ACCREDITATION
South Piedmont Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of South Piedmont Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500, or by using the information available on SACSOC’s website (www.sacsoc.org).

The Commission may be contacted for the following reasons: 1) to learn about the accreditation status of South Piedmont Community College, 2) to file a third party comment at the time of the SACSOC South Piedmont Community College decennial review, 3) to file a complaint against South Piedmont Community College for significant non-compliance with a SACSOC standard or requirement.

Normal inquiries about South Piedmont Community College, such as admission requirements, financial aid, educational programs, etc., should be directed directly to South Piedmont Community College and not to the Commission on Colleges.

STATE AUTHORIZATION
South Piedmont Community College ensures compliance with State Authorization requirements prescribed by 34 CFR Part §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)

NON-DISCRIMINATION STATEMENT
The Board of Trustees and the administration of South Piedmont Community College (SPCC) are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, SPCC does not practice or condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, gender, gender identity, pregnancy, age, disability, veteran status, or any characteristic or status protected by applicable local, state, or federal law. SPCC commits itself to positive action to secure equal opportunity regardless of those characteristics. Should an employee or student feel their rights under Title VI, VII, or IX have been violated, they may mail a harassment complaint, including sexual harassment, to the Human Resources Office by mail at PO Box 126, Polkton, NC 28135. Correspondents will be directed to the Commission on Civil Rights, 420 6th Street, SW, Washington, DC 20242.

The Strategic Plan highlights this emphasis on learning through our Vision (what we want to be), Mission (who we are), Values (what directs our decisions), and Strategic Areas of Focus (goals we endeavor to attain in fulfilling our Vision and Mission).

Our Vision is:
To be the premier community college of choice, offering university transfer, career and technical education, and workforce and economic development programming to prepare students to be productive citizens in the global community.

Our Mission is:
To foster life-long learning, student success, and workforce and community development.

Our Values are:
Quality, Service, Stewardship, and Respect.

Our Focus Areas are:
• Student Success: Enhance the learning environment to increase student goal achievement.
• Business/Industry Partnerships: Enhance business and industry partnerships to provide programming that meets the current and future needs of employers.
• Growth: Increase the percentage of Union and Anson county residents pursuing education or training through South Piedmont Community College.
• Alternative Funding: Increase non-state funding through grants, fundraising, and funding partnerships.
• Value-Driven Culture: Foster a culture that supports the college values of quality, service, stewardship, and respect.

THE CATALOG
Effective for the 2021-2022 academic year, this catalog is for informational purposes only and does not constitute a contract between the student and the College. South Piedmont Community College has made every reasonable effort to determine that everything stated in this catalog is accurate at the time of printing. However, the NC General Assembly, the State Board of Community Colleges, and/or the SPCC Board of Trustees may make changes in policy, graduation requirements, fees and other charges, curriculum course structure and content, and other such matters after the publication of this catalog. The NC General Assembly may make changes in tuition without notice.

As a learning college, South Piedmont Community College (SPCC) promotes and celebrates learning as the process that changes and improves lives. This applies to our students, employees, and the college itself. We are an organization in which people continually expand their ability to grow and learn.

HOURS OF OPERATION
South Piedmont Community College offers classes, workshops, and seminars six days a week at various times and locations. The College’s normal business hours are Monday through Thursday from 8 a.m. until 5 p.m. and Friday from 8 a.m. until 3 p.m. Hours may be extended during registration periods. Summer and Holiday hours of operation may differ at all locations.

To obtain information regarding the College and its programs and services to the community, check our website, www.spcc.edu.
Welcome to South Piedmont!

What goals/dreams have you set for yourself? Whatever they are, we are ready to help you make plans to achieve them! Whether you are planning to complete an associates degree, diploma, or certificate or take just a few classes, the faculty and staff at South Piedmont encourage you to be actively involved in the learning process. This means finding out all that South Piedmont has to offer (from academics to career search to activities) and connecting with what is most important to you! This student handbook will be your tool to help you be successful. It contains many valuable resources available to you as a student at South Piedmont; please take full advantage of them! (For additional listing of policies and services, please refer to the SPCC College Catalog located on our website at www.spcc.edu.)

Planning is the key to your success. Students who succeed have a plan. The more concrete and detailed your plan, the more likely you will achieve it. I encourage you to work with our advisors in the Academic Advising Center to help develop and map out your plan. Advisors will help you to develop specific career and academic plans based on your interests, values and abilities.

Please get to know the faculty and staff at South Piedmont. You will find that we are friendly and interested in you as a person. We are glad you are here!

Brandon Dyer

Associate Vice President of Student Affairs  bdyer@spcc.edu
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ACADEMIC CALENDAR 2021 - 2022

SCHEDULE CHANGES WILL BE PERMITTED PRIOR TO CLASS CENSUS DATE (10 PERCENT POINT); DROP CLASS WITH REFUND WILL BE PERMITTED ON OR PRIOR TO CLASS CENSUS DATE

FALL SEMESTER 2021 (16 Weeks)

August 9.................................First Day of Classes
September 6.........................Labor Day Holiday (College Closed)
October 5-6.........................Student Break (No Classes)
October 7...............................Classes Resume
October 18.........................Financial Aid Withdrawal Penalty Period Ends (16-Week Session)
October 28.........................Last Day for Student Initiated Withdrawal (16-Week Session)
November 22-28................Fall Break (No Classes)
November 24-26.................Thanksgiving Holidays (College Closed)
November 29.......................Classes Resume
December 8.........................Fall Semester Ends

FALL SEMESTER 2021 (12 Weeks)

September 7........................First Day of 12-Week Session
October 5-6.........................Student Break (No Classes)
October 28.........................Financial Aid Withdrawal Penalty Period Ends (12-Week Session)
November 5.........................Last Day for Student Initiated Withdrawal (12-Week Session)
November 22-28................Fall Break (No Classes)
December 8.........................End of 12-Week Session

FALL SEMESTER 2021 (8-Week Sessions)

August 9.................................First Day of 1st 8-Week Session
September 6.........................Labor Day Holiday (College Closed)
September 10........................Financial Aid Withdrawal Penalty Period Ends (1st 8-Week Session)
September 16.......................Last Day for Student Initiated Withdrawal (1st 8-Week Session)
October 4............................End of 1st 8-Week Session
October 5-6.........................Student Break (No Classes)
October 7...............................First Day of 2nd 8-Week Session
November 9.........................Financial Aid Withdrawal Penalty Period Ends (2nd 8-Week Session)
November 15.......................Last Day for Student Initiated Withdrawal (2nd 8-Week Session)
November 22-28................Fall Break (No Classes)
December 8.........................End of 2nd 8-Week Session

FALL SEMESTER 2021 (5-Week Sessions)

August 9.................................First Day of 1st 5-Week Session
August 27..............................Financial Aid Withdrawal Penalty Period Ends (1st 5-Week Session)
September 1.........................Last Day for Student Initiated Withdrawal (1st 5-Week Session)
September 6.........................Labor Day Holiday (College Closed)
November 15 ..............................Last Day for Student Initiated Withdrawal (3rd 5-Week Session)
August 24 .....................................Financial Aid Withdrawal Penalty Period Ends (1st 4-Week Session)
October 5-6 .................................Student Break (No Classes)
October 21 ...................................First Day of 3rd 5-Week Session
November 10 ...............................Financial Aid Withdrawal Penalty Period Ends (3rd 5-Week Session)
November 15 ...............................Last Day for Student Initiated Withdrawal (3rd 5-Week Session)
November 22-28 ..........................Fall Break (No Classes)
December 1 ...............................End of 3rd 5-Week Session

FALL SEMESTER 2021 (4-WEEK SESSIONS)
August 9 .................................First Day of 1st 4-Week Session
August 24 .................................Financial Aid Withdrawal Penalty Period Ends (1st 4-Week Session)
September 3 .............................End of 1st 4-Week Session
September 6 .............................Labor Day Holiday (College Closed)
September 7 .............................First Day of 2nd 4-Week Session
September 22 .............................Financial Aid Withdrawal Penalty Period Ends (2nd 4-Week Session)
September 24 .............................Last Day for Student Initiated Withdrawal (2nd 4-Week Session)
October 4 .................................End of 2nd 4-Week Session
October 5-6 ...............................Student Break (No Classes)
October 22 .................................Financial Aid Withdrawal Penalty Period Ends (3rd 4-Week Session)
October 26 .................................Last Day for Student Initiated Withdrawal (3rd 4-Week Session)
November 3 .............................End of 3rd 4-Week Session
November 4-28 ..........................First Day of 4th 4-Week Session
November 22-28 ..........................Fall Break (No Classes)
November 19 .............................Financial Aid Withdrawal Penalty Period Ends (4th 4-Week Session)
November 30 .............................Last Day for Student Initiated Withdrawal (4th 4-Week Session)
December 8 .............................End of 4th 4-Week Session

SPRING SEMESTER 2022 (16 WEEKS)
January 7 .................................First Day of Classes
January 17 .................................Martin Luther King Jr. Holiday (College Closed)
March 7-13 ...............................Student Spring Break (No Classes)
March 14 .................................Classes Resume
March 23 .................................Financial Aid Withdrawal Penalty Period Ends (16-Week Session)
April 4 .................................Last Day for Student Initiated Withdrawal (16-Week Session)
April 15-17 ..............................Easter Holiday (College Closed)
May 9 .................................Spring Semester Ends
May 14 .................................Graduation

SPRING SEMESTER 2022 (12 WEEKS)
February 7 .................................First Day of 12-Week Session
March 7-13 ...............................Student Spring Break (No Classes)
April 4 .................................Financial Aid Withdrawal Penalty Period Ends (12-Week Session)
April 12 .................................Last Day for Student Initiated Withdrawal (12-Week Session)
April 15-17 ..............................Easter Holiday (College Closed)

May 9 .................................End of 12-Week Session

SPRING SEMESTER 2022 (8-WEEK SESSIONS)
January 7 .................................First Day of 1st 8-Week Session
January 17 .................................Martin Luther King Jr. Holiday (College Closed)
February 10 .............................Financial Aid Withdrawal Penalty Period Ends (1st 8-Week Session)
February 16 .............................Last Day for Student Initiated Withdrawal (1st 8-Week Session)
March 4 .................................End of 1st 8-Week Session
March 7-13 ...............................Student Spring Break (No Classes)
March 14 .................................First Day of 2nd 8-Week Session
April 14 .................................Financial Aid Withdrawal Penalty Period Ends (2nd 8-Week Session)
April 15-17 ..............................Easter Holiday (College Closed)
April 21 .................................Last Day for Student Initiated Withdrawal (2nd 8-Week Session)
May 9 .................................End of 2nd 8-Week Session

SPRING SEMESTER 2022 (5-WEEK SESSIONS)
January 7 .................................First Day of 1st 5-Week Session
January 17 .................................Martin Luther King Jr. Holiday (College Closed)
January 28 ...............................Financial Aid Withdrawal Penalty Period Ends (1st 5-Week Session)
February 2 .................................Last Day for Student Initiated Withdrawal (1st 5-Week Session)
February 11 .............................End of 1st 5-Week Session
February 14 .............................First Day of 2nd 5-Week Session
March 4 .................................Financial Aid Withdrawal Penalty Period Ends (2nd 5-Week Session)
March 7-13 ...............................Student Spring Break (No Classes)
March 16 .................................Last Day for Student Initiated Withdrawal (2nd 5-Week Session)
March 25 .................................End of 2nd 5-Week Session
March 28 .................................First Day of 3rd 5-Week Session
April 15-17 ..............................Easter Holiday (College Closed)
April 18 .................................Financial Aid Withdrawal Penalty Period Ends (3rd 5-Week Session)
April 21 .................................Last Day for Student Initiated Withdrawal (3rd 5-Week Session)
May 2 .................................End of 3rd 5-Week Session

