intervention strategies, guides the CARE/BIT team operations. The following procedures are outlined.

II. Initiating a Conduct Review

College employees or students who are concerned about a student displaying elevated levels of distress, disturbance, or dysregulation (e.g. suicidal thoughts or impulses, violent and aggressive impulses, depression, disruptive behavior, physical or sexual abuse) or displaying behavior that poses a direct threat to the health, welfare and safety of the College community are encouraged to submit the See Something...Say Something, CARE/BIT team referral form. If immediate risk is present, either Campus Safety or 9-1-1 should be contacted prior to submitting the form.

III. CARE/BIT Team Review and Determination

A. CARE/BIT Core Team Membership

Membership includes Core Team Members, Inner Circle Members, Middle Circle Members, and Outer Circle Members.

Core Team Members represent their departments and have authority to make independent decisions within their areas of responsibility. Core Team Members include:
1. Vice President of Student Services
2. Director of Student Wellness and Advocacy
3. Director of Campus Safety

Inner Circle Members represent their departments that have frequent contact with students, are likely to be involved in either case updates or interventions for most CARE/BIT cases and provide valuable insights to the team. Inner Circle Members include:

1. Academic Deans for all areas of the College

Middle Circle Members serve the CARE/BIT Team in a consultant capacity. They are invited to cases that relate to their specific content areas. Middle Circle Members include:

1. Director of Financial Aid and Veteran's Affairs
2. Director of Student Life, Engagement, and Leadership
3. International Education Representative

Outer Circle Members function as the primary source of referrals to the team, and they may also be asked to check in with individuals, referred to the team, speak with them directly about any challenges, and assist in interventions when they have an established relationship with and can be a source of support for the individual. Outer Circle Members Include:

1. First-Year Experience Faculty
2. Orientation Leaders
3. Club/Student Organization Officers and Advisors
4. Full-Time Faculty
5. South Piedmont Department Office Staff:
    a. Student Services Staff
    b. Academic Support Staff
    c. Academic Advisors
    d. College and Career Readiness Staff
    e. Secondary Partnerships Staff

B. CARE/BIT Team Review

For every case referred to the team, the team will engage in an objective risk assessment process. The team uses the NABITA Risk Rubric to facilitate this assessment. If the referral includes concerns for the content of written material (blog post, class writing assignment, social media post, etc.) then the team will also apply Looking Glass. When there is a need for further threat or violence risk assessment, the team applies additional tools as appropriate. These tools are outlined in the *Threat and Violence Risk Assessment* section of the CARE/BIT Team Policies and Procedures Manual and are available in the appendices.

Preliminary Assessment

Referrals will be reviewed by the team chair or designee once per business day. During this review, the chair will determine a preliminary level of concern and possible first steps of action. If there are immediate concerns for safety, the chair or designee may initiate a welfare check, contact law enforcement, consult with other team members, and/or call for an emergency team meeting. Additionally, the chair or designee may assign information-gathering tasks or initial action steps to team

members to gather more information or address immediate needs relevant to their department. All cases, whether action was taken during the preliminary assessment or not, will be discussed during the regular team meeting for a full assessment.

Team Risk Assessment

During the team meeting, the team will apply the NABITA Risk Rubric to every case discussed by the team. Using the information gathered as part of the preliminary assessment and during the data gathering phase of the team meeting, the team will come to a consensus on the current level of risk for the case. Risk level will be reassessed each time the case is discussed at the team meeting and at the time of case closure.

Looking Glass will be used to assess emails, social media posts, creative writing, or non-fiction writing that contains direct threats or violent themes of concern. Looking Glass is used during the team meeting to assess the piece of writing and the resulting Looking Glass score guides the risk rating on the NABITA Risk Rubric as well as the choice of appropriate interventions.

C. CARE/BIT Team Determination

As the third phase in the three-step process, teams develop and deploy interventions to reduce the risk and address the concerns identified in the case. The intensity and the scope of the interventions increase as the risk level increases. For each level of risk, the team has a defined set of interventions that are appropriate for addressing the risk present and each team member is trained to deploy interventions in a consistent, quality-controlled way.

The authority to take the recommended action or implement the intervention rests with the core members' official capacity at SPCC as a CARE/BIT team member. (As part of their duties as CARE/BIT team members, team members have the authority to carry out the interventions assigned to them and have the capacity to require students to attend a mandated assessment as outlined in the *Threat and Violence Risk Assessment* section of the CARE/BIT manual.)

D. Incident Follow-up

If warranted, the CARE/BIT team, at its discretion, may require periodic follow-ups with the student. The desire and frequency of such follow-ups shall be included in the CARE/BIT team's written determination. Failure by the student to participate in required follow-ups may be treated as a disciplinary infraction.

Revisions:

Initially approved February 10, 2026

SPCC Policy:
Student Risk Assessment

5.3.6 Student Grievance

To maintain a harmonious and cooperative environment between and among the College and its students, the College provides for the settlement of issues and differences through an orderly grievance procedure. Every student shall have the right to present their grievances free from coercion, restraint, discrimination or reprisal. This Policy and procedures provide for prompt and orderly consideration and determination of student grievances by college administrators.

A grievance is any matter of student concern or dissatisfaction within the College's control except: (a) student discipline matters regarding academic and non-academic violations (Student Conduct); (b) discrimination and unlawful harassment, including sexual harassment and sexual violence (Title IX); (c) a final grade appeal (Final Grade Appeal); (d) program dismissal (Student Conduct); or (e) any other matter that has a specific appeal process outlined in that policy or procedure.

Revisions:
Initially approved February 10, 2026

5.3.6.1 Internal Student Grievance Procedure

Any student who believes that a college decision or action has a negative impact may file a written grievance using the procedure below. Students needing assistance in navigating the procedure should contact the Director of Student Wellness and Advocacy for guidance.

Grievances must be submitted electronically through the South Piedmont Grievance Form found on the college website at www.spcc.edu.

1. Informal Investigation

   The Vice President of Student Services will appoint an Investigator(s) to in-formally investigate the grievance in cooperation with the individuals within South Piedmont Community College. The Investigator(s) will submit a written report to the Vice President (by college email) who will render a decision. The student will be notified of the Vice President's decision through college email and/or certified mail, within fifteen (15) business days.

2. Formal Complaint – Appeal of Grievance Finding

   In the event the decision made by the Vice President of Student Services is deemed unsatisfactory to the student, the student may file a Formal Complaint-Appeal of Grievance Finding if the appeal meets one of the criteria: (1) policy and/or procedures were not followed, procedural irregularity that affected the outcome, (2) sanction too severe for the charge, (3) evidence of a conflict of interest or bias that affected the

outcome, or (4) new evidence that was not reasonably available at the time of the determination that could affect the outcome. This formal appeal must be received within five (5) business days of receipt of the initial decision. The formal appeal must be submitted through the Formal Complaint-Appeal of Grievance Finding form located on the college website, www.spcc.edu. This form must be completed in its entirety. All documentation supporting the reason for the appeal, including documentation of the original grievance, emails, the grounds for the complaint, etc., must be attached to the Formal Complaint Form. The student

will receive written notification of receipt of the appeal. Once the appeal is received, the appeal is reviewed by the Vice President of Academic Affairs/Chief Academic Officer (CAO) to ensure the reason for the appeal meets the criteria for an appeal. Requests that do not meet the criteria for an appeal may be denied without input from the Student Appeals Team. Requests that meet the criteria for an appeal are forwarded to the Student Appeals Team for review.

3. Formal Complaint Appeal Review and Determination

Within (10) business days of receipt of the Formal Grievance appeal, the Student Appeals Team will review the written appeal. The student and college employee(s) will be notified of the date, time, and location of the meeting. The location will be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). All parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information.

- The appeal meeting is a conflict resolution and not a judicial proceeding.

- The student may not record this meeting but may take notes.

The Student Appeals Team will make a recommendation to the Vice President of Academic Affairs. The Vice President of Affairs will make a final decision and notify the student and college employee(s) (by college email) of the decision of the appeal within five (5) business days after the review. The decision of the Vice President is final.

Procedure Revisions:
Initially approved February 10, 2026

5.3.6.2 External Grievance Process

North Carolina Residents

The State Authorization Unit of the University of North Carolina System Office serves as the official state entity and acts as the clearinghouse to receive complaints concerning post-secondary institutions that are authorized to operate in North Carolina. If students are unable to resolve a complaint through the institution's grievance procedures, they can review the Student Complaint Policy and submit their complaint using the online complaint form at https://studentcomplaints.northcarolina.edu/form. For more information, send an email to: studentcomplaint@northcarolina.edu or review information at North Carolina Post-Secondary Education Complaint Website.

NC Office of Post-Secondary Education Complaints
North Carolina Post-Secondary Education Complaints
223 S. West Street, Suite 1800
Raleigh, NC 27603
(919) 962-4550
Website: https://www.northcarolina.edu/post-secondary-education-complaints/
Email: studentcomplaint@northcarolina.edu

Out of State Online Students

South Piedmont Community College students residing outside the state of North Carolina who desire to resolve a student grievance are encouraged to follow the College's internal grievance procedure. If an issue cannot be resolved internally, a complaint may be filed with State Authorization Reciprocity Agreement (SARA) North Carolina, with the student's home state, or with South Piedmont Community College's accrediting agency SACSCOC. Please see contact information below.

Contact information for SARA North Carolina:
SARA North Carolina Director

NCSEAA c/o SARA North Carolina
PO Box 41349 Raleigh, NC 27629
Phone: (855) 727-2162, toll free
Fax: (919) 248-6667
Email: complaint@saranc.org
SARA North Carolina Website - https://www2.ncseaa.edu/SARANC/Complaint.aspx

Other Complaint Options

A student can always file a complaint with the U.S. Department of Education Office of Civil Rights and Equal Employment Opportunity Commission.

U.S. Department of Education Office of Civil Rights
Website: http://www.ed.gov
Phone: 1.800.421.3481
Email: ocr@ed.gov

Equal Employment Opportunity Commission
Website: http://www.eeoc.gov
Phone: 1.800.669.4000
Email: info@eeoc.gov

Southern Association of Colleges and Schools Commission on Colleges

The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Commission may be contacted for the following reasons: 1) to learn about the accreditation status of South Piedmont Community College; 2) to file a third-party comment at the time of the South Piedmont Community College decennial review; 3) to file a complaint against South Piedmont Community College for significant non-compliance with a standard or requirement.

The contact information for SACSCOC is:

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
1866 Southern Lane
Decatur, GA 30033
Telephone: 404-679-4500
Website: https://sacscoc.org/

Procedure Revisions:
Initially approved February 10, 2026

SPCC Policy:
Student Grievance

5.4.1 Student Right to Know Act

Pursuant to the Student Right to Know and Campus Security Act (the "Act"), the College is required to publicly disclose relevant graduation and transfer rate information for its students. The Act is a consumer information report designed for public access to relevant graduation and transfer information to enable students to make informed decisions regarding their college choice. The College makes available to currently enrolled as well as prospective students the graduation and transfer rate for the most recent cohort of entering students based on a one-year reporting period.

The Acts' report is a cohort based study. The cohort is made up of students who enrolled as first-time college students who attended full-time (i.e., twelve [12] or more hours) and had declared themselves as degree seeking. The graduation and transfer rate for the cohort is calculated one (1) year after the cohort's initial date of enrollment. These numbers can be misleading because many community college students attend part-time. Those students are not included in this report. Moreover, students with academic goals other than transfer or degree seeking students are not included in this report. Also, not included with the report are those students who leave school to serve in the armed services, an official church mission or with a recognized foreign aid service of the Federal government.

The report is updated annually and is available in the Student Services' office and on the College website, www.spcc.edu.

Revisions:
Initially Approved June 10, 2025

References:
P.L. 101-542, Title I – Student Right-To-Know Act

SPCC Policy:
Student Right to Know Act

2.1.8 Campus Security Reporting – Clery Act
Hold down Ctrl key and click above heading to cross-reference

5.4.3 Student Records – FERPA

All student records must be current and maintained with appropriate measures of security and confidentiality. South Piedmont Community College is responsible for complying with all legal requirements pertaining to the maintenance, review and release of records retained by the College.

I. COMPLIANCE WITH FERPA RIGHTS

A. The Family Educational Rights and Privacy Act ("FERPA") provides students with certain rights to privacy of their educational records and rights of access by others to their educational records. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, the student becomes an "eligible student," and all rights under FERPA transfer from the parent to the student.

B. For purposes of this Policy, "student" means an individual who is or has been in attendance at the College. It does not include persons who have not been admitted or those who have been admitted but did not attend the College. "Attendance" starts when the individual matriculates or declares their intention to enroll at the College, whichever comes first.

II. ANNUAL NOTIFICATION OF RIGHTS

The College shall provide every student with an annual notice of their rights under FERPA. The Vice President of Student Services or their designee, is responsible for preparing and delivering this annual notice.

III. RIGHT TO INSPECT RECORDS

A. Students who want to inspect their education records should direct that request to the South Piedmont Community College officials who are responsible for maintaining records, and within the timeframe as designated in the annual notice. Records which are available for inspection shall be provided to the student during regular business hours.

B. Students may obtain copies of their educational records if circumstances make on-site inspection impractical and the student is in good standing. When copies are provided, the student may be charged a reasonable fee for the actual copying expense.

IV. DIRECTORY INFORMATION

A. The College may release Directory Information without student consent. The College designates the following information as Directory Information:

1. Student's name (legal first, middle, last, and suffix);
2. Student's hometown;
3. Dates of attendance at college;
3. Student's major field of study or program;
4. Credentials earned and dates awarded and;
5. Honors and awards received.

B. The College shall only release Directory Information to individuals and organizations that demonstrate, in the College's opinion, a legitimate, educational interest in the information or provide a direct service to the College; however, the College shall release Directory Information to military recruiters in compliance with the Solomon Amendment unless the student specifically restricts the release of their Directory Information.

C. Students who do not wish to have their Directory Information released to the individuals and organizations identified above shall comply with the "opt out" provisions designated in the annual notice.

V. RELEASE OF EDUCATIONAL RECORDS

A. The College will not release a student's educational records, aside from Directory Information, to any third-party unless the student consents to the release or a valid, legal exception applies.

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

C. In compliance with Title IX, the College may disclose the final results of campus disciplinary proceedings in which a student respondent is charged with a violent crime or non-forcible sex offense. Upon the request of the complainant, disclosure may be made regardless of whether the respondent was found responsible. Disclosures to third parties may be made only if the student respondent is found responsible. Disclosure in this situation is limited to the name of the violator, the type of student code violation found to have occurred, and the sanction imposed by the College.

D. The College does not permit disclosures of confidential student records to parents of financially dependent children, regardless of a student's age or financial status. This information may only be shared with parents with the written consent of the student or in a health or safety emergency. For dually enrolled students (students who are enrolled in both a high school and a college) parents retain the rights over the student's education records maintained by the high school, even if the student is under the age of 18 years,

and enrolled in college courses the student retains the rights over their education records maintained by the college.

VI. CORRECTING RECORDS

A student has the right to challenge an item in their records believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The student may file a grievance pursuant to the Student Grievance policy. If the final decision is that the information in the record is, in the College's determination, not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the Vice President of Student Services shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why they disagree with the College's decision.

VII. MISCELLANEOUS

A. Students who believe their rights have been violated may file a complaint with the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington D.C. 20202. Complaint must be filed within 180 days of the date of the alleged violation or the date the student knew or should have known of the alleged violation.

B. A hold may be applied to the release of an official transcript, diploma or other information requested from an official record for a student who has an overdue indebtedness to the College. A hold may be applied for failure to comply with a disciplinary directive. Such a student continues to have the right to see and photocopy their official record upon request.

C. The College shall only destroy student records in accordance with federal and state laws and regulations and as allowed by the Records Retention & Disposition Schedule for North Carolina Community Colleges. The College shall not destroy student records if there is an outstanding request, grievance or legal matter related to those records.

Revisions:
Initially Approved June 10, 2025

References:
Title 10 United States Code (U.S.C.) Chapter 983 – Accountability and Responsibility
Title 20 United States Code (U.S.C.) Chapter 31 (1232g) – Family Educational Rights and Privacy
Title 34 Code of Federal Regulations (C.F.R.) part 99 - Family Education Rights and Privacy
Records Retention & Disposition Schedule

5.4.3.1 Student Records – File

I. Student Records

The College is required to maintain, at a minimum, current, complete and accurate records to show the following:

A. An application for admission that includes the student's educational and personal background, age and other personal characteristics.

B. Progress and attendance including date entered, dates attended, subjects studied and class schedule. This record shall be in a form which permits accurate preparation of transcripts of educational records for purpose of transfer and placement, providing reports to government services or agencies or for such other purposes as the needs of the student might require. Such transcripts shall be in a form understandable by lay persons and educators alike. The grading system on such transcripts shall be explained on the transcript form. Subjects appearing on the transcripts shall be numbered or otherwise designated to indicate the subject matter covered.

C. All student enrollment agreements shall include at a minimum, the program of study, program tuition and fees, date programs are to begin, time period covered by the tuition payment and statement of or reference to the College's tuition refund policy.

D. All student account ledgers shall include, at a minimum, monies owed and paid by each student, and refunds issued by the College.

E. A copy of the student's high school transcript or certificate of high school equivalency or test score transcript. Unless the student has earned and provided a transcript indicating completion of an Associate Degree or higher award in lieu of a high school transcript.

II. Inspection by State Board of Community Colleges

A. Students' records shall be open for inspection by properly authorized State Board officials.

B. The College's financial records shall be open for inspection by properly authorized State Board officials.

Revisions:
Initially Approved June 10, 2025

References:
NC State Board of Community Colleges Code:
2A SBCCC 400.11

5.4.3.2 FERPA Annual Notice

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

A. The right to inspect and review your education records within forty-five (45) days of the day the College receives a request for access. You should submit to the College's Registrar a written request that identifies the record(s) you wish to inspect. The College's Registrar will make arrangements for access

and notify you of the time and place where the records may be inspected. If the records are not maintained by the College's Registrar, the Registrar will advise you of the correct official to whom your request should be made.

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

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

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

D. A college official includes any of the following when that person has a *legitimate educational interest* in having access to the information**:**

1. Any administrator, certified staff member, or support staff member (including health, medical, safety, and security staff) employed by the College;

2. A member of the College's Board of Trustees;

3. A contractor, consultant, volunteer, or other party to whom the College has outsourced services or functions, such as, but not limited to: an attorney, auditor, cloud storage provider, consultant, expert witness, hearing officer, law enforcement unit, investigator, insurer/insurance company adjuster, investigator, or any other claims representative, medical providers or consultants, or counselors/therapists, provided that the person is performing a service or function for which the College would otherwise use employees, is under the direct control of the school district with respect to the use and maintenance of education records, and is subject to FERPA requirements governing the use and re-disclosure of personally identifiable information from education

records; and

4. A person serving on a committee appointed by the College, such as a disciplinary or grievance committee or other review committee.

A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

E. The College may release Directory Information about you unless you have advised the College to the contrary. The College has designated the following information as Directory Information: name; hometown; major field of study; dates of attendance; and degrees, honors and awards received.

1. The College shall only release Directory Information to individuals and organizations that demonstrate, in the College's opinion, a legitimate, education interest in the information or provide a direct service to the College; provided, however, the College shall release Directory Information to military recruiters in compliance with the Solomon Amendment unless you specifically restrict the release of your Directory Information.

2. If you do not want the College to disclose your Directory Information described above from your education records to the recipients identified above without your prior written consent, you must submit a completed Student Release Form, found on the college website at www.spcc.edu, to the Registrar's Office within fourteen (14) days of the beginning of the academic year or within fourteen (14) days of you enrolling in the College.

F. In compliance with Title IX, the College may disclose the final results of campus disciplinary proceedings in which a student respondent is charged with a violent crime or non-forcible sex offense. Upon the request of the complainant, disclosure may be made regardless of whether the respondent was found responsible. Disclosures to third parties may be made only if the student respondent is found responsible. Disclosure in this situation is limited to the name of the violator, the type of student code violation found to have occurred, and the sanction imposed by the College.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Washington, DC 20202-5901

Questions regarding student records should be directed to the College's Registrar's Office.

Revisions:
Initially Approved June 10, 2025

References:
Title 20 United States Code (U.S.C.) Chapter 31 (1232g) – Family Educational Rights and Privacy
Title 34 Code of Federal Regulations (C.F.R.) part 99 Family Education Rights and Privacy

5.4.3.3 Student Records - Confidentiality

Each area of the campus that handles student records shall establish internal procedures to protect the security and confidentiality of student information, including hard copy and digital formats. The following guidelines must be followed when accessing confidential information and student records.

I. Hard Copy Data

A. Student information with social security numbers and birth dates shall not to be placed on hard copy file folder labels (use student ID instead).

B. Student information with social security numbers and birth dates should not be left unsecured at any time.

C. File folders (hard copies) containing student information with social security numbers and birth dates must be kept in a locked drawer or a locked room with access only by appropriate personnel.

D. Any documents containing student information that is confidential should be shredded before discarding or placed in secured shred bins.

E. Interoffice mail containing sensitive student information shall be sent using a sealed, opaque envelope.

F. Sensitive information shall be mailed First Class or using other traceable delivery service and using an opaque envelope with no markings that will distinguish it as sensitive information.

II. Electronic Data

A. Electronic data shall be maintained by Information Technology (IT) and shall be backed up to a separate location daily. The only exception to this is that Distance Learning student course records are housed off-campus.

B. Electronic student and confidential information is only accessible to appropriate personnel in accordance with procedures approved by IT.

C. Access to information systems is only given to appropriate personnel upon permission by a staff member's supervisor. Permission records will be maintained by IT.

D. Personnel who have been granted authority to access student information will be issued an ID and password by IT to access information systems.

E. Each staff member is only to use their designated ID and password to access student and confidential information. Under no circumstances should an ID and password be shared or should a staff member access college information systems under an ID and password that has not been issued to them.

F. Student information with social security numbers and birth dates are not to be distributed or transmitted through email or otherwise made accessible to users without clearance to see this information.

G. The student ID generated by the College's operating system will be used in place of the social security number for identification purposes and in all communications.

H. IT reserves the right to revoke all privileges to information systems if college Information Technology policies and procedures are not followed.

I. Faxing of sensitive student information shall be done by first verifying the fax number. Once the number has been verified the intended recipient must be readily available to retrieve the information.

III. Student Communications

A. Students are required to create a unique password upon setting up their accounts in the College's information systems.

B. Electronic communication with an active student should only be sent to that student's college email address. Communication with prospective students or past students may be sent to the student's personal email, but should not include any sensitive information (e.g., student grades).

C. When communicating with students regarding technical support, registration, transcripts, financial aid and financial information, students should not be asked for a social security number or birth date in public/within hearing distance of other people.

D. Two forms of authentication must be requested when verbally verifying student identification. Appropriate forms of authentication are the student ID number, the last four digits of the social security number and birth date. Under no circumstances should a student be requested to verify their social security number through email.

