

Southwestern  
Technical  
College

student  
calendar

~~87-88~~ handbook



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87-888

student  
calendar  
handbook

**CREDITS**

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**SOUTHWESTERN TECHNICAL COLLEGE**

**LEARNING FOR LIVING**



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Welcome to Southwestern Technical College. The faculty, staff and administration invite you to get the most from your college experience. Job training, new friends and new horizons are all waiting for you.

This calendar/handbook is designed to answer most of the questions you might have about Southwestern Tech. We encourage you to read this handbook, and use it as a basis for understanding the services and regulations of the college.

## STUDENT SERVICES

Student Services provides a number of services. Counseling is available from several sources. At the Cherokee Center you can see Jan Carroll. On the Sylva campus see Steve Conlin, Drucilla Shelton, Jean Magers, or Sarah Altman. Parking permits and housing information are also available through Student Services. The Student Services offices are located on the first floor of the Technical Building.

The offices are open 8 - 8 Monday through Thursday and 8 - 5 on Friday. If you need help while you're in school, chances are that Student Services is a good place to visit.

Richard Wilson is the Dean of Student Services. If you have questions regarding residency, student conduct, commencement, alumni, or parking, see Dean Wilson. He is responsible for student social and academic problems as well as the entire Student Services Division.

Jean Ellen Magers is the Director of Admissions and Financial Aid. Jean is responsible for your admission to the College. If you want to change majors while attending Southwestern Tech, you will need to clear it through the Admissions Office. You will also need to let the Admissions Office know if you change your name or address. If you have questions concerning transfer credit, (from another college) see Jean.

David McClure is the Registrar and Director of Job Placement. David is responsible for all student records and job placement. This includes grades, questions about enrollment, adding and dropping classes and transcripts.

# Notes

# September 87

sunday	monday	tuesday	wednesday	thursday	friday	saturday
		1	2	3	4	5
		Fall Registration	Professional Development Day & Orientation	First Day of Classes Drop/Add Begins		
6	7 LABOR DAY	8	9	10	11	12
			Drop/Add Ends			
13	14	15	16	17	18	19
			Welcome Back Concert			
20	21	22	23	24 ROSH HASHANAH	25	26
			Freshman SGA Senate Elections			
27	28	29	30			



If you need transcripts sent to another college, go to the records office. David's office also offers resume service, and he also has information concerning jobs.

Steve Conlin is Director of Counseling and Student Support Services. If you have personal problems, or problems with college, counseling is available to you through Steve's office. Career counseling is also available if you can't decide what you want to major in. Southwestern Tech also has a very active Student Government. If you want to get involved, see Steve.

Reta Denton is Coordinator of Financial Aid. Many types of financial aid are available to you at Southwestern Tech. Reta is the person to see if you have questions or problems concerning financial aid, scholarships, or loans.

Jean Painter is Coordinator of Veteran's Affairs. If you are a veteran receiving benefits, keep in close contact with Jean Painter to insure that you are in compliance with the Veteran's Administration rules. Jean is also in charge of GED testing. If you don't have your high school diploma, or know someone who doesn't, Jean Painter will be happy to help you.

Drucilla Shelton is the Admissions Counselor. She can answer questions, provide counseling, and serves as the advisor for students on academic suspension. Drucilla also serves as the College field representative.

Sarah Altman is JTPA counselor. If you are a student receiving JTPA benefits, you will need to work closely with Sarah.

### STUDENT SERVICES OBJECTIVES

1. To recruit students into education training programs that are commensurate with their interests and needs.
2. To provide a program of guidance and counseling which will meet the student's needs at the pre-entry level, while in training, and upon completion of training.
3. To coordinate and assist students in maintaining a Student Government Association that represents the interests of the student body.

4. To provide an adequate system of maintaining permanent student records which will insure accuracy, security, and confidentiality.
5. Coordinate the disposition of disciplinary matters.
6. To administer a program of financial assistance.
7. To advise and assist the Student Government Association in coordinating student activities which will provide for social and recreational fulfillment within the limits of the purpose of this institution.
8. To coordinate health services for students with the local hospitals, the local health departments, clinics, and other agencies.
9. To coordinate a program of student orientation.
10. To provide an efficient system for procuring V.A. benefits for students who are veterans of military service.
11. To provide a standardized testing program that meets the need of students, faculty, and admissions.
12. To provide prospective students an efficient and accessible system for admission to the college.

### COLLEGE SERVICES

The BOOKSTORE is open Monday through Friday from 9 until 12 and from 1 until 3, and each evening from 6 until 9. You'll be able to purchase the textbooks you need for your courses, as well as other supplies you might need for college. The bookstore is where you will purchase your cap and gown for graduation. Class rings are also available.

The COLLEGE DINING ROOM is open for breakfast Monday through Friday at 7:30. The dining room serves lunch from 11 until 1 daily.

CONTINUING EDUCATION at Southwestern Tech offers classes in many non-credit categories. You might take courses in stained glass, basketweaving, or first aid. Continuing Ed class schedules are found in the TABLOID each quarter, or you can get more information by calling or stopping by the Continuing Ed offices located on the first floor of the Vocational Building. Continuing Ed also offers Adult Basic Education courses for

Notes

# October 87

sunday

monday

tuesday

wednesday

thursday

friday

saturday

1

2

3

NACA Southeast  
Regional Convention

4

5

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7

8

9

10

11

12

COLUMBUS  
DAY

13

14

15

16

17

Concert on the  
Lawn

18

19

20

21

22 YOM KIPPUR

23

24

Career Day

Witches Visit

25

26

27

28

29

30

31

HALLOWEEN



adults who may not know how to read, or may not read as well as they would like. If you know people who would like to learn basic skills, they can call Sharon Ridley in the Continuing Ed Department at Southwestern Tech.

Southwestern Tech has two other centers where you can take classes. The Cherokee Center is located on the Acquoni Road near the Cherokee Boys Club. The Franklin Center is located at the Macon Industrial Park.

The JOB PLACEMENT OFFICE serves a very important function at Southwestern Tech. They maintain lists of current job openings in the area as well as the region. This service is available to students and graduates.

You can also get valuable information on resume writing and job interviewing in the Job Placement Office. They will print resumes for graduates to send to prospective employers.

The LEARNING RESOURCES CENTER houses about 23 thousand volumes and subscribes to about 243 periodicals. The LRC is open from 8 A.M. until 9 P.M. Monday through Thursday and from 8 A.M. until 5 P.M. on Fridays. The LRC is a good place to study, to check out books for research in various classes, for your own reading pleasure. Most of your favorite magazines are also available in the LRC.

