Contents
1. Academic Policies and Procedures ........................................................................................................6
   1.01 Academic Freedom .........................................................................................................................6
   1.02 Rescinded on 8-8-17 ......................................................................................................................7
   1.03 Adverse Conditions: Class Makeup Policy ..................................................................................7
   1.05 Copyright Policy ............................................................................................................................8
   1.06 Course Pre-Requisites/Co-Requisites ..........................................................................................10
   1.07 Courses Unique to a Concentration .............................................................................................11
   1.08 Program Review ............................................................................................................................11
   1.14 Self-Supporting Course ................................................................................................................12
   1.16 Ability to Benefit ............................................................................................................................13
   1.17 Religious Observances ..................................................................................................................14
   1.18 Distance Learning ..........................................................................................................................15
   1.20 Credit Hours ..................................................................................................................................18
   1.21 Substantive Change .........................................................................................................................19
   1.22 Responsibility and Authority of Faculty in Academic and Governance Matters ....................21
   1.23 State Authorization .........................................................................................................................22
   1.24 Continuing Education Internal Program Accountability Plan ....................................................23
   1.25 Excused School Absence for Military Service ............................................................................24
2. Computer Policies and Procedures .....................................................................................................25
   2.01 Appropriate Use of Computer Resources ....................................................................................25
   2.02 Computer Software Use .................................................................................................................26
   2.04 Electronic Mail ...............................................................................................................................27
   2.05 Internet Use ..................................................................................................................................28
   2.07 Portable Computer Responsibilities and Use ................................................................................29
   2.08 E-Mail Retention and Archiving ...................................................................................................30
   2.09 Electronic Signature .......................................................................................................................31
3. General Policies and Procedures ........................................................................................................33
   3.02 Publications ..................................................................................................................................33
   3.03 Shared Audit ..................................................................................................................................33
3.04 Trustee Travel ................................................................. 34
3.05 Web Site Use ............................................................... 35
3.06 Honorary Degrees ....................................................... 38
3.07 Ethics ........................................................................... 39
3.08 Free Speech and Public Assembly .................................. 40
3.10 Institutional Research Board (IRB) .............................. 43
3.11 Data .............................................................................. 43
3.12 Surveys .......................................................................... 48
3.13 Policy Writing ............................................................... 50
4. Personnel Policies and Procedures ..................................... 52
4.01 Annual Leave ............................................................... 52
4.02 Benefits ......................................................................... 55
4.03 Bonus Leave ................................................................. 55
4.04 Child Involvement Leave ............................................. 57
4.05 Civil Leave ..................................................................... 58
4.06 Compensatory Time .................................................... 59
4.08 Secondary Employment ............................................... 60
4.09 Due Process – Complaints and Grievances .................. 61
4.10 Educational Leave ......................................................... 63
4.13 Employment Contracts ................................................. 64
4.14 Employment of Relatives ............................................. 64
4.15 Family and Medical Leave Act of 1993 ......................... 65
4.16 Funeral Leave ............................................................. 66
4.17 Leave ............................................................................. 67
4.18 Longevity Pay Plan for Institution Personnel ................ 68
4.19 Maternity Leave ........................................................... 69
4.20 Military Leave ............................................................... 70
4.22 Performance Assessments ........................................... 71
4.23 Performance Improvement Plan .................................. 71
4.24 Personal Leave ............................................................ 72
4.25 Personnel Appointments – Full-time and Permanent Part-time Employees .................. 73
4.26 Personnel Appointments – Part-time Employees .................. 76
5.14 Profits from Vending Machines and Other Convenience Concessions ............................................ 115
5.15 Risk Management ................................................................................................................................. 116
5.17 Solicitation by Outside Parties .......................................................................................................... 116
5.18 Soliciting Gifts for the College ............................................................................................................. 117
5.21 Community Service Fee and Block Grant Waiver ........................................................................... 121
5.22 Intellectual Property ............................................................................................................................. 122
5.23 Identity Theft Prevention ..................................................................................................................... 123
5.24 Employee Travel ................................................................................................................................. 124
5.25 Safety and Security Camera Monitoring and Recording System ..................................................... 125
5.26 College Fees ......................................................................................................................................... 128
5.27 Posting Procedure ............................................................................................................................... 129
5.28 Sound Fiscal and Management Practices .......................................................................................... 131
6. Safety and Health Policies and Procedures .......................................................................................... 132
6.02 Service and Other Animals on Campus ............................................................................................. 132
6.03 Children on Campus ............................................................................................................................ 134
6.04 Communicable Disease ....................................................................................................................... 135
6.06 Drugs and Alcohol ............................................................................................................................... 136
6.07 Firearms and Other Dangerous Weapons ......................................................................................... 137
6.08 Inclement Weather ............................................................................................................................... 137
6.11 Visitors on Campus ............................................................................................................................... 138
6.12 Access Control Device ...................................................................................................................... 139
6.13 Smoking/Tobacco-Free Campus ........................................................................................................ 139
6.15 Non-Discrimination and Gender-Based Misconduct ...................................................................... 140
7. Student Policies and Procedures ........................................................................................................... 141
7.01 Academic Integrity ............................................................................................................................... 141
7.04 Admissions .......................................................................................................................................... 143
7.06 Continuing Education Refund ......................................................................................................... 146
7.07 Curriculum Refund ............................................................................................................................. 146
7.11 Repeating Course Work .................................................................................................................... 147
7.17 Student Rights and Responsibilities ................................................................................................. 148
7.18 Transcripts Policy ............................................................................................................................... 157
7.20 Satisfactory Academic Progress for Students Receiving Financial Aid ........................................... 158
7.21 Appeal of Course Grades .......................................................................................................................... 161
7.22 Residency Requirement for Graduation .................................................................................................... 162
7.24 Acceptance of Credit ............................................................................................................................... 163
7.25 Noncredit to Credit ................................................................................................................................. 164
7.26 Academic Standards ............................................................................................................................... 165
7.27 Title IX/VAWA/SaVE/ Clery Act Compliance ......................................................................................... 166
7.28 Payment of Tuition and Fees .................................................................................................................. 169
7.29 Personally Identifiable FAFSA Information (PII) ................................................................................. 170
7.30 Writing off Uncollectible Accounts ........................................................................................................ 171
7.31 Delayed Disbursement Funding from Veterans Affairs Administration ................................................. 172
1. Academic Policies and Procedures
1.01 Academic Freedom

Policy:
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.

Revisions:
Initially approved October 21, 1982
Revised October 9, 2007
Revised October 11, 2011
Revised June 10, 2014

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation: Standard 6.4

Procedure:
The Board of Trustees Bylaws, Article V, Section 4A states South Piedmont Community College is dedicated to the dissemination of knowledge, the engineering and development of skills, competencies and understandings, and to the nurture of those personal and intellectual habits and attitudes which are peculiar to responsible individuals in a free, open, and democratic society. The Board of Trustees, therefore, shall guarantee and protect academic freedom in the college. The Board shall likewise require the exercise of responsible judgment on the part of the personnel of the College as they exercise academic freedom in accomplishing the objectives of the College.

The instructor is entitled to freedom in research and in the publication of the results, subject to approval by the college’s Institutional Review Board and the adequate performance of other academic duties. Research or publications for monetary return should be based on an understanding with the administration and guidelines from the North Carolina Community College System.

The instructor is entitled to freedom in the classroom in discussing his/her subject, but should be careful not to introduce into classroom teaching controversial matter which has no relation to the subject.

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.

Any employee who believes his or her academic freedom rights have been violated may seek resolution through the existing grievance and appeal procedure in the SPCC Due Process-Complaints and Grievances Policy.
SPCC Policies:
1.01 Academic Freedom Policy
4.09 Due Process Complaints and Grievances Policy

1.02 Rescinded on 8-8-17

1.03 Adverse Conditions: Class Makeup Policy
Policy:
South Piedmont delivers instruction to meet the learning outcomes of each course it provides. When it is not possible to reschedule all class hours missed due to adverse weather, the instruction will be made up by other alternatives such as online instruction or alternative assignments.

Revisions:
Initially approved March 14, 2000
Revised October 9, 2007
Revised August 13, 2013
Revised February 11, 2020

References:
North Carolina State Board of Community College Code 1G SBCCC 200.1

Procedure for Inclement Weather and Other Unscheduled Closings:
Carefully follow the procedure below to meet all state compliance requirements. 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 TRADITIONAL, BLENDED AND HYBRID CLASSES:
Moodle course websites are to be used to make up traditional, blended, and hybrid classes cancelled due to inclement weather or extenuating circumstance that cause the College to be closed.

1. Faculty are to design and implement a make-up activity that must be completed by the students within 10 days of the missed class.
2. The assignment must be posted to Moodle the day the class is missed.
3. In the event of prolonged closings or closings that affect the start or end dates of the semester, special instructions will be provided.
4. 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 hours of class time should be more substantial than one making up one hour of class time.
5. Clearly label the activity in Moodle as a make-up for a missed class:
   Term/Course Number: MAKE UP ASSIGNMENT FOR (insert date)
   If this information is not listed in the assignment, the make-up is invalid.
6. A Moodle report for the make-up assignment must be submitted to the Internal Auditor.
   Kathy Coggins
   kcoggins@spcc.edu

   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. Date and time stamp must be shown.

   When emailing the Moodle report for the make-up assignment, ensure that it clearly states the date for which the assignment is making up and the Course Number and Section. Any students who do not complete the assignment must be marked “A” absent in Web Attendance.

   DOCUMENTATION PROCEDURE FOR CLINICAL, LAB, and WORK-BASED LEARNING CLASSES THAT CANNOT BE MADE UP IN MOODLE

   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 explanation of 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, Kathy Coggins at kcoggins@spcc.edu within ten days of the dates on which the College was closed.

   Make-up days/hours for clinical 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 compliance examiner requests a copy.

   SPCC Policy:
   1.03 Adverse Conditions: Class Makeup Policy

   1.05 Copyright Policy

   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 at South Piedmont Community College.

   South Piedmont Community College requires that all employees comply with federal copyright laws.

   Revisions:
   Initially approved September 28, 1987
   Revised March 17, 1997
   Revised October 9, 2007
   Revised August 13, 2013
References:
United States Federal Code Title 17 Copyrights
SPCC Procedure: 1.05 Copyright Procedure

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.
South Piedmont Community College requires that all employees and students comply with federal
copyright laws.

The information that follows is intended to assist employees in managing copyrighted materials.

A copyright is the set of exclusive legal rights authors have over their works for a limited period of time.
These rights include copying the works (including parts of the works), making derivative works,
distributing the works, and performing the works (this means showing a movie or playing an audio
recording, as well as performing a dramatic work). 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:

1. Literary works;
2. Sheet music and musical performances;
3. Dramatic works, including any accompanying music;
4. Pantomimes and choreographic works;
5. Pictorial, graphic, and sculpture works;
6. Motion pictures and other audiovisual works; and
7. Sound recordings.

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.

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.

Questions related to copying any materials should be directed to the Director of Library Services.

SPCC Policy:
1.05 Copyright Policy

1.06 Course Pre-Requisites/Co-Requisites

Policy:
In accordance with State Board of Community Colleges Code, South Piedmont Community College adheres to the prerequisite/co-requisite requirements of the Community College System Combined Course Library (CCL). Additionally, the College adheres to the NCCCS Curriculum Procedures Reference Manual.

Revisions:
Initially approved April 10, 2007
Reviewed October 9, 2007
Revised June 10, 2014

References:
North Carolina State Board of Community Colleges Code 1D SBCCC 400.8
SPCC Procedure: 1.06 Course Prerequisite Co-requisite Procedure

Procedure:
As outlined in the NCCCS Curriculum Procedures Reference Manual:

A college may request to substitute a course of equal or higher level for a prerequisite/co-requisite requirement stated in the CCL. All prerequisite/co-requisite substitutions will require approval of System Office staff.

A college may add prerequisites/co-requisites to any course at the local level. All courses required for a program of study at a college, including prerequisites/co-requisites, must be filed on the approved curriculum standard for that program at the System Office. Local prerequisites/co-requisites may not be
added if the addition will cause the total credit hours of the program to exceed the maximum hours in the curriculum standard.

When a student drops or withdraws from a course with a co-requisite, both the co-requisite and the course requiring the co-requisite must be dropped or withdrawn. Students who register early for classes that require the successful completion of a prerequisite/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 as published in the Academic Calendar 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 prerequisites/co-requisites.

**Prerequisite/Co-requisite Equivalency Exemption**
A student may receive an exception from prerequisites/co-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. Prerequisite/co-requisite equivalency may be demonstrated through documented evidence of advanced placement test scores, coursework completed at other institutions, experiential learning, professional certification or licensure, or other education and training.

**SPCC Policy:**
1.06 Course Prerequisite Co-requisite Policy

**1.07 Courses Unique to a Concentration Policy:**
South Piedmont Community College allows qualified students who are not in a concentration program to take courses unique to that concentration. A qualified student is one who meets all testing requirements and course pre- and/or co-requisites.

**Revisions:**
Initially approved October 9, 2007
Revised August 13, 2013

**Procedure:**
South Piedmont Community College will allow qualified students who are not in a concentration program to take courses unique to that concentration. A qualified student is one who meets all testing and course pre- and/or co-requisites. Students must check with the Financial Aid Office to determine course eligibility for financial assistance and veteran’s benefits.

**SPCC Policy:**
1.07 Courses Unique to a Concentration Policy

**1.08 Program Review Policy:**
South Piedmont Community College will conduct a comprehensive review of each curriculum program, each Continuing Education program area including Basic Skills, occupational extension, community service, and each service area of the college on a regular basis, at least every five years.
Revisions:
Initially approved October 9, 2007
Revised October 11, 2011
Revised August 13, 2013

References:
NC State Board of Community Colleges Code 1B SBCCC 400.98
SPCC Procedure: 1.08 Program Review Procedure

Procedure:
In order to determine program strengths and weaknesses and to identify areas for program improvement, program review will be conducted on recurring five year cycles at a minimum, but may be conducted more frequently. Review will be conducted to analyze and assure the quality, efficiency, and viability of all programs and services. Program review process will be consistent with the requirements of the SACS Commission on Colleges.

SPCC Policy:
1.08 Program Review Policy

1.14 Self-Supporting Course Policy:
South Piedmont Community College (SPCC) offers self-supporting courses funded by fees charged to individuals and organizations. These courses are consistent with the stated mission of SPCC and provide a funding mechanism for serving individual and organizational education and training needs which cannot be adequately met through other funding streams. Distributions of funding derived from self-supporting classes must be approved by the appropriate administrator.

This policy must be reviewed by the Board of Trustees at least once every three years.

Revisions:
Initially approved June 6, 2000
Revised August 6, 2002
Revised June 13, 2006
Updated October 9, 2007
Reviewed and Approved August 17, 2010
Revised August 13, 2013
Revised February 11, 2014

References:
NC State Board of Community Colleges Code:
  1E SBCCC 600.2
  1E SBCCC 600.3
  1E SBCCC 600.4
NCCCS No. Memo CC11-023
SPCC Procedure: 1.14 Self-Supporting Course Procedure
**Procedure:**
Fees charged for self-supporting courses are to be used to pay direct and indirect operating costs associated with their offering as defined by the North Carolina Community College System Accounting Procedures Manual. As much as practicable, fees charged to individuals and organizations will be adequate to meet all direct and indirect costs without excessive markup in order to provide the highest quality education and training services at an affordable cost. In the event that end-of-fiscal-year fund balances exceed the maximum fund amounts allowed by the North Carolina Community College System Accounting Procedures Manual, the excess funds shall be used to benefit students attending South Piedmont Community College.

**Pricing and Markup of Self-Supporting Courses**
South Piedmont Community College adheres to North Carolina State Board of Community Colleges 1E SBCCC 400.99 in calculating registration fees for courses.

This includes calculation of all direct and indirect costs related to offering each course.

Registration fees must be consistent with the College’s intention to offer quality education at an affordable cost and may include a reasonable markup based on the audience served and any existing market rate for similar courses.

All students enrolled for the same section of a self-supporting course are to be charged the same registration fee.

Receipts from self-supporting registration fees are maintained in a reserve fund in order used to pay all related direct and indirect costs. The amount carried forward in this fund from one fiscal year to the next must not exceed the maximum amount allowed by the North Carolina Community College System Accounting Procedures Manual.

This policy must be reviewed by the Board of Trustees at least once every three years.

**SPCC Policy:**
1.14 Self Supporting Course Policy

1.16 Ability to Benefit

**Policy:**
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) level growth on a National Reporting System (NRS) approved assessment; (2) Adult High School (AHS) credit attainment; (3) post-secondary enrollment after ABS program exit; (4) completion of a High School Equivalency (HSE) diploma; and (5) completion of an AHS diploma. Students who are unable to achieve an MSG within two 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

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
SPCC Procedure: 1.16 Ability to Benefit Procedure

Procedure:
The South Piedmont Community College Basic Skills program is an educational program for adults, 18
years old or older and out of school, who do not have a high school diploma or those who have a high
school diploma or equivalency, but are functioning below the high school level. All interested
participants must demonstrate the ability to benefit from the program by being able to take one of the
following pre-tests, Tests of Adult Basic Education (TABE) or CASAS. Students unable to complete the
pre-test will be admitted to the program at a future date once they are able to complete the pre-test.

An outcome for students participating in a Basic Skills program, according to the Workforce Investment
Act of 1998, is to have demonstrated improvements in literacy skill levels in reading, writing, and
speaking the English language, numeracy, problem-solving, English language acquisition, and other
literacy skills.

Students who do not make progress on Basic Skills tests approved by the United States Department of
Education after two years may be dropped from the program or referred to more appropriate agencies.

SPCC Policy:
1.16 Ability to Benefit Policy

1.17 Religious Observances

Policy:
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:
NC General Statute 115D-5(u)
NC State Board of Community Colleges Code1B SBCCC 500.99
SPCC Procedure: 1.17 Religious Observances Procedure

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:**
1.17 Religious Observances Policy

**1.18 Distance Learning**

**Policy:**
To support the mission of the College, SPCC has chosen to offer 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

**References:**
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation: Standard 14.3
Southern Association of Colleges and Schools Commission on Colleges Distance and Correspondence Education Policy and accompanying guidelines for interpretation
SPCC Procedure: 1.18 Distance Learning Procedure

**Procedure:**
In support of the college mission, SPCC 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 SPCC (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.
Requirements and Standards
All distance learning courses offered at SPCC meet the same academic requirements and quality standards as web-enhanced courses. These courses are also consistent with the level and nature of the department by which they are offered and with the mission of SPCC.

Courses 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 course organization, content, and delivery through an online course evaluation instrument.

Students wishing to enroll in distance learning courses 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 Internet and blended courses at SPCC are reviewed periodically against SPCC online standards to ensure consistency of presentation and general observation of best practices in online learning. As reviewed against SPCC online standards, each Internet and blended course 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 courses, 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 courses.

Student performance in Internet versus combined blended and web-enhanced courses is compared on a periodic basis.

Each student enrolled in distance learning courses has access to all academic support services, instructional equipment, campus events, and other non-academic activities that SPCC 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 SPCC libraries and library services electronically.

Applicability of Policies
Unless otherwise indicated, all SPCC Board of Trustees, regional accrediting agency, and institutional policies, standards, and guidelines for on-campus instruction apply to distance learning instruction. Applicable SPCC policies include, but are not limited to:

- 1.01 Academic Freedom
- 1.05 Copyright Policy
- 1.06 Course Pre-requisite/Co-requisite Policy
- 1.08 Curriculum Program Review Policy
- 4.47 Faculty Academic Qualifications/Credentials Policy

Applicability of Other College Guidelines and Procedures
Other institutional procedures, standards, and guidelines that may be found in the SPCC Faculty Handbook that are applicable to distance learning courses include but are not limited to:
• Full-Time Faculty Work Schedule
• Full-Time Faculty Teaching Load
• Full-time Faculty Teaching Overloads
• Cap Enrollments
• Employment Application and Contracts
• Academic Advising
• Faculty Instructional Evaluation Systems (Faculty Performance Appraisal Management System)
• FERPA observance

Funding of Distance Education
Distance Learning courses are considered along with other courses 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 courses 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 courses. During SPCC’s registration period, it may be determined that the student enrollment cap for a course 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 course.

Administration
Distance learning courses are offered through each academic department or division. Information Services facilitates the process by providing online standards review, administration and management of the Course Management System (CMS), integration procedures between the CMS and college demographic system, and faculty and student support. Each academic division/department is responsible for academic development, delivery, and assessment of online courses. Each academic division/department determines the format for course delivery (web-enhanced, blended, 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 course delivery format. Academic supervisors and faculty members are responsible for ensuring that quality and content of distance learning courses are comparable to web-enhanced versions of the same course.

The College uses the same process for selection and appointment of faculty for all types of courses including distance learning courses. This is carried out by the respective academic supervisors in collaboration with the Human Resources Department. Faculty teaching distance learning and web-enhanced courses must meet equal academic credentialing criteria as outlined in the SPCC Faculty Academic Qualifications/Credentials Policy.
Faculty teaching distance learning courses must receive specialized training in the use of the Course Management System. Those teaching Internet and blended courses must complete the SPCC Moodle training course prior to teaching the initial Internet or blended course.

SPCC makes the following academic and administrative information available to distance learning students on the college website or within distance learning course syllabus: course access and initial activity dates, course withdrawal dates, provision of support services, registration and fee-payment timelines and procedures, exam timelines, course grading procedures, student-faculty interaction opportunities and requirements, and exam proctoring (if applicable).

**SPCC Policy:**
1.18 Distance Learning Policy

**1.20 Credit Hours Policy:**
South Piedmont Community College (SPCC) was formed as one of 58 community colleges by the North Carolina General Assembly in 1999. Administrative and accountability procedures conducted at the College are governed by North Carolina State Board of Community Colleges Code. As a member of the North Carolina Community College System, SPCC follows system guidance in interpreting Code provisions.

The College adheres to North Carolina State Board of Community Colleges Code 1GSBCCC100.1 when determining credit hours awarded for courses and programs.

The College adheres to North Carolina State Board of Community Colleges Code 1GSBCCC100.1 when defining the meaning of the term “credit hour.”

**Revisions:**
Initially approved December 13, 2011
Revised August 13, 2013

**References:**
North Carolina State Board of Community Colleges Code 1G SBCCC 100.1
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation: Standard 10.7
SPCC Procedure: 1.20 Credit Hours Procedure

**Procedure:**
South Piedmont Community College was formed as one of 58 community colleges by the North Carolina Legislature in 1999. Administrative and accountability procedures conducted at the college are governed by North Carolina State Board of Community Colleges Code. As a member of the North Carolina Community College System, South Piedmont follows system guidance in interpreting Code provisions.

The college adheres to North Carolina State Board of Community Colleges Code 1GSBCCC100.1 when determining credit hours awarded for courses and programs.

The college adheres to North Carolina State Board of Community Colleges Code 1GSBCCC100.1 when defining the meaning of the term “credit hour.”
SPCC Policy:
1.20 Credit Hours Policy

1.21 Substantive Change
Policy:
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’s Substantive Change for Accredited Institutions of the Commission on Colleges policy statement.

Revisions:
Initially approved December 13, 2011
Revised August 13, 2013

References:
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 Procedure: 1.21 Substantive Change Procedure

Procedure:
As soon as a change in academic programming is being considered, the faculty or administrator involved must notify the SACSCOC Liaison in writing. Changes to be reported include opening or closing a degree program, opening or closing an off-campus location, adding or removing a modality (delivery method) option for a specific program, or adding additional courses at an off-campus location, among others. The SACSCOC Liaison will implement the appropriate approval or notification procedures with the 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 Team. Reference the Curriculum Team procedures and SharePoint site for instructions on submitting changes in academic programming through the curriculum review process.

The Substantive Change for Accredited Institutions of the Commission on Colleges policy is available on the SACSCOC website and is maintained in the office of the SPCC SACSCOC Liaison for reference or review. Copies of all official SACSCOC correspondence including notifications are maintained in the President’s office and in the office of Institutional Effectiveness.

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.

As defined by the SACSCOC, “Substantive change is a significant modification or expansion of the nature and scope of an accredited institution.” The following items are examples, but not all-inclusive, of substantive changes that must be reported to the SACSCOC in a timely manner:
• Significantly altering the educational mission or objectives of the institution
• The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation
• A substantial increase in the number of clock or credit hours awarded for successful completion of a program
• 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
• Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
• Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution’s programs
• Offering a currently approved certificate program at a new off-campus site at employer’s request and on short notice
• 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
• Expanding program offerings at currently approved off-campus sites
• Initiating a consolidation/merger with another institution
• Moving an off-campus instructional site (serving the same geographic area)
• Acquiring any program or site from another institution
• The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated

A significant departure is defined by SACSCOC as a program that is not closely related in content or learning objectives to currently approved programs at the institution, site, or for the modality in question. To determine whether a new program is a “significant departure,“ it is helpful to consider the following questions:

• What currently approved programs does the institution offer that are closely related to the new program and how are they related?
• Will substantially different types of equipment or facilities be required to teach the program?
• Will significant additional financial resources be needed?
• Will new courses with substantially different content and learning outcomes from existing courses be needed?
• Will a significant number of new faculty members be required?
• Will new library or learning resources that offer content substantially different from existing resources be needed to support the program?

Overview of Procedures for Reporting Substantive Change to the COC

Three procedures address the different types of substantive changes:

1. Procedure One for the Review of Substantive Changes Requiring Approval Prior to Implementation. The president must submit an application or prospectus to the President of the Commission by the deadline in the SACSCOC Substantive Change Policy.
2. Procedure Two for the Review of Substantive Changes Requiring Only Notification Prior to Implementation. The president must provide written notification of the change to the President of the Commission in advance of implementation of the substantive change. Upon receipt and review
of the substantive change notification, Commission staff will recommend one of the following options to the President of the Commission: (1) acknowledge receipt of the notification and indicate that the change will be included in the scope of the institution’s accreditation or (2) acknowledge receipt of the notification and request additional information.

3. Procedure Three for Closing a Program, Instructional Site, Branch Campus, Institution, Program Offering at an Approved Existing Site, or Modality for a Program Offering: Teach-Out Plans and Teach-Out Agreements. The president must provide written notification and seek approval from SACSCOC as soon as the decision is made to stop admitting students to a program or to close a site, branch campus, institution, program offering at an approved existing site, or program modality. In accordance with Federal regulations, South Piedmont Community College must submit a teach-out plan to the SACSCOC for approval if any of the following occurs:

A. The US Department of Education notifies the Commission that it has initiated an emergency action against an institution or an action to limit, suspend, or terminate an institution participating in any Title IV, HEA program.
B. The Commission terminates accreditation or candidacy.
C. South Piedmont notifies the Commission that it intends to cease operations entirely or close a location that provides at least 50 percent of at least one program.
D. A state licensing or authorizing agency notifies the Commission that an institution’s license or legal authorization to provide an educational program has been or will be revoked.

SPCC Policy:
1.21 Substantive Change Policy

1.22 Responsibility and Authority of Faculty in Academic and Governance Matters

Policy:
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 the Planning Council. The Planning Council is composed of SPCC faculty and staff. The Council, which operates on an annual cycle, is asked to identify, analyze, and make recommendations to the Senior Leadership Team regarding significant issues that affect the college.

Revisions:
Initially Approved February 12, 2013
Revised August 13, 2013

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation Standard 10.4
SPCC Policy:
1.22 Responsibility and Authority of Faculty in Academic and Governance Matters

1.23 State Authorization

Policy:
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

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 Procedure 1.23 State Authorization

Procedure:
The Director of Distance Learning is the point of contact to coordinate, assist, and secure authorization from states requiring legal authorization prior to offering online/distance education programs/courses to students residing in those states.