SPRING SEMESTER 2022 (4-WEEK SESSIONS)
January 7 .................................First Day of 1st 4-Week Session
January 17 .................................Martin Luther King Jr. Holiday (College Closed)
January 25 ...............................Financial Aid Withdrawal Penalty Period Ends (1st 4-Week Session)
January 27 .................................Last Day for Student Initiated Withdrawal (1st 4-Week Session)
February 4 .................................End of 1st 4-Week Session
February 7 .................................First Day of 2nd 4-Week Session
February 22 .............................Financial Aid Withdrawal Penalty Period Ends (2nd 4-Week Session)
February 24 .............................Last Day for Student Initiated Withdrawal (2nd 4-Week Session)
March 4 .................................End of 2nd 4-Week Session
March 7-13 ...............................Student Spring Break (No Classes)
March 14 .................................First Day of 3rd 4-Week Session
March 29 .................................Financial Aid Withdrawal Penalty Period Ends (3rd 4-Week Session)
March 31 .................................Last Day for Student Initiated Withdrawal (3rd 4-Week Session)
April 8 .................................End of 3rd 4-Week Session
April 11 .................................First Day of 4th 4-Week Session
April 15-17 ..............................Easter Holiday (College Closed)
April 27 .................................Financial Aid Withdrawal Penalty Period Ends (4th 4-Week Session)
April 29 ............................ Last Day for Student Initiated Withdrawal (4th 4-Week Session)
May 9 ............................... End of 4th 4-Week Session

SUMMER TERM 2022 (8 WEEKS)
May 30 ............................ Memorial Day Holiday (College Closed)
May 31 ............................ First Day of Classes
June 28 ............................ Student Break (No Classes)
July 4 ............................... Independence Day Holiday (College Closed)
July 6 ............................... Financial Aid Withdrawal Penalty Period Ends (8-Week Session)
July 12 ............................. Last Day for Student Initiated Withdrawal (8-Week Session)
July 27 ............................. End of Summer Term

SUMMER TERM 2022 (4-WEEK SESSIONS)
May 30 ............................ Memorial Day Holiday (College Closed)
May 31 ............................ First Day of Classes
June 20 ............................ Financial Aid Withdrawal Penalty Period Ends (1st 4-Week Session)
June 22 ............................. Last Day for Student Initiated Withdrawal (1st 4-Week Session)
June 27 ............................. End of 1st 4-Week Session
June 28 ............................ Student Break (No Classes)
June 29 ............................. First Day of 2nd 4-Week Session
July 4 ............................... Independence Day Holiday (College Closed)
July 18 ............................. Financial Aid Withdrawal Penalty Period Ends (2nd 4-Week Session)
July 20 ............................. Last Day for Student Initiated Withdrawal (2nd 4-Week Session)
July 27 ............................. End of Summer Term

Beginning Fall 2021, South Piedmont will provide the additional technology opportunities for our
students and employees.

SPCC Navigate is an App created to help SPCC students to access resources in a single space. Students
can use Navigate to access their email, Moodle, make appointments through QLess, find answers to
questions via Navi, explore upcoming events on campus, stay up to date with new information, and receive
push notifications regarding campus closures, class cancellations, and much more. Students can access and
download SPCC Navigate via the Apple Store for iPhones and Google Play for Android devices.

QLess is a queuing software that allows students to get in line and save their spot or make appointments
to ensure that they can meet with areas like Financial Aid, Advising, Counseling, and others on their own
schedule. Students can access QLess via SPCC Navigate (our app available in the Apple Store and Google Play
stores), the kiosks available on campus outside of Student Affairs, or by clicking on the links below to make
appointments:
For appointments virtually via phone or Microsoft Teams click here.
For appointments on our Tyson campus click here.
For appointments on our Old Charlotte Hwy/Monroe campus click here.
For appointments on our Polkton campus click here.

Navi is our Chabot that assists in answering questions about SPCC. Students are able to access Navi twenty-four
hours a day and seven days a week via our website (www.spcc.edu) and even more conveniently through SPCC
Navigate (our app available in Apple Store and Google Play stores). Whenever possible answers will be provided
and if a question cannot be answered, the student’s information will be collected and a representative of the
proper department at SPCC will follow up to ensure an answer is given.

Compass is the wayfinding solution at SPCC. Students, Faculty, Staff, and Community members alike are able
to access step-by-step directions between rooms, buildings, and even campus locations by using Compass.
Compass is available via the touchscreens around campus and even more conveniently via SPCC Navigate
(our app available in both the Apple Store and Google Play). Updated maps reflect construction, events, and
any closures that may be happening, in real time, on our campuses.

Passport is the new SPCC ID for students and employees. Students and employees may begin using their
IDs to pay for items on campus (at the Café on the OCH Campus, bookstore, and vending). Keep an eye out
for information in 2022 regarding a mobile credential/virtual ID that will be available so that you can use
your phone and/or smart watch to have the same functionality and access. New IDs are available on our
Old Charlotte Highway/Monroe, Tyson, and Polkton campuses in Student Affairs for students and Human
Resources for employees.
These resources are how staff and faculty will communicate with students. Please submit all correspondences through your Office365 account. Please be aware that this account is the property of SPCC and may be accessed to verify information.

NOTE: PASSWORDS EXPIRE EVERY 90 DAYS. PLEASE ACCESS YOUR ACCOUNT EVERY 30 DAYS TO KEEP IT ACTIVE.

QUESTIONS? Have questions or need assistance with your student account? Contact the IT Department at 704.272.5320 or ITsupport@spcc.edu. Please provide your name, complete Student ID, and state the assistance that you need.

Student ID # ______________________________
Username: _________________________________
Email: _________________________________@student.spcc.edu
Temporary password: _______________________
New password: ____________________________

Example: George Washington, Date of Birth: 01-20-1975
Student ID: 1234567
Username: gwas4567
Temporary password: Temp0120+
If your name is George Washington and your Student ID is 1234567 then your User ID would be gwas4567. If your name is George O'Smith and your Student ID is 1234567 then your User ID would be go_s4567 (This has one underscore.).

You will be assigned a temporary password: Tempmmdd+. This is the word Temp beginning with a capital T, your two-digit birth month, your two-digit birth day, followed by a plus sign (+). You will be required to change the password when you log in the first time.

RAVE ALERT notification service allows SPCC to contact you in regards to a variety of situations on our campuses. Examples are: college closings, weather related notifications, or emergency notifications (drills or active issues). Sign up for this free service at: www.getrave.com/login/spcc. Your SPCC user name and password will log you into this service.

What is the Go Portal? The Go Portal is where you can register for curriculum classes, view your curriculum schedule, final grades, financial aid, and pay for your curriculum classes. Transition Courses being offered through Basic Skills will NOT appear in your Go Portal.

How do I access the Go Portal site and Log in?
• Look for the Go Portal link in the Student Panel section, located in the top right-hand side of the SPCC website (www.spcc.edu) or use the direct website (go.spcc.edu) to sign in.
• Enter user name and temporary password.
• If it is your first-time logging in, you will be prompted to change your password. Your password must be eight characters long, have an uppercase and lower-case letter, a number and cannot be any part of your full name. Once you successfully change our password in your Go Portal, your email, Moodle and AVISO password all automatically sync together. Therefore, every platform has the same username and same password.
What is Moodle? Moodle is a course management system used by SPCC curriculum courses. This is where you will submit homework and other assignments, as well as, find all of your course resources, such as the class syllabus, class schedule, current grades, instructor information and more!

You will be able to see your curriculum courses in Moodle on the first day of classes! Transition courses being offered through Basic Skills will not appear in Moodle.

How do I access Moodle and Log in?
• Look for the Moodle link in the Student Panel section, located in the top right-hand side of the SPCC website (www.spcc.edu) or use the direct website (online.spcc.edu) to sign in.
• Moodle has the same log in information as your Go Portal

If you have questions or need assistance with Moodle, please email ITSsupport@spcc.edu

What is Office 365? Office 365 is a bundle of services provided to students including: Outlook (student email), Microsoft word, PowerPoint, Excel, etc. The Microsoft suite is free to download for all students.

How do I access my Office 365 account and Log In?
• Look for the Email link in the Student Panel section, located in the top right-hand corner of the SPCC website (www.spcc.edu) or use the direct website (portal.office.com) to sign in.
• Enter your student email address (username@student.spcc.edu) and your GO Portal password.

(Note: student is singular; not plural)

What is AVISO? Aviso is an online system that allows students to connect and engage with the college for academic success. Aviso is where students will view their academic advisor and set appointments; create and review their individual academic plans; and maintain communication related to academic goals.

How do I access Aviso and Log In?
• Look for the Aviso link in the Student Panel section, located in the top right-hand side of the SPCC website (www.spcc.edu) or use the direct website (spcc.avisoapp.com) to sign in.
• Aviso has the same log in information as your Go Portal

If you have questions or need assistance with Aviso, please email ITsupport@spcc.edu

CAMPUS INFORMATION

Children on Campus
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.

Visitors on Campus
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.

Visitors on campus should register at the information/reception desk 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.

Appropriate Attire for Campus
South Piedmont Community College is an institution of higher education that prepares you for the next step in your career. There is an expectation from our community that, as a student at South Piedmont Community College, you should begin practicing the conduct and attire appropriate for a professional workplace. Also, please consider your attire and its impact on others’ learning atmosphere—arrive to campus in clothing that presents you to your peers, instructors, and the public in a respectable and professional manner. Please avoid garments such as sagging pants, clothing/jewelry with drug related signs, low-cut tops, see-through garments, too-short shorts, short skirts, leggings worn alone, halter tops, short midriff tops, and exposed undergarments. These are not reflective of a professional workplace or appropriate for an educational setting and are a distraction to others. Please remember that you are projecting an air of professionalism for yourself and others when choosing your apparel.

SPCC Passport Cards (Student ID)
South Piedmont Community College students should obtain a SPCC Passport (Student ID) free of charge in the Student Affairs area on the L.L. Polk campus (LLP), Old Charlotte Highway campus (OCH) or Tyson Family Center for Technology (Tyson). You must be registered for current courses prior to receiving your SPCC Passport. Your SPCC Passport Card will also serve as your library card. All students will be charged a $5.00 fee for lost or misplaced ID cards. Certain programs require a new SPCC Passport card noting their program of study and would be required to pay the replacement cost of card to have reprinted.

Keep an eye out for information in 2022 regarding a mobile credential/virtual ID that will be available so that you can use your phone and/or smart watch to have the same functionality and access. Students will be able to use their IDs to pay for items on campus as well (at the Café on the OCH Campus, bookstore, and vending).

Parking
Students should familiarize themselves with parking regulations, student parking locations and restrictions. A lack of space is not considered a valid excuse for violation of any parking regulation. While on campus, students must park in designated student parking areas only. Failure to park in designated parking areas
will result in a parking fine. The college will assume no responsibility for loss or damage to any vehicle, or its contents, while operated or parked on the property of South Piedmont Community College. Unpaid citations will result in an administrative hold on all college records. Students with a hold will not be authorized to receive transcripts or register for classes until delinquent fines are paid. Parking permits are available within the Student Affairs area on the L.L. Polk campus (LLP), Old Charlotte Highway campus (OCH) or Tyson Family Center for Technology (Tyson). You must be registered for current courses prior to receiving your Parking Pass.

### Types of Parking Fines

<table>
<thead>
<tr>
<th>Types of Parking Fines</th>
<th>Amount of Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Lane / Emergency Lane</td>
<td>$250.00</td>
</tr>
<tr>
<td>Handicapped Parking</td>
<td>$250.00</td>
</tr>
<tr>
<td>Designated Visitor’s Parking</td>
<td>$5.00</td>
</tr>
<tr>
<td>Wooded Areas or Grass Areas</td>
<td>$5.00</td>
</tr>
<tr>
<td>Blocking entrance to buildings / driveways</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

### Lost and Found

A lost-and-found area is maintained at the security desks’ on all campuses. All found articles should be turned in at these locations.