The STUDENT SUCCESS CENTER is designed for students who need assistance with math and English skills. It will help you to gain the basic knowledge you need before you plunge into college level courses. The center is open days and evenings for your convenience.

## STUDENT ACTIVITIES AT STC

### STUDENT GOVERNMENT ASSOCIATION

Southwestern Technical College has a very active Student Government Association. You are encouraged to get involved while you are attending the College. The SGA is designed to promote the general welfare of the College and to promote communication between the student body, the faculty, and the administration. The SGA sponsors dances, flings, and other activities. The

SGA is also a good place to learn the leadership skills that will be so valuable to you when you enter the workforce.

### PHI THETA KAPPA

Phi Theta Kappa is the National Scholastic Honor Fraternity for Community and Junior Colleges. Southwestern Tech has an active chapter. To be considered for membership you must be enrolled, have a 3.5 QPR, have established academic excellence as judged by the faculty, be of good moral character, and have recognized leadership qualities. Phi Theta Kappa is a good place to make new friends and to develop new ideas and ideals.

### SPORTS

There are a number of intramural sports opportunities available for you in volleyball, basketball, and softball.

The gym on the second floor of the Services Building is a good place for basketball, ping-pong, and other athletic activities.

### ALUMNI ASSOCIATION

Southwestern Tech has a very active Alumni Association. They support the College in many ways. The Dean of Student Personnel Services, Richard Wilson, serves as the Alumni Association Director. The Association is involved with fund raising along with other activities. When you graduate from STC, you will automatically become a member.



Notes



# November 87

sunday

monday

tuesday

wednesday

thursday

friday

saturday

Winter  
Pre-Registration  
Begins

1

2

3

ELECTION DAY

4

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6

7

Veteran's Day  
Convocation

8

9

10

11

VETERANS DAY

12

13

14

Winter  
Pre-Registration  
Ends

15

16

17

18

19

20

21

Fall Quarter Ends

22

23

24

25

26

THANKSGIVING  
DAY

27

28

29

30

## GENERAL INFORMATION

### ACCREDITATION

Southwestern Technical College operates under the North Carolina Department of Community Colleges. The College is accredited by the Southern Association of Colleges and Schools and by the North Carolina State Board of Community Colleges. The College is also approved and recognized by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors, The North Carolina Board of Cosmetic Arts, and The State Board of Nursing.

### COMPLIANCE

Southwestern Technical College operates in compliance with Title VI of the Civil Rights Acts of 1964. No qualified person shall, on the grounds of race, color, national origin, age, sex or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

The College complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to insure that handicapped persons are recruited, admitted and have equal access to all services and facilities.

The College complies with Title IX of the Educational Amendments of 1972 in that no person shall be subjected to discrimination or excluded from participation in any program or activity on the basis of sex.

Southwestern Tech is an equal employment opportunity college.

### ACCIDENT, MEDICAL EMERGENCIES & FIRE

If an accident occurs while you are attending Southwestern Tech

1. Report all accidents to the instructor in the class where the accident occurred.
2. If you purchased insurance, claim forms are available in the Student Services Offices.
3. Limited first aid is available.

First Aid kits are available in the following locations:

**BUILDING TRADES CENTER:** Faculty Offices, Welding Lab

**LEARNING RESOURCES CENTER:** Technical Processing Room

**MAINTENANCE SHOP:** Maintenance Supervisor's Office

**SERVICES BUILDING:** Instructional Services, Dining Room

**TECHNICAL BUILDING:** Business Department Office, Commercial Art, Vault

**VOCATIONAL BUILDING:** Automotive Mechanics, Electronics Office, Law Enforcement.

If a medical emergency occurs while you are attending Southwestern Tech

1. Contact Student Services immediately. Student Services will contact parents or nearest relative and provide transportation to the hospital.
2. If there is any question about moving the person, a doctor or an ambulance will be called.
3. A person who has been injured should not be allowed to leave the campus unaccompanied in a motor vehicle.
4. The Jackson County Ambulance Service number is **586-2458** or **586-2459**.

Smoking, food, and beverages are prohibited in all classrooms, shops and laboratories for all students and staff. Smoking is permitted in designated areas. Food and beverages are permitted in the snack or lounge areas.

### FIRES

In case of fire, immediately evacuate the area through the nearest exit. Fire evacuation routes are posted in most classrooms.

### CONTAGIOUS DISEASES

#### INTRODUCTION

In the next few years, thousands of people in the United States will be stricken with the AIDS virus and

Notes



# December 87

sunday

monday

tuesday

wednesday

thursday

friday

saturday

Winter holidays

First Day of school  
Christmas Eve

Day after  
Thanksgiving

Christmas

Monday, January

5

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25 CHRISTMAS

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31

other contagious diseases. Some contagious diseases are preventable through the use of vaccines or can be treated. At this time, there is no known effective vaccine or successful treatment for AIDS. The only defense we have against a mounting death toll is education, which can help individuals to take precautions against transmitting or contracting the disease.

Medical research and experience has established that the AIDS virus is not easily transmitted or contracted, but there are compelling reasons to observe basic precautions in life styles and relationships. Information about this is available through the Student Services Office on the STC Campus, through Public Health Departments and through physicians.

#### **POLICY**

Students and employees of Southwestern Technical College who may become infected with the AIDS virus or other contagious diseases will not be excluded from enrollment or employment, or restricted in their access to college services or facilities, unless medically-based judgement in individual cases determines that exclusion or restriction is necessary to the welfare of the individual or other members of the college community.

The college complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to insure that handicapped persons admitted to the college as students or employed by the college are afforded all the rights and privileges provided to them by this act.

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 others.

Persons who know that they are infected are urged to share that information with the appropriate administrator. Students should contact the Dean of Student Personnel Services and Staff or the Executive Dean of Administrative and College Affairs so that the college can respond appropriately to their needs. Such information will be disclosed to responsible college officials only on a strictly

limited need-to-know basis unless the individual consents in writing to other releases of the information. The college is obligated, by law, to disclose to public health officials information about all confirmed cases of active AIDS and certain other contagious diseases.

Certain excerpts of this material were taken verbatim from the "Response of the University of North Carolina to the AIDS Epidemic."

#### **ADVISORS**

When you enroll at Southwestern Tech, you will be assigned an advisor. This advisor will help plan your academic program. It is important to make periodic appointments with your advisor to make sure that you are taking the courses you need to graduate.

#### **HOUSING**

Since Southwestern Tech is designed primarily to serve students within commuting distance, there are no dormitory or housing facilities on campus. However, the Student Services Department will assist students in locating housing.