The Director of Distance Learning maintains information needed to determine eligibility for each state and to complete authorization requests as necessary. The Director of Distance Learning 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 SPCC distance learning programs/courses.

The Director of Distance Learning is responsible for ensuring compliance with any state authorization requirements for South Piedmont Community College through the following steps:

1. Establish a web presence to list states where SPCC 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. Determine if authorization is required; and if so, complete the authorization procedures.
5. Establish and monitor renewal cycles for states from which authorization has been obtained.
6. Provide periodic updates to the college’s webmaster on procedures for filing complaints with accrediting agencies and relevant state approval authorities required by the USDOE to be posted for students on the SPCC website.

7. Track enrollment of students from non-North Carolina states in distance learning courses and notify deans and the chief academic officer of these enrollments. Admissions offices for curriculum (credit) and continuing education (non-credit) courses will monitor all applications to determine if students reside outside of North Carolina. For students with mailing addresses outside of North Carolina in states where SPCC does not have an authorization agreement in place, admissions will notify students that SPCC is unable to allow them to enroll in online courses.

8. Audit registered students who live out of state twice a month and at the end of pre-registration and registration periods to determine whether or not to move forward with state authorization procedures.

9. Monitor new programs and courses in which students residing in other states might enroll to determine if the program/course meets an exemption status, and obtain authorization from states when the need for authorization is determined.

10. Track authorization of out-of-state faculty.

11. Maintain SPCC’s presence in the SREB Electronic Campus.

12. Maintain current knowledge concerning federal revisions of state authorization regulations and of progress regarding adoption of the national reciprocity agreement, SARA.

13. Process payment, if necessary, of fees required for state authorization in any state that was approved by the SPCC administration.

14. 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 SPCC’s tuition/registration and fees should the student wish to continue their education with the College.

15. Work with academics and the SACS Liaison to implement a teach-out plan and complete SACS substantive change notifications if necessary if the decision is made to no longer offer an academic program through distance learning.

SPCC Policy:
1.23 State Authorization

1.24 Continuing Education Internal Program Accountability Plan

Policy:
To ensure program accountability in Continuing and Career Education, South Piedmont (SPCC) has instituted a Continuing Education Internal Program Accountability Plan (IPAP). This plan has a defined system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes and an established framework for defining program quality and improvement procedures. The IPAP includes a prescribed plan for class section visitation (Internal Class Visitation Plan) which is specified as part of the bi-annual NCCCS Compliance Review.

The Chief Academic Officer will report on the progress and implementation of the Internal Program Accountability Plan at least every three years to the SPCC Board of Trustees.

The Chief Academic Officer will provide SPCC’s President with a report on the Internal Class Visitation Plan portion of the IPAP after each term. The Board of Trustees will review progress on an annual basis.
The Internal Program Accountability Plan will be submitted to the North Carolina Community College System Continuing Education Department upon adoption. Future amendments will also be provided as applicable.

**Revisions:**
Initially Approved August 8, 2017
Revised August 13, 2019

**References:**
North Carolina State Board of Community Colleges Code 1D SBCCC 300.4(a)
North Carolina State Board of Community Colleges Code 1G SBCCC 400.3(2) (proposed)
SPCC Internal Program Accountability Plan

**Procedure:**
The IPAP includes three established domains in which to assess accountability; Governance, Academic Interests, and Market Forces.
Up to three goals are established for each of the three domains. Each goal includes: an objective, a procedure or plan for reaching the goal, target or criteria for success (evidence that will demonstrate the goal was reached), and the person(s) responsible. The goals and objectives will undergo an internal annual review process to assess progress, update content and responsible parties, establish new goals when applicable, and document the plan status for reporting to the Board of Trustees.

**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.

**SPCC Policy:**
1.24 Continuing Education Internal Program Accountability Plan

**1.25 Excused School Absence for Military Service Policy:**
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:
1) Students will have the opportunity to make up any test or work missed during the excused absence.
2) 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.
3) 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.
4) 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.
5) 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
North Carolina State Board of Community Colleges Code 1E SBCCC 900.4

SPCC Policy:
1.25 Excused School Absence for Military Service

2. Computer Policies and Procedures

2.01 Appropriate Use of Computer Resources
Policy:
South Piedmont Community College (SPCC) provides computing, networking, and information resources
for students, faculty and staff. This policy and associated procedure applies to all users of technological
resources provided by SPCC and ensures the appropriate use of desktop computers, portable
computers, network resources and peripherals at the College. All consumers of technological resources
are obligated to use such resources in an appropriate, considerate, efficient, ethical and lawful manner
consistent with the rules and guidelines set forth in the associated procedure.

Users shall have no expectation of privacy and should be aware that data created with software licensed
to SPCC and stored on hardware owned by SPCC is the property of the College.

Revisions:
Initially approved April 13, 2004
Revised October 9, 2007
Revised October 11, 2011
Revised February 12, 2013
Revised December 9, 2014

References:
United States Code of Federal Regulations Title 18 Part I Chapter 47 Section 1030
NC General Statute (Article 60)14-453
SPCC Policy:

2.01 Appropriate Use of Computer Resources

2.02 Computer Software Use

Policy:
The purpose of this policy is to prevent copyright infringement and to protect the integrity of the college’s computer environment. 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.

Therefore, it is the policy of South Piedmont Community College that no person shall use or cause to be used on the college’s computer devices or systems any software that is not licensed to SPCC or does not fall into one of the following categories:

1. It is in the public domain and does not have restrictions that would prevent its use at SPCC.
2. It is covered by a licensing agreement with the software author, authors, vendor or developer, whichever is applicable.
3. It has been donated to the college and a written record of the contribution exists along with a license for its use.
4. It has been purchased by the college and a record of the purchase exists.
5. It is being reviewed or demonstrated by the user in order to reach a decision about possible future licensing.
6. 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 Services Department.

It is also the policy of South Piedmont Community College that 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 licensor. Unauthorized duplication of software may subject employees and/or the college to both civil and criminal penalties under the United States Copyright Act.

According to U.S. copyright law, any person who makes an unauthorized copy is liable to the copyright owner for actual damages and profits or statutory damages of up to $200,000, plus court costs and attorney fees. In addition, in certain cases the infringer may be criminally prosecuted and subject to a fine of up to $500,000 and imprisonment of up to five years for first offenses.
All software will be installed by the Information Technology Services Department. Users are required to inform the Information Technology Services Department in advance of any software needing installation.

The Information Services Department will conduct random audits of all college computers to ensure that the college is in compliance with software licenses.

**Revisions:**
Initially approved January 27, 1992
Revised April 27, 1992
Revised March 17, 1997
Revised April 13, 2004
Updated October 9, 2007
Revised October 11, 2011
Revised February 12, 2013
Revised March 9, 2015
Revised August 11, 2015

**Reference:** United States Code: Title 17 – Copyrights

**SPCC Policy:**
2.02 Computer Software Use

**2.04 Electronic Mail Policy:**
South Piedmont Community College (SPCC) provides email accounts to full-time and part-time employees when their duties require electronic communication for the purpose of correspondence relating to official college business, education, instruction, professional development, and occasional non-commercial personal use. Inappropriate use of SPCC email accounts is strictly prohibited. South Piedmont Community College is a state agency and as such, all correspondence sent or received via SPCC e-mail accounts may be monitored and disclosed to third parties including law enforcement personnel.

**Revisions:**
Initially approved April 13, 2004
Updated October 9, 2007
Revised October 11, 2011
Revised February 12, 2013
Revised August 13, 2013

**References:**
NC General Statutes:
  14-454
  14-455
  14-458
  114-15.1
Inappropriate uses of SPCC provided e-mail accounts is strictly prohibited. Examples of inappropriate use include, but are not limited to, the following:

a. Any illegal activity
b. Producing unsolicited mass mailings [spamming]
c. Intentional distribution of viruses, Trojan horses, worms, or other rogue programs
d. Posting or sending any message that is contradictory to the mission of SPCC
e. ‘Hacking’ into another user’s e-mail account, or viewing another’s e-mail without permission
f. Distribution of chain letters
g. Personal profit or commercial use
h. Distribution and forwarding of alarming e-mail not related to SPCC such as scams and hoaxes
i. Any act that violates the Sexual Harassment Policy

Any alarming e-mail such as scams and hoaxes should be forwarded to the Information Services Department for appropriate action. E-mail account users should be aware that South Piedmont Community College is a state agency and as such, all correspondence sent or received via a SPCC e-mail accounts may be monitored and disclosed to third parties including law enforcement personnel.

SPCC Policy:
2.04 Electronic Mail Policy

2.05 Internet Use
Policy:
This policy is implemented to ensure that Internet access does not impair network security, result in inappropriate use, or impede learners from performing their duties as an employee or student.

Any use of the Internet for such purposes as gambling, viewing pornographic material, or any activity that is unlawful or degrades, impacts, or restricts acceptable uses is strictly prohibited. All SPCC computers are subject to periodic audits, and violations of this policy may result in temporary or permanent restriction of access.

Revisions:
Initially approved September 15, 1997
Updated October 9, 2007
Revised October 11, 2011
Revised June 10, 2014
References:
NC General Statutes:
14-455
14-458
US Children’s Internet Protection Act
US Code Title 17 Copyrights
SPCC Procedure: 2.05 Internet Use Procedure

Procedure:
Internet access is provided for the purposes of enhancing education, research and development, and conducting college business. Acceptable uses include staying current with developments in a particular discipline, researching for class projects, or learning about new technologies. Other appropriate uses include communications with peers and researching products for purchase. All SPCC computers are subject to periodic audits, and violations of SPCC Policy 2.05 may result in temporary or permanent restriction of Internet access. Offenses in violation of local, state, or federal law will result in restriction of network access and will be reported to the appropriate law enforcement agency.

SPCC Policy:
2.05 Internet Use Policy

2.07 Portable Computer Responsibilities and Use Policy:
South Piedmont Community College (SPCC) provides employees with computing devices that are to be used in the best interest of the college.

When a faculty or staff member is assigned a computing device, he/she takes 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 can be held financially liable for the loss.

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 administrative head of Information Technology Services (ITS). Repairs or changes to the device can only be performed by a college ITS employee or by a contracted maintenance company under the direction of a college ITS employee.

Computing devices are SPCC property, and faculty and staff members should not use the assigned device for purposes other than those related to their SPCC position and duties. In addition, faculty and staff members are expected to respond to any college ITS Department request relating to the device in a timely manner. This includes making the device and accessories available when requested.

Revisions:
Initially approved October 9, 2007
Revised October 11, 2011
Revised February 12, 2013
Revised August 13, 2013
References:
NC General Statutes:
  14-454
  14-455
  114-15

SPCC Procedure: 2.07 Portable Computer Responsibilities and Use Procedure

Procedure:
Portable computers are to be used in the best interest of South Piedmont Community College (SPCC).

Portable computers are intended to be used when faculty or staff require the ability to travel and use electronic files outside of his/her office at SPCC. The flexibility of portable computers is recognized as a means of enhancing an employee’s work in the area of instruction. This will allow faculty the flexibility to prepare for course instruction and deliver the material with the fewest obstacles and distractions. In addition to the guidelines addressed in this policy, SPCC employees are required to adhere to the “Appropriate Use of Computer Resources Policy 2.1.”

When a faculty or staff member is assigned a portable computer, he/she is taking responsibility to protect the portable computer hardware components and the installed software on and off campus. In the event that the portable computer is damaged or stolen, the user can be held financially liable for the portable computer loss. The value of the loss will be deemed at the time of loss by a calculation to be determined by SPCC’s Senior 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 his/her 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.

If the portable computer is stolen, the faculty or staff member is required to immediately notify the appropriate police department or security office and the SPCC Information Services (IS) Department as soon as possible. If the portable computer is stolen off campus, the local police department should be notified where the portable computer was stolen and a police report should be completed. If the portable computer is stolen on campus, campus security should be contacted to complete an incident report. In both cases, a copy of the report must be provided to the IS Department. The IS Department must also be notified if the portable computer is damaged.

SPCC Policy:
2.07 Portable Computer Responsibilities and Use Policy

2.08 E-Mail Retention and Archiving Policy:
All material, electronic or otherwise, created by employees and volunteers of South Piedmont Community College (SPCC) in the course of their employment or accessed by employees on SPCC equipment is the property of the College.

Archived SPCC Outlook Exchange emails are stored on the local user’s computer. Access to these files is not guaranteed in perpetuity.
SPCC has no control over e-mail which is communicated through the Gmail accounts provided by the agreement with Google. The College makes no representations regarding the retention or archiving of information in Gmail.

Revisions:
Initially Approved October 12, 2010
Revised October 11, 2011
Revised February 12, 2013
Revised August 13, 2013

References:
NC General Statutes:
  121-2 (8)
  132-1
  14-454
  14-455
  14-458
  114-15.1
  132-1

NC Information Resources Management Commission [IRMC] document titled E-mail Notification Policy (revision #4, effective March 5, 2002)

NC Department of Cultural Resources Office of Archives and History Division of Historical Resources Archives and Records Section document: Email as a Public Record in North Carolina; Guidelines for its Retention and Disposition

SPCC Procedure: 2.08 Email Retention and Archiving Procedure

Procedure:
All South Piedmont Community College (SPCC) e-mail information transmitted or received through the internal e-mail system shall be categorized as general correspondence. There shall be no attempt to treat any correspondence as priority e-mails unless directed to do so by an authorized entity.

General correspondence covers information that relates to interactions and the operational functions of the college. The individual employee is responsible for e-mail retention and archiving of general correspondence where this is likely to be of continuing usefulness.

It shall be the responsibility of the Information Services Department to maintain backup tapes from the internal e-mail server for the purpose of disaster recovery only.

SPCC Policy:
2.08 E-Mail Retention and Archiving Policy

2.09 Electronic Signature Policy:
South Piedmont Community College utilizes e-signatures which are reviewed periodically for appropriateness and continued applicability.
An e-signature may be accepted in all situations if 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 as applicable to established computer functions of the College.

Revisions:
Initially Approved December 14, 2010
Revised October 11, 2011
Revised August 13, 2013

References:
NC General Statutes:
   66-58.4
   66-312-330
SPCC Procedure: 2.09 Electronic Signature Procedure

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 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 SPCC. User authentication entails verifying the user’s unique credentials, username and password. This requires validation against specific SPCC-held information in Active Directory. Security and access to SPCC-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 a contract.

Procedure Revised July 8, 2019

SPCC Policy:
2.09 Electronic Signature Policy3. General Policies and Procedures
3. General Policies and Procedures

3.02 Publications
Policy:
Any publication sponsored, supported, bearing the name or logo of South Piedmont Community College, and/or published by outside agencies must be approved by the Vice President of Institutional Advancement or his/her designee prior to printing, distribution, or other forms of marketing and communication.

For internal publications, all materials must adhere to branding standards and messaging approved by the Senior Leadership team or delegated persons.

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

References:
SPCC Procedure: 3.02 Publications Procedure

Procedure:
Any publication sponsored, supported, bearing the name of South Piedmont Community College, and/or published by the institution must be approved by the Vice President of Institutional Advancement or his/her designee prior to printing.

SPCC Policy:
3.02 Publications Policy

3.03 Shared Audit
Policy:
The State Board of Community Colleges Accountability and Audit guidelines require that local boards of trustees review and discuss the following “Must Know” items and that these actions be reflected in the minutes of trustee meetings:

a. The Financial Audit conducted by the State Auditor’s Office (annual or otherwise), and any special or investigative audit conducted thereby
b. The annual Financial Statement submitted to the Office of the State Controller
c. The annual Program Audit
d. The annual Report on Performance Measures
e. The results of a Southern Association of Colleges and Schools Commission on Colleges Review
f. Periodic reports on the findings of Internal Audits
g. Federal Audits and Reviews by the U.S. Department of Education
h. Strategic Plan and Facilities Plan
Procedure:
The NC State Board of Community Colleges Accountability and Audit guidelines require that local boards of trustees review and discuss the following “Must Know” items and that these actions be reflected in the minutes of trustee meetings:

a. The “Financial Audit” conducted by the State Auditor’s Office (annual or otherwise), and any special or investigative audit conducted thereby
b. The annual “Financial Statement” submitted to the Office of the State Controller
c. The annual “Program Audit”
d. The annual “Report on Performance Measures”
e. The results of a “Southern Association of Colleges & Schools Review”
f. Periodic reports on the findings of “Internal Audits”
g. “Federal Audits” and Reviews by the U.S. Department of Education
h. “Strategic Plan” and “Facilities Plan.”

For each fiscal year, “Must Know” items will be included in the SPCC trustees’ board packages for review prior to board meetings, discussed at the board meetings, and actions reflected in the minutes of the trustees’ meetings. All audits shall be reviewed and discussed by SPCC’s Board of Trustees Accountability and Audit Committee prior to board meetings.

SPCC Policy:
3.03 Shared Audit Policy

3.04 Trustee Travel
Policy:
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
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:
3.04 Trustee Travel Policy

3.05 Web Site Use
Policy:
Responsibility for maintaining access to and content for all official college websites rests with the Division of Institutional Advancement. All official college web pages on the websites must be approved prior to creation by the Division of Institutional Advancement. This division will also be responsible for recruiting and training staff outside the Office who will keep content on designated college web pages accurate and current. These SPCC staff and faculty members will be responsible for following website use procedures.

South Piedmont Community College’s Website Use Policy applies to:
- Web pages located on servers within the spcc.edu domain.
- Web pages located on servers within the spccevents.com 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.

Revisions:
Initially approved October 9, 2007
Revised October 11, 2011
Revised February 12, 2013
Revised June 10, 2014
References:
SPCC Procedure: 3.05 Website Use Procedure

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. SPCC 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.

The college’s web policy 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.

Use of College Name, Seal, and Logo
The College name, seal, and interlocking logo may be used on a non-college website only with written permission from the Division of Institutional Advancement. Older, revised versions of the college’s name, seal, and interlocking logo may not be used.

Copyright
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, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, and the most recent previous educational agency or institution attended.

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.

SPCC 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. SPCC does not sell, distribute, or otherwise provide information collected on its websites to third parties.

Accessibility
College web sites may be subject to the Americans with Disabilities Act and are subject to college non-discrimination policies. All electronic publications, to the extent feasible, should be made accessible to people with disabilities. If accessibility is not feasible, the information should be made available by alternative means.

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.

SPCC 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 SPCC’s service area.

Requests for links on SPCC’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 SPCC assumes no responsibility for their content and does not endorse those web sites or organizations. SPCC 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 the 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.

Questions
For questions about the SPCC Web Policy, contact webmaster@spcc.edu or call the Division of Institutional Advancement.

SPCC Policy:
3.05 Website Use Policy
3.06 Honorary Degrees
Policy:
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

References:
SPCC Procedure: 3.06 Honorary Degrees Procedure

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 gifts 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.
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 his/her 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 a graduation robe, a cap with a current year tassel, and a SPCC hood.

At the appointed time, a framed honorary degree is presented to the recipient. Later, a dinner is held at the Jesse Helms Center in Wingate following the graduation ceremony. All honorary degree recipients, family members and friends attending graduation are also invited to the dinner.

SPCC Policy:
3.06 Honorary Degrees Policy

3.07 Ethics
Policy:
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.

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

References:
NC General Statute 138A (State Government Ethics Act)
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
    Standard 4.2.D
    Standard 4.2.F
SPCC Procedure: 3.07 Ethics Procedure

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

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

Each board meeting should 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.

All trustees are required to file a statement of economic interest with the State Ethics Commission prior to the trustee’s initial appointment and every year thereafter.

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

1. 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)
2. When the board is to act upon an issue about which a trustee has an unavoidable conflict of interest, that trustee shall recuse himself/herself without comment from not only the vote but also from the deliberation.
3. Trustees shall not use their board position to obtain employment or financial benefits for themselves, family members, or close associates.
4. Should a trustee apply for employment at the college, he/she must resign immediately from the board.

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

1. Trustees’ interaction with the president or with staff must recognize the lack of authority vested in individual trustees except when explicitly board authorized.
2. 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 the SPCC Ethics policy 3.07, 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.

SPCC Policy:
3.07 Ethics Policy

3.08 Free Speech and Public Assembly Policy:
South Piedmont Community College (SPCC) encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. Members of the college community and the public may engage in constitutionally protected speech and expression at SPCC provided it does not interfere with the primary educational purpose of the College.

SPCC supports the rights of freedom of speech, petition, and peaceful assembly but reserves the right to restrict the time, place, and manner of expression. Any acts that are disruptive to normal operations of the College including but not limited to instruction, college business, or actions which interfere with the rights of others will not be tolerated. Faculty, staff, and students engaging in disruptive activity may be subject to disciplinary action or criminal charges.

Revisions:
Initially Approved August 17, 2010
Revised August 13, 2013
References:
United States Constitution: First Amendment
SPCC Procedure: 3.08 Free Speech and Public Assembly Procedure

Procedure:
Registration and Use of Designated Free Speech Area
The college hereby designates the following areas as Free Speech/Expression areas:

<table>
<thead>
<tr>
<th>Site</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Charlotte Highway Campus</td>
<td>Patio</td>
</tr>
<tr>
<td>L. L. Polk Campus</td>
<td>Gazebo</td>
</tr>
<tr>
<td>Lockhart-Taylor Center</td>
<td>Grass area near street</td>
</tr>
</tbody>
</table>

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

Requests for Free Speech
Individuals or groups wishing to exercise their free speech should submit a written and signed request to the Vice President, Student Services at least three working days prior to the desired date. The following information must be included in this written request:

- Name of the person or organization submitting the request
- Address, e-mail, and phone number
- Date and times requested
- List of planned activities (i.e., speech, signs, distribution of literature)
- Anticipated number of participants and attendance
- Signature of requestor

Approvals are for one day only for a maximum of three continuous hours, between 8 a.m. and 9 p.m. The Vice President, Student Services will notify the Director of Security of any approved Free Speech event.

Guidelines for Speech and Public Assembly
1) Amplification Systems. Because amplification systems pose a significant potential for disruption of college operation, public address and amplification systems may not be used. This includes, but is not limited to, megaphones and PA systems.
2) The Right to Dissent. The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his or her message to the audience during his or her allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker’s ability to communicate or the audiences’ ability to hear and see the speaker. Likewise, the audience must respect the right to dissent.
3) Picketing and Distribution of Literature. Picketing in an orderly manner or distributing literature within the free speech area is acceptable when approved during the request process as coordinated and approved by the Vice President, Student Services. Picketing is not permitted inside college buildings.

4) Symbolic Protest. During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible so long as the symbolic protest does not unduly interfere with the ability of the person or entity reserving an area for free speech/expression to express themselves.

5) Marches. Campus marches are not permitted.

Conduct and Manner

1) Those who exercise free speech as a part of this policy must not:
   - Threaten passersby.
   - Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
   - Interfere with or disrupt any other lawful activity in the same general location at the same time.
   - Commit any act likely to create an imminent safety or health hazard.
   - Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or any other college equipment except in areas designated by the Vice President, Student Services.
   - Carry signs or placards that exceed three feet by three feet promoting the objective of the activity. They must not contain obscene language or words that would tend to incite violence.

2) Public speech or activities likely to incite or produce imminent lawless action or that are, under current legal standards, either defamatory or obscene are prohibited. Violations of the SPCC Student Code of Conduct are prohibited.

3) Individuals who damage or destroy college property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.

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

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

Interference with Free Speech or Public Assembly

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

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

Groups wishing to only hand out literature (no signs, no speech, no means of identification) may request in writing to the Vice President, Student Services the use of additional areas on a limited basis.
**SPCC Policy:**
3.08 Free Speech and Public Assembly Policy

**3.10 Institutional Research Board (IRB) Policy:**
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.

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

**References:**
United States Code of Federal Regulations Title 45 part 46
SPCC Procedure: 3.10 Institutional Research Board (IRB) Procedure

**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 SPCC 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.

**SPCC Policy:**
3.10 Institutional Research Board (IRB) Policy

**3.11 Data Policy:**
The College adheres to FERPA protections, the North Carolina Community College System records retention and disposition schedule, and state and Federal reporting requirements.

**Revisions:**
Initially approved February 12, 2019
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
SPCC Policy: 3.12 Surveys
SPCC Policy: 7.29 Personally Identifiable FAFSA Information (PII)

Procedure:

1. **Internal Data Access**
   Employees who need data access granted or removed must submit the “New IS Access Request (IT Dept.)” SharePoint 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” SharePoint form. All requests are reviewed by the employee’s supervisor.

2. **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. 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 SharePoint. 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.
3. **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.”

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

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

**Definition of classes of data**
- Public – Data approved for distribution to the public without restriction.
- Directory – Data that may be shared with external requestors according to FERPA guidelines.
- 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.
- 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>
<thead>
<tr>
<th>Classes of Data</th>
<th>Public</th>
<th>Directory</th>
<th>Internal</th>
<th>Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governed by legal restrictions</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Information must be protected due to proprietary, ethical, privacy, or business considerations.</td>
<td>Information is protected by government regulations, statutes, industry regulations, contractual obligations, or specific College policies.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examples of data</td>
<td>SPCC website, course descriptions, course schedules, press releases</td>
<td>Student name, address</td>
<td>SPCC SharePoint website, budget plans, meeting minutes, draft documents, email, most administrative data and documents</td>
<td>Social security numbers, student ID numbers, academic records, grades, health or disability information, student financial information, security plans, financial account information, human resources personnel files, Personally Identifiable Information (PII)</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------------------------------</td>
<td>----------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Data Storage</td>
<td>No restriction</td>
<td>Must be stored on a college managed system or device.</td>
<td>Must be stored on a college managed system or device.</td>
<td>Must be stored securely on the college’s network drive or encrypted. Do not store on local device.</td>
</tr>
<tr>
<td>Printed Data</td>
<td>No restriction</td>
<td>Data should only be printed when there is a legitimate need.</td>
<td>Data should only be printed when there is a legitimate need. Physical copies must not be left unattended and securely destroyed (shredded) after use.</td>
<td></td>
</tr>
<tr>
<td>Data Sharing</td>
<td>No restriction</td>
<td>Use reasonable security measures to share only with staff members that have a legitimate need to know</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Access to Data</td>
<td>No restriction</td>
<td>Access limited to those in specific departments or workgroups as needed for business-related roles</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Disposal</td>
<td>No restriction</td>
<td>Data should be deleted after use</td>
<td>Data must be deleted and unrecoverable after use</td>
<td></td>
</tr>
</tbody>
</table>
5. **Directory Information**
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. SPCC 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
- Student’s hometown
- Dates of attendance at college
- Student’s major field of study or program
- Credentials earned and dates awarded

6. **Personally Identifiable Information (PII)**
PII is a restricted class of data. In order to protect the identity of students, 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.

7. **External Data Access**
SPCC 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.

SPCC 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 SPCC 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 Senior 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 Senior Leadership team before information will be released.

Individuals interested in conducting research need to seek approval from the SPCC Institutional Review Board.

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 Revised: August 13, 2019

SPCC Policy:
3.11 Data

3.12 Surveys
Policy:
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

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

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

B. 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.

C. 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.

D. 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 X.XX for guidelines on storing and sharing data.

E. 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 3.10 and SPCC IRB Procedures maintained by the Office of Institutional Effectiveness and available on the SPCC IRB webpage.
F. Use of Incentives
IE and the Business Office can provide guidance on the use of survey incentives and the associated tax implications.

G. 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)
- Moodle announcement page
- Flyers for use in classrooms to include both a QR code and short links
- Table tents
- Stall reports
- Campus bulletin board displays

H. 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:
3.12 Surveys

3.13 Policy Writing
Policy:
Under the direction of the Board of Trustees, South Piedmont adopts and publishes college wide policies that support the institution’s vision, mission, and values; are consistent with the law and rules of the North Carolina State Board of Community Colleges; comply with federal laws and regulations; and comply with SACSCOC policies.

