

Traffic & Parking Regulations

Under the provisions of Chapter 115D-21 the Randolph Community College Board of Trustees has an agreement with the Asheboro Police Department to assist RCC's security officers as needed in the control of traffic regulations. Parking control will be the responsibility of RCC's security officers. All of the provisions of Chapter 20 of the General Statutes relating to the use of highways of the state of North Carolina and the operation of motor vehicles thereon shall apply to the streets, roads, alleys, and driveways on the RCC campus. Any person violating any of the provisions of Chapter 20 of the General Statutes in or on the streets, roads, alleys, and driveways on campus shall upon conviction thereof be punished as prescribed in the section.

In addition to any of the provisions of Chapter 20 of the General Statutes, the following rules and regulations are applicable to the parking lots on the RCC campus.

■ Parking

Park only in lined parking spaces. All spaces lined in white may be used by students. Spaces marked in yellow are reserved for faculty, staff, visitors, and handicapped persons. Parking in any unlined area, alley, driveway, sidewalk, building entrance, or reserved parking space for faculty, staff, visitors, and handicapped persons will be considered as a parking violation. A fine of \$5 will be assessed for most parking violations. Illegally parking in a space reserved for handicapped persons will result in a fine of no less than \$100 and up to \$250. Fines are to be paid in the College's business office. As with other financial obligations to the College, students with unpaid fines will not be allowed to register for classes, graduate, receive grade reports, or receive transcripts.

■ Speed Limit

The speed limit on any street, road, alley, driveway, or parking lot on the campus is 10 miles per hour as affixed by the Board of Trustees.

Any person violating any of the above rules and regulations shall upon conviction thereof be guilty of a misdemeanor and shall be punishable as outlined in Chapter 115D-21 of the General Statutes of North Carolina.

Student Conduct & Regulations

■ Be Informed

It is the responsibility of each student to be knowledgeable of all rules, regulations, and events as described in the Catalog, Handbook, student bulletins, and bulletin board notices. Each student will be held accountable for staying informed. Students are expected to check the message board in the Student Services Center.

■ Campus Security

Randolph Community College strives to provide a safe environment conducive to the overall educational mission of the College for students, faculty, staff, and visitors. The success of this mission will not be complete without all individuals at the College recognizing that they must assume some of the responsibility for their own personal safety. Working together as a campus community is essential for crime prevention.

For your benefit, the following summary should aid in the understanding of and participation in ensuring a safe campus. Also, any suggestions for improved security measures should be directed to RCC's Health & Safety Committee, the security officers, or the Vice President of Administrative Services.

Emergency Phone System

Emergency phones are located in every building throughout the Asheboro campus. The red phones are identified by signs and have a location map beside them. In an emergency situation, a person can use a phone to dial 911 or 200, the Student Services Center.

Reporting Criminal Actions

All known or suspected violations of federal and North Carolina criminal laws which occur on the Asheboro Campus, Archdale Off-Campus Center, or any facility controlled by Randolph Community College should be reported to the Information Center in Student Services. Local law enforcement assistance (e.g., Asheboro Police Department, Randolph County Sheriff's Office, RCC's security officers, or Archdale Police Department) will be summoned as necessary to aid in the investigation and documentation of such reported violations.

Security Alert

Through cooperative agreements with local law enforcement agencies, the College will be notified of any criminal activities which have occurred in the vicinity of the campus whereby there is a recommendation for the campus community to be on alert. Should an alert be necessary, notices will be posted promptly throughout the facilities in high visibility areas. Full-time and part-time instructors also will be given a copy of the alert to read to the students at the beginning of each class period.

Access to Campus Facilities

All RCC campus locations are open to faculty, staff, students, and visitors during normal operating hours (8 a.m. - 10 p.m. Monday through Thursday and 8 a.m. - 5 p.m. on Friday). Some instructional areas also are open 8 a.m. - 4 p.m. on Saturday. Anyone desiring access during nonoperational periods must secure permission and usage guidelines from the office of the Vice President of Administrative Services. Also, the issuance and control of keys will be managed through the same office.

Security Personnel

The Asheboro Campus employs two full-time sworn deputy sheriffs through the Randolph County Sheriff's Office. The deputies serve as security officers for RCC's Asheboro Campus as well as security advisors for the Archdale Off-Campus Center plus any facility in Randolph County where any Randolph Community College course of any type (Curriculum or Continuing Education) is held. The security officers work a flexible 40 hours per week schedule and, if on campus, can be contacted by radio through the Information Center (ext. 200).