#### **PARKING INFORMATION**

All vehicles operated on the campus must be registered. You may buy a parking sticker at registration. If you do not buy a sticker at registration, stickers are available at the Student Services Office. Parking stickers cost one dollar, and they need to be displayed on the rear of your vehicle.

You are expected to park in the designated parking areas from 7:30 A.M. until 3:00 P.M. and from 6:00 until 10:00 P.M. Students may park in lots B, C, or D.

Neither staff nor students should park in spaces designated as "Visitor Parking" or "Handicapped Parking." Parking is not permitted in loading zones or fire lanes.

Students or staff using designated Handicapped Parking spaces on campus are required to display one of the following on their vehicles:

- a. North Carolina Handicapped license plate
- b. Disabled Veteran's license plate

Notes



# January 88

sunday

monday

tuesday

wednesday

thursday

friday

saturday

					1	2
3	4	5	6	7	8	9
10	11	12	13 Conservative Opportunity	14	15	16
17	18 MARTIN LUTHER KING, JR. DAY	19	20	21	22	23
24						
31	25	26	27	28	29	30

- c. Vocational Rehabilitation Handicapped window placard.

Physically handicapped students and staff may be granted special parking privileges by applying to the Dean of Student Services.

Parking will not be permitted on any grassed areas.

If you violate the parking regulations, you will be given a ticket. There are two options for a ticket:

- a. Pay the \$5.00 fine (at the Business Office)
- b. Appeals must be made to the Student Court. Appeals must be made within ten days of the date you got the ticket.

Copies of the complete traffic code are available through the Dean of Student Personnel Services. If you'd like to have a copy of the code, just stop by the Student Services Department.

### **STUDENT ID'S**

Student ID's will be made at registration. The cost is \$1.00. If you cannot get your ID made at registration, a make-up day for ID's will be announced over the public address system.

### **STUDENT LOUNGES**

There are refreshment areas in each building equipped with a variety of vending machines. The first floor of the Services Building contains a student lounge with a T.V., game tables, video games, and vending machines. In addition, the Student Government Association has a variety of games which may be checked out at the switchboard.

### **TELEPHONES**

You will not be called out of class to receive personal telephone calls. In an emergency, a message will be taken for you and every effort will be made to reach you. Telephones are available in the Technical Building and in the Vocational Building for personal calls. You will not be allowed to use the office telephones except in an emergency.

### **VETERANS**

Veterans who enter the College under Chapter 31, Title 38, U.S. Code Vocational Rehabilitation for Disabled Veterans, and have the approval of the Veterans Administration will have their fees paid directly to the College by the Government.

Veterans eligible for the G.I. Bill, Chapter 34, Title 38, U.S. Code effective June 1, 1966, must make application for their benefits. For information regarding eligibility or application forms, contact Jean Painter in the Veteran's Service Office. Transfer students on the G.I. Bill should complete VA Form 21E-1955, Request for Change of Program or Place of Training, prior to the time they plan to transfer.

Once the veteran is enrolled, classes must be attended regularly to continue receiving benefits.

### **ACADEMIC INFORMATION**

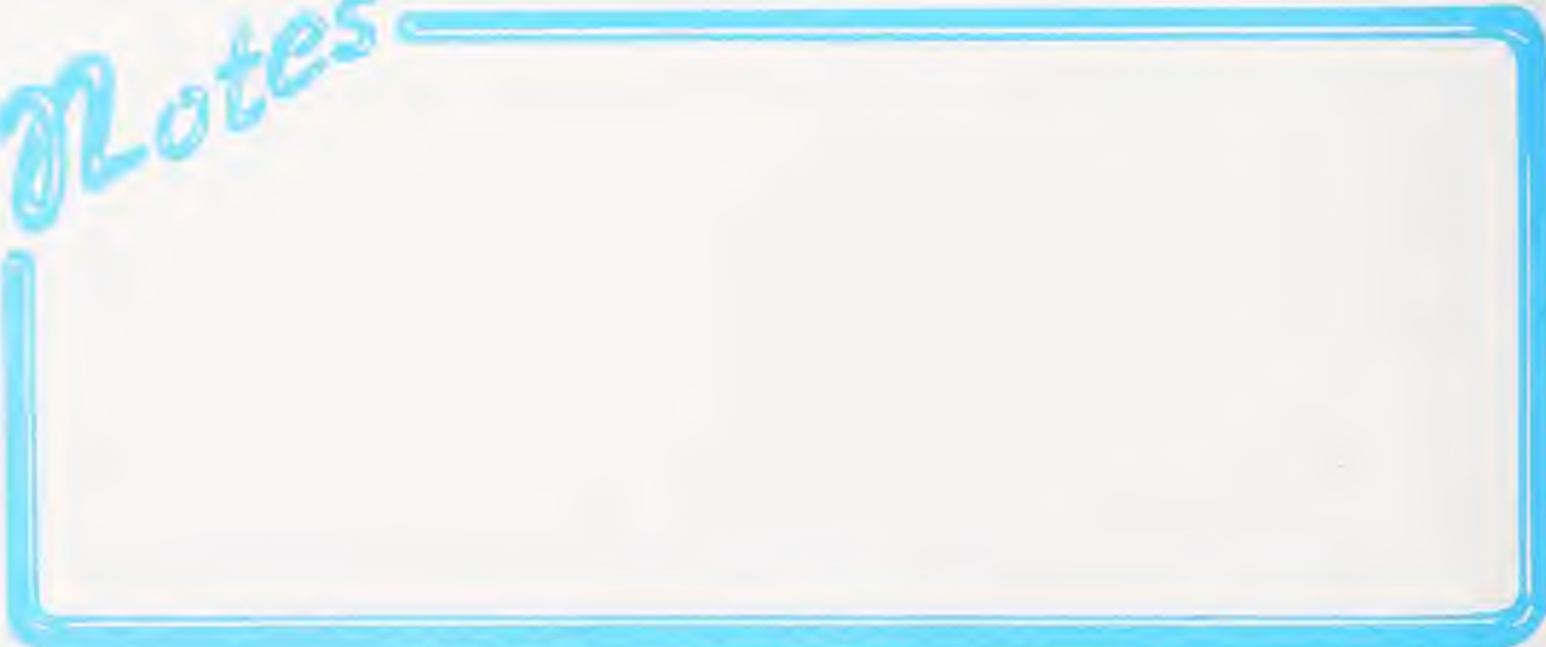
Southwestern Technical College offers several education options. The College offers an Associate of Applied Science degree in the name of the State Board of Community Colleges when you complete a technical curriculum. This is generally a two year program.

The College offers a diploma in the name of the Southwestern Technical College Board of Trustees for any vocational level curriculum four or more quarters in length and a certificate for a curriculum less than four quarters in length.