Revisions:
Originally approved April 9, 2019
**References:**
NC State Board of Community Colleges Code 1B SBCCC 300 Board of Trustees Authority
1B SBCCC 400.1 Accreditation by the Southern Association of Colleges and Schools Commission on Colleges

**Procedure:**
The Director of Compliance coordinates the college’s policy/procedure development and review process and maintains the Policy and Procedure Manual. The Board of Trustees must approve all revisions to policy or new policies. Revisions to procedure or new procedures do not require board approval, but do otherwise follow the steps of the procedure.

1) When the need for a new or revised policy/procedure is identified, the policy Notification Form is completed through the Director of Compliance, which initiates the process toward approval.

   This form places the new or revised policy in queue, reserving the number and providing information to communicate, such as the policy number, whether the policy is new or revised, summary/justification of the policy, its scope, references, review schedule, and anticipated effective date. The Director of Compliance will forward the completed Notification Form to the appropriate vice president as notice that a change has been proposed in their area of oversight.

   Changes to a policy may involve:
   - adopting new policy or procedure
   - amending existing policy or procedure
   - making editorial amendment to existing policy or procedure
   - a combination of the above
   - repealing an existing policy

2) The policy or procedure is drafted for adoption or amendment by the appropriate staff.
3) After the policy statement is written, the policy is reviewed by Director of Compliance for formatting, clarity, alignment with State Board Code, and for agreement with other policies and procedures and their references.
4) The Director of Compliance will coordinate with the Department of Institutional Effectiveness to review for alignment with SACSCOC.
5) After these reviews are complete, if a proposed change is significant in impact or widespread in scope as determined by the appropriate vice president, Director of Compliance, or Institutional Effectiveness, the Director of Compliance may submit the new or revised policy to the Planning Council co-chairs for input from the Planning Council Teams. Their input will be considered by the initiator of the policy changes, the appropriate vice president, and Director of Compliance to develop the final draft.
6) The final draft of the policy is presented to the Senior Leadership Team by the appropriate vice president for approval.
7) After approval by the Senior Leadership Team, the Executive Assistant to the President will place new or revised policies on the Board of Trustees meeting agenda for approval of Adoption or Revision.

New procedures or revisions to procedures (as opposed to policies) do not require approval from the Board of Trustees. They will be initiated with a Notification Form, reviewed by the
appropriate vice-president, Director of Compliance, and the Department of Institutional Effectiveness, and included in the subsequent update to the Policy Manual.

*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 Notification Form, reviewed by Director of Compliance, the Department of Institutional Effectiveness, and the appropriate vice president.

8) After a policy has approval of the Board of Trustees, or a procedure or editorial change has been approved, the Director of Compliance will notify the college and update the SPCC Policy and Procedure Manual.

**SPCC Policies:**
3.13 Policy Writing

4. **Personnel Policies and Procedures**

4.01 Annual Leave

*Policy:*
Each full-time, permanent part-time, or probationary employee who is working or on paid leave for one-half or more of the regularly scheduled workdays in any month earns annual leave except curriculum faculty members.

*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

*References:*
- NC State Board of Community Colleges Code 1C SBCCC 200.94
- SPCC Procedure: 4.01 Annual Leave Procedure

*Procedure:*
All South Piedmont Community College full-time and permanent part-time employees working 30 or more hours per week shall earn annual leave on a pro rata basis if working one-half or more of the scheduled workdays in a month. The leave shall be computed as a percentage of total amount earned by a full-time employee.

The rate is based on the length of aggregate service and the hours scheduled to work each week. Employees are scheduled to work at least eight hours per day. Annual leave for employees working 40 hours per week shall be computed at the following rates:
<table>
<thead>
<tr>
<th>Years of Total State Service</th>
<th>Hours Granted Each Month</th>
<th>Hours Granted Each Year</th>
<th>Days Granted Each Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 years</td>
<td>9 hrs. 30 min.</td>
<td>114</td>
<td>14.25</td>
</tr>
<tr>
<td>5 but less than 10 years</td>
<td>11 hrs. 30 min.</td>
<td>138</td>
<td>17.25</td>
</tr>
<tr>
<td>10 but less than 15 years</td>
<td>13 hrs. 30 min.</td>
<td>162</td>
<td>20.25</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>15 hrs. 30 min.</td>
<td>186</td>
<td>23.25</td>
</tr>
<tr>
<td>20 years or more</td>
<td>18 hrs.</td>
<td>216</td>
<td>27</td>
</tr>
</tbody>
</table>

A day for annual leave purposes will be the number of hours an employee is expected to work on campus.

Annual leave may be used for:
- Vacation
- Other periods of absence for personal reasons
- Absences due to adverse weather conditions
- Personal illness (in lieu of sick leave)
- Family Illness
- Donations to an employee who is an approved voluntary shared leave recipient
- Any personal reason but the employee must have prior approval except in unforeseen or emergency situations.

Reconciliation of leave records will occur annually on June 30. Any employee at South Piedmont Community College who has accumulated annual leave in excess of 240 hours will have this excess transferred to sick leave/retirement credit. There is no limit to the accumulation of sick leave that can be credited to retirement. Accumulation of leave for permanent part-time employees shall be prorated.

Aggregate service for South Piedmont Community College employees 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.

Credit for aggregate service shall be given for:
1. Employment with other governmental units that are now state agencies (for example: county highway maintenance, War Manpower Commission, judicial system, etc.).
2. Authorized military leave.
3. 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 full year.
4. Employment with a local mental health, public health, social services, or civil defense agency in North Carolina.

South Piedmont Community College may advance annual leave not to exceed the amount an employee can earn during the current fiscal year. Exceptions must be approved by the division Vice President and the Associate Vice President of Human Resources, Payroll, and Organizational Development.
New employees may be granted leave only as it is earned through the probationary period. After the probationary period, an employee may be advanced that amount of leave that would be earned during the remainder of the fiscal year.

1. Scheduling Annual Leave
   Annual leave shall be taken only as authorized by the division head (or designee). The President shall designate such time or times when leave would interfere with the efficient operation of the college and may not be taken. Approval is delegated to the immediate supervisor. Annual leave may be taken in units of two or more hours.

2. Leave Charges
   Only scheduled work hours shall be charged in calculating the amount of leave taken. Saturdays, Sundays and/or holidays are charged only if they are scheduled workdays.

   Annual leave is not transferable to or from other agencies.

   Annual leave may be used for medical appointments in lieu of sick leave or after all sick leave has been exhausted; for absences as a result of adverse weather conditions, power failure, or other emergencies.

3. Separation – Payment of Annual Leave
   a. Lump sum payment for annual leave is made only at the time of separation. Employees may be required to exhaust any accumulated annual leave days prior to the termination date of employment if budget or funding constraints so indicate the need. An employee may be paid in a lump sum for accumulated leave not to exceed a maximum of 240 hours when separated from service due to resignation, dismissal, reduction in force, death, service retirement and leave without pay for military purposes. If the last day of leave falls on the last workday in the month, payment shall be made for the remaining non-workdays in that month. Employees retiring on disability retirement may exhaust annual leave rather than be paid in a lump sum.
   b. Should an employee be separated before earning all of the annual leave taken, it will be necessary to make deductions from the final check for overdrawn leave on a calendar day basis.
   c. Payment for annual leave may be made on the regular payroll reflecting the number of days of annual leave and the amount of payment. (Annual leave shall be converted from hours to units of one-half day. Any amount less than one-half day is not reimbursable.) A separate check must be issued for any other reimbursements.
   d. Retirement deduction shall be made from all termination leave payments.
   e. Receipt of lump sum leave payment and retirement benefits shall not be considered dual compensation.
   f. In case of a deceased employee, unpaid salary payments, termination leave, and any other reimbursements must be made, upon establishment of valid claim, to the deceased employee’s administrator or executor. In absence of an administrator or executor, payment must be made to the clerk of Superior Court of the county of the deceased employee’s residence.
   g. During the period of termination leave, an employee ceases to earn leave and is not to be entitled to take sick leave. The employee will be charged for any holidays occurring
during that period. The last day of work is the date of separation except when an
employee exhausts sick and annual leave before disability retirement.

4. Leave Records
It is the responsibility of the Human Resources and Payroll Office of South Piedmont Community
College to maintain records for annual leave earned and taken for each employee.

South Piedmont Community College will retain annual leave records for all separated employees
for a period of at least two years from the date of separation.

**SPCC Policy:**
4.01 Annual Leave Policy

**4.02 Benefits**

Policy:
South Piedmont Community College (SPCC) provides a variety of benefits to all full-time and permanent
part-time employees to include death benefit, disability salary continuation plan, hospital and medical
benefits, retirement plans, credit union services, 457 annuity plans, state 401(k) plans, section 125
cafeteria plans, identity theft insurance, and other benefits.

**Revisions:**
Initially approved October 9, 2007
Revised October 11, 2011
Revised February 11, 2014

**References:**
NC General Statutes:
   115D-22
   115D-23
   115D-25
   135-1
   135-3
   135-6

**4.03 Bonus Leave**

Policy:
South Piedmont Community College (SPCC) administers bonus leave provided by the General Assembly
to eligible employees. The Human Resources Office maintains record of bonus leave.

**Revisions:**
Initially approved October 9, 2007
Revised February 12, 2013
Revised August 13, 2013

**References:**
General Assembly of North Carolina Session Law 2012-142 Section 25.5
SPCC Procedure: 4.03 Bonus Leave Procedure
**Procedure:**
The General Assembly provided bonus leave as follows:

<table>
<thead>
<tr>
<th>Amount of leave</th>
<th>Effective Date</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 hours</td>
<td>September 30, 2002</td>
<td>All employees except:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employees who do not earn leave, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employees paid on the Teacher Salary Schedule or the School Based Administrator Salary Schedule.</td>
</tr>
<tr>
<td>80 hours</td>
<td>July 1, 2003</td>
<td>All employees except:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employees who do not earn leave,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employees of the State Highway Patrol who receive an automatic increase,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employees paid on the Teacher Salary Schedule or the School Based Administrator Salary Schedule.</td>
</tr>
<tr>
<td>40 hours</td>
<td>September 1, 2005</td>
<td>All employees except:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employees who do not earn leave,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employees paid on the Teacher Salary Schedule or the School Based Administrator Salary Schedule.</td>
</tr>
<tr>
<td>40 hours</td>
<td>July 1, 2012</td>
<td>All employees except:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employees who do not earn leave,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Employees paid on the Teacher Salary Schedule or the School Based Administrator Salary Schedule.</td>
</tr>
</tbody>
</table>

1. Full-time employees who work less than 12 months shall receive a pro rata amount.
2. Permanent part-time employees (half-time or more) shall receive a pro rata amount.
3. 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 they do not return, they are not eligible for the leave.
4. 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.
5. Bonus leave shall be taken only upon appropriate authorization.
6. Bonus leave may be used for any purpose for which regular vacation leave is used.
7. Bonus leave shall be charged in units of time consistent with regular vacation leave guidelines.

The employee shall determine whether to charge approved leave to regular vacation leave or bonus leave.

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.
Any balance of bonus leave will be transferred with the employee who transfers to another state agency eligible for bonus leave. Bonus leave balance will be paid in addition to regular vacation leave if the employee leaves state government or changes to a non-leave earning status.

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.

**SPCC Policy:**
4.03 Bonus Leave Policy

**4.04 Child Involvement Leave**

**Policy:**
South Piedmont Community college grants each employee up to 8 hours of Child Involvement Leave per calendar year in order to promote employee involvement in the education of youth and to promote employee assistance to schools, employees may use Child Involvement Leave.

**Revisions:**
Initially approved January 24, 1994
Reviewed October 9, 2007
Revised August 13, 2013

**References:**
NC State Board of Community Colleges Code 1C SBCCC 200.94
SPCC Procedure: 4.04 Child Involvement Procedure

**Procedure:**
To promote employee involvement in the education of youth and to promote employee assistance to schools, employees may use Child Involvement Leave 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.
2. Attend any function sponsored by the school or childcare program as defined above in which the children, stepchildren, or children over whom the employee has custody are participating. Note: This provision shall be authorized only in conjunction with non-athletic programs that are a part of or supplement to the school's or daycare's academic or artistic programs.
3. Perform, by any employee without regard to parental status, school volunteer work approved by a teacher, school administrator, or program administrator.

**Amount of Leave:** Full-time and permanent part-time employees shall be granted eight hours (pro-rated for permanent part-time employees) of paid leave on January 1 of each year. The eight hours of leave is credited to each employee, regardless of the number of children or the parental status of the employee. New employees will be credited with the full eight hours of leave immediately upon their employment. Employees who transfer to other state agencies shall transfer any balance of the unused eight hours of leave to the new state agencies. Leave not taken in a calendar year will be forfeited; it will not be carried over into the next calendar year. Employees will not be entitled to payment for this leave upon separation from state government.
Approval of Leave: Requests for leave must be approved in one-hour increments in advance through regular supervisory channels. Requests must also be supported by acceptable proof that leave is taken within the purpose and intent of this policy. Supervisors and the Human Resources Office are responsible for accounting for time taken by employees under this policy and for maintaining accurate monthly leave records. The Human Resources Office will provide the necessary leave request forms to account for leave taken under this policy.

While an agency is encouraged to grant time away from work as requested by the employee, the agency may require that the leave be taken at a different time, based on the needs of the agency. Employees are therefore encouraged to plan and schedule all requests for leave. Contact the Human Resources Office for more information regarding Child Involvement Leave.

SPCC Policy:
4.04 Child Involvement Leave Policy

4.05 Civil Leave Policy:
South Piedmont Community College (SPCC) grants Civil Leave to employees for serving on a jury, attending court in connection with official duties, and other court appointments.

Revisions:
Initially approved July 15, 1976
Revised October 9, 2007
Revised August 13, 2013

References:
NC State Board of Community Colleges Code 1C SBCCC 200.94
SPCC Procedure: 4.05 Civil Leave Procedure

Procedure:
When an employee serves on a jury, leave with pay for the period of absence required is an entitlement. The employee is entitled to regular compensation plus fees received for jury duty. No leave is charged.

When an employee attends court in connection with official duties, no leave is required. When an employee is required to attend court on a non-working day, time is to be considered working time and included in total hours worked per week.

Civil leave with pay is granted an employee who is subpoenaed or directed by proper authority to appear as a witness. Fees received shall be turned in to South Piedmont Community College. The employee may use annual leave rather than civil leave with pay, in which case fees received may be retained.

SPCC Policy:
4.05 Civil Leave Policy
4.06 Compensatory Time

Policy:
Employees classified as non-exempt from the FLSA are eligible to receive compensatory time at a rate of 1.5 hours of per hour worked over 40 hours in a given seven-day work week. The classification as non-exempt will be based on the employee’s job description and the Department of Labor’s tests for exempt and non-exempt employment.

Revisions:
Initially approved July 15, 1976
Revised October 9, 2007
Revised October 11, 2011
Revised August 13, 2013

References:
NC State Board of Community Colleges Code 1C SBCCC 200.94
SPCC Procedure: 4.06 Compensatory Time Procedure

Procedure:
Employees classified as non-exempt from the FLSA are eligible to receive compensatory time at a rate of 1.5 hours of compensatory time per hour worked over 40 hours in a given seven-day work week. The classification as non-exempt will be based on the employee’s job description and the Department of Labor’s tests for exempt and non-exempt employment.
Employees determined to be exempt from the FLSA are not eligible to receive compensatory time.
Exemptions fall into three categories:
1. Executive: Management is the primary duty, spending at least 80 percent of their time in this duty.
2. Professional: Faculty members and skilled employees who exercise judgment and discretion, spending at least 80 percent of their time on intellectual work.
3. Administrative: Assistants to executives and technical/specialized employees who exercise judgment and discretion, spending 80 percent of their time in non-manual duties.

All other employees are considered non-exempt.

Non-exempt employees must:
1. Keep accurate, current records of hours worked during a pay period and have the record approved by the immediate supervisor.
2. Be given 1.5 hours of compensatory time for each hour worked over 40 hours in a given week.

Flexible schedules should be utilized to prevent employees from working more than 40 hours per week. Flexible scheduling may be utilized by exempt and non-exempt employees.

The provisions for granting compensatory time are:
1. Compensatory time may not be granted without prior approval of the supervisor and division head. Use of compensatory time can be denied if the request occurs at a time that would unduly disrupt the college's operation.
2. Employees do not earn compensatory time for voluntarily working at festivals.
3. Employees must take compensatory time within 30 days of having earned it. Employees must state the reason for compensatory time on their time sheets and their leave requests.
Careful records must be maintained of compensatory time earned and taken. These records will be made on regular leave forms using a notation that shows:

- Dates and hours of compensatory time earned.
- Dates and hours of compensatory time taken.

Travel to or from workshops
1. This travel is permitted with prior approval to carry out college business or to allow for professional development.
2. Extra hours utilized for early or late travel to attend workshops do not earn compensatory time unless approved in advance and in writing by the supervisor.
3. 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 two-hour minimum requirements for annual leave would apply.

SPCC Policy:
4.06 Compensatory Time Procedure

4.08 Secondary Employment Policy:
The employment responsibilities to the College are primary for any employee working full-time or permanent part-time. Any other employment must be considered secondary. All employees will obtain written approval from their supervisor and division head before accepting a second job.

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

References:
NC State Board of Community Colleges Code 1C SBCCC 200.94
SPCC Procedure: 4.08 Secondary Employment Procedure

Procedure:
The following guidelines should govern the secondary employment policy:

Secondary employment will 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 position.
- Create, whether directly or indirectly, a conflict of interest with the primary employment.
- Reflect in a discrediting manner on the College.
All full-time and permanent part-time employees must complete the Secondary Employment form and submit the form each fiscal year. 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.

Personnel employed by other state agencies must abide by the policy on secondary employment as detailed in the Uniform Statewide Policy on Secondary Employment.

**SPCC Policy:**
4.08 Secondary Employment Policy

**4.09 Due Process – Complaints and Grievances**

**Policy:**
Unresolved differences or disagreements with policies and procedures that affect performance of normal duties may be classified as grievances if the individuals involved have not or cannot reach agreement. Individuals with these grievances will follow South Piedmont Community College’s due process for resolving complaints and grievances.

**Revisions:**
Initially approved December 21, 1987
Updated October 9, 2007
Revised February 12, 2013
Revised August 13, 2013

**References:**
NC State Board of Community Colleges Code 1C SBCCC 200.94
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
   - Standard 6.3
   - Standard 12.3
   - Standard 12.4
SPCC Procedure: 4.09 Due Process – Complaints and Grievances Procedure

**Procedure:**
Differences in viewpoints are natural and essential for continuing growth and development as individuals. The approach taken by an individual represents many aspects of character and maturity.

Unresolved differences or disagreements with policies and procedures that affect performance of normal duties may be classified as grievances if the individuals involved have not or cannot reach agreement.

Differences in viewpoints will be resolved at the next supervisory level of the involved employees. The division head to whom the grievance is taken will verify consultation between the parties involved. After a review of all circumstances, the supervisor of the division will render a decision in writing to the grievant. If the decision is unacceptable to the grievant, the matter will be referred to the Vice President of Finance and Administrative Services, CFO, who will, after consulting with the Associate Vice President
of Human Resources, Payroll, Organizational Development, and Title IX Coordinator, render a written decision on the appeal.

The aggrieved party may appeal to the President within 10 working days. The President will then call a hearing of the parties involved. After review the President will submit a decision in writing to the grievant within 10 working days of the hearing. Decisions of the President may be appealed in writing through the President to the Board of Trustees.

The Board will hear no appeals unless the grievant has first exhausted the administrative procedures of appeals.

Due Process Hearing Procedure

1. The employee shall receive written notification of the proposed action and a brief statement of facts to support the reason(s). The notification shall advise the employee of the right to a hearing before a committee of the Board of Trustees.
2. Within 10 days after receipt of the notice, the employee shall advise the President if a hearing is desired. Failure to request a hearing within the time limit will be deemed a waiver of the opportunity to have such a hearing unless the Board of Trustees finds that exceptional circumstances have prevented the employee from requesting a hearing in a timely manner.
3. Upon receipt of the request for a hearing, the President shall immediately refer the request to the chairperson of the board. The board chairperson shall appoint a committee that will establish a date for the hearing and notify the employee of that date. A record of the hearing shall be kept, and, upon request, a copy shall be furnished to the employee at the College’s expense.
4. At the hearing, the President or the President’s delegate, which can be a college attorney, shall present evidence showing the grounds for the proposed action and shall have the burden of satisfying the hearing committee that such reason(s) exist. The President or the President’s delegate shall be entitled to present witnesses and other evidence and cross-examine witnesses.
5. After presentation of evidence by the President or the President’s delegate, the employee shall be entitled to present witnesses and other evidence, cross-examine witnesses, and be advised by counsel.
6. The trustee committee shall promptly make its findings and recommendations and notify the employee of same within five working days of the conclusion of the hearing.
7. If the employee is not satisfied with the determination of the case by the trustee committee, the employee may request a review of the findings and recommendations of the trustee committee by the full board by giving the President a written request for such review within 10 days after the decision of the trustee committee. The full board shall then review the record of the hearing held before the trustee committee, but it may, in its discretion, hear such other evidence as it deems necessary. The Board shall notify the employee of its decision within 10 days of its review of the matter. The decision of the Board shall be the final administrative action.
8. In cases in which there is no appeal from the trustee committee hearing, said committee shall, within 10 days after the expiration of the deadline for an appeal, submit to the Board its findings and recommendations. The Board, within 30 days thereafter, shall approve, disapprove, or modify the committee’s findings and recommendations and take action as it deems appropriate. The action of the Board shall be the final administrative action.

SPCC Policy:
4.09 Due Process – Complaints and Grievances Policy
4.10 Educational Leave

Policy:
South Piedmont Community College (SPCC) may provide leave with pay or leave without pay for certain types of education courses.

Revisions:
Initially approved September 17, 1984
Updated October 9, 2007
Revised October 11, 2011
Revised February 12, 2013
Revised August 13, 2013

References:
NC State Board of Community Colleges Code 1C SBCCC 400.96
SPCC Procedure: 4.10 Educational Leave Procedure

Procedure:
1. 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.

2. Philosophy
   The provision for educational leave with pay for college employees has several purposes.
   a. To provide institutional encouragement and support to continuing staff members for advanced work for the mutual benefit of the individual and the College.
   b. To assist the College in meeting Southern Association of Colleges and Schools Criteria for Accreditation and/or other requirements.
   c. To enable employees to broaden their areas of competence to better meet the needs of the College.
   d. To give eligible employees the opportunity to devote their full time and energy for a specified period to the task of personal professional development.

3. Guidelines
   An employee may be paid regular salary from state funds while on educational leave under the following conditions:
   a. The employee is employed full-time or permanent part-time on a 9-, 10-, 11-, or 12-month basis.
   b. The employee must have signed an agreement stipulating that he/she will be under contract to the College for the next academic year following the educational leave. An employee who fails to honor the full terms of the contract shall be required to repay the amount expended by the College for the educational leave.
   c. Educational leave will not exceed a period of one semester in a 12-month period. Leave will normally be granted not more than once in any five-year period.
4. Procedures for Implementation
   a. Requests for educational leave with pay should be submitted on the regular leave form. Supporting documents or statements may be attached to the application form to explain reasons for the request. The request goes to the immediate supervisor for consideration/recommendation, then to the Associate Vice President of Human Resources, Payroll, and Organizational Development for review, and finally to the President for final action (approval or disapproval).
   b. Requests may be made any time during the year, but should be made a minimum of 30 days prior to the beginning date of the leave.
   c. Each applicant will be notified by the President of the action taken on the request.
   d. Any changes in the applicant’s plans are to be made known to the immediate supervisor. If planned and approved leave does not materialize, alternate plans may be submitted.

5. 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.

SPCC Policy:
4.10 Educational Leave Policy

4.13 Employment Contracts
Policy:
Employment contracts are for the term and period provided in an employment letter. Full-time and permanent part-time employment periods range from 9 to 12 months from July 1 to June 30. Employees have no vested rights to any renewal of employment.

Revisions:
Initially approved December 17, 1984
Updated October 9, 2007
Revised August 13, 2013

References:
NC State Board of Community Colleges Code:
   1C SBCCC 100.1
   1C SBCCC 200.94

4.14 Employment of Relatives
Policy:
South Piedmont Community College selects persons considered for employment or promotion on the basis of training and experience and other characteristics that best suit the individual to the job to be performed. Consideration of relatives for employment will follow established guidelines. Applicants and employees are required to disclose familial relationships with other employees in the College.
Procedure:
If conditions are such that it is necessary for relatives to be considered for employment, the following will apply:

- South Piedmont Community College shall not employ two or more persons concurrently who are closely related by blood or marriage in positions that would result in one person of such family 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.
- With respect to the concurrent service of closely related persons within the same academic department or other comparable college 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.

SPCC Policy:
4.14 Employment of Relatives Policy

4.15 Family and Medical Leave Act of 1993

Policy:
The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.
**Procedure:**

Employees eligible for unpaid, job-protected leave under the Family and Medical Leave Act of 1993 (FMLA) are entitled to:

- Twelve work weeks of leave in a period for:
  - The birth of a child and to care for the newborn child within one year of birth;
  - The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - To care for the employee’s spouse, child, or parent who has a serious health condition;
  - A serious health condition that makes the employee unable to perform the essential duties of his or her job;
  - Any qualifying exigency arising out of the fact that the employee’s spouse, son or daughter, or parent is a covered military member on “covered active duty” or

- Twenty-six work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave).

Other provisions of this act include reinstatement to the same position held when the leave began or one of like pay grade, benefits, and other conditions of employment; reinstatement without loss of benefits accrued when the leave began; accrual of benefits during any period of leave with pay; and maintenance of health insurance coverage for the employee for the duration of leave at the level and under conditions coverage would have been provided if the employee had continued employment.

Requests for Family and Medical Leave shall be supported by a doctor’s certification which includes the following: date on which the serious health condition began; probable duration of the condition; appropriate medical facts regarding the condition; a statement that the leave is needed to care for the child, spouse, or parent, and an estimate of the amount of time that is needed, or a statement that the employee is unable to perform the functions of the position, whichever applies.

An employee requesting Family and Medical Leave should first discuss the need for leave with the immediate supervisor. The Human Resources Office should be contacted if there are questions.

The U. S. Department of Labor is authorized to investigate and resolve complaints of violations regarding administration of this act. The act makes it unlawful for employers to interfere with, restrain, or deny exercise of any right provided under the act. Further, the act makes it unlawful for an employer to discharge or discriminate against any person for opposing any practice made unlawful by the act or for involvement in any proceeding under or relating to the act.

For additional information, contact the Wage and Hour Division of the U.S. Department of Labor or the College’s Human Resources Office.

**SPCC Policy:**

4.15 Family and Medical Leave Act of 1993 Policy

**4.16 Funeral Leave Policy:**

South Piedmont Community College permits employees to use a maximum of three days of sick leave when there is a death in the immediate family. Extenuating circumstances will be handled on a case by
case basis with the approval of the division head and Human Resources. Leave exceeding this must be charged to annual leave or leave without pay.

Revisions:
Initially approved July 15, 1976
Reviewed October 9, 2007
Revised August 13, 2013

References:
NC State Board of Community Colleges Code 1C SBCCC 200.94
SPCC Procedure: 4.16 Funeral Leave Procedure

Procedure:
An employee at South Piedmont Community College may use a maximum of three days of sick leave when there is a death in the immediate family. Leave exceeding this must be charged to annual leave or leave without pay. Immediate family is defined (for funerals only) as wife, husband, mother, father, brother, sister, brother-in-law, sister-in-law, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, stepfather, step-son, and step-daughter. Leave requests must be submitted through SharePoint and approved by the employee’s supervisor.

