

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

## II. STUDENT RIGHTS

- A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.
- B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the college. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- C. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
- D. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices.
- E. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the college. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of the records. No records shall be made available to unauthorized personnel or groups outside the college without the written consent of the person involved, except under legal expulsion.
- F. No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

## III. STUDENT CODE OF CONDUCT

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in Section V.

- A. Academic Dishonesty - taking or acquiring possession of any academic material (test information, research papers, notes, etc.) giving help during test; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).
- B. Theft of, misuse of, or damage to college property; or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
- C. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or supervised functions off campus or in college-owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
- D. Lewd or indecent conduct, including public, physical or verbal action or distribution of or wearing clothes bearing obscene or libelous written material.
- E. Mental or physical abuse of any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
- F. Any act, comment, or behavior which is sexually suggestive or of a harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment.

- G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.
- H. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- I. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.
- J. Possession or use of a firearm, incendiary device, or explosive, except in connection with a college-approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
- K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- L. Gambling.
- M. Smoking and/or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas.
- N. Violation of college regulations regarding the operation and parking of motor vehicles.
- O. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
- P. Failure to comply with instructions of college officials acting in performance of their duties.
- Q. Violation of the terms of disciplinary probations or any college regulation during the period of probation.
- R. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials.
- S. Violation of a local, state, or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.

- T. Because of the unnecessary disruption to the teaching/learning process, use of cell phones, beepers and walkie-talkies in the classroom, lab or library setting, all systems of communication should be in quiet position during instructional, lab or library time.
- U. Smoking, eating, and drinking in classrooms, laboratories, and shops are prohibited. Any exceptions must be requested in writing (WCC Room Reservation Form) and preapproved by the President or the Vice President for Educational Support Services.

**Note:** Food and drink containers may be carried, but must be placed away from any equipment and remain closed with no intent of consumption.

#### IV. DISCIPLINARY PROCEDURES

(The Director of Counseling Services as designated by the Associate Vice President for Student Development Services will be responsible for handling judicial procedures. The Associate Vice President may handle judicial procedures in the absence of the director.)

##### A. Immediate Suspension

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct the student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the student(s) fail to cease and desist, the instructor may then suspend the student(s) from the class. An administrative officer may suspend the student(s) from either the class or the college until a resolution of the matter can be made.

The instructor or administrative officer invoking such suspension shall notify the Director of Counseling Services in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two days following the incident. The director shall resolve the matter in a timely fashion, utilizing the steps outlined below in Section IV, C.

##### B. Responsibility for Implementation

The Director of Counseling Services is responsible for implementing student discipline procedures.

##### C. Disciplinary Procedures

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. Charges: Any administrative official, faculty member, or student may file charges with the Director of Counseling Services against any student or student organization for violations of college regulations. The individual(s) making the charge must complete a charge form (available from the office of the director) stating:
  - a. Name of the student(s) involved.
  - b. The alleged violation of the specific Code of Conduct.
  - c. The time, place, and date of the incident.
  - d. Names of person(s) directly involved or witnesses to the infractions.
  - e. Any action taken that relates to the matter.
  - f. Desired solution(s).

The completed charge form should be forwarded directly to the director of Counseling Services.

2. Investigation and Decision: Within five working days after the charge is filed, the Director of Counseling Services shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the director may act as follows:
  - a. Drop the charges.
  - b. Impose a sanction consistent with those shown in Section V.
  - c. Refer the student to a college office or community agency for services.
3. Notification: The decision of the director shall be presented to the student in writing immediately following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the director or where the student refuses to cooperate, the director shall send a certified letter to the student's last known address providing the student with a list of the charges, the director's decision, and instructions governing the appeal process (Section VI).

## V. SANCTIONS

- A. Reprimand: The student will receive a written communication which gives official notice that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- B. General Probation: A student may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two important implications: (1) the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; and (2) if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters.
- C. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit

activity in the college community. Generally, the student will not be eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate SUSPENSION.

- D. Restitution: The student is required to pay for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or other students.
- E. Interim Suspension: The student is excluded from class and/or other privileges or activities as set forth in the notice until a final decision has been made concerning the alleged violation.
- F. Loss of Academic Credit or Grade: This sanction is imposed as a result of academic dishonesty.
- G. Withholding transcript, diploma, or right to register or participate in graduation ceremonies: This sanction is imposed when financial obligations are not met.
- H. Suspension: The student is excluded from class(es) and/or all other privileges or activities of the college for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the director before returning to campus.
- I. Expulsion: The student is dismissed from campus for an indefinite period and loses student status. The student may be readmitted to the college only with the approval of the president.
- J. Group Probation: This sanction is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
- K. Group Restriction: This sanction removes college recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester). While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.
- L. Group Charter Revocation: This sanction removes college recognition for a group, club, society, or other organizations for a minimum of two years. Rechartering after that time must be approved by the President.