### **GRADING INFORMATION**

Official grades are issued at the end of each quarter. Your grade report will be sent to you in the mail. Curriculum courses will be graded by the letter grade system and assigned a quality point ratio (QPR) for each quarter. The QPR is determined by dividing the total number of quality points by the number of credit hours attempted. A QPR of 2.00 is required for graduation. Transfer credits are not included in the QPR computation.

Notes





# February 88

sunday

monday

tuesday

wednesday

thursday

friday

saturday

1

2

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4

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6

YFD  
Pre-Registration

College for  
Technology

7

8

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11

12

LINCOLN'S  
BIRTHDAY

13

LACA Family  
Collection

14

VALENTINE'S  
DAY

15

WASHINGTON'S  
BIRTHDAY  
OBSERVED

16

17

ASH  
WEDNESDAY

18

19

20

21

22

WASHINGTON'S  
BIRTHDAY

23

24

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27

28

29

Grade	Definition	Quality Point Per Qtr. Hr.
A (93-100)	The student has, in a superior way, met the objectives established for the course.	4
B (85-92)	The student has more than adequately met the objectives established for the course.	3
C (77-84)	The student has adequately met the objectives established for the course.	2
D (70-76)	The student has minimally met the objectives established for the course.	1
F (Below 70)	The Student has failed to meet the objectives. An "I", or Incomplete, indicates that a student has been doing acceptable work in the course but has not completed all required work. A minimum of 80% of course requirements must have been completed for the student to be eligible for an ! contract. Less than this would automatically result in an F. It is the student's responsibility to have this deficiency removed in two weeks. When in the judgement of the instructor a student is not making a reasonable effort to remove the incomplete, the grade will automatically be changed to an F. Given for courses below 100 level. This symbol does not count as hours attempted or as hours earned.	0
II		0
AI	Audit. This symbol does not count as hours earned.	0
WI	The student withdrew during the first four weeks of the quarter. This symbol does not count as hours attempted or as hours earned. (Given at any time for extenuating circumstances as determined by the Dean of Instruction.)	0
WP	The student withdrew after the fourth week or its equivalent while doing satisfactory work. This symbol does not count as hours attempted or as hours earned.	0
WF	The student withdrew after the fourth week or its equivalent while doing unsatisfactory work. Also to be used for students who fail to withdraw but do not attend class. This symbol counts as hours attempted but not as hours earned.	0
CE	Credit by exam. The student received credit for course through proficiency examination. This symbol counts as hours earned but not as hours attempted. Not more than one-half of the required credit for a degree or a diploma may be earned through a "Credit by Exam" unless otherwise approved by the Dean of Instruction.	0
P	Passing. Awarded upon successful completion of a Continuing Education Course, where CEU credit is involved, an 80% attendance requirement pertains.	0

## WHAT IS A QUALITY POINT RATIO?

The quality point ratio is a way of calculating your grade point average. It is done by dividing your total quality points per quarter hour by total credit hours attempted. A certain number of quality points are assigned to each grade. The number of points are listed in the grade explanation.

## STEPS FOR GRADE APPEAL

If you receive a grade while attending Southwestern Tech that you feel is unfair, you have one quarter in which to appeal the grade. Appeals must be initiated with the following quarter.

Step 1. Appeal the grade to the instructor who gave you the grade.

If the problem still is not resolved —

Step 2. Appeal the grade to the Department Assistant Dean.

If you still are not satisfied —

Step 3. Appeal the grade to the Executive Dean for Academic and Student Affairs. The decision of the Dean is final.

## ACADEMIC PROBATION AND SUSPENSION

**PROBATION:** Students performing below the minimum satisfactory level as determined by the schedule detailed below will automatically be placed on academic probation until they maintain a minimum cumulative QPR or are suspended. They will be expected to work closely with their instructors, advisors and the counseling department in order to improve their academic performances.

Probationary students who do not reach satisfactory progress levels will be suspended.

They may, however, enroll the following quarter (or quarters) as "Special Students". During this suspension period they may take only developmental courses or re-take courses in which they received "D" or "F" grades. (Exception to this policy of courses which may be taken on suspension will be made with the approval of the appropriate Associate Dean.) They may be readmitted

Notes



# March 88

sunday      monday      tuesday      wednesday      thursday      friday      saturday

			Quaker Oats			
		1	2	3	4	5
		Shrimp Receptation	First Quiz of Classes Dinner and Reception			
6	7	8	9	10	11	12
		High School		High School		
13	14	15	16	17	18	19
			High School			
20	21	22	23	24	25	26
PALM SUNDAY	28	29	30	31		

to curriculum programs when their QPR's reach the satisfactory progress level, or they may be readmitted on probation after staying out at least one quarter.

**EXCEPTION:** A student who acquires a quarterly QPR of 2.5 or higher during a probationary quarter and still has a cumulative quality point ratio below the minimum satisfactory level as shown in the schedule below may not be suspended, but will remain on academic probation.

#### The Cumulative Quality Point Ratio Schedule:

Cumulative Quarter Hours Attempted	QPR Satisfactory Level
6-25	1.50
26-40	1.75
41-60	2.00
61-85	2.00
85-95	2.00
96-more	2.00

#### ACADEMIC HONORS

Southwestern Tech offers various honors if you excel academically. The requirements for the President's List are as follows:

1. Only full time students are considered (A full-time student is defined as a student enrolled in a curriculum program, carrying a minimum of 12 quarter hours.)
2. The student is to have a minimum quarterly 3.85 to qualify for the quarter under consideration.
3. I, F, and WF grades will automatically eliminate a student from this list for that particular quarter. Credit for a course by examination or transfer does not affect eligibility.

#### DEAN'S LIST

To qualify for the Dean's List a student needs to meet the following requirements:

1. Only full-time students are considered. (A full-time student is defined as a student enrolled in a curriculum program carrying a minimum of 12 quarter hours.)
2. The student is to have a minimum of 3.5 quality

point ratio to qualify for the quarter under consideration.

3. I, F, and WF grades will automatically eliminate a student from this list for that particular quarter. Credit for a course by examination or transfer does not affect eligibility.

#### GRADUATING WITH HONORS

1. During the final week of the spring and summer quarters, the Director of Records and Placement will rank the candidates for Associate Degrees or Diplomas according to their cumulative quality point ratio for the previous quarters of work.
2. The candidate with the highest cumulative QPR will graduate summa cum laude.
3. The candidate with the second highest cumulative QPR will graduate magna cum laude.
4. The next ten candidates in the ranking will be graduated cum laude. No candidate with a cumulative QPR less than 3.85 shall be considered.
5. If there is a tie in any of the categories, the candidates will share in the honors.
6. When the Director of Records and Placement has made the selections, he will contact the instructors of those selected to see if the candidate is maintaining the same quality of work during the last quarter as in all the previous quarters.
7. Candidates who are failing or doing poor work in the final quarter will be excluded from the list when the instructor sends written notice to the Director of Records and Placement.
8. When a candidate is removed another will be placed in the ranking if there are remaining candidates with 3.85 QPR or higher.