IV. Security Breach

A. Any security breach or loss of records should be reported to one's immediate supervisor immediately upon discovery of the breach/records loss.

B. Any student that has had their sensitive information compromised shall be contacted within 24 hours via telephone. In the event that the student cannot be reached, the College will use the emergency contacts to try to establish communications with the student. After the College has exhausted these resources the next form of contact will be First Class mail or other traceable delivery service in accordance with N.C.G.S. § 75-65.

C. While sensitive student information is in transport to the College, the information shall remain locked in the trunk or other secure area of the vehicle. If the vehicle does not have a secure location, the sensitive student information must not be transported until the information can be transported securely unless it will be transported with no stops that will require the vehicle to be left unattended.

D. Any student information that is collected off-campus or after campus hours shall remain in the custody of the student, agency or business until the sensitive student information can be delivered to the College.

E. With the exception of coursework to be graded, no college employee will have hard copies of sensitive student information in their possession overnight without prior approval from that employee's supervisor or the college president. Any digital records removed from campus should be encrypted and password protected.

Revisions:
Initially approved June 10, 2025

References:
North Carolina General Statute (N.C.G.S.) § 75-65

SPCC Policy:
Student Records - FERPA

2.2.9 Service and Other Animals on Campus

Hold down Ctrl key and click above heading to cross-reference

5.4.6 Student Clubs and Organizations

I. Overview

South Piedmont Community College attempts to provide extracurricular activities for students since the College believes that such activities contribute to the overall growth and educational development of an individual. Students are expected to exhibit high standards of responsible citizenship during all college functions whether on or off campus. The Division of Student Services offers a diverse program of student activities. The student activity program is a part of the educational experience available to all students. Admission for all student activities shall be non-discriminatory.

II. Student Government Association

A. The Student Government Association ("SGA") is made up of representatives from the student body. The SGA coordinates and regulates student activities and serves as the student body's official voice. The President of the SGA is a non-voting member of the College's Board of Trustees.

B. The SGA's organizational documents shall be updated and shall be on file with the Director of Student Life, Engagement, and Leadership. Any revisions to the SGA's organizational documents shall be reviewed and approved by the College President or their designee.

C. State funds cannot be used for athletics or other extracurricular activities; therefore, almost all student activities are established and maintained by SGA funds. SGA funds are derived from a portion of student activity fees. The SGA budget will be approved by the Vice President of Student Services as early in the school year as possible. Once approved, no further approvals for expenditure of funds will be required by the SGA unless changes to the budget are adopted. All expenditures of funds must still be approved by the Director of Student Life, Engagement, and Leadership and Vice President of Student Services.

III. Other Student Clubs and Organizations

A. The College maintains that extracurricular activities compliment the academic programs. Students are encouraged to participate in all phases of the student activities program as long as such participation is consistent with sound educational practices.

B. The following criteria must be considered by clubs who seek recognition as an official College student organization:

1. The organization must serve an area of student activity need;

2. The membership provisions must not exclude anyone because of their race, color, religion, sex, gender, national origin, age, disability or sexual orientation;

3. The organization abide by the College's policies and administrative procedures;

4. The organization's purpose must be compatible with the College's philosophy and educational objectives; and

5. Such other reasonable rules and regulations required by the College.

C. Recognized Student Clubs and Organizations. Only officially recognized student clubs and organizations shall be allowed to function on the College's campus. In order to achieve recognition, the applying club or organization must complete an official application, on file with the Director of Student Life,

Engagement and Leadership, and receive approval by the SGA and the Vice President of Student Services.

IV. Fundraising

The President, in consultation with the Vice President for Student Services, shall establish rules and regulations regarding student clubs and organizations' fundraising activities outlined in the Student Club Handbook. In addition to such rules and regulations, student clubs and organizations are limited as follows:

Food – Unless clubs and organizations have prior, written permission from the President or designee, clubs and organizations may only sell pre-packaged food items, professionally prepared food items prepared by a permitted entity, pre-wrapped items and beverages in sealed containers and must comply with all local Health Department regulations. Examples of these items include bottled/canned soft drinks, pre-wrapped sub sandwiches, wrapped/packaged desserts, etc. Muffins or cookies must be pre-packaged. The sale of food prepared or assembled at point of sale, such items as tacos, hot dogs, chili, sandwiches, etc. is prohibited unless prior authorization by the President or designee. The sale of potentially hazardous foods as described in 15A NCAC 18A .2635(9) shall not be allowed.

Pursuant to N.C.G.S. § 130A-250(7), the College, as a tax-exempt entity, is exempted from temporary food establishment permitting requirements for preparing or serving food or drink, for pay, no more frequently than once a month for a period not to exceed two (2) consecutive days.

Revisions:
Initially approved June 10, 2025

References:
North Carolina General Statute (N.C.G.S.) § 14-309.15, 130A-250(7)
North Carolina Administrative Code 15A NCAC 18A .2635(9)
Accreditation Standards: 5.2 and 5.2.C

SPCC Policy:
Student Clubs and Organizations

5.8.1 Residency Requirement for Graduation

To graduate from South Piedmont Community College (SPCC), students must complete a minimum of 25% of the credit hours required for a degree, diploma, or certificate in residence at SPCC. In meeting this requirement, students must complete at least 25% of the credit hours in the respective program (excluding general education requirements) at the College unless otherwise approved.

Students wishing to earn more than one (1) associate degree at the college must complete at least 12 distinct hours in courses taken at SPCC that are not being used towards another degree.

Revisions:
Initially approved October 11, 2011
Revised June 10, 2014
Revised October 10, 2023

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
Standard 9.2 and 9.4

5.8.1.1 Graduation Requirement Procedure

To graduate from SPCC, students must complete a minimum of 25% of the credit hours required for a degree, diploma, or certificate in residence at SPCC (excluding general education requirements) unless otherwise approved by the college. Examples of credits that do not meet the 25% requirement include, but are not limited to: transfer, credit by exam, AP, CLEP or other forms of credits that do not involve SPCC course completion. Students changing programs at SPCC must meet the 25% requirement for the new program of study. Students may be required to repeat coursework for credit.

Procedure Revisions:
Revised October 10, 2023

SPCC Policy:
Residency Requirement for Graduation

3.8.6 Chosen First Name
Hold down Ctrl key and click above heading to cross-reference

6. Business Services

6.1.1 Tuition and Fees

I. TUITION AND FEES GENERAL REQUIREMENTS

Tuition and fees shall be charged in accordance with state statutes and according to schedules established by the North Carolina State Board of Community Colleges ("State Board") and/or the College's Board of Trustees ("Board"). The State Board establishes a general and uniform semester tuition rate for curriculum students. The State Board establishes both a North Carolina resident rate and a nonresident rate. Whether a student is a resident for tuition purposes shall be established in accordance with N.C.G.S. § 116-143.1 and -143.3 (for purposes of Armed Forces personnel and their dependents). For more information concerning residency requirements, see Policy 6.1.2 – Tuition Residency Requirements. The rate for auditing a course is the same as taking the course for credit.

II. TUITION AND REGISTRATION FEE WAIVERS

The North Carolina General Assembly and the State Board have promulgated statutes and administrative regulations dealing with authorized groups of students

with respect to tuition and registration fee waivers. For information concerning tuition and registration waivers, see N.C.G.S. §§ 115B-1, 115D-5, 1E SBCCC 800.2 and the North Carolina Community Colleges Tuition and Registration Fee Waiver Reference Guide.

To obtain a tuition and registration fee waiver, individuals must establish proof of eligibility as a member of an authorized group. To be eligible for a tuition or registration fee waiver, trainees enrolled in Basic Law Enforcement Training (BLET) courses must obtain a letter of sponsorship from a state, county, or municipal law enforcement agency prior to enrollment and uphold the terms of the sponsorship until completion of the BLET course. The College must maintain documentation of the sponsorship on file. The College shall not grant tuition and registration fee waivers to students enrolled in self-supporting courses. The College shall charge the student the self-supporting fee or use institutional funds to pay for the self-supporting fee on the student's behalf.

Annually, the President shall report to the State Board the amount of tuition and registration fees waived by the College on behalf of individuals who are members of authorized groups.

III. LOCAL FEES

A. Authorization

Pursuant to 1E SBCCC 700.1, the Board adopts the following local fees set forth below. The College shall deposit receipts derived from local fees in an unrestricted institutional account. The College will only use the local fee receipts for the purposes for which the local fee was approved. The President shall annually report all required local fees to the State Board.

B. Local Fee Waiver

The following groups are exempt from the Student Activity Fee, the Instructional Technology Fee and the College Access, Parking, and Security Fee: 1) all students who are exempt from paying tuition and registration fees, except those auditing classes; 2) continuing education students, except as other listed herein; and 3) individuals who participate only in meetings and seminars organized by the College (i.e., a group of people gathered for a one-time basis primarily for discussion under the direction of a leader or resource person).

C. Authorized Local Fees

1. Student Activity Fee

Pursuant to 1E SBCCC 700.2, the Board establishes a Student Activity Fee not to exceed $35 per semester for curriculum students.

The Student Activity Fee receipts shall be used for the permissible activities and expenses listed in 1E SBCCC 700.2(b)(1-(2).

2. Instructional Technology Fee

Pursuant to 1E SBCCC 700.3, the Board establishes an Instructional Technology Fee not to exceed $48 per semester for curriculum students or $5 per Continuing Education course, if the fee is applicable to said course. The Instructional Technology Fee receipts shall be used to support costs of procuring, maintaining and operating instructional technology used primarily for instructional purposes and specialized instruction equipment necessary for hands-on instruction.

3. College Access, Parking, and Security ("CAPS") Fee

Pursuant to 1E SBCCC 700.4, the Board establishes a CAPS (Campus Access, Parking, and Security) Fee for each academic semester for curriculum students taking classes on campus. The CAPS Fee receipts shall only be used for the permissible activities and expenses listed in 1E SBCCC 700.4.

4. Required Specific Fees

Pursuant to 1E SBCCC 700.5, specific fees will be charged to students for select courses to cover academic costs for consumable goods or services required for that course. Such academic costs include, but are not limited to: tools, uniforms, insurance, certification/licensure fees, e-text, labs and other consumable supplies. The specific fee rate must be based on the estimated cost of providing the good or service.

The Board hereby delegates to the President the authority to approve all specific fees under $300 per course. Any specific fees over $300 per course must be approved in advance by the Board. A list of all approved specific fees will be maintained in the College's business office and the President shall provide an annual report to the Board regarding such specific fees.

5. Other Fees

Pursuant to 1E SBCCC 700.6, other fees will be charged to students to support costs of goods or services provided by the College that are not required for enrollment. Examples include, but are not limited to: student health and other insurance fees; graduation fees; transcript fees; optional assessment fees; library/equipment replacement fees and fees to participate in a specific event or activity.

The Board hereby delegates to the President the authority to approve all other fees under $300. Any other fees over $300 must be approved in advance by the Board. A list of all approved specific fees will be maintained in the College's business office and the President shall provide an annual report to the Board regarding such other fees.

6. Excess Receipts

The fees collected under subsection 4 and 5 above, receipts shall be used for the purpose for which they are charged. If the receipts exceed

expenditures for the purpose for which they are charged, the College shall use excess receipts to support the costs of either instruction, student support services, student financial aid (e.g. scholarships, grants, and loans), student refunds, student activities, curriculum development, professional development, promotional giveaway items, instructional equipment, and capital improvements and acquisition of real property.

Excess receipts shall not be used for any of the following purposes: supplemental compensation or benefits of any personnel, administrative costs, entertainment expenses, and fundraising expenses.

IV. TUITION AND FEE DEFERMENT

All students, after registering for courses for the specific term, must pay or establish a payment plan through a provider approved by the College on or before a specific date prescribed by the College that is on or before the first date of the course section. Students applying for financial aid that completed their application, and appear to be eligible for assistance will be allowed to remain in their courses until their financial aid is processed. Students that did not apply for financial aid may either pay or establish a payment plan.

A. Students wanting to enroll but lacking funds to pay tuition and fees must meet one of three criteria to defer their payment beyond the payment deadline set by the Business Office:

1. Must have applied for financial aid and, through preliminary review, appear to qualify for assistance;

2. Must provide (or have their sponsor provide) documentation in writing from a valid third-party agency that the student may be sponsored by the third-party agency once a final review is complete; or

3. Must enroll in a payment plan to satisfy the outstanding balance through a third-party provider contracted by the College. All balances must be paid before the last day of the semester.

B. Students who have not completed all requirements by the financial aid office, not supplied a final authorization from their third-party agency or who fail to pay the balance owed by the end of the semester will be subject to the following restrictions until payment in full has been received or until assistance is granted to satisfy the account balance:

1. Grades for the term shall be withheld;

2. Transcripts shall not be released;

3. Registration for future terms shall not be permitted; and

4. Permission to participate in graduation shall be denied.

C. Students with outstanding balances shall be notified by a Statement of Account showing the account balance and the nature of the charges and shall be dealt with pursuant to Policy 6.2.9 – Debt Collection.

Revisions:
Initially approved June 13, 2017
Revised April 13, 2021
Revised June 11, 2024

References:
North Carolina General Statute (N.C.G.S.) § 115B-1 *et al.*, 115D-5, -39, 116-143.1 and -143.3;
NC State Board of Community Colleges Code:
1E SBCCC 200.2
1E SBCCC 300.1
1E SBCCC 400.1
1E SBCCC 700.1 – 700.7,
1E SBCCC 800.2
NC Community College Tuition and Registration Fee Waiver Reference Guide

6.1.1.1 Payment of Tuition and Fees Procedure

After a student has registered for South Piedmont classes, the student must pay tuition and fees. These may be paid with cash, check, money order, credit card, or through the approved college payment plan. Check the South Piedmont website at www.spcc.edu or contact the Business Office at 704-272-5355 or 704-290-5849 for additional information.

Personal checks accepted with a valid driver's license. A returned check will incur a fee of $25. The College accepts credit card payments by phone from the cardholder only.

If a payment is not received by the 10% point of the class, then the class(es) will be dropped from the student's schedule and the student will not be permitted to remain in the class for that term (or semester). If this happens, the student will be allowed to register for the class in a future term (or semester), and will be required to pay-in-full for the class(es) prior to the first day of the class.

If the student makes a payment by the 10% point and has an unpaid balance on their account at the end of a semester, the student will receive a bill in the mail from the College's Business Office. If the matter is not resolved within 30 days, the student's account will be turned over to the North Carolina Attorney General's Office for collection proceedings. If the matter still is not resolved within the next 30 days, the account is reported to a collection agency for further collection proceedings. The North Carolina Department of Revenue is also notified of the debt. If it becomes necessary for South Piedmont Community College to refer an unpaid balance to a collection agency, the student will be expected to pay all fees associated with the collection in addition to the unpaid balance.

Procedure Revisions:
Initially approved February 12, 2013
Revised June 11, 2024

References:
NC State Board of Community Colleges Code:
1G SBCCC 200.93

6.1.1.2 College Fee Procedures

All fees for both curriculum and continuing education classes will be maintained in one unified database which is maintained by the Business Office. Fees will be reviewed on an annual basis and considered for possible changes from the previous year. Once validated, the comprehensive list of fees will be sent to the President for presentation to the South Piedmont Board of Trustees at the board meeting.

The process for requesting, updating, and recording the college fee schedule will be overseen by the College's Chief Academic Officer (CAO). All student fees (curriculum and non-curriculum) will be assembled by the office of the CAO for review. At this time, input may be solicited from key individuals regarding appropriateness and the possible need for revision of fees. New fee request and revisions will follow the process detailed in section III of the Tuition and Fees policy. Student fees must have prior approval from the Senior Leadership Team.

The Business Office will then be responsible for recording changes or revisions to the fee schedule in a master comprehensive fees electronic format. Revisions will be finalized for the year and recorded. At this time the revised fee schedule will be forwarded to the President approval and presentation to the Board of Trustees Executive Committee and the Board of Trustees annually. Approved fee changes will be implemented during subsequent courses and semesters.

All fees for both curriculum and continuing education classes will be consistent with SBCCC Title 1 Chapter E Student Tuition and Fees. Student fees will be kept to a minimum in agreement with State Board philosophy to keep student costs as low as possible (1E SBCCC 200.1 Authority to Establish Tuition and Fees).

Procedure Revisions:
Initially approved February 12, 2013
Revised June 11, 2024

References:
NC State Board of Community Colleges Code:
1E SBCCC 200.1
1E SBCCC 700.1 - 700.7

SPCC Policy:
Tuition and Fees

6.1.2 Tuition Residency Requirement

I. DEFINITIONS

A. *Domicile*: a person's fixed, and permanent home and place of habitation of indefinite duration (for an indefinite period of time); it is the place where they

intend and are able to remain permanently and to which, whenever the person is absent, they expect to return. Domicile may be established by birth, law and/or choice.

B. *Nonresident*: is a person who does not qualify as being domiciled in North Carolina.

C. *Residence:* a place of abode, whether permanent or temporary. A person may have many residences but only one (1) permanent residence.

1. *Permanent Residence*: the legal residence or domicile.

2. *Temporary Residence*: one's abode for an undetermined or temporary duration.

D. *Resident*: is a person who qualifies as being domiciled in North Carolina.

For more complete definitions of these and other terms, consult the North Carolina Residency Determination Service ("RDS") Guidebook. All the definitions contained in the RDS Guidebook are incorporated herein by reference.

II. RESIDENCY STATUS

A. Establishing Residency

Residency status of all applicants must be determined for the purpose of tuition assessment. Career and College Promise (CCP) students are not required to complete the Residency Determination Service when enrolled in the CCP program, but students will be required to complete RDS when transitioning to an adult student. Nonresidents are admitted under the same admission requirements as residents but are required to pay the out-of-state tuition rate on all courses except for those classified as self-supporting curriculum courses or continuing education courses.

To qualify as a resident, an applicant must have established a permanent residence in North Carolina and maintained that permanent residence for at least twelve (12) uninterrupted months immediately prior to their classification as a resident. The applicant must maintain their residence for purposes of maintaining a bona fide domicile rather than maintaining a mere residence for purposes of enrollment in an institution of higher education. All applicants for admission shall be required to make a statement as to their length of residence in the State. An applicant shall not be classified as a resident until they provide evidence related to their legal residence and its duration.To determine whether a student has established a domicile in North Carolina, as opposed to a mere temporary residence, one must first determine if the student has capacity to establish residency and then reach a conclusion about the intent of the student, as measured by objectively verifiable conduct of the student. The conduct of the student, taken in total, must demonstrate an intention to make North Carolina their permanent dwelling place. The determination of domicile does not depend on one fact or a required combination of certain circumstances. The determination is

made based on all the facts and circumstances taken together and viewed as a whole showing by a preponderance of evidence (more likely than not) that some particular location is the student's domicile. Oftentimes, this evidence will include personal statements provided by the student regarding their intention to make a residence their domicile. While such statements are appropriate evidence to consider, there is no requirement that they be accepted at face value. Student's personal statements should be considered carefully but also cautiously even if there is no concrete evidence that the student is being untruthful. The student's conduct and actions taken toward establishing a domicile are generally of greater evidentiary value than personal statements, especially when the student's conduct and actions are inconsistent or in conflict with the student's statements of intent. Statements of a student's intent to take actions towards establishing domicile at some time in the future generally are not considered sufficient.

For a student to be classified as a resident, the balancing of all the evidence must show that there is a preponderance of evidence supporting the student's claim of domicile. To satisfy this requirement, more of the evidence than not must consist of a cluster, focus or accumulation of favorable information that the student established a domicile in North Carolina at a point in time at least twelve (12) months prior to the domiciliary classification. Because there is almost always variation among cases and individuals, the domiciliary inquiry is more a function of reasonable review and balancing of the total circumstances of each individual case rather than a formulaic computation.

Each applicant for admission is required to complete the RDS application for initial consideration concerning residency before or during submitting an application for admission. Students entering the Career and College Promise program are not required to complete RDS, but if they later transition to an adult student, they will be required to complete RDS.

B. Special Rules for Domicile

In addition to establishing a person's domicile as noted above, the determination of domicile and residence status for tuition purposes is also affected by special rules set out in North Carolina statues. For some, but not all, of these special rules, eligible nonresidents remain classified as out-of-state students and are charged in- state tuition rates. For more specific information regarding these special results, consult the Manual.

These special rules impact the following categories of students:

1. Minors;

2. Members of the Armed Forces and their families;

3. Non-military federal personnel, volunteers, and missionaries;

4. Non-U.S. citizens;

5. Prisoners/inmates;

6. Married persons; and

7. Special Exemptions for certain community college students:

   i. Business-sponsored students - When an employer (other than the armed services) pays tuition for an employee to attend a community college and the employee works at a North Carolina business location, the employer shall be charged the in-state tuition rate.

   ii. Business and military transferred families - A community college may charge in-state tuition to up to one percent (1%) of its out-of- state students (rounded up to the next whole number) to accommodate the families transferred into North Carolina by business or industry, or civilian families transferred into North Carolina by the military. A student seeking this benefit shall provide evidence of the following:

      - Relocation to North Carolina by the student and if applicable, the student's family, within the twelve (12) months preceding enrollment;
      - Written certification by the employer on corporate letterhead that the student or some member of the student's family was transferred to North Carolina for employment purposes;
      - Certification of student's compliance with the requirements of the Selective Service System, if applicable; and
      - If a family member of the transferred individual is applying for this benefit, the family member must also establish the familial relationship with the transferred individual; live in the same residence as the transferred individual; and provide evidence of financial dependence on the transferred individual.

   iii. Students sponsored by a non-profit entity - A lawfully admitted nonresident of the United States who is sponsored by a North Carolina non-profit entity is eligible for the in-state resident community college tuition rate. The student is considered to be "sponsored" by a North Carolina nonprofit entity if the student resides in North Carolina while attending the community college and the North Carolina nonprofit entity provides a signed affidavit to the community college verifying that the entity accepts financial responsibility for the student's tuition and any other required educational fees. A North Carolina nonprofit may sponsor no more than five (5) nonresident students annually under this provision. This provision does not make a person a resident of North Carolina for any other purpose.

iv. N.C. public school graduates - Any person lawfully admitted to the United States who satisfied the qualifications for assignment to a public school under North Carolina law (G.S. 115C-366) and graduated from the public school to which the student was assigned shall be eligible for the State resident community college tuition rate.

v. Refugees - A refugee who lawfully entered the United States and who is living in this State shall be deemed to qualify as a domiciliary of this State under G.S. 116-143.1(a)(1) and as a State resident for community college tuition purposes. While the refugee must live in North Carolina to be eligible for in-state tuition, the refugee is not required to be domiciled in North Carolina for the twelve (12) month qualifying period.

vi. Nonresidents of the United States - A nonresident of the United States who has resided in North Carolina for a twelve (12) month (365 days) qualifying period and has filed an immigrant petition (Forms I-130, I-360, or I-140) with the United States Citizen and Immigration Service (USCIS) shall be considered a North Carolina resident for community college tuition purposes.

vii. Federal law enforcement officers, firefighters, EMS personnel and rescue and life-saving personnel - Federal law enforcement officers, firefighters, EMS personnel, and rescue and lifesaving personnel whose permanent duty stations are within North Carolina are eligible for the State resident community college tuition rate for courses that support their organizations' training needs. The State Board of Community Colleges must approve the courses designed to support law enforcement officers, firefighters, EMS personnel, and rescue and lifesaving personnel's training needs prior to the college awarding the State resident community college tuition rate.