### Bookstore

College textbooks, supplies, electronics and other items may be purchased in the college bookstore. American Express, VISA and MasterCard are accepted, as well as cash and personal checks for exact amounts only. Financial aid may be used for purchases at specified times each semester.

The bookstore is also operated online at [http://spccshop.com](http://spccshop.com) or through the South Piedmont Community College website at [www.spcc.edu](http://www.spcc.edu). Visit these websites for textbook information for your individual courses.

Each semester the bookstore participates in a program to buy back certain books from the students. Please contact the bookstore for information on this service. The bookstore has specific return policies in regard to textbook refunds and rental refunds. Please contact the bookstore for further information.

### Field Trip Forms

Students should familiarize themselves with field trip forms, whether they are traveling in a South Piedmont Community College vehicle or their own vehicle. Field trip forms are mandatory and must be signed and submitted to Student Affairs before participating in the event. If a student drives their own vehicle, the college will assume no responsibility for loss or damage to any vehicle or its contents. Any citations the driver receives while driving his/her own vehicle are solely the responsibility of the driver.

### Student Accident Insurance

South Piedmont Community College provides all students who pay the student accident insurance fee with accidental injury, accidental death, and dismemberment insurance while on campus or while participating in off-campus, College-sponsored, supervised activities. This is a limited supplemental policy.

### Voter Registration

Students and employees who have not registered to vote may register in Student Life at the L. L. Polk campus, Tyson Family Center for Technology, or Old Charlotte Highway campus. Students and employees may register throughout the semester; however, the deadline to register in order to participate in an election year is twenty-five (25) days prior to the Election Day. Any individual with a disability who needs help completing the voter registration form should ask for assistance from a member of the Office of Student Life.

### Student Health and Wellness

Emergency First Aid kits are maintained throughout the campuses of SPCC. For injuries requiring more than minor first aid or in case of an emergency, an ambulance service may be called at the student’s expense to provide necessary medical services.

SPCC counselors are available to assist students with counseling needs, to include mental health. Counselors may refer students to local counseling centers for students seeking additional mental health counseling. Counselors provide a food pantry for students in need. Students may contact Counselors for additional information in securing needed resources.

### Clubs and Organizations

Active student clubs and organizations are the cornerstone of quality student life programs and events. South Piedmont sponsors clubs which allow students to fellowship with others with like interests and benefit from the diversity and talent within each club and organization. Some are program-related, such as Sonography Club, Medical Office Administration Club, Associate Degree Nursing Club, and Medical Assisting/Medical Laboratory Assistant Club. There are also special interest clubs, such as Anime Club, Art Club, Revere Literacy Club, Filmmaking Club, and the Bible Study Club, that are active on campus. Students interested in transferring to a four-year institution can find support and resources through the College Transfer Club. A complete list of clubs and organizations is available on the SPCC website, [www.spcc.edu](http://www.spcc.edu) under Students/Clubs and Orgs.

### Student Government Association

The purpose of the Student Government Association (SGA) is to enhance the College through the representation of the student body in matters affecting student life. Moreover, the SGA promotes and supervises student organizations and activities in order to enhance educational, personal, social, and cultural growth for all South Piedmont Community College students. All enrolled full-time and part-time students who pay the student activity fee are members of the SPCC SGA.

The SGA Executive Board consists of seven (7) members who are elected each spring. The positions included are President, Vice President LLP Campus, Vice President OCH Campus, Public Relations LLP Campus, Public Relations OCH Campus, Secretary, Parliamentarian, and delegates from any of SPCC’s curriculum programs. The Executive Board provides leadership, representation for all students of SPCC, and coordination for all student-sponsored activities and events. The Executive Board leads committees to organize and conduct activities throughout the year and works to provide a vital communication link to all students at SPCC.

### Financial aid may be used for purchases at specified times each semester.
Academic and Personal Counseling

Students sometimes struggle to achieve academic success for a variety of reasons. These can include but are not limited to:
- Stress while attempting to balance life’s many roles outside of school
- Difficulty with effective goal setting, time management, and study habits
- Life development and relationship issues

Counseling Services offers encouragement and support while helping students learn new strategies and coping skills that along with their own self-commitment and hard work, can lead to higher levels of success.

Requests for these services can be made at the Student Affairs Office or by scheduling an appointment on Aviso. NOTE: Personal counseling may be referred to local mental health providers based on the intensity of the student’s needs.

Services for Students with Disabilities

SPCC recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) to provide equal access to education for students with disabilities. Students who need accommodation due to a disability, chronic medical condition, or pregnancy complications resulting in difficulties with accessing learning opportunities should contact Disability Services and submit an application for accommodations.

The application for accommodations is available on the College's website at https://spcc.edu/student-resources/disability-services/

Note the following:
- Applicants or students must provide official, supporting documentation describing the disability. This documentation must be from an authorized professional(s). Federal regulations obligate the applicant or student to provide information on identifying appropriate and effective auxiliary aids. This documentation is held confidential for five (5) years after enrollment and will be destroyed after that time. To renew accommodations after the five (5) year period, new documentation must be provided. Documentation for learning disabilities should be no more than three (3) years old. Documentation provided for any disability must indicate the applicant’s or student’s current level of functioning.
- Students who have identified themselves as having a disability may request accommodations from Disability Services. New students should make such requests at least 30 days prior to the beginning of their first term of enrollment. Early communication of special needs provides the time needed to arrange for services and/or the procurement of equipment that the student may need.
- Each request will be evaluated by Disability Services, who will recommend reasonable accommodations to faculty.
- Students will be responsible for delivering accommodation information to each faculty member for discussion of how accommodations will be provided in each class.
- Students who do not feel that they are receiving agreed-upon accommodations should contact Disability Services for clarification.
- Applicants or students who are not satisfied with the accommodations that they are receiving from the College should contact the Director of Counseling or Associate Vice President of Student Affairs.

Reasonable Accommodations: The following are considered reasonable accommodations to be made for students with disabilities:

- The process must be an interactive one involving “a reasonable reciprocal effort” on the part of both parties.
- The College may not make a unilateral decision regarding the existence of a disability or the accommodation that is necessary.
- What is “reasonable” involves a detailed analysis of the specific circumstances of the case in question. Broad generalizations are not acceptable. An “individualized assessment” of the student’s situation must be conducted.
- The College is not required to provide specifically what the student requests. An alternative accommodation may be provided if it is effective.
- The College does not have to provide accommodations that are not effective. The College has a right to refuse to provide auxiliary aids and services that do not, in fact, provide equal access.
- The College must be given a reasonable amount of time to evaluate requests and to offer necessary accommodations.
- Determining what is reasonable requires one to balance two important rights: the student's right to be provided equal access and the College's right to protect the integrity of its services and programs.

Career Services

SPCC’s Career Services provide comprehensive assistance to prepare students and graduates for successful transition to the world of work. Career counselors can help students (1) explore and decide upon a career and academic major, (2) discover options for occupations related to a major, (3) identify factors to consider in making career decisions such as required education level, salary, working conditions, skills, certification or license requirements, five- to ten- year job projections, etc., and (4) develop a career plan.

Students may identify career interests through assessments that relate to personality, interests, skills, and values to various career fields. The world of work may be explored through a wealth of online and hard-copy resources. Career development is a life-long process. Once students learn the steps of the process, it can be repeated whenever needed throughout life.

Additional information about Career Services can be found on the College's website at https://spcc.edu/student-resources/career-services/.
FERPA (Family Education Rights and Privacy Act)

South Piedmont Community College adheres to the Family Education Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99), which is a Federal law that protects the privacy of student education records. FERPA applies to all educational agencies and institutions that receive funding under any program administered by the Department of Education. Once a student reaches 18 years of age or attends a postsecondary institution at any age, the student becomes an ‘eligible student,” and all rights formerly given to parents under FERPA transfer to the student.

The eligible student has:
• the right to have access to (inspect and review) their education records
  o The term “education records” is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.
• the right to seek to have the records amended if the student believes their records to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights, excluding grade changes
• the right to have control over (consent to) the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations), by completing a Consent to Release Student Information (written consent) form for South Piedmont Community College
• the right to file a complaint with the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202, if the school violates FERPA

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation or has heard orally is not protected under FERPA.

Access to Education Records

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review their education records within 45 days following its receipt of a request. Copying any records may be at the expense of the student.

Amendment of Education Records

Under FERPA, an eligible student has the right to request that inaccurate or misleading information in their education records be amended. While a school is not required to amend education records in accordance with the eligible student’s request, the school is required to consider the request. If the school decides not to amend a record, the school must inform the student of their right to a hearing on the matter. If after the hearing the school still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth their views. The statement must remain with the contested part of the eligible student’s record for as long as the record is maintained. Amendment procedures may be used to challenge facts that are inaccurately recorded, but may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student.

FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. If FERPA amendment procedures are not applicable to an eligible student’s request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student’s education records to a third party unless the eligible student has provided written consent. Written consent forms are available on the www.spcc.edu website under Student Panel, Forms (Etrieve), under Registrar. FERPA - Consent to Release Student Information; through the SPCC Registrar’s Office at the Monroe and Polkton Campuses; or by emailing the registrar at registrar@spcc.edu to receive a form.

However, there are exceptions where a school can disclose personally identifiable information from an eligible student’s education records to a third party without written consent:
• School officials with legitimate educational interest in the information
  o “School officials” are defined as a person employed by or under contract with the college in an administrative, supervisory, academic, or support staff position, or a board member, trustee, attorney, sponsor, or collaborating high school liaison.
  o “Legitimate educational interest” is defined as the school official needing access to information in a student’s record in order to perform their job, and/or maintain safety or security for the campus, and the school official performing a task related to a student’s education or is providing a service/benefit to the student.
• Other schools in which the student is transferring
• Specified officials for audit or evaluation purposes
• Appropriate parties in connection with financial aid to a student
• Organizations conducting certain studies for or on behalf of the school
• Accrediting organizations
• To comply with a judicial order or lawfully issued subpoenas
• To the parent of a dependent student if the parent has claimed the student on the most recent year’s income tax statement
• Appropriate officials in cases of health and safety emergencies
• State and Local authorities, within a juvenile justice system, pursuant to specific State law
• “Directory Information”

“Directory Information” may be disclosed and includes:
* Student’s name
* Student’s hometown
* Dates of attendance at the college
* Credentials earned and dates awarded
* Student’s major field of study or program

Information that may not be disclosed without written consent:
* Student ID number
* Student’s email or mailing address
* Student’s telephone number
* Social Security Number
* Grades/GPA
* Class schedule
* Employment information
* Academic performance information
* Admission information
* Transcripts
* Financial information
* Disciplinary information, unless imminent threat
* Class attendance information
Destruction of Records

Unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student. (NCCC Records Retention and Disposition Schedule issued by the Department of Natural and Cultural Resources, Division of Archives and Records; G.S. §121-5 and G.S. §132-8)

Federal Pell Grants are based on financial need as determined by the FAFSA. Pell grants are for college undergraduates who have not yet earned a bachelor’s degree.

Federal Work-Study Program provides jobs for students who meet eligibility requirements and wish to earn part of the cost of attending SPCC. Work-study employment is available on both campuses on a part-time basis (usually 10-20 hours per week). Students who are interested in a work-study job with the College must complete a FAFSA and a SPCC Application for Federal Work-Study Employment. The application for Federal Work-Study Employment is located on the College’s website at www.spcc.edu under Employment/Student.

North Carolina Community College Grant (NCCCG) may be awarded to students who are North Carolina residents enrolled in at least six (6) credit hours per semester in an eligible curricular program. Eligibility is based on the same criteria as the Federal Pell Grant; some students who are not eligible for the Pell Grant may be considered for the NCCCG based on their estimated family contribution (EFC) as determined on the Student Aid Report. Applicants must complete a FAFSA in order to be eligible for this grant.