#### ANNUAL HONORS BANQUET

If you make the President's List, the Dean's List, or any combination of either for both fall and winter quarters, you will be invited to the Annual Honors Banquet that is held every spring quarter.

Notes



# April

88

sunday	monday	tuesday	wednesday	thursday	friday	saturday
					Easter Break	
					1 GOOD FRIDAY	2 PASSOVER
3 EASTER	4	5	6	7	8	9
10	11	12	13	14	15	16
			Convocation Opportunity			
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### **WHAT ABOUT REPEATING A COURSE IF I DO NOT LIKE MY GRADE?**

If you want to repeat a course while you are attending Southwestern Technical College because you have failed it or made below a "C", you may do so. The first course (both grade and hours) will appear on your transcript, but will not be included in your cumulative grade point ratio.

### **TRANSFER OF EARNED CREDIT BETWEEN INSTITUTIONS**

Applicants for day and night classes, either full-time or part-time, who have attended other colleges, universities, or technical institutes, are responsible for having a transcript from each institution submitted directly to the Admissions Office. All courses with the grade of "C" or better are customarily accepted if they are applicable to the program selected at this college and if they were earned at an accredited college or university, at an institution within the North Carolina Community College System, or at an institution approved by the Executive Dean for Academic and Student Services.

Credits transferred to STC from another institution will be recognized as hours toward the appropriate degree, diploma, or certificate but will not be calculated toward the cumulative QPR for that program.

Recipients of V.A. benefits must submit official copies of all post secondary education transcripts before they can receive V.A. benefits. Veterans are also urged to submit transcripts of any educational work completed through the armed services. Recipients of V.A. benefits will not receive such benefits if these transcripts are not submitted.

### **WHAT ABOUT WITHDRAWING FROM THE COLLEGE ?**

If you want to withdraw from the College you must see your advisor who will help fill out a Registration Change Notice. You will need to get initials from the instructors from whose classes you are withdrawing. You will then need to get signatures from the Financial

Aid Office, the Library, and the Veteran's Office. Bring your completed Registration Change Notice to the Records and Placement Office for processing.

An Official Withdrawal entitles you to a W, WP, or WF grade.

### **ADMINISTRATIVE WITHDRAWAL**

It is important to officially withdraw from the College. If you do not, and you miss ten consecutive class days without notifying your instructors, the instructors must fill out a Registration Change Notice (withdrawal form). If this happens you will not be eligible for a W, WP, or WF grade. You will receive a failing grade.

### **COMMENCEMENT PROCEDURE**

The quarter before you think you are going to graduate you must make application for graduation. Steps for application are listed below.

1. Get an application for commencement (graduation) at the Registrar's Office.
2. Complete the candidate's section of the application.
3. Pay commencement fees and any other debts you might owe to the College. Pay commencement fees at the Bookstore. Pay any other debts at the Business Office.
4. Take commencement fee receipt to the Secretary to the Dean of Student Services, so your degree, diploma, or certificate can be ordered.
5. Take application to your advisor.

\*If you are a student at the Cherokee Center or the Franklin Center, you may get an application for commencement from the Director of the Center and pay your fees there.

You are required to participate in commencement in order to receive your degree, diploma, or certificate.

You must maintain an overall average of "C" in order to graduate. A "C" average is a 2.0 on a 4.0 point system.

Notes



# May

88

sunday

monday

tuesday

wednesday

thursday

friday

saturday

Summer  
Pre-Registration  
Begins

1

2

3

4

5

6

7

Spring Fling

8

MOTHER'S DAY

9

10

11

12

13

14

Spring  
Pre-Registration  
Begins

15

16

17

18

19

20

21

ARMED FORCES  
DAY

Spring Quarter Ends  
Spring  
Commencement

22

23

24

25

26

27

28

29

30

MEMORIAL  
DAY

31

# FINANCIAL INFORMATION

## COST OF ATTENDANCE

Tuition per quarter - *NC Resident:*

Full-time Student .....	\$75.00
Part-time (per quarter hour) .....	\$6.25
Activity Fee (per quarter)	
12 - up credit hours .....	\$6.00
10 - 11 credit hours .....	\$5.50
7 - 9 credit hours .....	\$4.50
4 - 6 credit hours .....	\$3.00
1 - 3 credit hours .....	\$1.50

Tuition per quarter - *Non Resident:*

Full-time Student .....	\$702.00
Part-time (per quarter hour) .....	\$58.50

Other Expenses:

Accident Insurance (optional) .....	\$7.25
Parking Decal (per year) .....	\$1.00
I.D. Card (Full-time Students) .....	\$1.00
(optional for Part-time)	

Supplies and Books are another expense. The cost varies per program, and the cost is your responsibility.

In addition to the actual cost of going to college, there will, of course, be other living expenses. You will need to provide for meals and transportation, and if you do not live at home, room and board.

## OBLIGATION TOWARD TUITION & FEES

Tuition and fees are due and payable at the time of registration. You will not be permitted to register for a new quarter or graduate if you owe the College any money. An exception may be made to this rule only if payment of the debt has been guaranteed in writing by a financially responsible person or organization.

If you have special difficulties, arrangements might be made with the Business Manager.

If you complete registration and withdraw before paying your fees and tuition, STC will make three attempts

during the current year by letter or phone to collect your debt. If these efforts are not successful, Southwestern Technical College will turn your account over to the Attorney General's Office for disposition.

Remember, you will not be granted course credit, nor will your transcript be released until all financial obligations to the College, other than student loans, have been paid.

All previously incurred expenses and accounts, including library fines, must be paid before you can re-enter at the beginning of any quarter.

## REFUND POLICY

Tuition refunds will not be made unless you are, in the judgement of the College, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of your tuition may be refunded if you officially withdraw within 10 calendar days after the first day of classes. Tuition refunds will not be considered for tuitions of five dollars (\$5.00) or less unless a course or program fails to materialize.