In addition, the College has asked the Randolph County Sheriff's Office and the Asheboro City Police Department to assist the security officers as needed or when they are absent from the campus.

The Asheboro Campus also employs one non-sworn security officer during the hours of 6 - 10 p.m., Monday - Thursday. This officer also can be contacted by radio through the Information Center during on-duty hours.

Criminal Activity at Off Campus Student Organizations

Criminal incidents occurring off campus to students participating in a College function should be reported to the law enforcement agency having jurisdiction. Campus security should be notified as soon as possible of such incidents by calling (336) 633-0200 during operational or nonoperational hours.

History of Reported Crimes

Following are statistics regarding reported crimes at RCC during the years as noted:

Offense	Calendar Year 2005	Calendar Year 2004	Calendar Year 2003	Calendar Year 2002	Calendar Year 2001
Murder	0	0	0	0	0
Sex Offenses, Forcible & Nonforcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	1	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Liquor Law Violations	0	0	1	0	0
Drug Abuse Violations	0	0	2	0	0
Weapons Violations	0	1	1	0	0

Sexual Assault Policy

The College does not tolerate rape or other sexual offenses. Such acts violate College policy and criminal law.

Rape - North Carolina defines rape as forced sexual intercourse by a male on a female against her will. The "force" necessary to be convicted for rape can be physical force or fear, fright, or duress, and those who aid or abet may be equally guilty. Forced sexual intercourse with a woman who is physically helpless, as from overuse of alcohol, or mentally incapacitated constitutes rape.

Date or acquaintance rape describes forced intercourse by a male on a female he knows. His social relationship with the female does not make the act legal if force is used and the act is against her will. Criminal law makes no distinction between rape by an acquaintance or a stranger.

Sexual offense is a sexual act by a person of either sex where the act is by force and against the will of the victim. It does not involve intercourse.

Educational material regarding the prevention of rape/sexual offenses is available through Student Services. Other crisis counseling may be available through services such as the Family Crisis Center, (336) 629-4159, and Randolph County Mental Health Center, (336) 633-7200.

If you are the victim of rape or other sexual offenses, proper authorities (local police or Sheriff's Office)

should be notified immediately. The sooner a rape or sexual offense is reported, the sooner treatment may be provided. Remember to preserve physical evidence and do not shower, douche, or change clothes. The Dean of Student Services will provide assistance in such cases where the student requests help in notifying the proper authorities.

With the consent of the victim, the College shall pursue disciplinary action against the alleged offender. Students who wish to bring disciplinary actions may contact the Dean of Student Services. Both the accuser and the accused are provided with information in case of such allegations and both parties shall be informed of the outcome of the disciplinary hearing.

■ 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 a College official (such as a Security Officer, Director, Dean, or Senior Administrator), 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 that community. The purpose of this Student Code of Conduct is to set forth the acceptable standard of student conduct and the disciplinary procedures that are authorized to enforce it. It is not intended to restrict student rights, but to protect the rights of all students in their academic pursuits.

Students are considered responsible adults and are expected to conduct themselves in accordance with generally acceptable standards of scholarship and behavior. The following types of student behavior are explicitly prohibited.

1. **Academic Dishonesty**—Taking or acquiring possession of any academic material from a College employee or fellow student without permission; receiving or giving help during tests or other assignments; submitting papers or reports as originals that are not the student's own; plagiarism (using another person's work, words, or ideas as one's own).
2. **Misuse, Damage, or Theft of College Property**—Also included are the misuse, damage, or theft of the property of another member of the College community or campus visitor. The unauthorized entry into a College facility or unauthorized presence in a College facility after closing hours also is prohibited.
3. **Drug & Alcohol Use**—See RCC's full policy on page 50.
4. **Lewd, Indecent, or Offensive Conduct or Apparel**—Any such behavior, whether physical or verbal, is strictly prohibited. Any clothing that is indecent in appearance or displays offensive pictures, symbols, or slogans is prohibited.
5. **Mental, Physical, Psychological, or Verbal Abuse**—No type of abusive behavior will be permitted toward any person on campus or at College-sponsored functions.
6. **Sexual Harassment**—See RCC's full policy on pages 50– 51.
7. **Possession or Use of a Firearm, Incendiary Device, Explosive, or Other Weapons**—See RCC's full policy on page 49– 50.
8. **Forgery**—No College documents, records, or instruments of identification may be taken without permission, forged, altered, misrepresented, or misused in any way with the intent to deceive.
9. **Unlawful Conduct**—No behavior that is a violation of a local, state, or federal law will be permitted on campus or at a College-sponsored activity.
10. **Other**—Any other behavior that is deemed by College officials to be a violation of commonly accepted standards of decency and safety, or which threaten the learning environment of students or the working environment of faculty, staff, and administration, will not be permitted on campus or at a College-sponsored activity.