C. Loss of Resident Status

If a person has been properly classified as a resident for tuition purposes and enjoyed that status while enrolled at an institution of higher education in this state, a change in that person's state of residence does not result in an immediate, automatic loss of entitlement to the in-state tuition rate. Students in this situation are allowed a "grace period" during which the in-state rate will still be applicable even though the student is no longer a legal resident of North Carolina. The grace period can apply under certain circumstances both to currently enrolled students as well as to students who are no longer enrolled or who have graduated.

8. Currently Enrolled Students

To qualify for the grace period if the student is currently enrolled, the student must satisfy the following conditions:

i. The student must have been properly classified as a resident for tuition purposes on the basis of a valid finding that the student in fact was domiciled in North Carolina and had been for the required twelve (12) month period prior to classification; and

ii. At the time of change of legal residence to a state other than North Carolina, the individual must have been enrolled in an institution of higher education in North Carolina. "Enrolled" shall include both persons who are actually attending the institution during an academic term as well as those whose consecutive attendance of academic terms has been interrupted only by institutional vacation or summer recess periods. A person whose change in legal residence occurred during a period while not enrolled is not entitled to the benefit of the grace period.

The grace period extends for twelve (12) months from the date of the change in legal residence, plus any portion of a semester or academic term remaining at the time the change in legal residence occurred. No change in applicable tuition rates resulting from the expiration of the basic twelve (12) month grace period will be effective during a semester, quarter, or other academic term in which the student is enrolled; the change in tuition rates are effective at the beginning of the following semester, quarter, or other academic term. Once perfected, the grace period is applicable for the entire period at any institution of higher education in the State.

9. Students who are no Longer Enrolled

To qualify for the grace period if the student is no longer enrolled, the student must satisfy the following conditions:

i. The student must have been properly classified as a resident for tuition purposes at the time the student ceased to be enrolled or graduated from an institution of higher education in this state; and

ii. If the student subsequently abandons their domicile in North Carolina and then reestablishes domicile in this state within twelve
(12) months of abandonment, the student may reenroll at an institution of higher education in this state as a resident for tuition purposes without having to satisfy the twelve (12) month durationalrequirement so long as the student continuously maintains their reestablished domicile in North Carolina at least through the beginning of the academic term for which in-state tuition status is sought.

It is important to note that a student may benefit from this particular grace period only once during their life. There is no such limitation

on the grace period available to students who experience a change in residence status while still enrolled at an institution of higher education in this state.

III. RECONSIDERATION AND APPEAL OF RESIDENCY DECISIONS

If the student does not agree with the initial consideration concerning their residency status, the student may seek a reconsideration or appeal with RDS. For more information concerning the reconsideration and appeal process and deadlines, the student should consult with the . Colleges cannot change a student's residency classification. Students must go through RDS when trying to change/correct their status. Certain populations may qualify for exceptions see Section B – Special Rules for Domicile above for specific scenarios.

Revisions:
Initially approved June 14, 2022
Revised December 10, 2024

References:
North Carolina General Statute (N.C.G.S) § 115D-39; 116-143.1
N.C. Session Law 2015-241, Section 11.23
NC State Board of Community Colleges Code:
1E SBCCC 300.2
North Carolina Residency Determination Service Guidelines (November 2016)

6.1.2.1 Family Relocation Procedure

The College will provide the resident tuition rate to nonresident students on a first-come, first-served basis.

To ensure timely processing, a request for resident tuition rate based on family relocation should be submitted no less than fifteen (15) business days before the intended enrollment start date. The student should complete the following steps to submit their request successfully:

1. Complete the Residency Determine Status (RDS) process.
2. Complete and submit an SPCC admission application.
3. Submit a Residency Status Update Request form through Etrieve.
4. Attach the required documentation to the form.

    a. Demonstrate that their family moved to this state within the twelve (12) months preceding enrollment;
    b. Present a letter to the college from the employer on corporate letterhead stating that the employee, through whom the student claims this benefit, relocated to this state for employment with that business, industry, or military establishment;
    c. Present proof of their familial relationship with the employee, unless the student is the employee;
    d. Present proof that the student lives in the same house with the employee, unless the student is the employee;

e. Present proof that the student is financially dependent on the employee through which the student claims this benefit, unless the student is the employee; and
f. Comply with the requirements of the Selective Service System, if applicable.

An Admissions representative will review the request and provide an outcome within five (5) business days. The student will be notified of the status via College email. If approved, the Admissions representative will update the student's record to allow for the resident tuition rate and inform the business office to rebill the student's account. If the student disagrees with the decision, the student may request a second review by the Chief Student Development Administrator (CSDA). Request for a second review must be submitted within three (3) business days of the denial. The CSDA will respond to the request within five (5) business days. The decision of the CSDA is final.

NOTE: The institution cannot change a student's official NC residency status. The student will remain classified as a nonresident until satisfying the requirements to be classified as an NC resident; all nonresident students should complete the RDS reconsideration process to determine residency status changes.

Procedure Revisions:
Initially approved June 14, 2022
Revised December 10, 2024

SPCC Policy:
Tuition Residency Requirement

6.1.3 Self-Supporting Course Fees

Authority to Charge Self-Supporting Fees
Pursuant to North Carolina law, the College is authorized to offer curriculum and continuing education course sections on a self-supporting basis and charge self-supporting fees to students who enroll in self-supporting course sections.

Self-Supporting Fee Rates

Differing Rates
The College may adopt different self-supporting fees for different courses and activities.

Curriculum Self-Supporting Rates
The College must determine self-supporting fees for curriculum courses using one of two methods:

1. Pro-Rata Share Method. The amount charged to each student shall approximate the pro-rata share of the direct and indirect costs associated with providing self-supporting instruction. Unless the College can demonstrate a need for a higher rate, the College may estimate indirect costs by applying its federal indirect cost rate or a rate up to twenty-five percent (25%), whichever is higher, to the direct costs of providing the self-supporting activity. The amount charged to the student shall be calculated based on either: 1) the estimated costs of an individual self-supporting course section divided by the number of students expected to enroll in the course section; or 2) the estimated costs of a set of self-supporting course

sections divided by the number of students expected to enroll in the set of course sections. Each student must pay the self-supporting fee even if the sum of the curriculum tuition and self-supporting fees charged to the student for the academic term exceeds the maximum tuition rate set by the State Board and academic term.

2. Transparent Rate Method. The College shall charge each student an amount consistent with the curriculum tuition rate based on residency status. The transparent rate method shall only be used if the receipts generated through this method can adequately support the direct and indirect costs of the self-supporting instruction.

Continuing Education Self-Supporting Fee Rates
The College shall set self-supporting fees for continuing education course sections at a level at or below the local market rate for the type of continuing education instruction provided.

Use of Self-Supporting Fees

Deposit of Self-Supporting Fees
The College shall deposit self-supporting fee receipts in an institutional unrestricted general ledger account. Any course section initially designated as self-supporting cannot be changed to a State-funded designation after the College collects any receipts for the course section.

Use of Self-Supporting Fee Receipts
Self-supporting fee receipts shall be used to support the direct and indirect costs of the self-supporting course sections. The College shall not use state funds for direct costs of self-supporting course sections. If a full-time curriculum instructor teaches a self-supporting course section, the College shall either: 1) pro-rate the instructor's salary based on the time allocated between state-funded and self-supporting course sections in the instructor's course load; or 2) reimburse State funds an amount equal to the number of instructional hours associated with self-supporting course section multiplied by the instructor's hourly rate of pay.

Excess Receipts
Specific fee receipts shall be used for the purpose for which they are charged. If self-supporting receipts exceed expenditures for the purpose for which they are charged, the College shall use excess receipts to support the costs of future self-supporting course sections, instruction, student support services, student financial aid (e.g. scholarships, grants, and loans), student refunds, student activities, curriculum development, professional development, promotional giveaway items, instructional equipment, and capital improvements and acquisition of real property.

Excess receipts shall not be used for any of the following purposes: supplemental compensation or benefits of any personnel, administrative costs, entertainment expenses, and fundraising expenses.

Revisions:
Initially approved April 11, 2023

References:
North Carolina General Statute (N.C.G.S.) § 115D;-39

North Carolina State Board Code
1E SBCCC 600.1 - 4

SPCC Policy:
Self-Supporting Course Fees Policy

6.1.4 Tuition/Fee Refunds

I. CURRICULUM TUITION/FEE REFUNDS

A. Definitions

1. *Academic Period* – an academic term or subdivision of an academic term during which the College schedules a set of course sections.

2. *Non-regularly scheduled course section* – is any of the following: a) a class where a definitive beginning and ending time is not determined; b) a class offered in a learning laboratory type setting; c) a self-paced class; d) a class in which a student may enroll during the initial College registration period or at any time during the semester; or e) any class not meeting the criteria for a regularly scheduled class.

3. *Officially Withdraw* – the removal of a student from a course section by one of the following methods:

   a. The student notifies the authorized College official, as defined by the College's published procedures for withdrawal, of the student's intent to withdraw from a course section as outlined in the College's published procedures for withdrawal; or

   b. The College removes the student from the course section because the College cancels the course section or for any other reason authorized by written College policy.

6. *Regularly scheduled course section* – is a class that meets any of the following criteria: a) assigned definite beginning and ending times; b) specific days the class meets is predetermined; c) specific schedule is included on the College's Master Schedule or other official College documents; d) class hours are assigned consistent with the College's catalog; or e) identified class time and dates are the same for all students registered for the class excluding clinical or cooperative work experience.

7. *Census Date* – The date marking the end of the add/drop period or ten percent (10%) point for a course section, as determined by the College in compliance with the State Board of Community Colleges Code.

The College shall issue tuition refunds, using State funds, and fees only in the following circumstances:

1. The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the student officially withdraws or is officially withdrawn by the College prior to the first day of the academic period as noted on the College calendar.

2. The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the College cancels the course section in which the student is registered.

3. After a section begins, the College shall provide a seventy-five (75%) percent refund to the student for tuition if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on the ten percent (10%) point of the academic period. If the course is non-regularly scheduled, the College shall provide a seventy-five percent (75%) refund to the student for tuition if the student officially withdraws or is officially withdrawn by the College from the non-regularly scheduled course section prior to or on the tenth (10^{th}) calendar day after the start of the course section.

III. CONTINUING EDUCATION TUITION/FEES REFUNDS

A. Definitions

1. *Non-regularly scheduled course section* – is any of the following: a) a course section where a definitive beginning and ending time is not determined; b) a course section offered in a learning laboratory type setting; c) a self-paced course section; d) a course section in which a student may enroll during the initial College registration period or at any time during the semester; or e) any class not meeting the criteria for a regularly scheduled class.

2. *Officially Withdraw* – the removal of a student from a course section by one of the following methods:

   a. The student notifies the authorized College official, as defined by the College's published procedures for withdrawal, of the student's intent to withdraw from a course section as outlined in the College's published procedures for withdrawal; or

   b. The College removes the student from the course section because the College cancels the course section or for any other reason authorized by written College policy.

3. *Regularly scheduled course section* – is a course section that meets all of the following criteria:

   a. Has assigned definite beginning and ending times;
   b. Has specific predetermined days and times the course section meets;
   c. Students may enroll during the initial registration period or any time prior to the census date;

d. The course section is consistent with the course standards pursuant to 1D SBCCC 300.5(c) ; or
e. Times and dates are the same for all students registered for the course section excluding clinical or cooperative work experience.

4. *Independently Scheduled Course Section* – is a course section that meets all of the following criteria:

   a. Where the begin and end times of the course are not defined;
   b. Instructional content is delivered asynchronously; and
   c. A student may enroll during the College's initial registration period or enroll at any time prior to the census date of the course section.

5. *Census Date* – The date marking the end of the add/drop period for a course section, as determined by the College in compliance with the State Board of Community Colleges Code.

B. **Refunds.** The College shall issue tuition refunds using State funds only in the following circumstances:

1. The College shall provide a one hundred percent (100%) refund to the student for tuition and fees if the student officially withdraws or is officially withdrawn by the College from the course section prior to the course section start date.

2. The College shall provide a one hundred percent (100%) refund to the student for tuition and fees if the College cancels the course section in which the student is registered.

3. After a regularly scheduled or independently scheduled course section begins, the College shall provide a seventy-five percent (75%) refund of tuition if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on the 10% point of the section. This section applies to all course sections except those course sections that begin and end on the same calendar day. The College shall not provide a student a refund using State funds after the start of a course section that begins and ends on the same calendar day.

4. After a non-regularly scheduled course section begins, the College shall provide a seventy-five percent (75%) refund of tuition if the student withdraws or is withdrawn by the College from the course section prior to or on the tenth (10^{th}) calendar day after the start of the course section.

IV. OTHER REFUND CIRCUMSTANCES

A. Death of a Student

If a student, having paid the required tuition and fees for a course section, dies prior to completing that course section, all tuition and fees for that course

section shall be refunded to the estate of the deceased upon the College becoming aware of the student's death.

B. Military Refund

Upon request of the student, the College shall:

1. Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements.

2. The College shall use distance learning technologies and other educational methodologies, to the extent possible as determined by the College, to help military students, under the guidance of faculty and administrative staff, complete their course requirements.

C. Self-Supporting Tuition and Fees

Refunds to students enrolling in self-supporting curriculum courses and self-supporting continuing education courses shall be regulated in the same manner as stated in Sections I and II.

D. Refund Issuance

Refunds totaling less than $5 will not be issued.

Revisions:
Initially approved October 9, 2007
Revised October 26, 2011
Revised June 10, 2014
Revised February 11, 2014
Revised June, 11, 2024

References:
North Carolina General Statute (N.C.G.S.) § 115D-5; -39
NC State Board of Community Colleges Code:
1E SBCCC 900.1
1E SBCCC 900.3-5
Accreditation Standard: 10.2

6.1.4.1 Return of Military Tuition Assistance Funds Procedure

Active duty personnel serving in the Armed Forces may be eligible for Tuition Assistance ("TA") administered through the U.S. Department of Defense. TA is awarded to a student based on the assumption that the student will attend for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of the TA funds originally awarded. To comply with the U.S. Department of Defense policy, the College will return any unearned TA funds on a proportional basis up to sixty percent (60%) of the period for which the funds were provided. Funds will be returned to the military service, not to the service member. If a

service member stops attending due to a military service obligation, the College will work with the affected service member to identify solutions that will not result in a student debt for the returned portion.

TA eligibility will be recalculated for students who withdraw prior to completing sixty percent (60%) of the term. The official last date of attendance, as determined by the College's attendance records, is used to determine the number of days completed. Recalculation of eligibility is based on the percentage of TA benefits earned using the following formula:

Number of days completed/Total days of the course (start to end dates) = Percent of TA earned.

TA funds will be returned to the government within forty-five (45) days of determination of the withdrawal.

Procedure Revisions:
Initially approved June 11, 2024

Procedure Reference:
Department of Defense Instruction 1322.25 – Voluntary Education Programs; College Memorandum of Understanding with Department of Defense

SPCC Policy:
Tuition/Fee Refunds

6.2.1 Fiscal Year and Budgeting Process

I. Fiscal Year and Financial Statements

In accordance with the North Carolina State Board of Community Colleges, the College's fiscal year will be July 1 through June 30.

The President, or their designee, shall prepare and submit regular expenditure reports and annual financial statements to the Board of Trustees ("Board") and, if otherwise required, to the appropriate state and county agencies.

II. Budgeting Process

A. Preparation and Submission

The President, or their designee, shall be responsible for the preparation of the College's annual budget. The President, or their designee, shall develop procedures for soliciting budget recommendations from the appropriate College administrators and stakeholders. The President, or their designee, shall submit the proposed budget to the Board who shall approve the proposed budget.

The Board shall submit its proposed budget to the State Board in the format established in N.C.G.S. § 115D-54(b) on such date as determined by the State Board. The Board shall also submit to the appropriate county

commissioners for their approval that portion of the budget within the Commissioners' authority as established in N.C.G.S. § 115D-55(a).

Upon final approval by the State Board and Commissioners, the Board shall adopt its final budget. In the event that the final budget has not been adopted by the new fiscal year beginning on July 1, the Board, pursuant to N.C.G.S. § 115D-57, hereby authorizes the President to pay salaries and the College's other ordinary operating expenses for the interval between the beginning of the new fiscal year and the adoption of the new budget.

Revisions:
Initially approved December 12, 2023

Reference:
North Carolina General Statue (N.C.G.S.) § 115D-54 through -58

SPCC Policy:
Fiscal Year and Budgeting Process

6.2.2 Insurance

I. Fire, Flood, and Casualty Insurance – College Buildings

A. The College shall insure each building to the extent of not less than eighty percent (80%) of the current insurable value as determined by the insured and insurer against fire, lightning, windstorm, hail, explosion, aircraft or vehicles, riot or civil commotion, smoke, vandalism, sprinkler leakage, sinkhole collapse, volcanic action, falling objects, weight of snow, ice or sleet, or water damage.

B. The College shall insure each building and its contents to the extent of not less than eighty percent (80%) of the current insurable value, as determined by the insurer and the insured, of each of its insurable buildings against flood when that property is located, or becomes located in, an area identified on the latest Flood Insurance Rate Map produced by the Federal Emergency Management Agency as area that will be inundated by the flood event having a one percent (1%) chance of being equaled or exceeded in any given year.

C. For all College equipment and other contents of College buildings therein that is State or College property, the College shall secure and maintain fire and casualty insurance as proscribed in N.C.G.S. §§ 115D-58.11(a).

D. The County shall provide to the College the funds necessary to purchase such fire, flood, and casualty insurance.

E. All insurance must be purchased from companies duly licensed and authorized to sell insurance in North Carolina.

II. Liability Insurance

A. The Trustees may purchase liability insurance to adequately insure the Trustees against any and all liability for any damages by reasons of death or injury to person or property proximately caused by the negligence or torts of the College's agents and employees when acting within the scope of their authority or the course of their employment.

B. All insurance must be purchased from companies duly licensed and authorized to sell insurance in North Carolina or from other qualified companies to sell insurance as determined by the N.C. Department of Insurance.

C. The Trustees are authorized to pay as a necessary expense the lawful premiums of the retained liability insurance.

Revisions:
Initially approved February 13, 2024

Reference:
North Carolina General Statues (N.C.G.S.) § 115D-58.11 and -58.12

SPCC Policy:
Insurance

6.2.3 Surety Bonds

The following categories of employees shall be bonded by a surety company authorized to do business in North Carolina at an amount, to be determined by the President, which sufficiently protects the College's property and funds:

1. All employees authorized to draw or approve checks or vouchers drawn on local funds;

2. All employees authorized or permitted to receive College funds from whatever source; and

3. All employees responsible for or authorized to handle College property.

In lieu of a surety bond for the above employees, the Board of Trustees may obtain and maintain adequate insurance coverage sufficient for the protection of institutional funds and property. The College shall provide the funds necessary for the payment of the premiums of such bonds.

Revisions:
Initially approved February 13, 2024

Reference:
North Carolina General Statues (N.C.G.S.) § 115D-58.10

SPCC Policy:
Surety Bonds

6.2.4 Facsimile Signatures

The Trustees may provide by appropriate resolution the use of facsimile machines, signature machines, signature stamps or similar devices in signing checks and drafts. The Trustees may charge the President or some other bonded employee with the custody of the necessary machines, stamps, plates or other devices, and that person and the sureties on the official bond are liable for any illegal, improper or unauthorized use of them.

Revisions:
Initially approved December 12, 2023

Reference:
North Carolina General Statue (N.C.G.S.) § 115D-58.8

SPCC Policy:
Facsimile Signatures

6.2.5 Daily Deposits

All money regardless of source or purpose collected or received by a college employee and/or agent shall be provided to the college's Cashier and deposited intact daily. Deposits shall be given to the Cashier in the college's Business Office prior to the end of the business day. The Cashier will provide to the employee and/or agent a receipt for the money. All individuals shall physically deliver the money to be deposited to the Business Office and provide directly to the Cashier or a Business Office staff member. Individuals are prohibited from sending money to the Cashier through interoffice mail or leaving the money on the Cashier's desk. Funds physically transported between campus business offices are transported in a locked bag by a designated college courier.

Tuition and all revenues declared by law to be State moneys or otherwise shall be deposited pursuant to the rules of the State Treasurer.

Revisions:
Initially approved April 9, 2024

Reference:
North Carolina General Statute (N.G.C.S.) § 115D-58.9; 147-77

6.2.5.1 Student Club Deposits and Expenses

A. Club Advisors or designee are responsible for collecting funds and bringing them to the Business Office to deposit in accordance with Policy 6.2.5 – Daily Deposits. All monies collected must be deposited by the end of the business day in which it was collected. If money is collected on a day that the college is closed the money must be deposited with the Business Office the next business day

B. The College will not accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks).

C. The Club Deposit Form shall be used with all deposits. The Cashier will verify the deposit and print a receipt. A copy of the receipt will go to the Director of Student

Life, Engagement, and Leadership and a copy will be kept with the Club Advisor for their records.

D. Club Advisors or designees must verify that cash is available prior to spending.

E. When making purchases, the Supplies & Materials Requisition Form must be completed by the Club Advisor and approved by the Director, Student Life, Engagement, and Leadership who also verifies funding availability. The requisition shall then be submitted to the Purchasing department for a Purchase Order.

F. Once items have been received, the appropriate documentation (receiving and/or invoice) shall be forwarded to Accounts Payable for payment.

Procedure Revisions:
Initially approved April 9, 2024

SPCC Policy:
Daily Deposits

6.2.6 Audits

The College's book of accounts shall be audited a minimum of once every two (2) years or, if additional audits are necessary, as required by the State Board. The College may use state funds to contract with the North Carolina State Auditor or with a certified public accountant to perform the audit. The College shall submit the results of the audit to the State Board. The audit provides assurances that departments are complying with internal and external policies, procedures and regulations as well as verifying that financial statements and required reporting is completed in a timely and accurate manner.

Additionally, all state fund reports are submitted monthly to the North Carolina Community College System's finance office. These reports are reviewed and reconciled prior to the release of state funds for the subsequent months.

Nothing herein would prohibit the President, if they deem it necessary, from requesting a special audit of the College's accounting records by an outside agency. The President or their designee is also authorized, as needed, to develop procedures regarding internal controls to ensure that there are adequate controls in place to promote efficiency and protect the College's assets.

Revisions:
Initially approved December 12, 2023

Reference:
North Carolina General Statue (N.C.G.S.) § 115D-58.16

SPCC Policy:
Audits

6.2.7 Official Depositories and Investments

I. Definitions

A. *Cash Balance* – amount equal to all moneys received into institutional funds minus all expenses and withdrawals from those accounts in an Official Depository of the College as approved by the Board.