## SATISFACTORY PROGRESS FOR FINANCIAL AID

If you are receiving financial aid, satisfactory progress must be made. The policy is outlined below:

A curriculum student is making satisfactory progress for financial aid purposes if the **cumulative** quality point average meets the standards of the schedule below. A student performing below the minimum satisfactory level will be placed on probation for the following quarter. At the end of the probationary quarter, all financial aid will be suspended for the up-coming quarter if the quality point ratio is still below the minimum satisfactory level. Financial assistance will be reinstated when minimum cumulative average is achieved. Incompletes, withdrawals, non-credit courses and/or course repetitions will be reviewed on an individual basis. Students may not pursue a degree, diploma or certificate for more than fourteen quarters while receiving financial assistance.

Notes



# June

88

sunday

monday

tuesday

wednesday

thursday

friday

saturday

			1	2	3	4
	5 Summer Vacation	6	7 Friday, June 1st Mother's Day	8	9	10
11	12	13	14 Monday	15	16	17
18	19 FATHER'S DAY	20	21	22	23	24
25	26	27	28	29	30	31

## Cumulative quality point average schedule:

Cumulative Qtr. Hrs. Attempted	Satisfactory Quality Point Ratio
6-25	1.50
26-40	1.75
41 †	2.00

The Satisfactory Progress Policy for financial aid purposes differs from the academic probation/suspension policy. You should be familiar with both policies in order to know your standing at the College.

### FINANCIAL AID REPAYMENT POLICY

If you are receiving financial aid and you withdraw from the College, you are responsible for repaying any overpayment which may result. Overpayment letters will be written to let you know how much the overpayment is.



*Where there is much desire to learn, there of  
necessity will be much arguing, much writing,  
many opinions; for opinion in good men is but  
knowledge in the making*

## STANDARDS OF STUDENT CONDUCT

### 1. General Provisions:

#### a. Purpose

1) A student at STC neither loses the rights nor escapes the responsibilities of citizenship. He/she is expected to obey both the penal and civil statutes of the State of North Carolina and the Federal Government and the Board of Trustee rules and regulations. He/she may be penalized by the College for violating its standards of conduct even though he/she is also punished by state or federal authorities for the same act.

2) This code contains regulations for dealing with alleged student violations of college standards of conduct in a manner consistent with the requirements of procedural due process. It also contains description of the standards of conduct to which students must adhere and the penalties which may be imposed for the violation of those standards.

#### b. Scope

1) This code applies to individual students and states the function of student, faculty, and administrative staff members of the College in disciplinary proceedings.

2) The College has jurisdiction for disciplinary purposes over a person who was a student at the time he/she allegedly violated a Board of Trustee policy, college regulation, or administrative rule.

c. Definitions: In this code, unless the context requires a different meaning:

1) "Class day" means a day on which classes are regularly scheduled.

2) "Dean of Student Services" means the Dean of Student Services, his/her designee(s) or his/her representative(s).

3) "President" means the President of Southwestern Technical College.

4) "Student" means a person enrolled in Southwestern Technical College.

5) All deans, directors, and department chairpersons of the College for the purposes of this code shall be called "administrator".

6) "Complaint" is a written summary of the essential facts constituting a violation of a board policy, college regulation or administrative rule.

7) "Board" means the Board of Trustees, Southwestern Technical College.

### 2. Standards of Conduct

a. Basic Standard: The basic standard of behavior requires a student to comply with, observe, and obey state and/or federal laws and the policies, the rules and regulations of the College and orders of the officers, faculty, administrators, and staff of the institution who are charged with the administration of institutional affairs.

A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally.

b. Enumerated Standards: The succeeding regulations describe offenses for which disciplinary proceedings may be initiated, but the College expects to avoid discipline. The College expects all students to obey the law, to show respect for properly constituted authority, to maintain integrity and a high standard of individual honor in scholastic work, and to observe standards of conduct appropriate for a community of scholars. In short, a student enrolled in the College assumes an obligation to conduct himself/herself in a manner compatible with the College function as an educational institution.

#### 1) Student Identification:

(a) Issuance and Use: I.D. cards will be distributed and may be required for the following events and services: library usage, concerts, lectures, campus movies, use of student center facilities, voting in campus elections, and tickets for campus and community events. All I.D. cards

# Notes



# July

88

sunday

monday

tuesday

wednesday

thursday

friday

saturday

					1	2
	3	4 INDEPENDENCE DAY	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

are the property of the College and must be shown on request of a representative of the College. Students are required to be in possession of their I.D. cards at all times and are prohibited from loaning their I.D. cards to any other person for any reason. Likewise, it is prohibited to use any other card except the one issued by the College.

(b) Replacement Cards: If lost, duplicate I.D. cards may be obtained by payment of a \$1.00 charge to the Business Office.

2) Speech and Advocacy: Students have the right of free expression and advocacy; however, the time, place, and manner of exercising speech and advocacy shall be regulated in such a manner to ensure orderly conduct, noninterference with college functions or activities, and identification of sponsoring groups or individuals. Meetings must be registered with the Dean of Student Personnel Services. An activity may be called a meeting when any special effort to recruit an audience has preceded the beginning or discussions or presentations, and when a person or group of persons appears to be conducting a systematic discussion or presentation on a definable topic.

3) Disruptive Activities: Any activity which interrupts the scheduled activities or processes of education may be classified as disruptive; thus, anyone who initiates in any way gathering leading to disruptive activity will be violating college regulations and/or state directive.

The following conditions shall normally be sufficient to classify behavior as disruptive:

(a) Blocking or in any other way interfering with access to any facility of the College.

(b) Inciting others to violence and/or participating in violent behavior, e.g., assault, loud or vulgar language spoken publicly, or any form of behavior acted out for the purpose of inciting and influencing others toward violent behavior.

(c) Holding rallies, demonstrations, or any other form of public gathering without prior approval of the College.

(d) Conducting any activity which causes college officials to be drawn off their scheduled duties to intervene, supervise or observe the activity in the interest of maintaining order at the College.

4) Alcoholic or Intoxicating Beverages: The possession or consumption of alcoholic or intoxicating beverages by Southwestern Technical College students on college property is prohibited.

5) Gambling: Gambling of any kind is forbidden.

6) Endangering or Threatening: Any action by Southwestern Technical College students on college property, in whatever forms, which constitute a danger or threat to the life or physical safety of persons is prohibited.

7) Standards of Honesty

(a) The College is conducted on basis of common honesty. Dishonesty, cheating and plagiarism, or knowingly furnishing false information to the College are regarded by the College as particularly serious offenses. Within the respective curricular divisions of Southwestern Technical College, faculty members handle cases of dishonesty in their classes by levying certain penalties. However, in flagrant cases, the penalty may be dismissal from the College after proper disciplinary proceedings.

(b) The Dean of Student Service of other appropriate deans may initiate disciplinary proceedings against a student accused of scholastic dishonesty.

(c) "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion.