Discipline

If an act of misconduct threatens the health, well being, function, or orderly conduct of a class, person, activity, or the College as a whole, the following actions may be taken:

1. A College official or instructor may direct the student(s) involved to cease such conduct and advise him/her that failing to cease may result in immediate suspension.
2. Normal classroom discipline is the responsibility of the instructor. If classroom misconduct continues after a warning is given, the instructor may then temporarily suspend the student from the class.
3. If misconduct outside the classroom continues after a warning is given, a College official may temporarily suspend the student(s) from his or her classes, or the College, until the matter is resolved.

- The instructor or College official invoking such suspension shall notify immediate supervisors as appropriate and the Dean of Student Services as soon as possible concerning the matter, but no more than one day following the incident.

The President, Vice President for Instructional & Student Services, and the Dean of Student Services are authorized to **suspend** immediately any student who violates the Student Code of Conduct. Any student who has been suspended will receive a hearing with the Dean of Student Services within five days of suspension. Following the hearing, the Dean of Student Services may act as follows:

- drop the charges and reinstate the student;
- impose a sanction that is appropriate for the infraction;
- refer the student to a community agency for intervention services.

Note: *In instances where the student cannot be reached to schedule an appointment with the Dean of Student Services, or where the student refuses to cooperate, the Dean of Student Services will send a certified letter to the student's last known address. The letter must provide the student with a list of charges, the decision of the Dean of Student Services, and instructions governing the appeal process.*

The President, Vice President for Instructional & Student Services, and Dean of Student Services are authorized to **expel** immediately any student who commits behavior that is prohibited by federal, state, or local laws. In addition, the student may face arrest, criminal charges, or other appropriate actions. Any student who has been expelled due to unlawful conduct will have the right to offer a written statement to the Dean of Student Services within five days of expulsion. The Dean of Student Services will arrange a hearing with the student within five days after receiving the student's letter of appeal. Following this hearing, the student will have access to the same appeals procedure that is available to any student charged with misconduct.

Sanctions

The Dean of Student Services, as a result of student misconduct, may impose the following sanctions:

- Reprimand**—A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- Restitution**—Paying for the damage, misuse, destruction, or loss of property belonging to the College, College personnel, students, or visitors to the campus.
- Loss of Academic Credit or Grade**—Imposed as a result of academic dishonesty.
- Interim Suspension**—Exclusion from class and/or other privileges or activities as set forth in the notice until a final decision has been made concerning the alleged violation.
- Suspension**—Exclusion from class(es) and/or all other privileges or activities of the College for a specified period of time. Students who receive this sanction must get specific written permission from the Dean of Student Services before returning to campus.
- Expulsion**—Dismissal from campus for an indefinite period of time. The student loses his/her student status. The student may be readmitted to the College only with the approval of the President.

Appeals Procedure for Student Code of Conduct

- Appeal to the Vice President for Instructional & Student Services**—A student who disagrees with the decision of the Dean of Student Services may appeal the decision to the Vice President for Instructional & Student Services. This request must be submitted to the Vice President within three working days of the decision of the Dean of Student Services. The Vice President has the authority to
 - hear from the student and the Dean of Student Services before ruling on the appeal;
 - approve, modify, or overturn the decision of the Dean of Student Services; and
 - inform the student in writing of the final decision within 10 working days of the appeal.
- Appeal to President**—A student who disagrees with the decision of the Vice President for Instructional & Student Services may appeal the decision to the President. This request must be submitted to the President within five working days of the decision of the Vice President for Instructional & Student Services. The President has the authority to
 - hear from the student, the Dean of Student Services, and the Vice President for Instructional & Student Services before ruling on the appeal;
 - approve, modify, or overturn the decision of the Vice President for Instructional & Student Services; and
 - inform the student in writing of the final decision within ten working days of the appeal.

The President's decision will be final.