SPCC Policy:
4.16 Funeral Leave Policy

4.17 Leave Policy:
Absences from work during scheduled working hours will be charged to the appropriate leave account of the employee. Establishment of leave policies shall be the responsibility of the President of South Piedmont Community College. Leave records are maintained in the Human Resources Office.

Revisions:
Initially approved July 15, 1976
Updated October 9, 2007
Revised August 13, 2013

References:
NC State Board of Community Colleges Code 1C SBCCC 200.94
SPCC Procedure: 4.17 Leave Procedure

Procedure:
All employees are expected to give advance notice to supervisors and secure permission, where applicable, if annual, sick, personal, military, maternity, or other leave is to be taken.

Unauthorized absences from work may result in a deduction in pay, probation, or termination of employment.

Leave requests must be submitted through SharePoint, approved by the employee’s supervisor, and forwarded to the Human Resources Office for record-keeping.
SPCC Policy:
4.17 Leave Policy

4.18 Longevity Pay Plan for Institution Personnel

Policy:
Any full-time or permanent part-time employee of an institution in the community college system shall receive longevity pay if the employee meets the requirements of aggregate qualifying service.

Revisions:
Initially approved December 17, 1984
Updated October 9, 2007
Revised October 11, 2011
Revised August 13, 2013

References:
NC State Board of Community Colleges Code 1C SBCCC 400.98
SPCC Procedure: 4.18 Longevity Pay Plan for Institution Personnel Procedure

Procedure:
Any full-time or permanent part-time employee of an institution in the community college system shall receive longevity pay if the employee meets the requirements of aggregate qualifying service set forth in the following rule.

Aggregate service to the State of North Carolina is based on a month-for-month computation of full-time and permanent part-time (equated to full-time) employment with:

1. An institution in the North Carolina Community College System regardless of the source of salary and including state, local, or other paid employment.
2. Employment for a full school year equivalent to one full calendar year (credit for a partial year is given on a month-for-month basis).
3. An employee earning no more than a year of aggregate service credit in a 12-month period.
4. An employee who works half the workdays in a month being given credit for a full month.

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:

<table>
<thead>
<tr>
<th>Years of Aggregate State Service</th>
<th>Longevity Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 but less than 15 years</td>
<td>1.50%</td>
</tr>
<tr>
<td>15 but less than 20 years</td>
<td>2.25%</td>
</tr>
<tr>
<td>20 but less than 25 years</td>
<td>3.25%</td>
</tr>
<tr>
<td>25 or more years</td>
<td>4.50%</td>
</tr>
</tbody>
</table>

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.

SPCC Policy:
4.18 Longevity Pay Plan for Institution Personnel Policy
4.19 Maternity Leave

Policy:
Female employees at South Piedmont Community College (SPCC) shall not be penalized in their condition of employment because they require time away from work due to pregnancy, miscarriage, abortion, childbirth, and recovery.

Revisions:
Initially approved July 15, 1976
Reviewed October 9, 2007
Revised October 11, 2011
Revised February 12, 2013
Revised August 13, 2013

References:
NC State Board of Community Colleges Code 1C SBCCC 200.96
NC General Statute 115D-77
SPCC Procedure: 4.19 Maternity Leave Procedure

Procedure:
Sick leave may be used for maternity purposes for the period of actual disability as a result of childbearing or recovery therefrom. A doctor's certification will be required verifying the period of disability.

Disabilities due to pregnancy, miscarriage, abortion, childbirth, and recovery are for all job-related purposes temporary disabilities and must be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment. Employment policies and practices involving matters such as commencement and duration leave, availability of extensions, accrual of seniority and other benefits and privileges, reinstatement, and payment under any health or temporary disability insurance or sick leave plan, formal or informal, shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.

Maternity leave, normally not to exceed three months, shall be granted to regular employees. Limitation of employment before childbirth is prohibited; therefore, based on the type and nature of work performed, the President and Associate Vice President of Human Resources, Payroll, and Organizational Development shall be responsible for determining, in consultation with the employee and upon advice she has received from her physician, how far into pregnancy she may continue to work before going on leave.

Return to work should be within a reasonable length of time, depending upon the advice of the physician. Leave may be extended to 12 months, based on medical certification. Reinstatement to the same position or one of like seniority, status, and pay must be made upon the employee's return to work.

The employee shall apply in writing to her supervisor for leave. She is obligated to return to duty within or at the end of the time determined appropriate. If she will not return to work, she should notify her supervisor immediately. Failure to report at the expiration of a leave of absence, unless an extension had been requested and granted, may be considered a resignation.
Accumulated sick leave is provided for the actual period of temporary disability caused by or contributed to by pregnancy or childbirth in the same manner as other temporary disabilities. Since there is no certainty as to when disability actually begins and ends, it is necessary to determine the period of disability in order that the employee may realize the benefits of both leave without pay and leave with pay for the period of disability. Therefore, the attending physician is requested to furnish, on a prescribed form, the period of temporary disability.

During the period of leave without pay, the employee shall retain all accumulated unused sick leave, retirement status, and time earned toward the next increment. The employee will continue to earn sick and annual leave during the period of paid leave only. (No type of leave is earned for periods of leave without pay).

**SPCC Policy:**
4.19 Maternity Leave Policy

**4.20 Military Leave Policy**
South Piedmont Community College shall grant leave for all full-time and permanent part-time employees for certain periods of service in the Uniformed Services. Employees of the College or applicants for employment shall not be discriminated against because of their membership, application for membership, performance of service, application for service, or obligation for service in the Uniformed Services. Part-time employees are not eligible for military leave benefits, but are covered under the reinstatement regulations.

**Revisions:**
Initially approved July 15, 1976
Updated October 9, 2007
Revised April 10, 2012
Revised February 12, 2013
Revised August 13, 2013

**References:**
Title 20 Code of Federal Regulations (C.F.R.) part 1002 USERRA Regulations
NC State Board of Community Colleges Code 1C SBCCC 400.97
SPCC Procedure: 4.20 Military Leave Procedure

**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 his/her immediate supervisor as soon as possible. The President and Associate Vice President of Human Resources, Payroll, and Organizational Development will then coordinate the process.

**SPCC Policy:**
4.20 Military Leave Policy
4.22 Performance Assessments

Policy:
Written performance assessments are required for all full-time and permanent part-time personnel. All new employees shall have a written evaluation in accordance with the probationary policy; thereafter, a written evaluation will be completed at least annually.

Revisions:
Initially approved August 10, 1972
Revised October 9, 2007
Revised August 13, 2013

References:
NC State Board of Community Colleges Code 1C SBCCC 200.94
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
    Standard 5.4
    Standard 5.5
    Standards 6.3
SPCC Procedure: 4.22 Performance Assessments Procedure

Procedure:
The immediate supervisor in each division, department, activity, or special project area will conduct a performance evaluation on each of his/her employees. The appropriate Vice Presidents, Deans, and Directors will coordinate the process and review evaluations within their respective divisions. All evaluations will be completed in accordance with the procedures established for evaluations.

SPCC Policy:
4.22 Performance Assessments Policy

4.23 Performance Improvement Plan

Policy:
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.

Revisions:
Initially approved October 9, 2007
Revised February 12, 2013
Revised August 13, 2013

References:
NC State Board of Community Colleges Code 1C SBCCC 200.94
SPCC Procedure: 4.23 Performance Improvement Plan Procedure

Procedure:
Definition:
1. 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.

2. 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, Payroll, and Organizational Development 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.

**SPCC Policy:**

4.23 Performance Improvement Plan Policy

4.24 Personal Leave Policy

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
SPCC Procedure: 4.24 Personal Leave Procedure

**Procedure:**
All full-time and permanent part-time employees of South Piedmont Community College are eligible for personal leave under the following conditions:

**Faculty:**
Personal leave may neither be advanced from nor carried into a new fiscal year. Personal leave shall be taken in no less than two-hour increments.

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.
When possible, all employees are expected to give advance notice to supervisors and secure permission where applicable if annual, sick, personal, military, maternity, or other leave is to be taken. Unauthorized absences from work may result in a deduction in pay.

Staff:
Individuals may reclassify and transfer five days or 40 hours per fiscal year from sick leave to personal leave. Any personal leave must be taken for non-holidays when the college is closed during the December/January break.

SPCC Policy:
4.24 Personal Leave Policy

4.25 Personnel Appointments – Full-time and Permanent Part-time Employees

Policy:
Upon delegation from the South Piedmont Community College (SPCC) Board of Trustees, the President of SPCC appoints full-time and permanent part-time employees.

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

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
   Standard: 5.5
   Standard 6.3
NC State Board of Community Colleges Code 1C SBCCC 200.94
October 2008 Board of Trustees regular meeting minutes
SPCC Procedure: 4.25 Personnel Appointments Procedure – Full-time and Permanent Part-time Employees

Procedure:
Selection/Appointment
1. 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. 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 his/her 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 his/her 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.

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

   a. Information on all applications received, solicited or unsolicited;
   b. All vacancy announcements;
   c. A detailed list of those applicants interviewed; and,
   d. 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.

3. Advertising
   a. 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, and Human Resources. The Vice President of Finance and Administrative Services is responsible for obtaining the Senior Leadership Team’s approval for filling the vacant position.

   b. Distribution
Position vacancies may be advertised internally and externally.

      i. 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.
ii. 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.

4. 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.

a. 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.

b. Functions

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

i. 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 to determine if applicants meet the required qualifications as specified in the job description.

ii. 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.

iii. 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.

c. 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.

Revisions (procedure only):
Revised March 26, 2018

4.25 Personnel Appointments Policy Full-Time and Permanent Part-Time Employees
4.26 Personnel Appointments – Part-time Employees

Policy:
South Piedmont Community College (SPCC) appoints part-time employees according to established guidelines regarding the initiation of the hiring process, advertising, screening and interviewing, and recordkeeping for employees.

Revisions:
Initially approved December 15, 1986
Updated October 9, 2007
Revised April 19, 2011
Revised August 13, 2013

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
  Standard 5.5
  Standard 6.3
NC State Board of Community Colleges Code 1C SBCCC 200.94
October 2008 Board of Trustees regular meeting minutes
SPCC Procedure: 4.26 Personnel Appointments Procedure – Part-time Employees

Procedure:
Selection/Appointment
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 an employment contract letter 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 contract. 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.

SPCC Policy:
4.26 Personnel Appointments Policy – Part-time Employees

4.27 Personnel File
Policy:
South Piedmont Community College shall maintain an accurate file for all current and former employees. These files shall contain information gathered which relates to the individual’s application, reference letters, criminal background check, promotion, demotion, transfer, salary, suspension, performance evaluation, disciplinary action, and termination of employment.

Revisions:
Initially approved April 30, 1981
Updated October 9, 2007
Revised April 10, 2012
Revised February 12, 2013
Revised August 13, 2013

References:
NC General Statutes:
   115D-27
   115D-28
   115D-29
SPCC Procedure: 4.27 Personnel File Procedure

Procedure:
South Piedmont Community College shall maintain an accurate and current file for each employee and former employees. These files shall contain information gathered which relates to the individual’s
application, reference letters, criminal background checks, promotion, demotion, transfer, salary, suspension, performance evaluation, disciplinary action, and termination of employment.

Files will be reviewed periodically by the Human Resources Department to ensure that all information contained in the files is current and accurate.

Employees may request to review their files with the Associate Vice President of Human Resources, Payroll, and Organizational Development. Pre-employment information, including recommendations and interview information, is confidential and may not be reviewed by the employee.

**SPCC Policy:**
4.27 Personnel File Policy

**4.28 Political Activities**

The SPCC Board of Trustees encourages employees to exercise the rights and obligations of citizenship.

**Revisions:**
Initially approved May 16, 1994
Revised October 9, 2007
Revised August 13, 2013

**References:**
NC State Board of Community Colleges Code 1C SBCCC 200.99
SPCC Procedure: 4.28 Political Activities Procedure

**Procedure:**
Although the College remains politically neutral, each employee of South Piedmont Community College (SPCC) retains all rights and obligations of citizenship provided in the Constitution and laws of the United States and the State of North Carolina. Therefore, the Board of Trustees of SPCC encourages employees to exercise the rights and obligations of citizenship.

1. Definition as used in this rule.
   a. 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.
   b. Membership in the General Assembly is a full-time public office under this rule.
2. The SPCC Board of Trustees adopts the following policy for all employees, except the President:
   a. Any employee who decides to run for a public office shall notify the Board of Trustees through the President at least 30 days prior to filing for the office and shall certify that he/she will not campaign or otherwise engage in political activities during his/her regular work hours or involve the college in his/her political activities.
   b. Any employee who is appointed or elected to a part-time public office shall certify within 10 days, through the President to the Board of Trustees, that his/her office will
not interfere with his/her carrying out of duties of his/her position with the College or shall request leave.

c. Any employee who is elected or appointed to a full-time public office or the General Assembly shall be required to take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the Board of Trustees, depending upon the time of the elected office.

d. Any employee who becomes a candidate for public office shall be prohibited from soliciting support during his/her regular work hours. The employee in question is prohibited from soliciting support on SPCC property.

3. The SPCC Board of Trustees adopts the following policy for the President:
   a. If the President of SPCC decides to run for public office, he/she shall notify the Board of Trustees of his/her intention to run at least 30 days prior to filing and certify that he/she will not campaign or otherwise engage in political activities during his/her regular work hours or involve the college in his/her political activities.
   b. If the President of SPCC is elected to a part-time public office, he/she shall certify to the Board of Trustees that his/her office will not interfere with his/her carrying out of duties of his/her position with the college or shall request leave.
   c. If the President of SPCC is elected or appointed to a full-time public office or the General Assembly, he/she shall be required to take a leave of absence without pay upon assuming that office. The length of the leave of absence shall be determined by the Board of Trustees.
   d. If the President of SPCC is a candidate for public office, he/she is prohibited from soliciting support during his/her regular work hours. He/she is prohibited from soliciting support on college property.
   e. The SPCC Board of Trustees shall notify the State Board of Community Colleges if the College's President should become a candidate for public office or if he/she is elected or appointed to a public office.

4. Application of this rule
   This rule applies to anyone in an elected office or appointed by an elected body.

SPCC Policy:
4.28 Political Activities Policy

4.29 Probationary Plan
Policy:
South Piedmont Community College (SPCC) 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
References:
SPCC Procedure: 4.29 Probationary Plan Procedure

Procedure:
Staff
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 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.

Faculty
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:**
4.29 Probationary Plan Policy

**4.30 Professional Development Policy:**
South Piedmont Community College encourages ongoing professional development for all faculty and staff.

**Revisions:**
Initially Approved October 9, 2007
Revised August 13, 2013
Revised March 20, 2018
Revised June 12, 2018

**References:**
NC State Board of Community Colleges Code 1C SBCCC 200.94
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation: Standard: 6.5
SPCC Procedure: 4.30 Professional Development

Procedure:
Professional Development is defined as learning experiences that enhance job performance in support of the mission of the college. The annual professional development year runs from April 1st through March 31st.

Professional Development is a component of annual performance appraisals. A minimum of 5 (five) professional development hours are required for faculty and staff outside of certain mandatory college wide compliance trainings and professional development activities. Professional development goals are established at the beginning of the year and reviewed during the annual performance appraisal process. It is the responsibility of employees to keep track of professional development hours 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 appraisal process.

Professional development activities may include, but are not limited to: credit and noncredit courses (classroom or online), departmental trainings, workshops, seminars, conferences, webinars, and earning advanced credentials related to enhancing job performance.

Guidelines for awarding Professional Development

- Professional development credit will be awarded for participating in an activity that has been designed to build an employee’s skills and knowledge.

- Professional development credit will be awarded in one hour increments. Any activities that are under one hour in duration will be tracked and awarded when they total one hour. For example, two 30-minute webinars equals one hour of professional development credit.

- Employees should consult their supervisors if there is a question concerning an activity’s applicability for professional development credit. In addition, supervisor approval is required for any funding expense(s) related to professional development.

- Calculating hours awarded for conferences and similar events should reflect only time spent in actual professional development activities. For example, if you attend one qualifying hour long session during a full conference day, then only one hour would be recorded.

- All South Piedmont employees are encouraged to share and transfer knowledge via presenting to the college. Any faculty or staff member that serves as a presenter may earn professional development credit towards their annual professional development requirement subject to approval by their immediate supervisor. In addition, time spent on initial material preparation and content development may count towards professional development hours.
**SPCC Policy:**
4.30 Professional Development Policy

**4.31 Reduction-in-Force Policy:**
South Piedmont Community College facilitates reduction-in-force consistent with established guidelines. Reduction-in-force is the cessation of employment of an employee before the end of an appointment, transfer to a lower paying position, reduction to part-time employment, or reduction in pay for reasons of enrollment decline, financial exigency, or program change.

**Revisions:**
Initially approved June 26, 1989
Revised June 4, 2002
Updated October 9, 2007
Revised August 13, 2013
Revised February 9, 2016

**References:**
NC State Board of Community Colleges Code 1C SBCCC 200.94
SPCC Procedure: 4.31 Reduction-in-Force Procedure

**Procedure:**
Reduction-in-force is the cessation of employment of an employee before the end of an appointment, transfer to a lower paying position, reduction to part-time employment, or reduction in pay for reasons of enrollment decline, financial exigency, or program change.

**Definitions:**
- "Financial exigency" shall mean any significant reduction in the college's financial resources caused by decline in enrollment or by other action or events that compel a reduction in the College's operating budget.
- "Program change" shall mean any elimination, curtailment, or reorganization of any offered program, or service.

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. Secondary considerations may include other needs of the College, quality of performance, overall preparation for the job, and length of service of individual employees.

- 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.

- 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.

- Modifications in or the elimination of jobs due to changes in funding for grants or contracts are not to be treated as reductions in force subject to this policy.
This policy does not govern dismissals of employees for misconduct or for lack of satisfactory performance or for any reasons specified in other policies of the College.

The President, in consultation with the Senior Leadership Team (SLT), will determine when it is necessary to pursue a reduction in the work force because of a financial exigency or a bona fide reorganization. Job duties and functions will be reviewed in order to determine possible areas of elimination. If necessary, overall operations of the college will be restructured.

The SLT 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.

The SLT 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 will be determined. This determination could be based upon a combination of the following criteria:

- Category of employment – probationary, part-time, full-time temporary
- Necessity of the job performed
- Performance of the individual in carrying out the duties
- Academic qualifications and experience
- Seniority at the College

The President and SLT shall monitor college enrollments, availability of financial resources, program needs and staffing requirements, both present and future. The President, in consultation with the SLT, shall develop parameters for reduction in-force to ensure consistency within the College.

When pursuing a reduction in force, the President will prepare a report for the Board 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).

The President shall provide written notice of termination to each employee dismissed under this reduction-in-force policy. Notifications shall be by registered mail, with return receipt requested. The notice will include an explanation of the reasons for the reduction-in-force and an explanation of why the employee was selected for termination.

Employees who are to be terminated under this policy shall be provided with as much advance notice as possible in order to avoid personal hardship. Notice will be at least thirty (30) days in advance of the proposed date of termination.

Any employee terminated under this policy may appeal his/her dismissal to the Board. The reasons for the appeal shall be limited to claims that a financial exigency does not exist, that the reorganization was not bona fide, that the selection of the employee was arbitrary, capricious, or without reason, or that the termination decision was made for reasons that are unlawful.
under state or federal law. If an employee cites one of the foregoing reasons for appeal, then a hearing before the Board will be granted.

- An employee who has been dismissed under the provisions of this policy will be offered the same position if it is reestablished within one 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 year of dismissal under the provisions of this policy, will have his/her salary restored to the same level prior to dismissal.

- The administration will attempt to notify the dismissed employee 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 dismissed employee will have fifteen days after notice or attempted notice (if the employee cannot be reached at his or her last known address) to respond to said notice or he/she shall forfeit his/her rights under this provision. In order to preserve his or her eligibility for rehire, any employee dismissed under this reduction-in-force policy has an obligation to notify human resources in writing of any changes in address or phone number during the twelve (12) month period following his or her 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. Medical and Dental Insurance will be covered by the College for a period of up to twelve (12) months following separation from service because of job elimination.

**SPCC Policy**

4.31 Reduction in Force

4.32 Residency

**Policy:**
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

4.33 Salary Plan

**Policy:**
South Piedmont Community College establishes employee salaries according to a pre-determined salary plan including education, work experience, and other criteria.
Revisions:
Initially approved December 17, 1984
Updated October 9, 2007
Revised February 14, 2012
Revised August 13, 2013

References:
NC State Board of Community Colleges Code:
   1C SBCCC 400.94
   1C SBCCC 200.94
SPCC Procedure: 4.33 Salary Plan Procedure

Procedure:
Staff
This plan applies to all positions other than faculty members. Positions are classified in the following categories:
   a. Administrative
   b. Professional
   c. Extension Faculty
   d. Technical
   e. Clerical
   f. Maintenance/janitorial

The base rates are determined by a percentage of the average statewide salary for those position classifications in the North Carolina Community College System. Point values are assigned at 2 percent times the base rate per point.

Salary criteria points
Work Experience: 1 to 5 points

Points are granted for work experience that is in the field of similar employment. Previous employment must relate in some way to the present position held at the College in order to be classified as applicable. A maximum of five years’ experience may be granted. Any teaching experience is also considered applicable.

College Experience (Longevity): 1 for 1

Points are granted on a one-for-one basis for college employment. An individual must be employed for six months and one day in order to qualify for a year’s experience. An individual will be granted experience for educational leave, with or without pay, provided the individual returns to the College.

There is no maximum.
Education:

<table>
<thead>
<tr>
<th>Years of Study</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year (30 semester or 45 quarter hours)</td>
<td>1 point</td>
</tr>
<tr>
<td>2 years (Associate degree, 60 semester, 90 quarter hours)</td>
<td>2 points</td>
</tr>
<tr>
<td>3 years (90 semester, 135 quarter hours)</td>
<td>3 points</td>
</tr>
<tr>
<td>4 years (Baccalaureate degree)</td>
<td>4 points</td>
</tr>
<tr>
<td>P.E.</td>
<td>5 points</td>
</tr>
<tr>
<td>Master’s degree</td>
<td>6 points</td>
</tr>
<tr>
<td>Ed.D., 30 semester hours beyond master’s degree</td>
<td>7 points</td>
</tr>
<tr>
<td>Doctorate</td>
<td>8 points</td>
</tr>
</tbody>
</table>

Points for education are granted for each year of study beyond high school.

Personnel earning degrees following employment at the College will be eligible for educational points on July 1 of the year following the awarding of such degree. It will be the employee’s responsibility to provide the Human Resources Office with an official transcript or document to attest to academic accomplishments. A maximum of eight points may be granted for education.

Merit:

Recommendations for merit are forwarded annually to the President for consideration.

Faculty

Salary Criteria Points

Work Experience: 1 to 5 points

Points are granted for work experience that is in the field of similar employment. Previous employment must relate in some way to the present position held at the College in order to be classified as applicable. A maximum of five years of experience may be granted.

Teaching Experience: 1 to 3 points

Points may be granted for teaching experience in a field similar to or relevant to the college program. Experience points will not be duplicated under work and teaching. A maximum of three years teaching experience may be granted.

College Experience (Longevity): 1 for 1

Points are granted on a one-for-one basis for college employment. An individual must be employed for six months and one day in order to qualify for a year’s experience. An individual will be granted experience for educational leave, with or without pay, provided the individual returns to the College. There is no maximum on the number of points that may be granted for experience at the College.

Education:

<table>
<thead>
<tr>
<th>Years of Study</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year (30 semester or 45 quarter hours)</td>
<td>1 point</td>
</tr>
<tr>
<td>2 years (Associate degree, 60 semester, 90 quarter hours)</td>
<td>2 points</td>
</tr>
<tr>
<td>3 years (90 semester, 135 quarter hours)</td>
<td>3 points</td>
</tr>
<tr>
<td>4 years (Baccalaureate degree)</td>
<td>4 points</td>
</tr>
<tr>
<td>18 semester or 27 quarter hours graduate level education, C.P.A. or P.E.</td>
<td>5 points</td>
</tr>
</tbody>
</table>
Points for education are granted for each year of study beyond high school. Technical/professional workshop experiences and certifications directly related to professional improvement may be equated to credit hours for educational credit. The supervisor and the appropriate Vice President will make decisions regarding evaluation of credit for non-credit courses or training experiences.

Personnel earning degrees following employment at the college will be eligible for educational points on July 1 of the year following the awarding of such degree. It will be the employee’s responsibility to provide the Human Resources Office with an official transcript or document to attest to academic accomplishments. A maximum of eight points may be granted for education.

Equipment Maintenance: 1 to 4 points

Points are awarded for maintaining equipment beyond the normal requirements of a position. Points will be awarded by decision of the President, supervisor, and Vice President. A maximum of four points per individual may be awarded.

Supervision for deans, associate deans, and department chairs: 7 points

Seven points for supervision will be awarded to deans, associate deans, and department chairs.

Critical Skills: 1 to 5 points

The term critical skills as used in the South Piedmont Community College (SPCC) salary schedule is intended to be synonymous with such terms as scarce, exceptional, or hard-to-find. For pay purposes the critical skills factor will be used for salary calculations only at the time of initial employment and will be utilized only for persons whose qualifications and availability are in great demand. Any critical skills funds added at the time of initial employment will continue during following years. Any additional criteria points awarded at the time of initial employment because of the critical skills factor must be recommended by the Vice President and must be approved by the President.

Merit:

Points may be awarded subject to recommendation of the employee’s supervisor. Points are cumulative and unlimited.

Changes in Job Status/Position
In order to clarify the salary plan as it may apply to individuals who earn college degrees and/or undergo major changes in job responsibilities during the year, the following rules apply:

1. Changes in a person’s annual salary will normally occur on July 1 of each year. The amount of salary is based on training (education), experience, degrees held, special skills, and job requirements. In order to receive a salary increase for a college degree, the degree must have been awarded by July 1. Satisfying all degree requirements does not constitute having the degree. The supervisor and the Human Resources Office must be notified in writing immediately upon receipt of the degree, and be provided original transcripts.
2. Major changes in job responsibilities: A promotion, transfer, new assignment, or other major changes in a person’s working conditions or duties may necessitate a change in salary at a time other than on July. In these circumstances a new contract letter will be issued from the President’s Office. This letter will state the new job title, the new salary, and any other specifics needed for clarification.

Payroll Changes
Any changes to an employee’s payroll record should be made no later than the tenth of the month in which the change is to occur. This includes all changes in deductions for taxes, insurance, supplemental retirement plans and any other deductions. Any leave without pay status will be handled through the Human Resources Office.

Changes in rates of pay should also be handled through the Human Resources Office.

SPCC Policy:
4.33 Salary Plan

4.34 Sending Flowers, Cards, or Other Remembrances

Policy:
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

References:
SPCC Procedure: 4.34 Sending Flowers, Cards, or Other Remembrances Procedure

Procedure:
Procedures for Sending Flowers, Cards or Other Remembrances – Illness or Death – Full-time and Permanent Part-time Employees and Trustees:

In case of serious illness or extended recuperation, the college will send a greeting card.

In case of death, the college will send flowers or a memorial, if designated, to the employee’s family.

Immediate Family (to include spouse, parent, children, mother-in-law and father-in-law) of full-time and permanent part-time employees and trustees:

Implementation
1. The Human Resources Office is charged with the responsibility of sending flowers or other appropriate items. The next point of contact is the president’s office.
Personnel having knowledge of situations where flowers, cards or other expressions should be sent are requested to immediately inform the Human Resources Office or the president's office.