North Carolina Education Lottery Scholarship (NCELS) is available to NC residents for tuition purposes who enroll in at least six (6) credit hours per semester in a curriculum program and make satisfactory academic progress. Eligibility is based on the same criteria as the Federal Pell Grant; some students who are not eligible for the Pell Grant may be considered for the NCELS based on their estimated family contributions (EFC) as determined on the Student Aid Report. Applicants must complete a FAFSA in order to determine eligibility for this grant.

North Carolina Community College Child Care Assistance provides child care assistance to students who have custody or joint custody of their children and are enrolled in a minimum of six (6) seated in-class credit hours per the semester. Applicants must be eligible for financial aid through the FAFSA, and be making satisfactory academic progress.

North Carolina Targeted Assistance Program includes the Less Than Half-Time Funds and High Demand Low Enrollment Funds. The Less Than Half-Time funds provide funding for students who are enrolled less than half-time in certificate, diploma, or associate degree programs. Students must complete the FAFSA and have an EFC between 801 and 4,000 and be enrolled in less than six (6) credit hours. High Demand Low Enrollment funds are awarded to students who enroll in low-enrollment programs of study that prepare the students for high-demand occupations in local communities. High demand programs are selected on an annual basis and funding amounts vary.

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). Any of the following methods may be chosen to file a FAFSA: (1) Log in to www.studentaid.gov and apply online (recommended); (2) Complete a PDF FAFSA obtained online or in our office, which must be mailed in for processing; or (3) Request a paper FAFSA by calling 1-800-4-FED-AID (1-800-433-3243) or 334-323-2691. Hearing impaired students may contact the TTY line at 1-800-730-8913.

Students should always be sure to list South Piedmont Community College’s school code (007985) in Step 6 of the FAFSA to ensure that South Piedmont Community College Office of Financial Aid and Veterans Affairs receives their application.

Information entered into the FAFSA is reviewed according to federal guidelines. This ensures that all applicants are treated fairly and equitably. Income, assets, family size, marital status, and the number of family members in college are used to determine financial need. Once a student’s eligibility for financial aid has been determined, an award letter will be available for viewing or printing on the student’s SPCC Go! Account. Financial aid covers the cost of tuition, fees, and books (not to exceed the eligible amount). The SPCC ID card will be required when making purchases in the College bookstores. Each semester, any remaining financial aid balance will be sent to a student’s current mailing address as listed with the SPCC Registrar’s Office.

NOTE: Students who withdraw or stop attending before the 60% point of the semester have not earned their awards and will be required to repay unearned financial aid funding.

The FAFSA is available beginning October 1 of each year for the upcoming academic year. The 2022/2023 FAFSA will be made available October 1, 2021. Each academic year, students must complete or renew the FAFSA. Students are encouraged to apply at least eight (8) weeks prior to registration for the semester he or she intends to enter College. If eligibility for financial aid has not been determined or a student’s file is not complete before the tuition payment deadline for each semester, the student will be responsible for payment of tuition, fees, and all other applicable charges. Payment deadlines are published in college calendars and generally occur 30 days prior to the start of each semester.

Student Responsibilities

To receive Federal Financial Aid and State assistance, a student must:

- Demonstrate financial need as determined by a completed FAFSA
- Have an official high school diploma or a high school equivalency on file with the College
- Be enrolled in an eligible academic program
- Maintain Satisfactory Academic Progress (SAP) standards
- Be a U.S. citizen or an eligible non-citizen
- Have a valid Social Security Number
- Not be in default on a federal student loan and no money is owed on a federal student grant
- Certify they have not been convicted of possessing or selling illegal drugs
- Register with Selective Service

Courses not eligible for federal financial aid include, but are not limited to:

- Special Credit (undeclared major)
- Credit by Examination (test-out)
- Audited courses

Scholarships

Scholarships are available from federal, state and local sources. They are awarded based on donor criteria, financial need, academic performance, and/or time of application. Students applying to receive scholarships must complete the FAFSA and the SPCC Online Scholarship Application accessible through the financial aid section on our college website www.spcc.edu under Admissions.
Rehabilitation Services, Department of Human Resources, in Raleigh. Certain students who have mental, physical, or emotional disabilities that limit employment opportunities may be eligible for financial assistance through local Vocational Rehabilitation offices or the Division of Vocational Rehabilitation information. A credit/debit card/checking account and $25 enrollment fee are required for plan activation.

Payment Plans
SPCC has partnered with Nelnet Business Solutions to provide an automatic payment plan for students who wish to self-pay by making scheduled payments for school-related charges. The plan offers online enrollment, flexible payment options, and no interest fees. Contact SPCC’s Business Office at 704-272-5348 for more information. A credit/debit card/checking account and $25 enrollment fee are required for plan activation.

Vocational Rehabilitation
Certain students who have mental, physical, or emotional disabilities that limit employment opportunities may be eligible for financial assistance through local Vocational Rehabilitation offices or the Division of Vocational Rehabilitation Services, Department of Human Resources, in Raleigh.

Forgivable Education Loans for Service (FELS)
The Forgivable Education Loans for Service Program was established by the General Assembly in 2011 to provide financial assistance in the form of forgivable loans to qualified students who are committed to working in North Carolina to lessen identified critical employment shortages. The program is designed to be flexible so that it will respond to current as well as future employment shortages in the State. The program currently targets future teachers, nurses, and allied health professionals. The program is administered by the State Education Assistance Authority and potentially eligible programs can be found on the College Foundation of North Carolina website. The following programs of study may qualify as eligible pro-grams at South Piedmont Community College: Emergency Medical Science, Medical Technology programs, Sonography, Nursing, and education programs that lead students to obtaining licensure from the North Carolina Department of Public Instruction and teaching in a qualified position in North Carolina. Applications become available in January and award selection is made in April of each year. Additional information and updates about the application process are available at www.cfnc.org/FELS.

North Carolina Community College Loan Program
The North Carolina Community College Loan Program provides eligible students with short-term emergency loan funds. Funds are normally limited to $150 and all loans must be fully re-paid within 30 days of disbursement. Funding is limited and approved on a first-come, first-served basis.

Alternative Loans
South Piedmont Community College is not affiliated with and does not maintain a preferred lender agreement with any private loan company or program. The Office of Financial Aid and Veterans Affairs will provide student selected loan companies with certification information in accordance with unmet need and enrollment status as determined by a completed FAFSA application and college registration.

Direct Loans
South Piedmont Community College does not currently participate in the Federal Direct Loan program. Therefore, students are not currently eligible for subsidized, unsubsidized, or parent PLUS loans under the current Federal Direct Loan programs while attending SPCC.

Satisfactory Academic Progress for Students Receiving Financial Aid
Federal regulations require that students receiving financial aid maintain strict academic (Qualitative) and progress (Quantitative) standards while pursuing their educational goals. Students receiving financial aid should note that the college-wide Probation Policy for aca-demic 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 eligible curricu-lum degree, diploma, and certificate programs established by the school.

Students receiving financial aid are evaluated at the end of each semester to determine pro-gression. Students must meet the Academic Standard (Qualitative), the Program Completion Standard (Quantitative), and stay within the Maximum Time Frame Standard (Quantitative) to remain in a satisfactory status.

Academic Standard (Qualitative)
Students receiving financial aid must maintain a cumulative 2.0 SAP GPA. SAP GPA includes “all” curriculum classes taken at South Piedmont Community College and any accepted transfer credits, regardless of time frame. 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 warn-ing 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.

Maximum Time Frame Standard (Quantitative)
All students receiving financial aid must complete their educational program within 150 percent of the published length of that program. Students who exceed the 150 percent maximum time frame are no longer eligible to receive financial aid at SPCC. The Maximum Time Frame Standard includes all curriculum hours attempted and any accepted transfer credits or develop-opmental credit hours, regardless of time frame. 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 education 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 develop-edu-tion credit hours, up to 99
credit hours (66 credit hours times 150 percent) and remain eligible for financial aid.

Additionally, students who cannot mathematically complete their program of study by the 150 percent maximum time frame will no longer be eligible for financial aid. Example: A student is in a program which would allow for a maximum of 99 credit hours and the student has attempted 90 credit hours and needs 4 additional courses which total 16 credit hours to complete the program. Adding the 90 credit hours attempted to the 16 credit hours still required equals 106 credit hours which is more than the 99 credit hours allowed. Mathematically the student could not complete the program prior to the 150 percent maximum time frame and would no longer be eligible for financial aid at South Piedmont Community College.

Appeal Process for Unsatisfactory SAP Status

Students in an unsatisfactory SAP status may appeal their loss of financial aid eligibility. Appeals must be made at least 10 days prior to the start of the semester in which a student wishes to receive financial aid. Financial Aid Reinstatement Appeal forms are available on the College’s 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 e-mail to the Office of Financial Aid and Veterans Affairs at Finaid@spcc.edu. The Associate Vice President of Student Affairs or his/her designee will consider reinstatement appeals and the decision will be final. Students will be notified through e-mail 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 and achieve a semester GPA of 2.5 or higher and meet with a counselor to complete an Academic Recovery Plan. Withdrawing 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 Time Frame SAP Status

Students in a Maximum Time Frame SAP status may appeal their loss of financial aid eligibility. Financial Aid Reinstatement Appeal forms are available on the College’s 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 time frame 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 e-mail to the Office of Financial Aid and Veterans Affairs. The Associate Vice President of Student Affairs or his/her designee will consider reinstatement appeals and the decision will be final. Students will be notified through e-mail of appeal decisions.

Students who have their appeals granted will be placed on a semester-by-semester probationary status and will be eligible for financial aid in their next semester of enrollment. Students who do not complete their program of study during the next semester of enrollment will be required to submit an updated reinstatement appeal form and be reevaluated to insure they are making appropriate progress toward program completion, have completed all registered classes and achieved a semester GPA of 2.5 or higher. Withdrawing from or failing a class does not constitute successful completion and will result in the loss of financial aid eligibility.

Reinstatement of Financial Aid Eligibility

If a student loses financial aid eligibility by failing to meet the Academic Standard 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 were 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.

Pell Grant Lifetime Eligibility

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100 percent, the six-year equivalent is 600 percent. Students who use all of their annually awarded Pell Grant by being a full-time student (12 hours) in each of two semesters would have used 100 percent. Students who used half of their annual awarded Pell Grant by being a half-time student (6 hours) in each of two semesters would have used 50 percent. Pell Grant usage is tracked by adding together the percentages of Pell Grant funding received each award year. Students who reach the 600 percent level are no longer eligible to receive Pell Grant funding.

Return of Title IV Funds

The Higher Education Amendments of 1998 changed the formula for calculating the amount of financial aid funds that may be retained when a student totally withdraws from all classes. If a student receiving Title IV funds officially withdraws from or stops attending all classes before the 60 percent point of the semester, SPCC will recalculate their eligibility for financial aid based on the percent of the semester completed. For example, if a student withdraws after having completed only 30 percent of the semester, they will have “earned” only 30 percent of any Title IV funds received. The remaining 70 percent must be returned. The Office of Financial Aid and Veterans Affairs will notify the student through their SPCC email account of the repayment requirements and contact information to determine amounts due. Financial aid recipients still enrolled after the 60 percent point of the semester will have “earned” 100 percent of the federal financial aid awarded.

Veterans Benefits

Qualified veterans, wives, and children of deceased veterans may be admitted and approved to receive educational benefits, providing they meet requirements established by the Veterans Administration. To qualify, veterans must:

• Have a high school diploma or high school equivalency
• Be enrolled in a specific curriculum programs

Certain other requirements may also apply. All previous college coursework must be received and evaluated by the Registrar. All admission requirements must be met before the enrollment certification can be sent to the Veterans Administration. Distance learning courses must be required courses within the veteran’s major to qualify for educational benefits. Contact the Office of Financial Aid and Veterans Affairs for a list of programs or classes that are eligible.
NOTE: Test-outs, independent studies, and audits are not eligible for VA benefits. Classes of 8-weeks, 12-weeks, or any other schedule deviation from 16-week classes may be subject to a pro-rating of monthly benefits from the VA.