B. *Official Depository* – one or more banks, savings and loan associations or trust companies in North Carolina as approved by the Board.

II. Selection of Depository

A. Deposits

The Board shall designate one or more Official Depositories for the College's use. The College may deposit at interest all or part of the College's Cash Balance of any fund in an Official Depository. Moneys may be deposited at interest in any Official Depository in the form of such deposit accounts as may be approved for county governments. In addition, moneys may be deposited in the form of such deposit accounts as provided for a local government or public authority. Public moneys may also be deposited in Official Depositories in Negotiable Order of Withdrawal accounts where permitted by applicable federal or state regulations.

B. Deposit Security

The amount of funds on deposit in an Official Depository or deposited at interest shall be secured by deposit insurance, surety bonds, letters of credit issued by a Federal Home Loan Bank, or investment securities of such nature, in a sufficient amount to protect the College on account of deposit of funds made therein, and in such manner, as may be prescribed by rule or regulation of the Local Government Commission. When deposits are secured, no public officer or employee may be held liable for any losses sustained by the College because of the default or insolvency of the depository. No security is required for the protection of funds remitted to and received by a bank, savings and loan association, or trust company acting as fiscal agent for the payment of principal and interest on bonds or notes, when the funds are remitted no more than sixty (60) days prior to the maturity date.

III. Investments

The College's investment objective is to realize the highest earnings possible on invested cash. Pursuant to N.C.G.S. § 115D-58.6, the College may deposit all or a part of the Cash Balance of any fund in an Official Depository and shall manage the investments subject to the Board's restrictions. Approved types of investments are Repurchase Agreements, Commercial Paper, Certificates of Deposit, and Money Market Funds. The investment program shall be so managed that investments and deposits can be converted to cash when needed. All investments shall be secured as provided in N.C.G.S. § 159-31(b). Approval of investment decisions requires agreement and approval of any two of the following: the College President, the Vice President of Finance and Administrative Services, and the board chair. With respect to investments, the Board shall discharge their duties with respect to management and investment of College funds as follows:

A. Investment decisions shall be solely in the interest of the College and the

students, faculty and staff.

B. Investments shall be for the exclusive purpose of providing an adequate return to the College.

C. Investments shall be made with the care, skill and caution under the circumstances then prevailing which a prudent person acting in a like capacity and familiar with those matters would use in the conduct of an activity of like character and purpose.

D. Investment decisions shall be made impartially, taking into account the College's best interest, with special attention to conflict of interest or potential conflicts of interest.

E. Investments shall incur only costs that are appropriate and reasonable.

Revisions:
Initially approved January 25, 1993
Revised December 4, 2001
Updated October 9, 2007
Revised February 12, 2013
Revised February 11, 2014
Revised April 14, 2014
Revised December 12, 2023

References:
North Carolina General Statue (N.C.G.S.) 115D-58.6 and -58.7; 159-31(b)

SPCC Policy:
Official Depositories and Investments

6.2.8 Disbursement of Funds Policy

I. Disbursement of State Money

The deposit of money in the State treasury to credit the College shall be made in monthly installments, and additionally as necessary, at such time and in such manner as may be convenient for the operation of the community college system. Before an installment is credited, the College shall certify to the Community Colleges System Office the expenditures to be made by the College from the State Current Fund during the month.

The Community Colleges System Office shall determine whether the moneys requisitioned are due the College and, upon determining the amount due, shall cause the requisite amount to be credited to the College. Upon receiving notice from the Community Colleges System Office that the amount has been placed to the credit of the College, the College may issue State warrants up to the amount so certified. Money in the State Current Fund and other moneys made available by the State Board of Community Colleges shall be released only on warrants drawn on the State Treasurer, signed by the President and the Vice President of Finance and Administrative Services.

II. Disbursement of Local Money

All local public funds received by or credited to the College shall be disbursed on checks signed by the President and the Vice President of Finance and Administrative Services. The officials so designated shall countersign a check only if the funds required by such check are within the amount of funds remaining to the credit of the College and are within the unencumbered balance of the appropriation for the item of expenditure according to the College's approved budget. Each check shall be accompanied by an invoice, statement, voucher or other basic document which indicates, to the satisfaction of the signing officials, that the issuance of such check is proper.

Revisions:
Initially approved December 12, 2023

Reference:
North Carolina General Statue (N.C.G.S.) § 115D-58.3 and -58.4

SPCC Policy:
Disbursement of Funds

6.2.9 Debt Collection

I. Student Debt Collection

Tuition and fees for all College students are due and payable prior to the beginning of each term. A student's registration will be subject to cancellation when prior term, past due charges have not been resolved before the current term. Students not paying or deferring current term charges by the due date may be subject to cancellation. Any unpaid balance on a student's account may prevent registration. In addition, transcripts and diplomas may be withheld until outstanding balances are paid.

Students who leave the College with unpaid balances are subject to collection actions. These actions will begin with a letter reminding the student of the unpaid debt and encouraging immediate payment, payment arrangements or other action to resolve the debt and avoid additional action. If the student fails to respond satisfactorily, a final letter will be sent. Next steps include referral to collection agencies, litigation where appropriate and actions pursuant to the NC State Offset Debt Collection Act ("SODCA"). Uncollected student debts will be written off and expensed as bad debt once collection efforts have been exhausted. Writing off the account balance does not relieve the student's legal obligation to pay the debt. A record of the debt and the related student account holds are maintained along with SODCA reporting until the debts are paid or collected. If the write-off debt is later collected, then the resulting funds will be recognized as a recovery of the write-off.

II. Non-Student Debt Collection

Accounts receivable or uncollected billings that may be submitted for collection include, but are not limited to: salary overpayments, contract work completed by the College for which the College has not received payment, fees owed to the College,

deposited checks returned unpaid for insufficient funds, and nonpayment for goods or services purchased from the College.

The President or their designee is hereby authorized to develop procedures consistent with this policy.

Revisions:
Initially approved June 12, 2018
Revised June 11, 2024

References:
North Carolina General Statute (N.C.G.S) §§ 105A-1; 115D-5; -39
NCCCS Accounting Procedures Manual, Section 1, Item X, Writing-Off Uncollectible Accounts and College Loans

6.2.9.1 Student Debt Collection Procedure

The following Procedures shall be used for student debt collection:

I. Enrolled Students

A. As charges become past due, the student will be informed regarding holds impacting future registration, transcripts and diplomas. Such holds remain in place until the past due amount is resolved.

B. Students with past due charges will receive a letter regarding holds at least once during Fall and Spring semester prior to registration opening for the next Spring or Fall term. Failure of the student receiving the letter shall not, however, excuse the debt or vacate the hold.

II. Previously Enrolled Students

A. The College shall send the previously enrolled student a letter informing the student of the terms of the debt and how to pay the debt.

B. If, after thirty (30) days, there is no satisfactory response to the letter, the College shall send a second and final letter; and

C. If, after thirty (30) days, there is no satisfactory response to the second letter:

1. Refer the matter to one of the State approved collection agencies; and

2. Refer the matter to the North Carolina Department of Revenue pursuant to the Set-off Collection Act.

If the Student is paying a debt in periodic payments satisfactory to the College, the account may be retained until the account is satisfied.

Procedure Revisions:
Initially approved June 11, 2024

Procedure References:
North Carolina General Statute (N.C.G.S) §§ 105A-1; 115D-5; -39

6.2.9.2 Non-student Debt Collection Procedure

I. Scope of Procedure

This Procedure shall be used for all College non-student accounts receivable. Accounts receivable or uncollected billings that may be submitted for collection include, but are not limited to: salary overpayments, contract work completed by the College for which the College has not received payment, fees owed to the College, deposited checks returned unpaid for insufficient funds, and nonpayment for goods or services purchased from the College.

II. Age of Accounts and Collections of Past Due Billings

A. Current: An account that is invoiced but not due. For example, an account is invoiced April 1 but not due until April 30. The period from April 1 through April 30 is considered current.

B. 1-30 days past due: In the above example, this period is from May 1 to May 30. The account is considered thirty (30) days past due after May 30. The College will mail the first past-due letter (demand letter) to the debtor; make phone contact; and receive a promise to pay.

C. 31-60 days past due: In the above example, this period is from May 31 to June 29. The account is considered sixty (60) days past due after June 29. The College will mail the second and final demand letter to the debtor and send a confirmation letter for repayment.

III. Assessment of Late Fees

If, after thirty (30) days, there is no satisfactory response to the letter, the College shall apply a one-time late payment penalty fee of ten percent (10%) of the balance due (rounded to the nearest whole dollar).

IV. Collection Techniques

A. If, after sixty (60) days, there is no satisfactory response to the second letter, the College shall:

1. Refer the matter to one of the State approved collection agencies; and

2. Refer the matter to the North Carolina Department of Revenue pursuant to the Set-off Collection Act and the State Employees Debt Collection Act.

B. The College reserves the right to take all appropriate legal action to collect the debt.

C. If the debtor is paying a debt in periodic payments satisfactory to the College, the account may be retained until the account is satisfied.

V. Use of Late Fees

Any funds the College accrues as a result of late fees shall be used as follows:

A. Applied towards any fees incurred by the College for the collection effort;

B. Student aid; and/or

C. Other expenditures of direct benefit to students.

Procedure Revisions:
Initially approved June 11, 2024

Procedure References:
North Carolina General Statute (N.C.G.S) §§ 105A-1; 115D-5; -39

6.2.9.3 Writing Off Uncollectable Accounts Procedure

South Piedmont Community College's procedure for writing off uncollectible accounts will consider three (3) fiscal years as current and collectible. Any debt outside this time limit will be considered uncollectible and will be submitted to the college's Board of Trustees as a write-off request.

An account is determined to be uncollectible if it meets one (1) or more of the following criteria:

- The account has been listed with a collection agency and has been returned as uncollectible.
- The account has been submitted to North Carolina Department of Revenue Debt Setoff at least once (unless a valid social security number is not on file).
- The debt has been discharged in bankruptcy and the college has received official documentation.
- The debtor has died and the college has received official documentation.
- The amount of the account is under $50 and it is not cost effective to continue collection efforts.

Annually, the Business Office will review the student accounts which meet the above criteria and prepare a list of uncollectible accounts. The list will include the student ID number, name, term, balance owed, and explanation of balance. This list will be sent to the Chief Financial Officer (CFO) for review. The CFO will present the list to the Board of Trustees for approval. After the list is approved, the Business Office will move the bad debt to the general ledger write-off account.

The Business Office will place a "Hold" on uncollectible accounts that have been written-off and the college will follow 1E SBCCC 200.2(c). Except for circumstances cited in 1E SBCCC 200.2(c), any future transactions by those students, such as registration or

transcript requests, will be denied until the uncollectible balance is paid in full. This “Hold” will not apply if the debt was fully discharged in bankruptcy.

Procedure Revisions:
Initially approved June 11, 2024

Procedure References:
North Carolina General Statute (N.C.G.S) §§ 105A-1; 115D-5; -39
NC State Board of Community Colleges Code:
1E SBCCC 200.2(c)
NCCCS Accounting Procedures Manual, Section 1, Item X, Writing-Off Uncollectible Accounts and College Loans

SPCC Policy:
Debt Collection

6.2.10 Method of Payments

The President or their designee is hereby authorized to create procedures regarding the method of payment accepted by the College.

Revisions:
Initially approved December 12, 2023

6.2.10.1 Methods of Payments Procedure

I. Tuition & Fees

A. In Person - Tuition and fee payments can be made in person using cash, check, money order, MasterCard, Visa, Discover, or American Express at the Business Office.

B. Online - Secure online payments can be made using MasterCard, Visa, Discover, or American Express.

C. By Mail - Payments by check or money order can be mailed to:

South Piedmont Community College Business Office
Attn: Cashier
P.O. Box 126
Polkton, NC 28135

The College cannot accept checks without a preprinted name and address (starter or counter checks) or checks with an expiration date (credit card account checks). Please make checks payable to South Piedmont Community College. Checks must be written for the amount due. Checks may not be postdated.

When paying by check or money order by mail, include student’s name on the check to ensure proper credit. Payments mailed are not considered received until posted to your account.

D. By Phone – The College accepts credit card payment by phone from the cardholder only.

Procedure Revisions:
Initially approved December 12, 2023

SPCC Policy:
Method of Payments

6.2.11 Foundation

In accordance with N.C.G.S. § 115D-20(9) and the Board of Trustees (Board)'s Bylaws/Constitution, the Board hereby recognizes the legal authority of the South Piedmont Community College Foundation, Inc. (Foundation) as a nonprofit 501(c)(3) corporation organized and operated exclusively to support the mission of the College.

The Board of Directors governing the Foundation shall promote, establish, conduct, and maintain activities on its own behalf and solicit and receive funds and other real property. The Foundation may invest, reinvest, hold, manage, administer, expand, and apply such funds and property so long as such procedures and/or actions do not violate or otherwise infringe upon the College's policies and procedures. The Board shall have the ability to appoint a certain number of the Foundation's Directors as outlined in the Foundation Bylaws.

The President may assign employees to assist with the Foundation and may make available to the Foundation corporate office space, equipment, supplies and other related resources.

The Board of Directors shall secure and pay for the services of the State Auditor's Office or employ a certified public accountant to conduct an annual audit of the Foundation's accounts. The Board of Directors shall transmit to the Board a copy of the annual financial audit report.

Revisions:
Initially approved December 12, 2023

Reference:
North Carolina General Statue (N.C.G.S.) § 115D-20(9)
Board of Trustees Bylaws
Foundation Bylaws

SPCC Policy:
Foundation

6.2.12 Grants and Review of Grant Funded Projects and Programs

Grant proposals submitted to outside funding sources on behalf of South Piedmont Community College shall be approved by the President and coordinated, facilitated, and submitted by the South Piedmont Community College Foundation Office.

The College, with the support of the South Piedmont Community College Foundation, is responsible for ensuring that grant-funded projects are executed with adherence to all

regulations as established by the funding source and to all College policies regarding management of restricted funds.

The President is authorized to adopt procedures consistent with this policy.

Revisions:
Initially approved October 9, 2007
Revised February 11, 2014
Revised December 12, 2023

6.2.12.1 Review of Grant Funded Projects and Programs Procedure

A. Each quarter, the College shall review all active grant-funded projects or programs administered by the College.

B. The Project Director, supervisor, or other pertinent personnel will meet with the Director of Advancement quarterly to review:

1. Program activity since the last review.

2. Program activity planned for the next quarter.

3. Progress toward satisfying the project or program goals as approved in the funded grant proposal. Specifically:

a. Are there actual or anticipated changes in project or program activity that might affect the ability to satisfy objectives? If yes, what recommendations can be made to correct the situation? Should the funding agency be notified of a program modification request? If yes, agree on a procedure to follow.

b. If changes are anticipated, what will be the impact on the project or program budget? Should the funding agency be notified and a budget modification requested? If yes, agree on a procedure to follow.

C. The Project Director shall work with the Director of Advancement and pertinent College personnel to address fiscal questions relating to the administration of a grant. Specifically:

1. Determine the rate and nature of expenditures are appropriate. Review billing, accounts receivable, and encumbered funds to ensure understanding and agreement between program personnel and the Business Office.

2. Status of cash or in-kind match expenditures, if relevant.

D. South Piedmont Community College Foundation will work with pertinent College personnel to develop program reports required by funding agency including confirmation of due dates, information requested, and personnel responsible for completing reports. Specifically,

1. Narrative program progress or final reports.

2. Fiscal reports, interim and final.

E. South Piedmont Community College Foundation will work with pertinent College personnel to review status of multi-year funding and application for continued funding, if relevant, including due dates, information requested, and procedures for submitting application.

Procedure Revisions:
Initially approved December 12, 2023

SPCC Policy:
Grants and Review of Grant Funded Projects and Programs

6.2.13 Sound Fiscal and Management Practices

The Board shall ensure that sound fiscal and management practices are employed in the operation of the College's business office. To that end, the Board requires the following:

A. The College expends all funds prudently and consistently within the adopted budget.

B. The College shall manage the budget to ensure the percentage of State current operating funds remaining unexpended in the budget does not exceed five percent or five times the system-wide percentage, whichever is higher.

C. The College's fund accounts do not have a negative balance at the end of the fiscal year unless such an instance exists for a planned reason, such as an anticipated reimbursement. If any of the College's fund accounts have a negative balance at year-end, the negative fund balance shall be reviewed by the President and Finance Director. In the event the negative balance is not due to a planned reason, the President or their designee shall develop a plan to rectify the negative balance and shall report the matter to the Board at its first scheduled meeting in the new fiscal year.

D. The College shall track expenditures consistent with the North Carolina Community College System's Chart of Accounts, as outlined in the North Carolina Community College System Accounting Procedures Manual (see Chart of Accounts policy).

E. The President or designee shall provide financial reports to the Board based on intervals determined by the Board.

F. The College shall participate in the EAGLE Program (Enhancing Accountability in Government through Leadership and Education) and shall maintain a system of internal controls as required by N.C.G.S. 143D – The State Governmental Accountability and Internal Control Act.

G. The College shall not overdraw accounts by ensuring bank accounts are reconciled and any discrepancies resolved within thirty (30) business days from the end of the prior month. In the event the College fails to comply with this requirement more than once during a fiscal year, such information shall be reported to the Board at its first scheduled meeting following the month of non-compliance.

H. The College shall submit complete and accurate financial statements to the North Carolina Office of the State Controller by deadline as prescribed by the State Controller.

I. The College shall conduct audits consistent with N.C.G.S. §115D-20(9) and N.C.G.S. § 115D-58.16 (see Audits policy).

J. Once established, the President or their designee shall address to the Board any findings identified in audits, compliance reviews, SACSCOC reviews, or other monitoring reviews. The President or their designee shall address the matter with the Board at the first scheduled meeting following notice of the findings.

K. The College shall actively seek to fill leadership and other supervisory positions in a timely manner with individuals of high competence.

L. The College shall monitor employee turnover by providing an employee vacancy report for information to the Board at least biannually.

Revisions:
Initially approved October 10, 2018
Revised December 12, 2023

References:
NC State Board of Community Colleges Code:
1A SBCCC 200.4
North Carolina General Statute (N.C.G.S.) § 143D-7; 115D-20(9); 115D-58.16
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
Standard 13.2
Standard 13.3
Standard 13.4

SPCC Policy:
Sound Fiscal and Management Practices

6.3.1 Bookstore Operating Profits

In regard to expenditure of funds generated through bookstore operating profits, South Piedmont Community College defines the markup to be charged and the uses to which excess funds may be applied. The College's Board of Trustees periodically reviews the markup on textbooks and the use of profits to assure that student costs are held to a minimum.

I. Bookstore Operations

All financial transactions pertaining to bookstore operations shall be accounted for in a proprietary institutional account and kept separate from all of the College's other activities. At least every four years, the Board shall review the College's mark-up on textbooks and other instructional materials sold through the bookstore to determine if the mark-up is appropriately balanced between affordability for students and other priorities identified by the Board.

II. Use of Bookstore Operating Revenues

A. Bookstore receipts shall first be used to support bookstore operating expenses including, but not limited to: salaries and benefits of bookstore personnel, purchase of inventory, marketing, supplies, travel, equipment associated with the operation of the bookstore, enhancement of the bookstore and bookstore facility support costs, such as, utilities, housekeeping, maintenance and security.

B. Receipts in excess of the above operating expenses shall be transferred to the appropriate account and expended consistent with the following provisions:

1. Funds may be used to support instruction, student support services, student financial aid (e.g. scholarships, grants, loans, Work Study), student refunds, student activities, giveaways to students, curriculum development, program improvement, professional development, instructional equipment, and capital improvements related to facilities associated with the bookstore and student activities.

2. Funds shall not be used to support any supplemental salary, benefit or other form of compensation for the College's President. Funds shall not be used to support administrative costs, promotional giveaways to individuals other than students, entertainment expenses, fundraising expenses, and capital improvements not allowed under (B)(1) above.

Revisions:
Initially approved October 22, 1990
Reviewed October 9, 2007
Revised August 13, 2013
Revised December 3, 2019
Revised February 13, 2024

References:
North Carolina General Statues (N.C.G.S.) § 115D-5; 115D-5 (a1)
North Carolina State Board of Community Colleges Code:
1H SBCCC 300.3
NCCCS Accounting Procedures Manual, Section 1, Fiscal Procedures

6.3.1.1 Bookstore Operating Profits Procedure

At least every four years, the board of trustees of each college shall review the college's mark-up on textbooks and other instructional materials sold through the bookstore to

determine if the mark-up is appropriately balanced between affordability for students and other priorities identified by the local board of trustees.

College bookstore funds may be used as follows:

- Support of bookstore operating expenses including, but not limited to, salaries, supplies, travel, materials, operating resources, and equipment associated with the operation, support and enhancement of the bookstore.
- Funds in excess of these operating expenses may be used in support of:
- Student aid and/or scholarships
- Other expenditures of direct benefit to students (e.g., funding of positions for financial aid and student activities, etc.)
- Other similar expenses authorized by the board of trustees (e.g., new faculty positions for startup of new programs, counselors, equipment, construction, etc.)

Funds may not be used for:

- Supplemental salaries of any personnel
- Administrative support of the college other than that allowed above
- College entertainment expense. (Educational activities for non-college personnel or college personnel to enhance student success would not be entertainment.)

All expenditures shall be consistent with the mission and purpose of the community college system.

Revisions:
Revised February 13, 2024

References:
North Carolina General Statues (N.C.G.S.) § 115D-5; 115D-5 (a1)
North Carolina State Board of Community Colleges Code:
1H SBCCC 300.3
NCCCS Accounting Procedures Manual, Section 1, Fiscal Procedures

SPCC Policy:
Bookstore Operating Profits

6.3.2 Vending and Concessions

Profits received from the College's operation for vending machines and other concession activities shall be deposited, budgeted, appropriated and expended for the following purposes:

A. To support enterprises;

B. For expenditures of direct benefit to students;

C. Other similar expenses authorized by the President (i.e., new faculty positions for new programs, counselors, equipment, construction, etc.); and

D. For matching student aid funds and for other forms of student financial aid.

These profits shall not be used to supplement the President's salary.

Revisions:
Initially approved August 10, 1972
Updated October 9, 2007
Revised February 11, 2014
Revised December 12, 2017
Revised December 12, 2023

References:
North Carolina General Statue (N.C.G.S.) § 115D-58.13
NC State Board of Community Colleges Code:
1H SBCCC 300.4

SPCC Policy:
Vending and Concessions

6.3.3 Expenditure of State Funds

I. Disbursement of State Funds

State funds expended by the College shall be disbursed through a disbursing account that the State Treasurer has established for the College. The signature of College officials that are authorized by the College's President to sign vouchers issued on State funds shall be maintained on file with the State Treasurer and the State Board. The State Treasurer will furnish signature cards for this purpose.