■ Sales Personnel & Visitors on Campus

Vendor sales personnel are allowed only at the request of RCC personnel. Cold calling is prohibited. Product or services information may be left at the Information Center for subsequent distribution to appropriate personnel.

Faculty members are not to be interrupted in their teaching by sales personnel and visitors. All sales personnel and visitors must obtain clearance from the Information Center prior to visiting instructors. The faculty member in charge of a shop, lab, or class is responsible for keeping unauthorized persons out of his/her department during class hours.

At no time will any visitor confront students as they move about campus. Any visitor wishing to speak with a student must be taken to the Information Center. **Visitors on campus are subject to the same code of conduct required of students and College personnel.**

Companies and organizations must have educational related materials, i.e., class rings, graduation invitations, etc., if they expect to set up in a designated area on campus. Representatives must have prior approval from the Dean of Student Services before expecting to set up any displays.

Membership drives and materials distribution must be limited to the mission of the College. The Vice President for Instructional & Student Services is charged with the determination of approval.

■ News Media on Campus

Permission to visit any class may be granted to the news media by the Office of College Marketing or the College President. Members of the media may not disrupt classroom instruction by unauthorized visitations, interviews, or filming.

■ Children

Students are not to bring their children to class with them, nor to any placement test, or leave children on campus unattended.

■ Animals

Animals and pets are not allowed in any building unless used in some manner of instruction. The use of a service animal by an individual with an approved disability is permitted.

■ Food & Drink

Food and beverage are allowed in all general purpose classrooms at the discretion of the instructor with the following restrictions:

- all beverages must have lids;
- all spills must be cleaned up immediately by the person responsible for the spill;
- all trash must be placed in appropriate receptacles.

Food and beverage are **not** allowed in the following buildings/rooms:

- Administration/Education Center 018, 117, and Photographic Technology
- Business Education Center 107, 111, 113, 114, 116, and 117
- Campus Store
- Computer Technology Center 103, 104, 107, 107A, 114, 116, 118, and 120
- Design Center 102, 103, 104, 109, 110, CAD Lab, Resource Room, and Sample Room
- Greenhouse
- Health & Science Center Computer Lab, Nursing Lab, Biology Lab, and Chemistry Lab
- Learning Resources Center Auditorium, Library, Computer Lab, Basic Skills Lab Area, Testing Room, Assessment Room, and Basic Skills Classroom
- Vocational/Technical Center 201 and 203
- Archdale Off-Campus Center 107 and 108

■ Weapons Policy

Following is House Bill 1008 outlining the policy for weapons on educational property.

G.S. 14-269.2b—It shall be a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1 on educational property.

G.S. 14-269.2d—It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slungshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for shaving purposes), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance on educational property.

G.S. 14-269.2f—Notwithstanding subsection (b), it shall be a misdemeanor rather than a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm

of any kind on educational property if:

1. the person is not a student attending school on the educational property;
2. the firearm is not concealed within the meaning of G.S. 14-269;
3. the firearm is not loaded and is in a locked container, a locked vehicle, or a locked firearm rack which is on a motor vehicle; and
4. the person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.

G.S. 14-269.2g—This section shall not apply to

1. a weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority; or
2. armed forces personnel, officers and soldiers of the militia and national guard, law enforcement personnel, and any private police employed by an educational institution when acting in the discharge of their official duties.

Note: The definition of a student is a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five years from a public or private school, college, or university, whether the person is an adult or a minor.

■ Tobacco Usage

Smoking

The Randolph County Board of Health adopted a countywide smoking policy effective October 11, 1993. This policy prohibits smoking within the interiors of all buildings on Randolph Community College's campuses. Violation of this policy is considered a misdemeanor, as provided by North Carolina General Statutes 130A-25. Those who smoke are requested to smoke away from building entrances as a courtesy to others.

Smokeless Tobacco

The use of smokeless tobacco is prohibited in all eating areas on the campuses. The use of smokeless tobacco in classrooms, laboratories, shops, and offices is left to the discretion of the instructor and/or occupant of the office.

■ Drugs & Alcohol

Under no conditions will illegal drugs, alcoholic beverages, or narcotics be permitted in or on the school premises. No one under the influence of illegal drugs, alcohol, or narcotics will be allowed on school premises. Following is RCC's Drug & Alcohol policy in detail.