(d) "Cheating on a test" includes:

- Copying from another student's test paper.
- Using, during a test, materials not authorized by the person giving the test.
- Collaborating with another student during a test without authority.
- Knowingly using, buying, selling, stealing, transporting or soliciting in whole or part the contents of an unadministered or administered test.
- Substituting for another student, or permitting another student to substitute relative to a test or examination.
- Bribing another person to obtain an unadministered or administered test or information about an unadministered or administered test.
- "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.
- "Collusion" means unauthorized collaboration with another person in preparing written work offered for credit.

8) Financial Transactions with the College

(a) No student may refuse to pay or fail to pay a debt he/she owes to the College.

(b) No student may give the College a check, draft or order with intent to defraud the College.

(c) A student's failure to pay the College the amount due on a check, draft or order, on or before the fifth class day after the day the Business Office sends written notice that the drawee has rightfully refused payment on the check, draft or order, is prima facie evidence that the student intended to defraud the College.

(d) The Dean of Student Personnel Services or Associate Dean for Business Services may initiate disciplinary proceedings against a student who has allegedly violated the provisions of this section.

9) Other Offenses

(a) The Dean of Student Services may initiate disciplinary proceedings against a student who:

- Conducts himself in a manner that significantly interferes with college teaching, research, administration, disciplinary proceedings, or other college activities, including its public service functions, or with other authorized activities on college premises.
- Damages, defaces or destroys college property or property of a member of the college community or campus visitor.
- Knowingly gives false information in response to requests from the College.
- Forges, alters or misuses college documents, records, or I.D. cards.
- Violates college policies or regulations concerning parking, registration of student organizations, or use of college facilities.
- Fails to comply with directions of college officials acting in the performance of their duties.
- Conducts himself in a manner which adversely affects his suitability as a member of the academic community or endangers his own safety or the safety of others.
- Illegally possesses, uses, sells, or purchases drugs, firearms, narcotics, hallucinogens, or alcoholic beverages on or off campus.
- Commits any act which is classified as an indictable offense under either state or federal law.

Notes



# August

88

sunday	monday	tuesday	wednesday	thursday	friday	saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	Summer Quarter Summer Commission/Invoice					
21	22	23	24	25	26	27
28	29	30	31			

# STUDENT DISCIPLINE, JUDICIAL AND APPEALS PROCEDURES

## 1. Administrative Disposition

### a. Investigation, Conference and Complaint

1) When the Dean of Student Personnel Services receives information that a student has allegedly violated a Board of Trustee policy, college procedure, or administrative rule, the Dean of Student Personnel Services or his/her designee shall investigate the alleged violation. After completing the preliminary investigation, the Dean may:

(a) Dismiss the allegation as unfounded, either before or after conferring with the student.

(b) Refer alleged violations of the College Traffic Code to the Student Court.

(c) Proceed administratively under 3) (a), 3) (d), Disposition.

(d) Prepare a complaint based on the allegation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

2) The Dean or his/her designee may take immediate interim disciplinary action, suspend the right of a student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of a college policy, procedure, or administrative rule, when in the opinion of such official the interest of the College would best be served by such action.

3) No person shall search a student's personal possessions for the purpose of enforcing this code unless the individual's prior permission has been obtained. Searches by law enforcement officers of such possessions shall be only as authorized by law.

### b. Summons

(1) A student may be summoned to appear in connection with an alleged violation by sending him/her a letter by certified mail, return receipt requested, addressed to the student at his address appearing in the Director of Records and Placement's Office records.

2) The letter shall direct the student to appear at a specified time and place not less than three class days after the date of the letter. The letter shall also describe briefly the alleged violation.

3) The Dean of Student Personnel Services may place on disciplinary probation a student who fails without good cause to comply with a letter or summons, or the Dean may proceed against the student under 3) (a) (3).

### c. Disposition

1) At a conference with a student in connection with an alleged violation, other than for a traffic violation, the Dean of Student Services shall advise the student of his/her rights.

2) The Dean of Student Personnel Services may impose disciplinary actions as prescribed in 4(a) of this code.

3) The Dean of Student Personnel Services shall prepare an accurate, written summary of each administrative disposition and forward a copy to the student (and, if the student is a minor, to the parent or guardian of the student) and to all college personnel who should know the outcome of the administrative disposition.

4) If a student accepts administrative disposition, he/she shall sign a statement that he/she understands the nature of the charges, his/her right to a hearing or to waive the same, the penalty imposed, and his/her waiver of the right to appeal.

5) A student may refuse administrative disposition of the alleged violation and, on refusal, is entitled to a hearing under 3(b) of this code.

## 2. Student Services Committee Hearing

### a. Organization

1) When a student refuses administrative disposition of a violation, he/she is entitled to a hearing before the Student Services Committee. This request must be made in writing on or before the third day following administrative disposition.

2) The Chairperson of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, subject to the authority of a majority of the committee members to override the Chairperson's ruling. All members of the Committee are eligible to vote in the hearing.

3) Chairperson: The Chairperson shall set the date, time, and place for the hearing and may summon witnesses, and require the production of documentary and other evidence.

4) The Dean of Student Personnel Services shall represent the College before the Student Services Committee and present evidence to support any allegations of violations of college policy, regulation, or administrative rules. The Dean may be assisted by legal counsel when in the opinion of the Dean of Student Services the best interests of the student or the College would be served by such assistance.

### b. Notice

1) The Committee Chairperson shall by letter notify the student concerned of the date, time, and place for the hearing. The letter shall specify a hearing date not less than three (3) nor more than ten (10) class days after the date of the letter. If the student is under eighteen (18) years of age, a copy of the letter shall be sent to the parents or guardian of said student.

2) The Chairperson may for good cause postpone the hearing as long as all interested parties are notified of the new hearing date, time, and place.

3) The Committee may hold a hearing at any time if the student has actual notice of the date, time, and place of the hearing, and consents in writing thereto, and the President, or his/her designated representative in his absence, states in writing to the Committee that, because of extraordinary circumstance the requirements are inappropriate.

4) The notice shall specify the charges and shall direct the student to appear before the committee on the date and at the time and place specified, and shall advise the student of the following rights:

(a) To a private hearing.

(b) To appear alone or with legal counsel (if the student chooses to be represented by legal counsel).

(c) To have his/her parents or legal guardian present at the hearing.

(d) To know the identity of each witness who will testify against him/her.

(e) To cause the committee to summon witnesses, require the production of documentary and other evidence possessed by the College, and to offer evidence and argue in his/her own behalf.

(f) To cross-examine each witness who testifies against him/her.

(g) The College will provide a stenographer or electronically record the hearing. A copy of such recording may be provided to the student, upon written request.