II. Expenditure of State Funds

State funds shall be expended consistent with the purposes for which the State Board allocated the funds. In the event that the College expends State funds for an unauthorized purpose, the College shall reimburse the State for the amount from non-State funds.

A. Allowed Expenditures

1. Travel Expenses

State funds may be expended for travel in accordance with Policy 6.3.4 – Employee Travel & Financial Reimbursements.

2. Accreditation Expenses and Dues

a. Accreditation expenses may be paid from State funds within the College's current allotment. These expenses shall be limited to payment of travel, subsistence, lodging, and honorarium incurred by members of visiting committees, other bona fide representatives, and members of the staff of accrediting organizations.

b. The College may pay from State funds the required annual accreditation dues and such institutional association membership dues as the Board deems to benefit the College.

c. The College may also pay from State funds the fees for accrediting individual programs offered by the College if the College's President determines that the accreditation provides value to graduates of the program.

3. Campus Security

The College may use up to a specific amount of State funds designated by the State Board for campus security. Under this authority, the College may:

a. Hire security or campus police personnel;

b. Contract for professional security services and other security-related services; and

c. Purchase surveillance cameras, call boxes, alert systems, and other equipment-related expenditures, excluding vehicles.

4. Employee Recognition

The College may use State funds for purchases related to the recognition of employees for meritorious service through programs such as the one authorized by the State for State employees. In addition, State funds may be expended, not to exceed Fifty Dollars ($50), for the purchase of a plaque or for the printing and framing of a certificate to recognize employee service or performance. The expenditure of State funds for these purposes is subject to the availability of funds within the College.

B. Prohibited Expenditures

1. Athletics

The College shall not use State funds to create, support, maintain, or operate an intercollegiate, club, or intramural athletics program. Athletic programs may only be supported by student activity fees or other non-State funding sources that are authorized for that purpose.

2. Promotional Giveaways

The College shall not use State funds to purchase promotional giveaway items or other gifts for any reason, including promotional giveaway items purchased for College marketing and advertising. "Promotional giveaway items" are items given to an individual or entity for less than fair market value that do not serve an instructional or institutional purpose. Items that serve "an instructional or institutional purpose" are those used for classroom instruction and daily, routine

operations of the College not associated with marketing, advertising, recruiting, or fundraising.

3. County Funded Items

Unless otherwise authorized by law, the Colleges may not use State funds for those budget items listed in N.C.G.S. § 115D-32 that are the County's responsibility to fund.

Revisions:
Initially Approved February 13, 2024

References:
North Carolina General Statues (N.C.G.S.) § 115D-32; -58.3;
NC State Board of Community Colleges Code:
1H SBCC 200.3 - 200.11

SPCC Policy:
Expenditure of State Funds

6.3.4 Employee Travel and Financial Reimbursement

For all financial reimbursements, the College follows the North Carolina Community College System Accounting Procedures Manual and Reference Guide, Section 1: Fiscal Procedures (the "Manual"). The Board hereby incorporates the Manual.

Consistent with the Manual, The Board of Trustees hereby delegates to the President the authority to establish the IRS business standard mileage rate as the reimbursement rate for official business travel or establish a rate lower than the maximum as a result of limited budget availability for travel.

Revisions:
Initially approved February 9, 2010
Approved Move from 4.46 October 11, 2011
Revised February 11, 2014
Revised June 28, 2022
Revised December 12, 2023

References:
North Carolina Community College System Accounting Procedures Manual and Reference Guide

6.3.4.1 Travel, Transportation, and Allowances Procedure

South Piedmont Community College employees are encouraged to participate in events at the local, regional, state, and national levels. Through active involvement in organizations, the employee can make contacts, develop the partnerships necessary to enable South Piedmont Community College to effectively serve its constituencies, and enhance their professional development. South Piedmont Community College will pay the travel expenses of any employee as long as the employee has an approved/signed travel

request in accordance with the College Travel Procedures and budgeted funds are available.

In order to travel on College business, all employees must first complete the Travel Request Form.

A. The employee, supervisor, and the President, or designee, must approve the Travel Request Form to authorize the travel. This gives permission for the employee to be away from campus on College business

B. Travel reimbursements must be reconciled and finalized within two (2) weeks of returning from the trip. Not doing so could result in the denial of reimbursements. Reimbursements of travel funded with state funds may not be available until the end of the month. The Travel Reimbursement Form, along with receipts, must be submitted for reimbursement.

The travel procedures are located in Sharepoint Departments under Finance Shared Documents in Travel.

Procedure Revisions:
Initially approved December 12, 2023

SPCC Policy:
Employee Travel and Financial Reimbursement

6.3.5 Chart of Accounts

For all accounting procedures, the College follows the North Carolina Community College System Accounting Procedures Manual and Reference Guide, Section 2: Chart of Accounts (the "Manual"). The Board hereby incorporates the Manual.

Revisions:
Initially approved December 12, 2023

References:
North Carolina Community College System Accounting Procedures Manual and Reference Guide

SPCC Policy:
Chart of Accounts

6.3.6 Contracting Authority

A. The President is hereby expressly authorized and empowered by the Board of Trustees to contract in the Board's name as follows:

1. Personnel - All employment contracts shall be signed by the President.

2. Capital Improvement Change Orders - The President and the Board Chair may jointly approve a capital improvement change order when, in the opinion of the President, the deferral of the change order until the next regular board meeting would cause a significant delay in the progress of the capital improvement project. All change orders thus

approved shall be submitted to the Board for ratification at the earliest practical time.

3. Service Agreements - The President shall have authority to execute service agreements.

4. Instructional Agreements - The President is expressly authorized to sign all instructional agreements.

5. Cooperative Agency Agreements - The President is authorized to sign all cooperative, interinstitutional and interagency agreements.

B. Signatory Authority - Unless the authorizing action of the Board specifically provides otherwise, any contract approved by the Board shall be executed on the Board's behalf by either the Board Chair or the President.

C. Custody of Contracts - The President is hereby designated as custodian of all Board contracts. They shall maintain on file in either the President's office or the Business Office one of every contract to which the Board is a party.

D. Reporting - The President shall report to the Board upon their request any contracts made pursuant to delegated authority.

Revisions:
Initially approved December 12, 2023

References:
North Carolina General Statues (N.C.G.S) § 115D-14

SPCC Policy:
Contracting Authority

6.3.7 Purchasing

I. N.C. Community College Purchasing and Equipment Procedures Manual

The Board hereby incorporates the N.C. Community College Purchasing and Equipment Procedures Manual ("Manual"). The Manual shall control in the event of any inconsistencies with this Policy or any of the College's purchasing procedures.

II. Purchasing and Bidding

Purchasing procedures are originated by the North Carolina Division of Purchase and Contract. Such procedures are sanctioned by N.C.G.S. § 143, Article 3 and § 115D-58.5.

A. State Contract Items - Items on state contract may be ordered directly from the vendor subject to any restrictions on the contract certification.

B. Non-Contract Items - Non-contract items of less than $50,000 total order may be placed by the College without the oversight or approval of the Division of Purchase and Contract. Good purchasing practices mandate that

competition is to be sought for all purchases. For informal purchases, where the total order is $50,000 or less, the purchase must contain the state's standard terms and conditions. To accomplish this, the College has several options to pursue solicitation requests: utilize the NC eProcurement system to post informal purchase solicitations or issue a Request for Quote (RFQ) directly to at least three vendors. For the purchase of items less than $29,000, this is considered a small purchase and no further quotes are required.

3. Competitive Bid Items - Non-contract items over $50,000 must be sent by requisition to the Division of Purchase and Contract for competitive bids.

Revisions:
Initially approved December 12, 2023

Reference:
North Carolina General Statues (N.C.G.S) § 143, Article 3; 115D-58.5
NC State Board of Community Colleges Code:
1H SBCC 500.1 – 500.2

6.3.7.1 Equipment Inventory

The College shall conduct an annual inventory of capitalized assets. Spot checks may be made at intervals when deemed necessary or advisable. The College shall inventory non-capitalized high-risk assets at least once every two (2) years. The Vice President of Finance and Administrative Services shall be responsible for making sure that the inventory is completed.

Procedure Revisions:
Initially approved December 12, 2023

6.3.7.2 Reporting Lost or Stolen Equipment

Any damaged, stolen or missing materials or equipment owned by the College must be reported to the Vice President of Finance and Administrative Services as soon as the discovery is made. A written report must be filed within twenty four (24) hours of discovery of the loss. Conditions and circumstances leading to damage or loss should be included in the report, as well as actions proposed or taken to eliminate future losses.

Pursuant to N.C.G.S § 114-15.1, the President shall report possible violations of criminal statutes involving misuse of State property to the State Bureau of Investigation.

Procedure Revisions:
Initially approved December 12, 2023

Procedure References:
North Carolina General Statues (N.C.G.S) § 114-15.1

6.3.7.3 Sale, Trade or Disposal of Equipment

When the College's equipment reaches the end of its useful life, becomes inoperable, becomes obsolete or is replaced, the Board, without the approval of the State Board of Community Colleges, may use any of the following to depose of said equipment:

1. Transfer the equipment to another community college.

2. Dispose of the equipment through the State Surplus Property Agency.

3. Sell or exchange the equipment (i.e., personal property) pursuant to Article 12, Chapter 160A of the North Carolina General Statutes.

4. Cannibalize or recycle the equipment (see page 73 of the N.C. Community College Purchasing and Equipment Procedures Manual entitled "Cannibalization of Equipment").

Should the capitalized asset be determined to have no useful value and cannot be traded, sold, cannibalized or recycled, it may then be discarded.

Procedure Revisions:
Initially approved December 12, 2023

Procedure References:
North Carolina General Statues (N.C.G.S.) § 115D-15; 160A-266 through -271
N.C. Community College Purchasing and Equipment Procedures Manual

SPCC Policy:
Purchasing

6.3.8 Historically Underutilized Businesses (HUB)

The College affirms the State of North Carolina's commitment to encourage participation of historically underutilized businesses in the College's purchase of goods and services. The College prohibits discrimination against any person or business on the basis of race, color, ethnic origin, sex, gender, disability or religion.

The College has adopted the following verifiable percentage goals for participation in the College's contracts by women and minority-owned business: ten percent (10%) for participation by minority-owned, female-owned, disabled-owned, disabled business enterprises or non-profit work centers for the blind and severely disabled in the total annual value of all purchases of goods and services.

For construction projects, the College shall adhere to the guidelines established by the Department of Administration's Office of State Construction.

Revisions:
Initially approved October 10, 2001
Updated October 9, 2007
Revised February 11, 2014
Revised December 12, 2023

Reference:
North Carolina General Statues (N.C.G.S) § 143-128.2 through -128.4;
Guidelines for Recruitment and Selection of Minority Businesses For Participation in State Construction Contracts:

SPCC Policy:
Historically Underutilized Businesses (HUB)

6.3.9 Payment Card Security

Introduction

Credit card processing at the College shall comply with the Payment Card Industry Data Security Standards (PCI DSS). The following security requirements have been established by the payment card industry and adopted by the College to ensure compliance. These requirements apply to all employees, systems, networks, and third-party payment processors involved with credit card processing, including transmission, storage, or electronic and paper processing of credit card numbers.

I. Authorized Employees

Credit card processing for official college business is restricted to Business Office personnel, SPCC Success Navigators, and authorized third-party payment processors. No other College employees are authorized to process such information for any reason. College employees who process credit card information or who have access to this information will complete annual data security training.

II. Third-party Payment Processors

1. Any third-party payment processors must be PCI DSS compliant and provide evidence of their compliance annually or as requested.
2. The College shall enter into agreements with third-party payment processors that specify compliance requirements, data security measures, and reporting obligations in the event of a data breach.
3. The Business Office will conduct periodic reviews to ensure third-party payment processors are in compliance with this policy and PCI DSS standards.

III. State or System Office - Mandated Third-party Payment Processors

4. Any third-party payment processors that are required by the state of North Carolina or the North Carolina Community College System Office shall be governed by those respective agencies.
5. These agencies are responsible for ensuring that the mandated third-party payment processors comply with PCI DSS standards and other relevant security measures.
6. If compliance or data security issues arise with a state-mandated third-party payment processor, the College will coordinate with the responsible agency to address and resolve these issues in accordance with state and federal laws, as well as PCI DSS standards.
7. The Business Office will consult with these agencies periodically to receive updates on the compliance status of state-mandated third-party payment processors and to ensure alignment with the College's internal policies.

Revisions:
Initially approved June 11, 2024

References:
N.C. Community College Written Memoranda CC10-029 (issued 7/21/10)

SPCC Policy:
Payment Card Security

6.3.10 Identity Theft Prevention

I. POLICY OVERVIEW

This Policy is intended to meet the requirements of the FTC "Red Flag Rule." Identity theft is a fraud committed or attempted using the identifying information of another person without that person's authority. The College shall undertake reasonable measures to detect, prevent, and mitigate identity theft in connection with the opening of a "covered account" or any existing "covered account," and to establish a system for reporting a security incident.

Activities in which the college requires compliance with the Red Flag Rules include:

- Participation in federal student loan programs;
- Utilization of deferred payment plans as authorized by 23 N.C.A.C. 02D.0201(b);
- Issuance of student loans for technical and vocational education pursuant to 23 N.C.A.C. 02C.0304;
- Provision of emergency loans to students;
- Issuance of any scholarship which requires the recipient to sign a promissory note;
- Maintaining an account for students from which the student can authorize payments for goods and services such as books and food;
- Using debit card accounts;
- Persons attempting to access academic or financial information.

II. DEFINITIONS

A. Covered Account – A covered account is a consumer account designed to permit multiple payments or transactions. These are accounts where payments are deferred and made by a borrower periodically over time such as a tuition or fee installment payment plan.

B. Credit – Deferral of payment of a debt incurred for the purchase of goods or services, including educational services.

C. Creditor – A creditor is a person or entity that regularly extends, renews, or continues credit and any person or entity that regularly arranges for the extension, renewal, or continuation of credit. Examples of activities that indicate a college or college is a "creditor" are:

1. Participation in the Federal Perkins Loan program;
2. Participation as a school lender in the Federal Family Education Loan Program;

3. Offering loans to students, faculty or staff;
4. Offering a plan for payment of tuition or fees throughout the semester rather than requiring full payment at the beginning of the semester.

D. Financial Institution – Typically a bank, credit union, or other entity that holds for an individual an account from which the owner can make payments and transfer.

E. Identifying Information – Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer's Internet Protocol address, routing code or financial account number such as credit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account.

F. Identity theft – A fraud attempted or committed using identifying information of another person without proper authority.

G. Red Flag – A red flag is a pattern, practice or specific activity that indicates the possible existence of identity theft.

H. Sensitive information – Personal information belonging to any student, employee, or other person with whom the college is affiliated.

I. Security Incident – A collection of related activities or events which provide evidence that personal information could have been acquired by an unauthorized person.

III. IDENTIFICATION OF RED FLAGS

Broad categories of "Red Flags" include the following:

A. Alerts – alerts, notifications, or warnings from a consumer reporting agency including fraud alerts, credit freezes, or official notice of address discrepancies.

B. Suspicious Documents – such as those appearing to be forged or altered, or where the photo ID does not resemble its owner, or an application which appears to have been cut up, re-assembled and photocopied.

C. Suspicious Personal Identifying Information – such as discrepancies in address, Social Security Number or other information on file; an address that is a mail-drop, a prison, or is invalid; a phone number that is likely to be a pager or answering service; personal information of others already on file; and/or failure to provide all required information.

D. Unusual Use or Suspicious Account Activity – such as material changes in payment patterns, notification that the account holder is not receiving mailed statement, or that the account has unauthorized charges.

E. Notice from Others Indicating Possible Identify Theft – such as the College receiving notice from a victim of identity theft, law enforcement or another account holder reports that a fraudulent account was opened.

IV. DETECTION OF RED FLAGS

College employees shall undertake reasonable diligence to identify Red Flags in connection with the opening of covered accounts as well as existing covered accounts through such methods as:

A. Obtaining and verifying identity;

B. Authenticating customers; and

C. Monitoring transactions.

A data security incident that results in unauthorized access to a customer's account record or a notice that a customer has provided information related to a covered account to someone fraudulently claiming to represent the College or to a fraudulent web site may heighten the risk of identity theft and should be considered Red Flags.

V. SECURITY INCIDENT REPORTING

College employees who believe that a security incident has occurred shall immediately notify their appropriate supervisor and their Vice President, as well as the Vice President of Finance and Administrative Services/Chief Financial Officer. Upon review of the incident, the Vice President and Vice President of Finance and Administrative Services/Chief Financial Officer will inform the President immediately and shall determine what steps may be required to mitigate any issues that arise in the review. In addition, referral to law enforcement may be required.

If there is a security breach, the College shall comply with all notice requirements contained in N.C.G.S. § 75-65.

VI. TRAINING

All College employees who process any information related to a covered account shall receive annual training and this Policy shall be reviewed annually.

Revisions:
Initially approved April 14, 2009
Approve move from 4.45 October 11, 2011
Revised February 12, 2013
Revised February 11, 2014
Revised February 13, 2024

Reference:
Fair and Accurate Credit Transactions of 2003

FTC Regulations – Red Flag Rule
North Carolina General Statutes (N.C.G.S.) § 75-65

SPCC Policy:
Identity Theft Prevention

6.3.11 Foreign National Compliance

I. Definitions

A. A foreign national is a person who was born outside the jurisdiction of the United States, is a citizen of a foreign country, and has not become a naturalized United States citizen under United States law. This includes legal permanent residents.

B. Foreign nationals are classified as either "Nonresident Aliens" or "Resident Aliens". Section 1441 of the Internal Revenue Code provides a separate tax system with a different set of tax rules and regulations for individuals deemed to be Nonresident Aliens. Colleges making payments to Nonresident Aliens are subject to different tax withholding, reporting and liability requirements.

1. A Resident Alien's income is subject to tax in the same manner as a U.S. citizen. This means that their worldwide income is subject to U.S. tax and must be reported on their U.S. tax return. Income of Resident Aliens is subject to the graduated tax rates that apply to U.S. citizens.

2. A Nonresident Alien’s income is subject to federal income tax only on income which is derived from sources within the United States and/or income that is effectively connected with a U.S. trade or business. Nonresident Aliens are taxed according to special rules contained in certain parts of the Internal Revenue Code.

II. Policy

All North Carolina agencies, universities, community colleges and institutions have been tasked with the responsibility of withholding and reporting on payments to foreign national individuals and vendors in accordance with the IRS Code Regulations Section 1441 and policies established by the N.C. Office of the State Controller.

When the College identifies a foreign national or foreign vendor that will be compensated via payroll, accounts payable or student services, the appropriate department shall maintain a copy of evidentiary and supporting documentation such as I-9, W-8BEN, I-20, I-94, I-797, passport, and/or employment authorization card. The evidentiary and supporting documentation shall be provided to the Business Office. The Business Office will submit the supporting documentation to the North Carolina Community College System Office (NCCCSO) before payment is made.

If the NCCCSO determines that payments made by the College to a foreign national or foreign vendor are taxable, the College shall withhold federal and/or state taxes as instructed by the NCCCSO.

Revisions:
Initially approved December 12, 2023

Reference:
N.C. Office of State Controller's Policy and Procedures Regarding Foreign Nationals
NC Community College Foreign National Compliance Program
N.C. Community College Written Memoranda CC12-10 (issued 4/17/12)
N.C. Community College Accounting Procedures Manual and Reference Guide:
Fiscal Procedures

SPCC Policy:
Foreign National Compliance

6.3.12 Companies That Boycott Israel and Iran Divestment List

For all purchases and contracts valued at one thousand dollars ($1,000) or more ("Impacted Contracts"), the Board is prohibited from purchasing and contracting with the following:

A. Companies identified on the list of restricted companies, developed by the State Treasurer, that are engaged in a boycott of Israel ("Boycott List").

B. Companies identified on the list of restricted companies, developed by the State Treasurer, that are engaging in investment activities in Iran ("Iran List").

Prior to awarding an Impacted Contract, the College will check the Boycott List and Iran List on the State Treasurer's website to ensure that the company is not a restricted company. Any Impacted Contract made by the College with a restricted company on the Boycott List and/or the Iran list is void.

Revisions:
Initially approved December 12, 2023

Reference:
North Carolina Session Law 2017-193
North Carolina General Statues (N.C.G.S) § 147, Articles 6G and 6E

SPCC Policy:
Companies That Boycott Israel and Iran Divestment List

6.8.1 Delayed Disbursement Funding from Veterans Affairs Administration

Effective August 1, 2019, in compliance with Title 38 of U. S. Code 3679(e), Veterans Benefits and Transition Act of 2018, South Piedmont Community College will permit any covered individual to attend or participate in the course of education during the period beginning on the date the individual provides to the educational institution a VA certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

South Piedmont ensures there will not be any imposed penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. The student is responsible for any balance resulting from a difference between VA benefits and charges on the student's SPCC account.

Note**:**

- A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website, *eBenefits*, or a VAF 28-1905 form for authorization purposes.
- A "Covered Individual*"* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

Revisions:
Initially approved August 13, 2019

References:
North Carolina State Board of Community Colleges Code:
1E SBCCC 200.2
Department of Veterans Affairs, Title 38 of U. S. Code 3679(e), Veterans Benefits and Transition Act of 2018
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
Standard 13.6

6.8.1.1 Delayed Disbursement Funding from Veterans Affairs Procedure

1. Veteran students under this policy will be expected to submit a certificate of eligibility for entitlement or necessary information to the SPCC Office of Financial Aid and Veterans Affairs to verify eligibility for Chapter 31 or Chapter 33 benefits.
2. Students are responsible for any outstanding balance resulting from a difference between VA benefits and charges on the student's SPCC account.

SPCC Policy:
Delayed Disbursement Funding from Veteran's Affairs Administration

7. Information Technology

7.1 Technology Systems

I. OVERVIEW

The College's technology systems include technology hardware, electronic mail and other forms of electronic communications, Internet access and use of

computing devices. As the owner of property and services, the College has the right to monitor activities and to access information on the College's technology systems stored, sent, created or received by faculty, staff, students or other users. Any individual using the College's technology systems should not expect individual privacy in their use of the technology systems including, but not limited to, the use of the College's electronic mail system.

When using the College's technology systems, all users shall adhere to the College's information technology policies and procedures. Users are expected to use such technology systems in an appropriate, efficient, ethical and lawful manner consistent with the associated procedures. Users shall exercise caution when storing personal information on college equipment and be mindful that the college can access this data as necessary to maintain security and compliance with policies and regulations.

II. PUBLIC AND CONFIDENTIAL RECORDS

Unless otherwise confidential by law, records generated using the College's technology systems are considered public records and must be maintained as public records pursuant to the College's policies and procedures. Student education records and certain personnel information are protected by law and are confidential. For more information concerning student records, see Student Records policy and for information concerning personnel records, see Personnel Files policy.

III. EMPLOYEE USE OF TECHNOLOGY SERVICES

Employees using college technology hardware, software, or systems should adhere to the following guidelines.