## VI. APPEALS PROCEDURE

A student who disagrees with the decision of the Director of Counseling Services may request a hearing before the Disciplinary Review Committee. This request must be submitted in writing to the director within three working days after receipt of the director's decision. The director shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the director's investigation.

### A. Committee Composition

Membership of the Disciplinary Review Committee shall be composed of the following:

1. Three faculty/staff members appointed by the President of the college.
2. Three student members appointed by the Student Government Association and approved by the President of the college.
3. One administrator is appointed by the President of the college to serve as committee chairperson and will vote only in case of a tie.
4. The director as an ex-officio non-voting member.
5. Committee members will serve one year from the beginning of Fall Semester through Summer Term. Replacements will be appointed by the president or SGA if necessary.
6. At least two faculty/staff members, two students, and the chairperson must be present in order for the committee to conduct business.

### B. Procedures for Hearing Before the Disciplinary Review Committee

#### 1. Procedural responsibilities of the Director of Counseling Services

The Review Committee must meet within ten working days of receipt of a request for a hearing. At least five working days prior to the date set for the hearing, the director shall send a certified letter to the student's last known address providing the student with the following information:

- a. A restatement of the charge or charges.
- b. The time and place of the hearing.
- c. A statement of the student's basic procedural rights.
- d. A list of witnesses, and
- e. The names of committee members.

On written request of the student, the hearing may be held prior to the expiration of the five-day notification period, if the director concurs with this change.

#### 2. Basic procedural rights of students include the following:

- a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the committee.
- b. The right to produce witnesses on one's behalf.
- c. The right to request, in writing, the President to disqualify any member of the committee for prejudice or bias. (The request must contain reasons.) A request for disqualification, if made, must be submitted at least three working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
- d. The right to present evidence.
- e. The right to know the identity of the person(s) bringing the charge(s).
- f. The right to hear witnesses on behalf of the persons bringing the charges.
- g. The right to testify or to refuse to testify without such refusal being detrimental to the student.
- h. The right to appeal the decision of the committee to the president, who will review the official record of the hearing. The appeal must be in writing and must be made within five working days of the completion of the hearing.

#### 3. The conduct of the committee hearings

- a. Hearings before the committee shall be confidential and shall be closed to all persons except the following:
  - (1) The student.
  - (2) The student's counsel.
  - (3) Witnesses who shall do the following:
    - (a) Give testimony singularly and in the absence of other witnesses.
    - (b) Leave the committee meeting room immediately after completion of the testimony.
- b. The hearing will be tape recorded. Tapes will become the property of the college, and access to them will be determined by the chairperson of the committee and the director. All tapes will be filed in the office of the director.
- c. The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
- d. The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
- e. Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or nonconcurrence with the original finding and to recommend sanctions, if applicable.

- f. Decisions of the committee shall be made by majority vote.
- g. Within two working days after the decision of the committee, the director shall send a certified letter to the student's last known address providing the student with the committee's decision.

C. Appeal to the President

A student who refuses to accept the findings of the committee may appeal in writing to the President within five working days after receipt of the committee's decision. The President shall have the authority to do the following:

- 1. Review the findings of the committee.
- 2. Hear from the student, the director, and the members of the committee before ruling on an appeal.
- 3. Approve, modify, or overturn the decision of the committee.
- 4. Inform the student in writing of the final decision with ten working days of the receipt of the appeal.

D. Appeal to the Board of Trustees

Any party of the Review Committee hearing may request, in writing, a hearing before the Board of Trustees or a committee of the Board as an appeal of the president's decision within five working days of the decision. The Board of Trustees or a committee of the Board may choose to have the parties involved in the hearing appear before them before rendering a decision. The decision of the Board will be rendered within twenty working days and will be final.

**VII. STUDENT GRIEVANCE PROCEDURE**

A. Purpose

The purpose of the Student Grievance Procedure is to provide a system to channel student complaints against faculty and staff concerning the following:

- 1. Alleged discrimination on the basis of age, sex, race, handicap or other conditions, preferences or behavior, excluding sexual harassment complaints.
- 2. Sexual harassment complaints should be directed to the director. Because of the sensitive nature of this kind of complaint, a conference with the director will replace the first step of the grievance procedure. The

director will consult with the student to determine the appropriate action that is required. If the grievance is not resolved after the meeting, then the remainder of the grievance procedure will be followed.