2. Definitions
   a. Serious Illness – Illness requiring three or more days of hospital care.
   b. Extended Recuperation – Illness requiring five or more days at home as advised by a physician.

SPCC Policy:
4.34 Sending Flowers, Cards, or Other Remembrances Policy

4.37 Sick Leave
Policy:
South Piedmont Community College grants sick leave to all full-time and permanent part-time employees and the President. Sick leave must be used in accordance with established procedures.

Revisions:
Initially approved January 7, 1969
Revised September 19, 1994
Updated October 9, 2007
Revised April 10, 2012
Revised August 13, 2013

References:
NC State Board of Community Colleges Code 1C SBCCC 200.94
SPCC Procedure: 4.37 Sick Leave Procedure

Procedure:
Sick leave is granted to all full-time and permanent part-time employees at South Piedmont Community College (SPCC), including the President and curriculum faculty.

Amount Earned
A full-time or probationary employee who is scheduled to work 40 hours per week and is working or on paid leave for one-half or more of the regularly scheduled workdays in any month shall earn sick leave computed at the following rates:

<table>
<thead>
<tr>
<th>Hours Earned Each Month</th>
<th>Hours Earned Each Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Hours</td>
<td>96 Hours</td>
</tr>
</tbody>
</table>

Full-time faculty members earn sick leave at the rate of one day per month.

A permanent part-time or probationary employee who is employed on a continuing basis for at least three-quarter time shall earn sick leave on a pro rata basis if the employee works one-half or more of the scheduled workdays in a month. The leave shall be computed as a percentage of the total amount earned by a full-time employee.

Accumulation
Sick leave is cumulative indefinitely.
Advancement
SPCC may grant advance sick leave not to exceed the amount an employee can earn during the current fiscal year.

Verification of Sick Leave
SPCC requires a statement from a medical doctor or other acceptable proof the employee was unable to work if absent for five 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. SPCC may require a written release or notification of restriction following any surgical procedure.

Sick leave may be granted for:
- a. Illness or injury that prevents an employee from performing usual duties.
- b. A maximum of three days in case of death in the employee’s immediate family.
- c. Medical appointments.
- d. Quarantine due to a contagious disease in the employee’s immediate family.
- e. The actual period of temporary disability connected with childbearing.
- f. Illness of a member of an employee’s immediate family (parent, spouse, children) that lives in the same household.

Sick leave is transferable to personal leave (up to five days per year, full-time faculty members only).

Leave Charges
The minimum amount of sick leave that may be taken is two hours. Only scheduled work hours shall be charged in calculating the amount of leave taken. Saturdays and/or Sundays are charged if they are scheduled workdays.

Transfer of Sick Leave
Employees may transfer sick leave (or any portion of sick leave) from a North Carolina state agency to SPCC.

Current SPCC employees shall receive credit for unused sick leave that would have accumulated during the entire period of their employment at SPCC or in the community college system had this sick leave policy been in effect since their first employment.

Separation
Sick leave is not allowable in termination leave payments when an employee separates from service at SPCC.

Should an employee be separated before earning all of the sick leave taken, it will be necessary to make deductions from the final salary check for overdrawn leave on a day-for-day basis.

Sick leave shall be exhausted before going on leave without pay because of extended illness. An employee exhausting sick leave is entitled to all benefits afforded a regular employee.

Reinstatement of Sick Leave
- a. Sick leave shall be reinstated when an employee returns from authorized leave without pay or when reinstated.
- b. Sick leave may be reinstated when an employee returns to state employment.
Retirement Credit
All sick leave accumulated under this policy on or after July 1, 1976, may be transferred to total service as provided under the North Carolina Teachers’ and State Employees Retirement System, contingent upon the acceptance of the employee’s accumulated sick leave by the North Carolina Teachers’ and State Employees Retirement System.

Accumulated sick leave under SPCC’s leave policy approved by the Board of Trustees and in effect June 1976, shall also be transferred as total service as provided under the North Carolina Teachers and State Employees Retirement System.

Sick Leave without Pay
Sick leave without pay may be granted by the President for the remaining period of disability after both sick leave and annual leave have been exhausted. In the event such leave exceeds one year, an extension must be requested.

It is the responsibility of SPCC to maintain annual records for sick leave earned and taken for each employee. It shall be optional with the President as to when and how often the crediting and balancing of an employee’s leave record is done. However, it must be done at least once by the end of the fiscal year. SPCC will retain sick leave records for all separated employees for a period of at least two years from the date of separation.

SPCC Policy:
4.37 Sick Leave Policy

4.38 Standards of Employment
Policy:
South Piedmont Community College expects all personnel to meet the highest standards in education, competency, and integrity, and to adhere to all college policies and procedures. Any conduct which is, or could be construed as, detrimental to SPCC, its employees or students may result in disciplinary action, up to and including, termination of employment.

The College strives to employ individuals who possess an associate degree or higher. The academic preparation necessary to hold each position will be clearly stated in the job description on file in the Human Resources Office.

All employees are expected to engage in ongoing, relevant internal and external professional development.

All employees are expected to use technology in their daily work and/or teaching practices.

Revisions:
Initially approved December 17, 1984
Revised October 9, 2007
Revised August 13, 2013
Revised October 13, 2015
Revised February 9, 2016
4.40 Termination at End of Contract Period (Non-Reemployment)

Policy:
In the event that an employee shall be terminated at the end of his/her contract period, the termination shall follow established guidelines for non-reemployment.

Revisions:
Initially approved December 17, 1984
Revised October 9, 2007
Revised August 13, 2013

Procedure:
The recommendation not to renew a contract should be communicated by the division head to the President at least 60 days prior to the expiration of the employee's contract. The President shall issue the notice at least 30 days prior to the end of the employee’s contract. The College reserves the right to non-renew an employee without a 30-day notice in certain circumstances including:
   a. Insufficient enrollment in the program in which that individual is working in, low enrollment throughout the entire college, or a substantial reduction in the need for the service provided.
   b. Retrenchment due to insufficient funds provided in the total budget.
   c. Reduction-in-force in a division, department, program, service, or activity.
   d. Cancellation of a program, service, or activity.

Providing a reason for non-reemployment is not required as per the N.C. Attorney General and other legal precedent. There is no grievance procedure for this type of termination.

SPCC Policy:
4.40 Termination at End of Contract Period Policy

4.41 Termination of Employment for Cause

Policy:
An employee may be terminated for cause at any time. In cases of termination for cause, the particulars of the cause shall be given in writing to the employee being terminated.

Revisions:
Initially approved December 17, 1984
Revised October 9, 2007
Revised February 12, 2013
Revised August 13, 2013
Procedure:
An employee may be terminated for cause at any time under the procedure set forth hereinafter. In cases of termination for cause, the particulars of the cause shall be given in writing to the employee being terminated. "Cause" shall include one or more of, but shall not be limited to, the following:

a. Illegal or other activities that may adversely affect the performance of the individual or may adversely affect the reputation and performance of the College
b. Physical or mental incapacity that precludes carrying out any or all duties in a timely and efficient manner
c. Refusal to perform any one or all of the duties as noted in the employee's job description and/or as stated in the College Policy Manual
d. Poor performance
e. Unauthorized absence from work
   1. Absence without authorization may constitute voluntary abandonment of an employee’s position with the College
   2. Any absence from work, and the reason for the absence; e.g., illness, tardiness, no transportation, no babysitter, etc., must be reported to an employee’s supervisor as soon as possible
f. Failure to maintain a satisfactory attendance record
g. Unexcused unpaid days taken in excess of the paid time off (PTO) accrued time
h. Leaving during working hours without permission
i. Leaving early or abusing lunch periods and/or break periods
j. Failure to complete all required and/or assigned training programs
k. Insubordination; e.g., refusal or failure to obey reasonable instructions from a supervisor
l. Performing work in a careless, negligent or unsatisfactory manner
m. Violation of any written policy adopted by SPCC
n. Possession or transportation of firearms, explosives or any other type of weapons on SPCC property
o. Abuse, misuse, or destruction of SPCC property, tools, buildings, equipment or any other material, or property of another employee or student
p. Fighting (verbal or physical), scuffling, practical joking or horseplay on SPCC property
q. Use of epithets, symbols, derogatory comments or remarks or telling jokes to or about other peoples’ race, color, religion, sex, natural origin, age, disability, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era. Such prohibited remarks, comments or actions may be oral, written, graphic (in the form of a tattoo or otherwise) or by physical gesture
r. Use of threatening, abusive or discriminatory language or gestures, intimidating, or interfering with other employees, students or any other person on SPCC property
s. Sexual harassment of another employee or student. Harassment consists of unwelcome sexual advances, requests for sexual favors, or other oral or physical conduct where (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment, or (2) an employment decision is based on an individual’s acceptance or rejection of such conduct, or (3) such conduct interferes with an individual’s work performance or creates
an intimidating hostile or offensive working environment. To eliminate the potential for sexual harassment and/or hostile environment claims. SPCC specifically prohibits Supervisor/Subordinate relationships
t. Conviction or guilty plea for any felony, or serious misdemeanor, including but not limited to, narcotics, hallucinatory drugs, illegal drugs or controlled substances, crimes of violence, and/or sex offenses. Arrest or criminal charge for any felony or serious misdemeanor will result in automatic suspension. Final disciplinary decisions will be made on the basis of SPCC’s investigation of all surrounding circumstances, and will not necessarily be based solely on the disposition of any criminal charges
u. Accepting or offering bribes of any kind
v. Stealing, scavenging, unauthorized removal, or misappropriation of SPCC property or that of another employee or student
w. Unauthorized manipulation of SPCC’s procedures or systems for the benefit of oneself, other employees, family, friends, etc.
x. Unauthorized sales and solicitations of any kind on SPCC property
y. Lending money to or receiving money from other employees or students for illegal purposes
z. Falsification of SPCC records; e.g., pay claims, job applications, attendance records, time sheets, etc.

aa. Submission of false statements or failure to cooperate in a SPCC investigation of any kind
bb. Falsification of government documents/applications which are required for any position with SPCC
cc. Act of dishonesty; e.g., misappropriation or attempted misappropriation of company funds, pilferage of company material, or theft of property or funds belonging to SPCC, another employee, or student, or aiding and abetting another’s act of dishonesty
dd. Unauthorized use of SPCC equipment, facilities or supplies without prior authorization from a member of management
ee. Distribution, displaying and/or posting of pornographic materials is strictly prohibited
ff. Unauthorized distribution or posting of notices, circulars or literature on SPCC property
gg. Unauthorized entry to SPCC facilities, property or buildings outside regular working hours and entering restricted areas without property authorization
hh. Unauthorized use or possession of personal radios, computers, tablets, MP3 players, televisions, video/computer games, or any other form of entertainment on SPCC property
ii. Abuse of Worker’s Compensation (e.g., providing false information about an injury or failure to adhere to company’s Worker’s Compensation policies).

The examples of “cause” above are not all inclusive. Any conduct which is, or could be construed as, detrimental to SPCC, its employees or students may result in disciplinary action, up to and including, termination of employment.

Termination for cause may be initiated upon the recommendation of the immediate supervisor or by anyone superior to said supervisor in the same division or by the President of the College. All materials relative to the case will be forwarded to the appropriate division head who will review the material and determine the validity of the charge. The division head shall inform the President’s Office in writing of a recommendation with detailed reasons and supporting facts for dismissal of an employee. The President shall notify the employee to be terminated by letter or registered mail.
The Associate Vice President of Human Resources and Payroll will prepare a checkout form. On the employee's last working day, the Human Resources Office shall account for college items that have been in the employee's possession. This includes all records, files, equipment, keys, supplies, and other items.

**SPCC Policy:**
4.41 Termination of Employment for Cause Policy

### 4.42 Voluntary Shared Leave Program

**Policy:**
Employees of South Piedmont Community College may donate leave to other employees who have been approved to receive voluntary medical shared leave.

**Revisions:**
- Initially approved July 11, 1995
- Updated October 9, 2007
- Revised October 11, 2011
- Revised February 12, 2013
- Revised August 13, 2013

**References:**
- NC State Board of Community Colleges Code 1C SBCCC 200.94
- NC General Statute 115D-25.3
- SPCC Procedure: 4.42 Voluntary Shared Leave Program Procedure

**Procedure:**
An employee may donate leave to an employee who has been approved to receive voluntary shared leave because of a medical condition of the employee or of a member of the employee’s immediate family that will require the employee’s absence for a prolonged period of time.

An employee who has a medical condition and who receives benefits from the Disability Income Plan (DIPNC) of North Carolina is not eligible to be a part of the shared leave program. However, shared leave may be used during the required waiting period and following the waiting period, provided DIPNC benefits have not begun.

**Qualifying to Participate**
A full-time employee who is a potential recipient may apply or be nominated by a fellow employee, stating name, description of the serious and prolonged medical condition and willingness for status as a recipient to be known to other employees. The written application should be made to the person’s immediate supervisor who will review the merits of the request with the Associate Vice President of Human Resources, Payroll, and Organizational Development. A statement of the period of disability by the patient’s physician is recommended. The applicant will be notified by the Associate Vice President of Human Resources, Payroll, and Organizational Development whether the request has been approved or disapproved. If disapproved, a timely appeal may be made to the President whose decision will be final.
Participation Requirements
The minimum amount of leave to be donated is eight hours. An employee who wishes to become a recipient may have no more than 80 hours of combined annual and sick leave or be projected to have less than that amount at the end of the medical condition.

Employees donating annual leave to a qualified person under this program may not reduce their annual leave accounts below 80 hours. Every effort will be made to keep the process confidential and to protect the anonymity of the donors.

An employee may not directly or indirectly intimidate, threaten, coerce or attempt to intimidate, threaten, or coerce any other employee for the purpose of interfering with any right that such employee may have with respect to donating, receiving, or using annual leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal. The employee donating leave cannot receive remuneration for the leave donated.

SPCC Policy:
4.42 Voluntary Shared Leave Program Policy

4.43 Veterans Hiring Preference Policy:
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
NC General Statute 128-15
SPCC Procedure: 4.43 Veterans Hiring Preference Procedure

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 his/her 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:
4.43 Veterans Hiring Preference Policy

4.44 Conflict of Interest Policy:
The Board of Trustees of South Piedmont Community College and college employees will abide by the conflict of interest statements as set forth by the Ethics Commission and the General Statutes of the State of North Carolina.

Revisions:
Initially Approved February 10, 2009
Revised August 13, 2013

References:
NC General Statutes:
  14-234
  115D-26
SPCC Procedure: 4.44 Conflict of Interest Procedure

Procedure:
The Board of Trustees of South Piedmont Community College and its employees will abide by the conflict of interest statement and definitions listed below.

The General Statutes of North Carolina provide that, all local trustees and employees of community colleges covered under the chapter pertaining to community colleges, must adhere to the conflict of interest provisions found in N.C.G.S. Section 14-234 and N.C.G.S. Section 115D-26.

G.S. Section 14-234 makes it unlawful for officers, agents, managers or employees of schools or institutions receiving state financial support to:
  1. Have a pecuniary interest, either directly or indirectly, proximately or remotely in any property, transaction, or enterprise or gain any pecuniary benefit which may be affected by such information or official action.
  2. Act as an agent for any manufacturer, merchant, dealer, publisher, and author, for any article of merchandise to be used by the schools or institutions.
  3. Receive directly or indirectly, any gift, emolument, reward or promise of reward for influence in recommending or procuring use of any article or goods by the schools or institutions.

The General Statutes of North Carolina also make it unlawful for state employees or employees of the state's political subdivisions to benefit in a pecuniary manner or help another to so benefit by misuse of confidential information acquired in the employee's official capacity.
SPCC Policy:
4.44 Conflict of Interest Policy

4.47 Faculty Academic Qualifications/Credentials
Policy:
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 a regional 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

References:
NC General Statute 115D-5
NC State Board of Community Colleges Code:
  1C SBCCC 300.97
  1D SBCCC 400.4
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
  Standard 6.2.A
SPCC Procedure: 4.47 Faculty Academic Qualifications Credentials Procedure

Procedure:
South Piedmont Community College (SPCC) 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
SPCC 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

“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 SPCC faculty teaching web-enhanced, blended (hybrid), and Internet courses must have documented evidence of successful completion of training in the College’s current learning management system prior to teaching. Accepted types of training include (a) training provided, supervised, and documented by SPCC designated personnel, or (b) evidence and certification of comparable course management system-based training offered by external Distance Education Administrators or commercial training specialists.

SPCC Policy:
4.47 Faculty Academic Qualifications Credentials Policy
4.48 Tuition Reimbursement

Policy:
South Piedmont Community College will reimburse an eligible employee’s tuition in accordance with pre-established guidelines.

Revisions:
Initially approved October 11, 2011
Revised August 13, 2013

References:
SPCC Procedure: 4.48 Tuition Reimbursement Procedure

Procedure:
South Piedmont Community College (SPCC) will reimburse an employee’s tuition if the following conditions are met:

- The course is a requirement for his/her position with the College
- The reimbursement amount is equal to $1000 per semester (Fall, Spring, Summer) or the actual rate if the tuition is less than $1000
- The course grade upon completion is a B or higher

Reimbursement for tuition will be issued to the employee by SPCC after course completion.

A semester of paid tuition by the College will equal one semester of employment owed to the College after the employee completes his/her degree. The employee must have signed an agreement stipulating that he/she will be under contract to the College for the same number of semesters that were reimbursed. An employee who fails to honor the full terms of the contract shall be required to repay the amount expended by the College for the tuition reimbursement.

Procedure Revised: May 16, 2019

SPCC Policy:
4.48 Tuition Reimbursement Policy

4.49 Furlough

Policy:
South Piedmont Community College may implement a mandatory furlough should financial circumstances warrant the use of such a contingency. If necessary, a furlough will be implemented in accordance with North Carolina State Law 2011-145 (Section 29.18).

Revisions:
Approved February 9, 2016

References:
North Carolina State Law 2011-145 (Section 29.18)
SPCC Procedure: 4.49 Furlough Procedure
**Procedure:**

A. Definitions

1. “Furlough” means a temporary mandatory period of leave from employment without pay.

2. “Financial exigency” shall mean any significant reduction in the college's financial resources caused by decline in enrollment or by other action or events that compel a reduction in the College’s operating budget.

B. Benefit Protection

Unless there is any law to the contrary, a furloughed employee shall have the following benefit protections:

1. Retirement System – the employee shall be considered in active service during any period of furlough and shall be entitled to the same benefits to which they were entitled on the workday immediately preceding the furlough.

2. State Health Plan – the employee shall be considered eligible for coverage under the Plan on the same basis as on the workday immediately preceding the furlough.

3. Leave accrual – the employee shall continue to accrue leave during the duration of the furlough.

4. Longevity – the employee shall not lose State service time toward longevity during the duration of the furlough.

C. Furlough Plan

South Piedmont Community College reserves the right, during a contract period to temporarily reduce employees' working hours in the event of a financial exigency.

Prior to initiating a furlough, the President shall determine whether a furlough is reasonable and necessary in meeting the financial needs of the College. The President shall consult with the Vice Presidents to develop a plan for implementing the furlough. The plan shall, at a minimum, include the following: (1) the employee groups impacted, (2) the time period for the furlough, (3) the duration of the furlough, and (4) any supervisory oversight responsibilities.

This policy may be superseded by Executive Order of the Governor or an Act of the North Carolina Legislature.

**SPCC Policy:**

4.49 Furlough Policy

4.50 Affordable Care Act

**Policy:**

Pursuant to the Patient Protection and Affordable Care Act of 2010 (ACA), South Piedmont Community College offers essential health coverage for those employees who are deemed eligible per the guidelines listed below.
References:
Patient Protection and Affordable Care Act of 2010
SPCC Procedure: 4.50 Affordable Care Act Procedure

Procedure:
• Position Classifications

1. Full-time Permanent and Full-time Temporary
Positions that are classified to work, and/or receive paid leave, an average of at least 30 hours per workweek and generally are contracted for up to 12 months. Paid leave is defined as hours for which an employee is entitled to payment during which no duties are performed due to paid leave, such as vacation, sick, holiday, disability, jury duty, military leave, or leave of absence.

These positions are eligible for health coverage upon hire.

2. Part-time Temporary Staff
Positions that are classified to work an average of less than 28 hours per workweek and generally are contracted for 3 months or less.

These positions are not eligible for health coverage, unless a position works an average of at least 30 hours per workweek during a Measurement period.

3. Part-time Temporary Instructors (Adjunct)
Positions that are contracted on a per-course basis where the sum of the course’s Contact Hours, Other Required Work Time, and Credited Preparation Time is less than 28 hours per workweek, including the factoring of team-teaching percentages.

These positions are not eligible for health coverage unless a person’s contact hours and credited course preparation time averages at least 30 hours per workweek during a Measurement period. Credited preparation time is used to determine eligibility for health coverage only and is not paid time.

a. 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.

b. 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.
c. 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

- Measurement, Administrative, and Stability Periods
A twelve-month Measurement Period will be used to monitor whether an employee’s total number of applicable hours averaged at least 30 hours per workweek. Following the Measurement Period, a two-month Administrative Period will be used to determine eligibility for health coverage. Following the Administrative Period, a twelve-month Stability Period will be observed to provide health coverage for those still employed during the Stability Period.

For health coverage eligibility purposes, the Measurement Period for existing employees will begin July 1, 2014. For employees hired after July 1, 2014, the Measurement Period will begin on the first of the month following hire date.

- Substitutions and Job Coverage
Supervisors should utilize full-time personnel for substitutions and job coverage whenever possible. When part-time personnel are used for substitutions and job coverage, supervisors are responsible for tracking time for health care eligibility purposes and are expected to maintain compliance with regard to the established hours applicable to a position’s classification.

- Cross-Over Employment
Unless approved otherwise, part-time employees may be employed by only one department at a time. Part-time employment in more than one department (i.e., Cross-Over Employment) must be pre-approved by the respective department and/or division supervisor(s) and the Associate Vice President (AVP) of Human Resources and Payroll.

- Volunteers
For health coverage eligibility purposes, hours of service do not include hours worked as a volunteer.

- Student Employment
For health coverage eligibility purposes, hours of service do not include hours worked by students in positions subsidized through a federal work study program or a substantially similar program subsidized by a state or local program; however, hours of service are credited for student employees who are paid or entitled to payment in a capacity other than through a federal work study or substantially similar state or local program.

- **Internships**
  For health coverage eligibility purposes, hours of service by an intern or extern do not count as hours of service to the extent that the intern does not receive, and is not entitled to, payment in connection with those hours.

- **Seasonal Employment**
  Seasonal employees are those who perform services on a seasonal basis and are employed exclusively during specific time periods. Examples include seasonal advisors and bookstore workers hired to assist at the beginning of a semester. For health coverage eligibility purposes, hours of service do not include hours worked as a seasonal employee.

- **Independent Contractor and Temporary Agency Employment**
  Employees working for independent contractors or temporary agencies are not employees of the College and are not eligible for health coverage through the College.

- **Established Breaks in Service**
  Established breaks in service for the College, such as semester breaks, summer breaks, spring breaks, holiday breaks, etc., are not considered when calculating hours worked during the Measurement Period.

- **ACA Breaks in Service**
  When an employee has a “Break in Service,” a new measurement period applies to determine health coverage eligibility under the ACA. A break in service will occur when an employee works a period of at least four consecutive weeks that is immediately followed by a break that is greater than that period worked, or when an employee has no hours worked, including no paid leave, for a period of at least 26 consecutive weeks.

- **Health Coverage Waiver**
  An employee who is determined to be eligible for health coverage may opt to waive coverage by completing an ACA Health Coverage Waiver Form. In the event of 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.

- **Administration, Documentation, and Tracking of Hours**
  Supervisors are responsible for the administration of these guidelines, which includes documenting and tracking hours for the purposes of health coverage eligibility.

**SPCC Policy:**
4.50 Affordable Care Act Policy
4.51 Criminal Background/Credit Checks Policy

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

References:
SPCC Procedure: 4.51 Criminal Background/Credit Checks

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:**

4.51 Criminal Background/Credit Checks Policy

4.52 Employee Notifications of Arrests, Indictments, Etc.

**Policy:**
South Piedmont Community College requires notification of any employee’s criminal arrest, indictment, charge, conviction, guilty plea, or plea of no contest, other than those relating to minor traffic violations.

**Revisions:**
Approved October 13, 2015
Revised February 9, 2016

**References:**
SPCC Procedure: 4.52 Employee Notifications of Arrests, Indictments, Etc. Procedure

**Procedure:**
Employees are required to notify the Associate Vice President of Human Resources and Payroll or designee within five days after any criminal arrest, indictment, charge, conviction, guilty plea, or plea of no contest, other than those relating to minor traffic violations.

Any employee who learns of any criminal arrest, indictment, charge, conviction, guilty plea, or plea of no contest of another employee, other than those relating to minor traffic violations, should notify the
Associate Vice President of Human Resources and Payroll or designee within five days after becoming aware of the matter.

**SPCC Policy:**

4.52 Employee Notifications of Arrests, Indictments, Etc. Policy

### 4.53 Drug and Alcohol Examinations Policy

**Policy:**

All employees are expected to perform their job duties unhindered by drugs or alcohol. South Piedmont Community College (SPCC) reserves the right to conduct drug and alcohol examinations on any prospective or current employee for the following reasons:

A. **Employment Eligibility**
   Applicants considered for hire may be required to submit to a drug and alcohol examination.

B. **Reasonable Suspicion Examination**
   Any College employee may be required to submit to a drug and alcohol examination under any of the following circumstances:
   1. Evidence of drugs or alcohol on or about the employee’s person or in the employee’s vicinity;
   2. Unusual conduct on the employee’s part that suggests impairment or influence of drugs or alcohol.

C. **Post-Accident Examination**
   Any College employee who is involved in an on-the-job accident or injury will be required to submit to a drug and alcohol examination.

D. **Random Examination**
   SPCC reserves the right to conduct drug and alcohol examinations on existing employees at any time.

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.

**Revisions:**
Approved October 13, 2015
Revisions February 9, 2016

**References:**
SPCC Procedure: 4.53 Drug and Alcohol Examinations
Procedure:
When a supervisor or College administrator has a reasonable suspicion that an employee is under the influence of substances in violation of this policy, the supervisor or College administrator will immediately notify the Associate Vice President of Human Resources and Payroll to verify his/her reasonable suspicion.

If the decision is made for the employee to undergo a substance examination, the Human Resources Office will arrange for transportation of the employee to and from an approved facility.

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.

If there is a positive result for an applicant, the laboratory shall confirm the result by second examination of the sample, utilizing a scientifically accepted method, and must keep a sample of the confirmed positive result for ninety (90) days. An applicant shall have the right to retest to confirm the positive sample at the same or another approved laboratory. When obtaining the sample, the College must provide applicant with written notice of their rights and responsibilities under the Controlled Substance Examination Act.

Within thirty (30) days of the time the results are mailed or otherwise delivered to the College, the College shall give the applicant, in writing, any positive result and a document setting forth the applicant’s rights and responsibilities regarding retesting under N.C.G.S. § 95-232(f). If the drug test is not passed by an applicant given a conditional offer based upon the drug test results, the College will allow for this individual to appeal such a drug test prior to revoking the offer.

SPCC Policy:
4.53 Drug and Alcohol Examinations Policy

5. Property, Finance, and Administrative Services Policies and Procedures
5.01 Alcoholic Beverages
Policy:
North Carolina law pertaining to the service and consumption of alcoholic beverages applies to events held at South Piedmont Community College. Required permits must be obtained by lessee when applicable.