CAMPUS POLICIES AND PROCEDURES

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, including peer-to-peer file sharing, at South Piedmont Community College.

South Piedmont Community College requires that all employees and students comply with federal copyright laws. Failure to abide by the copyright law of the United States could result in disciplinary action or dismissal. The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may be subjected to civil and criminal liabilities.

Procedure:
The copyright law of the United States (Title 17, United States Code) governs the making of all photocopies or other reproductions of copyrighted material at South Piedmont Community College.

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

A copyright is a set of exclusive legal rights authors have over their works for a limited period of time. Section 106 of the copyright law gives the author exclusive rights to:

• reproduce the copyrighted work,
• prepare derivative works based upon the copyrighted work,
• distribute copies of the copyrighted work by sale or loan,
• perform or display the copyrighted work publicly,
• perform the copyrighted work publically by means of a digital audio transmission.

Currently, the author's rights begin when a work is created. Copyright notices are not required on works created after March 1, 1989.

Copyright protection exists for all works created in any medium of expression as long as the works are fixed in a tangible medium of expression so they can be experienced with or without the aid of equipment. Such works include:

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.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of these exclusive rights granted to the author. A copyright infringer can be liable for actual damages and profits, or for statutory damages, as determined by a court. Court rulings show that statutory damages may range from $250 to $50,000 per infringement, depending upon the extent of the infringement. In addition, the infringer can be assessed for court costs and the plaintiff’s attorney’s fees. Court costs and attorney’s fees frequently
Internet access is provided for the purposes of enhancing education, research and development, and
periodic audits, and violations of this policy may result in temporary or permanent restriction of access.

Fair use provisions of the copyright law allow for limited copying or distribution of published works without the
author's permission in some cases. Examples of fair use of copyrighted materials include quotation of excerpts
in a review or critique, or copying of a small part of a work by a teacher or student to illustrate a lesson.

There are no explicit, predefined, legal specifications of how much and when one can copy, but there are
guidelines for fair use. Each case of copying must be evaluated according to four factors:

1. The purpose and nature of the use. If the copy is used for teaching at a non-profit institution, distributed
without charge, and made by a teacher or students acting individually, then the copy is more likely to be
considered as fair use. In addition, an interpretation of fair use is more likely if the copy was made spontaneously,
for temporary use, not as part of an “anthology” and not as an institutional requirement or suggestion.

2. The nature of the copyrighted work. For example, an article from a newspaper would be considered differently
than a workbook made for instruction. With multimedia material there are different standards and permissions
for different media: a digitized photo from a magazine, a video clip from a movie, and an audio selection from a
CD would be treated differently – the selections are not treated as equivalent pieces of digital data.

3. The nature and substantiality of the material used. In general, when other criteria are met, the copying
of extracts that are “not substantial in length” when compared to the whole of which they are part may be
considered fair use.

4. The effect of use on the potential market for or value of the work. In general, a work that supplants the
normal market is considered an infringement, but a work does not have to have an effect on the market to be
an infringement.

Peer-to-peer (P2P) file sharing is a convenient way for people to share files directly between computers using an
online service. File sharing through a P2P network is not illegal so long as the person responsible for uploading
the file has the legal right to distribute that file. However, since authors have the exclusive right to reproduce
and distribute copies of their own work, sharing copyrighted music, videos, movies, articles, ebooks, or images
without an author’s permission is an infringement of the author’s copyright.

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

2.05 Internet Use Policy and Procedure:

Policy:

SPCC Policy 2.05 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
ounces, impacts, or restricts acceptable uses is strictly prohibited. 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.

3.05 Website Use Policy and Procedure:

Policy:

SPCC Policy 3.05 is responsible 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.

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.
Links to and from Non-College Web Sites

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 informational purposes, but the link must not imply endorsement by or affiliation with South Piedmont Community College.

Accessibility

College web sites may be subject to the Americans with Disabilities Act and are subject to college nondiscrimination 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 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.

Funding

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.

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.

References: United States Constitution: First Amendment

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>Location</th>
<th>Area Type</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>
<tr>
<td>Tyson Family Center for Technology</td>
<td></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 considered 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 Associate Vice President of Student Affairs 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 Associate Vice President of Student Affairs will notify the Director of Safety & 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 Associate Vice President of Student Affairs. 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 occupying 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 Associate Vice President of Student Affairs.
   • 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 speech 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.

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.

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.

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 Associate Vice President of Student Affairs (for students).

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.

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.

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 a mental disability 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 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 Safety & Security at 704-272-5347.

6.04 Communicable Disease Policy and Procedure

Policy:
The Communicable Disease Policy promotes the good health and safety of students and employees, strives to minimize transmission of a communicable disease while ensuring that all essential college services remain operational to the maximum extent possible, and prohibits discrimination against persons afflicted with communicable diseases.

Procedure:
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 Director of Student Advocacy and Accountability 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 and Payroll.

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.

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.

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 Associate Vice President of Student Affairs is responsible for implementing the Drugs and Alcohol Policy as it relates to students.

General Rules Pertaining to Student Alcohol Use and Possession:

It is against the law for any person under the age of 21 to purchase or possess any alcoholic beverage (General Statutes § 18B-302).

No student under the age of 21 may purchase, possess, or consume any alcoholic beverage anywhere on the campus of South Piedmont Community College. Common source containers of alcoholic (e.g. kegs) are not permitted on any South Piedmont Community College property.

Students 21 years of age or older may not sell or give any alcoholic beverage to a person under 21 years of age.

No possession or consumption of alcohol is allowed at any college sponsored function.

No student activity fees or other South Piedmont Community College collected fee shall be used to purchase alcohol for use either on or off campus.

Health Risks of Alcohol Abuse: Alcohol is immediately absorbed by the bloodstream upon consumption, physically affecting the entire body. Some short term effects caused by excessive alcohol consumption include decreased heart rate, headaches, nausea and vomiting. Drinking large amounts of alcohol can result in alcohol poisoning, which causes one to lose consciousness and possibly even results in death.

Long term effects of alcohol include high blood pressure, depressed immune system, vitamin deficiencies, central nervous system damage, liver disease, and cancer.

Health Risks of Drug Abuse: Recreational drug use can have potentially harmful side effects that can result in serious and long-term health issues. High doses of many drugs can even cause immediate life-threatening health problems such as respiratory failure, heart attack, or coma. It is especially dangerous to combine drugs with each other.

Alcohol and Drug Education/Prevention Program: South Piedmont Community College is committed to providing an educational atmosphere that is free of substance abuse and encourages lifestyles that are safe and healthy. All members of the academic community - students, faculty, administrators, and staff - share in the responsibility of protecting and promoting this environment and all are expected to exemplify high standards of professional and personal conduct. The illegal or abusive use of alcohol and other drugs by members of the academic community adversely affects the educational environment.

It is the college's intent to address this issue by implementing a college-wide program available to students that focuses on on-going education and training for intervention and referral. This program is intended to assure that any student shall have access to assistance with alcohol/drug-related problems.

Educational information on alcohol and drug issues will be available to students on a continuing basis throughout the year. This includes, but is not limited to, information at orientation, alcohol/drug awareness days, pamphlets on alcohol/drug abuse/awareness, and speakers on selected topics. These activities will be advertised in the Student Life stall report.
South Piedmont Community College counselors are available on the L.L. Polk, Old Charlotte Highway, campuses and the Tyson Family Center for Technology in the Student Affairs area. Additionally, virtual services are available. Students in need of counseling, treatment, and/or rehabilitation will be referred to local mental health centers on a confidential basis. It will be the student's decision, however, whether to seek assistance with such problems. Alcohol/drug assistance, which occurs through services provided by other agencies at their organizational sites, will be at the student's expense. South Piedmont Community College pledges full support to these and other community agencies in our fight to rid our schools of controlled substances.

Every student, faculty member, administrator, and staff member of South Piedmont Community College is responsible for being familiar with and complying with college policies, which strictly prohibit possession and use of alcohol and drugs on campus or at any college sponsored function.

**NORTH CAROLINA LAW:**

Purchasing, Possession, and/or Selling Alcohol (General Statute § 18B-300 - 18B-302)

It is against the law for any person under twenty-one (21) to purchase or possess any alcoholic beverage. It is against the law for anyone to sell or give any alcoholic beverage to a person under twenty-one (21) or to aid or abet such a person in selling, purchasing or possessing any alcoholic beverage. Any person who aids or abets an underage person in violating this law may be fined $1000, receive community service hours, or both.

**Drinking and Driving**

In North Carolina, it is illegal to drive a vehicle while noticeably impaired or with an alcohol concentration of 0.08 or higher. When driving a commercial motor vehicle, the limit is 0.04. The most significant aspects of the state's DWI law makes punishment more severe for the impaired driver in general and the repeat offender in particular. For offenders who fall into one of the five levels of misdemeanor DWI, Level 1 being the most serious and Level V the least, the likelihood of spending time has increased, along with the fines.

**Level 5**
- Immediate license suspension for 30 days, with the possibility of limited driving privileges after 10 days.
- Up to a $2,000 fine.
- Between 24 hours and 12 months in jail. (Your judge might suspend your sentence to 90 days of abating from alcohol, which the court will monitor.)
- Substance abuse assessment, if you're placed on probation.

**Level 4**
- Immediate license suspension for 30 days, with the possibility of limited driving privileges after 10 days.
- Up to a $1,000 fine.
- Between 7 days and 12 months in jail. (Your judge might suspend your sentence to 90 days of abating from alcohol, which the court will monitor.)
- Substance abuse assessment, if you're placed on probation.

**Level 3**
- Immediate license suspension for 30 days, with the possibility of limited driving privileges after 10 days.
- Up to a $1,000 fine.
- Between 72 hours and 6 months in jail. (Your judge might suspend your sentence to 72 hours of imprisonment or 24 hours of community service as part of probation.)
- Substance abuse assessment, if you're placed on probation.

**Level 2**
- Immediate license suspension for 30 days, with the possibility of limited driving privileges after 10 days.
- Up to a $500 fine.
- Between 24 hours and 6 months in jail. (Your judge might suspend your sentence to 60 days of imprisonment, which the court will monitor.)
- Substance abuse assessment, if you're placed on probation.

**Level 1**
- Immediate license suspension for 30 days, with the possibility of limited driving privileges after 10 days.
- Up to a $4,000 fine.
- Between 30 days and 24 months in jail. (Your judge might give you 10 days under probation cases involving alcohol monitoring for 120 days.)
- Substance abuse assessment, if you're placed on probation.

**Aggravated Level 1**
- Immediate license suspension for 30 days, with the possibility of limited driving privileges after 10 days.
- Up to a $5,000 fine.
- Between 12 months and 36 months in jail. (Your judge might give you 120 days under probation cases involving alcohol monitoring for a minimum of 120 days.)
- Monitored abstaining from alcohol for 4 months after prison release.
- Substance abuse assessment.

**Other DWI Penalties**

**Substance Abuse Assessment**

The NC DMV and state court system work with the state's Division of Mental Health, Developmental Disabilities and Substance Abuse Services to make sure DWI offenders receive substance abuse assessment and complete any required steps, such as education courses like the state's Alcohol and Drug Education Traffic School (ADETS) or treatment programs.

Your judge, DWI attorney, and possibly the NC DMV will provide you with information specific to your situation, but you can get a head start with these facts:
- $100 fee for the DWI assessment.
- $160 fee for ADETS.

**Health Risks of Drugs and Alcohol:**

Alcohol: Alcohol (a depressant) travels through the bloodstream to different parts of the body causing a number of changes in behavior and physiology. Drinking small amounts of alcohol may affect a person's judgment, thinking, and coordination. Larger amounts may make a person sick or cause permanent damage to organs in the body (including liver, stomach, pancreas, lungs, brain, skin, eyes, throat, mouth, and bladder).