Drug and alcohol abuse poses a serious threat to our society. The problems are complex with no easy solutions. Randolph Community College, in an effort to protect the well-being of its students and employees, the educational environment, and the properties of the College and students and employees, does strictly enforce the following policies in regard to the illegal use, possession, or distribution of drugs and alcohol.

No student or employee shall illegally own, possess, use, transport, distribute, manufacture, buy, sell, or be under the influence of any narcotic drug, alcoholic beverage, or any other controlled substance (as defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on College premises or during the time when the student or employee is participating in any College-sponsored activities. Use of drugs as prescribed by a registered physician is not a violation of policy. However, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs. Under no circumstances may prescription drugs be bought, sold, or given from one individual to another.

Any student or employee violating the above policies will be subject to disciplinary action (consistent with local, state, and federal law) up to and including expulsion, termination, and referral for prosecution.

Individual counseling sessions will be available in Student Services during normal operating hours. Students should contact Student Services for further information.

As an added resource, RCC counselors may make a referral to the Randolph County Mental Health Center. Contact an RCC counselor for further details.

See the College's Student Handbook for details about legal sanctions, resources, and commonly used drugs and warning signs.

■ Sexual Harassment

Students have a right to study in an environment free of discrimination, which encompasses freedom from sexual harassment. Randolph Community College prohibits sexual harassment of its students in any form.

Such conduct may result in disciplinary action up to and including dismissal. Specifically, no instructor

shall threaten or insinuate, either explicitly or implicitly, that any student's submission to or rejection of sexual advances will in any way influence any decision regarding the student's grades or educational development.

Other sexually harassing conduct, whether physical or verbal, committed by instructional or noninstructional personnel also is prohibited. This includes offensive sexual flirtation, advances, propositions, continual or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; the display in the workplace of sexually suggestive objects or pictures; and the insinuation of educational, financial, or employment privileges exchanged for sexual favors.

Students should report such conduct to the Dean of Student Services. Where investigations confirm the allegations, appropriate corrective action will be taken.

■ **Complaints (Written & Verbal)**

Any student wishing to voice a complaint may do so. Complaints may be presented in writing or verbally. The following procedure will be followed:

- Written or verbal complaints will be directed to the Dean of Student Services.
- Students will be scheduled for a meeting to discuss the complaint.
- Students will be encouraged to discuss the complaint with individuals involved or with individuals who have knowledge necessary to discuss the issue.
- Should the issue not be resolved at this level, the student will be directed to the appropriate individual at a supervisory level, if necessary.
- Failing success at the supervisory level, the Dean of Student Services will discuss the Grievance Procedures, if appropriate, as outlined in the College Catalog and Student Handbook.

Complaints will be addressed as soon as possible. Every attempt will be made to reach a reasonable end to the concern. However, should the student believe that his/her complaint is not being adequately considered, action through the Grievance Procedures is made available.

■ **Student Grievance Policy**

Purpose of the Student Grievance Policy

The purpose of the student grievance policy is to provide due process for resolving student complaints against faculty, staff, or other College employees concerning

1. discrimination on the basis of age, sex, race, ethnicity, religion, national origin, disability, or other conditions or preferences;
2. sexual harassment;
3. unfair treatment that is in violation of students' basic rights, as set forth in the College Catalog and Student Handbook; and
4. academic matters where students have a grievance. Areas for appeal include, but are not limited to, classroom procedures, charges of unfair treatment by an instructor, charges of unfair grades given by an instructor, absence and tardiness practices, course requirements that differ substantially from those set forth in the syllabus, and the right to participate in College-sponsored activities.

Notes: *If any of the above are committed against a student by another student instead of a College employee, the offended student should report the matter immediately to a College official. The offending student will then be dealt with according to the Student Code of Conduct.*

Under no circumstances will a student requesting due process be harassed, intimidated, discouraged, or denied access to the Grievance Procedures (Due Process).

Grievance Procedures (Due Process)

RCC has established three grievance procedures for students to follow depending on the nature of the grievance. These three procedures, Standard Grievance Procedure, Procedure for Resolving a Sexual Harassment Grievance, and Procedure for Resolving an Academic Grievance, are explained in detail on the following pages.

Standard Grievance Procedure

The following procedure is to be used to resolve a grievance. Once this procedure of due process has begun, students who want to continue to pursue due process must follow the procedure and may not circumvent steps in the procedure and go prematurely to a higher authority.

