



2014-15

**STUDENT HANDBOOK
& PLANNER**

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Please Note: This handbook contains information for Graduate and Undergraduate students.

Welcome to Cabarrus College of Health Sciences!

Since 1942 more than 3,200 graduates have successfully gone before you, arriving just like you, to pursue a career in healthcare. The road is not easy. The academic rigors of any healthcare curriculum pose many challenges. But you don't have to do it alone. ALL of us at Cabarrus College are here to ensure you have a successful journey. Your faculty will provide you with a sound educational foundation and the staff will provide a wide variety of services, programs and activities that are designed to help you make the most of your educational opportunities. All you have to do is take advantage of all that is offered! By taking the initiative and becoming fully involved – in the classroom and out – you will not only enhance your personal growth and development, but you'll be preparing yourself for the world of work and you'll be contributing to the quality of the Cabarrus College community.

Please do not hesitate to contact me if I can be of assistance. My most sincere wishes for a successful and happy academic year!

Sincerely,

Christine L. Corsello, MS
Dean, Student Affairs and Enrollment Management

OUR VISION

To be a premier leader of innovative healthcare education.

OUR MISSION AND GOALS

Cabarrus College of Health Sciences' mission is to create progressive educational experiences that inspire and prepare our students to be exemplary healthcare professionals.

The College fulfills its mission by striving to:

- Enhance the student learning environment through the delivery of innovative programs and services.
- Provide high quality academic and support services that foster student persistence and achievement.
- Attract, engage, and retain faculty and staff by sustaining an environment of collegiality and professionalism.
- Sustain a culture of accountability through continuous assessment, evaluation, and improvement.
- Secure financial viability by capitalizing on opportunities to achieve superior operating performance.
- Cultivate connections, relationships, and partnerships commensurate with our resources and the community's needs.

OUR CORE VALUES

The College's commitment to its vision and mission is guided by the following core values:

Caring *which is demonstrated in the College by:*

- Always putting the needs of others before our own
- Providing a personal touch to everything we do
- Understanding and meeting other's needs
- Anticipating future student needs and opportunities

Commitment *which is demonstrated in the College by:*

- Going the extra mile
- Using the best in technology and teaching practices
- Championing new and better ideas, and a “can do” attitude
- Maintaining the highest performance standards
- Striving for educational excellence

Teamwork *which is demonstrated in the College by:*

- Fostering collaborative teamwork
- Doing one’s best so others can do their best
- Valuing diversity as a team
- Being there to help out our colleagues

Integrity *which is demonstrated in the College by:*

- Holding ourselves accountable to the highest ethical standards
- Taking personal responsibility (being accountable)
- Complying with legal and accreditation requirements
- Speaking the truth
- Exhibiting honest, objective behavior in every interaction
- Delivering consistently on commitments

Cabarrus College Creed

I pledge to faithfully uphold the values of commitment, caring, teamwork and integrity.

To uphold my pledge of Commitment—

I will strive to be the best in all I do;
I will be passionate about learning and strive for educational excellence;
I will take pride in my College.

To uphold my pledge of Caring—

I will communicate in a positive and courteous manner;
I will treat everyone with dignity and respect;
I will provide a personal touch to everything I do.

To uphold my pledge of Teamwork—

I will be positive and shoulder my share of the responsibilities;
I will value diversity;
I will respect opinions different from my own.

To uphold my pledge of Integrity—

I will hold myself to the highest ethical and academic standards;
I will respect the privacy and confidentiality of others;
I will be honest and objective at all times.

I promise to adhere to these values as I pursue my personal, professional and educational goals at Cabarrus College of Health Sciences.

ACADEMIC CALENDARS

Undergraduate Academic Calendar 2014-2015

FALL SEMESTER

Fall Semester Tuition due.....	August 4, 2014
New Student Orientation (Online) deadline.....	August 8, 2014
Convocation.....	August 18, 2014
Classes Begin Full Fall & Fall I.....	August 18, 2014
Last Day to Drop/Add – Registration End.....	August 22, 2014
Labor Day Holiday (No Classes – College Closed).....	September 1, 2014
Classes Resume.....	September 2, 2014
Last Day to Drop Course without Academic Penalty for Fall I.....	September 19, 2014
Fall I Final Exams.....	October 9 – 10, 2014
Change of Major Forms due by 5pm.....	October 10, 2014
Fall Break (No Classes – College Closed).....	October 13 – 14, 2014
Classes Resume.....	October 15, 2014
Classes Begin Fall II.....	October 15, 2014
May Intent to Graduate Form due.....	October 17, 2014
Last Day to Drop Course without Academic Penalty for Full Fall.....	October 24, 2014
Registration for Spring Semester for Enrolled Baccalaureate Students.....	November 2 – December 12, 2014
Registration for Spring Semester for Enrolled Associate & Diploma Students.....	November 4 – December 12, 2014
December Graduate Clearance Forms due by 5pm.....	November 14, 2014
Last Day to Drop Course without Academic Penalty for Fall II.....	November 24, 2014
Thanksgiving Holiday (No Classes – College Closed).....	November 26 – 30, 2014
Classes Resume.....	December 1, 2014
Classes End Full Fall, Fall I & Fall II.....	December 5, 2014
Reading Days.....	December 6 – 7, 2014
Final Exams.....	December 8 – 12, 2014
Winter Commencement.....	December 16, 2014
Winter Recess (College closed Wed-Fri of Christmas Week & New Year’s Day) ..	December 13 – Jan. 11, 2015

SPRING SEMESTER

Spring Semester Tuition due.....	December 29, 2014
New Student Orientation (Online) deadline.....	January 2, 2015
Classes Begin Full Spring & Spring I.....	January 12, 2015
Last Day to Drop/Add – Registration End.....	January 16, 2015
Martin Luther King Jr. Holiday (No Classes – College Closed).....	January 19, 2015
Classes Resume.....	January 20, 2015
Last Day to Drop Course without Academic Penalty for Spring I.....	February 13, 2015
Spring I Final Exams.....	March 5 – 6, 2015
Change of Major forms due by 5pm.....	March 6, 2015
Spring Break (No Classes – College Closed Monday & Tuesday).....	March 9 – 13, 2015
Classes Resume.....	March 16, 2015
Classes Begin Spring II.....	March 16, 2015
December Intent to Graduate Forms due.....	March 20, 2015
Last Day to Drop Course without Academic Penalty for Full Spring.....	March 27, 2015

Registration for Summer & Fall Semester for Enrolled Baccalaureate Students.....	March 29 – May 8, 2015
Registration for Summer & Fall Semester for Enrolled Associate & Diploma Students..	March 31 – May 8, 2015
Good Friday Holiday (No Classes – College Closed).....	April 3, 2015
Classes Resume	April 6, 2015
May Graduate Clearance Forms due by 5pm.....	April 10, 2015
Last Day to Drop Course without Academic Penalty for Spring II	April 24, 2015
Classes End.....	May 1, 2015
Reading Days	May 2 – 3, 2015
Final Exams	May 4 – 8, 2015
Spring Commencement	May 12, 2015

SUMMER SEMESTER

Summer I Semester Tuition due	May 4, 2015
Classes Begin – Full Summer & Summer I	May 18, 2015
Last Day to Drop/Add – Registration Ends	May 22, 2015
Memorial Day Holiday (No Classes – College Closed)	May 25, 2015
Classes Resume	May 26, 2015
Last Day to Drop Course without Academic Penalty for Summer I Session.....	June 5, 2015
Summer II Semester Tuition due.....	June 8, 2015
Classes End – Summer I Session.....	June 19, 2015
Last Day to Drop Course without Academic Penalty from Full Summer Session.....	June 19, 2015
Classes Begin – Summer II Session	June 22, 2015
Last Day to Drop/Add – Summer II Session	June 26, 2015
July Fourth Holiday (No Classes – College Closed)	July 3, 2015
Classes Resume	July 6, 2015
Last Day to Drop Course without Academic Penalty from Summer II Session	July 10, 2015
Classes End – Full Summer & Summer II Session.....	July 24, 2015

Graduate Academic Calendar
2014 – 2015

FALL SEMESTER

Fall Semester Tuition due.....	August 4, 2014
New Student Orientation (Online) deadline.....	August 8, 2014
Fall Classes Begin	August 25, 2014
Labor Day Holiday (No Classes – College Closed).....	September 1, 2014
Classes Resume	September 2, 2014
Last Day to Drop/Add – Registration Ends	September 2, 2014
Fall Break (No Classes – College Closed).....	October 13 – 14, 2014
Classes Resume	October 15, 2014
Last Day to Drop Course without Academic Penalty	October 27, 2014
Registration for Spring Semester for Enrolled Master’s Students	November 2 – December 14, 2014
Thanksgiving Holiday (No Classes – College Closed).....	November 26 – 30, 2014
Classes Resume	December 1, 2014
Fall Classes End	December 7, 2014
Reading Days	December 8 – 10, 2014
Final Exams	December 11 – 14, 2014
Winter Recess (College closed Wed-Fri of Christmas Week & New Year’s Day)...	December 15 – Jan. 4, 2015

SPRING SEMESTER

Spring Semester Tuition due	December 29, 2014
Classes Begin	January 5, 2015
Last Day of Drop/Add – Registration Ends	January 12, 2015
Martin Luther King Jr. Holiday (No Classes – College Closed).....	January 19, 2015
Classes Resume	January 20, 2015
Last Day to Drop Course without Academic Penalty	March 9, 2015
Spring Break (No Classes – College Closed Monday & Tuesday).....	March 9 – 13, 2015
Classes Resume	March 16, 2015
Registration for Summer & Fall Semester for Enrolled Master’s Students	March 29 – April 26, 2015
Good Friday Holiday (No Classes – College Closed).....	April 3, 2015
Classes Resume	April 6, 2015
Spring Classes End	April 19, 2015
Reading Days	April 20 – 22, 2015
Final Exams	April 23 – 26, 2015

SUMMER SEMESTER

Summer Semester Tuition due.....	May 4, 2015
Classes Begin	May 11, 2015
Last Day to Drop/Add – Registration End.....	May 18, 2015
Memorial Day Holiday (No Classes – College Closed)	May 25, 2015
Classes Resume	May 26, 2015
Last Day to Drop Course without Academic Penalty	June 22, 2015
July Fourth Holiday (No Classes – College Closed)	July 3, 2015
Classes Resume	July 6, 2015
Summer Classes End	August 2, 2015

Make up days due to inclement weather will occur through the virtual campus. Calendar information is accurate as of the date of publication. Cabarrus College of Health Sciences Administration reserves the right to make changes in the calendar as the College needs change.

SECTION I ACADEMIC INFORMATION AND POLICIES

Academic Classification

Diploma & Certificate-Seeking Students:

Freshman – status does not vary by credit hours earned

Associate Degree-Seeking Students:

Freshman - 00-29 semester credit hours earned

Sophomore - 30 or more semester credit hours earned

Bachelor Degree-Seeking Students:

Junior - 60-89 semester credit hours earned

Senior - 90 – 120 or more semester credit hours earned

Master's Degree-Seeking Students:

Graduate Student – status does not vary by credit hours earned

“Credit hours earned” includes hours approved as transfer credit.

Academic Complaints and Appeals

The following are processes and procedures for academic appeals. The Coordinator, Advising and Student Success is available for consult and assistance to students during this process. All academic appeals must be submitted using the Academic Appeal Checklist located under Forms on the College website. If College personnel are away during the stated timelines, processes may be delayed until their return to the office or in rare situations, a designee may be appointed to resume the process.

Appeal of Grade

If a student has a grievance concerning any grade or believes instances of perceived unfair treatment negatively impacted his or her grade, he or she may appeal the grade. It is the intent of these provisions to guarantee fair procedure rather than to interfere with the prerogative of the faculty to evaluate the quality of a student's coursework.

Procedure: A student may appeal a grade by following these steps:

1. The student begins the appeal process by submitting the Appeal Checklist to the instructor or Coordinator, Advising and Student Success, and by meeting with the instructor within five (5) days of receipt of the grade. The student is encouraged to consult with his or her faculty advisor or the Coordinator, Advising and Student Success for assistance with completion of the form and explanation of the appeal process.
2. The instructor will notify the student of their decision, in writing, within five (5) business days of the date of the meeting with the student. The faculty member will return the original Appeal Checklist and any supporting documentation to the Coordinator, Advising and Student Success.
3. If not satisfied with the decision of the instructor, the student must submit a written appeal to the Program Chair of the instructor involved within five (5) business days of the instructor's decision.
4. The Chair will request the Appeal Checklist from the Coordinator, Advising and Student Success, and must meet with the student within five (5) business days of receiving the student's written appeal. The

Chair, or designee if the Program Chair is the instructor involved, serves as a mediator and attempts to resolve the concern through mutual agreement. The Chair or designee will provide a written decision within five (5) business days of receiving the student's appeal and will return the original Appeal Checklist and any supporting documentation to the Coordinator, Advising and Student Success. The student's faculty member and academic advisor also will be notified.

5. If either party (student or instructor) disagrees with the decision of the Chair, he or she may request that the Provost review the decision. This request must be received in writing no later than five (5) business days after the date of the Chair's or designee's written decision.
6. The Provost may request all relevant documentation and may meet with the parties concerned. The Provost will provide his/her decision in writing within five (5) business days of receiving the appeal. The Provost's written decision is final and not subject to further review. The Provost will complete the Appeal Checklist and return the original to the Coordinator, Advising and Student Success. Copies will be maintained in the Provost's office and also will be distributed to the faculty member, Program Chair, and academic advisor.