A. Employees shall adhere to Internet and Network Acceptable Use Policy.

B. All computing devices, including portable computing devices such as laptops or tablets, shall

1. Use encryption or other measures to protect confidential information, including personal information, from unauthorized disclosure;

2. Be labeled with tamper-resistant tag, permanently engraved label or ID number, or both identifying the device as the College's property;

3. Be used in compliance with all applicable security requirements for the College's computers;

4. Be used in compliance with all applicable security requirements for the College's computers; and

5. Include BIOS password on such devices, if applicable.

C. The College's mobile technology equipment, such as laptops and tablets, may be used at home by college personnel provided:

1. Use of the equipment at home will not interfere with the College's operational needs;

2. Supervisor approval;

3. Personnel return items to campus upon request for system maintenance, upgrades, inventory, and verification.

D. The College's Information Technology Department ("IT") maintains all of the College's technology equipment. IT does not support the use and setup of the College's technology equipment on Internet, network and computing resources that are not owned and maintained by the College.

E. The College recognizes that employees may occasionally receive personal email on college computers, use college equipment to complete an online course and for other personal reasons. Personal use of college computers and equipment is acceptable provided that employees adhere to the following:

1. Personal use may not interfere with the College's operational needs;

2. Equipment may not be checked out or borrowed solely for the purpose of personal use;

3. Users will adhere to all state and federal laws and the College's policies and procedures;

4. Equipment or information resources are not used for illegal, malicious or obscene purposes;

5. Equipment or information resources are not used to seek or exchange electronic information or software unrelated to one's job duties and responsibilities;

6. The College's data and information are not shared with unauthorized individuals;

7. All software copyright and licensing laws are followed;

8. Do not use college passwords for non-college sites (e.g., social networking sites);

9. Do not share sensitive college information or student details on social networking sites.

10. Equipment is not used for any political purposes, including nonprofit activities of a political nature.

11. Equipment is not used for private or personal for-profit activities. This includes personal use for marketing or business transactions, advertising of products or services, or any other activity intended to foster personal gain. Employees may not use college equipment or

information resources in pursuit of private businesses operated by the employee or in pursuit of work for other agencies, colleges or businesses.

Revisions:
Initially approved April 13, 2004
Revised October 9, 2007
Revised October 11, 2011
Revised February 12, 2013
Revised December 9, 2014
Revised October 14, 2025

References:
United States Code of Federal Regulations Title 18 Part I Chapter 47 Section 1030
NC General Statute (Article 60)14-453
NCCCS Institutional Information Processing System Users Group Information Security Manual
ISO/IEC 2702:2013 Information Technology Security Techniques – Code of Practice for Information Security Controls

7.1.1 Computer Software Use Procedure

South Piedmont Community College intends to comply with all computer software copyrights and to adhere to the terms of software licenses that the college acquires.

No person shall use or cause to be used on the college's computer devices or systems any software that is not licensed to South Piedmont or does not fall into one of the following categories:

A. It is in the public domain and does not have restrictions that would prevent its use at the College.

B. It is covered by a licensing agreement with the software author, authors, vendor or
developer, whichever is applicable.

C. It has been donated to the college and a written record of the contribution exists
along with a license for its use.

D. It has been purchased by the College and a record of the purchase exists.

E. It is being reviewed or demonstrated by the user in order to reach a decision about
possible future licensing.

F. It has been written or developed by a college employee for the specific purpose of being used at the College.

In all of the preceding categories, copies of the authorization, agreement, license, or original media will be maintained by the Information Technology Department.

There will be no copying of copyrighted or proprietary programs on computers belonging to South Piedmont Community College. The software developer copyrights most software and, unless expressly authorized to do so, South Piedmont Community College has no right to make copies of the software except for backup or archival purposes. College personnel may not duplicate any licensed software or related documentation for use either on college equipment or elsewhere unless expressly authorized to do so by agreement with the licenser. Unauthorized duplication of software may subject employees and/or the College to both civil and criminal penalties under the United States Copyright Act.

Additionally, it is mandated that all software and software as a service solutions (SAAS), regardless of their source or category, must undergo a thorough evaluation for security, privacy, and compliance before they are approved for use within the College, and is subject to the Chief Information Security Officer's discretion for approval. This evaluation shall ensure that the software or SAAS solution adheres to relevant security protocols, safeguards data privacy, and complies with all applicable laws and regulations.

All software and software as a service solutions will be installed by the Information Technology Department or an IT department approved third party. Users are required to inform the Information Technology Department in advance of any software needing installation.

The Information Technology Department will conduct random audits of all college computers to ensure that the College is in compliance with software licenses.

Procedure Revisions:
Initially approved October 14, 2025

Procedure Reference:
United States Code: Title 17 – Copyrights

7.1.2 Portable Computer and Mobile Device Responsibilities and Use

When a faculty or staff member is assigned a computing device, they take responsibility to protect the device, any accessories provided, and the installed software on and off campus. In the event that the device is damaged or stolen, the user may be held financially liable for the loss. The value of the loss will be deemed at the time of loss by a calculation to be determined by South Piedmont’s Leadership Team. Therefore, it is in the best interest of computer users to ensure that their homeowners/renters insurance and automobile insurance can cover the loss of a portable computer and that the user is able to fund the deductible as indicated in their insurance policy. If a user does not agree or is unable to provide financial insurance for the portable computer, the portable must remain on campus.

Faculty and staff members are not allowed to add, modify, replace, or remove any component or software of the computing device without prior approval from the Information Technology (IT) Department. Repairs or changes to the device can only be performed by a college IT employee or by a contracted maintenance company under the direction of a college IT employee.

Computing devices are South Piedmont property, and faculty and staff members should not use the assigned device for purposes other than those related to their college position

and duties. In addition, faculty and staff members are expected to respond to any college IT Department request relating to the device in a timely manner. This includes making the device and accessories available when requested.

I. Lost or Stolen Devices

In the event that a portable computer or mobile device is lost or stolen, faculty or staff members must adhere to the following procedures, in accordance with best practices for IT risk management:

- **Stolen Device**: If the portable computer or mobile device is stolen, it is mandatory to immediately report the incident to the appropriate police department or security office and notify the South Piedmont Information Technology (IT) Department promptly. When the theft occurs off campus, contact the local police department where the incident took place and ensure a police report is filed.

- **Lost Device**: In the case of a lost portable computer or mobile device, it is equally important to report the loss to the IT Department as well. While not a criminal matter like theft, a lost device can pose significant IT security risks. Notify the IT Department without delay.

- **On-Campus Theft or Loss**: If the loss or theft occurs on campus, contact campus security to file an incident report. In this scenario, both lost and stolen devices should be reported to campus security.

In all instances, whether the device is stolen or lost, a copy of the report should be provided to the IT Department. Prompt and accurate reporting is essential to IT risk management and ensuring that appropriate measures are taken to safeguard sensitive data and assets.

Additionally, the IT Department must be informed if the portable computer or mobile device is damaged, as this can impact its functionality and security. This comprehensive reporting approach is integral to the College's commitment to IT risk management and the protection of the College's digital infrastructure and sensitive information.

Procedure Revisions:
Initially approved October 14, 2025

Procedure References:
NC General Statutes:
14-454
14-455
114-15

7.1.3 Part-Time Employee Laptop Procedure

Scope and Purpose

This procedure outlines the conditions under which part-time employees at South Piedmont may use personal or college-issued laptops for college-related tasks. All employees must adhere to the College's Acceptable Use and Information Security policies.

Personal Laptops

A. Part-time employees are allowed to use their personal laptops unless their department specifically requires them to be on the College domain using a college-issued device.

B. Part-time employees using personal laptops are responsible for maintaining their own equipment. The College does not provide repairs or replacements for personal devices.

C. To ensure network and data security, the College requires installation of certain security software (e.g., antivirus, firewall, and antimalware) on personal devices used for College business. The IT department will provide a list of acceptable applications.

College-Issued Laptops

A. If a South Piedmont part-time employee requires a college-issued laptop for job responsibilities, their supervisor must complete and submit an IS Access Request Form.

B. Upon approval, the Tech Support team will provide the laptop to the part-time employee.

C. College-issued laptops must be used primarily for college-related activities, in accordance with the College's Acceptable Use Policy.

D. Employees must return college-issued laptops to Tech Support or their supervisor immediately upon separation from the College or when the device is no longer needed.

Restrictions

A. Laptops from department/classroom carts are not to be assigned to part-time employees.

B. Any laptop designated/setup exclusively for student use should remain for student use only.

C. Access to or usage of student-assigned laptops for non-student purposes is strictly prohibited.

Security and Data Protection

A. All part-time employees—whether using a personal or college-issued device—must comply with the College's data security practices.

B. Sensitive or confidential data must be stored in accordance with the College's Data Handling guidelines (e.g., secure file storage solutions).

Support and Contact Information

For questions or assistance with laptop usage, contact your supervisor or Information Technology Services.

Procedure Revisions:
Initially approved October 14, 2025

SPCC Policy:
Technology Systems

7.2 Internet and Network Acceptable Use

I. PURPOSE

The College strives to provide information technology access in an environment in which access is shared equitably among users. This access is intended to be used in support of the College's research, educational and administrative purposes. College owned or operated computer resources are for the use of College employees, students and other authorized individuals. This policy's purpose is to protect the College's technology users and computer resources and to ensure equitable access and proper management of these resources.

II. ACCEPTABLE USE

A. Acceptable Activity

The College's information technology resources are intended for the use of its students, employees and other authorized individuals for purposes related to instruction, learning, research and campus operations. Users are expected to exercise responsible, ethical behavior when using all College computer resources. This policy makes no attempt to articulate all required or prohibited behavior by users of the College's computer resources.

B. Unacceptable Activity

Unacceptable activity includes, but is not limited to, the following:

1. Deliberately downloading, uploading, creating or transmitting computer viruses, malware, or other software intended to harm a computer or the College's network.

2. Destroying or modifying directory structures or registries or interfering or tampering with another individual's data or files.

3. Developing programs that infiltrate a computer or computing system, harass other users and/or damage software.

4. Attempting to obtain unauthorized computer access or privileges or attempting to trespass in another individual's work.

5. Using hardware or software sniffers to examine network traffic, except by appropriate College personnel, to diagnose the network for bottlenecks or other problems.

6. Using another person's password or sharing of one's own password (users should not share their password with anyone and those who choose to do so are responsible for the outcomes resulting from the use of their password).

7. Committing any form of vandalism on equipment, communication lines, manuals or software, or attempting to defeat or circumvent any security measures or controls.

8. Consuming food and/or beverages in computer labs, computer classrooms, library or in any other areas restricted to protect systems.

9. Wastefully using finite resources such as large amounts of bandwidth including but not limited to, downloading music, television shows, software programs, and/or movies.

10. Connecting personal network devices on the College's wired network. Connecting unsanctioned products (software or hardware) to the College network or installing products for personal use. Special provisions may be made for visiting artists, lecturers, and trainers at the discretion of the Chief Information Officer or Chief Information Security Officer. Information Technology support staff can offer assistance in gaining network access under these special circumstances, but the College cannot guarantee functionality and assumes no responsibility for configuration of or damage to non-college equipment.

11. Using the College's computer resources and network to engage in disruptive, threatening, discriminatory or illegal behavior or behavior that violates the Code of Student and/or Employee Conduct.

12. Disclosing confidential student or personnel information to unauthorized third parties;

13. Violating copyright laws and/or fair use provisions through: 1) illegal peer-to-peer file trafficking by downloading or uploading pirated or illegal material including, but not limited to, software and music files; and 2) reproducing or disseminating internet materials, except as permitted by law or by written agreement with the owner of the copyright;

14. Other activities that interfere with the effective and efficient operation of the College or its network or activities that violate the College's Policies and Procedures.

III. RESERVATIONS OF RIGHTS AND LIMITS OF LIABILITY

A. The College reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.

B. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to electronic mail or internet sessions on the College network or College-owned hardware.

C. The College is not responsible for the accuracy, content or quality of information obtained through or stored on the College network.

D. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.

E. The College reserves the right to limit the allocation of computer resources.

F. The College makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.

G. College funds may not be used to purchase personal network access or products.

H. The College shall not be liable legally, financially or otherwise for the actions of anyone using the internet through the College's network or College's computers.

IV. WIRELESS INTERNET ACCESS

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

V. ELECTRONIC COMMUNICATION

The College is committed to maintaining the integrity and responsible use of these platforms.

A. Eligibility for College-provided Electronic Communication Accounts

The College provides free electronic communication accounts to certain College employees, as determined by their appropriate Vice President, and to all students enrolled in a curriculum program. These accounts may include email, chat, and IM tools. The use of College-provided electronic communication accounts must be related to College business, including academic pursuits. Incidental and occasional personal use of these accounts is acceptable as long as such use does not generate a direct cost to the College or otherwise violate the provisions within this policy.

B. Security and Privacy

The College will make reasonable efforts to maintain the integrity and effective operation of its electronic communication systems, including email, chat, and IM. However, users should be aware that these systems should not be regarded as a secure medium for the communication of sensitive or confidential information. Due to the nature and technology of electronic communication, the College cannot assure the privacy of an individual's use of the College's electronic communication resources or the confidentiality of particular messages that may be created, transmitted, received, or stored.

C. Monitoring and Access

The College does not routinely monitor electronic communication but reserves the right to do so as deemed necessary. Students and employees should not have any expectation of privacy regarding their electronic communication addresses provided by the College. Any user of the College's computer resources who makes use of encryption devices shall provide access when requested to do so by the appropriate College authority. The College reserves the right to access and disclose the contents of employees', students', and other users' electronic communication without the consent of the user. This may occur in the following circumstances:

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

D. FERPA and Educational Records

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

E. Public Records Act

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

F. Retention and Disposal of Public Records

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

VI. PRIVATE EMPLOYEE WEBSITES, SOCIAL MEDIA AND OTHER INTERNET USE

When creating or posting material to a webpage or other internet site apart from the College's website or approved ancillary external site or page, employees should remember that the content may be viewed by anyone including community members, students and parents. When posting or creating an external website, students, faculty and staff are not permitted to use the College's name in an official capacity or use the College's marks, logos or other intellectual property.

Employees are to maintain an appropriate and professional relationship with students at all times. Having a public personal website or social media profile, or allowing access to a private website or private social media profile is considered a form of direct communication with students.

VII. VIOLATIONS

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

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

Revisions:
Initially approved September 15, 1997
Updated October 9, 2007
Revised October 11, 2011
Revised June 10, 2014
Revised December 14, 2023

Reference:
North Carolina General Statue (N.C.G.S.) § 14-455; 14-458
US Children's Internet Protection Act
US Code Title 17 Copyrights

SPCC Policy:
Internet and Network Acceptable Use

7.3 Electronic Records and Imaging

I. INTRODUCTION

The records covered by this policy are in the custody of the President's Office, Academic Affairs, Business and Workforce Solutions, Finance and Administrative

Services, Institutional Excellence, Marketing and Communication, and Student Services, and are maintained for the benefit of College use in delivering services and in documenting college operations. This electronic records policy reflects guidelines established in the North Carolina Department of Natural and Cultural Resources publication *Guidelines for Managing Trustworthy Digital Public Records*. Complying with this policy will increase the reliability and accuracy of records stored in information technology systems and will ensure that they remain accessible over time. Exhibiting compliance with this policy will enhance records' admissibility and acceptance by the judicial system as being trustworthy.

All public records as defined by North Carolina G.S. § 132-1 are covered by this policy. This includes permanent and non-permanent records, including both confidential and non-confidential records. These classifications may warrant different treatments when processing the records. This policy serves as basic documentation of the procedures followed by the department in imaging, indexing, auditing, backing up, and purging electronic records in accordance with the disposition schedule, and in handling the original paper records, if applicable.

This policy also serves to protect those records digitized through the College's imaging system, which reduces required storage space for original documents as the College transitions to a "more paperless" digital system and provides instant and simultaneous access to documents as needed.

The form provided in Appendix C, *Authorization to Destroy Paper Records*, is completed and submitted to the Department of Natural and Cultural Resources whenever the College wishes to dispose of a series of paper records that have been digitized.

This policy will supersede any electronic records system policy previously adopted. This policy will be reevaluated at a minimum of every **five** years, or upon the implementation of a new information technology system, and will be updated as required. A copy of this policy will remain on file at the Department of Natural and Cultural Resources.

II. NORTH CAROLINA PUBLIC RECORDS ACT

Electronic records made or received in connection with the transaction of public business are public records pursuant to the North Carolina Public Records Act, as defined by the North Carolina Public Records Act, N.C.G.S. § 132-1 *et seq*. Examples of electronic records that are public records include but are not limited to: messages that include information about policies or directives, official business correspondence, official reports, or material that has historic or legal value.

Public records, including electronic records, may not be deleted or otherwise disposed of except in accordance with the Schedule. The content of the electronic record determines its retention requirement.

The content of the email, not the method or device in which it was sent, dictates whether the email is a public record. For example, if an employee has work email on his private, personal email account, that email remains a public record. For this purpose, employees are strongly encouraged to use only their work email address for work emails. In the event that an employee, however, does have work emails on

their personal email accounts, they are responsible to properly maintain the email and, if necessary for retention purposes, transfer the email to another medium for proper retention.

III. ELECTRONIC RECORDS CUSTODIAN

Because electronic messages can be sent and forwarded to multiple people, copies of the messages may exist in the accounts of multiple users. In most cases, the author, or originator, of the electronic message is the legal custodian and is responsible for maintaining the "record" copy. However, cases in which the recipient has altered the message (made changes, added attachments, etc.), or when the message is coming from outside the college; the recipient is the one responsible for retaining the message. The College additionally stores all email and instant messages as a fail-safe archive in the event of system failure or unlawful tampering. All messages which are sent or received using the College's email and instant messaging system are copied and retained by this system for a minimum of five (5) years. This storage mechanism is intended as a safety measure and does not replace the individual employee's legal responsibility for retaining and archiving electronic messages in accordance with the state of North Carolina's record retention laws. The content of the message will dictate the retention period. When the custodian of an electronic message leaves the employment of the College, the electronic messages are retained in the cloud and are therefore retained.

IV. Responsible Parties

IT Department

Responsibilities include:

1. Installing and maintaining equipment and software
2. Configuring the system according to College needs, including creating and testing applications and indexes
3. Controlling permission rights to the system
4. Maintaining documentation of system hardware and software
5. Establishing audit trails that document actions taken on records stored by the information technology system
6. Providing backups for system records and recovering deleted imaged records when necessary
7. Completing a disaster recovery backup at least once every two years
8. Establishing and providing training on equipment and software, documenting such training, and providing remedial training as needed.
9. Creating and updating detailed procedural manuals describing the imaging process and equipment.
10. Conducting any necessary batch conversions or batch renaming of imaged records.

College Compliance Staff

Responsibilities include:

1. Coordinating with the Government Records Section all requests for records assistance, training, and other offered consultative services.
2. Coordinating interactions between campus business units and the Department of Natural and Cultural Resources to establish appropriate retention and disposition instructions for any records not included on the College's Records Retention and Disposition Schedule.

3. Providing guidance on the appropriate storage of public records, so they are kept in secure but accessible places.
4. In cooperation with the Department of Natural and Cultural Resources, establishing and maintaining a program for the selection and preservation of institutional records considered essential to the operation of government and to the protection of the rights and interests of citizens.
5. Participating in the design and implementation of campus electronic records initiatives, to ensure consideration of records management issues.
6. Coordinate the record destruction logs for the College and work with Department of Natural and Cultural Resources to gain necessary approvals for records destruction.
7. Serve as the Liaison between the College and Department Natural and Cultural Resources to ensure Compliance with the Records Retention and Disposition Schedule.

Department Managers
Responsibilities include:

1. Ensuring training of records creators.
2. Periodically auditing imaged records for accuracy, readability, and reproduction capabilities before the original documents are destroyed.
3. Maintaining Destruction Logs for both physical and electronic records that will be forwarded to the Compliance Department by December 31 each year.

Records Creators
Responsibilities include:

1. Attending and signing off on training provided or conducted by authorized college staff or by the Department of Natural and Cultural Resources.
2. Creating passwords for computers that are long, complex, and frequently changed.
3. Creating and managing electronic records in their purview in accordance with the policies and other guidance issued by the Department of Natural and Cultural Resources and complying with all IT security policies.
4. Reviewing records annually and purging records in accordance with the retention schedule.
5. Guaranteeing that records, regardless of format, be retained for the period of time required by the College's records retention schedules.
6. Carrying out day-to-day processes associated with the College's imaging program, including:
    - Designating records to be entered into the imaging system
    - Noting confidential information or otherwise protected records and fields
    - Removing transitory records from the scanning queue
    - Completing indexing guide form for each record being scanned
    - Reviewing images and indexing for quality assurance
    - Naming and storing the scanned images in designated folders
    - Once approved, destroying or otherwise disposing of original records in accordance with guidance issued by the Department of Natural and Cultural Resources
7. Public employees who have been approved to telecommute or use

mobile computing devices must:

- Comply with all information technology security policies, including the College and statewide acceptable use policies, as well as all statutes and policies governing public records.
- Back up information stored on the college owned mobile devices daily to ensure proper recovery and restoration of data files (e.g. use of OneDrive to store files).
- Ensure all data and/or digital records are generated/managed solely on college provided equipment and stored exclusively on the College secured network.

V. TYPES OF ELECTRONIC MESSAGES

For retention purposes, email messages generally fall into the following two categories:

A. Email of limited or transitory value. For example, a message seeking dates for a meeting has little or no value after the meeting. Retaining such messages serves no purpose and takes up space. Messages of limited or transitory value may be deleted when they no longer serve an administrative purpose.

B. Email containing information having lasting value. Email is sometimes used to transmit records having lasting value. For example, email about interpretations of an College's policies or regulations may be the only record of that subject matter. Such records should be transferred to another medium and appropriately filed, thus permitting email records to be purged.

VI. PROCEDURES FOR COMPLIANCE

While the methods for reviewing, storing or deleting electronic records may vary, compliance with the retention requirements may be accomplished by one of the following:

A. Hard Copy. Unless specifically required by regulation or law, digitally created data should not be printed or stored in printed format. If printed, data should be stored according to physical records handling Policy.

B. Electronic Storage of records and email. Electronically store the record or email in a file, on a disk or a server so that it may be maintained and stored according to its content definition under this Policy and any underlying Procedures. Electronic storage should ONLY be on college-owned and operated networks or cloud storage.

VII. LITIGATION HOLD

A litigation hold is a directive not to destroy electronic records, including email, which might be relevant to a pending or imminent legal proceeding. The President or designee may establish a committee to oversee and monitor litigation holds; such committee may contain a member of the Information Technology (IT) Department, the College’s legal counsel and a member of the Executive Leadership Team. In

the case of a litigation hold, the committee shall direct employees and the IT Department to not destroy electronic records and suspend the normal retention procedure for all related records.