- 3. Academic matters, excluding individual grades, except where the conditions in item A above apply.

B. Procedures

1. First Step

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five working days of the incident which generated the complaint.

2. Second Step

If the grievance is not resolved at the informal conference, the student may file a written grievance. A grievance form shall be made available to the student by the director. The director will explain the grievance process to the student. The completed grievance form must be presented to the director within five working days after satisfying the first step in the grievance process. The director will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten working days of receipt of the grievance form from the department involved.

3. Third Step

If the written statement of the supervisor does not satisfy the grievant, a request to appear before the Student Grievance Committee may be made. The student must submit a written request within five working days after receiving the written response from the supervisor. The request shall include a copy of the original grievance form and the reason why the supervisor's response is unsatisfactory. A copy of the supervisor's response must be attached to the request by the student.

The director shall notify immediately the president who shall insure that the committee is organized in a manner consistent with Section C of this procedure (The Student Grievance Committee). The director will send copies of the appeal to the members of the committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the committee.

Meeting(s) shall be conducted between five and fifteen working days following the date of the request. A postponement may be granted by the chairperson upon written request of either party, if the reason stated justifies such action.

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

The committee shall decide by a majority vote the solution of the grievance. In case of a tie, the chairperson shall vote to break the tie. The chairperson shall forward a copy of the committee's decision to all parties involved and to the office of the president of the college within two working days.

#### 4. Fourth Step

The committee's decision may be appealed by either party involved to the president of the college within ten working days of the committee's decision. The president shall review the committee's findings, conduct whatever additional inquiries deemed necessary, and will render a decision within ten working days of receipt of the appeal.

#### 5. Fifth Step

The President's decision may be appealed by either party involved to the Board of Trustees of the college within ten working days of the President's decision.

The Board of Trustees or a committee for the board shall review any information to date, conduct whatever additional inquiries deemed necessary, and render a decision within twenty working days of receipt of the appeal.

#### C. The Student Grievance Committee

The Disciplinary Review Committee may serve as the Student Grievance Committee or, at the direction of the president, a new committee may be formed for each grievance. Committee makeup and method of appointment will be the same as for the Disciplinary Review Committee.

#### D. Right of Parties Involved in a Grievance

When a Grievance Committee meeting is scheduled, the parties involved are entitled to the following:

1. A written notice of the complaint.
2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five working days prior to the meeting unless they waive this requirement.
3. A review of all available evidence, documents, or exhibits that each party may present at the meeting.

4. Access to the names of the witnesses who may testify.
5. The right to appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
6. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the committee.

## **TRAFFIC AND PARKING POLICY**

### **GENERAL PROVISIONS**

Under the provisions of North Carolina Statute 115D-21, the following Traffic and Parking Policy shall be enforced at the college:

- A. Citations will be issued for violations of the college's Traffic and Parking Policy.
- B. The person to whom a vehicle parking decal is issued, as herein provided, shall be responsible for all parking and traffic violations of the vehicle for which the permit is issued. Obtaining a parking decal is the responsibility of the person bringing the vehicle on campus, and failure to do so constitutes a violation of the Traffic and Parking Policy. Motorcycles and mopeds shall be considered vehicles subject to this same policy.
- C. Specific violations of the Traffic and Parking Policy include the following:
  1. Parking in a restricted parking lot or zone.
  2. Parking in "handicapped parking" without a proper handicapped decal or license plate displayed.
  3. Parking on grass (unless signs indicate this is permissible).
  4. Blocking any legally parked vehicle.
  5. Not displaying a current parking decal/permit.
  6. Not affixing parking decal to the rear of the vehicle.
  7. Parking in a "no-parking" zone.
  8. Parking in a "visitor" zone.
  9. Affixing a parking decal/permit to a vehicle other than that for which it was issued.
  10. Parking against traffic flow.
  11. Reckless driving.
  12. Blocking or obstructing traffic, street, crosswalk, sidewalk, fire hydrant, building entrance or exit, or another vehicle properly parked.
  13. Protruding into lane of traffic.
  14. Double parking.
  15. Parking on shoulder of road (except where parking is indicated by official signs).
  16. Driving in excess of posted speed limits.
  17. Failure to obey traffic signs.