Alcohol poisoning can cause death.

- Amphetamines: These may cause rapid or irregular heartbeats, tremors, loss, and coordination, and possible death. Amphetamines may cause a person to act irrationally.
- Cannabis, Marijuana, and Hashish: These drugs affect thinking and behavior. They may cause loss of coordination, confusion, distortion of reality, paranoia, and depression. Marijuana smoke is extremely toxic.
Unauthorized possession of a firearm or any other dangerous weapon, as defined in North Carolina General Statutes § 14-269.2, may result in disciplinary action. Therefore, any unauthorized possession of a firearm or any other dangerous weapon, as defined in North Carolina General Statutes §14-269.2, may result in the following actions:

1. The College may file charges under North Carolina General Statutes §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.

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, South Piedmont Community College will post announcements of closings or delays on the College website, area television stations, via the College's mass notification system, and through South Piedmont Community College'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.

**Although the campuses may be closed, online classes continue!** Each on-campus class has a Moodle site and make up work for missed classes should be completed through Moodle. When the campus is closed, students should log in to their classes to avoid falling behind.

6.13 Smoking / Tobacco-Free Campus Policy

Policy:

South Piedmont Community College recognizes that the use of tobacco products is a health, safety, and environmental hazard for all 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 -

• On any campus grounds or property – including athletic fields and parking lots, owned or leased by South Piedmont Community College
• In any building, facility, or vehicle owned or leased by South Piedmont Community College
• On any campus 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 or off campus.

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,

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Policy 7.17 Students Rights and Responsibility; Student Code of Academic Conduct Procedure and Appeals

Procedure: For further information in regards to the Academic Integrity Policy and Procedure, please see the policy.

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.

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.

6.15 Non-Discrimination 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 compliance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education Amendments Act of 1972 and its implementing regulations ("Title IX") and other civil rights laws, as well as in furtherance of its own values as a community college, the college neither practices nor condones discrimination or harassment on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law, in admission, treatment, or access to, or employment in, its programs and activities.

SPCC considers violation of this policy a serious offense and will take appropriate measures to investigate all reported incidents, protect against retaliatory acts, and follow established procedures for resolution.

7.06 Continuing Education Refund

Refunds for all continuing education courses are processed in compliance with the North Carolina Community College System refund policy.

Registration fee refunds are not issued except under the following conditions:
- If a student officially withdraws from a course prior to the first scheduled class meeting, a 100% refund is issued.
- A 75% refund of registration fees is granted if a student officially withdraws on the first day of the course or prior to or on the 10% point of the scheduled hours of the class section. This applies to all course sections except those that begin and end on the same day. Refunds are not issued after the start of a section that begins and ends on the same calendar day.
- A 100% refund will be issued for a class which is canceled because of insufficient enrollment.

7.07 Curriculum Refund

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

- South Piedmont Community College will refund 100% of the tuition paid if the College cancels a class or if the student drops class(es) before the first day of the semester.
- South Piedmont Community College will refund 75% of the tuition paid if class(es) are dropped on or before the 10% point of the course section. If classes are dropped by the 10% point, the student is responsible for paying 25% of the tuition. NOTE: Financial aid may not pay the 25%.
- Tuition refunds will not be granted if a student withdraws after the 10% point of the course, even if the student has not attended any class.
- Refunds will not be made in the amount of $5 or less.

Military Tuition Refund

Upon request by the student and appropriate documentation, the College will grant a full refund of tuition and fees to military affiliated students called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations taking place outside the state of North Carolina that make it impossible for that student to complete his/her course requirements during the current semester or term.

Death of Student Refund

In the event of a student’s death during a semester or term, all tuition and fees the student had paid that semester or term may be refunded to the estate of the deceased.
7.17 Student Rights and Responsibilities

Policy: Student Codes of Conduct (Academic and Behavioral)

South Piedmont Community College (SPCC) is an institution of higher education whose mission is to foster lifelong learning, student success, and workforce and community development. The College celebrates learning as the process that changes and improves lives and promotes the value-driven culture of quality, service, stewardship, and respect. These values serve to guide decisions and to foster lifelong learning. Standards of acceptable behavior for students and student clubs and organizations are reflected in the Student Code of Academic Conduct, the Student Code of Behavioral Conduct, and other college policies. Standards of conduct are set forth to assist the college in furthering its mission and values.

Upon enrollment and through the actual awarding of a certificate, diploma, and/or degree, or the completion of a workforce development program, a non-credit program/class, or a College and Career Readiness Program, and as long as the student continues to be enrolled at the College, students have the responsibility to uphold the rules and values of the college, and the right to a fair and equitable conduct process. Students and/or student clubs and organizations are responsible for knowing and complying with the information, policies, and procedures outlined in the Student Code of Academic Conduct and the Student Code of Behavioral Conduct. The student conduct process is not intended to punish students; rather, it exists to protect the interests of the college community and to guide and educate students whose actions are not consistent with South Piedmont Community College policies.

Student Rights

• Students shall enjoy all the rights and privileges guaranteed to individuals by the Constitution of the United States and by the State of North Carolina.
• Students are free to pursue their educational goals through appropriate opportunities for learning. Student performance will be evaluated on an academic basis not on opinions or conduct in manners unrelated to academic standards.
• Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, manner, and subject.
• Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures.
• The Family Educational Rights and Privacy Act (FERPA) of 1974 provides safeguards regarding the confidentiality of and access to student records. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. Other than directory information, no records shall be made available to unauthorized personnel or groups inside or outside of SPCC without written consent of the student involved, except under legal compulsion. SPCC adopts general guidelines for the release of student records to officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34 (§99.31(a)(2)).
• No disciplinary sanction other than removal from class or activity (only for duration of said activity) may be imposed upon any student without due process including notice, an appeal, and a fair hearing.

The goals of the Student Code of Academic Conduct and the Student Code of Behavioral Conduct processes are:

•To promote a campus environment that supports the overall educational mission of the college
•To promote a campus environment that supports the health and safety of the SPCC community
•To minimize disruption and harm in the SPCC community
•To foster ethical standards and civic virtues
•To promote the values of the college
•To provide formal and informal pathways for members of SPCC to hold each other accountable
•To facilitate the acquisition of the essential skills, knowledge, and values necessary for the success of educated and responsible citizens
•To encourage appropriate standards of individual and group behavior
•To sustain a culture in which students and student organizations accept their obligations to the SPCC campus community and in which well-defined governance procedures guide behavior for the common good

Jurisdiction and Authority

1. Any student, upon acceptance to any SPCC program or class, is expected to abide by college policies and is subject to academic and behavioral conduct action by the college upon violation of either of the student codes of conduct. Students enrolled with partnering agencies are also susceptible to the codes of conduct of those agencies. Partnering agencies may choose to involve members of the SPCC administration to resolve a violation of the SPCC Student Code of Behavioral Conduct and/or a student violation of the partnering agency’s code.

2. A SPCC student club/organization is expected to abide by college policies and is subject to conduct action by the college upon violation of the Student Code of Behavioral Conduct.

3. The Vice President of Academic and Student Affairs/CAO, or designee, has the primary responsibility and general authority for the administration of the Student Code of Academic Conduct.

4. The Associate Vice President of Student Affairs, or designee, has primary responsibility and general authority for the administration of the Student Code of Behavioral Conduct.

5. Alleged acts that may constitute violations of the college’s Sex Discrimination and Harassment (Title IX) Policy or any other policies referencing discrimination will be the responsibility of the Director of Student Advocacy and Accountability/Title IX Coordinator.

6. The student conduct process may be initiated in response to a student’s or student club’s/organization’s behavior which allegedly violates the Student Code of Behavioral Conduct. Determinations made or conduct outcomes imposed under this Student Code of Behavioral Conduct shall not be subject to change because criminal or civil charges arising out of the same fact pattern were dismissed, reduced, or resolved in favor of or against the student.

7. The student codes of conduct shall be reviewed every year under the Associate Vice President of Student Affairs. Failure to conduct this review shall not invalidate any portion of the student codes of conduct.

8. If a student club/organization is accused of violating the Student Code of Behavioral Conduct, the processes outlined in this document will be utilized to determine if a club/organization is responsible or not responsible. The club/organization’s actions will be assessed to determine the club/organization’s role in:
   a. Negligently allowing behavior. The club/organization did not follow policies and procedures which could have prevented the violation of the Student Code of Behavioral Conduct.
   b. Condoning behavior. The student club/organization did not take steps to prevent the behavior that violates the Student Code of Behavioral Conduct.
   c. Facilitating behavior. The student club/organization coordinated or was an active player in the
violation of the Student Code of Behavioral Conduct.

9. The student codes of conduct shall apply to a student’s or student club’s/organization’s behavior which takes place in the following areas or situations:
   a. College premises
   b. College-sponsored activities away from the college premises
   c. Events/functions whether officially approved or considered by a reasonable person to be hosted by a student club/organization

10. The Student Code of Behavioral Conduct shall apply to a student’s or club’s/organization’s behavior wherever it occurs in any of the following circumstances:
   a. Threatening and/or committing physical violence against another person (assault, assault and battery, assault with a dangerous weapon, or harassment)
   b. Participating in harassment of any SPCC member to include students, faculty, staff, guests
   c. When there is substantial information that the student’s or student club’s/organization’s continued presence at the college is potentially dangerous to the health, safety, and/or property of the college community, whether public authorities have brought charges or imposed penalties or not
   d. Furnishing false information to the college
   e. Forgery, alteration, or misuse of college documents, records, or identification cards for non-academic purposes
   f. Violation of a previously issued no contact directive
   g. When the student’s or student club’s/organization’s behavior adversely affects the college community and/or the pursuit of the college’s mission and values

Student Code of Academic Conduct

A. In fulfillment of obligations to the college community, each SPCC student is expected to comply with the Student Code of Academic Conduct. Therefore, students are prohibited from engaging in any conduct that materially or adversely affects the educational process including, but not limited to, the following:

1. Violation of Academic Integrity Policy
   a. Cheating is an attempt to use or actual use of unauthorized materials in any format to complete an academic exercise. Cheating also includes the communication of unauthorized information during an academic activity or exercise. Cheating includes but is not limited to, copying another student’s homework, class work, or required project (in part or in whole) and presenting it to the instructor as one’s own work; or giving, receiving, offering, and/or soliciting information on a quiz, test, examination, or other academic exercise.
   b. Plagiarism is the 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.
   c. Self-plagiarism is the unauthorized use of one’s own previous work without the express permission of both the instructor to whom the previous work was submitted and the instructor to whom the work currently is being submitted.
   d. Fabrication/falsification is an attempt to deceive the instructor in his/her effort to fairly evaluate an academic exercise.
   e. Complicity in academic dishonesty refers to intentionally giving unauthorized assistance to someone else who engages in academic dishonesty.

2. Violation of program specific guidelines as outlined in program handbooks and distributed materials.

Student Code of Behavioral Conduct

A. In fulfillment of obligations to the college community, each SPCC student and student club/organization is expected to comply with the Student Code of Behavioral Conduct. Therefore, students are prohibited from engaging in any conduct that materially or adversely affects the educational process including, but not limited to, the following:

1. Physical abuse, verbal abuse, threats, intimidation, harassment, stalking, coercion, and/or other behavior, which threatens or endangers the health and/or safety of any person.

2. Disrespectful behavior toward faculty, staff, students, external partners.

3. Hate speech, libel, or slander or any other communication or expression designed to incite violence.

4. Social media posts (private and public) which negatively impact the college, students, faculty, staff, and external partners.

5. Trespass, which includes unauthorized entry into any office or building or other college property on college premises.