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
Procedure:
For any event where alcohol is served, a uniformed officer of the city or county or other approved security officer will be present. This officer will be hired by the college and paid for by the lessee. The college staff will determine the number of officers required by guidelines established by the college.
A permit must be obtained from the North Carolina ABC Commission for any event where fortified wine and/or liquor are to be served. To obtain a limited Special Occasion permit for the Conference Center at the Old Charlotte Highway Campus or the Center for Technology and Health Education (3509 Old Charlotte Highway, Monroe), call (704) 283-1033. To obtain a limited Special Occasion permit for the L.L. Polk Campus or the Lockhart-Taylor Center, call (704) 694-3958. The lessee of this contract must also sign for the permit.

The lessee must provide appropriate college staff with a copy of the ABC permit at least 48 hours before the scheduled event. A copy of this permit will and must be on display at the location during the event. When serving alcohol, the lessee or caterer must provide proof of at least a one million dollar ($1,000,000) liability policy naming South Piedmont Community College as an additional insured in which the carrier agrees to defend, save harmless, and indemnify South Piedmont Community College from all financial loss, damage, or harm arising out of the dispensing of alcoholic beverages. A copy of the certificate of insurance must be submitted to the college staff no less than two weeks prior to the event.

SPCC Policy:
5.01 Alcoholic Beverages Policy

5.02 Bookstore Operating Profits
Policy:
In regard to expenditure of funds generated through bookstore operating profits, South Piedmont Community College (SPCC) defines the markup to be charged and the uses to which excess funds may be applied. SPCC’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.

Revisions:
Initially approved October 22, 1990
Reviewed October 9, 2007
Revised August 13, 2013
Revised December 3, 2019

References:
NC General Statutes 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 Procedure: 5.02 Bookstore Operating Profits Procedure
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:
1. 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.
2. Funds in excess of these operating expenses may be used in support of:
   a. Student aid and/or scholarships
   b. Other expenditures of direct benefit to students (e.g., funding of positions for financial aid and student activities, etc.)
   c. 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:
1. Supplemental salaries of any personnel
2. Administrative support of the college other than that allowed above
3. College entertainment expense. (Educational activities for non-college personnel or college personnel to enhance student success would not be entertainment. Functions in which the primary purpose is requesting funds would be entertainment.)

All expenditures shall be consistent with the mission and purpose of the community college system.

SPCC Policy:
5.02 Bookstore Operating Profits Policy

5.05 Deferred Tuition Policy:
Tuition, registration fees and required academic fees are due and payable at the time of the student’s registration. The college shall prescribe written procedures to permit short term deferred payment or payment in installments; provided that no student shall be permitted to graduate or to register for a new semester unless payment of such outstanding balance has been guaranteed in writing by a financially responsible person or organization. The college is authorized to withhold transcripts of grades pending resolution of the outstanding obligations.

Revisions:
Initially approved June 14, 2005
Updated October 9, 2007
Revised February 11, 2014
5.07 Facilities Use by Outside Groups

Policy:
Organizations and individuals in the community may reserve space in campus facilities for meetings, workshops, and similar uses. The College reserves the right to refuse use of facilities for events judged not in support of the College or its mission.

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

5.08 Federal Grant Expenditures:

Policy:
Grant funds received from the U.S. Department of Education shall, in no case, be used to replace or supplant funds which might otherwise be available for supporting identical or similar activities for which such federal funds have been received.

Revisions:
Initially approved March 28, 1988
Reviewed October 9, 2007
Revised February 11, 2014

5.10 Grants

Policy:
Grant proposals submitted to outside funding sources on behalf of South Piedmont Community College shall be approved by the Senior Leadership Team and coordinated, facilitated, and submitted by the Grants Development Office.

Revisions:
Initially approved October 9, 2007
Revised February 11, 2014

5.11 Historically Underutilized Businesses (HUB)

Policy:
The college will strive in good faith to meet or exceed the state-established goals for HUB participation in procurement and construction processes.

The objective of the HUB Policy is to encourage and promote equal opportunities for all vendors and contractors who participate in the college’s procurement and construction processes, without regard to race, color, national origin, gender, or disability in order to foster more diverse participation in all aspects of procurement and contracting opportunities at SPCC.
The college's HUB purchasing goal is 10 percent of all purchases.

Revisions:
Initially approved October 10, 2001
Updated October 9, 2007
Revised February 11, 2014

5.12 Investment Policy:
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.

South Piedmont Community College will invest all appropriate funds legally available to the college for investment.

The following are the approved types of investments:
- Repurchase Agreements
- Commercial Paper
- Certificates of Deposit
- Money Market Funds

Competitive rates for investments should be sought. The goal of this policy is to furnish maximum investment return with minimum risk. Investment returns will accrue to the fund group from which the original investment principal originated.

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

5.13 Naming of SPCC Facilities and Programs Policy:
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.

1. 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.

2. 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.
3. 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

SPCC Policy:
5.13 Naming of SPCC Facilities and Programs

5.14 Profits from Vending Machines and Other Conveniency Concessions
Policy:
The Board of Trustees of the college has adopted local policies consistent with General Statutes 115D-58.13 for the budgeting, accounting, and expenditure of funds generated through vending machines and other convenience concession activities. Funds generated through vending facilities, vending machines, and other convenience concession activities shall not be used to supplement the salary of the president.

Profits from vending machines and other conveniency concessions may be used for the following purposes:
1. For support of these operations and concessions.
2. For matching student aid funds and for other forms of student financial aid.
3. For other expenditures of direct benefit to students.
4. For other institution-related expenditures authorized by the President.

Revisions:
Initially approved August 10, 1972
Updated October 9, 2007
Revised February 11, 2014
Revised December 12, 2017
5.15 Risk Management

Policy:
In order to provide students, staff, and faculty a safe environment in which to learn and work, SPCC 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
SPCC 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 towards the College's property or create potential liability for the College. The Vice President of Finance and Administrative Services, with the support and assistance of the College’s Emergency Management and Safety Team, maintains the SPCC Safety Plan. Potential risks are identified and evaluated through the review of this plan and the fire drills and safety inspections conducted by the Emergency Management and Safety Team.

The Associate Vice President of Facilities and the Director of Safety and Security monitor the status of physical resources to ensure that risk of accident, injury, and fire are minimized.

Insurance
The Vice President of Finance and Administrative Services 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
Individuals signing contracts or agreements on behalf of SPCC shall first obtain approval by the SPCC Senior Leadership Team. All contracts or agreements made on behalf of SPCC shall bear the signature of the Vice President of Finance and Administration 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

5.17 Solicitation by Outside Parties

Policy:
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

References:
SPCC Procedure: 5.17 Solicitation by Outside Parties Procedure

Procedure:
No Solicitation-Distribution Rule
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:

1. Solicitation or distribution by persons other than employees of South Piedmont Community College (SPCC) in those areas of school property that are not open to the public is prohibited.
2. Solicitation or distribution by persons other than employees of SPCC 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.
3. No solicitation or distribution by email, fax, or other electronic means may be made until approval is granted by the Vice President of Institutional Advancement.
4. No written announcement or advertisement can be posted on SPCC property until approved by the Vice President of Institutional Advancement or his/her designee.
5. No written announcement or advertisement can be distributed on vehicles parked on SPCC property until approval is granted by either the Vice President of Finance & Administrative Services (for employees and public) or the Vice President of Student Services (for students).

SPCC Policy:
5.17 Solicitation by Outside Parties Policy

5.18 Soliciting Gifts for the College Policy:
The President, exclusive of the SPCC 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 SPCC Foundation is a separately incorporated 501(c)(3) organization. An operating agreement exists between SPCC and the SPCC Foundation that distinguishes the roles and responsibilities of each entity and the areas of cooperation.

Revisions:
Initially approved October 9, 2007
Revised October 11, 2011
Revised February 14, 2012
Revised February 11, 2014
References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
  Standard 5.2.c
  Standard 5.3

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 SPCC 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 SPCC Foundation before being deposited, unless specific written arrangements have been approved and made in advance, in writing, to use a different process.

It shall be the responsibility of the SPCC 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 SPCC 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.

Guidelines for Fundraising and Solicitation Procedure Implementation

Definition of Fundraising Activities

Fundraising and solicitation referred to in this procedure and guidelines statement 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.
1. **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 Executive Director of the Foundation 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 SPCC 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 Executive Director of the SPCC Foundation 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 Executive Director of the SPCC Foundation 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 Foundation Executive Director.

2. **Student Groups and Organizations**

When student or employee groups plan to solicit gifts or raise funds on behalf of the college and their particular group or organization, they are to avoid duplication and repetitious requests of potential contributors in the community and to assure the integrity of the institution by completing the following arrangements:

- All student projects must have the approval of the Director of Student Activities. Any solicitations of local businesses, foundations or community organizations must then be
approved and coordinated through the Director of Student Activities and the Executive Director of the Foundation.

- All employee groups must also have the approval of and coordinate with the Executive Director of the Foundation concerning projects which involve solicitation from local businesses, foundations or organizations or which involve a campaign targeting community residents.
- Students, employees, organizations and groups on campus which are engaged in fundraising or solicitation activities must complete the Fundraising and Event Approval form. This lists all of the entities the organization’s representatives plans to contact.
- The Fundraising and Event Approval form is available through the Office of Student Programs, the SPCC Foundation Office and on the SPCC website.
- The name and address of any business or entity which donates items valued at more than $50 is required within 5 days of receipt of the gift.
- The Foundation staff will record all names of companies groups are planning to solicit or have solicited within the last year.
- Prior to development of their solicitation plans, students or employee groups engaged in fundraising or solicitation activity should consult a recent list of entities already contacted by groups on campus. This list is available from the Office of the SPCC Foundation.

3. **In-Kind Gifts and Gifts of Property**

The only person authorized to accept gifts on behalf of the College is the President. Gift offers must be reviewed by the head of the academic or administrative department concerned prior to forwarding to the Executive Director of the SPCC Foundation or the President. 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:**

1. All non-cash gifts shall be received by the President or his/her representative. The Executive Director of the Foundation 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.

2. Any non-cash donation exceeding $100 must have the approval of the President.

3. If acceptance of a non-cash gift involves costs to the College, the College President or 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 Executive Director of the Foundation and the Foundation Board.

4. Non-cash gifts are recorded in the Foundation Office and acknowledgment, as appropriate. When deemed desirable by the President and Executive Director of the Foundation, non-cash gifts are tagged as Foundation property.

**SPCC Policy:**

5.18 Soliciting Gifts for the College

**5.21 Community Service Fee and Block Grant Waiver Policy:**

A registration fee of not less than $20.00 nor more than $50.00 be charged for short Community Service classes and/or sponsored civic and cultural activities. These fees will be waived when possible or kept to a minimum when charged. All fees will be retained locally and utilized to support the same type of activities.
5.22 Intellectual Property

Policy:
SPCC’s intellectual property policy and accompanying procedure address ownership of materials, compensation, copyright issues, and use of revenue from the creation and production of all intellectual property. The policy applies to all students, including those in distance learning courses and programs; all faculty, including those teaching distance learning courses and programs; all instructors, and all college staff.

Procedure:
Intellectual property is defined as any intellectual or creative work that can be copyrighted, patented, or trademarked. South Piedmont Community College (SPCC) encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of the College and/or to enhance the learning environment.

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.

Upon the emergence of issues or disputes relating to intellectual property, the President will appoint an ad hoc Intellectual Property Committee, composed of equal numbers of faculty and staff, to make recommendations to the President concerning the disposition of the issue. In cases where a student is involved, a member of the Student Government Association will also be appointed to the committee. The President will make the final decision on the issue.

**SPCC Policy:**
5.22 Intellectual Property Policy

### 5.23 Identity Theft Prevention Policy:
The college has adopted an Identity Theft Prevention Program to protect students and college employees from damages associated with the compromise of sensitive personal information.

**Background**
As a result of the increasing instances of identity theft, the United States Congress passed the Fair and Accurate Credit Transactions Act of 2003 (FACTA), Public Law 108-159. This amendment to the Fair Credit Reporting Act dictated that the Federal Trade Commission (FTC) promulgate rules to address identity theft. The rules promulgated by the FTC (Red Flag rules) require any financial institution and creditor that holds any type of consumer account or other account for which a potential risk of identity theft exists to create and implement a written Identity Theft Prevention Program in order to address identity theft associated with new and existing accounts. This Identity Theft Prevention Program is appropriate to the size and complexity of the college and the nature and scope of the college’s activities.

**Definitions**

A. **Creditor** – Any organization, including community colleges, which regularly:
   a. extends, renews, or continues credit; or
   b. arranges for someone else to extend, renew, or continue credit; or
   c. is the assignee of a creditor involved in the decision to extend, renew, or continue credit.

B. **Credit** – Deferral of payment of a debt incurred for the purchase of goods or services, including educational services.
C. Covered account – An account with a creditor used by individuals, families, or households which involves multiple payments to that creditor. Examples includes emergency loan accounts, scholarships which could involve repayment if the terms of the scholarship are not met, and deferred payment accounts approved by college trustees.

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 transfers.

E. Identifying information – Information which alone, or in combination with other information, can be used to identify a specific individual. Identifying information includes name, social security number, date of birth, driver’s license number, identification card number, employer or taxpayer identification number, biometric data, unique electronic identification numbers, address or routing code, or certain electronic account identifiers associated with telephonic communications.

F. Identity theft – A fraud attempted or committed using identifying information of another person without proper authority.

G. Red Flag – A pattern, practice, or specific activity which indicates the possibility of identity theft.

H. Sensitive information – Personal information belonging to any student, employee, or other person with whom the college is affiliated.

I. Service provider – Person providing a service directly to the financial institution or creditor.

Scope – Activities in which the college require compliance with the Red Flag Rules include:

A. Participation in federal student loan programs;

B. Utilization of deferred payment plans as authorized by 23 N.C.A.C. 02D.0201(b);

C. Issuance of student loans for technical and vocational education pursuant to 23 N.C.A.C. 02C.0304;

D. Provision of emergency loans to students;

E. Issuance of any scholarship which requires the recipient to sign a promissory note;

F. Maintaining an account for students from which the student can authorize payments for goods and services such as books and food;

G. Using debit card accounts;

H. Persons attempting to access academic or financial information.

Procedure:
Procedures will be written and disseminated as required to implement this policy. The Vice President for Finance and Administrative Services will be responsible for implementation.

Revisions:
Initially Approved April 14, 2009
Approve move from 4.45 October 11, 2011
Revised February 12, 2013
Revised February 11, 2014

5.24 Employee Travel
Policy:
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 the contacts, develop the partnerships necessary to enable South Piedmont Community College to effectively serve its constituencies, and enhance his/her 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. The travel procedures are found in the Employee Handbook, II General Administration, C. Finance and Administrative Services, Travel Policies and Procedures. The handbook is in SharePoint at: http://sharepoint2010/departments/fin/Shared%20Documents/Travel

Revisions:
Initially approved February 9, 2010
Approved Move from 4.46 October 11, 2011
Revised February 11, 2014

5.25 Safety and Security Camera Monitoring and Recording System

Policy:

A. Purpose
The purpose of this policy is to provide procedural guidelines and regulate 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 the College community.

B. Constraints
   a. Applicable Federal and State Laws
   b. Applicable North Carolina Community College System Policies

C. Definitions
   a. 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
   b. System Owner – person in charge of the VSS or CCTV system, Office of Safety & Security

D. Policy Statement
   a. 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 in a professional, ethical, and legal manner. All requests for the installation of such systems on College property must be approved by the South Piedmont Community College Surveillance Camera Oversight Committee. The Committee shall be composed of representatives from the Office of Safety & Security, Facilities, Human Resources, Information Technology, and faculty.

   b. Legitimate safety and security purposes for a camera monitoring system include:
      i. Protection of individuals, property and buildings
      ii. Crime deterrence
      iii. Investigative purposes
      iv. Hazardous materials response
c. The Office of Safety & Security will endeavor to ensure responsible practices are in place for all VSS and CCTV systems in use on College property. Regular inspections of systems will be required with a monthly report completed by the Office of Safety & Security.

d. Video monitoring in general may take place only in public or common 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.

e. All information gathered through the security camera monitoring systems 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 Director of Security.

Procedures:

A. 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.

B. 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 Director of Security who will bring the request before the Surveillance Camera Oversight Committee. The request shall include the purpose for the placement, identify the source of funding, identify camera location(s), and identify the type of recording system to be utilized. The Office of Safety and Security will forward a copy of the request to Information Services for review to ensure the request is compatible with existing infrastructure. The Committee will review the request and make its decision based on the provisions of this policy as well as prevailing State, Federal and local laws. The requestor will be informed of the committee’s decision in writing within 30 days of receiving the request. The campus community will be informed of system or camera installation approvals in accordance with this policy.

C. Office of Safety & Security Responsibility

The Office of Safety and Security may designate at least one other person to act in his/her capacity when he/she is not available. The Office of Safety and Security 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 Safety and Security is responsible for the security and integrity of system components as well as the video which may have been recorded. The Office of Safety and Security is responsible for checking the operation of all cameras and the recording equipment at least once a month and will provide a monthly report as to the operational status of the system.
The Office of Safety and Security shall maintain a record containing at a minimum the following information which is to be included in the monthly report:

- Camera locations
- Dates/times of monthly equipment inspections
- Dates/times of system or camera problems noted
- Dates/times of repairs to system or cameras including work performed and by whom
- Dates/times stored video is accessed including purpose for viewing, names of those who were present, and whether video was duplicated
- Maintaining monthly reports on file for viewing upon request
- Notifying the campus community of new VSS or CCTV installations
- Posting VSS and CCTV system locations on college website
- Preparing annual report

D. 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 Safety and Security. Viewing by anyone else is prohibited unless authorized by the Office of Safety and Security, and then only with a Safety and Security representative present. Exceptions may be made if a representative of the Office of Safety and Security is not readily available and the video images must be viewed immediately for safety or security purposes.

E. Security Video Image Retention

The length of time video images may be retained is generally limited to the capability of the system in use. It is recommended that video images be retained for a minimum of thirty (30) days. If the system is capable of long term retention, captured video shall not be retained longer than ninety (90) days without Committee approval. Video needed for historical documentation, criminal justice purposes, internal investigations or civil litigation is not subject to this limitation.

F. Security Camera Signage

The Office of Safety and Security shall prominently place signs informing persons they may be subject to video surveillance or monitoring. Signs should be strategically located in plain view for all faculty, staff, students, and guests to see. Wording on the signs should not create a false sense of security to lead someone to believe that the cameras are being monitored live when in fact they generally are not.

G. 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. 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 Safety & Security without prior Committee approval.
H. 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. Sanctions may also include removal of the VSS or CCTV system.

Revisions:
Initially approved February 12, 2013
Revised February 11, 2014

SPCC Policy:
5.25 Safety and Security Camera Monitoring and Recording System

5.26 College Fees
Policy:
Scope: This policy applies to all Continuing Education (non-credit) and Curriculum (credit) courses at SPCC.

The president of South Piedmont Community College is responsible for presenting to the College’s Board of Trustees on an annual basis, all fees related to classes taught at South Piedmont Community College.

References: NC State Board of Community Colleges Code:
  1E SBCCC 200.1
  1E SBCCC 700.1
  1E SBCCC 700.2
  1E SBCCC 700.3
  1E SBCCC 700.4
  1E SBCCC 700.5
  1E SBCCC 700.7

Revisions:
Initially approved February 12, 2013

Procedures:
All fees for both curriculum and continuing education classes will be maintained in one unified database which is maintained by the office of the chief academic officer. 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 college president for presentation to the SPCC Board of Trustees at the June board meeting.

The process for maintaining, 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. Student fee changes must have prior approval from the Senior Leadership Team.
One employee appointed by the chief academic officer will 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 office of the president for presentation to the Board of Trustees Executive Committee, and to the Board of Trustees. Approved fee changes will be implemented during subsequent courses and semesters. Should a revision to approved fees be required, changes may be presented for review to the Board of Trustees Executive Committee and to the Board of Trustees for approval.

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).

SPCC policy: 5.26 College Fees

5.27 Posting Procedure
Policy:
No associated Policy

Procedures:
Purpose
South Piedmont Community College maintains numerous static and electronic displays for the purpose of informing students, faculty, staff, and visitors of upcoming opportunities, events, and activities. Items displayed may include educational information, academic displays, college and community activities, local events, general information, and matters of public interest. These procedures are designed to restrict unauthorized publicity, while ensuring that posted items do not detract from the safety or attractiveness of the college campuses and facilities. Additionally, it helps to reduce waste, increase effectiveness of campus postings, and facilitates current, up-to-date displays by requiring timely removal of outdated materials.

Approved locations
Display of written postings, announcements, and general information is limited to officially designated locations. Doors, windows, walls, mirrors, and other such locations are not suitable and will not normally be authorized. There may be exceptions. Display of written postings, announcements, and general information is limited to designated bulletin boards, peg strips, temporary banners, display cases, and the Stall Report newsletter. As new signage systems become approved, they will be added to this list. For questions regarding suitability of locations for posting of materials, contact the Department of Student Activities.

Requests for Postings and Announcements
Approving authority for all written postings, announcements, general information, and displays rests with the Department of Student Activities. To request approval for postings or announcements complete the Announcement/Sign Request approval form and attach a finalized copy of the planned posting. Email or deliver the completed form and attachment to the Director of Student Activities at least one week prior (two weeks is preferred) to the planned posting date. Requesting individuals and organizations are solely responsible for the design, manufacture, distribution, attachment, and removal of posted items.

Student Club/Organization Requests for Bulletin Boards, Email Announcements, and Stall Reports
Clubs or programs must contact Student Activities to obtain a community bulletin board, to request
communications to be displayed on the electronic message board, or to submit a request for information to be sent out to students via email. Student Activities must also be contacted for approval prior to adding materials in Stall Report holders.

Criteria for Review and Authorization of Postings
The following criteria will be used to evaluate all requests for postings and announcements:

1. Items must not be in conflict with the mission of the College.
2. Activities prohibited by SPCC policies or local, state, or federal laws may not be publicized.
3. Commercial sales or business solicitations will not be approved.
4. Job postings and employment opportunities can only posted through the Office of Career Services.
5. Items demonstrating vulgar, prejudicial, or offensive language or ideas are unacceptable and will not be approved.

Penalties for Display of Unauthorized Materials or Items Posted in Unauthorized Locations
Items posted or put on display without following established procedures may be removed and/or discarded without prior notification or follow up. Likewise, any approved posting or announcement must display the SPCC SGA stamp of approval or it will be immediately removed. If a SharePoint request has been granted, this will be the approval for posting. Sanctions may be levied against any organization, individual, or group that posts or displays items prior to securing approval. Posting written announcements in unauthorized locations may also result in sanctions or other negative consequences.

Allowed Materials
Authorized attachment methods and materials include:

1. Push pins, thumb tacks, or staples are to be used on bulletin boards and peg strip cork boards.
2. Scotch/clear tape may be used for glass panels or mirrors when approved.
3. Painter’s tape may be used on solid surfaces with prior approval from the Department of Student Activities.

Maintenance and Removal of Items

Bulletin Boards
Community bulletin boards, located on the Monroe and Polkton campuses, are available for SPCC students, staff, and faculty as an internal classifieds area. They must not promote the use of alcohol, drugs, or anything prohibited by College policy or the SPCC Student Code of Conduct. Use of bulletin boards for business solicitation is not allowed.

Items posted on community bulletin boards must be removed every two weeks. If a club or organization posts information regarding events, fundraisers, etc., the postings must be taken down the day after the event so other clubs and organizations can advertise their events. Various academic programs, college departments, and student clubs may be delegated responsibility for maintaining specific bulletin boards and display cases throughout the college. Bulletin boards must be updated a minimum of twice per semester. A specific college employee associated with the club, organization, or department will be designated as the steward for the displays. The steward of the display will be required to coordinate the changing content of the display with the approving authority prior to implementing any display. Board materials should be updated the same day they are taken down. Posters should be changed out at the end of each semester.
Written Postings and Displays (in areas other than community bulletin boards)
Individuals and organizations placing written postings and displays are solely responsible for the design, creation, distribution, attachment, and removal of those items. All items need to be removed one day after the event has taken place or when a student can no longer register for that particular class. Removal of these items is the responsibility of the person posting them. For example, if an event is held on a Friday or weekend, the postings should be taken down by Monday evening.

Exceptions to These Procedures

Exceptions to these procedures will be considered on a case-by-case basis and must be approved by the Director of Student Activities and/or the Director of Marketing.

Materials posted on the SPCC community boards do not require approval, but will be monitored. Outside vendors will not be allowed to advertise on campus unless approved by the Director of Marketing or the Director of Student Activities. This will be on a case-by-case basis. However, they must not promote the use of alcohol, drugs, or anything prohibited by college policy or the SPCC Student Code of Conduct. Use of signs or bulletin boards for business solicitation is not allowed.

Requests for the use of library display space should be submitted to the Director of Library Services. Requests for the use of Academic Support Center displays should be submitted to the Director of the Academic Support Center.

SPCC policy: No associated policy

Revisions:
Initially posted August 6, 2015

5.28 Sound Fiscal and Management Practices

Policy:
The college adheres to practices that assure sound fiscal and management responsibility. Sound fiscal and management practices include, but are not limited to:
(1) Expending funds prudently and consistently with the approved budget.
(2) Demonstrating stewardship of the institution’s State financial resources by effectively executing the institution’s budget to ensure that the percentage of State current operating funds remaining unexpended does not exceed five percent or five times the system-wide percentage, whichever is higher.
(3) Ensuring that institutional 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 institutional fund account has a negative balance at year-end, the negative fund balance after the posting of all accrual entries shall be reviewed. In the event the negative balance is not due to a planned reason, the college shall develop a plan to rectify the negative balance, and the information shall be reported to the Board of Trustees at its first scheduled meeting following year-end.
(4) Tracking expenditures consistent with the North Carolina Community College System’s Chart of Accounts, as outlined in the NC Community College System Accounting Procedures Manual.
(5) Providing financial reports to the Boards of Trustees at intervals determined by the Board of Trustees.
(6) Maintaining a system of internal controls as prescribed by G.S. 143D-7.
(7) Ensuring the college does not overdraw accounts by ensuring bank accounts are reconciled and any discrepancies and a plan for resolution are identified within 30 business days from the end of the prior month. In the event a college fails to comply with this requirement more than once during a fiscal year, such information shall be reported to the Board of Trustees at its first scheduled meeting following the month of non-compliance.

(8) Submitting complete and accurate financial statements to the North Carolina Office of the State Controller by the prescribed deadline.

(9) Ensuring that audits are conducted consistent with G.S. 115D-20(9) and G.S. 115D-58.16.

(10) Addressing any findings identified in audits, compliance reviews, SACSCOC reviews, or other monitoring reviews.

(11) Ensuring that the college is actively seeking to fill leadership and other supervisory positions in a timely manner with individuals of high competence.

(12) Monitoring staff turnover by providing an employee vacancy report for information to the local board of trustees at least biannually.

Revisions:
Initially approved October 10, 2018

References:
NC State Board of Community Colleges Code 1A SBCCC 200.4
NC General Statute 143D-7
NC General Statute 115D-20(9)
NC General Statute 115D-58.16
3.03 Shared Audit
4.25 Personnel Appointments Full-time and Permanent Part-time Employees
4.26 Personnel Appointments Part-time Employees
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
   Standard 13.2
   Standard 13.3
   Standard 13.4

SPCC Procedure 5.28 Sound Fiscal and Management Practices

6. Safety and Health Policies and Procedures

6.02 Service and Other Animals on Campus
Policy:
No Student, employee, or other person shall bring, feed, or cause to be brought upon SPCC campus grounds, facilities, or vehicles any animal unless it is working as a service animal for an impaired individual or otherwise specified in the associated procedures.

