

Dear Students:

Welcome to Guilford Technical Community College! Thank you for choosing GTCC. We look forward to partnering with you as you pursue your educational and career goals.

As you begin this journey, I encourage you to finish what you have started. It can be tough to balance school with your personal responsibilities. Some of you will face challenges inside and outside the classroom. GTCC is here to support you.

Academically, we have talented and dedicated faculty and staff who are on your side and will help you navigate challenges. That does not mean you will agree with every grade or decision. It does mean we will work with you to help you expand your knowledge, learn new skills, and complete your program of study.

If you find yourself struggling, let us know if you need assistance as soon as possible. Don't wait! Reach out to your instructor or success coach to let us know what you need. Our Center for Academic Enhancement is ready to help with tutoring and other support services to assist you.

Outside of the classroom, we can help you overcome obstacles. Our supportive staff and faculty can help you succeed and well-being. They are equipped to direct you to resource transportation issues, food bank and clothing closet programming, and more. We are committed to helping you succeed.

Join our Student Government Association sponsored events and help us make a difference in the lives of people inside and outside your classes.

Join our vibrant learning environment filled with wonderful students, instructors and staff. We look forward to

your successful experience at GTCC. I challenge you to join us to MAKE AMAZING



For most recent updates to the Student Handbook, please visit the "Student Policies and Information" page of the

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under the Student Code of Conduct. The Community Standards Office will assume the investigative lead at that time.

g. When a student is found in violation of the academic integrity policy assigned sanctions, the matter must be documented by the instructional personnel who make the determination. This is accomplished by completing the online Student Academic Integrity Violation Report available in the Campus Applications section of MyGTC (the portal). Completed reports are received by the Community Standards Office which manage the process of notifying students in writing of their outcomes and receive their appeals. Instructional personnel will submit the documentation within five (5) instructional weekdays of opening the investigation.

h. Programs specific regulatory requirements may differ from this policy: regulations otherwise define academic misconduct and they may suggest or require sanctions which differ from the standard options provided above. Nothing in this policy shall be construed to limit a program's ability to comply with regulations governing program area. In cases in which an employee must adhere to such regulations shall be documented in the comments section of the electronic Academic Integrity Violation Report Academic administrators are further required to provide details of program specific regulatory requirements in a public student handbook, an operation's manual, or a similar program specific resource.

Academic Integrity Appeal Process:

a. A student wishing to appeal an academic integrity decision (which cannot include suspension) must do so to the department chair or program coordinator (depending on the program) within five (5) instructional weekdays from the date she or he was found in violation. If the student believes that more time will be needed to determine whether or not to appeal, the college's Chief Academic Officer may grant a deadline extension. Appeals are submitted via the Student Academic Integrity Violation Appeal form on the college's public website. A student may request on this form that, at this first level of appeal, punitive sanctions be placed in abeyance pending the appeal's outcome.

b. If the issue remains unresolved after presenting her or his formal written appeal to the department chair or program coordinator, the student may continue the appeal to the next appropriate academic administrator using the process outlined in part a of this list. The administrative chain of command will be different depending on the college program and other factors (e.g. credit vs. non-credit). The Community Standards Office can clarify for a student who the next appropriate administrator is.

c. The ultimate academic appeal will be to the Senior Vice President of Instruction or the Vice President of Workforce & Continuing Education depending upon the administrative chain of command. The decision of the Senior Vice President of Instruction or the Vice President of Workforce & Continuing Education will be final.

d. Each college employee who receives an academic integrity appeal request from a student will have five (5) instructional weekdays in which to respond. A student who receives an appeal result and remains unsatisfied will have five (5) instructional weekdays in which to continue the appeal.

e. A student wishing to appeal disciplinary suspension that resulted from an academic integrity referral to the

Community Standards Office (CSO) will have five (5) instructional weekdays in which to respond. A student who receives an appeal result and remains unsatisfied will have five (5) instructional weekdays in which to continue the appeal.