Appeal of Academic Policy Decision

A student with a grievance concerning the administration of academic policy including but not limited to transfer credit evaluation, leaves of absence, academic freedom, course withdrawals, or program dismissal may file a formal appeal. To be considered, an appeal of academic policy must be initiated within five (5) business days of the date of action or official notification of the decision.

Procedure: A student may appeal an academic policy decision by following these steps:

1. The student begins the appeal process by meeting with the Coordinator, Advising and Student Success to discuss the appeal process, obtain the Appeals Checklist, and submit applicable documentation of the appeal within five (5) business days of the incident. The Coordinator, Advising and Student Success will forward the Appeal Checklist and any supporting documentation to the faculty or staff member whose actions gave rise to the appeal. The student may opt to obtain the Appeals Checklist from the website and directly contact the person with whom they have a grievance.
2. The faculty or staff member will meet with the student to discuss the appeal within five (5) business days of the initiation of the Appeal Checklist. A written decision will be rendered within five (5) business days of the date of the meeting with the student. The student's academic advisor and Program Chair will also be notified.
3. If satisfactory resolution is not achieved, the student must meet with the Coordinator, Advising and Student Success to continue the appeal process. The Coordinator, Advising and Student Success will forward the Appeal Checklist and any supporting documentation to the appropriate supervisor or in some cases the Provost dependent upon the policy under review.
4. The supervisor or Provost will meet with the student to discuss the appeal within five (5) business days of receiving the Appeal Checklist. Within five (5) business days of the date of the meeting with the student, the supervisor or Provost will render a written decision. The student's academic advisor and Program Chair also will be notified.
5. The student has a right to appeal to the level of the Provost following the aforementioned process and timelines as outlined in steps three and four. The decision of the Provost shall be final and is not subject to further review.

Appeal of Academic College Dismissal

Procedure: A student may appeal an academic dismissal by following these steps:

1. The student must submit the Appeal Checklist to the Director, Student Records and Information Management within five (5) business days of the dismissal letter date. The appeal should include: a) relevant documentation of extenuating circumstances, b) a reflection of the circumstances that resulted in the dismissal, and c) a plan of action to avoid similar situations in the future.
2. Upon receiving the student's written appeal, the Director, Student Records and Information Management will review the Appeal Checklist and other relevant documents, and may talk directly with the student and appropriate academic affairs members (e.g. faculty member(s), Provost, etc.). The Director, Student Records and Information Management will inform the student of the decision in writing within five (5) business days of receipt of the student's appeal. The student's academic advisor and Program Chair also will be notified.
3. If the student disagrees with the decision of the Director, Student Records and Information Management he or she may request that the Provost review the decision. This request must be received in writing no later than five (5) business days after the date of the decision in Step 2. The Provost may request all relevant documentation and may meet with the parties concerned. The Provost will provide a decision in writing within five (5) business days of the receipt date of the appeal. The student's academic advisor and Program Chair also will be notified. The decision of the Provost shall be final and not subject to further review.

Academic Dismissal

A student who is on academic probation has two (2) semesters, excluding summer sessions, to achieve minimum cumulative GPA standards (3.00 graduate; 2.00 undergraduate) or to meet program specific academic progression requirements. Failure to do so will result in academic dismissal. Students dismissed from the College will be notified in writing from the Office of Student Records and Information Management and will not be eligible for tuition refunds. A student may appeal a dismissal based on extenuating circumstances by following the Academic Appeals procedure.

Academic Integrity Policy

The academic community of Cabarrus College recognizes that adherence to high principles of academic integrity is vital to the academic function of the College. Academic integrity is based upon honesty. All students of the College are expected to be honest in their academic endeavors. Any breach of academic honesty should be regarded as a serious offense by all members of the academic community. The entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Each student has an obligation to know and understand those standards and expectations. All students, faculty, and staff are expected to help maintain academic integrity at the College by refusing to participate in, or tolerate, any dishonesty.

Violations of Student Academic Integrity

Academic integrity means not lying, cheating, or stealing. To cheat on an examination, to steal words or ideas of another, or to falsify the results of one's research corrupts the essential process by which knowledge is advanced. Lying, cheating, plagiarism, fabrication of data, giving or receiving unauthorized help on examinations, submitting a paper or other work with marginal original thought, and other acts of academic dishonesty are contrary to the academic purposes for which the College exists.

Violations of student integrity include any actions which attempt to promote or enhance the academic standing of any student by dishonest means. It is thus understood by the academic community that the principles of academic integrity require that all work submitted or presented without citation of sources will be the student's own work, not only on tests, but in themes, papers, homework, clinical assignments and class presentations, unless it has been clearly specified that the work is a team effort.

Detection and Prevention of Academic Dishonesty

Faculty may require students to complete or submit work via electronic tools to detect and prevent plagiarism and cheating. Faculty must provide written notification of this intention in the course syllabus. If use of the tool is instituted after distribution of the syllabus, the faculty will provide written notification with the assignment. Faculty are expected to exercise professional judgment when making determinations regarding academic integrity based on reports emanating from the use of such tools, recognizing that such tools may not conclusively demonstrate the existence of academic dishonesty. In instances whereby a student is suspected of academic dishonesty, the faculty member will meet with the student to discuss the suspected violation and potential sanctions.

Sanctions for Student Violations of Academic Integrity

A student who admits to being guilty or who is found to be guilty of a violation of academic integrity will be subject to appropriate sanctions. Sanctions will be determined in accordance with Student Code of Conduct and Discipline System. The exact penalty will depend upon the particular circumstances of each individual case. Student violations of academic integrity may be either course related or non-course related. A course related violation of academic integrity is any offense that may be committed for the purpose of promoting or enhancing the academic standing of the student who commits the offense. A non-course related violation of academic integrity is any offense that does not affect the academic standing of the person committing the offense, i.e. the person who assists the student in cheating. Sanctions may include but are not limited to: a) appropriate grade penalties up to and including F grades on assignments and/or course(s), b) loss of some or all of the benefits of programs, college-related scholarships, and other opportunities normally afforded students, c) restitution for damages done, d) educational service hours, or e) academic probation, suspension or dismissal.

Academic Load

Students may be enrolled on either a full time or part time basis. A graduate student enrolled in nine (9) or more semester hours is considered to be a full-time student. All other graduate students are considered part-time. An undergraduate student who is enrolled in twelve (12) or more semester hours is considered to be a full-time student. All other undergraduate students are considered part-time. Twelve (12) credit hours are considered a maximum academic load for graduate students and seventeen (17) credit hours are considered a maximum load for undergraduate students. Special permission must be obtained from the College administration to exceed these limits.

Academic Minor

An academic minor is a series of courses outside of one's declared major curriculum that complements the student's major. The minor consists of a minimum of 12 hours of core courses in a specified field of study at the upper level (300 or above). A student cannot request a minor in their current major; typically a minor is a subset of another major. A student may request a minor by completing the Declaration of Academic Minor form including signatures from their advisor and the Program Chair for the selected minor. The form must be submitted to the Office of Student Records and Information Management prior to the semester of the student's graduation.

Academic Probation

Any graduate student with a cumulative GPA of 2.99 or lower or any undergraduate student with a cumulative GPA of 1.99 or lower at the end of any semester will be placed on academic probation. "Academic Probation" will appear on the official transcript. (NOTE: Academic Probation may include stipulations, remediation, and a redesigning of the student's curriculum plan). The Dean, Student Affairs & Enrollment Management will send a letter alerting the student to his/her probationary status. Students on Academic Probation are required to meet with the Coordinator, Advising and Student Success to develop an Academic Improvement Plan, prior to registration for the following term. The student's GPA must be increased to a level of 3.00 if graduate level or 2.00 if undergraduate level to be

removed from academic probation. After two consecutively enrolled semesters (excluding summer sessions) of not achieving the minimum acceptable cumulative GPA, the student will be dismissed from the College.

If a student has fewer than 12 cumulative credit hours, the student will have an additional semester (or three total consecutively enrolled semesters) to increase both the credit hours to 12 and the cumulative GPA in order to be removed from academic probation. Students should inquire if the restriction of probation will have any financial aid consequences for their particular case, by consulting with the Office of Financial Aid.

Being placed on academic probation in and of itself is not subject to appeal.

Academic Progression

Graduate Programs

All graduate students must:

- Meet and maintain current health and orientation requirements as specified by the College and clinical agencies to participate in and/or continue clinical assignments.
- Satisfactorily complete all prerequisite courses before enrolling in subsequent courses.
- Earn at least a “C” (73-76) as a final grade in each program course and major course in order to enroll in the subsequent major course(s) or to graduate.
- Maintain a cumulative grade point average of “B” (3.0) or higher.
- Complete Level II Fieldwork within 18 months of the required academic coursework if enrolled in the Occupational Therapy program.

Undergraduate Programs

All undergraduate students must:

- Meet and maintain current health and orientation requirements as specified by the College and clinical agencies to participate in and/or continue clinical assignments.
- Maintain a current, unrestricted RN license or appropriate certification if enrolled in a baccalaureate completion program.
- Satisfactorily complete all prerequisite courses before enrolling in subsequent courses.
- Earn at least a score of 80 as a final grade in each program course and major course in order to enroll in the subsequent major course(s) or to graduate.
- Earn a minimum score of 70 as a final grade in each of the elective general education courses in order to progress.
- Maintain a cumulative grade point average of “C” (2.0) or higher in baccalaureate programs, except in Interdisciplinary Health Studies wherein a student must maintain a cumulative grade point average of “B” (3.0) or higher if intending to progress into the Master’s in Occupational Therapy program.
- Maintain a cumulative grade point average of 2.0 or higher in associate degree and diploma programs at the end of the first academic year or the equivalent (minimum 24 credit hours).
- Complete Level II Fieldwork within one year of the required academic coursework if enrolled in the Occupational Therapy Assistant program.

Only one 200 level course may be counted toward baccalaureate completion course requirements.

Academic Residency

Students are expected to complete all program requirements within five academic years of initial enrollment in the major.

Academic Suspension

If at any time it is the judgment of the faculty and/or administration that a student has failed to meet the academic, behavioral or health policies of the College, the student may be academically suspended. A student may be suspended for a specific period of time to allow time for fact-finding and decision-making regarding the incident/issues in question. During a suspension, a student may not be allowed to participate in any College activities.

Attendance

The Cabarrus College faculty expect students to consistently attend and participate in all academic courses in which they are registered. Attendance refers to all required on-campus classes, laboratory sessions, clinical/fieldwork and related experiences, as well as active participation in distance education activities as outlined in the course syllabi. Absences interfere with the student receiving the full benefit of the educational experience and therefore should only occur in emergency situations such as personal illness, family illness, or death of a close family member.

In order to meet academic attendance expectations, all students must have access to the internet, a telephone, Cabarrus College email, the Learning Management System email, and as applicable, transportation services. All students are expected to keep their contact information up to date in SONISWEB and check their College email account, personal phone, and the College website for announcements concerning College closings, delays or rescheduling due to inclement weather, faculty absences, facility closing or other emergencies impacting student attendance.

Students who stop attending a course at any time without officially dropping the course will be considered enrolled. The student will receive the grade earned in the course and will be responsible for full tuition payment.

Auditing a Course

A student may be permitted to attend and participate in a course for self-enrichment but not for academic credit. Permission of the course instructor is required for a student to audit a course.

Chancellor's and Provost's List

Undergraduate students who have completed a semester with a minimum load of 12 graded semester hours of degree credit (full-time student) and who have earned a Grade Point Average of 3.50-4.00 will be recognized and placed on the "Chancellor's List." Full time students who achieve a Grade Point Average of 3.00 – 3.49 for the semester are recognized and placed on the "Provost's List."

Change of Name, Address, and/or Telephone Number

It is the responsibility of all students to notify the College immediately upon a change of name, address, or telephone number. The preferred method to change data is for the student to utilize the SONISWEB System. The College is not responsible for any correspondence the student may miss due to the student's failure to notify the College of such. Legal documentation is required to change a name.

Change of Major

Applications for change of major can be made at any time. Requests received by the published application deadlines for each semester are guaranteed for consideration and decision prior to course registration for the following semester. Applications for change of major are considered on a competitive basis. Criteria for change of major requests include: meeting any minimum standardized test score requirements; academic history (high school and college); grades in science and math courses; and grades in courses enrolled in at Cabarrus College, especially science and math courses. It is the student's responsibility to ensure that they meet all program admissions criteria.

If a change of major is desired, students should contact the Coordinator, Advising and Student Success to facilitate the process. Student requests for change of major will be reviewed and decided upon by the appropriate academic

Program Chair. Admission into one program does not guarantee admission into another program. A change of major acceptance is contingent upon successful completion of currently enrolled coursework, continued good academic standing at Cabarrus College, and fulfillment of any additional program specific requirements.

Change of Level

Students who desire to change level within a program (i.e. diploma to associate degree, certificate to bachelor's degree or associate degree to diploma) must submit a completed Request for Change of Level form to the Office of Student Records and Information Management. Forms must be submitted prior to published deadlines if graduation plans are impacted.

Clinical and Fieldwork Experiences

Clinical and fieldwork experiences are an integral part of the educational experience of Cabarrus College students. Prior to enrolling in the first clinical course in any major, students are required to submit evidence of current BLS for healthcare providers as well as up to date immunization requirements. Placement into specific sites is determined by and is the responsibility of the faculty of the program. Students are expected to follow the guidelines developed by Cabarrus College of Health Sciences and the individual agencies regarding expected behaviors. Each agency reserves the right to require proof of the student's health insurance coverage, evidence of a criminal background check, and to determine the appropriateness of the student's conduct and activity for purposes of continuing at the facility. Students are expected to provide their own transportation to and from the affiliating agencies.