5) The Dean of Student Personnel Services may suspend a student who fails without good cause to comply with a certified letter sent under this section, or, at his/her discretion, the Dean may proceed with the hearing in the student's absence.

## 3. Preliminary Matters

a. Charges arising out of a single transaction or occurrence, against one or more students, may be heard together or, either at the option of the Committee or upon request by one of the students-in-interest, separate hearings may be held.

b. At least three (3) class days before the hearing date, the student concerned shall furnish the Committee Chairperson with:

1) The name of each witness he/she wants summoned and a description of all documentary and other evidence possessed by the College which he/she wants produced.

2) An objection that, if sustained by the Chairperson of the Committee, would prevent the hearing.

3) The name of legal counsel, if any, who appears with him/her.

4) A request for a separate hearing, if any, and the grounds for such a request.

c. When the hearing is set under waiver of notice or for other good cause determined by the Chairperson, the student concerned is entitled to furnish the information described in paragraph (b) hereof at any time before the hearing begins.

## 4. Procedure

a. The hearing shall be informal and the Chairperson shall provide reasonable opportunities for witnesses to be heard. The College may be represented by staff members of the Dean of Student Personnel Services' Office, legal counsel and other persons designated by the President. The student may have present legal counsel and members of the student's immediate family.

b. The Student Services Committee shall proceed generally as follows during the hearing:

1) Call to order by the Chairperson.

2) Prayer (optional).

3) Presentation of charge(s).

4) A call for the accused to respond (challenged to the charge(s)).

5) Plea of the accused.

6) Motions in judicial procedure to be followed in this hearing, if any.

7) Supporting testimony and information on charges.

8) Presentation of testimony, witnesses, and supporting information by the College representative.

• Examination by the College representative.

• Cross-examination by the accused student.

• Re-examination by the College representative.

9) Motions of fact (are the facts and the questions understood?).

10) Presentation of testimony, witnesses, and supporting evidence by the accused:

• Examination by the accused.

• Cross-examination by the College representative.

• Re-examination by the accused.

11) Summary by College representative.

12) Summary by accused.

13) The Committee Hearing Room is cleared of all but Committee Membership.

14) The Committee in closed session first determines the question of innocence or guilt based upon relevant facts presented at the hearing. If the decision of guilt is affirmed, the question of application of sanctions is then addressed. The determination of guilt or innocence and the application of sanctions are two entirely separate functions.

15) The Chairperson of the Committee will advise the accused of its decision and the recommended application of sanction and then inform the accused of his/her right to appeal.



16) The Chairperson then adjourns the Committee.

#### 5. Evidence

a. Legal rules of evidence shall not apply to hearings before the Student Services Committee, and the Committee may admit and give probative effect to evidence that possesses probative value and is commonly accepted by normal persons in the conduct of their affairs. The Committee shall exclude irrelevant, immaterial and unduly repetitious evidence. The Committee shall recognize as privileged communications between a student and a member of the professional staff of the Counseling and Career Center, or the Office of the Dean of Student Services where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

b. The Committee shall presume a student innocent of the alleged violation until it is convinced by clear and convincing evidence that the student violated a college procedure or the code of student conduct administrative rule.

c. All evidence shall be offered to the Committee during the hearing and made a part of the hearing record. Documentary evidence may be admitted in the form of copies of extracts or by incorporation by reference. Real evidence may be photographed or described.

d. A student defendant may not be compelled to testify against himself/herself.

#### 6. Record

a. The hearing record shall include: a copy of the notice of hearing; all documentary and other evidence offered or admitted in evidence; written motions, pleas and any other material if considered by the Committee; and the Committee's decisions.

#### 7. Petition

a. A student is entitled to appeal in writing to the College President. The President shall automatically review every penalty of expulsion. The President in his review may take any action that the Committee is authorized to take. He may receive written briefs and hear oral argument during the review.

b. A student is entitled to appeal in writing to the Dean of Student Services a decision of the Student Court for an alleged traffic violation. The Dean is authorized to take any action that the Student Court is authorized to take.

#### 8. Penalties

a. Authorized Disciplinary Penalties: The Dean of Student Personnel Services, under 3a, or the Student Services Committee, under 3b, may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:

1) Censure

2) Probation

(a) Indefinite

(b) Definite

3) Withholding of transcript or grades

4) Restitution

5) Suspension

(a) Indefinite

(b) Definite

6) Expulsion from the College

b. Definitions: The following definitions apply to the penalties provided in 4a above:

1) "Censure is a written reprimand from the Dean of Student Personnel Services to the student on whom it is imposed giving official notice that subsequent infractions will carry heavier penalties because of this prior infraction.

2) "Probation" permits continuation of the relationship between the student and the College. The sanction prohibits the student from officially representing the College or participating in any extra-curricular activities, including intramural competitions.

(a) Indefinite Probation has a duration of no less than one quarter beyond that in which the sanction is imposed. For removal of the probationary sanction, formal petition must be made to the disciplinary body having original jurisdiction over the offense involved.

(b) Definite Probation is imposed for a specified period of time. The terminal date shall coincide with the official ending of an academic quarter.

3) "Withholding of transcript or grades" is imposed upon a student who fails to pay a debt owed the College or who has a disciplinary case pending final disposition. The penalty terminates on payment of the debt or final disposition of the case.

4) "Restitution" is reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

5) Suspension severs the relationship of the student with the College under conditions which permit and anticipate the student's eventual return to the college.

(a) Indefinite Suspension severs the student's relationship for no less than one quarter beyond that in which the sanction is imposed. For

reinstatement, formal petitions must be made to the body then having original jurisdiction over the offense involved.

(b) Definite Suspension severs the student's relationship for no less than the remainder of the quarter of summer session in which the sanction is imposed. It is imposed for a specified period of time, the terminal date of which shall coincide with the official ending of an academic quarter or summer session.

6) "Expulsion is permanent severance from the College. It may be recommended by the Student Services Committee and can be imposed or rescinded only by the President.

In the event any portion of this policy conflicts with the state law of North Carolina, the state law shall be followed.

## GRIEVANCE PROCEDURE FOR STUDENTS

Students having complaints which cannot readily be resolved through normal channels may bring their complaint to the Dean of Student Personnel Services.

If the Dean of Student Personnel Services and the Executive Dean for Academic and Student Affairs cannot satisfactorily resolve the complaint, the student may request that the matter be referred to the College Student Personnel Services Committee, a standing College Committee composed of the Chairman of the Trustee Student Services Committee, faculty, administrators, and students.

The Chairperson will convene the committee. The committee will hear the complaint and make recommendations for a solution to the College President.

The decision of the College President shall be final.

Notes