VIII. OUTSIDE INSPECTION

The College recognizes the judicial system may request pretrial discovery of the information technology system used to produce records and related materials. The College will honor requests for outside inspection of the system and testing of data by the courts and government representatives. Records must be available for inspection and audit by a government representative for the full period required by law and approved records retention schedules, regardless of the life expectancy of the media on which the records are stored. Records must continue to exist when litigation, government investigation, or audit is pending or imminent, or if a court order may prohibit specified records from being destroyed or otherwise rendered unavailable.

In order to lay a proper foundation for the purposes of admitting the College's electronic records into evidence, the College will be able to provide up-to-date, detailed documentation that describes the procedural controls employed in producing records; procedures for input control including tests used to assure accuracy and reliability; and evidence of the records' chain of custody. In addition to this policy, such documentation includes:

- Procedural manuals
- System documentation
- Training documentation
- Audit documentation
- Audit trails documenting access permission to records

The College will also honor inspection and copy requests pursuant to N.C. G.S. § 132. The College should produce the records created and used in the course of business, maintaining an established folder structure as applicable. The College should produce records in any format it is capable of producing if asked by the requesting party; however, the College is not required to create or compile a record that does not already exist. If it is necessary to separate confidential from non-confidential information in order to permit the inspection or copying of the public records, the College will bear the cost of such separation.

IX. RECORD DISPOSITION

Records may only be disposed of in accordance with the Schedule and as approved by the North Carolina Department of Natural and Cultural Resources. Prior to the disposition of any record or record group after the applicable retention period, the Record Creator and Department Manager will create and maintain a destruction log.

The President is authorized to adopt procedures to implement this policy.

Revisions:

Initially adopted December 10, 2024
Revised December 9, 2025

References:
N.C.G.S. §§ 121-5; 132-1 *et seq*;
Records Retention & Disposition Schedule (2021)
Guidelines for Managing Trustworthy Digital Public Records; North Carolina Department of Natural and Cultural Resources

7.3.1 Electronic Records Retention Procedure

I. PURPOSE

The procedure reflects the guidelines established by the North Carolina Department of Cultural Resources publication *Guidelines for Managing Trustworthy Digital Public Records.* Complying with this procedure increases the reliability and accuracy of records stored digitally and will ensure these records remain accessible over time.

College employees will retain and destroy electronic records only in conformity with State law, College policy, this Procedure, and approved Record Retention and Disposition Schedule ("the Schedule") for community colleges adopted by the North Carolina Department of Cultural Resources and the North Carolina State Board of Community Colleges.

II. MAINTENANCE OF TRUSTWORTHY ELECTRONIC RECORDS

When creating electronic records or converting paper records to an electronic record, the electronic record shall be:

- Produced by methods that ensure accuracy;
- Maintained in a secure environment;
- Associated and linked with appropriate metadata; and
- Stored on media that are regularly assessed and refreshed.

A. Produced by Methods that Ensure Accuracy

All platforms used by the College to create and manage electronic records, including e-mail clients, social media platforms, and cloud computing platforms, will conform with all college policies.

Electronic files are named in accordance with the *Best Practices for File Naming* published by the North Carolina Department of Natural and Cultural Resources ("DNCR").

The College's file naming standard follows:

- 800 – the College's State ID
- Department ID – see Table. 1 Department Codes
- Document Type Code – see Table. 2 Document Type Code
- Confidentiality Identifier
- Document number
- Descriptive Title
- Version Number
- Date –For dated material use date format 2025-10-31
- File Extension

Example:
Controlled IT Form: 800-ITS-FRM-C-010_ITAccessRequestForm_v3.0.xlsx

Table. 1 Department Codes

Code	Department / Division
AA	Academic Affairs
BWS	Business and Workforce Solutions
FAC	Facilities
FAS	Finance and Administrative Services
HR	Human Resources
ITS	Information Technology
SS	Student Services
IE	Institutional Excellence
BC	Business Continuity / Emergency Management
PRES	Office of the President
MKT	Marketing & Communications

Table. 2 Document Type Code

Code	Document Type
POL	Policy
PCS	Process
PCD	Procedure
CHT	Charter
PLN	Plan
FRM	Form
RPT	Report
GDE	Guide
INF	Information
STA	Standard

WKF	Workflow
TTX	Table Top Exercise
PRS	Presentation
TMP	Template

Electronic files are saved in formats that comply with DNCR's *File Format Guidelines for Management and Long-Term Retention of Electronic Records.* File formats used by the College are identified as standard by DNCR and are well-supported, backwards compatible, and have robust metadata support.

B. Maintained in a Secure Environment

Security of the information technology system and the records it holds is maintained in the following ways:

1. Access rights are managed by the IT department and are assigned by a supervising authority to prevent unauthorized viewing of documents. Document owners can authorize access to college personnel and students per business need.

2. Data creators must organize and name file structures established by the College to identify confidentiality of the documents.

3. Folders with confidential information are restricted, and access rights to confidential data are carefully managed. Confidential material is redacted before it is shared or otherwise made available.

4. Physical access to college information technology resources is restricted.

5. All system password and operating procedure manuals are kept in secure off-site storage in encrypted format.

C. Associated and Linked with Appropriate Metadata

Metadata is maintained alongside the record. At a minimum, metadata retained includes file creator, date created, title (stored as the file name), and when appropriate, cell formulae and e-mail header information. Employees are not instructed to create metadata other than metadata that is essential for a file's current use and/or retention.

D. Stored on Media that are Regularly Assessed and Refreshed

Data is converted to new usable file types as old ones become obsolete. The following steps are taken to ensure the continued accessibility of records kept in electronic formats:

1. Data is audited and assessed annually. If there is evidence of file corruption, data should be migrated to new media.

2. Records are verified as needed through hash algorithms based on data type and criticality. This is required before and after transfer to new media to ensure the records were not altered.

3. Media is refreshed every three to five years. The College documents when and how records are transferred from one storage medium to another. Once the new media has been sampled to assure the quality of the transfer, the original media may be destroyed according to the guidelines of 07 NCAC 04M .0510.

4. Records are periodically migrated to new file types, particularly when a new information technology system requires that they be brought forward to render the file properly.

5. Critical Metadata is recorded and/or maintained during transfers and migrations as needed.

6. Storage media are maintained in a manner and in an environment that promotes bit-level preservation. Humidity does not exceed 50% and should not fall below 30%. Room temperature is set between 65° F to 75° F. The College adheres to the media manufacturer's recommendations for specific environmental conditions in which the media should be stored.

7. Whatever media is used to store data is clearly labeled with enough information that its contents can be determined. Any portable/removeable media must use proper data encryption.

III. COMPONENTS OF INFORMATION TECHNOLOGY SYSTEM

A. Training Programs

The IT department will conduct training for system use and electronic records management. All employees will be made aware of system procedures and policies and trained on them; employees will acknowledge by initialization or signature that they are aware of the policies and have received training on them. When appropriate, employees will also attend trainings offered by the North Carolina Department of Natural and Cultural Resources on the maintenance of electronic records. Documentation will

be maintained for the distribution of written procedures, attendance of individuals at training sessions and refresher training programs, and other relevant information.

B. Audit Trails

Audit Trail Documentation: The IT department shall maintain comprehensive audit trail documentation to monitor access and activities related to the college's information systems and data. This includes tracking read and write permissions for files maintained by the College.

Activity Logs: Ideally, activity logs shall be maintained for the system. These logs will record details such as who accessed the system, the nature of access (read or write), who created or modified records, and whether standard procedures were followed during these activities.

Review: The IT department uses Security Information and Event Management (SEIM) system to continually monitor and review the audit trail data to detect and respond to any unusual or suspicious activities. This process aids in ensuring data security and compliance with established procedures.

C. Audits

Purpose of Audits: Audits are conducted to assess the accuracy, timeliness, adequacy of procedures, training effectiveness, and the presence of robust audit trails within the College's information systems.

Internal Audits: Internal audits will be conducted on a regular basis, with the frequency being at least annually. These internal audits will be performed by college IT staff or designated personnel with expertise in the relevant areas.

Scope of Internal Audits: Internal audits will encompass a comprehensive review of the college's IT systems, including but not limited to network infrastructure, server environments, application security, data access controls, and compliance with established policies and procedures.

Reporting and Remediation: Audit findings will be documented, and reports will be provided to college leadership. Identified issues or deficiencies will be addressed promptly through remediation efforts, with corrective actions taken as necessary to enhance the security and integrity of the college's IT environment.

External Audits: In addition to internal audits, the College may engage external auditors or third-party entities to conduct independent

assessments and audits of its IT systems to ensure objectivity and compliance with industry standards and regulations.

D. Documentation of Information Technology System

The College maintains documentation that describes system procedures, practices, and workflows. This documentation also identifies system software and hardware and captures the system environment in terms of the organizational structure, functions and responsibilities, and system processes. It explains how the system operates from a functional user and data processing point of view. Documentation is reviewed and updated by IT staff annually or upon implementation of a new information technology system. Such documentation maintained by the College includes:

- Procedural manuals
- System documentation
- Security backup and disaster recovery procedures as a part of the Business Continuity Plan
- Service level agreements for contracted information technology services

One set of all system documentation will be maintained during the period for which the records produced by the process or system could likely be subject to court review and until all data created by every system instance has been destroyed or transferred to a new operating environment. All such documentation is listed in the College's records retention schedule.

IV. OTHER ELECTRONIC RECORDS MANAGEMENT PRACTICES

A. Security and Disaster Backup and Restoration

The College has a disaster recovery plan for its electronic data in place, which includes contact information for data recovery vendors and information about backups of all data. Security backups to protect against data loss are generated for all but the most transitory of files. Routine backups are conducted and stored in secure off-site storage.

Imaged documents are synchronized to the software upon document changes or upon document scanning. Off-site system backups are conducted on a daily cycle. College employees are strongly encouraged to use OneDrive for management of records. SharePoint sites are also used for storage of department/division data/records. The College backs up these systems to cloud storage on a maintenance schedule.

B. Cloud Software as a Service (SaaS) Solution

South Piedmont Community College recognizes the importance of utilizing Cloud Software as a Service (SaaS) solutions to support its business operations efficiently. To ensure the secure and effective adoption of SaaS solutions, the College establishes this policy and procedure to outline specific requirements and expectations for evaluating, selecting, and managing cloud-based services. All current and any future contracted solutions must provide secure methods for exporting and/or deleting the College's data if services are terminated. The College will not enter into a contract where the College does not maintain full ownership and accessibility of the data/records.

1. Product Evaluation and Selection

   Functional Support: Any SaaS product considered for use must provide functional support that aligns with the college's business requirements.

   Service Provider Viability: The service provider's financial stability and capacity to provide ongoing support for the product shall be evaluated and confirmed.

   Product Changes Notification: The service provider should have a process in place to notify users promptly about any changes in the product, including changes in functionality or user interface (UI).

   Ownership and rights: SaaS service providers shall acknowledge as part of the contract that all data and records generated by the College are owned by the college and shall be provided in entirety including all metadata to the College via approved exchange process if services/contracts are ended.

2. Technical and Integration Requirements

   Identity and Access Management (IAM): The selected SaaS product must seamlessly integrate with the college's Identity and Access Management (IAM) and account provisioning systems to ensure secure user access and data protection.

   Service Health Monitoring: The product should have robust service health monitoring capabilities to ensure the continuous availability and performance of the service.

   Log and Event Notification: The product must provide logging and event notification features, tracking

administrative access and configuration changes to the deployment.

Testing and Staging Environments: A testing and staging environment must be available for the product to conduct testing and ensure that updates or changes do not disrupt production.

Scalability and Fault Tolerance: The product should be scalable to accommodate the college's growing needs and provide fault tolerance to minimize service disruptions.

3. Risk Management Requirements

Data Security: The selected SaaS product must support the college's data security requirements, including data encryption, access controls, and data classification, in accordance with college policies.

Compliance: The product must comply with all applicable college policies and legal requirements, including but not limited to FERPA, HIPAA, and state regulations.

Business Continuity and Disaster Recovery: The product should have provisions for business continuity and disaster recovery planning to ensure minimal disruption to college operations in the event of unforeseen incidents.

4. Governance and Compliance

Accessibility and Compliance: Vendor must provide official documentation of compliance with all laws, statutes, regulations, or other official rules and limitations assigned to the College.

Vendor Assessment: The College shall perform regular assessments of SaaS vendors to ensure ongoing compliance with this policy.

User Training: Users of the SaaS solution shall receive training on the proper and secure use of the service, as well as adherence to this policy.

C. **System Planning**

Paper media is typically only used as a necessity. Examples include student work in detention centers where technology use is limited. Physical records being submitted to the College for enrollment purposes; transcripts from previous institutions submitted to Admissions. Most college records are digital born or are digitized for ease of access across multiple campuses. Microfiche and/or microfilm are used to store the majority of permanent student records created prior to the emergence of computer technology.

The College's IT department runs regular system checks to monitor storage usage comparted to limits. Any storage increase, hardware updates, or subscription cost are taken into account and included in annual budget needs or added to the College's list of needs where alternative funding can be explored such as grants or donor related request that are managed through the College's Institutional Excellence division. The IT department maintains an annual schedule of hardware and software related maintenance/updates.

D. **Shared Drive Management**

Employees use shared storage for collaboration and access. Procedures for the use of this shared storage comply with DNCR's guidance document *Global Shared Storage Guidelines*.

E. **Vendor-Provided Services/Hosted Solutions**

The terms of the service level agreement with **SoftDocs** detail:

- File formats
- Plan for converting files to a new format
- File naming practices
- Access rights/security mechanisms
- Backups (specify frequency and location)
- Mechanism for destructions
- Audits (data should be audited at least annually to test accessibility and assess need for refresh or migration)
- Frequency of refreshing of media (should be at least every 3-5 years)
- Frequency of checksum validation (should be at least at every migration)
- Environmental conditions where media is stored (humidity 30-50%, temperature 65-75°F)
- Training program
- Disaster recovery procedures
- System documentation/procedural manual – a copy should be provided to the College that specifies what hardware and software are provided by the vendor

- System for indexing records
- Quality control procedures
- Mechanism for document production due to litigation, audit, or public records request
- Mechanism for avoiding spoliation of evidence
- Costs for:
    - Uploading records
    - Downloading records
    - Migrating records
    - Service termination
    - Proprietary software necessary to access records, **if applicable**
- Performance/availability (e.g., planned and unplanned downtime)
- Ownership of data procedure for exporting records (including images as well as metadata) at end of contract period and/or when vendor ceases operation.

V. Digital Imaging Program Documentation and Procedures

A. System and Procedural Documentation

The IT department is responsible for preparing and updating detailed procedures that describe the process followed to create and manage imaged electronic records. This documentation will include a description of the system hardware and software. A current procedural manual will be maintained to ensure the most current steps are followed and to ensure reliable system documentation will be available for judicial or similar proceedings.

Each workstation designated as a scanning station will have, at a minimum, the following hardware and software, unless the scanner is collocated by means of a network interface:

- Document/image scanner authorized by IT – Ricoh fi-8040
- Driver software for scanner – TWAIN driver
- Imaging software – Etrieve Central & Content Systems
- Instructions manual, maintained by IT staff, describing in detail the steps required in the scanning process. This manual will also define:
    - The resolution of scanned images, as well as any compression standard used.
    - The file formats of scanned images.
    - The file naming conventions used for scanned images.
    - Whether batch conversion or batch file re-naming will be necessary, and what tool is used for such conversions.

- Whether any image enhancement techniques should be conducted after imaging.

B. Training

Only designated staff that have been formally trained by IT staff and have signed off on training documentation on the use of the imaging software and equipment will be allowed to scan records. Components of the training will include basic techniques for image capture, indexing, quality control, security configuration, auditing, use of equipment, and general system maintenance. Permissions to image and index records will not be assigned until the user has been trained. If a user improperly indexes or scans a document, an auditor will address this occurrence with the user, and remedial training will be required.

C. Indexing and Metadata

All imaged records must be indexed in order to facilitate efficient retrieval, ease of use, and up-to-date information about the images stored. This index should capture the content, structure, and context of the imaged records and will be developed by IT staff prior to the implementation of any imaging system. It should also be indexed according to guidelines set by the Department of Natural and Cultural Resources, see *Other Electronic Records Management Practices*, for more information on database indexing. Metadata will be maintained in accordance with the guidelines provided in Section II, *Maintenance of Trustworthy Electronic Records*.

D. Auditing and Audit Trails

Staff trained to conduct imaging will conduct a quality control audit following the imaging of a record to ensure that the following features of the imaged record are legible:

- Individual letters, numbers, and symbols
- Combinations of letters, numbers, and symbols forming words or sentences
- Graphics such as signatures, logos, and pictures
- Other features of records such as color, shape, texture, etc., that relate to the content of the information

Managerial staff for the various departments of the College will also periodically audit imaged records for accuracy, readability, and reproduction capabilities. Written quality control documentation will be prepared indicating the sampling of records and what remedial procedures were followed if the expected level of accuracy was not achieved.

Audit trails should be built into the imaging system that will automatically document who creates, duplicates, modifies, or otherwise accesses records and what procedures were taken. Audit trails include the success or failure, date, time, and user of the following events:

- Add/Edit electronic document
- Assign index template
- Copy document
- Copy pages
- Create document/folder
- Delete entry
- Delete pages
- Delete volume
- Edit image
- E-mail document
- Export document
- Index creation/deletion/modification
- Insert page
- Log in/out
- Move document
- Move pages
- Print document

Managerial staff will document by position title employees that have the authority to complete each of the tasks listed.

E. Retention of Original and Duplicate Records

To obtain permission to destroy original records following imaging, the College Compliance Department will complete the *Authorization to Destroy Paper Records* form. For each records series identified for scanning, the College Compliance department must approve the destruction of the original records. Permanent records may be imaged for ease of access, but the original documents may not be destroyed unless an analog copy exists prior to the records' destruction to ensure compliance with the Department of Natural and Cultural Resources *Human-Readable Preservation Duplicate*s policy.
Destruction of original records is allowed only after quality assurance has been conducted on the imaged records, necessary corrections have been made, the electronic records system is audited for accuracy, and the destruction of records has been approved.

If digital images replace the original records and assume all legal authorities, these scanned records will be considered the record copy and

must be maintained for the specified retention period defined in the appropriate records retention and disposition schedule. The retention period is considered to have begun when the original document was created, not when the electronic version was produced. Any hard copy generated from the imaged records will be considered the College's duplicate "working" record or reference copy.

VI. CONVERTING RECORDS TO DIGITAL FORMAT COMPLIANCE & SELF-WARRANTY

When converting non-permanent paper records, that have not met their retention period, to digital records, the Department Manager will complete the Compliance and Electronic Records Self-Warranty Form for each group of converted records. After digital conversion, the Records Creator may request to dispose of the paper records from their Department Manager. The College Compliance department will approve any local request for destruction of records and will obtain approval from the Department of Natural and Cultural Resources when necessary. The Authorization to Dispose of Paper Records form must be used.

The completion of the below form by all signing employees signals that all employees will adhere to the rules set forth in this policy. Furthermore, this section is to be used as a self-evaluation tool to ensure that electronic records produced by the institution are created, reproduced, and otherwise managed in accordance with guidelines for electronic public records published by the North Carolina Department of Natural and Cultural Resources.

Each signatory should initial each element for certification, print their name on the Approved by line, fill in the job title, and sign and date the form.

IT Professional

The IT Professional is the person responsible for providing technical support to the records custodians and who may be involved in infrastructure and system maintenance. The IT Professional certifies that:

_____ Audit trails document the identity of the individual who creates, duplicates, modifies, or otherwise prepares the records, what actions are taken by the individual during the course of the process, when these actions are taken, and what the results of these actions are.

_____

Audits:

- are performed periodically to confirm that the process or system produces accurate results.
- confirm that procedures followed are in accordance with the agency's documentation.
- are performed routinely on files to ensure no information has been lost.
- are performed by an independent source (i.e., persons other than those who create the records or persons without an interest in the content of the records. Acceptable sources may include different department or authorized auditing authority).
- are adequately documented.

_____ The process or system hardware and software are adequately documented.

_____ Permanent records conform to all file format, file naming, and digital preservation guidance produced by the Department of Natural and Cultural Resources.

_____ Backup procedures are in place and comply with best practices as established by the Department of Natural and Cultural Resources.

Successful disaster recovery backup is completed at least once every two years.

Approved by: _____ Date: _____

Title: _____

Signature: _____

College Compliance

The College Compliance department coordinates records management training and compliance. The college records officer certifies:

_____ Participation in the design and implementation of campus electronic records initiatives.

Approved by: _____ Date: _____

Title: _____

Signature: _____

Records Creator (Custodian)/Managerial Staff

The records custodian is the person responsible for creating records or managing the staff who create records. The records custodian certifies that:

_____ The records created or duplicated by electronic means in this office are prepared in accordance with these guidelines as indicated by the following statements:

- Quality - Records are legible, accurate, and complete.
- The records are produced or reproduced as part of a regularly conducted activity.
- The records conform to DNCR guidance regarding file formats, file naming, and if applicable, digital preservation guidance produced by DNCR.
- Detailed, documented procedures are in place and followed when the records are created, copied, modified, or duplicated.
- The person who creates, copies, modifies, or duplicates records receives formal training on detailed system procedures prior to records preparation.
- Details of the training received are adequately documented through written policies and procedures.
- Employees sign training records after receiving training.

_____ This institution will comply with the best practices and standards established by the Department of Natural and Cultural Resources as published on its website.

_____ This department/office will submit to the College Compliance Appendix C of the policy manual, *Authorization to Destroy Paper Records*, to seek approval for the destruction of original records that have been converted from paper to electronic record.

_____ Affected records creators will be trained on the proper creation and maintenance of electronic records.

Imaged records will be periodically audited for accuracy, readability, and reproduction capabilities before the original documents are destroyed.

Approved by: _____ Date: _____

Title: _____

Signature: _____

FOR DEPARTMENT OF NATURAL AND CULTURAL RESOURCES USE

Approved by: _____ Date: _____

Title: _____

Signature: _____

Procedure Revisions:
Initially approved December 10, 2024
Revised December 9, 2025

Procedure References:
Best Practices for File Naming; North Carolina Department of Natural and Cultural Resources
Guidelines for Managing Trustworthy Digital Public Records; North Carolina Department of Natural and Cultural Resources
File Format Guidelines for Management and Long-Term Retention of Electronic Records; North Carolina Department of Natural and Cultural Resources
07 NCAC 04M .0510
Records Retention and Disposition Schedule (2021)

SPCC Policy:
Electronic Records

7.4 Electronic Signature

It is the College's intent to provide efficient services for its employees, students and the public. The College encourages the use of electronic means, especially electronic mail, when conducting college business when those means result in efficient and improved service.

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

An e-signature may be accepted in all situations if the requirement of a signature/approval is stated or implied unless laws specifically require a written signature. The College does not limit the right or option to conduct the transaction on paper or in non-electronic form and the right to have documents provided or made available on paper at no charge. The e-signature must be protected by reasonable security measures applicable to the established computer functions of the College.

The College may use or purchase particular software platforms that facilitate electronic signatures from users when appropriate.