College Grading System

Grading Scale:

- A = 93-100
- A- = 90-92
- B+ = 87-89
- B = 83-86
- B- = 80-82
- C+ = 77-79
- C = 73-76
- C- = 70-72
- D+ = 67-69
- D = 63-66
- D- = 60-62
- F = less than 60

Recorded numerical grades will be rounded to the next whole number; however, this will not be done until the end of the term, when the final average is calculated. In general, if a grade is five tenths or greater, it will be rounded to the next whole number.

Other Designations:

AU= Audit/No Credit

This is noted when a student has been permitted to attend and participate in a course for self-enrichment but not for academic credit.

I=Incomplete

This is a temporary grade assigned at the discretion of the instructor when a student who is otherwise completing the course satisfactorily has not, due to various circumstances, completed all the work in the course. The "I" must be removed within a period of time specified by the course instructor, generally no later than the beginning

of final examinations of the following semester (not including summer). If the missing coursework or clinical hours are not completed by the specified deadline, the grade of "I" will be changed to a grade of "F" by the instructor. Neither grade points nor credit hours will be awarded for a grade of "I."

P= Pass (in a pass/fail course)

Some courses are offered on a pass/fail basis. A "P" will be notated on the transcript if the student successfully completes the courses with satisfactory performance.

U= Unsatisfactory

Clinicals, fieldwork, and labs may be offered as one component of an overall course or as a separate stand-alone course. If a student receives a U for a laboratory/clinical/fieldwork component of a course, then a grade of "F" will be recorded for the entire course.

W= Withdrawal Passing

This notation shall demonstrate that the student was satisfactorily passing the course at the time he/she completed the withdrawal process.

WF= Withdrawal Failing

This indicates that the student had a failing grade as of the last date of class attended prior to withdrawal/dismissal.

At the end of each academic session, students can view their official semester grade reports online using SONISWEB.

Compliance with Federal Copyright Law

Compliance with federal copyright law is expected of all students, faculty, and staff at the College. Except as allowed by law it is a violation of policy to reproduce, distribute, display, publicly perform, digitally transmit or prepare derivative works based upon a copyrighted work without permission of the copyright owner. No faculty, student or employee may make, store, transmit or make available unauthorized copies of copyrighted materials using College computers, networks or storage media. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Instances of violations are subject to College policies where violators may face disciplinary action leading up to or including probation, suspension, or dismissal and Federal Laws as described below. Liability for copyright infringement can include civil and criminal penalties along with damages up to \$150,000 for each unauthorized use. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially the FAQs at www.copyright.gov/help/faq.

Campus users are reminded that Federal copyright laws (34 CFR 668.43(a)(10)(ii)) apply to many forms of intellectual property including copyrighted music and videos. Cabarrus College users are prohibited from distributing copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property. The College encourages the legitimate downloading of copyrighted material through recognized channels such as Amazon.com, iTunes, and other known repositories. Lists of legal download sources are provided by EDUCAUSE, the Recording Industry Association of America, and the Motion Picture Association of America.

Concurrent Enrollment

After matriculating with Cabarrus College, students are expected to take all coursework for the certificate, diploma, or degree at Cabarrus College. Transfer credit will not be awarded to students concurrently enrolled at another institution of higher education unless prior permission has been granted by the Provost. Students may request special permission by contacting the Director, Student Records and Information Management.

Co-Requisites

Co-requisite courses refer to courses that must be taken concurrently in the same semester, unless one or more of the courses were successfully completed in a previous semester. Co-requisites typically occur with lecture and lab sections in science, and with lecture and clinical sections in nursing and allied health.

Credit by Departmental Examination

Credit by departmental examination is available to students who have had experiences (e.g., employment, course work) that do not warrant transfer credit or advanced placement for a course, but indicate a probable proficiency in the area of study as determined by the program chair. Eligible courses vary by the program.

To challenge a course by departmental examination, the student must complete the Credit by Examination Application and Authorization form and complete the following requirements:

- Provide acceptable evidence of proficiency in the area (e.g., relevant course descriptions, course work, certificates, letters of recommendation from employers, a recent resume).
- Pay a nonrefundable challenge fee of \$100 for non-laboratory courses and \$150 for laboratory courses no later than one week prior to the exam date.

A course must be challenged before the course begins. A grade of “80” or better is required to receive credit for the course. A student must register for the course during the registration period and attend class until notification of exam results.

The challenge exam for courses involving laboratory and clinical experiences contains separate exams for both components of the course. The student must pass both components with a grade of “80” to receive credit for the course. The letters “CE” (Credit by Exam) will be recorded on the transcript to indicate the examination was passed. Upon successful completion of the challenge exam, the non-refundable fee is applied to the next session’s tuition.

Hours earned through credit by examination will not be counted in determining hours for full time status. The student is allowed only one challenge exam attempt per eligible course. A student may not pursue credit by examination for a course in which they had previously earned a “D” or “F”.

Credit for Experiential Learning

Experiential Learning is the mastery of course content and/or student learning outcomes gained through applicable work experience or specialized training. These experiences are obtained outside of a formal academic setting. Learning experiences must occur within five years of the current application date. A request for credit for experiential learning should be made four weeks in advance of the specific course offering. Students requesting credit for experiential learning must first meet all requirements for admission and enrollment and submit the following items to the Office of Student Records and Information Management:

- Credit for Life Experience Application (available on Cabarrus College website) and portfolio
- Letter explaining the life experience
- Current resume

- At least two letters of reference related to life or work experience within the discipline
- Relevant licenses or certifications
- Non-refundable processing fee

Credit Hour Definition

The College's academic calendar provides a framework for awarding academic credits through its fall and spring semesters, as well as summer sessions. The graduate semester encompasses fifteen weeks of instruction and student learning, of which a final exam period is included. The graduate summer session spans twelve weeks. The undergraduate semester consists of sixteen weeks of instruction and student learning, which includes a final exam period. Summer session includes ten-week course offerings and five-week course offerings.

On-Campus Lecture Courses

Cabarrus College utilizes the Carnegie Unit as its benchmark for determining credit hours for on-campus lecture courses. Students who participate in one (1) hour of classroom or direct faculty instruction (one contact hour) and a minimum of two (2) hours per week in study, research, or other out-of-class work for 15 weeks in a graduate semester or for 16 weeks in an undergraduate semester will be awarded one academic credit. As is best practice in higher education, a contact hour equals 50 minutes. Thus for on-campus lecture courses, a minimum of fifteen (15) contact hours is needed to earn one semester credit hour.

Distance Education Courses, Independent Studies, Internships, and Practica

For online and hybrid courses, the College expects students to engage in a minimum of three (3) hours of study, research, and/or participation in required class activities for fifteen (15) weeks in a graduate semester or for sixteen (16) weeks in an undergraduate semester in order to earn one semester credit hour. The rigor of such activities shall be equivalent to those required by face-to-face courses to ensure achievement of the College's mission of preparing exemplary healthcare professionals. Verification of the amount of student work needed to earn a credit hour will be represented in the course student learning outcomes and assignments, and verified by evidence of student achievement.

Other Cabarrus College courses with less structured schedules, such as independent studies, internships, and practica, also are expected to verify the amount of student work needed to earn a credit hour. Determination shall be informed by discipline-specific accrediting bodies and best practices. Student workload shall be represented in the course student learning outcomes and assignments, and verified through evidence of student achievement.

Laboratory, Clinical, and Fieldwork Courses

Students participating in laboratory, clinical, and fieldwork courses generally will be awarded one (1) semester credit hour for successfully completing three (3) contact hours of learning activities each week for one semester. Exceptions may include but are not limited to associate degree courses not intended for transfer and require the approval of the Provost and Curriculum Committee.

Physical Education Courses

Students participating in physical education courses will be awarded one semester credit hour for successfully completing two (2) contact hours of learning activities each week for one semester.

Courses Offered in a Compressed Timeframe

Credit hours may be earned for coursework completed during shortened sessions (e.g., summer sessions, accelerated delivery programs, mini-mesters). The amount of student work required to earn a semester credit hour in a compressed timeframe will be comparable to the total amount of work required for a 15-16 week semester. The

amount of student work expected per week shall be proportionate to the diminishing number of weeks. For on-campus courses, a proportionate amount of time will be added to each class period to ensure the total number of contact hours are equivalent to those of a full-length semester.

Dropping or Adding a Course (Drop/Add)

Students may add a course within the first five (5) business days of the semester.

Students may drop a course at any time during the semester prior to the week of the course's final exam. The procedure and consequences vary and are outlined below. If the student drops a course during the first five (5) business days of the semester, the student is considered never enrolled and the course will not be listed on an official transcript.

After the five day limit, dropping a course will follow the course drop/add policy which states:

The last day to drop a course without academic penalty is at 60% of the course. The date will be published in the College calendar and the catalog. A student who drops a course after the five day limit but prior to exams will receive a 'W' if passing and a 'WF' if failing.

Should a student stop attending a course at any time without officially dropping the course, the student is considered enrolled and will receive the grade earned in the course and is responsible for the full tuition.

Students must use the Drop/Add Form (see "Forms" on the Cabarrus College website) to drop or add a course after the Drop/Add period. The course drop/add form applies anytime the student withdraws from the course.

Good Standing

In order to remain in good standing, students (full and part-time) are required to maintain the cumulative grade point average required by their respective academic program.

Grade Point Average

The grade point average (GPA) of each student is determined by assigning grade points to the earned grade according to the following scale:

Calculated in GPA

- A = 4.00 grade points
- A- = 3.70 grade points
- B+ = 3.30 grade points
- B = 3.00 grade points
- B- = 2.70 grade points
- C+ = 2.30 grade points
- C = 2.00 grade points
- C- = 1.70 grade points
- D+ = 1.30 grade points
- D = 1.00 grade points
- D- = 0.70 grade points
- F = 0.00 grade points

Not Calculated in GPA

- I = Incomplete
- W = Withdraw Passing

- AU = Audit
- PC = Proficiency Credit
- CE = Credit by Examination
- R = Course Repeated
- P = Pass
- AP = Advanced Placement
- * = Transfer or non-credit courses

Grade Warning Systems

The College has devised two grade warning systems to help students attain a successful educational experience. The early alert warning system allows faculty and staff to identify students with academic concerns after the fourth week of the semester. Students are contacted by the Coordinator, Advising and Student Success to schedule an appointment to discuss resources available and to develop a plan for improvement. After official midterm grades have been reported, any student with a failing grade receives notification from the Dean, Student Affairs and Enrollment Management. These students are required to meet with the Coordinator, Advising and Student Success to develop an Academic Improvement Plan. Early warnings allow the students ample opportunity to correct academic behaviors either before midterm or final grades are assigned.

Graduate Study by Undergraduate Students

Upper division undergraduate students may request permission to enroll in graduate level courses if they have a cumulative grade point average of 3.0 or above and have satisfactorily completed all prerequisite coursework. Students enrolled in accelerated programs that lead to a combined bachelor's and master's degree are exempt from requesting special permission.

A graduate course taken by an undergraduate student is counted toward the student's bachelor's degree in the same way that upper-division courses are counted, unless the course is reserved for graduate credit. Courses reserved for graduate credit may not also be used to fulfil the requirements of an undergraduate degree.

Students matriculated into accelerated programs that lead to a baccalaureate and a master's or first professional degree, non-matriculated students, special students and matriculated undergraduate students taking courses in excess of degree requirements, pay graduate tuition for graduate courses.

Graduation Marshals

Marshals will be selected from those undergraduate students having the highest GPAs (minimum cumulative GPA of 3.00) and at least 15 credit hours earned at Cabarrus College of Health Sciences. Up to six (6) student Marshals will be chosen for the fall and spring graduation ceremonies, with representation from both the associate degree and baccalaureate degree seeking programs.

Graduation Requirements

Each student must submit the following forms to the Office of Student Records and Information Management:

- Intent to Graduate – completed the semester prior to graduation. Refer to the current Academic Calendar for due date.
- Graduation Clearance – completed prior to graduation

Each student must meet the following requirements:

- Complete a minimum of one-third of the total credit hours needed for graduation at Cabarrus College (graduate students)

- Complete a minimum of 25% of the total credit hours needed for graduation at Cabarrus College; the minimum must include at least 50% of the credit hours in the major (undergraduate students)
- All financial obligations of the College must be current
- Minimum cumulative GPA of 3.00 for graduate students and 2.00 for undergraduate students
- All requirements of the curriculum in which the student is enrolled
- Register for and complete the post ETS Proficiency Profile during the last semester of enrollment (associate and baccalaureate degree students only)

Students who are scheduled to complete all program requirements no later than the last day of the second summer session following spring commencement may participate in the spring exercises, with program chair certification. This includes students lacking no more than six semester hours of credit toward completion of all degree requirements or who have a single internship or practicum worth no more than fifteen credit hours, which will be graded on a pass/fail basis. Students must submit all necessary paperwork for graduation (see above) by the stated deadline in order to participate.

A student may not participate in two separate graduation exercises for the same degree.

Graduation with Distinction

Undergraduate students receive graduation honors of distinction in one of three categories by attaining the requisite grade point averages in all course work taken at Cabarrus College of Health Sciences.

Cum Laude (3.20-3.59)

Magna Cum Laude (3.60-3.89)

Summa Cum Laude (3.90-4.00)

Incomplete Grade

When a student needs extra time to complete student learning outcomes because of illness or other extenuating circumstances, the instructor may give a grade of “I” (Incomplete) as a temporary grade. An “I” is not to be given to a student already doing failing work. The student who receives an “I” grade must complete the work no later than the beginning of final examinations of the following semester (not including summer), earlier if possible. The instructor may request an extension in unusual circumstances by obtaining, completing (including all signatures) and submitting the necessary form to the Office of Student Records and Information Management. If the previous conditions are not met, the Incomplete grade is automatically converted to an “F” grade.