1. **The Offending Person**—The student must first go to the offending person within 10 school days. A conference between the student and employee will be held to resolve the matter informally. The exception to this requirement is sexual harassment complaints, which may be taken directly to the Dean of Student Services, as described on the next page.
2. **The Dean of Student Services**—If the complaint is not resolved in the informal conference with

- the employee, the student may then appeal to the Dean of Student Services, who will schedule a conference with the student and the other involved parties. If the grievance is academic in nature the student will be directed to follow the "Procedure for Resolving an Academic Grievance" as listed below.
3. **Vice President for Instructional & Student Services**—If the grievance is not resolved by the Dean of Student Services, the student may then appeal to the Vice President of Instructional & Student Services, who will schedule a conference with the student and the other involved parties.
 4. **The Appeals Committee**—If the grievance is not resolved by the Vice President for Instructional & Student Services, the student may request a hearing before the Appeals Committee.
 - A. The student must present his/her case in writing to the Appeals Committee within five days after the meeting with the Vice President for Instructional & Student Services.
 - B. The Appeals Committee is comprised of two faculty members, the Director of Admissions/Registrar, the Dean of Business & Industry services, the Affirmative Action Officer of the College, the SGA President, and any additional members appointed by the President of the College.
 - C. After receiving the student's letter of grievance, the Appeals Committee must grant a hearing at the earliest convenient opportunity.
 - D. The Appeals Committee will send to the student an outline of the procedures to be followed in the hearing. These may include, but are not limited to, who may attend the hearing, who may speak before the committee, and any documentation that is requested.
 - E. The Appeals Committee must render a decision and respond to the student within 10 working days following the hearing.
 5. **The President**—If the grievance is not resolved by the Appeals Committee, the student may request a hearing before the President of the College. The student must present his/her grievance in a signed and dated document to the office of the President within five working days of receiving the decision of the Appeals Committee. The President will outline for the student any guidelines to be followed in the hearing and will then grant a hearing at the earliest convenient time.
 6. **The Personnel Committee of the Board of Trustees**—If the grievance is not resolved at this final step in the College's administrative process, the student may appeal to the Personnel Committee of the Board of Trustees. The student must make this request to the President in writing, signed and dated, within five working days of receiving the decision of the President. The Personnel Committee of the Board of Trustees will hear the student's grievance at the first convenient opportunity and will communicate its decision to the student within 10 working days.
 7. **The Board of Trustees**—If the grievance is not resolved in this hearing with the Personnel Committee of the Board of Trustees, the student may request a hearing before the full Board of Trustees. The student must present this request to the President in writing, signed and dated, within five working days of receiving the decision of the Personnel Committee of the Board of Trustees. The Board of Trustees will hear the student's grievance at the first convenient opportunity and will communicate its decision to the student within 10 working days. The Board of Trustees shall serve as the final governing authority of the College.

Procedure for Resolving a Sexual Harassment Grievance

If the grievance pertains to a charge of sexual harassment by an employee of the College, the student may go directly to the Dean of Student Services rather than to the offending person. If the matter is not resolved by the Dean of Student Services, the student has access to the Standard Grievance Procedure described above.

Procedure for Resolving an Academic Grievance

If the grievance is regarding an academic matter, the following steps must be followed:

1. **The Instructor**—The student must go first to the instructor with whom he/she has the grievance. A conference with the instructor will be held to resolve the grievance informally.
2. **The Departmental Chair/Director/Coordinator**—If the informal conference with the instructor does not resolve the grievance, the student may then go within five school days of the informal conference to the next level of appeal.
 - A. Students in **Curriculum** programs may appeal to the Departmental Chair.
 - B. Most students in **Continuing Education** do not have a Departmental Chair/Director/Coordinator, and may appeal to the Dean of Extension programs, with the following exceptions:
 - (1) Students in Emergency Medical Services may appeal to the Director of Emergency Services.