Academic Load
In order to graduate within a two

D	Below Average	60-69	one point per credit hour
F	Failure	below 60	zero points per credit hour

The following are not included in GPA calculations

P/S Pass/Satisfactory

U Unsatisfactory

AU Audit

I/IE Incomplete

W/WE Withdrew

P1, P2, P3

expand the options available to degree-seeking students who are currently enrolled at one of the regionally accredited (SACSCOC) colleges and universities in the surrounding area. Its primary purpose is to assist a student in registering for a course(s) elsewhere that is available in a given semester on the student's home campus. Consortium students must be degree-seeking students, currently enrolled in one of the participating institutions. They must have the permission of the coordinating officer (normally the Registrar) from their HOME Campus. Consortium students may not cross-register for courses inappropriate to the degree they seek or to their course status; for example, sophomores can take sophomore level courses and undergraduates may take only undergraduate courses.

Campus Police Department

The mission of the Campus Police Department is to provide a safe educational environment for faculty, staff, students and visitors on the property of Guilford Technical Community College. Uniformed officers with the

Automobiles on Campus

Parking Appeals

Persons wishing to appeal a parking citation may do so in writing to the GTCC Traffic Appeals Committee. Special forms to be used in the appeals are available from the Jamestown Campus Resources Office and the Jamestown Campus Police Office. At all other campuses, this form is available from the main office and the Campus Police Office. All appeal forms are to be submitted by the person who is appealing. The appeal form 0.5 (t)(i)0.6

Towing

Parking violations which normally result in a citation may cause the vehicle to be towed if the violation affects the safe conduct of traffic at any GTCC campus. A vehicle may also be towed following the issuance of three or more parking citations for violations.

The following parking violations may result in immediate towing for each offense:

- Unauthorized parking in a “Handicapped Only” space
- Parking in a disability only zone without the proper permit
- Parking within fifteen feet of a fire hydrant
- Leaving your vehicle unattended in a loading zone
- Parking in a designated tow zone
- Accumulating more than three parking citations in the same semester
- Parking in any area where signs indicate towing enforced or vehicles towed
-

enforcement authority, crime reporting policies, and crime statistics for the most recent year period. The Annual Security Report is available online at <https://www.gtcc.edu/files/campus%20police/ASR.pdf>. To request a printed copy of the Annual Security Report, contact the GTCC Police Department during regular business hours at 36-819-2046 or press line 2 on a GTCC campus telephone.

Student Financial Responsibilities

Tuition

The North Carolina General Assembly sets tuition rates, which are subject to change without notice for in-state and out-of-state students. Fees are established by the North Carolina General Assembly, the State Board of Community Colleges, and/or the GTCC Board of Trustees. Fees are also subject to change.

Types of Fees

- Campus access/security/parking fee: This fee provides for safety and security of all college properties and provides subsidies to encourage the use of public transportation. It is assessed each term to students registered for a minimum of one credit.
- Lab/shop/clinic fee: This fee provides for needs required in specific courses or programs.
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Important Notes: Do not sign up for more classes than wanted with the intent to drop some after attending the first day of class. Dropping on or after the first day of class will result in a 25% tuition refund penalty. Fees are non-refundable for dropping on or after the first day of class.

Payment Types

6 | a | e | a | t | r

For additional info regarding the refund policy, please [visit://www.gtcc.edu/ files/financial aid/RefundPolicy.pdf](https://www.gtcc.edu/files/financialaid/RefundPolicy.pdf)

The college refund policy is established by the NC General Assembly and is subject to change without notice. Please allow four to six weeks after the census date for a refund.

Identification Cards

Guilford Technical Community College is concerned for the safety of our students, employees and visitors to our campuses. Therefore, all students who are consistently present on a GTCC campus are required to have in their possession a GTCC issued ID. Any exemptions must be approved by the appropriate vice president. To obtain a student ID you must present two forms of identification one of which must be a state or federally issued photo ID card.