6. Vandalism, malicious or negligent destruction, damage, or misuse of college or public property on college premises.

7. Theft, larceny, or embezzlement of the property of another person, the college, or another entity.

8. Occupation or seizure in any manner of college property, a college facility, or any portion thereof for use inconsistent with prescribed, customary, or authorized use.

9. Unauthorized use of college computer facilities and/or resources including but not limited to copyright infringement and misuse of accounts.

10. Disruption of and/or interference with college academic or administrative activities and/or unauthorized occupation of facilities on college premises.

11. Engaging in conduct, activity, or behavior that is disruptive to physical or virtual classroom instruction to include, but not limited to, social media, cell phone use, etc.

12. Intentional setting off a fire alarm, using or tampering with any safety equipment on college premises or at college-sponsored events.

13. Conduct that is disorderly, lewd, or indecent, on physical or virtual college premises or at college-sponsored functions; breach of peace or aiding, abetting, or procuring another person to breach the breach peace. (This regulation does not prohibit peaceful assembly.)

14. Misconduct of a sexual nature that does not meet Title IX definitions.

15. Mental or physical abuse of any person on physical or virtual college premises or at college-sponsored events including verbal or physical actions, which threaten or endanger an individual’s health or safety.
16. Intentional obstruction or disruption of teaching, administration, or other college activities, including public service functions and other duly authorized activities on college premises or at college-sponsored events.

17. Violation of the Drug and Alcohol Policy
   a. Manufacture, sale, use, distribution, or possession of and/or driving under the influence of narcotics, barbiturates, amphetamines, marijuana, sedatives, tranquilizers, hallucinogens, and/or other similar known drugs and/or drug paraphernalia and/or other chemicals.
   b. Public intoxication, and/or manufacture, sale, misuse, distribution, possession of alcoholic beverages or liquors.

18. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals in a manner that harms, threatens, or causes fear to others.

19. Smoking, vaping, e-cigarettes and/or other forms of tobacco products on college premises or at college-sponsored events.

20. Violation of college regulations regarding the operation and parking of motor vehicles.

21. Forger, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.

22. Fiscal irresponsibility such as failure to pay college-levied fines, or the passing of worthless check to college officials.

23. Violation of a local, state, or federal criminal law on college premises adversely affecting student's pursuit of their proper educational purposes.

24. Abuse of the Student Code of Behavioral Conduct including:
   a. Intentionally initiating or causing to be initiated any false report or complaint.
   b. Attempting to coerce or discourage an individual's participation in or use of student conduct procedures.
   c. Intentional obstruction or disruption of disciplinary proceedings.
   d. Attempting to influence the impartiality of a student conduct procedure.
   e. Verbal and/or physical intimidation and/or retaliation of any party to student conduct proceedings prior to, during, and/or afterwards.
   f. Committing a violation of college policy while on conduct probation and/or failing to meet deadlines imposed in accordance with college policy.
   g. Influencing or attempting to influence another person to abuse the Student Code of Behavioral Conduct procedures.
   h. Failing to abide by any conduct outcome as assigned through the Student Code of Behavioral Conduct procedures.

These Student Codes of Conduct are not all inclusive. Other conduct that is disruptive or does not follow proper procedure may be subject to appropriate sanctions.

Student Code of Academic Conduct Procedure and Appeals

Academic Integrity Procedure

It is the student's responsibility to learn more about how to avoid academic dishonesty. If upon investigation the instructor determines there is an academic integrity violation, the student will be held accountable as stated below:

1. The instructor, after consulting with his/her supervisor, will notify the student in writing of the details of the academic integrity violation, which may include a formal warning, a reduced grade on an assignment, or a reduced grade in the course.

2. The instructor will send the student's name along with detailed evidence and documentation of the violation to his/her supervisor, Dean, and the Assistant to the Vice President of Academic and Student Affairs/CAO to be added to the student's permanent academic record.

3. The Assistant to the Vice President of Academic and Student Affairs/CAO will notify the appropriate Dean if there are previous documented offenses in the student's file. The Dean will determine the disciplinary action for the violation. Sanctions range from the minimum of a reprimand to a maximum of suspension depending on the severity and number of violations.

4. The Dean will notify the student in writing electronically of the disciplinary action for the violation. Notification will be sent to the student's college email address. A copy of the disciplinary action letter will be sent to the Vice President of Academic and Student Affairs/CAO, and the Assistant to the Vice President of Academic and Student Affairs/CAO to be added to the student's permanent academic record.

Academic Integrity Appeal Procedure

Students may appeal the academic integrity violation and/or the disciplinary action resulting from the violation, if the reason for the appeal meets one of the following: policy and/or procedure were not followed or procedural irregularity that affected the outcome; sanction too severe for the charge; evidence of a conflict of interest or bias that affected the outcome; or, new evidence that was not reasonably available at the time of the determination that could affect the outcome. Students who appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance. Once the appeal is received, the appeal is reviewed by the Associate Vice President of Student Affairs to ensure the reason for the appeal meets the criteria for an appeal. Requests that do not meet the criteria for an appeal may be denied without input from the Student Appeals Team. Requests that meet the criteria for an appeal are forwarded to the Student Appeals Team for a hearing.

1. A formal appeal of the academic integrity violation and/or the disciplinary action must be received within five (5) business days after the notification to the student of the violation. This appeal may be submitted through the Formal Academic Integrity Appeal form found here and also located on the www.spcc.edu website under Student Panel/Appeal Forms. This form must be completed in its entirety. All documentation supporting the reason for the appeal, including emails, any corrective action being requested, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Students needing assistance with completing the form may contact the Assistant to the Vice President of Academic and Student Affairs/CAO or the Director of Student Advocacy and Accountability.) The student will receive notification of receipt of the appeal.
2. Within ten (10) business days of receipt of the appeal, the Student Appeals Team will review the appeal through a hearing. The student and the instructor will be notified of the date, time, and location of the hearing, whether to be held in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.

   a. The appeal meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.

3. The Vice President of Academic and Student Affairs/CAO will notify the student (by student SPCC email) and the instructor (by SPCC email) of the decision on the appeal within five (5) business days after the review. The decision of the Student Appeals Team will be final.

   a. The appeal meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.

   b. The appeal meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.

   C. The Vice President of Academic and Student Affairs/CAO will notify the student (by student SPCC email) and the instructor (by SPCC email) of the decision on the appeal within three (3) business days after the review. The decision of the Student Appeals Team is final.

   a. The appeal meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.

   b. The appeal meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.

Student Code of Behavioral Conduct Procedures and Appeals

Disciplinary Procedures:

1. Any administrative official, faculty member, or student may file charges, by submitting a written statement, with the Associate Vice President of Student Affairs, against any student or student club/organization for violations of college regulations. The individual(s) making the charge should include in the written statement:

   a. Name of student(s) involved

   b. Specific conduct in question

   c. Description of the incident(s), including the time, place, and date of the incident(s)

   d. Any action taken that relates to the matter

   e. Desired solution(s)

2. Within ten (10) working days after the charge is filed, the Director of Student Advocacy and Accountability, in conjunction with the Director of Safety and Security (or designee), shall complete a preliminary investigation of the charge, which shall include a conference with the student(s). Conferences may be held in person, over the phone or virtually. During the conference with the Director of Student Advocacy and Accountability and the Director of Safety and Security (or designee), the student shall be confronted with the evidence against him/her and shall be given the opportunity to respond.

3. In instances where the student cannot be reached to schedule an appointment with the Director of Student Advocacy and Accountability or where the student refuses to cooperate, the Associate Vice President of Student Affairs shall send a certified letter to the student’s last known address, which shall inform the student of the charges, the results of the preliminary investigation, the Associate Vice President of Student Affairs’ decision, and the information pertaining to the appeals process.

4. In instances where the student can be reached to schedule an appointment with the Director of Student Advocacy and Accountability and a preliminary investigation has been held and within ten (10) working days after the charge is filed, the Associate Vice President of Student Affairs shall send the student a decision by SPCC email and/or by U.S. postal mail, return receipt requested. The decision shall include a statement of the Associate Vice President of Student Affairs’ determination of whether the student violated the Student Code of Behavioral Conduct.

   a. If the determination is that the student has violated the Student Code of Behavioral Conduct, the decision shall include:

      i. Statement of the specific provision(s) of the Student Code of Behavioral Conduct that has been violated.
b. If the Associate Vice President of Student Affairs determines that the student did not violate a provision of the Student Code of Behavioral Conduct, then the decision shall state that the charge has been dismissed.

c. The Associate Vice President of Student Affairs shall send a copy of the statement of the charge and the decision, via SPCC email accounts, to the student, the Director of Student Advocacy and Accountability, the Director of Safety and Security, and the Vice President of Academic and Student Affairs/Chief Academic Officer (CAO).

Sanctions:

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

2. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: (1) the individual is given a chance to show his/her capability and willingness to observe the Student Code of Behavioral Conduct without further penalty; and (2) if he/she errs again, the additional sanction will be imposed for this violation. This probation will be in effect for no more than two (2) semesters.

3. Restrictive Probation: Restrictive Probation results in loss of good standing, and notation of such is made in the student's record. Restrictive conditions may limit activity in the physical and virtual South Piedmont Community College community. Generally, the individual will not be eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any college or student club/organization, publication, or activity. This probation will be in effect for not more than two semesters. Any violation of Restrictive Probation may result in immediate suspension.

4. Program Dismissal: Dismissing a student from an academic program (credit or non-credit) in which the student loses status in that program. A student may or may not be dismissed from the college. Students may apply to the program for a future semester, however, application does not guarantee acceptance into the program. The student must meet all admissions criteria and expectation of the program.

5. Restitution: Paying for damaging, misusing, destroying, or losing property belonging to South Piedmont Community College, college personnel, or students.

6. Emergency Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged allegations.

7. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty (Determined by the Academic Dean or the Student Appeals Team)

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

9. Suspension: Exclusion from class(es) and/or all other privileges or activities of South Piedmont Community College for a specific period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the Associate Vice President of Student Affairs before returning to campus.

10. Expulsion: Dismissing a student from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to South Piedmont Community College only with the approval of the Vice President of Academic and Student Affairs/CAO.

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

12. 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.

13. Group Charger Revocation: Removal of college recognition for a club/organization for a minimum of two (2) years. Re-charter after that time must be approved by the Associate Vice President of Student Affairs.

Appeals Procedure:

Students who have been charged with violating the Student Behavioral Code of Conduct and have been issued a sanction may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Assistant to the Vice President of Academic and Student Affairs/CAO or the Student Affairs Coordinator for guidance. Once the appeal is received, the appeal will be reviewed by the Vice President of Academic and Student Affairs/CAO to ensure the reason for the appeal meets the criteria for an appeal. Requests that do not meet the criteria for an appeal may be denied without input from the Student Appeals Team. Requests that meet the criteria for an appeal are forwarded to the Student Appeals Team for a hearing.

1. A student may submit a formal appeal of the Code of Behavioral Conduct violation if the appeal meets one or more of the following: (1) the sanction issued by the Associate Vice President of Student Affairs is too severe for the charge, (2) the Associate Vice President of Student Affairs did not follow published policy and procedures, or (3) there is evidence of a conflict of interest. The appeal must be received within five (5) business days after notification to the student of the violation and/or sanction. This appeal must be submitted through the Formal Student Code of Conduct Violation Appeal form found here and also on the www.spcc.edu website under Student Panel/Appeal Forms. This form must be completed in its entirety. All documentation supporting the reason for the appeal, including emails, any corrective action being requested, etc., must be attached to the appeal form. The request for a hearing must also be attached and include those faculty and/or staff to whom the student objects and the reasons why the student objects to those persons reviewing the charges against him/her. Incomplete or insufficient documentation will forfeit the appeals process. (Students needing assistance with completing the form may contact the Assistant to the Vice President of Academic and Student Affairs/CAO or the Student Affairs Coordinator.) The student will receive notification of receipt of the appeal. The hearing will be held in person (on campus), by conference call (on the phone), or virtually (video conferencing with call-in option).