- C. Students in **Developmental & Basic Skills** programs may appeal to the program coordinator.
- D. Students in the **Business & Industry Training** program do not have a departmental chair/Director/coordinator and may appeal to the Dean of Business & Industry Services.
3. **The Dean of the appropriate educational program (i.e., Dean of Curriculum programs, Dean of Extension programs, Dean of Developmental & Basic Skills, or the Dean of Business & Industry Services)**—If the meeting with the Departmental Chair/Director/Coordinator does not resolve the grievance, the student may then go within five school days to the Dean of the program to seek resolution.
 4. **The Regular Grievance Procedure**—If the grievance is not resolved in the meeting with the Dean of the appropriate educational program, the student has access to the Standard Grievance Procedure beginning with the Dean of Student Services. He/she may initiate this procedure by requesting a hearing with the Dean of Student Services, stating the grievance in writing to the Dean of Student Services within five school days of the meeting with the Dean of the Student's Educational Program.
 5. **Interim Decision Concerning Student Status**—Before the student goes before the Appeals Committee, the Dean of Student Services, with the assistance of the Dean of that Student's Educational Program, will determine the feasibility of keeping the student in class while the appeals process continues. Should the circumstances warrant, the Dean of Student Services may decide that the student should be removed from class and/or the campus until the appeals process has ended.

■ Challenged Courses Policy

Courses offered through Curriculum programs are selected from courses approved by the Department of Community Colleges through the Common Course Library. Each Curriculum program offered by RCC is approved by the Curriculum Committee of the College, the RCC Board of Trustees, the Department of Community Colleges, and the State Board of Community Colleges. This also is the process for changes in courses being offered within each Curriculum program. Challenges to the appropriateness of course content should be directed using the following sequence: instructor for the course, Departmental Chair, Dean of Curriculum Programs, Vice President for Instructional & Student Services. If the complaint or concern regarding the course content is not resolved at any of these levels, the policy listed in items 1-4 below will be followed.

Courses offered through Continuing Education are approved by the Vice President for Instructional & Student Services and/or other state agencies or accrediting bodies. Challenges to the appropriateness of course content should be directed using the following sequence: appropriate Director and/or Dean, Vice President for Instructional & Student Services. If the complaint or concern regarding the course content is not resolved at either of these levels the following policy will be applied:

1. the individual or group making the complaint will be expected to make a formal statement to the President of the College that specifies the nature of the inappropriate materials and present specific evidence that justifies the claim;
2. the President will appoint an ad hoc committee that includes at least two individuals with academic or professional credentials in the field or a related discipline of the course under review;
3. the committee must review the course and render a recommendation to the President within 10 working days after receipt of the complaint;
4. The ad hoc committee will adhere to the following procedures:
 - review the American Association of University Professor's *Statement of Principles on Academic Freedom and Tenure*;
 - review any professional standards of academic freedom or professional standards specific to the area of concern;
 - examine the course outline, syllabus, or other class materials in addition to the specific elements of the complaint;
 - solicit responses from the instructor(s) and students as necessary;
 - evaluate the materials, instructional interpretations, or method of presentation in the context of the course, professional standards, or within the definition of academic freedom;
 - seek guidance from appropriate academic or professional organizations if necessary;
 - submit a report of the committee's findings and recommendations to the President of the College.

The decision concerning the complaint will reside with the President unless he/she determines Board of Trustee action is appropriate.

■ Electronic Access Acceptable Use Policy

In order to fulfill the mission and goals of Randolph Community College, the College provides electronic access to campus and global resources. These resources are available to faculty, staff, and students. Selected resources also are available to adult community members. Responsible and ethical behavior is both expected and required.

This policy is subordinate to any local, state, and federal statutes related to technology resources or systems. Users of these resources are responsible for identifying and adhering to pertinent laws.

Technology used to provide electronic access includes, but is not limited to, computers, storage devices, peripheral devices, software, and networks. This technology is provided in the library, classrooms, laboratories, offices, administrative settings, and points of remote access.

Individual departments within the College may establish rules and regulations for the use of technology under their control. These rules and regulations must be consistent with the overall College policy but may provide additional guidelines or restrictions.

The College accepts and adopts the “EDUCOM Code of Software and Intellectual Rights” as the guiding principle for acceptable use of its computing resources:

“Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment; right to privacy; and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.”

Anyone who violates College policies or applicable law shall be subjected to disciplinary action. This action includes, but is not limited to, prohibiting connection to or use of any campus network, disallowance of the privilege to connect computers to the campus network, prohibiting use of College computers to access any online network, fines, restitution, probation, suspension, expulsion, termination of employment, or other action (or any combination thereof). In the case where violations constitute criminal offense, the College will contact appropriate state or federal authorities for prosecution.

Randolph Community College strives to maintain academic honor and integrity by discouraging plagiarism. Failure to properly document quotations, paraphrases or the ideas of others is considered plagiarism. Plagiarism is unacceptable and may result in expulsion from the school. Randolph Community College uses www.turnitin.com an electronic database, to assist faculty and students in maintaining academic integrity.