Obtaining Grade Reports

Grade reports with grade point averages are available online using SONISWEB at the end of each semester.

Pass/Fail Option

Students may elect to take one course per semester on a pass/fail basis. Courses in the General Education Curriculum and courses required in the student’s major field are excluded from this option. Students must have approval from the course instructor and the Associate Registrar prior to course registration for a pass/fail course.

Pre-Requisites

A course prerequisite is any requirement an academic program identifies as essential for a student to successfully complete before taking a course.

Repeating Courses

A student may enroll in any non-major course a maximum of two (2) times (this includes courses attempted and/or completed). A student may repeat a maximum of two (2) courses in the major per admission, except in associate degree nursing wherein students may repeat a maximum of one (1) nursing major course per admission. The second enrollment will be on a space available basis at the time of registration. Only the grade obtained on repeating the course will be used in determining GPA and is considered the final grade; however, both courses and grades will appear on the transcript. Final course grades are included in the calculation of the GPA for honors at graduation. This applies only to the courses taken and repeated at this institution.

Transcript and Record Requests

Official copies of transcripts and other academic record components are released to designated institutions and/or individuals upon completion of the Authorization of Record Release form by the student or former student. A fee is charged for each copy according to the published schedule. Academic records from other institutions are not released.

Withdrawal

Cabarrus College provides a formal system that guides the College and the student through the voluntary and involuntary withdrawal processes. Withdrawal from a course or the College may be voluntary (requested) or involuntary (Dismissal).

From a Course

A student may withdraw from a course up to 1 week (5 class days) after mid-semester (last day to drop a course without academic penalty) and receive a "W" providing the student completes the Course Drop/Add form and secures the required signatures. A student who drops a course after this date, but prior to exams will receive a "W" if passing and a "WF" if failing. A student may not drop a course during the week of the course's final exam. Should a student discontinue attending a course at any time without officially withdrawing, the student is considered enrolled and will receive the grade earned in the course and is responsible for the full tuition.

From the College - Leave of Absence or Withdrawal (Voluntary)

The College requires that all degree-seeking students enroll in course work every fall and spring semester during their academic career. Some degree programs may require summer enrollment. If a student's academic plans must be discontinued, the student must choose one of two options: a Curriculum Leave of Absence (CLOA) or Withdrawal from the College. The Coordinator, Advising & Student Success and the faculty advisor can help students decide the more appropriate course of action for their situation.

Failure to formally request a CLOA or withdrawal will result in the automatic removal from the official roll via an Administrative/Involuntary Withdrawal, and the student must re-apply through the Admissions Office for reinstatement of degree status.

A CLOA releases the student from degree study for up to one academic year, after which the student may resume study according to regular registration procedures. The student must complete and submit the official CLOA form, the required non-refundable fee (which does not guarantee placement, but simply keeps the student's academic record active, and is applied to the tuition when the student returns), and return the name badge to the College. The request must be approved by a College official and the student must understand that re-enrollment is on a space available basis and the student is required to meet the curriculum requirements of the class in which the student is to re-enroll. Individuals returning from a CLOA will pay tuition according to the current tuition and fee schedule.

At the end of one year on CLOA, the student must withdraw from the College or re-enroll, at which point the CLOA fee will be forfeited. A CLOA is treated the same as a withdrawal for financial aid purposes. Students returning from

a CLOA must follow the enrollment requirements of new students listed in the admission to the college section of this catalog.

A student withdrawal from the College (as opposed to a course withdrawal) is appropriate if the student wishes to discontinue study at Cabarrus College of Health Sciences for the foreseeable future. This officially closes the student's file and serves as notice that the student initiated separation from the College. Failure to withdraw officially can seriously complicate any effort to resume study at this or another institution.

Absence from class(es) does not constitute official withdrawal.

Students may request leaves or withdrawals during a semester if circumstances are such that the student is no longer able to continue with coursework. If a student wishes to withdraw voluntarily from the College, he/she should obtain the Withdrawal or CLOA Form from the Office of Advising and Student Success, complete all parts of the form, and return the completed form to the Office of Student Records and Information Management. For a Withdrawal or CLOA to be finalized, the student's completed Withdrawal or CLOA Form must be filed in the Office of Student Records and Information Management. The date the Associate Registrar receives the completed Withdrawal or CLOA Form is the official date of withdrawal.

When a request is submitted prior to the last date for withdrawal without academic penalty (as determined by the Provost and published in the academic calendar) a grade of W is recorded for all courses in which the student is currently enrolled. If the request is submitted after the deadline for withdrawal only extenuating circumstances, as determined by the Appeals Process, justify the granting of W grades. Requests for leaves of absence and student withdrawals are processed through the Office of Advising and Student Success and the Office of Student Records and Information Management.

From the College (Involuntary)

Involuntary withdrawal occurs when a student fails to meet certain standards to remain in the College. If at any time it is the judgment of the faculty and/or administration that a student has failed to meet the academic, behavioral or health policies of the College, the student may be academically dismissed and will not be eligible for tuition refunds.

Failure to register for subsequent semesters or submit a Withdrawal/CLOA Form will result in an Administrative/Involuntary Withdrawal from the College.

SECTION II RIGHTS, RESPONSIBILITIES AND STANDARDS OF BEHAVIOR

Students at Cabarrus College are expected to adhere to the Cabarrus College Student Conduct Code, which is "designed to promote the peaceful pursuit of intellectual and subsidiary activities at Cabarrus College and to ensure the safety of persons engaging in those pursuits while they are at the College. It is designed to protect the free and peaceful expression of ideas and also to assure the integrity of various academic processes."

Academic Integrity Policy

Violations of Student Academic Integrity

Academic integrity means not lying, cheating, or stealing. To cheat on an examination, to steal words or ideas of another, or to falsify the results of one's research corrupts the essential process by which knowledge is advanced. Lying, cheating, plagiarism, fabrication of data, giving or receiving unauthorized help on examinations, submitting a paper, or other work with marginal original thought, and other acts of academic dishonesty are contrary to the academic purposes for which the College exists.

Violations of student integrity include any actions which attempt to promote or enhance the academic standing of any student by dishonest means. It is thus understood by the academic community that the principles of academic integrity require that all work submitted or presented without citation of sources will be the student's own work, not only on tests, but in themes, papers, homework, clinical assignments, and class presentation, unless it has been clearly specified that the work is a team effort.

Detection and Prevention of Academic Dishonesty

Faculty may require students to complete or submit work via electronic tools to detect and prevent plagiarism and cheating. Faculty must provide written notification of this intention in the course syllabus. If use of the tool is instituted after distribution of the syllabus, the faculty will provide written notification with the assignment. Faculty are expected to exercise professional judgment when making determinations regarding academic integrity based on reports emanating from the use of such tools, recognizing that such tools may not conclusively demonstrate the existence of academic dishonesty. In instances whereby a student is suspected of academic dishonesty, the faculty member will meet with the student to discuss the suspected violation and potential sanctions.

Sanctions for Student Violations of Academic Integrity

A student who admits to being guilty or who is found to be guilty of a violation of academic integrity will be subject to appropriate sanctions. Sanctions will be determined in accordance with Student Code of Conduct and Discipline System. The exact penalty will depend upon the particular circumstances of each individual case. Student violations of academic integrity may be either course related or non-course related. A course related violation of academic integrity is any offense that may be committed for the purpose of promoting or enhancing the academic standing of the student who commits the offense. A non-course related violation of academic integrity is any offense that does not affect the academic standing of the person committing the offense, i.e. the person who assists the student in cheating. Sanctions may include but are not limited to: a) appropriate grade penalties up to and including F grades on assignments and/or course(s), b) loss of some or all of the benefits of programs, college-related scholarships, and other opportunities normally afforded students, c) restitution for damages done, d) educational service hours, or e) academic probation, suspension or dismissal.

Access to and Disclosure of Student Records & Family Educational Rights and Privacy Act (FERPA)

Education records are kept by College offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, also known as the Buckley Amendment, affords students certain rights concerning their education records. Students have the right to have some control over the disclosure of information from their records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

Student and Parent Rights Relating To Education Records

Students have the right to know about the purposes, content, and location of information kept as part of their education records. They have the right to gain access to and challenge the content of their education records. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The right of challenge is not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. Students also have the right to expect that information in their education records will be kept confidential, disclosed only with their permission or under provisions of the law.

FERPA considers all students independent which limits the education record information that may be released to parents, without the student's specific written permission, to directory information. Parents have the right, under certain conditions, to gain access to information in the student's education records. Parents who claimed the student as a dependent on their most recent IRS 1040 are permitted access to the student's education records.

Directory Information

Some information about students is considered directory information. Directory information may be publically shared by the institution unless the student has taken formal action to restrict its release. Directory information includes:

- Name
- Address (excludes e-mail)
- Phone Number
- Program of study
- Participation in officially recognized activities
- Most recent educational institution attended
- Date of Attendance
- Degrees and Awards received (including dates)
- Enrollment Status (full/part-time)
- Class Level
- Date of Birth

Students may elect to suppress their Directory Information by going to the Office of Student Records and Information Management. The student will be required to complete and sign the "Suppression of Directory Information Request Form" officially requesting the suppression of their respective Directory Information. The College assumes that the student does not object to the release of the Directory Information unless the student files the official Suppression of Directory Information Request Form.

Cabarrus College's policy statement implementing FERPA is maintained by, and available for review in the Office of the Dean, Student Affairs and Enrollment Management. Students should address questions, concerns, or problems to the Dean's office. Students may file complaints regarding alleged failure of the College to comply with FERPA with The Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605; (202) 260-3887, FAX: (202) 260-9001.

Campus and Workplace Zero Violence Policy

Cabarrus College has a policy of zero-tolerance for campus (campus applies to class, clinical and fieldwork affiliates) and workplace violence, verbal and nonverbal threats, and related actions. Students and employees are encouraged to promptly report incidents to managers (or faculty/staff) and security to reduce or eliminate risks. A student who reports or experiences violence while in class or clinical will not be subject to any form of retaliation. To ensure the highest standards of health and safety for all students, employees, visitors, patients, vendors, contractors and the general public, no one is permitted to:

- Physically assault another individual on Cabarrus College properties, clinical or fieldwork affiliations. Such actions include but are not limited to, unwanted hostile contact, such as hitting, pushing, shoving, or throwing objects.
- Threaten another individual stating a present or future intention to cause physical or mental harm. Any expression of intent to cause physical or mental harm is considered to be a threat.
- Harass another individual through communication or behavior designed or intended to intimidate, threaten or frighten another individual.
- Damage another individual's, Cabarrus College or CHS property.

Notify CMC-NE Security or the Dean, Student Affairs and Enrollment Management, immediately regarding any person who makes substantial threat(s), exhibits threatening behavior or engages in violent acts on CMC-NE property, including the College campus and clinical affiliates.

Cabarrus College supports local magistrate and court orders. All students, faculty and staff who apply for or obtain a permanent or temporary protective or restraining order which lists the College or CMC-NE locations as being protected areas and who request security services, should provide copies of the order to the Dean, Student Affairs and Enrollment Management, their supervisor or instructor, and CMC-NE Security. A copy of the protective or restraining order will be filed and kept confidential in the office of CMC-NE Security and the Dean's office.

Campus Communications

Students receive access/log-in information for their College email and Virtual Campus accounts after paying the tuition deposit. The Cabarrus College email is the official email address for students and is the primary means of communicating to students. Students are responsible for checking their College email, and the Virtual Campus accounts daily for all enrollment related correspondence including rescheduling, campus closings, financial aid, registration, graduation, and other important College communications. Questions regarding access to the College email or Virtual Campus accounts should be directed to the Media Support Specialist.

Campus Dress and Uniforms

As future healthcare professionals, students will present an image that reflects our commitment to quality care. Students are expected to present themselves in accordance with the guidelines established for Cabarrus College Campus and their future profession, and project a professional image through actions and appearance. The dress policy contains a set of core standards that applies to all students. Standards are then further defined based on the following categories:

- Cabarrus College Campus
- Clinical or Fieldwork Prep (conducting assignments or participating in activities on the campus of clinical or fieldwork affiliates)
- Clinical and Fieldwork

Each program may more clearly define clinical or fieldwork attire requirements in certain areas (e.g., nursing uniform, scrubs). Modifications may also be necessary for medical or religious accommodations. Students receive instructions regarding program specific requirements and the purchase of uniforms at the beginning of the semester and/or clinical experience. Costs vary by program.

Charges, Convictions, Sanctions

It is the students' responsibility to notify Cabarrus College in the event of a criminal charge, conviction or sanction listed. It is the intent and purpose of this policy to ensure the safety of students, patients, guests and employees and to enhance and protect the property and reputation of the College. Any student who is charged with, or convicted of, a felony or any misdemeanor involving violence, injury to another person, communicating threats, destruction of property, sexual offenses, drugs, DUI, theft or fraud including fraudulent checks, shall immediately report such charge or conviction in writing, the next business day to the Dean, Student Affairs and Enrollment Management or designee. Failure to report a charge will be grounds for disciplinary action up to, and including, revocation of admission, or dismissal. The Dean, Student Affairs and Enrollment Management or designee will review reports of charges with other departments (such as CMC-NE Legal Services) as deemed necessary. The student may be suspended while the charge is under review. After completion of the review, the Dean, Student Affairs and Enrollment Management or designee will determine whether to allow the student to continue in class or clinical or be immediately dismissed or revoke admission. If the charge is dismissed or

dropped, the student should immediately report that fact to the Dean, Student Affairs and Enrollment Management.