College user accounts are to be used solely by the student or employee assigned to the account. Users may not allow access to their accounts by other persons, including

relatives or friends. All users are responsible for protecting the confidentiality of their account and for adhering to the Internet and Network Acceptable Use policy.

Revisions:
Initially approved December 14, 2010
Revised October 11, 2011
Revised August 13, 2013
Revised June 11, 2024

References:
North Carolina General Statute (N.C.G.S.) § 66-58.4; 66-312-330

7.4.1 Electronic Signature Procedure

The Electronic Signature policy is supported by methods that are practical, secure, and balance risk and cost. It is not the intent of this policy or procedure to eliminate all risk, but rather to provide a process that gives parties assurance that appropriate analysis was completed prior to implementation of e-signature, and that the level of user authentication used is reasonable for the type of transaction conducted.

The *e-Authentication Risk and Requirements Assessment* (eRA) procedure is the risk and assurance level evaluation tool to be used at the College. **User authentication entails verifying the user's unique credentials, username and password. This requires validation against specific information held in Active Directory.** Security and access to college specific information is determined by a "record custodian." Record custodians are responsible for compliance with all legal obligations related to information, and in that capacity have final authority for the utilization, access, and release of data under their jurisdiction. In some instances, there are multiple custodians for various sets of data.

College transactions enabled by e-signatures will be evaluated using the eRA procedure. (This includes any existing implied or explicit e-signatures in use prior to the adoption of the policy.) For risk assessment and review purposes, similar types of transactions may be grouped together under one agreement. Implemented e-signatures will be reviewed periodically for appropriateness and continued applicability.

For the purposes of contract submission, any form of electronic signature, including an electronic image of the signed contract, is acceptable. Contracts with electronic signatures must be returned using South Piedmont authenticated email accounts. To accomplish this, IS Access Forms are to be initiated at the time of hire or upon the extending of a contract***.***

Temporarily, or during the COVID-19 response and until such time as the college is able to implement technology to support verifiable electronic signatures, a more liberal translation of the definition of electronic signatures will be applied where reasonable, to enable the registration, waiver, and enrolling of students in non-credit classes.

Reasonable electronic signatures will not contradict outside agency requirements, State Board code, or guidance from the System office, and will be documented and maintained for Compliance Reviews.

Reasonable methods may include but are not limited to PDF fillable form signatures, signatures from email accounts other than South Piedmont's when students do not have a South Piedmont account, and emails verifying the application of waiver requirements.

Procedure Revisions:
Revised June 11, 2024

7.4.2 College and Career Readiness Alternative Registration Procedure

College and Career Readiness staff will collect student intake data required to complete either the Literacy Education Information System (LEIS) form or the HRD Registration and Waiver form by one of the following methods:

a. Via email using fillable intake/registration forms
b. Via phone

In the event a student cannot virtually complete and sign the HRD Registration and Waiver form, an email must be sent by the student confirming the student's eligibility to receive the HRD tuition waiver. Documentation of this email will be kept in the class file.

- Instructors will send a confirmation of class participation to the Director of Program Performance and Accountability who will officially register the student in the course.
- The instructor email will serve as the instructor signature on the registration form.
- Documentation of the original email or phone communication along with documented student participation in the course will serve as confirmation of student registration and enrollment in the course.
- This documentation will be kept in the class files for auditing purposes.

Procedure Revisions:
Review Date November 20, 2020
Revised July 8, 2019
Revised May 15, 2020

Revised June 11, 2024

SPCC Policy:
Electronic Signature Policy

7.5 College Social Media

Introduction

The College recognizes the pivotal role of social media in contemporary communication and acknowledges its value in fostering transparency and engagement within the academic community. This policy outlines guidelines for the responsible use of social media by the College, its employees, students, alumni, friends, and supporters to ensure compliance with local, state, and federal laws, as well as to safeguard the College's network security. In alignment with our mission, we encourage open and respectful online interactions that uphold the College's reputation.

I. Registration and Oversight

   a. The College's Marketing & Communication Division shall maintain an updated list of all official College-affiliated social media accounts. Each social media account representing the College must be registered with this division to ensure transparency and oversight.
   b. College employees responsible for operating official College social media accounts must adhere to established procedures and guidelines provided by the Marketing & Communication Division.

II. Professionalism and Security

   a. College employees using official College social media accounts are expected to exercise good professional judgment. All communications on these platforms should be appropriate, respectful, and in accordance with local, state, and federal laws, as well as the College's technology security procedures.
   b. It is the responsibility of employees to maintain the security of the College's network while using official social media accounts. They should avoid sharing sensitive information that could compromise network security.
   c. Employees and students posting on college social media accounts are accountable for adhering to all South Piedmont policies and procedures including Code of Conduct, FERPA, Data, Copyright, and Discrimination and Harassment policies.

III. Mission Alignment

   a. All content generated on college-operated social media accounts should support and promote the mission of the College. This includes sharing

information about academic programs, events, achievements, and other relevant updates.
b. Any content posted on official College social media accounts should be aligned with the College's values and goals and should not be used for personal or unrelated purposes.

IV. Monitoring and Moderation

a. Employees managing social media accounts on behalf of the College are responsible for actively monitoring discussions and content added by third parties, including comments. They should ensure that interactions remain respectful and relevant.
b. The President or their designee, in conjunction with the College's Marketing & Communications Division, reserves the right to remove any post or comment on any social media account operated by the College if it violates College policies or guidelines.

V. Records Retention
a. Social media accounts controlled by the College are subject to records retention regulations. The College shall maintain records of all social media content generated on official College accounts in accordance with applicable legal requirements.

The College encourages the responsible and strategic use of social media to enhance communication and engagement with our community. Employees must adhere to this policy to uphold the College's reputation and protect network security. Failure to comply with this policy may result in disciplinary actions. The College's Marketing & Communication Division is available to provide guidance and support for employees managing official College social media accounts.

Revisions:
Initially approved October 8, 2024

References:
Records Retention and Disposition Schedule (2021)

7.5.1 Personal Account Posting Guidelines Procedure

When posting about the College on personal social media accounts, please remember that although you may be acting with the purest of intentions, anything you post about the College, or its partners can potentially harm the College's reputation or relationships. Employees, students, friends, and supporters should use these best practices when posting on social media about the College or its partners:

- Please follow the College’s social media accounts and share any South Piedmont post that you enjoy on your personal feeds.

- Be respectful and never respond to negative or controversial posts on the College's social media. While we are all champions for the College these responses are best left to the College's public relations representatives.

- Before posting always assess the consequences, employees and students are held accountable to their respective Codes of Conduct.

- Include "views expressed in this post are my own" on personal post about the College or its partners.

- Remember that anything posted on the World Wide Web lives forever. Although postings originate on a personal account that content will be shared across multiple feeds making its way across the College's service area and beyond.

- The College's Marketing & Communication Division is available to provide guidance and support for any post related to the College.

Procedure Revisions:
Initially approved October 8, 2024

SPCC Policy:
Social Media

7.6 Peer-To-Peer File Sharing

I. PURPOSE

The Digital Millennium Copyright Act of 1998 ("DMCA") legally protects a copyright holder from the unauthorized use of their digital content. Unauthorized use means violating the user agreement or terms of use for the digital content. Illegally sharing and/or reproducing copyrighted materials such as music, videos, documents, software and photos is considered copyright infringement. The Higher Education Opportunity Act ("HEOA") includes a provision directly related to DMCA.
HEOA sets requirements for higher education institutions to address illegal peer-to-peer ("P2P") file sharing occurring on college networks. Illegal P2P file sharing is downloading, also known as copying and/or saving, copyrighted material to a hard drive or any other storage device and/or sharing or making it available to other people without the consent of the copyright holder.

P2P applications are used to legitimately share digital content. However, P2P applications can expose the College, and individual users on the college's network, to legal liabilities when illegal file sharing occurs. P2P applications can also present a security risk because a downloaded file may actually contain a virus or a malicious program that could target and infect other machines on the

network, impact the performance of the network and compromise sensitive/confidential information.

The purpose of this Policy is to inform the college community on preventive measures that will help avoid legal liability and security risks resulting from illegal file sharing. This Policy applies to any individual using the college's computer network.

II. POLICY

Individuals using the college's computer network will be held accountable for adhering to the following terms and conditions:

A. Read the user agreement or terms of use for the following digital content in order to make sure you do not use nor share digital material illegally: documents, videos, and games located on the Internet; social networking sites (i.e. YouTube); purchased digital content (i.e., music, software); and peer-to-peer file sharing applications;

B. Delete unauthorized copyrighted material from your electronic device (i.e. computer, iPhone);

C. Use a legal alternative to unauthorized downloading. The College does not endorse a particular product or service nor is it responsible for any cost or any technology related issues resulting from the use of the legitimate sources;

D. Disable the file sharing feature for P2P software if you do not have permission to share the digital material (i.e., documents, movies, games, etc.) legally; contact the software vendor for technical support;

E. Follow the P2P vendor's best practices for securing the computer used for P2P activity (i.e., anti-virus software, a vendor supported operating system, personal firewall, current version of P2P application, etc.); the Federal Trade Commission has P2P best practices at: https://www.ftc.gov/business-guidance/resources/peer-peer-file-sharing-guide- business; and

F. For college-owned assets, P2P software can only be used to promote the college's mission, academic and business needs. Where applicable, P2P software is not allowed on machines that process and/or store confidential/sensitive data. The personal use of P2P applications on college-owned assets for recreational and leisure purposes is prohibited.

III. ENFORCEMENT

Enforcement of this Policy shall include:

A. Disclosure to students on an annual basis, which shall include legal alternatives to illegal file sharing;

B. Monitoring network traffic and limiting network bandwidth; and

C. Implementing other technology-based deterrents as needed.

In addition to employment and student discipline issued by the College in accordance with applicable policies and procedures (up to and including dismissal/suspension), individuals cited for unauthorized use may be subjected to civil and/or criminal damages such as monetary damages and potential prison time. According to the US Copyright Office, monetary damages can range from $200 to $150,000 for each act (http://www.copyright.gov/title17/92chap5.html#504). Criminal prosecutions may result in a fine of up to $250,000 and a prison term of up to 5 years (http://www.fbi.gov/ipr/) for each act.

Revisions:
Initially approved December 10, 2024

References:
20 U.S.C. §1092, §1094

SPCC Policy:
Peer-to-Peer File Sharing

7.7 Digital Technology Accessibility

The College is committed to taking reasonable measures to support the accessibility of its audio, visual, telecommunications and web-based technologies ("Digital Technology") for use by students, employees and/or the general public. Students who seek an accommodation for Digital Technology should contact a counselor through the Office of Student Wellness, Advocacy, and Support. College Employees seeking accommodations should contact Human Resources. Other individuals who seek accommodations should contact the College's Information Technology office.

Undue burden and non-availability may qualify as an exemption from this Policy when compliance is not technically possible or is unreasonably burdensome in that it would require extraordinary measures due to the nature of the request or would fundamentally alter the purpose of the Digital Technology.

When conducting core academic and business activities using web content, the College shall align the web content with the guidelines of the most current version of Web Content Accessibility Guidelines 2.0 Level AA (WCAG 2.0 AA).

Revisions:
Initially adopted June 11, 2024

References:
Americans with Disabilities Act of 1990, as amended.
Web Content Accessibility Guidelines 2.0 Level AA

SPCC Policy:
Digital Technology Accessibility

7.8 Information Security Program

I. OVERVIEW

South Piedmont Community College (SPCC) operates and maintains an Information Security Program ("ISP") to ensure the confidentiality, integrity, and availability of college data, information systems, and services. This program is based on data classification and is designed to support the mission of the college and the well-being of its students while maintaining full compliance with local, state, and federal standards, policies, and laws, including all legal requirements specified for the North Carolina Community College System.

The College utilizes the Statewide Information Security Manual published by the North Carolina Department of Information Technology as the principal cybersecurity framework for establishing a system-wide information security and risk management program. The College's use of this framework shall be consistent with the provisions of the State Board of Community Colleges Code and all relevant legal requirements for the North Carolina Community College System.

II. CYBERSECURITY INCIDENTS

The College shall not submit payment or otherwise communicate with an entity that has engaged in a cybersecurity incident on an information technology system by encrypting data and then subsequently offering to decrypt that data in exchange for a ransom payment. This prohibition aligns with both state and federal laws and the legal requirements outlined for the North Carolina Community College System.

Consistent with state law and North Carolina Community College System's mandates, the College consults with the North Carolina Department of Information Technology regarding cybersecurity incidents. This consultation is vital to ensuring that the College adheres to all legal obligations related to incident response and reporting.

This Information Security Program is subject to periodic review and updates to remain current with evolving threats, technologies, and legal requirements for the North Carolina Community College System.

Revisions:
Initially approved December 12, 2023

Reference:
NC State Board of Community Colleges Code:
1B SBCCC 700 et. al
North Carolina General Statues (N.C.G.S.) § 143-800

SPCC Policy:
Information Security Program

7.9 Prohibition of Pornographic Content on College Devices and Networks

I. Purpose

The purpose of this policy is to enforce compliance with the law *Prohibit Viewing of Pornography on Government Networks and Devices* (S.L. 2024-26) and North Carolina General Statutes § 143-805, which prohibits the viewing of pornographic content on government networks and devices. This policy outlines the responsibilities of South Piedmont Community College employees, students, and affiliates in maintaining a secure and professional environment, free from inappropriate content.

II. Scope

This policy applies to all employees, students, elected officials, appointees, contractors, and any other individuals using college networks or devices owned, leased, maintained, or otherwise controlled by the College.

III. Definitions

A. **Device** includes any cellular phone, desktop or laptop computer, or other electronic equipment capable of connecting to a network.

B. **Network** includes any of the following, whether through owning, leasing, maintaining, or otherwise controlling: the interconnection of communication systems with a computer through remote or local terminals, or a complex consisting of two or more interconnected computers or telephone switching equipment; internet service; or internet access.

C. **Pornography** means "any material depicting sexual activity", including pictures, drawings, video recordings, films, or other visual or physical depictions or representations, including digital or computer-generated (AI) visual depictions or representations. This definition does not include material consisting entirely of written words.

D. **Sexual Activity** as defined in G.S. 14-190.13.

IV. Policy Statement

A. Prohibited Use

South Piedmont strictly prohibits the viewing, accessing, downloading, or storing of pornographic material on its network or devices. This prohibition applies to all individuals covered under the scope of this policy.

B. Exceptions

This policy does not apply to employees engaged in activities related to:

1. law enforcement training or purposes
2. identifying potential security or cybersecurity threats
3. protecting human life
4. establishing, testing, or maintaining firewalls and security protocols
5. participating in judicial or quasi-judicial proceedings

C. Mandatory Removal

All individuals must remove, delete, or uninstall any pornographic material from College devices by January 1, 2025. Failure to comply will result in disciplinary action as outlined in this policy.

V. Disciplinary Actions

Violations of this policy will result in disciplinary action, which may include but is not limited to:

1. written warning
2. suspension or revocation of network access
3. termination of employment or expulsion from the institution
4. legal action in accordance with state and federal laws

VI. Reporting and Compliance

A. Monitoring

The College will monitor network traffic and device usage to enforce this policy. Information Technology Services (ITS) will investigate any detected violations in conjunction with Human Resources and/or Student Services.

B. Annual Reporting to the North Caroling Department of Information Technology

Annually, by August 1, the College will compile and submit a report to the State Chief Information Officer (CIO) of the North Carolina Department of Information Technology (NC DIT). This report will include:

1. The number of incidences of unauthorized viewing or attempted viewing of pornography on the College's network.
2. Identification of whether the unauthorized viewing was by an employee, elected official, appointee, or student.
3. Information on whether the unauthorized viewing occurred on a device owned, leased, maintained, or otherwise controlled by South Piedmont.

The report must be submitted in the format required by the State CIO. Additionally, the College's ITS, Human Resources, and Student Affairs areas will ensure that all required data is accurately recorded and maintained to comply with these reporting requirements.

VII. Responsibilities

A. Users

All users are responsible for adhering to this policy and ensuring their actions do not violate the prohibition on viewing pornography on College networks and devices.

B. Information Technology Services (ITS)

ITS is responsible for implementing technical measures to enforce this policy, monitoring compliance, reporting any violations, and preparing the annual report for submission to the NC DIT CIO.

C. Supervisors and Administrators

Supervisors and administrators are responsible for ensuring that employees and students under their direction are aware of and comply with this policy.

VIII. Policy Review

This policy shall be reviewed annually or as necessary to ensure compliance with relevant laws and regulations.

Revisions:
Initially approved October 8, 2024

References:
North Carolina General Statue (N.C.G.S.) § 143-805; 14-190.13
North Carolina Session Law 2024-26

SPCC Policy:
Prohibition of Pornographic Content on College Devices and Network

Appendix A: Inclement Weather Communication Templates

Internal Email Templates
[Date]

Inclement Weather Announcement

[Insert situation with weather. Example: Union County is expected to receive XX inches of snow.]

South Piedmont Employees

- Due to inclement weather, [insert date] will be a remote working day for all South Piedmont employees. Buildings will be closed. All employees should plan to work remotely unless they receive alternative direction from their supervisor. Consult with your supervisor to make remote work arrangements.
- Any in-person meetings should transition to virtual formats. If that is not possible, meetings should be rescheduled.
- Faculty should utilize Canvas to communicate with students, as students are being told to refer to Canvas for specific class details.
- Updates will be shared as soon as possible.
    - OR
- Due to inclement weather, all campuses and centers are closed on [insert dates], and business operations are suspended. South Piedmont is monitoring the weather, and additional updates will be shared as soon as possible.

South Piedmont Students

- Due to inclement weather, all campuses and centers will be closed on [insert date(s)]

- Classes will take place virtually.
- **All students**, please refer to your class sites within Canvas and your student email for guidance from your instructors.
- If you have an immediate need or question related to advising, tutoring, financial aid, etc., please call **704-290-5100 or email one of the following addresses for service:**
    - Financial aid: finaid@spcc.edu
    - Advising: advising@spcc.edu
    - Admissions: admissions@spcc.edu
    - Counseling: counselors@spcc.edu
    - Registrar: registrar@spcc.edu
    - Tutoring: asktheasc@spcc.edu
- Instructors will provide information on make-up work for in-person classes.
- South Piedmont is closely monitoring the weather, and additional updates will be shared as soon as possible.
    - OR

    Due to inclement weather, all campuses and centers are closed, and all classes are cancelled. South Piedmont is closely monitoring the weather, and additional updates will be shared as soon as possible.

South Piedmont Special Circumstances

Insert guidance for:

- **Early Colleges**
- **In-person classes**
- **Testing**
- **Census dates**
- **Law enforcement training**

- **On-campus events**
- **Updating Canvas**
- **Remote Student Services are available. Students may call 704-290-5100 or email one of the following addresses for service:**
  - Financial aid: finaid@spcc.edu
  - Advising: advising@spcc.edu
  - Admissions: admissions@spcc.edu
  - Counseling: counselingservices@spcc.edu

Informacast Template

- Due to inclement weather, all campuses and centers will be closed on [insert dates]. Classes will take place virtually. Please refer to your class sites within Canvas and student email for guidance from your instructors.
  - OR
- Due to inclement weather, all campuses and centers will be closed on [insert dates]. All business operations are suspended, and all classes are cancelled. Please refer to your class sites within Canvas and your student email for guidance from your instructors.

Social Media Template

- Due to inclement weather, all campuses and centers will be closed on [insert dates]. Classes will take place virtually. Please refer to your class sites within Canvas and your student email for guidance from your instructors.
  - OR
- Due to inclement weather, all campuses and centers will be closed on [insert dates]. All business operations are suspended, and all classes are cancelled. Please refer to your class sites within Canvas and your student email for guidance from your instructors.

Web Banner Template

- Due to inclement weather, all campuses and centers will be closed on [insert dates]. Classes will take place virtually. Please refer to your class sites within Canvas and your student email for guidance from your instructors.
    - OR
- Due to inclement weather, all campuses and centers will be closed on [insert dates]. All business operations are suspended, and all classes are cancelled. Please refer to your class sites within Canvas and your student email for guidance from your instructors.

Inclement Weather Checklist

1) Informacast
2) Email to employees
3) Email to students
4) TV station notification
5) Social media notification
6) Web banner and page
7) Sign for entrances distributed internally
8) Updated phone message
9) Reminder to faculty to update Canvas with guidance for their classes

Appendix B: Repealed Policies and Procedures

1.02 Accountability and Credibility Plan
Rescinded on August 8, 2017

1.03 Adverse Weather: Class Makeup
Rescinded on August 13, 2024

1.07 Courses Unique to a Concentration
Rescinded on August 8, 2023

1.08 Program Review
Replaced by 4.1.1 on April 11, 2023

1.14 Self-Supporting Course
Replaced by 4.1.1 and 6.1.3 on April 11, 2023

1.24 Continuing Education Internal Program Accountability Plan
Replaced by 4.1.1 on April 11, 2023

2.02 Computer Software Use
Rescinded on February 13, 2024

2.04 Electronic Mail
Rescinded on February 13, 2024

2.07 Portable Computer Responsibilities and Use
Rescinded on February 13, 2024

2.08 E-mail Retention and Archiving
Rescinded on December 10, 2024

3.03 Shared Audit
Rescinded on December 1, 2020

3.05 Web Site Use
Rescinded on October 8, 2024

3.07 Ethics
Rescinded on October 12, 2022

3.11 Data
Replaced by 2.3.8.2 on February 11, 2025

4.13 Employment Contracts
Rescinded on April 12, 2022

4.19 Maternity Leave
Rescinded on April 8, 2025

4.23 Performance Improvement Plan
Rescinded on April 8, 2025; replaced by 3.3.2 Evaluations

4.26 Personnel Appointments – Part-time Employees
Rescinded on April 12, 2022

4.38 Standards of Employment
Rescinded on April 8, 2025; replaced by 3.3.3 Employee Code of Conduct

4.40 Termination at End of Contract Period (Non-Reemployment)
Rescinded on April 12, 2022

4.49 Furlough
Rescinded on December 9, 2025

4.50 Affordable Care Act
Rescinded on December 9, 2025

4.52 Employee Notification of Arrests, Indictments, Etc.
Rescinded on April 8, 2025; replaced by 3.3.3 Employee Code of Conduct

4.53 Drug and Alcohol Examinations Policy
Rescinded on June 11, 2024

5.05 Deferred Tuition
Rescinded on June 11, 2024

5.08 Federal Grant Expenditures
Rescinded on December 12, 2023

5.21 Community Service Fee and Block Grant Wavier
Rescinded on February 13, 2024

5.26 College Fees
Rescinded on June 11, 2024

5.27 Posting Procedure
Rescinded on January 30, 2024

6.03 Children on Campus
Rescinded on June 11, 2024

7.06 Continuing Education Refund
Rescinded on August 13, 2024

7.18 Transcripts: Policy
Rescinded on April 13, 2021

7.27 Title IX/VAWA/SaVE/ Clery Act
Replaced by 7.32 on August 16, 2020