Procedure:
Definition of Service Animals
Under the Americans with Disabilities Act (ADA), service animals are defined as dogs 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. Dogs 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 will also be allowed on campus as service animals. These horses will be accommodated provided they meet the following criteria:

- The miniature horse must be housebroken
- The miniature horse must be under the owner’s control
- The horse’s type, size, and weight must reasonably fit in the facility or classroom
- Presence of the horse must not compromise 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.

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 individual’s disability prevents using such devices. In that case, the individual 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 by the owner. The burden is on the animal user to arrange for removal of fecal matter if he or she is personally unable to perform the task.

**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) for the purpose of training when it meets the following criteria: (1) It must be accompanied by a trainer; (2) It must wear a collar and be leashed; (3) 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 dogs to wear any special gear or identification. Additionally, users of trained service dogs are not required to carry certification papers showing that the dog has been trained as a service dog. When it is not obvious what service an animal provides, it is acceptable to ask the 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:** it is not acceptable to ask the person about the nature or extent of his/her disability.
A person with a disability cannot be asked to remove his/her service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it; (2) the dog is not housebroken; (3) the presence of the service animal poses an obvious and direct threat to the health/safety of others. 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.

Allergies and fear of dogs 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.

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. Human intervention 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. To report the presence of an animal in violation of the policy, call the Director of Security at 704-290-5277.

SPCC Policy: 6.02 Service and Other Animals on Campus

Revisions:
Initially approved October 9, 2007
Revised October 14, 2014

References:
28 Code of Federal Regulations Part 36
34 Code of Federal Regulations Part 1044.00(b)

NC General Statute 168-1 – 168-4.5
NC Division of Public Health Guidelines: Animals in Schools April 2006

SPCC Procedure:
6.02 Service and Other Animals on Campus

6.03 Children on Campus
Policy:
South Piedmont Community College, as an adult educational institution, does not maintain childcare facilities on campus and is neither equipped nor authorized to maintain such facilities. Therefore,
students, faculty, and staff of the College may not bring children to class, to work, or leave children unattended on campus. The College assumes no responsibility for supervision of children. Students, visitors, and employees who fail to comply with this policy may be asked to leave the campus.

Revisions:
Initially approved May 9, 1995
Revised October 9, 2007
Revised June 10, 2014

6.04 Communicable Disease
Policy:
The Communicable Disease Policy promotes the good health and safety of students and employees and prohibits discrimination against persons afflicted with communicable diseases.

Revisions:
Initially approved October 9, 2007
Approved October 11, 2011
Revised June 10, 2014
Reviewed March 30, 2015
Reviewed March 18, 2019

References:
United States Federal Code 29 CFR 1910.1030(c)
North Carolina Community Colleges State Board Code 1C SBCCC 200.94
SPCC Procedure: 6.04 Communicable Disease Procedure

Procedure:
Persons who know or who have reason to believe they are infected with a communicable disease have an obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. Students and employees who have communicable diseases, whether symptomatic or not, shall be allowed regular classroom and work attendance in a non-restrictive manner as long as they are able to attend classes and/or work and do not pose a medically proven threat for transmission of the disease or condition. When there is no medical justification for restricting the access of students and employees who have communicable diseases, they shall be allowed access to South Piedmont Community College’s services or facilities. 127
All medical information related to communicable diseases of students and employees shall be kept confidential and no person, group, agency, insurer, employer, or institution shall be provided any medical information without prior, specific written consent of a student or employee unless providing such information is required by state and/or federal law.

Students who know that they are infected with a communicable disease are urged to share that information, on a confidential basis, with the Vice President of Student Services so that the College can respond appropriately to their health and educational needs. Employees who know that they are infected should share that information, on a confidential basis, with the Associate Vice President of Human Resources, Payroll, and Organizational Development.

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

South Piedmont Community College widely publicizes and carefully observes the safety guidelines established by the U.S. Public Health Service for the handling of blood and other bodily fluids and secretions. These guidelines are necessary in health-care facilities maintained on campus as well as other institutional contexts in which such fluids or secretions may be encountered (e.g., teaching and experimental laboratories).

This policy is implemented under the direction of the Vice President of Finance and Administrative Services and is reviewed at least annually for possible revision due to medical and legal updates. The Executive Director, Marketing and Strategic Partnerships is designated as the exclusive spokesperson for the institution to respond to questions about policies and practices concerning communicable diseases.*

*Communicable disease is defined as any condition which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment. Communicable disease includes, but is not limited to, influenza, tuberculosis, conjunctivitis, infectious mononucleosis, acquired immune deficiency syndrome (AIDS), AIDS-related complex (ARC), and positive HIV antibody status, hepatitis A, B, C, and D, meningitis, Severe Acute Respiratory Syndrome (SARS), and sexually transmitted diseases.

**SPCC Policy:**
6.04 Communicable Disease

**6.06 Drugs and Alcohol Policy:**

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 except in those college facilities approved for renting to the public for functions and where the distribution and use of alcohol have been approved. Any employee or any student violating this policy is subject to disciplinary action up to and including termination/expulsion and referral for prosecution.

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

**References:**
North Carolina Community Colleges State Board Code 1C SBCCC 200.94
United States Federal Code Title 21 Part 1300
NC General Statutes:
    18B
    90-95
SPCC Procedure: 6.06 Drugs and Alcohol Procedure
Procedure:
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 except in those college facilities approved for renting to the public for functions and where the distribution and use of alcohol have been approved. Any employee violating this policy is subject to disciplinary action up to and including termination and referral for prosecution. The Vice President for Student Services is responsible for implementing the Drugs and Alcohol Policy as it relates to students.

SPCC Policy:
6.06 Drugs and Alcohol Policy

6.07 Firearms and Other Dangerous Weapons

Policy:
South Piedmont Community College provides a safe environment for students, faculty, staff, and visitors. Therefore, any unauthorized possession of a firearm or any other dangerous weapon, as defined in North Carolina General Statute 14-269.2, may result in disciplinary action.

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

References:
North Carolina General Statute 14-269.2
SPCC Procedure: 6.07 Firearms or Other Dangerous Weapons Procedure

Procedure:
Unauthorized possession of a firearm or any other dangerous weapon, as defined in North Carolina General Statute 14-269.2, may result in the following actions:

1. The College may file charges under North Carolina General Statute 14-269.2.
2. Any student who violates this provision may be expelled from the college for a period of not less than one year.
3. Violation of this provision by any employee may be considered a breach of the terms and conditions of employment.
4. Action may follow in accordance with the college's personnel or student due process procedures.

SPCC Policy:
6.07 Firearms or Other Dangerous Weapons Policy

6.08 Inclement Weather

Policy:
SPCC ensures the safety of students and employees by implementing a policy and procedure to be observed during inclement weather and other exigent conditions. When these conditions occur on days of scheduled classes and/or events, SPCC will post announcements of closings or delays on the College
website, area television stations, via the College’s mass notification system, and through SPCC’s email system. Any decisions to close or delay college classes and/or events will be posted as early as the situation permits.

At all times, students and employees should use sound judgment when making travel decisions. Additionally, they should exercise caution when traveling to and from campus during periods of Inclement weather.

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

References:
NC State Board of Community Colleges Code 1CSBCCC200.94
SPCC Procedure: 6.08 Inclement Weather Procedure

Administrator Responsibilities
Revised February 26, 2014
In making decisions concerning college closures or delays, South Piedmont will consider schedule changes announced by Union County Public Schools and/or Anson County Schools.

When inclement weather or other exigent conditions occur on days of scheduled classes and/or events, decisions to close the college, delay opening the college, and/or relocate classes will be made by the college’s Senior Leadership Team in collaboration with SPCC’s Director of Safety and Security. SPCC will post announcements of closings or delays on the College website, area television stations, via the college’s mass notification system, and through SPCC’s email system. Any decisions to close or delay college classes and/or events will be posted as early as the situation permits. Security personnel will be notified by the Director of Safety and Security.

Faculty Responsibilities

When classes are canceled due to inclement weather, faculty must post a makeup assignment or activity in Moodle the day of the missed class. Students will have ten days to complete the makeup assignment or activity. If students miss a clinical, internship, or work-based learning session, faculty must work with the sites to arrange for makeup hours. Faculty are responsible for sending documentation of their makeup assignment or activity to the curriculum auditor within ten days of the missed class.

SPCC Policy:

6.08 Inclement Weather Policy

6.11 Visitors on Campus Policy:
South Piedmont Community College welcomes visitors and prospective students to its campuses during normal operating hours. Visitors are not permitted to attend classes or contact students on campus without permission from the President or his/her designee.

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

References:
SPCC Procedure: 6.11 Visitors on Campus Procedure

Procedure:
Visitors on campus should register at the information/reception desk so that information and directions can be given, and to ensure that all individuals are accounted for in case of an emergency. Individuals who are loitering or who have not registered at the information/reception desk will be asked to leave the campus.

SPCC Policy:
6.11 Visitors on Campus Policy

6.12 Access Control Device
Policy:
South Piedmont Community College (SPCC) maintains a locking system for the protection of students, staff, faculty, facilities, and property. SPCC access devices and keys are issued, monitored, and maintained according to established procedures.

Revisions:
Initially Approved February 10, 2009
Revised February 12, 2013
Revised February 11, 2014

6.13 Smoking/Tobacco-Free Campus
Policy:
South Piedmont Community College recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and college facilities.

No student, employee, or college visitor is permitted to use any tobacco product or any comparable smoking or personal vapor-generating device, such as e-cigarettes, at any time, including during non-college hours,

- in any building, facility, or vehicle owned or leased by South Piedmont Community College
- on any college grounds or property – including athletic fields and parking lots – owned or leased by South Piedmont Community College
- at any College-sponsored or College-related event, on campus or off campus

Revisions:
Initially approved August 14, 2012
Procedure:
The College believes that the use of tobacco products on college grounds, in college buildings and facilities, on college property, and at college-sponsored events is detrimental to the health and safety of students, employees, and visitors. The College takes seriously its obligation to provide a healthy learning and working environment, free from unwanted smoke and tobacco use, for students, employees, and visitors on the South Piedmont campuses.

No student, employee, or college visitor is permitted to use any tobacco product at any time, including during non-college hours,

- in any building, facility, or vehicle owned or leased by South Piedmont Community College;
- on any college grounds or property—including athletic fields and parking lots—owned or leased by South Piedmont Community College; or
- at any college-sponsored or college-related event, on campus or off campus.

In addition, college employees, volunteers, contractors, or other persons performing services on behalf of the College are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off college grounds.

Further, no students are permitted to possess a tobacco product while in any college building, on college grounds or property, at a college-sponsored or college-related event, or at any other time during which students are under the authority of college personnel.

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.

Definitions
For the purposes of this policy, “tobacco products” are defined as cigarettes, cigars, blunts, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products.

SPCC Policy:
6.13 Smoking/Tobacco-Free Campus

6.15 Non-Discrimination and Gender-Based Misconduct
Policy:
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 accordance 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 Educational Amendments Act of 1972,
the College neither practices nor condones discrimination or harassment on the basis of race, color, national origin, ethnicity, religion/creed, gender, sexual orientation, age, veteran or active military status, genetic characteristics, disability, or any other category protected by law in the admission of students, in employment practices, or in any programs or 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

References:
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
NC General Statute 115D-77

7. Student Policies and Procedures

7.01 Academic Integrity
Policy:
SPCC’s Academic Integrity policy and accompanying procedure address student rights and responsibilities regarding academic dishonesty. This policy applies to all students, including those in distance learning courses and programs.

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

References:
SPCC Procedure: 7.01 Academic Integrity Procedure

Procedure:
Academic Integrity Policy and Procedure
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 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.

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. 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).

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.

Fabrication/falsification is 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. If upon investigation the instructor determines there is an academic integrity violation, the student will be held accountable as stated below:

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.

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 Affairs to be added to the student’s permanent academic record.

The Assistant to the Vice President of Academic Affairs 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.
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 college email address and the home address on record. A copy of the disciplinary action letter will be sent to the Vice President of Academic Affairs/CAO, and the Assistant to the Vice President of Academic Affairs to be added to the student’s permanent academic record.

The student may appeal the academic integrity violation and/or the disciplinary action resulting from the violation by submitting a letter addressed to the Student Appeals Team in care of the Vice President of Academic Affairs/CAO no later than five (5) days following notification to the student of the disciplinary action.

The Student Appeals Team will hold a hearing within ten (10) working days of the receipt of the appeal.

Revisions:
Revised October 24, 2019

SPCC Policy:
7.01 Academic Integrity Policy

7.04 Admissions
Policy:
South Piedmont Community College subscribes to the “open door” policy established by the North Carolina Community College System. The college will admit all applicants who:

• are a legal resident of the United States and who either:
  • are high school graduates or are at least 18 years of age.

The college will admit an undocumented immigrant as an out-of-state resident, regardless of where the applicant resides only if the applicant has attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State and local law.

Please note that admission to the college does not guarantee admission to specific academic programs. Students must meet additional requirements for admission to individual programs. These requirements can be found in the college catalog under Admissions Procedures.

The college serves all students regardless of race, color, sex, creed, national origin, age, or disability.

Pursuant to North Carolina State Board of Community Colleges Code (1D SBCCC 400.2), SPCC reserves the right to deny admission to any applicant or student:

• during any period of time that the student is suspended or expelled from another educational entity;
• to programs offered where high school students reside (physically or virtually) that require compliance with the Jessica Lunsford Act;
• when there is articulable, imminent, and significant threat to the applicant or other individuals;
• who is not a North Carolina resident who seeks enrollment in any distance education course only if that applicant resides in a State where the college is not authorized to provide distance education in that State.
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

References:
NC State Board of Community Colleges Code 1D SBCCC 400.2
NC General Statute 115D-77
NC S.L. 2008-117
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
Standard 10.5
SPCC Procedure: 7.04 Admissions Procedure

Procedure:
New students are urged to complete the admissions process at least two (2) weeks prior to registration and apply for financial aid at least eight (8) weeks prior to registration. If you are applying to an SPCC health program, refer to www.spcc.edu for the admissions requirements for that specific health program.

Students interested in pursuing a program of study/major MUST complete all admissions requirements prior to first-time enrollment. Once all admissions requirements listed below are complete, you will be placed into your program of study and may receive financial aid if eligible. Anyone wishing to register for classes prior to completing his/her admissions file may do so as a Special Credit student. Special Credit students are not eligible for financial aid. To ensure your financial aid is in place, make sure your admissions file is complete at least two (2) weeks prior to registration.

Complete the SPCC Application for Admission
You may complete an application for admission online at www.spcc.edu. Click on Student Resources>Admissions. If you already have an account with CFNC, use your login information to fill out SPCC’s application. If you do not have an account with CFNC, you may create one prior to filling out the application. If you do not have access to the Internet, you may use our library to complete this part of the process.

Submit official high school, high school equivalency, or Adult High School transcript
It is your responsibility to request this transcript from the appropriate educational institution. It is also your responsibility to pay any applicable fees to the appropriate institution. Official transcripts should be mailed directly from the high school, high school equivalency office, or adult high school to SPCC. Unofficial (student issued, faxed, or e-mailed) transcripts will not be accepted. If you
graduated from the high school equivalency program at South Piedmont Community College, you may request a copy of your scores from SPCC’s Basic Skills Department in lieu of an official transcript. If you plan to submit a high school transcript from non-public institutions or online high school programs, you must contact South Piedmont Community College’s Admissions Office to determine if the transcript is acceptable for admission into your program of study.

Submit official transcripts from all colleges listed on your admissions application
A Request for Transcript Evaluation Form must be completed and sent to the Registrar for evaluation of prior course credit. Transcripts may be sent from the college electronically through a secure provider such as E-scrip, National Student Clearinghouse, ScripSafe, etc. Contact your college for details. All foreign transcripts (secondary and post-secondary) must be evaluated by an authorized evaluation agency at your expense. A college transcript waiver may be available for extenuating circumstances. After official transcripts have been received, submit a completed Transcript Evaluation Request form to the Registrar for evaluation of prior course credit.

Prepare for and take the College Placement Test (CPT)
Testing times and dates vary depending on the type of test and campus location. Testing dates and times can be found at www.spcc.edu. Click on Student Resources>Testing Center. We strongly recommend preparing for the test using the study guide found on our website at www.spcc.edu. The purpose of the College Placement Test (CPT) is to enhance your success as an SPCC student. It helps you, as a new student, determine your skills in reading, English, mathematics, and computers. Skills identified through the test, along with advisor guidance, will help place you in the most appropriate course for your success. CPT scores are valid for five (5) years.

Complete the New Student Orientation
New Student Orientation can be completed at www.spcc.edu. Click on Student Resources>Orientation. This is a short interactive class designed to introduce students to the resources available at SPCC. At the end, under the Graduation section, you will be asked to answer a few questions and prompted to provide your information to track completion. You must answer all questions correctly; make sure you are paying attention as you work through the course.

Reaplication to the College
If you have withdrawn in good standing and/or have not enrolled for two consecutive semesters (spring and fall), you must reapply for admission to the College. Copies of academic transcripts and placement tests may be required. If you have been suspended for academic or disciplinary reasons, you must consult with the Vice President of Student Services.

Admission of High School Students: Career and College Promise
Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012.
Career and College Promise (CCP) provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. North Carolina community colleges may offer the following Career and College Promise 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 a minimum of 30 hours of college transfer credit;
- A Career and Technical Education Pathway leading to a certificate, diploma, or degree;

SPCC Policies:
7.04 Admissions Policy

7.06 Continuing Education Refund

Policy:
Refunds for all Continuing Education courses are processed in compliance with the North Carolina Community College System refund policy.

Revisions:
Initially approved October 9, 2007
Revised February 11, 2014

References:
NC State Board of Community Colleges Code:
1E SBCCC 900.2
1E SBCCC 900.3
1E SBCCC 900.4
SPCC Procedure 7.06 Continuing Education Refund Procedure

7.07 Curriculum Refund

Policy:
Refunds for all curriculum courses are processed in compliance with the North Carolina Community College System refund policy.

Revisions:
Initially approved October 9, 2007
Revised October 26, 2011
Revised June 10, 2014
Revised February 11, 2014

References:
NC State Board of Community Colleges Code:
1E SBCCC 900.1
1E SBCCC 900.3
1E SBCCC 900.4
1E SBCCC 900.5
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
Standard 10.2
SPCC Procedure: 7.07 Curriculum Refund Procedure

Procedure:
Refunds for curriculum courses are processed in compliance with the North Carolina Community College System refund policy.
• SPCC will refund 100 percent of the tuition paid if the College cancels a class or if the student withdraws from class(es) before the first day of the semester.
• SPCC will refund 75 percent of the tuition paid if the student drops the class(es) during the drop period. If classes are dropped during the drop period, the student is responsible for paying 25 percent of the tuition. Note: Financial aid may not pay the 25 percent.
• Tuition refunds will not be granted if the student withdraws after the drop date of the semester, even if the student has not attended any class.
• Refunds will not be made in the amount of $5 or less.

SPCC Policy:
7.07 Curriculum Refund Policy

7.11 Repeating Course Work
Policy:
Students may not enroll in the same course 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.

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

References:
NCCCS No. Memo CC88-061
SPCC Procedure: 7.11 Repeating Course Work Procedure

Procedure:
In an effort to earn a higher grade and/or to enhance mastery of course content, students may repeat any curriculum course. Students may not enroll in the same course 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.

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 course completed. A student planning to transfer should realize that receiving institutions do not have consistent policies regarding course work that is 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 course. It is the student’s responsibility to determine his/her 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 course in that particular program without being officially accepted into that program.

**SPCC Policy:**
7.11 Repeating Course Work Policy

**7.17 Student Rights and Responsibilities**

**Policy:**
South Piedmont Community College (SPCC) protects the freedom of students through established grievance and disciplinary procedures.

**Preamble**
Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the physical or virtual classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which SPCC is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By virtue of their membership in the community, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. When students violate college regulations, they are subject to disciplinary action by SPCC whether or not their conduct violates the law. If a student’s behavior simultaneously violates both college regulations and the law, SPCC may take disciplinary action independent of that taken by legal authorities.

**Student Rights**
A. Students shall enjoy all the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina.
B. Within limitations, students are free to pursue their educational goals through appropriate opportunities for learning in the classroom and on campus. Student performance will be evaluated on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
C. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner.
D. 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, campus committees, and college offices.
E. 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 SPCC without the written consent of the student involved, except under legal compulsion.
F. No disciplinary sanctions other than removal from class or activity (only for duration of said activity) may be imposed upon any student without due process—including notice, a fair hearing, and appeal.

Student Code of Conduct

Students are responsible for knowledge of and compliance with the Student Code of Conduct.

All students and staff have the right to a safe, peaceful, and honest educational environment. Therefore, when in the judgment of college officials a student's conduct disrupts or threatens to disrupt the physical or virtual SPCC community, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of the Student Code of Conduct (the Student Code) is not to restrict student freedoms but to protect the rights of individuals in their academic pursuits.

Therefore, students are prohibited from engaging in any conduct that materially and adversely affects the educational process including, but not limited to, the following:

A. A violation of the Academic Integrity Policy.
B. A violation of program specific guidelines.
C. Theft of, misuse of, or damage to college property (including violation of computer use policies), or theft of or damage to property of a member of the SPCC community or a campus visitor on college premises or at college functions.
D. Trespass, which includes unauthorized entry or presence on the property of SPCC or in a college facility or any portion thereof to which entry or presence has been restricted.
E. Violation of the Drug and Alcohol Policy.
F. Lewd or indecent conduct on physical or virtual college premises or at college sponsored or college supervised functions.
G. Mental or physical abuse of any person on physical or virtual college premises or at college sponsored or college supervised functions, including verbal or physical actions that threaten or endanger an individual's health or safety.
H. Violation of the Sexual Harassment Policy.
I. Intentional obstruction or disruption of teaching, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.
J. 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.
K. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the functions of SPCC; remaining at the scene of such an assembly after being asked to leave by a representative of SPCC staff.
L. Possession or use of a weapon on college premises or at college sponsored or college supervised functions, except in connection with a college-approved activity.
M. Setting off a fire alarm or using or tampering with any fire safety equipment on college premises or at college sponsored or college supervised functions, except with reasonable belief in the need for such alarm or equipment.
N. Gambling on college premises or at college sponsored or college supervised functions.
O. Smoking and/or using other forms of tobacco products on college premises.
P. Violation of college regulations regarding the operation and parking of motor vehicles.
Q. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
R. Failure to comply with instructions of college officials acting in performance of their duties.
S. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
T. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college funded loans or the passing of worthless checks to college officials.
U. Violation of a local, state, or federal criminal law on college premises adversely affecting SPCC community's pursuit of its proper educational purposes.
V. Leaving minors under the age of sixteen (16) unattended on campus at any time. Without college authorization, minors under age sixteen (16) are not allowed in classrooms, labs, shops, or other instructional areas.
W. Engaging in conduct, activity, or behavior that is disruptive to physical or virtual classroom instruction, including but not limited to taking cell phone or pager calls. Devices such as these should be disengaged prior to entering the classroom.

This Student Code of Conduct is 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

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
   Standard 12.3
   Standard 12.4
SPCC Procedure: 7.17 Student Rights and Responsibilities Procedure

Procedure:
Disciplinary Process
Emergency Suspension Activities
If an instructor or administrative officer determines that your conduct poses a continuing threat to the health or well-being of any member of the physical or virtual academic community or disrupts the learning college environment and activities of SPCC, he or she may suspend you from a course or academic program (see individual program handbook for details, i.e., health technology, BLET, continuing education programs, etc.) until the Vice President of Student Services can investigate the student's conduct. Prior to suspension, you shall be given the opportunity to explain your conduct to the suspending instructor or administrative officer.
The instructor or administrative officer invoking such suspension shall file a charge with the Vice President of Student Services within one working day following the incident. The Vice President of Student Services shall resolve the matter in a timely fashion utilizing the steps outlined below.

Responsibility for Implementation
The Vice President of Student Services is responsible for implementing student disciplinary procedures for all violations of the Student Code of Conduct except academic integrity. The Chief Academic Officer will determine whether further disciplinary action — beyond action taken by the instructor — is appropriate if the violation pertains to academic integrity.

Disciplinary Procedures
In order to provide an orderly procedure for handling student disciplinary cases, the following procedures shall be followed:

1. Charges: Any administrative official, faculty member, or student may file charges with the Vice President of Student Services against any student or student organization for violations of college regulations. The individual(s) making the charge must submit a written statement that includes:
   a. Name of the 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. Names of person(s) directly involved or witness(es) to the incident(s);
   e. Any action taken that relates to the matter; and
   f. Desired solution(s).

   The statement of the charge should be submitted directly to the Vice President of Student Services.

2. Preliminary Investigation and Decision: Within five (5) working days after the charge is filed, the Vice President of Student Services shall complete a preliminary investigation of the charge, which shall include a conference with the student. Conferences may be held in person or over the phone. During the conference with the Vice President, the student shall be confronted with the evidence against him/her and shall be given the opportunity to respond. In instances where the student cannot be reached to schedule an appointment with the Vice President of Student Services or where the student refuses to cooperate, the Vice President of Student Services 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 Vice President’s decision, and information pertaining to the appeals process.

3. Within five (5) working days after the charge is filed, the Vice President of Student Services shall send the student a decision by certified mail, return receipt requested. The decision shall include a statement of the Vice President’s determination of whether the student violated the Student Code.
   a. If the determination is made that the student has violated the Student Code, the decision shall include:
      i. Statement of specific provision(s) of the Student Code that the student violated;
      ii. Statement of sanctions imposed;
      iii. Statement of the student’s right to appeal the decision; and
iv. Instructions governing the appeals process.

b. If the Vice President determines that the student did not violate a provision of the Student Code, then the decision shall state that the charge has been dismissed.
c. The Vice President of Student Services shall send a copy of the statement of the charge and the decision to the President of SPCC.

Sanctions

A. Reprimand: A written communication which gives official notice to the student that he/she has violated the Student Code, and any subsequent violation of the Student Code may carry heavier penalties because of this infraction.

B. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: the individual is given a chance to show his/her capability and willingness to observe the Student Code without further penalty; secondly, if he/she errs again, additional sanctions will be imposed for this violation. This probation will be in effect for no more than two (2) semesters.

C. Restrictive Probation: Restrictive Probation results in loss of good standing, and notation of such is made in the individual’s record. Restrictive conditions may limit activity in the physical or virtual SPCC 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 individual may not occupy a position of leadership or responsibility with any college or student 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.

D. Program Dismissal: Dismissing a student from an academic program (i.e., allied health or nursing program, BLET, continuing education class, etc.) 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.

E. Restitution: Paying for damaging, misusing, destroying, or losing property belonging to SPCC, college personnel, or students.

F. 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 violation.

G. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty. (Determined by the Chief Academic Officer)

H. Withholding diploma or right to register: Imposed when financial obligations have not been met.

I. Suspension: Exclusion from class(es) and/or all other privileges or activities of SPCC for a specified 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 Vice President of Student Services before returning to campus.

J. Expulsion: Dismissing a student from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to SPCC only with the approval of the President of the College.

K. Group Probation: This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the probation, the charter may be revoked or activities restricted.

L. 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.

M. Group Charter Revocation: Removal of college recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the President of the college.

Appeals Procedure

A. Notice of Appeal

A student who disagrees with the decision made by the Vice President on matters of any Student Code of Conduct violation may request a hearing before a Disciplinary Review Committee. The student must submit a written request for a hearing to the President within five (5) working days of receipt of the Vice President’s decision. The request for a hearing must also include the names of 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. Alternative arrangements for hearings for distance learning students will be made by the Vice President.

B. Appointment of Disciplinary Review Committee

1. Within five (5) working days after receiving the request for a hearing, the President shall appoint a Disciplinary Review Committee and send the chairman of the committee a copy of the Vice President’s decision.