Procedure:

1. The college defines "consistently" as enrolled for a curriculum semester or enrolled in a Basic Skills course.
2. All applicable individuals must carry their GTCC issued ID cards at all times while on campus. The GTCC ID card is intended to serve as proof of an individual's status at the college.
3. All non-curriculum students, excluding Basic Skills, must have their personal photo identification in their possession anytime they are on any GTCC campus.
4. Any transfer, alteration, falsification or forgery of an ID card constitutes a violation of this policy and will result in referral to the Community Standards Office for a possible formal investigation.
5. The GTCC issued ID card is and at all times will remain the property of GTCC. It may be revoked at any time by the college if misused. It must be presented or returned upon request by an appropriate college official.

A Titan's Role in Promoting Civility

As GTCC Titans we believe that all members of our community—students, staff, faculty and administrators—have a duty to conduct themselves with civility toward one another at all times. We value the special talents and contributions of each member of our community. We further affirm the worth and dignity of each member and the shared responsibility of all to treat each other as individuals, with respect and courtesy. This statement, therefore, shares our mutual expectations for how to engage in the work of leaving our community stronger than when we entered it.

- We believe that our right to speak freely comes with a responsibility to speak thoughtfully and respectfully. We reject escalation, argument for its own sake, and combativeness as being beneath the standards of a Titan.
- We recognize the worth and dignity of everyone in the learning community. We have all earned our place here and we will gladly treat one another in ways that honor this effort.
- We understand that disagreements will occur and that they do not have to become arguments; as Titans we will trust each other enough to practice honesty and good will in resolving our differences. We feel that our concerns are not being heard and will consult the college's policies and procedures to find and use the appropriate communication channels.
- We support each other socially and academically as members of a specifically defined community. When members' needs exceed those boundaries, we will involve the appropriate college services to provide support rather than taking on these burdens ourselves.

Student Code of Conduct

Students may not violate the Student Code of Conduct on Guilford Technical Community College premises or at GTCC sponsored classes or events that occur on campus. Students who violate the Student Code of Conduct will be subject to disciplinary action under this policy.

The college reserves the right to investigate and apply appropriate sanctions for conduct violations that occur off campus if they are likely to impact the educational environment. Students have the right to appeal disciplinary actions under this policy. Student complaints unrelated to alleged violations of student conduct are addressed in policy IV-1.1.8 *Student Complaint*.

Procedure

I. *Appropriate Behavior and Misconduct*

As GTCC Titans, we affirm that students have a duty to conduct themselves with civility and respect toward one another at all times. It can be difficult to understand what this means in practice when one is in the middle of an unexpected situation. Appropriate conduct is described and prohibited conduct is defined in the following sections.

A. Alcohol and Drugs

Students are expected to conduct their business with the college without being inappropriately influenced by alcohol, non-prescription drugs, or controlled pharmaceuticals. They are expected to abstain from smoking and related behaviors while on college property or at college sponsored events. Substance-related violations of this code include the following items:

- 1) Alcohol— Possessing, manufacturing, using, distributing, selling or being under the influence of alcohol on college premises, at any college sponsored activity, or in college owned vehicles.
- 2) Drugs— Possessing, manufacturing, using, distributing, selling or being under the influence of any controlled substance in violation of any local, state, or federal law on college premises, at any college sponsored activity (to include athletic events), or in college owned vehicles. Controlled substances include but are not limited to heroin, marijuana, hallucinogens, cocaine, PCP, methamphetamine, and prescription drugs not prescribed for the individual.

B. Failure to Comply or to Disclose Information

Students are expected to demonstrate honesty in all dealings at the college. They are expected to comply with reasonable directions from college officials and to contribute to the success of college activities.

Students are expected to resolve disagreements amicably, with assistance from college officials.

Students who come to the college with a history of disciplinary or court-dated probation should be

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D. Discrimination and Harassment

3.

7. *First Appeal Procedure*

A student who disagrees with the decision of the primary investigator may request a hearing before the student conduct hearing committee. This request must be submitted in writing to the Director of Student Conduct and Community Standards within five (5) business days of the date of the investigator's outcome letter to the student.

The written appeal request must clarify which aspect of the finding the student is appealing:

- that they were found responsible for a violation, or
- the appropriateness of the resulting sanction(s).