2. Within ten (10) business days after receiving the request for a hearing, the Student Appeals Team will review the appeal. The student and the Associate Vice President of Student Affairs will be notified of the date, time, and location of the hearing, whether it will be in person, by conference call, or virtually. Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.
The Student Appeals Team meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.

Minors, under the age of 18, may be accompanied by one parent/legal guardian. The parent/legal guardian may not be active in the meeting discussions.

During the preliminary hearing:

- The Associate Vice President of Student Affairs shall provide the team and the student with a written statement of charges against the student.
- The team shall set a date and time for the hearing, no later than five (5) business days from the date of the preliminary hearing.
- The team shall provide the student with a statement of his/her basic procedural rights.
- The Associate Vice President of Student Affairs and the student shall exchange any documents they expect to present to the Student Appeals Team.
- The Associate Vice President of Student Affairs and the student shall provide names and contact information (email, phone number, mailing address) of their witness(es) to the team, and only to the team. Witness(es) contact information should not be shared with the Associate Vice President nor with the student.
- The student shall provide the team with a current address and phone number.
- Members of the team shall inform the parties of any facts that could reasonably affect their ability to give the parties a fair hearing. If either party objects to the continued service of such member or any member of the team concurs in that objection, then such member shall resign from the team. Within one (1) business day, the Vice President of Academic and Student Affairs/CAO shall appoint a new member to the team. The new team member shall be subject to the same qualifications and obligations as the original team members.

The Student Appeals Team shall guarantee the student the following basic procedural rights (due process):

- The right to specific written notice of the charges.
- The right to present relevant evidences and witnesses in their defense.
- The right to a hearing before an impartial Student Appeals Team.

The hearing before the Student Appeals Team shall be confidential and shall be closed to all persons except the following:

- The student, the Associate Vice President of Student Affairs, and witness(es).
  - All witnesses shall give testimony singularly and in the absence of other witnesses; and
  - All witnesses shall leave the team meeting room immediately upon completion of their testimony.
- The hearing will be recorded. Recordings will become the property of South Piedmont Community College, and the Vice President of Academic and Student Affairs/CAO will determine access to them. All recordings will be filed in the office of the Vice President of Academic and Student Affairs/CAO.
- The team shall have the authority to adopt supplementary rules of procedure consistent with this policy.
- The team shall have the authority to render written advisory opinions concerning the meaning and application of this policy.
- Within two (2) days of completion of a hearing, the team shall meet in executive session to decide whether there has been a violation of a Student Code of Behavioral Conduct; and if so, to recommend sanctions.
- Decisions of the team shall be based upon a preponderance of the evidence as determined by a majority of the team.
- The decision of the team shall be in writing and contain at least:
  - A statement of the specific provision of the Student Code of Behavioral Conduct that the student violated and a description of the facts supporting that conclusion; and
  - A statement of the sanction which may or may not be greater than the sanction imposed by the Associate Vice President of Student Affairs; and
  - A statement that the charges were not proven by a preponderance of the evidence.

The Vice President of Academic and Student Affairs/CAO will notify the student (by the student’s SPCC email) and the Associate Vice President (by SPCC email) of the decision on the appeal within five (5) business days after the review.

The decision of the Student Appeals Team shall be final, unless (1) there is evidence the team did not follow published policy or procedure or (2) there is evidence the team presented a conflict of interest. Should this evidence be presented, the Vice President of Academic and Student Affairs/CAO will review all documentation presented and render a final decision.

The Student Appeals Team is a standing team appointed by the Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.)

### 7.21 Appeal of Final Course Grades

**Policy:**

Any student who believes that an instructor has unfairly assigned a final course grade may pursue a grade appeal.

**Formal Appeal of a Final Course Grade Procedure**

Any student who believes that an instructor has unfairly assigned a final course grade may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance.

**Step 1.** Any student wishing to appeal a grade must consult with the instructor issuing the grade within five (5) business days after the respective course grade is posted in the student Go! Portal located on the SPCC website. The consultation may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). (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.)

**Step 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) business days after the date the grade was posted in the student Go! Portal located on the SPCC website. If the instructor is a division/department supervisor, the student should contact the respective Dean over the supervisor. The consultation may be in person, by conference all, or virtually.

**Step 3.** Should the matter remain unresolved after consulting with the supervisor, the student may file a Formal Appeal of a Final Course Grade if the appeal meets one of the four (4) criteria: (1) policy and/or procedures were not followed, (2) procedural irregularity that affected the outcome, (2) sanction too severe for the charge, (3) evidence of a conflict of interest or bias that affected the outcome, or (4) new evidence that was not reasonably available at the time of the determination that could affect the outcome. This formal appeal must be received within fifteen (15) business days after the grade was originally posted in the student Go! Portal located on the SPCC website.
cumulative Grade-Point Average (GPA) of at least 2.0 (a grade of “C”).

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”).

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”).

South Piedmont Community College Grievance/Complaint Procedure

South Piedmont is dedicated to resolving student grievances and complaints in a timely, fair, and equitable manner. A grievance is a student allegation that a College decision or action is either discriminatory or has a negative effect on the student’s status at the college. The purpose of the student grievance/complaint procedure is to provide a system to resolve student grievance/complaints against faculty and/or staff.

Any student who believes that a College decision or action is discriminatory or has a negative impact may file a written grievance using the procedure below. Students needing assistance in navigating the procedure should contact the Director of Student Advocacy and Accountability for guidance.

Grievances must be submitted electronically through the SPCC Grievance Form found here and on the SPCC website at www.spcc.edu under Student Panel/Reporting Forms/Grievance Form with all supporting documentation within five (5) business days of the incident upon which the grievance is founded, occurred, or was first brought to your attention.

Step 1: The Associate Vice President of Student Affairs will appoint an Investigator(s) to in-formally investigate the grievance in cooperation with the individuals within South Piedmont Community College. The Investigator(s) will submit a written report to the student (through the student’s SPCC email and certified mail) and to the Associate Vice President (through SPCC email) within fifteen (15) business days.

Step 2: In the event the decision taken by the Investigator(s) is deemed unsatisfactory to the student, the student may file a Formal Complaint-Appeal of Grievance Finding if the appeal meets one of the criteria: (1) policy and/or procedures were not followed, procedural irregular-ity that affected the outcome, (2) sanction too severe for the charge, (3) evidence of a conflict of interest or bias that affected the outcome, or (4) new evidence that was not reasonably available at the time of the determination that could affect the outcome. This formal appeal must be received within five (5) business days of receipt of the decision. The formal appeal must be submitted through the SPCC Formal Complaint-Appeal of Grievance Finding form located here and on the SPCC website under Student Panel/Appeal Forms. This form must be completed in its entirety. All documentation supporting the reason for the appeal, including documentation of the original grievance, emails, the grounds for the complaint, etc., must be attached to the SPCC Formal Complaint Form. The student will receive written notification of receipt of the appeal. Once the appeal is received, the appeal is reviewed by the Vice President of Academic and Student Affairs/Chief Academic Officer (CAO) to ensure the reason for the appeal meets the criteria for an appeal. Requests that do not meet the criteria for an appeal may be denied without input from the Student Appeals Team. Requests that meet the criteria for an appeal are forwarded to the Student Appeals Team for a hearing.

Step 3: Within (10) business days of receipt of the Formal Complaint appeal, the Student Appeals Team will review the written appeal. The student and SPCC employee(s) will be notified of a date, time, and location of the hearing. The location will be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). All parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.

Step 4: The Vice President of Academic and Student Affairs/CAO will notify the student (by SPCC email) and college employee(s) (by SPCC email) on the decision of the appeal within five (5) business days after the
review. The decision of the Student Appeals Team is final.

**PLEASE NOTE:** Retaliation by, or against, any participant [student, employee(s), witnesses(es)] 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 discrimination is prohibited and is conduct subject to discipline. Any person who thinks they have been the victim of retaliation should immediately contact the Director of Student Advocacy and Accountability or the Vice President of Academic and Student Affairs/CAO.

The Student Appeals Team is a standing team appointed by the Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.) The Student Appeals Team is chaired by the Director of Student Advocacy and Accountability and is a non-voting member.

Other Complaint Options:

A student may always file a complaint with:

- U.S. Department of Education Office of Civil Rights
  - Website: [www.ed.gov](http://www.ed.gov)
  - Phone: 1.800.421.3481
  - Email: [ocr@ed.gov](mailto:ocr@ed.gov)

- Equal Employment Opportunity Commission
  - Website: [www.eeoc.gov](http://www.eeoc.gov)
  - Phone: 1.800.669.4000
  - Email: [info@eeoc.gov](mailto:info@eeoc.gov)

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**Appeal Procedure for Denial of Admissions into Selective Programs**

South Piedmont Community College subscribes to the “open door” policy established by the North Carolina Community College System.

The College will admit all curriculum 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 school, private high school, or home school that operates in compliance with state and local law.

**PLEASE NOTE:** Admission to the College does not guarantee admission to selective academic programs. Students must meet additional requirements for admission to selective academic programs and be accepted into those programs. Any applicant who believes the college has unfairly denied admissions into their chosen selective academic program may appeal the denial decision if the student deems the college is at fault (wrong-doing, documented evidence of inconsistencies, etc.) in denying their status.

Applicants who have been denied admissions into a selective program may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance.

a. An applicant who wishes to challenge the denial of admissions into a selective program of study must first consult with the appropriate Dean for the program in which admissions is being denied within five (5) business days after admission was denied.

b. The appropriate Dean will complete a review of the student’s credentials, including any additional documentation the applicant submits and will render a decision in writing to the applicant within three (3) business days.

c. Should the matter remain unresolved after consulting with the appropriate Dean, the student may file a Formal Appeal for Denial of Admission into Selective Programs if the appeal meets one of the following criteria: (1) policy and/or procedures were not followed, procedural irregularity that affected the outcome, (2) sanction too severe for the charge, (3) evidence of a conflict of interest or bias that affected the outcome, or (4) new evidence that was not reasonably available at the time of the determination that could affect the outcome. This formal appeal of the admission denial must be received within three (3) business days after the notification of the Dean’s decision. This appeal must be submitted through the Formal Appeal for Denial of Admissions form located [here](http://www.spcc.edu) and also on the [www.spcc.edu website under Student Panel/Appeal Forms](http://www.spcc.edu). This form must be completed in its entirety. All supporting documentation to include emails, the grounds for the appeal, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Students needing assistance with completing the form may contact the Assistant to the Vice President of Academic and Student Affairs/CAO or the Director of Student Advocacy and Accountability.) The student will receive notification of receipt of the appeal. Once the appeal is received, the appeal is reviewed by the Associate Vice President of Student Affairs to ensure the reason for the appeal meets the criteria for an appeal. Requests that do not meet the criteria for an appeal may be denied without input from the Student Appeals Team. Requests that meet the criteria for an appeal are forwarded to the Student Appeals Team for a hearing.

d. Within three (3) business days of receipt of the appeal, a Student Appeals Team will review the appeal. If necessary, the applicant and the Dean will be notified of the date, time, and location of the hearing. The location may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both the applicant and the Dean may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.

e. The Vice President of Academic and Student Affairs/CAO will notify the applicant (by student SPCC email), the program director (by SPCC email), and the Dean (by SPCC email), of the decision on the appeal within three (3) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.) The Student Appeals Team is chaired by the Director of Student Advocacy and Accountability and is a non-voting member.
### Crime Statistics

The National Campus Safety Act requires all institutions of higher education to report annual campus crime statistics. The annual security report is also available at Student Affairs.

Click [here](#) for the 2020 Annual Safety and Security Report. Click [here](#) for SPCC Crime Statistics, as noted below:

<table>
<thead>
<tr>
<th>Year</th>
<th>Crime Category</th>
<th>2018</th>
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<th>2020</th>
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<td></td>
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