Convictions and Sanctions

Any student who is convicted of a charge listed above or sanctioned/debarred by a federal or state agency must report the conviction or sanction within five days of the occurrence, in writing, to the Dean, Student Affairs and Enrollment Management or designee. Failure to report a conviction or sanction will be grounds for dismissal. The Dean or designee may consult with other departments (such as Legal Services) and will determine if the student's unlawful conduct is grounds for disciplinary action, up to, or including, dismissal. In the event of a criminal conviction or federal debarment related to healthcare, enrollment may be terminated.

Consequences of Non-Payment

Students are responsible for all financial obligations to the College. The College may take the following measures for students not meeting financial obligations:

- Deny admission to class or clinical activities
- Deny registration
- Dismissal from the College
- Withhold grades and transcripts
- Withhold the granting of degrees, diplomas or certificates
- Deny participation in graduation activities
- Charge a late fee
- Submit student account to collections

Diversity Education

In an effort to meet an accreditation requirement for the Southern Association of Colleges and Schools Commission, Cabarrus College faculty, staff and student body representatives identified the following College initiative: Enhancing Cultural Competence in Healthcare Delivery. This initiative focuses on exposing our students to diverse populations in our community by incorporating cultural competency throughout the curricula and using service learning as the capstone. The necessity and benefits of being culturally competent are emphasized continually in selected courses. Discussion and assignments reiterate the importance of cultural competency education in relation to the care of diverse populations.

The many benefits of service learning are outlined in academic literature with conclusive evidence that these experiences have a significant impact on student outcomes. Service learning supports the College's core value of teamwork and our desire to embrace diversity. Cabarrus College identifies service learning as a teaching-learning strategy that embraces collaboration with community partners to:

- Promote structured learning through active participation in diverse environments,
- Develop enhanced curricular objectives with rich learning experiences to translate theory into real-life situations,
- Provide meaningful community service that results in reciprocity between the student and population served and
- Foster personalization and self-reflection in order to develop critical thinking and reasoning abilities.

The journey toward achieving cultural competence is life-long. The College endeavors to enhance our students' cultural competence in healthcare delivery by utilizing best practices in service learning and immersion in diverse situations. Between pedagogy within coursework and service learning, our students will have opportunities to

enhance leadership skills, increase their civic engagement and gain a deeper understanding of the complexity of social issues.

Drug and Alcohol Use and Prevention

Cabarrus College and clinical and fieldwork affiliates must be free from alcohol, illegal drug use and other substances which may or may not adversely affect performance. The College's alcohol and drug prevention program includes strict policies regarding drug and alcohol use and charges, convictions and sanctions all which may affect enrollment and future licensure status if violations are discovered.

Student Affairs ensures that an alcohol and drug prevention program is in place at Cabarrus College in accordance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug Free Schools and Communities Act (Public Law 101-226). As a condition of pre-enrollment, students must provide a negative drug screen from a certified lab (within 30 days) prior to the first day of the semester. Students may be subject to random drug screenings. Any student who is charged with, or convicted of, a felony or any misdemeanor involving drugs or DUI shall immediately report such charge or conviction to the Dean, Student Affairs and Enrollment Management.

Students are advised of the health risks associated with the use of drugs and alcohol and federal and state laws associated with usage. Students are required to sign the student acknowledgement form (found on line on the College's website) which indicates receipt and understanding of the policies related to a drug and alcohol free campus. The financial aid department also requires that all students sign a form which outlines the consequences of convictions, possession, and sale of illegal drugs in order to meet Federal Student Aid eligibility requirements.

If you need help coping with alcohol and drug problems, contact the Employee Assistance Program (EAP), available through Carolinas HealthCare System for personal counseling. Visit their website www.chs-eap.org to learn more about EAP. To schedule an appointment or speak with a counselor, please call 704-355-5021 or toll-free at 800-384-1097, 24-hours a day, seven days a week.

Food and Beverages in Classrooms

Beverages are permitted in the classroom. Food is not allowed. No food or beverages are permitted in the skills, computer or science labs. All spills must be cleaned immediately. Faculty has the authority to revoke this privilege.

Health Insurance

All students at Cabarrus College are required to have health insurance. If you do not have health insurance, Cabarrus College offers the option to purchase affordable health insurance at a student group rate with various payment plans and coverage. To learn more, call E.J. Smith & Associates, Inc. at 847-564-3660 or view an online brochure which includes an enrollment form at www.ejsmith.com . It is the student's responsibility to complete the form and provide a copy of the insurance card, including any changes to the Student Support Center, Office 133.

Identification Badges

Faculty, staff and students are required to wear photo identification badges in a visible location (above the waist) while on the campus of Cabarrus College, all affiliated sites of Cabarrus College and CMC-NorthEast. Visitors to Cabarrus College are required to wear approved identification badges while on campus.

Photo identification badges are initially issued to Cabarrus College faculty, staff and actively enrolled students by the CMC-NorthEast Human Resources department at no cost.

Visitors to the College and those students on campus for less than two weeks must obtain a temporary identification badge from the Front Desk Receptionist or make prior arrangements with the host department for a temporary badge.

If a badge is lost, replacements will be at a cost to the individual. Replacement badges are available through the CMC-NorthEast Human Resources Department. Students who repeatedly fail to wear the badge will be subject to disciplinary action.

Students who graduate, withdraw, separate, or take a leave of absence will be required to return their identification badge to the Front Desk Receptionist. Badges not returned will be automatically deactivated.

Immunizations

North Carolina law requires all students entering undergraduate or graduate studies at any public or private college or university in North Carolina to provide proof of the following immunizations: Diphtheria, tetanus and pertussis (3 doses, one within the past ten years); polio (3 doses, only if under the age of 18); Measles (2 doses); mumps (2 doses); rubella; and Hepatitis B (3 doses).

In addition, students in clinical courses at Cabarrus College of Health Sciences are required to have the following documentation:

- Varicella (chicken pox) immunization
- Two-Step TB Skin Test (must be administered within six months prior to the start of the first day of the semester for new students and updated annually)

Non-compliance with immunization requirements may result in any/all of the following:

- Denied admission to class or clinical activities
- Registration hold
- Late fee
- Dismissal from the College

Lost and Found

It is the goal of Cabarrus College to return lost items to owners in a timely and efficient manner. “Lost and Found” is maintained with the front desk receptionist. If you find personal unclaimed property, turn the item in immediately to Lost and Found. The front desk receptionist will attempt to contact the owner regarding items that contain identifiable owner information. Items turned in as “found” will be dated upon receipt and kept in the storage area for approximately 30 days. If you suspect you lost personal property on the College campus, provide a description of the item to the front desk receptionist. If you suspect you lost personal property on the campus of CMC-NE, contact Security Services at 6-6595 to file a report. Claims for items must be made in person. Claimants must describe the item in detail in order to obtain its release. Disputes will be forwarded to the Dean, Student Affairs and Enrollment Management for resolution. Money, as a “found” item, will be handled as other items, except that at the end of the claim period, if no claims are made, it will be deposited in the Scholarship Fund. If no claim is made after 30 days, items will be donated to a charitable organization or disposed of in an appropriate manner. If you suspect personal property is stolen, immediately contact Security with CMC-NorthEast for assistance.

Nondiscrimination

It is the Cabarrus College of Health Sciences Governing Board policy to provide an equal educational opportunity for all students. The College will not unlawfully discriminate on the basis of race, color, creed, religion, national

origin, gender, marital status, disability, sexual orientation, age or any other reason not related to the student's individual capabilities. Cabarrus College uses a competitive admission process.

Parking

Each student, faculty, and staff member of the College and visitors, parking a vehicle on College property will be required to obtain a parking decal or temporary pass and abide by parking regulations in this policy and that of CMC-NorthEast (Refer to Parking Policy 2.25). Parking is available to all faculty, staff, students and visitors of the College in Lot M. Parking spaces in front of and to the left of the College building (when entering from Medical Park Drive) are available to faculty, staff and visitors. Parking spaces to the right of the College are available to students. Overflow parking is available to any person in upper Lot M located to the far left of the College and separately accessed from Medical Park Drive. Students, when working as a CMC-NorthEast employee must park in the designated employee lot of CMC-NorthEast. Students participating in clinical/fieldwork at CMC-NorthEast must park in the designated Cabarrus College student parking lot.

Parking Citations

Cabarrus College of Health Sciences is located on the campus of Carolinas Medical Center-NorthEast and is subject to the parking regulations of the medical center. Faculty, staff, and students found to be in violation of the parking regulations will be issued citations by CMC-NorthEast Security and/or Cabarrus College Administration.

Parking Decals—Enrolled Students

Each motor vehicle must display a valid Cabarrus College parking decal in the rear lower left hand corner of the back/rear window. Decals may be obtained by faculty, staff, and students from the front desk receptionist. An initial issue of up to two decals will be made at no charge upon employment or enrollment by students. Additional decals will be issued for a fee of \$5. There will be no charge for a parking decal for a newly purchased vehicle after employment or enrollment by students. Students on campus for less than two weeks must obtain a temporary parking pass from the front desk receptionist or host department. Temporary parking passes must be displayed in the front windshield. Faculty, staff or students, who are also employees of CMC-NorthEast, must display both the College parking decal and the appropriate CMC-NorthEast departmental decal.

Parking Decals—Visitor Passes

Visitors to the College campus may park in any space reserved for visitors and so designated by signage. Visitors parking anywhere other than the designated spaces must obtain a temporary parking pass from the front desk receptionist. Temporary parking passes must be displayed on the front dashboard. Temporary parking passes are not necessary during off hours, Monday thru Friday after 6:00pm or on weekends.

Patient Privacy

Students are expected at all times to protect patient information and are bound by the Health Insurance Portability & Accountability Act (HIPAA) of 1996. The HIPAA Privacy Rule was effective in April 2003. This act serves to regulate the use and disclosure of Protected Health Information (PHI)

What is PHI and how is it used?

- PHI is any information that can be used separately or in conjunction with other information to identify an individual.
- PHI may include but is not limited to:
 - Name
 - Date of birth

- Social security number
- Medical records number
- Admission and discharge dates
- Health plan beneficiary numbers
- Full facial photography or comparable images
- Any combination of information which may be used together to identify a patient
- PHI is used to identify patients in the healthcare setting and should only be accessed for the care, treatment, and billing of patient care. Healthcare worker, including students, should access no more information than they “need to know” in order to provide safe and competent care to assigned patients.
- Unattended PHI is a possible breach and must be reported.

ALL students are expected and required to safeguard ALL patient information in ALL settings, whether you are at the College, in clinical experiences, or home. And, simply leaving out the patient name does not guarantee that person's privacy.

What are the consequences of violating HIPAA?

- Negative evaluation in the clinical component of a course
- Dismissal from the clinical program
- Dismissal from Cabarrus College of Health Sciences
- Fines up to \$50,000
- Up to one-year imprisonment

What about Social Media?

- Social media helps us stay connected to others and we often use social media to talk about our day’s experiences.
- Technology can be a benefit or a risk depending on how we use it.
- Information about patient care situations should not be discussed online. Just because you do not list a patient name, address, phone #, DOB, etc., on a social network is no guarantee the individual cannot be identified by the information provided.
- Best practice = let social media be about your social life.
- Refer to the Social Media section of this handbook for guidance.

Possession of Weapons, Firearms and Dangerous Items

The College is committed to providing a safe environment for students, staff and guests. Weapons, firearms, explosives, fireworks, or other dangerous items or substances, concealed or otherwise, are not permitted on the campuses of the College or any affiliates with the exception of weapons carried by law enforcement officers. Private security officers are not considered to be law enforcement officers and therefore, should not carry weapons on Cabarrus College or CMC-NorthEast property. If a student or an employee of CMC-NorthEast observes someone bringing a weapon or firearm on the premises; finds a weapon or firearm on the premises or believes someone has a weapon or firearm on their person or in their belongings, the employee or student should immediately notify Security Services at 704-403-6595. A detailed description of the person, location or direction of travel, and a description of the weapon should be reported. Security Services will respond immediately to investigate the situation. In the event a weapon or firearm is found, Security will take possession of the weapon until determining the appropriate lawful course of action. Violators of this prohibition will be subject to arrest and prosecution and disciplinary action, up to and including dismissal.

Professional Behavior

At Cabarrus College, we prepare you for your intended healthcare profession. You will be expected to present yourself in accordance with the guidelines established for your anticipated profession and to project a professional image through your actions as well as your appearance. College guidelines for appropriate behaviors are reflective of our core values and are articulated in the Student Code of Conduct, College Creed, and Dress Code.

Sex Offenders

The Federal Campus Sex Crimes Prevention Act, enacted in 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by state registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, volunteer's services, or is a student. Law enforcement information concerning registered sex offenders may be obtained from the Cabarrus County Sheriff's Office, 30 Corban Avenue, Concord, NC 28025; phone: 704.920.3000 or on the statewide database NC Sex Offender Registry at <http://sexoffender.ncdoj.gov>.

Sexual Misconduct (Discrimination, Harassment, Assault and Retaliation)

Cabarrus College of Health Sciences is committed to providing an educational learning and professional working environment for all students and employees that maintains equality, dignity and respect. In keeping with this commitment, Cabarrus College strictly prohibits discriminatory practices including harassment and discrimination on the basis of race, color, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law.