Guidelines for Network/Internet Access

Randolph Community College cannot guarantee absolute privacy in the use of its computing resources. The Director of Computer Services or the Network Administrator has the right to view and monitor computer activities for the purpose of backups, network management, and other types of maintenance. It shall not be the policy of the College or its employees to routinely view files and messages, but the College reserves the right to review files and communications to maintain system integrity and insure that users are operating the system responsibly.

To ensure appropriate use of information systems and networks, users must do the following:

1. use resources only for authorized purposes;
2. protect any user ID and password from unauthorized use;
3. access only files and data that are publicly available, or to which the user has been given authorized access;
4. use only legal versions of copyrighted software in compliance with vendor license agreements;
5. be considerate in the use of shared network resources; users should refrain from monopolizing; systems, overworking networks with excessive data transfers or downloads, and abusing disk space on workstations or network servers with personal data;
6. immediately inform the network administrator of any occurrence of a computer virus.

Prohibited actions include, but are not limited to, the following:

1. intentionally using information systems or networks to send or receive offensive, insulting, harassing, attacking, or obscene text and/or images;
2. engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating computer viruses, disrupting services, or damaging files on workstations or servers;
3. making or using illegal copies of copyrighted software, storing such copies on the College system, or transmitting them over College networks;

4. attempting to circumvent, subvert, or damage system software or security measures;
5. using another person's user ID/password or trespassing in another user's files or folders without permission;
6. intentionally wasting limited resources including network bandwidth;
7. employing the network for commercial purposes;
8. creating, modifying, executing, or retransmitting any computer program intended to obscure the true identity of the sender of electronic mail or electronic messages including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages;
9. violating any copyright laws.

Unscheduled Closings/Delays

In the event of unscheduled closings or delays, the College will adhere to the following policies.

■ Day & Evening Classes

Classes will be canceled by the Vice President for Administrative Services (President's designee) or the President in collaboration with other administrators of the College. Students are asked to check the following avenues to find out about closing or changes in schedules:

1. Call 336-633-0200 (RCC's Main Campus), 336-862-7980 (Archdale), or 336-633-4165 (ESTC) for voice mail message.
2. Visit the RCC web site for message (www.randolph.edu).
3. View one of the following TV stations:
 WFMY-TV (CBS), Greensboro, N.C., or visit web site (www.wfmynews2.com).
 WXII-TV (NBC), Winston-Salem, N.C., or visit web site (www.wxii12.com).
 WGHP-TV (FOX 8), High Point, N.C., or visit web site (www.fox8wghp.com).

Announcements will be made by 6 a.m. and 4 p.m. for the day and evening classes respectively. If possible, the information will be available for day closings at 5:30 a.m. on voice mail at (336) 633-0200 and the RCC web site (www.randolph.edu).

Announcements may be made in one of the following ways:

1. **Randolph Community College is closed (may add: for day OR evening classes).**
2. **Randolph Community College is closed for day and/or evening classes. Optional faculty/staff workday (may add: with ____ hour delay).**
3. **Randolph Community College: ____ hour delay.**

Note: This option allows for a delayed opening. In the case of a delayed opening, normal class schedules are not altered. Students should report to the class that would normally be in session at the time of opening. (Example: If you have an 8:10 – 11 a.m. class and the College opens at 10 a.m., your class will meet from 10 – 11 a.m.)

Individuals, especially those commuting from other counties or remote locations, should exercise personal judgement concerning road conditions regardless of College announcement.

■ Extracurricular Activities/Events

All extracurricular activities or other scheduled events normally will be canceled when it is necessary to cancel classes due to unscheduled College closings. The person who is in charge of the activity/event will be responsible for rescheduling the activity/event, if necessary.

■ Missed or Canceled Classes

Scheduled classes which are missed or not held for any reason, including inclement weather, will be rescheduled or the instruction will be made up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the appropriate Dean.

Health Services/Accidental Injury

Randolph Community College has no facilities for medical treatment other than for minor first aid and assumes no responsibility for injuries or sickness of students. Students should report all accidents to their instructor or to Student Services even if the accident is perceived to be minor.

Student accident insurance is provided for curriculum students and is paid for through the student activity fees. Claim forms are available through the Business Office. Continuing Education students can purchase student accident insurance at the time of registration. Check with your instructor for current cost. The College reserves the right to change fees as needed.