2. Composition of a Disciplinary Review Committee:
   a. Each Disciplinary Review Committee shall be composed of two staff members, one student member, and two faculty members. At least one staff member, one student member, and one faculty member must be present when action is taken.
   b. The President shall appoint the members of a Disciplinary Review Committee. The President will appoint committee members as necessary.
   c. The President shall appoint one of the members of a Disciplinary Review Committee to chair the committee.
   d. The President shall not appoint to a Disciplinary Review Committee any faculty or staff person to whom the student has made a reasonable objection.

C. Procedures for Hearings Before a Disciplinary Review Committee

1. Within five (5) days of the appointment of the Disciplinary Review Committee, the Disciplinary Review Committee shall conduct a preliminary hearing to which the Vice President of Student Services and/or the Vice President of Academic Affairs / Chief Academic Officer (CAO) and the student shall be invited. Alternative arrangements for hearings for distance learning students will be made by the Vice President. During the preliminary hearing:
   a. The Vice President shall provide the committee and the student with a written statement of charges against the student;
   b. The committee shall set a date and time for the hearing no later than five (5) working days from the date of the preliminary hearing;
   c. The committee shall provide the student with a statement of his/her basic procedural rights;
   d. The Vice President or administrator and the student shall exchange any documents they expect to present to the Disciplinary Review Committee.
e. The Vice President or administrator and the student shall provide the names and contact information (email, phone number and mailing address) of their witness(es) to the committee.

f. The student shall provide the Vice President or administrator and the committee with a current address and telephone number.

g. Members of the committee 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 and any member of the committee concurs in that objection, then such member shall resign from the committee. Within one (1) working day, the President shall appoint a new member of the committee. The new committee member shall be subject to the same qualifications and obligations as the original committee members.

2. A Disciplinary Review Committee 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 his/her defense.
   c. The right to a hearing before an impartial Disciplinary Review Committee.
   d. The right to appeal.

3. The Conduct of the Committee Hearings
   a. Hearings before the committee shall be confidential and shall be closed to all persons except the following:
      1. The student, the Vice President of Student Services, and/or the appropriate academic administrator, and witnesses, all of whom shall:
         a. Give testimony singularly and in the absence of other witnesses; and
         b. Leave the committee meeting room immediately upon completion of their testimony.
   b. The hearing will be tape-recorded. Tapes will become the property of SPCC, and the President will determine access to them. All tapes will be filed in the office of the Vice President of Student Services.
   c. The committee shall have the authority to adopt supplementary rules of procedure consistent with this policy.
   d. The committee shall have the authority to render written advisory opinions concerning the meaning and application of this policy.
   e. Within 24 hours of completion of a hearing, the committee shall meet in executive session to decide whether there has been a violation of the Student Code; and, if so, to recommend sanctions.
   f. Decisions of the committee shall be based upon a preponderance of the evidence as determined by a majority of the committee.
   g. The decision of the committee shall be in writing and contain at least:
      a) a statement of the specific provision of the Student Code that the student violated and a description of the facts supporting that conclusion; and
      b) a statement of recommended sanction which may or may not be greater than the sanction imposed by the Vice President of Student Services; or
c) a statement that the charges were not proved by a preponderance of the evidence.

h. Within three (3) working days of the decision of the committee, the chairperson of the committee shall deliver a copy of the decision to the President, the Vice President of Student Services and/or the appropriate academic administrator, and send a copy of the decision by certified mail, return receipt requested, to the student’s last known address.

D. Appeal to the President of the College
   If a student desires to appeal a decision of a Disciplinary Review Committee, the student must submit a written request for such appeal to the President of the College within five (5) working days of receipt of the committee’s decision. The student’s request for an appeal must include a detailed explanation of why the student believes the President should review the Disciplinary Review Committee’s decision. The President shall have the authority to affirm, remand, modify, or reverse the decision or the findings of the committee. Within ten (10) working days of receiving the appeal, the President shall send the student a decision by certified mail, return receipt requested. The decision of the President shall be final.

E. Effect of Failure to Comply with Time Requirements or Voluntary Withdrawal
   1. If a student fails to comply with any of the time requirements set forth herein with respect to completing and delivering the documents required to pursue an appeal, to appear or be represented at any hearing, or otherwise to meet other obligations under these procedures, then the last decision rendered on behalf of SPCC will stand as final, and all proceedings will be terminated.
   2. SPCC shall make every reasonable effort to comply with the timeliness requirements specified in the Student Code. The President or his/her designee shall investigate failures to comply with the timeliness requirements and take appropriate action. SPCC’s failure to meet any deadline shall not exempt the student from any sanctions under the Student Code.
   3. A student’s decision to withdraw from school during a disciplinary proceeding shall not affect SPCC’s right to continue the disciplinary process or impose sanction.

Student Grievance Process
A. Purpose
   The purpose of the student grievance process is to provide a system to resolve student complaints against faculty and staff concerning the following:
   1. Alleged discrimination on the basis of age, sex, race, disability or other conditions, excluding sexual harassment complaints. Any student alleging discrimination on the basis of age, sex, race or disability may file a complaint with the Office for Civil Rights and is not required to follow the procedures set forth herein.
   2. Sexual harassment complaints should be directed to the Vice President of Student Services, unless the alleged harasser is the Vice President. In that case, the complaint shall be directed to the President. A conference with the President or his/her designee will replace the first step of the grievance procedure. The President or his/her designee will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
3. Academic matters, excluding individual grades except where illegal discrimination is alleged.
4. Written student complaints.

B. Procedures
The student may elect to seek assistance from the Vice President of Student Services at the beginning or during any step in the grievance process. The Vice President serves as an impartial resource person to: (a) help provide advice and counsel on the proper procedures associated with filing and resolving grievances; (b) help individuals identify specific issues involved in grievance complaints; and (c) assist in developing approaches, including written grievances, for individuals to pursue their grievances within the spirit and intent of the Student Grievance Procedures.

1. First Step
Student must contact the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five (5) working days of the incident that generated the complaint.

2. Second Step
If the grievance is not resolved through the informal conference, the student may file a written statement addressing the grievance. The Vice President will explain the grievance process to the student. The written statement must be presented to the Vice President of Student Services within five (5) working days after satisfying the first step in the grievance process. The Vice President will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten (10) working days of receipt of the grievance form from the department involved.

3. Third Step
If the written statement of the supervisor does not satisfy the grievance, a request to be heard by the Student Grievance Committee may be made. The student must submit a written request to the Vice President of Student Services within five (5) working days after receiving the written response of the supervisor.

The request shall include a copy of the original grievance form and the reason why the supervisor’s response is unsatisfactory. A copy of the supervisor’s response must be attached to the request by the student.

The Vice President of Student Services shall immediately notify the President who shall ensure that a grievance hearing committee is appointed. (The Student Grievance Hearing Committee shall be composed of two staff members, one student member and two faculty members. At least one staff member, one student member, and one faculty member must be present when action is taken.) The Vice President will send copies of the appeal to the members of the committee, the employee, and the employee’s supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the committee. Alternative arrangements for hearings for distance learning students will be made by the Vice President.
Proceedings shall be conducted within fifteen (15) working days following the date of the request. The chairperson upon written request of either party may grant a postponement if the reason stated justifies such action.

The committee shall hold interviews with the grievant, the employee, the supervisor and witnesses, singularly, and in the absence of other witnesses. The committee may interview any additional witnesses that it considers necessary to render a fair decision.

The committee shall decide by a majority vote the solution of the grievance. In case of a tie, the chairperson shall vote to break the tie. The chairperson shall forward a copy of the committee’s decision to all parties involved and to the office of the President of the College within two (2) working days.

4. Fourth Step
The committee’s decision may be appealed by either party involved to the President of the College within ten (10) working days of the committee’s decision.

The President of the College shall review the committee’s findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) working days of receipt of the appeal. The decision of the President shall be final.

C. Rights of Parties Involved in a Grievance
When a grievance committee meeting is scheduled, the parties involved are entitled to:
   1. A written notice of the complaint.
   2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five (5) working days prior to the meeting unless they waive this requirement.
   3. Review all available evidence, documents or exhibits that each party may present at the meeting.
   4. Appear in person or by phone and present information on his or her behalf.
   5. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the committee.

At least one day in advance of the hearing, the parties involved must provide the chairman of the committee a list of all witnesses and their contact information (email address, telephone number and mailing address).

SPCC Policy:
7.17 Student Rights and Responsibilities Policy

7.18 Transcripts Policy
Policy
For enrollment in curriculum programs of study, South Piedmont Community College will accept transcripts only from secondary (public, private, home school) and post-secondary institutions that are regionally or nationally accredited by an agency approved by the U.S. Department of Education, and/or recognized by the N.C. Department of Public Instruction.
Revisions:
Initially approved June 26, 2008
Submitted for approval April 11, 2013
Revised August 13, 2013

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
  Standard 10.5
  Standard 10.7
  Standard 10.8

Procedure:
Students who graduate from non-accredited or non-recognized secondary institutions may enroll at SPCC, take the college placement test, and may only be admitted as a special credit student; however, those students will not qualify for federal financial aid. These students may opt to obtain a high school equivalency, which will make them eligible for all SPCC programs.

All official transcripts should be forwarded to South Piedmont Community College, Office of Enrollment Services, PO Box 126, Polkton, NC 28135.

SPCC Policy:
  7.18 Transcript Policy

7.20 Satisfactory Academic Progress for Students Receiving Financial Aid
Policy:
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)

References:
United States Code of Federal Regulations Title 34, parts 668.16(e), 668.32(f), and 668.34 HEA Sec. 484(c)
SPCC Procedure: 7.20 Satisfactory Academic Progress Policy for Student Receiving Financial Aid
Procedure:
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 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 school.

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 (SPCC) 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 SPCC, 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 SPCC 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 SPCC, 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 SPCC. The Maximum Timeframe Standard includes all curriculum hours attempted and any accepted transfer credits or developmental credit hours, regardless of timeframe. The SPCC college catalog 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 Computer Information Technology is 66 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 99 credit hours (66 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:
Student 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 person, by mail, by FAX, or via email to the Office of Financial Aid and Veterans Affairs. The Vice President of Student Services or his/her 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 person, by mail, by FAX, or via email to the Office of Financial Aid and Veterans Affairs. The Vice President of Student Services or his/her designee will consider reinstatement appeals and the decision will be final. Students will be notified through email or 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.

SPCC Policy:
Satisfactory Academic Progress Policy for Students Receiving Financial Aid Policy

7.21 Appeal of Course Grades
Policy:
Any student who believes that an instructor has unfairly assigned a final course grade may pursue a grade appeal.

Revisions:
Initially approved October 11, 2011
Revised February 14, 2012
Revised June 10, 2014

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
    Standard 12.3
SPCC Procedure: 7.21 Appeal of Course Grade Procedure
Procedure:
Any student who believes that an instructor has unfairly assigned a final course grade may pursue the following appeals process. If these procedures are not followed, the student forfeits the right to appeal the final grade:

1. Any student wishing to appeal a grade must consult with the instructor issuing the grade within five (5) working days after the respective course grade is posted in WebAdvisor. The consultation may be in person, on the phone or by electronic correspondence. After the student has made a reasonable effort to contact the instructor and the instructor has not responded,
the student should proceed to Step 2 and contact the supervisor of the respective division/department.

2. If, after consultation with the instructor, the complaint is not resolved, the student should consult with the supervisor of the division/department in which the instructor taught the course for which the questioned grade was issued within ten (10) working days after the date the grade was posted in WebAdvisor. If the instructor is a division/department supervisor, the student should contact the Vice President of Academic Affairs/CAO. The consultation may be in person, on the phone or electronically.

3. Should the matter remain unresolved after consulting with the supervisor, a formal appeal of the grade must be made in writing within fifteen (15) working days after the grade was originally posted in WebAdvisor. This appeal may be submitted to the Vice President of Academic Affairs/CAO by U. S. Postal Service, by email or in person. The appeal must list the (1) student’s full name, mailing address, phone number, email address and SPCC student identification number; (2) course number, title, section, and time scheduled; (3) instructor; (4) grade issued; (5) error charged by the student; (6) date and time of consultation with the instructor; (7) date and time of consultation with the chair; (8) any corrective action being requested; and (9) request for on campus, conference call, or electronic review by the Student Appeals Team. The letter must also include all documentation supporting the reason for the appeal, including copies of graded work, syllabus, etc. The student will receive notification of receipt of the appeal letter.

4. Within ten (10) working days of the receipt of the appeal to the Vice President of Academic Affairs/CAO, 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, whether to be held on campus, by phone or electronically. 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 electronically.

5. The Vice President of Academic Affairs/CAO will notify the instructor and the student of the decision on the appeal within five (5) working days after the review. The decision of the Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Vice President of Academic Affairs/CAO and will consist of five voting members to include three faculty, one Student Services staff member, and one student. The Student Appeals Team is chaired by the Associate Vice President of Academic Affairs for Student Success.

Procedure Revised: May 21, 2019

SPCC Policy:
7.21 Appeal of Course Grade Policy

7.22 Residency Requirement for Graduation Policy:
To graduate from SPCC, students must complete a minimum of 25 percent 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 percent of the credit hours in the respective program (excluding general education requirements) at SPCC, unless otherwise approved by the college.

Revisions:
Initially approved October 11, 2011
Revised June 10, 2014

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
  Standard 9.4
SPCC Procedure: 7.22 Residency Requirement for Graduation Procedure

Procedure:
To graduate from SPCC, students must complete a minimum of 25 percent 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 percent of the credit hours in the respective program (excluding general education requirements) at SPCC, unless otherwise approved by the college. Examples of credits that do not meet the 25 percent 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 percent requirement for the new program of study. Students may be required to repeat coursework for credit.

SPCC Policy:
7.22 Residency Requirement for Graduation Policy

7.24 Acceptance of Credit
Policy:
South Piedmont evaluates, awards, and accepts credit for transfer, credit by exam, and advanced placement. The College ensures that all associated coursework and learning outcomes are at the collegiate level and comparable to those for SPCC degree programs.

Revisions:
Initially Approved October 26, 2011
Revised June 10, 2014

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
  Standard: 10:7
  Standard: 10.9
SPCC Procedure: 7.24 Acceptance of Credit Procedure

Procedure:
All requests for transfer credit should be made before enrolling at South Piedmont Community College. In order to obtain transfer credit evaluations, a student must complete a Request for Transcript Evaluation form and supply the College with appropriate transcripts as well as course descriptions or catalogs if the College requests them.
Students who have completed coursework at other colleges and universities should submit official transcripts of all post-secondary work. Proficiency credits from other institutions will not be accepted. Transfer credit may be awarded for appropriate military courses based on American Council on Education (ACE) recommendation. If a student submits transcripts from foreign universities, it is his or her responsibility to provide accurate translations from an approved translation agency (e.g. WES) of the (a) transcript, (b) course descriptions, and (c) grading system. Credit will be evaluated in the context of the current SPCC college catalog and awarded according to the following criteria:

1. Prior coursework must correspond in instructional hours and content and must be substantially similar to SPCC courses required in the degree, diploma, or certificate being sought. Quarter-hour courses must equate to the semester-hour equivalent of the current required course, either by a combination of courses or as standalone by using the 3:2 ratio (2/3). Coursework must have been completed at a regionally accredited college recognized by the Commission on Colleges or other nationally known accrediting body.
2. Coursework must have been completed with a “C” or better.
3. The time frame for accepting transfer credit is ten (10) years for general education courses, five (5) years for vocational and technical courses, and three (3) years for developmental and computer courses.
4. Transfer students must meet Residency Requirements for Graduation.

The decision as to how much, if any, transfer credit will be awarded and how such transfer credit will be applied is discretionary on the part of the College. The College reserves the right to disallow credit from another institution if the course is deemed to be obsolete or outdated.

A student may petition the Registrar to have related coursework outside the above time frame evaluated. Detailed course descriptions must be provided by the student. The College Placement Test may be used to determine a student’s ability to complete required coursework. Students who place out of developmental courses may have coursework outside the above time frame evaluated for consideration of transfer credit.

Pertaining to credit for Tech Prep, South Piedmont Community College adheres to the North Carolina High School to Community College Articulation Agreement as set forth by the North Carolina Community College System and the Department of Public Instruction.

Pertaining to credit for Advanced Placement (AP), South Piedmont Community College adheres to the Developing A Local Articulation Agreement as set forth by the North Carolina Community College System and the Department of Public Instruction.

Pertaining to credit for College Level Examination Program (CLEP), Educational Experiences in the Armed Services, and International Transcripts, South Piedmont Community College awards credit as defined in the current college catalog.

**SPCC Policy: 7.24 Acceptance of Credit Policy**

**7.25 Noncredit to Credit Policy:**

South Piedmont Community College awards curriculum credits for non-credit work (continuing education courses, state or national licenses, or life experiences) through credit by examination or through provisions set forth through numbered memos and/or guidance from the North Carolina Community College System, and/or when a state-approved bridging program is in place.
Revisions:
Initially approved October 11, 2011
Revised December 13, 2011
Revised June 10, 2014

References:
Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation:
    Standard: 10.7
SPCC Procedure: 7.25 Noncredit to Credit Procedure

Procedure:
Students interested in receiving curriculum credits for non-credit work (continuing education courses, state or national licenses, or life experiences) may do so through credit by examination or through provisions set forth through numbered memos and/or guidance from the North Carolina Community College System, and/or when a state-approved bridging program is in place.

SPCC Policy:
7.25 Noncredit to Credit Policy

7.26 Academic Standards
Policy:
Students must maintain satisfactory academic standards. Academic evaluation of student performance occurs at the end of each semester. Minimum satisfactory academic performance 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

References:
Federal Student [Financial] Aid Handbook 2012 Volume 1, Chapter 1
Title 34 Code of Federal Regulations 668.34 (Student Academic Progress Policy)
SPCC Procedure: 7.26 Academic Standards Procedure

Procedure:
Academic Intervention
The Counseling Department, in conjunction with the Dean of Student Development, reviews students’ academic progress each semester. The first semester a student earns a grade point average below a cumulative minimum of 2.0, the student will be placed on academic intervention. Academic intervention will not limit the number of 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.

Academic Probation
The second and all subsequent semesters a student has a grade point average below the minimum 2.0 required for the cumulative hours attempted for his/her current major, the student will be placed on academic probation. During the academic probation period, the student’s hours will be limited and he
or she will meet with a counselor to register for classes and create an academic success plan. Failure to meet the required 2.0 grade point average during the probationary semester will result in one or more of the following:

- An additional semester of academic probation
- Limited academic course load and counseling
- Loss of financial aid and/or VA educational benefit (Refer to Satisfactory Academic Progress for Students Receiving Financial Aid for additional 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 Student Services

**Academic Suspension**

Students who consistently fail to meet academic standards may be recommended for academic suspension. Under Academic Suspension, students:

- Are officially prohibited from enrolling in credit courses at South Piedmont for at least one semester (Fall, Spring, or Summer).
- May register only for continuing education courses at South Piedmont.
- Must submit a letter requesting readmission to the Vice President of Student Services.
- If permitted to return, will be readmitted on academic probation. Under this status, students must meet with a counselor to complete an academic plan and obtain the counselor’s approval of their proposed course schedules before registering for the next semester.
- Must achieve a minimum 2.0 GPA for each semester. If students do not achieve a semester GPA of 2.0 while on probation following a suspension, they again may be placed on Academic Suspension.
- When students cumulative GPA is at least 2.0, they will return to Good Academic Standing

Students may appeal the decision of the Vice President of Student Services by notifying the President no later than five (5) days following the notification of suspension status. The President’s decision is final.

**SPCC Policy:**

7.26 Academic Standards Policy

**7.27 Title IX/VAWA/SaVE/ Clery Act Compliance Policy:**

In accordance with Title IX, VAWA, SaVE, and the Clery Act, South Piedmont Community College prohibits discrimination and harassment on the basis of sex and takes necessary steps to prevent sexual misconduct on any SPCC campus. The College responds promptly, equitably, and thoroughly when sexual misconduct is reported.

Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX protects all people, regardless of their gender or gender identity from sex discrimination, including sexual harassment and sexual violence, which are forms of sexual discrimination.
Violence Against Women’s Act (VAWA)/Campus Sexual Violence Elimination Act (SaVE) clarifies that “sexual violence” includes domestic violence, dating violence and stalking, which must be included in campus Clery reports, and also requires that institutional policies address and prevent sexual violence through training, education, and certain disciplinary procedures.

The Clery Act requires colleges to report annual statistics on crime, including sexual assault and rape, on or near their campuses, and to develop and disseminate prevention policies.

Revisions:
Initially approved October 11, 2016

References:
Department of Education
Title IX of the Educational Amendments Act of 1972
Title VII of the Civil Rights Act of 1964
Violence Against Women’s Act of 2013
Jeanne Clery Disclosure of Campus Security and Policy and Campus Crimes Statistics Act

Procedure:
Sexual harassment is a form of sexual discrimination. It occurs in a variety of situations which share a common element; the inappropriate introduction of sexual activities or comments into the work or learning situation; the creation of relationships of unequal power; and/or elements of coercion such as requests for sexual favors as a criterion for granting work, study, or grading benefits. Sexual harassment may also involve relationships among peers of repeated sexual advances or demeaning verbal behavior resulting in a harmful effect on a person’s ability to study or work in the academic setting. In addition, third parties may submit claims if a sexual relationship unfairly confers preferential treatment in participant(s) in the relationship.

The procedure for sex discrimination and sexual harassment complaints is as follows:

(1) Any student who believes he/she has been the subject to discrimination or sexual harassment should report the incident(s) to the Vice President of Student Services and Student Title IX Coordinator, hereafter referred to as the Student Title IX Coordinator. Any employee who believes he/she has been the subject of discrimination or sexual harassment should report the incident(s) to the Associate Vice President of Human Resources and Payroll and Employee Title IX Coordinator, hereafter referred to as the Employee Title IX Coordinator. If the complaint is against the Student Title IX Coordinator, the complainant should report the matter to the Employee Title IX Coordinator. If the complaint is against the Employee Title IX Coordinator, the complainant should report the matter to the Student Title IX Coordinator. The college encourages the timely reporting of any incident(s) of discrimination or sexual harassment. All reports of incidents (written or verbal) will be forwarded to the appropriate Title IX Coordinator for coordination and a determination on how to process the complaint.

Complaints Against Students: Elaine Clodfelter, Student Title IX Coordinator, Vice President of Student Services, 704.272.5302, eclodfelter@spcc.edu.

Complaints Against Employees: Lauren Sellers, Employee Title IX Coordinator, Associate Vice President of Human Resources, 704.272.5335, lsellers@spcc.edu.
The student or employee who files a complaint alleging sexual discrimination or sexual harassment (the complainant) may submit a brief written statement of allegations to the appropriate Title IX Coordinator. If the complainant does not submit a written statement, the Title IX Coordinator shall prepare a statement of facts which is approved by the complainant.

The Title IX Coordinator shall conduct an investigation based upon the statement submitted. The Title IX Coordinator shall appoint at a minimum of two Title IX members to assist with the investigation.

The College’s Title IX team members are as follows:

- Cheryl Brakefield, Director, Employment Development
- Angela Burleson, Assistant to the Vice President, Student Services
- Dr. Makena Stewart, Associate VP for Academic Affairs, Student Success

The Title IX Coordinator and appointed team members shall conduct a thorough investigation. The investigation shall include, but is not limited to, providing the complainant and the respondent the opportunity to state their positions, interviewing witnesses, and reviewing relevant documents. The investigation shall be conducted within a reasonable period, normally 30 days.

At the conclusion of the investigation, the Title IX Coordinator along with the appointed team members shall consider the findings and determine what actions may be appropriate. The Title IX Coordinator shall advise the complainant and the respondent of the decision based on the findings of the investigation in writing.

If either the complainant or respondent disagrees with the decision of the Title IX Coordinator, either party may appeal, in writing, to the President.

Non-Retaliation, Intimidation, or Coercion
Retaliation by, or against any participant (Complainant, respondent, or witness) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation dealing with harassment / discrimination is prohibited and is conduct subject to discipline. Any person who thinks he/she has been the victim of retaliation should contact the appropriate Title IX Coordinator immediately.

Other Complaint Options:
An Employee or student may always file a complaint with:

U.S. Department of Education Office of Civil Rights
Website: www.ed.gov
Phone: 1.800.421.3481
Email: ocr@ed.gov

Equal Employment Opportunity Commission
Website: www.eeoc.gov
Phone: 1.800.669.4000
Email: info@eeoc.gov

Procedure Initially Approved: August 1, 2019
SPCC Policy:
7.27 Title IX/VAWA/SaVE/Clery Act Compliance

7.28 Payment of Tuition and Fees
Policy:
Students are expected to make a payment for tuition and fees by the 10% point of the class. Failure to do so will result in students being removed from the class for that semester. Students will be permitted to register and take classes in a future semester.

Revisions:
Initially approved June 13, 2017

References:
NC State Board of Community Colleges Code 1E SBCCC 300.1
NC State Board of Community Colleges Code 1E SBCC 400.1
NC State Board of Community Colleges Code 1E SBCCC 200.2
SPCC Procedure 7.28 Payment of Tuition and Fees

Procedure:
After a student has registered for SPCC classes, the student must pay tuition and fees. These may be paid with cash, check, money order, credit card, or through the approved SPCC payment plan. Check the SPCC website at www.spcc.edu or contact the Business Office at 704-272-5348, 704-272-5358, or 704-290-5849 for additional information.

With a valid driver’s license, personal checks are electronically processed upon receipt. A returned check will incur a fee of $25. SPCC 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 would be allowed to register for the class in a future term (or semester), and would 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 his/her account at the end of a semester, the student will receive a bill in the mail from SPCC’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.

SPCC Policy:
7.28 Payment of Tuition and Fees
7.29 Personally Identifiable FAFSA Information (PII)

Policy:
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

References:
U.S. Department of Education Privacy Act
Higher Education Act (HEA) Sections 483(a)(3)(E)
Family Educational Rights and Privacy Act (FERPA)

Procedure:
The Department of Education recently updated the guidance regarding privacy and security responsibility with our Students, Staff & Faculty, and other Educational Institutions. As a result, students must now 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 Datatel 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 DATATEL (@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 Datatel 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 SPCC 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 or the Dean of Enrollment Services. 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 or the Dean of Enrollment Services. Information may be shared if there is a true need to know.

For Educational Institutions (High Schools, College, and Universities):
1. Generally, student 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 or the Dean of Enrollment Services.

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.

SPCC Policy:
7.29 Personally Identifiable FAFSA Information (PII)

7.30 Writing off Uncollectible Accounts

Policy:
Appropriate measures must be documented prior to designating a student account as uncollectible and writing off the delinquent account as a bad debt. Designating a student account as uncollectible and writing off the delinquent account does not eliminate the legal obligation of the student to the College.

Revisions:
Initially Approved June 12, 2018

References:
NCCCS Accounting Procedures Manual, Section 1, Item X, Writing-Off Uncollectible Accounts and College Loans
SPCC Procedure 7.30 Writing Off Uncollectible Accounts

Procedure:
South Piedmont Community College’s procedure for writing off uncollectible accounts will consider three 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 or more of the following criteria:

1. The account has been listed with a collection agency and has been returned as uncollectible.
2. 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).
3. The debt has been discharged in bankruptcy and the college has received official documentation.
4. The debtor has died and the college has received official documentation.
5. 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 Vice President of Finance and Administrative Services/CFO for review. The Vice President of Finance and Administrative Services/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.

**SPCC Policy:**
7.30 Writing Off Uncollectible Accounts

**7.31 Delayed Disbursement Funding from Veterans Affairs Administration Policy:**
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

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:
7.31 Delayed Disbursement Funding from Veteran’s Affairs Administration