

- 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.