The written appeal request must also provide an overview of the argument(s) that the student will make at the live hearing in support of their appeal. Finally, the written appeal must include a list of days and times in the subsequent weeks when the student can be available to attend the live appeal hearing. If the student is requesting a virtual rather than an in-person hearing, the written request must also include the reason why.

Upon receipt of a complete appeal within the specified timeframe the Director shall refer the matter to the committee along with the evidence packet from the initial investigation. Membership of the Student Conduct Hearing Committee shall consist of:

- One (1) voting faculty member approved by the Faculty Association
- One (1) voting professional or classified staff members approved by the Staff Association
- One (1) voting student member approved by the Student Government Association (SGA)
- One (1) non-voting director, dean, associate vice president, or vice president to serve as a tie-breaker chair

High Point
Narcotics Anonymous

Internet Use

GTCC students may use the college's internet services for educational needs. You must use the internet efficiently,

Policies Addressing Discrimination and Harassment

Anti-Discrimination and Anti-Harassment

What to do if you are the Victim of Sexual Assault

- Intervene safely
- Report what you know

How to Intervene Safely

- Tell another person
- Ask a person you are worried about if he/she is okay
- Distract or redirect individuals in unsafe situations
- Ask the person if he/she wants to leave
- Call the police (ext. 50911)

Student Complaints

Grade Related Complaints

GTCC is dedicated to resolving student grievances in a timely, fair, and amicable manner. A student whose complaint is grade related should follow the grade related complaint procedures and utilize the form provided on the "Student Policies and Information" page of the GTCC public website.

General Guidelines for Complaints that are Not Grade Related

The student should first informally discuss the matter in question with the college employee most directly involved unless the issue is a claim of discriminatory or sexual harassment. In that case, the student may appeal directly to the employee's immediate supervisor/administrator. If the student is unable to resolve the matter in question through discussion with the college employee directly involved, the student must file a formal, written appeal form for non grade related grievances with the employee's immediate supervisor/administrator.

Student Rights and Resources

Student Rights- Right to Know

In 1991, Congress passed legislation requiring colleges to inform students and prospective students of student graduation and transfer rates. The legislation mandates that the report include all full-time students who enroll in the summer or fall term which have never been enrolled in any postsecondary institution before enrolling in the reporting institution. Students considered in the report also enroll with the intent to earn a degree, diploma, or certificate. The Act further states that students are to be allowed 150 percent of the normal length of the program to graduate. Students who enroll in another institution of higher learning are counted as transfers. GTCC, in accordance with legislation, submits the following report on the Fall 2016 class (cohort).

Graduation Rate - 50% of normal time ~~2%~~

Transferout Rate - 150% of normal time 20%

A full list of public disclosures is available [at Consumer Information and Public Disclosures \(gtcc.edu\)](#)

Student Rights– Privacy/Release of Information

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 is federal legislation regarding the privacy of student records. It governs the disclosure of education records maintained by institutions (including GTCC) and access to those records.

Rights provided to students by FERPA

- Inspect and review their education records

rights have transferred are “eligible students.”

Guest Speakers Procedure

1. Outside speakers are not permitted to speak on campus unless the speaker has been invited by a member of the faculty, staff, or approved student club/organization and as provided for under these guidelines.
2. Individual students shall request guest speakers through instructors or approved campus clubs/organizations.
3. The college

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Campus Maps and Information

Jamestown Campus <https://www.gtcc.edu/about/campuses/jamestown.php>

Greensboro Campus <https://www.gtcc.edu/about/campuses/greensboro.php>

High Point Campus <https://www.gtcc.edu/about/campuses/highpoint.php>

Cameron Campus <https://www.gtcc.edu/about/campuses/cameron.php>

Union Square <https://www.gtcc.edu/about/campuses/union-square.php>

Aviation Campuses <https://www.gtcc.edu/about/campuses/aviation.php>

Small Business Center <https://www.gtcc.edu/about/campuses/small-business-center.php>

Campus Bookstore

- <https://ataa.onwnouns.ru.gtcc.e.u/>