Cabarrus College of Health Sciences does not tolerate discrimination, harassment, assault or retaliation and will endeavor to protect students and employees from those inappropriate actions by others inside or outside the college community. Where there is reason to believe that a crime has been committed or college policies have been violated, the College will pursue charges and disciplinary action, as appropriate.

The College complies with Title IX of the Education Amendments of 1972, and its implementing regulations, which prohibit discrimination (including sexual harassment and sexual violence) based on sex in the College's educational programs, services and activities. Title IX also prohibits retaliation or adverse action taken against any student or employee for submitting a complaint, reporting harassment or participating in an investigation. Any violation of this policy will result in disciplinary action, up to and including dismissal.

Definitions

1. Discrimination: Unfair treatment of a person or group on the basis of prejudice or real or perceived differences. Discrimination includes but is not limited to deliberate actions causing unfair or unfavorable treatment based on race, color, religion, sex, sexual orientation, age, national origin, handicap, disability, military status, genetic information indicating predisposition to chronic diseases, or any other basis prohibited by law.
2. Harassment: Unwanted attention perceived as demeaning, intimidating, or bothersome.
 - Sexual harassment includes but is not limited to any unwelcome sexual advance or proposition, sexual flirtation, or request for sexual favor; derogatory, vulgar, or graphic written or oral statements regarding one's sexuality, gender, sexual orientation, or sexual experience; unnecessary touching or attention to an individual's body; unwanted sexual compliment, innuendos, suggestions, or jokes; or the wearing or display of sexually suggestive clothing, pictures, or objects.
 - Other verbal, non-verbal, or physical conduct of a sexual nature is prohibited harassment when that

conduct unreasonably interferes with one's work or educational performance or creates an intimidating or hostile environment. This includes but is not limited to comments, jokes, or threats based on race, color, religion, sex, sexual orientation, age, national origin, disability, military status, or any other basis prohibited by law.

- Sexual violence is a prohibited form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Some examples of sexual violence may include rape, sexual assault, sexual battery, and sexual coercion.
3. Assault: An intentional and voluntary act causing unwanted, harmful, or offensive contact.
 - Sexual assault includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, and threat of sexual assault.
 - Other forms of assault may include fighting, attacking someone physically or emotionally, or threats of bodily harm.
 4. Retaliation: Taking adverse action against a student, employee, or co-worker based their having reported an assault, harassment, discriminatory action, or other disciplinary-related action. Retaliation of any kind is prohibited. Examples of inappropriate retaliation include but are not limited to disciplining when not merited; moving one to a less favorable schedule, or other action intended to harm the complaining party.

Anyone who believes he or she has been a victim of a sexual offense or needs immediate assistance should contact CMC-NorthEast Security Services at 704.403.1192 or extension 6.6595 (from a College phone) or the CMC-NorthEast telephone operator at 704-403-3000.

The College has designated the following individual as the Title IX Coordinator, to coordinate the College's compliance with, education of, and response to inquiries concerning, Title IX as well as to receive reports of alleged Title IX violations, as well as violations of this policy: Cara S. Lursen, Coordinator, Campus and Community Outreach, 704.403.1614, cara.lursen@cabarruscollege.edu. Those requesting reasonable academic arrangements following an incident will be appropriately accommodated. The Employee Assistance Program is available to provide confidential, professional support.

Inquiries and/or complaints will be investigated immediately and will be conducted in as confidential a manner as is compatible with a thorough investigation of the complaint.

It is important to report to the Title IX coordinator if: (i) you believe you have been subjected to conduct that may violate these policies; (ii) you believe you have been retaliated against in violation of these policies; or (iii) you are an administrator or employee of the College and have been told about or witnessed conduct that may violate these policies. A report should be made as soon as possible after the perceived inappropriate conduct. Any student or employee who feels that he/she is being or has been harassed, assaulted, or discriminated or retaliated against should bring the matter to the attention of the Title IX Coordinator (if the victim is a student) or the appropriate supervisor and/or manager or CHS human resources representative (if the victim is an employee).

The Student Code of Conduct and Disciplinary Process may also be consulted. Serious assault should also be reported directly to the local law enforcement agency.

All persons are advised that, regardless of whether they make a report pursuant to this policy, they have the right to file a complaint with law enforcement officials with respect to any conduct that may constitute a crime. A person may also file a report with the Department of Education's Office of Civil Rights regarding alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 1-800-421-3481.

Solicitation and Fundraising on Campus

In order to ensure, as far as possible and reasonable, that the integrity of the campus as an academic community and the privacy of students is preserved, individuals and/or organizations may not advertise, sell or solicit a service or product or take orders for articles or services on campus unless authorized by the Dean, Student Affairs and Enrollment Management, or designee. Cabarrus College reserves the right to regulate the time, place and manner of the solicitation, when authorized.

Please contact the Office of Campus and Community Outreach or the Dean, Student Affairs and Enrollment Management for specific details on the College's policies and procedures for conducting any fundraising and/or solicitation event.

Student Complaints or Grievances

Complaints regarding academic matters such as grades should be made in accordance with the Academic Appeals procedures found in the College Catalog and Student Handbook. Normally a complaint will follow this chain of authority: the professor concerned, the Program Chair, and the Provost. The student should take the complaint to the first level then proceed through each level until receiving a final answer or until the problem is solved. The Coordinator, Advising and Student Success is available to assist students with this process.

All such complaints will be acted upon with high priority. The Coordinator, Advising and Student Success will ascertain the circumstances involved and will share that information with the student. If the complaint deserves a specific kind of action, the Coordinator will see that such action is recommended to the appropriate authority. In all cases, the student's right to privacy will be observed.

Any student who wishes to file a non-academic complaint or grievance should refer to the Student Conduct Code and Discipline System.

Student Participation in College Decision-Making

Cabarrus College values input from students and has set up several ways for students to participate in decision making processes:

- The Student Government Association (SGA) meets once a month and welcomes all students to participate in the meetings. SGA is given a portion of student fee money to use for student activities or campus improvements. SGA members help decide how this money is used.
- The Chancellor and the Provost host lunches each semester to get to know the student body and gather feedback on their experiences at the College.
- Students have opportunities to participate on College committees and task forces. Students are given full voting privileges as members of these committees.
- The annual Student Opinion Survey provides an opportunity for students to anonymously provide feedback. The Student Opinion Survey is distributed via Cabarrus College email in April.

Students who are interested in participating in the above events or sharing their ideas in other ways can contact the Coordinator, Campus and Community Outreach.

Students with Disabilities

Cabarrus College of Health Sciences provides reasonable accommodations, upon request, to qualified individuals with documented disabilities. The term disability includes physical and mental impairments and specific learning disabilities.

Students with documented disabilities must self-identify and have a right to ask for accommodations and are encouraged to talk directly with the responsible faculty member, supervisor or other staff person to explore possible accommodations.

Students with questions regarding accommodations or who wish to request accommodations should contact the Coordinator, Advising and Student Success.

Tobacco Free Campus

Cabarrus College prohibits the use of all tobacco products on campus and in its facilities. This includes the College campus and the campuses of clinical and fieldwork affiliates. Any form of tobacco including, but not limited to, cigarettes, electronic cigarettes, vapor sticks, cigars, pipe tobacco, chewing tobacco, snuff, etc. is prohibited. Tobacco free areas include all property such as building stairways, and outside areas adjacent to building entrances and exits; parking lots, parking decks and within any personal vehicle while conducting College business. Tobacco use is discouraged on properties neighboring the campuses of the College and affiliates. Students enrolled in classes with a clinical or fieldwork component must not have a recognizable odor of tobacco smoke when returning from breaks or in preparation for assignments. Violation of this policy constitutes misconduct and the student will be subject to disciplinary action up to, and including dismissal. Students may contact EAP for resources available to assist students with cessation of tobacco usage. Quit Smart Smoking Cessation classes are available through NorthEast Health and Fitness Institute for a fee.

Transportation to Campus, Clinical and Fieldwork

Students are responsible for providing their own transportation to all campus, clinical and fieldwork experiences.

Any student may have a car on campus provided it is registered with Cabarrus College, displays appropriate parking identification and is parked in the designated parking areas.

Social Media Communications*Social Media Guidelines*

- Before posting online, consider if what you say conveys pride in being a member of Cabarrus College.
- Think before you post.
- Realize your posts are public. Even with privacy settings, your photographs and information may be accessible by others for years to come.
- Respect the rights of others. Use the same discretion as in face-to-face interactions, phone, or email communications-avoid hiding behind anonymity, be polite, and keep comments appropriate. Refrain from posting anything profane, libelous, hateful, harassing, slanderous, or obscene.
- Protect confidential information, including information about patients, students, employees, and friends.
- Posting during class, clinical, or work hours should occur only if part of the course assignment or work duties

Social Media Outlets

The College will utilize Facebook, Twitter and Instagram to provide news about Cabarrus College. This can include announcements related to events happening at the College (e.g. first day of class & welcoming students, open house, etc.) awards to students, student groups, or faculty/staff, and updates on where Cabarrus College recruiters will be visiting. This will include news that may not be sufficient for a press release, but important none the less. Suggestions for postings should be made to the Director, Recruitment and Retention. The content of postings will be determined by the Director, Recruitment and Retention in consultation with the Admissions Specialist.

Voter Registration

Voter registration is the responsibility of all citizens. Students are encouraged to register to exercise his or her rights and vote. Voter registration forms are provided from Student Affairs. Visit the North Carolina State Board of Elections website at <http://www.sboe.state.nc.us/items.aspx?id=1&s=1> to register, review or update your registration information. Join Student Affairs in celebrating this right on Constitution Day each September.

SECTION III STUDENT CODE OF CONDUCT & STUDENT DISCIPLINE SYSTEM

Preface

Cabarrus College of Health Sciences recognizes that students, as members of society, are entitled to respect, consideration and guaranteed freedoms of speech, assembly and association under the constitution. Cabarrus College of Health Sciences further recognize students' rights within the institution to freedom of inquiry and the responsible use of College services and facilities.

- A. Students at Cabarrus College of Health Sciences have a responsibility to act in a manner that promotes the well-being, respect, safety and security of all members of the College community.
- B. It is the responsibility of students to know and understand individual department policies as well as campus policies published in the *Student Handbook*. These policies include, but are not limited to Academic Honesty, Electronic Communications, Discrimination, Sexual Harassment, Smoking, Parking, Privacy, Alcohol, Drugs and Substance Abuse.
- C. The Student Code of Conduct is applicable to any student enrolled in or accepted for an academic program, regardless of credits carried and also applies to any recognized student organization.
- D. The Student Code of Conduct applies to student conduct, which occurs at Cabarrus College of Health Sciences, or any of its grounds or at any college-related activity regardless of location, in addition to all clinical affiliated sites. In addition, the Student Code of Conduct applies when student conduct, wherever it occurs, calls into question a student's suitability as a member of the Cabarrus College of Health Sciences Community.
- E. Students who allegedly violate the Student Code of Conduct or other College regulations become subject to disciplinary action through the Student Discipline System.
- F. Students may be accountable to both civil authorities and to Cabarrus College of Health Sciences for conduct, which constitutes violations of local, state and federal law and of the Student Code of Conduct or other College policies. On-campus disciplinary procedures at Cabarrus College may be carried out prior to, simultaneously with or following civil or criminal proceedings off-campus at the discretion of the Dean, Student Affairs and Enrollment Management, or designee. On-campus disciplinary proceedings will not be subject to challenge on the ground that civil or criminal charges involving the same incident have been dismissed, reduced or pending. When a student has been charged with a civil or criminal violation(s) of law, Cabarrus College of Health Sciences will

neither request nor agree to special consideration for the student solely because of his or her status as a student.

- G. The Student Code of Conduct and Student Discipline System are published in the *Student Handbook* in order to give students general notice of prohibited conduct. The Student Code of Conduct should be read broadly and is not designed to define misconduct in exhaustive terms.
- H. The Student Code of Conduct and Student Discipline System are not to be regarded as contracts between students and Cabarrus College of Health Sciences. Cabarrus College reserves the right to amend any provision of the Student Code of Conduct and Student Discipline System at any time. Cabarrus College will publish amendments in relevant campus publications.
- I. Any conduct which may have been influenced by a student's mental state (irrespective of the ultimate evaluation), or the use of alcohol or other drugs shall not in any way limit the responsibility of the student for the consequences of his or her actions.
- J. A "disciplinary hold" may be placed on a student's academic record when a student does not comply with a disciplinary sanction or withdraws from the College prior to a disciplinary hearing. Students with a disciplinary hold may not be permitted to register, request transcripts, receive a diploma, add or drop courses, or participate in other College activities.
- K. A business day is defined as a day when Cabarrus College of Health Sciences administrative offices are open.

Student Code of Conduct

The following conduct shall constitute violations of the Student Code of Conduct:

I. Academic Conduct

- 1.01 Receiving assistance not authorized by an instructor in the preparation of any assignment, laboratory exercise, report, or examination submitted as a requirement for an academic course or rotation.
- 1.02 Knowingly giving unauthorized assistance to another student in the preparation of any assignment, laboratory exercise, report, or examination submitted as a requirement for an academic course or rotation.
- 1.03 Submitting another person's work as one's own without the proper acknowledgement of source, or use of the words or ideas of another without crediting the source of those words or ideas.
- 1.04 Obtaining or attempting to engage another person to take one's own examination.
- 1.05 Selling, giving, lending, or otherwise furnishing any material that can be shown to contain the questions or answers to any examination scheduled to be given at any subsequent date, in any course of study offered by the College.
- 1.06 Taking, or attempting to take, steal, or otherwise procure in any unauthorized manner any material pertaining to the conduct of a class, to include examinations.
- 1.07 Falsifying or presenting fictional patient information as real to fulfill requirements for work assigned by individual faculty members or clinical preceptors.
- 1.08 Failing to meet mandated attendance requirements and/or being absent from assigned clinical/fieldwork assignments without prior faculty or preceptor authorization.
- 1.09 Failing to adhere to academic honesty policy relative to the plagiarism prevention service, by failing to submit written work electronically when requested.
- 1.10 Disrupting the academic and/or clinical pursuits of fellow students, faculty, or clinical preceptors, or infringing upon the privacy, rights, or privileges of other persons.
- 1.11 Conveying confidential patient information outside the confidential space of the preceptor's practice setting without authorization by an individual faculty member or clinical preceptor.

2. *Personal Conduct*
 - 2.01 Obstruction or disruption of teaching, administration, disciplinary system or other College activities or unauthorized activities.
 - 2.02 Conduct, regardless of where it occurs, that is in violation of federal, state and/or local law or College policies that brings into question ones' suitability as a member of the College community.
 - 2.03 Theft, damage, wrongful utilization of goods or services, possession of stolen property.
 - 2.04 Damaging, destroying or defacing College property, property related to activities of the College, property of any member of the College community, property of outside individual/agency, to include affiliated clinical training sites.
 - 2.05 Stealing, assisting others or attempting to steal College property or property of any member of the College community or outside individual/agency.
 - 2.06 Harassment by personal vilification, including such harassment on the basis of gender, race, color, disability, religion, age, sexual orientation or national or ethnic origin.
For these purposes, speech or other expression constitutes harassment by personal vilification if it:
 - a. is intended to insult or stigmatize an individual or a small number of individuals on the basis of their gender, race, color, disability, religion, age, sexual orientation, national or ethnic origin, or other personal characteristic; **and**
 - b. it is addressed directly to the individual or individuals whom it insults or stigmatizes; **and**
 - c. it makes use of insulting or "fighting words" or non-verbal symbols. In the context of discriminatory harassment by personal vilification, insulting or "fighting words" or non-verbal symbols are those which by their very utterance tend to incite to an immediate breach of the peace, and which are commonly understood to convey direct and visceral hatred or contempt for human beings on the basis of their gender, race, color, disability, religion, age, sexual orientation, national or ethnic origin, or other personal characteristic.
 - 2.07 Discrimination on the basis of race, religion, color, age, sexual orientation, sex, disability, veteran status, marital status or national origin.
 - 2.08 Exhibiting conduct which is lewd, indecent, or obscene, or which is patently offensive to an individual, academic community or clinical practice setting.
 - 2.09 Unauthorized solicitation.
 - 2.10 Failure to comply with a disciplinary action or cooperate, meet with, or respond to a reasonable request of a College official.
 - 2.11 Failure to notify the College of any existing or new criminal charges, convictions, or sanctions.
 - 2.12 Failure to meet financial obligations to the College.
 - 2.13 Failure to comply with College, program, clinical and fieldwork site policies.
 - 2.14 Failure to abide by the Fundraising and Solicitation policy.
 - 2.15 Failure to abide by the Electronic Communications policy.
3. *Physical Safety and Environmental Health*
 - 3.01 Physical assault, harassment of another person or threats of injury or harm to oneself or another person or any action which may subject oneself or another person to physical or mental injury.
 - 3.02 Sexual assault, sexual harassment of another person or threats of a sexual nature or injury or harm to another person.
 - 3.03 Possession, storage, or discharging firearms, including explosives, fireworks or other dangerous items or substances.
 - 3.04 Creating a fire hazard, bomb or a dangerous situation which endangers others including false reports of fire or bombs, failing to evacuate, as well as tampering with, damaging or removing fire safety equipment.

- 3.05 Trespassing, unauthorized entry into any College building, structure, or facility related to College activities, or attempt to do the same.
 - 3.06 Using, making or causing to be made any key or keys for any building, laboratory facility or room of the College, or room on premises related to College activities unless authorized by an administrator in charge; or attempting to do same.
 - 3.07 Failure to abide by College policy governing parking.
4. *Personal Identification and Representation*
- 4.01 Falsification of ones' identity or that of another.
 - 4.02 Failure to wear and/or show student identification.
 - 4.03 Failure to abide by the College/department/program policies of appropriate attire.
 - 4.04 Misrepresenting oneself or another as a College official or campus organization.
 - 4.05 Altering, transferring, forging, tampering with or falsifying any College or affiliated clinical practice site record or document or knowingly submitting false information for incorporation in such records.
 - 4.06 Lying or falsification within the process of the Student Discipline System.
 - 4.07 Unauthorized use of the College name.
5. *Alcohol and Drugs*
- 5.01 Failure to adhere to College policies governing alcohol.
 - 5.02 Failure to adhere to College policies governing drugs.
 - 5.03 Failure to adhere to College policies governing tobacco.

Student Discipline System

Cabarrus College of Health Sciences expects its students to adhere to the student code of conduct and uphold the College values of caring, commitment, teamwork, and integrity. Respect for the rights of others, openness to new and challenging ideas, civility and courtesy are examples of this expectation. The Student Discipline System is designed to address alleged violations of the Student Code of Conduct. The goal of the Student Discipline System is to support the educational mission of the College by insuring that an atmosphere of acceptance, curiosity and integrity is maintained.

Procedure

If at any time it is the judgment of the faculty, staff, or administration that a student has failed to meet the behavioral expectations of the College, the student may face disciplinary action. Matters brought before the Disciplinary System for review and possible action may take on a variety of forms; including but not limited to written complaints, verbal complaints, grievances, referrals from outside individuals/agencies (e.g. Police Department), etc. Any member of the Cabarrus College of Health Sciences Community or outside individual/agency may submit a complaint against a currently enrolled student within 30 business days of discovery of the alleged violation.

All matters/complaints will be referred to the Dean, Student Affairs and Enrollment Management, or designee who may take one or more of the following steps within 5 (five) business days:

1. Dismiss the matter/complaint,
2. Schedule a disciplinary conference between the student and the most directly impacted level of the organization,
3. Schedule an administrative (informal or formal) hearing or,

4. Impose interim restrictions when there are sufficient facts to show that the student's continued presence on the campus endangers the physical safety or well-being of others or him/herself or disrupts the educational process of the College.

Disciplinary Conferences & Hearings

1. The Dean, Student Affairs and Enrollment Management or designee will conduct disciplinary conferences and administrative hearings.
2. The objective of the disciplinary conference is for the charged student and the individual submitting the complaint and/or Dean, Student Affairs and Enrollment Management/designee to agree upon a mediated solution. If an agreement is reached, the case will end with no opportunity for appeal. All parties must agree to the outcome. If no agreement can be reached, the case will be referred to the Dean, Student Affairs and Enrollment Management for an administrative hearing or at the conclusion of the disciplinary conference, dismiss the complaint.
3. The administrative hearing can be informal (hearing with the student and Dean, Student Affairs and Enrollment Management) or formal (hearing with all parties involved).
4. Charges involving serious physical assault, weapons or sexual assault will be heard through an administrative hearing.
5. Disciplinary conferences and administrative hearings will be conducted as soon as possible, but no more than 5 (five) business days after the accused student has been notified. Charged students may request one postponement of the disciplinary conference or administrative and conduct board hearings to be granted at the discretion of the Dean, Student Affairs and Enrollment Management, or designee.
6. Notice to appear for a disciplinary conference or an administrative hearing will be in writing and will include the name of the person(s) filing the complaint, the specific alleged violations of the Student Code of Conduct, the time and place of the disciplinary conference or administrative hearing, the names of any/all witnesses who will testify (formal hearing), the fact that failure to appear for the hearing will result in the hearing being conducted in the charged student's absence, the fact that the charged student may provide the names of witnesses who will appear on his/her behalf (formal hearing) and the fact that the accused may request additional information about the judicial process.
7. When multiple parties are involved in the same incident, the Dean, Student Affairs and Enrollment Management, or designee will decide whether the cases will be heard together or separately.
8. Disciplinary conferences and administrative hearings are not open to the public and are confidential in nature.
9. Only evidence introduced at the administrative hearings will be considered in determining a charged student's responsibility. General rules of evidence need not be followed.
10. Administrative hearing officers must be impartial.
11. The decision of the administrative hearing officer will be made on the basis of whether it is more likely than not that the charged student violated the student code of conduct.
12. Any person, including the charged student, who disrupts an administrative hearing or who fails to adhere to the rulings of the hearing officer may be excluded from the administrative hearing.
13. Disciplinary conferences and administrative hearings may be recessed at any time provided they are reconvened within five business days.
14. The timeline for the hearing process may be altered due to hearing officer(s) absences (e.g. work commitments away from the office, planned vacations, illness), provided the accused student is notified in writing of the postponement.
15. The Coordinator, Advising and Student Success or designee is available to assist students in the understanding of the judicial process.

Rights of All Parties

1. Charged students will be entitled to:
 - a. Written notice of charges, the name of the person(s) filing the complaint, the time and place of the disciplinary conference or administrative hearing, the names of all witnesses who will testify (formal hearing), the fact that failure to appear for the hearing will result in the hearing being conducted in the charged student's absence, the fact that the charged student may provide the names of witnesses who will appear on his/her behalf (formal hearing) and the fact that the accused may request additional information about the judicial process and consideration on appeal;
 - b. Opportunity to present his/her case, question the complainant and witnesses (if available), present witnesses on their behalf (formal hearing);
 - c. Not answer any questions or make any statements during an administrative hearing. Such silence will not be used against the charged student, however, the outcome of the disciplinary hearing will be based upon the testimony (or lack thereof) presented during the hearing;
 - d. Be advised by an advocate who is a full-time faculty or professional staff member of Cabarrus College of Health Sciences. Advocates are not permitted to address the hearing officer and may not participate directly in any disciplinary hearing;
 - e. Be advised by an attorney where there are criminal charges that have arisen or may reasonably be expected to arise. Attorneys are not permitted to address the hearing officer and may not participate directly in any disciplinary hearing. In such cases, the hearing officer will also be permitted legal counsel;
 - f. Be informed in writing within five (5) business days of the decision.
2. Persons filing a complaint will be entitled to:
 - a. Notice of the time and place of the disciplinary conference or administrative and the opportunity to testify;
 - b. Be advised by an advocate who is a full-time faculty or professional staff member of Cabarrus College of Health Sciences. Advocates are not permitted to address the hearing officer and may not participate directly in any disciplinary hearing;
 - c. Opportunity to appeal the decision based on a procedural error;
 - d. Notice of the decision.
3. Alleged victims will be entitled to:
 - a. Notice of the time and place of the disciplinary conference or administrative hearing and the opportunity to testify;
 - b. Submit a victim impact statement to explain the emotional, physical, financial, educational and/or other impact(s) the incident has had on the alleged victim's life. This statement may be read into the disciplinary hearing record;
 - c. Be advised by an advocate who is a full-time faculty or professional staff member of Cabarrus College of Health Sciences. Advocates are not permitted to address the hearing officer and may not participate directly in any disciplinary hearing;
 - d. Notice of the decision;
 - e. In cases involving sexual assault, the alleged victim will be entitled the same rights as the charged student and to testify and respond to questions in a closed tape session;
 - f. Opportunity to appeal the decision based on a procedural error.

Sanctions

1. In determining a sanction, the responsible student's present demeanor and past disciplinary history/prior violations, nature and severity of the offense, the severity of any damage, injury or harm resulting and other factors may be considered.
2. The administrative hearing officer may impose any one or more of the following sanctions:
 - a. Warning. Verbal or written notice that the behavior has been inappropriate. May be considered part of a student's disciplinary record in future disciplinary action.
 - b. Restitution. Financial compensation for damages or offenses. May not exceed three (3) times the value.
 - c. College/Educational Service. Assignment of an appropriate project or attendance at an educational workshop that will benefit the College community, responsible student or others.
 - d. Referral. A student may be referred to Employee Assistance Program (EAP) or other appropriate offices or local agencies (e.g. Law Enforcement Agencies, Licensure Boards) when deemed appropriate by the Dean, Student Affairs and Enrollment Management, or designee.
 - e. Restriction. Denial of access to any campus facility, activity, class or program, or denial of student privileges.
 - f. Disciplinary Probation. A period of time during which a student's or organization's behavior is subject to close examination. Students may be prohibited during this time from serving on College committees, holding elected or appointed office in SGA or holding office or participating in campus organizations.
 - g. Deferred Suspension. A delayed removal from class/the College for a period up to two semesters. Any proven violation during this period will result in immediate suspension for a specific period of time.
 - h. Suspension. Removal from class/the College for a specified period of time ranging up to a maximum of two years. Suspended students must remove themselves from the campus totally. The expiration of the suspension period is no guarantee of re-admittance, and may be based on space availability.
 - i. Deferred Loss of Recognition. A delayed removal of recognition as a recognized student organization. Any proven violation during this period will result in immediate loss of recognition for a specified period of time.
 - j. Loss of Recognition. During this time, a recognized student organization may not associate itself with the College by using the College name, facilities, and/or other rights and privileges of recognized student organizations. The expiration of the loss of recognition period is no guarantee of re-recognition.
 - k. Dismissal/Expulsion. Permanent removal from the College.
 - l. Other sanctions. Other sanctions may be imposed instead of or in addition to those specified above. Such as a "zero" on an assignment, quiz, exam or failure of a course for violations of the academic honesty policy.

Appeals

This procedure is for any grievance other than academic (e.g. grade appeals). Students who wish to appeal an academic decision should follow the Academic Appeal Process, outlined in the Student Handbook, College Catalog and available on the College's website. Students have the right to present a grievance and appeal if they believe a decision is unjust. The Coordinator, Campus and Community Outreach is available for consult and assistance to students during this process. Students should follow the process outlined below:

1. Students may appeal the results of an administrative hearing (formal or informal) to the appropriate appellate officer; Dean, Student Affairs and Enrollment Management or the Chancellor.

2. Students wishing to appeal a decision must do so in writing within five (5) business days of receiving notice of the results of the hearing. All requests are to be submitted to the Dean, Student Affairs and Enrollment Management, or designee.
3. Upon receipt of the appeal letter the Dean, Student Affairs and Enrollment Management or designee, will refer the request to the appropriate appellate officer.
4. The appellate officer, or designee, may determine there are no grounds for the appeal, thus upholding the decision or determine that the sanction is excessive or inadequate and alter it accordingly, or return it to the prior level for further appropriate proceedings.
5. Appeals will be considered based on the following criteria: a. procedural error; b. finding is not supported by the evidence; c. the sanction is excessive or inappropriate.
6. Persons filing a complaint are also entitled to appeals based on a procedural error.
7. Students are afforded one level of appeal and the appellate officer's, or designee's decision will be final.

Interim Restrictions

1. The Dean, Student Affairs and Enrollment Management, or designee, may impose upon a student pending disciplinary action, immediate restrictions without prior notice whenever there are sufficient facts to show that the charged student's continued presence on the campus endangers the physical safety or well-being of others or him/herself or disrupts the educational process of the College.
2. Interim restrictions may include, but are not limited to suspension from class/College/clinical training sites, limitation of access to designated campus facilities by time and location, restriction of communication with named individuals within the College community and/or the requirement to secure advance authorization to engage in a specified activity.
3. The student shall have the opportunity to meet with the Dean, Student Affairs and Enrollment Management, or designee, to present his or her own version of the facts and to indicate why interim restrictions should not be imposed. Following this meeting, the decision of the Dean, Student Affairs and Enrollment Management, or designee will be final.
4. Violations of interim restrictions may result in suspension or dismissal from Cabarrus College of Health Sciences.

Record

Disciplinary records are educational records and are maintained in the offices of the Dean, Student Affairs and Enrollment Management for one year after the student graduates. Disciplinary records are not considered to be part of a student's permanent record maintained by the College. In cases of suspension or dismissal, a copy of the disciplinary letter is sent to the Office of Student Records and Information Management and indicated on official transcripts. Federal and state laws govern all records and access to them.

SECTION IV STUDENT SERVICES

Many programs, activities and services contribute to your life as a student at Cabarrus College. The more connections you form with people, events, and resources, the more satisfying your college experience. Student Affairs invites you to take full advantage of the opportunities that help foster your development, toward not only your intellectual pursuits, but holistic growth in domains such as cultural, social, moral and physical.

Academic Advising

In order to assist students in achieving their educational goals, each student is assigned an academic advisor. The faculty and staff who work as Advisors assist students with advising or degree program questions, goal setting, course registration, referral to campus resources, and other services designed to contribute to their

academic experience. Advisors familiar with the College’s educational programs assist them during registration periods. The Office of Student Records and Information Management ensures that students are assigned to a degree program advisor and coordinates new student advising and registration, and the peer advising program. The ultimate responsibility lies with the individual student to comply with all academic policies and to fulfill graduation requirements.

Academic Support

Faculty and professional staff members meet with individual students to help them assess their learning styles, to develop goals for their academic programs, and to assist them in implementing strategies that will maximize their performance. In addition to study skills and time management strategies, staff members work with students to problem-solve specific academic issues and help students identify services that will aid them in achieving their goals.

Children on Campus

Students who find it necessary to bring their children on campus must supervise them at all times. Children at no time should attend classes. Dixon Academy at NorthEast is located on the College campus and offers childcare on a space available basis. For information on rates and availability contact Dixon Academy at NorthEast at 704-786-1550.

Counseling Services - Off-Site Services through Carolinas Healthcare System (CHS EAP)

Carolinas HealthCare System Employee Assistance Program (EAP) is designed to help Cabarrus College students and members of their family with all types of issues such as marital conflicts, financial problems, job stress, emotional strains, alcohol and drug problems, legal issues, and difficulties with children. Provided on a confidential basis, the EAP counselors offer help when it is needed most.

Cabarrus College students are able to visit an EAP counselor at no cost. The services are provided in a casual and secure environment so that students can feel safe and confident in their decision to seek help. The counselor will help clarify concerns and offer treatment options. If further counseling is required, referrals can be made to area treatment professionals whose services can often be billed to a student’s insurer.

Carolinas HealthCare System EAP requires its counselors to meet strict credentialing requirements to maintain its ability to address the complex assortment of student problems that may arise. EAP staff holds Certified Employee Assistance Professional (CEAP) certifications, Certified Substance Abuse Counselor (CSAC) certifications, Substance Abuse Professional (SAP) certifications, National Certified Counselor (NCC) certification and/or Licensed Professional Counselor (LPC) credentials. For more information, call the EAP office of Carolinas HealthCare System at 704-355-5021 or 800-384-1097. For more information, visit the CHS EAP website at www.chs-eap.org . All contacts are private and confidential.

CHS EAP provides confidential access to information, referrals and crisis assistance 24 hours a day, seven days a week. All students and employees have access to EAP by calling 1-800-384-1097 or 704- 355-5021 or visiting www.chs-eap.org . Eligibility is extended to any student’s or employees’ immediate family members.

Locations:

720 East Blvd. Charlotte, NC 28203	802 N. Lafayette St. Shelby, NC 28150	125 Doughty St., Suite 530 Charleston, SC 29403
380 Copperfield Blvd. Concord, NC 28025	2202-D W. Roosevelt Blvd. Monroe, NC 28110	

For emergencies, assistance may be obtained 24-hours daily from the following resources:

- Emergency Services 911 (Ambulance, Fire, Police) from campus dial 9-911
- Concord Police Department 704-786-9155 (communications)
- Cabarrus County Sherriff's Department 704-920-3000 (communications)
- CHS EAP 1-800-384-1097 or 704-355-5021
- CMC-NE Ask First at 1-800-575-1275
- National Suicide Prevention Lifeline 1-800-273-8255
- National Hopeline 1-800-784-2433
- CVAN (Domestic Violence and Rape Crisis Services) 704-788-2826

Prevention and Wellness Seminars

CHS EAP offers training and wellness seminars. These workshops are designed to provide students with education and training on today's work/life balance issues. Sample topics include: budgeting, stress management and dealing with difficult people. Seminars may also be offered as web-based training. These webinars allow participants to dial in toll-free from any location and interact through a real-time training session on any desktop computer.

Food Services

Students have access to CMC-NorthEast's cafeteria (Cafe 920) or at nearby restaurants at their own expense. The Hayes Student Pavilion is equipped with vending machines and a microwave oven for student use.

Health Services

Students needing health services should follow the criteria as defined in personal insurance policies or contact the carrier for specific instructions. If students are unable to reach their private physician, CMC-NorthEast's Emergency Care Center offers 24-hour access. Cabarrus Urgent Care offers care from 8 a.m. until 8 p.m., seven days per week except major holidays. Cabarrus Urgent Care is located at 1090 NorthEast Gateway Court, NE, Suite 202 in Concord. The number is 704-786-6122. Students are responsible for any fees or charges for medical care or ancillary services. All students are eligible for annual flu immunizations, at no cost, when available.

Students are eligible to receive employee discounts at CMC-NE's Gateway and Pavilion Pharmacies by requesting the discount and presenting their current ID badge.

Information Resource Center

Location, Services, Hours, & Staff

The College's library, known as the Information Resource Center (IRC), is located at CMC-Northeast Hospital near the Mariam Cannon Hayes Family Center on the lower level of the hospital. The IRC is accessible to anyone at the College and is a short walking or driving distance away. The physical space of the IRC has six computer workstations connected to a network printer and access to the Internet. The IRC also has wireless access available if a patron prefers using their laptop or mobile phone. The IRC has places to study or hold a meeting for groups up to 75 people.

The IRC provides a variety of information literacy services to the Carolinas Healthcare System community of students, faculty, staff and CMC-Northeast employees. Some of these services are individual consults on selecting resources for research and searching databases, book circulation and providing a study area.

The IRC staff includes two American Library Association accredited librarians with Masters' degrees. The IRC Manager assists students with research and the e-resources and serials librarian assists students with e-access and

journals. The librarians are available in-person at the IRC physical location, and by e-mail and phone. The librarians can also receive faxed requests.

The IRC is staffed Sunday-Thursday from 8:00 a.m. to 4:00 p.m. There is also a twenty-four hour, seven day a week badge access reader that Cabarrus College faculty, staff, students and CMC-Northeast employees can use to gain access to the IRC.

Online Resources

Faculty, staff and students can access the IRC website and use the online databases at http://www.cabarruscollege.edu/student_life/academic_resources/information_resource_center.cfm. Some of the resources require a username and password.

The AHEC Digital Library is the virtual library for the College and provides electronic databases, journals, and e-books. Through the AHEC Digital Library Consortium, the College has access to 803 electronic journals. The College also has access to electronic databases such as Ovid Medline (1946 to present), EBSCO's CINAHL, PsychArticles and EBM Resources Cochrane Database of Systematic Reviews.

Physical Resources

The IRC has nearly 4000 book and journal titles listed in its online catalog. The online catalog is hosted by EOS International. The online IRC catalog can be found at <http://207.67.203.82/C90003/OPAC/Index.aspx>.

The IRC maintains several collections of particular interest to our patrons, for example:

- College Reserve
- Pastoral Care
- Reference
- Occupational Therapy
- Nursing
- General Check-Out
- Leadership and Business
- Holistic Health
- Diversity and Culture
- History books that have a publication date older than ten years
- Print Journals

The check-out period for the general check-out collection is one month and those books can be renewed for an additional check out period. The College Reserve is in-library use only.

On occasion, instructors may copy (with permission) a pertinent article and place it on reserve for student use. These articles cannot be removed from the IRC except by an instructor.

Net Price Calculator

In accordance with the Higher Education Act of 2008, each College that participates in Federal student aid programs is required to post a [Net Price Calculator](#) on its website. The purpose of the calculator is to provide an estimated net price to current and prospective students.

This calculator only utilizes data from first-time, full-time students. At Cabarrus College this group of students consists of less than 5% of our student population. Depending on your situation, this calculator may or may not be a good indication of the overall student net price. The calculator only includes scholarships and grants. It

excludes the low interest Federal Direct Loans and Federal Work Study which are offered to Cabarrus College students who meet the criteria. Please see visit http://www.cabarruscollege.edu/net_price_calculator/npcalc.htm to access the calculator.

NorthEast Health and Fitness Institute

Students may join the NorthEast Health & Fitness Institute. The initial consult fee is \$20 and the monthly membership fee is \$20, which includes access to weekly group exercise classes. The Institute's dedicated team of health and fitness professionals offers clinical exercise programs, health education, behavior modification and counseling programs in a supportive and motivating environment. The Institute is located at 1090 NorthEast Gateway Court, NE – Suite 102 and can be reached by calling 704-403-9250 or 704-403-9273.

There is an online Health Questionnaire to complete prior to an exercise consult/orientation (link below):

To take the survey, go to: www.personalhealthsurvey.net

Username: cmc-ne-hf

Password: Fitness1! (case sensitive)

Peer-to-Peer File Sharing and Copyrighted Materials

Campus users are reminded that Federal copyright laws (34 CFR 668.43(a)(10)(ii)) apply to many forms of intellectual property including copyrighted music and videos. Cabarrus College users are prohibited from distributing copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property. The College encourages the legitimate downloading of copyrighted material through recognized channels such as Amazon.com, iTunes, and other known repositories.

Lists of legal download sources are provided by:

- [EDUCAUSE](#)
- [Recording Industry Association of America](#)
- [Motion Picture Association of America](#).

Instances of violations are subject to College policies (08-06 Student Code of Conduct and Disciplinary Actions) where violators may face disciplinary action leading up to or including probation, suspension, or dismissal and Federal Laws as described below.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the [U.S. Copyright Office](#), especially the [FAQs](#).

Single Point of Contact

Cabarrus College's *Single Point of Contact (SPOC)* is Cara Lursen, Coordinator, Campus and Community Outreach. She can assist homeless unaccompanied youth who are enrolling in or attending Cabarrus College. Assistance includes:

- Facilitating campus discussions among admissions, financial aid, academic support services, student services, and area housing options to develop a system of support for unaccompanied homeless youth.
- Linking unaccompanied homeless youth with campus resources (student services, academic support, etc.) and community resources (Food Stamps, housing, etc.).
- Expediting the process of determining eligibility for independent student status for the FAFSA.
- Conducting interviews for independent student status on the same day of college/university visits if possible.
- Accepting forms used by other campuses to verify student status.
- Centrally storing and accepting personal documentation for homeless unaccompanied youth.

Contact Cara Lursen at 704-403-1614 for assistance.

Student Success Services

A student may be referred to Student Success to maximize their academic potential. Services are open to any enrolled student and may be recommended by an advisor, staff or faculty member in instances when the student: scores less than 80 on an exam; attains less than a C in any course at midterm; is identified by a faculty member as being in need of the service (motivation, personal problems, GPA, outside responsibilities, etc.); or is placed on academic probation. Steps to success may include but are not limited to: conferences with academic advisor, instructor and/or the Coordinator, Advising and Student Success; referral to group or individual peer tutoring; recommended attendance at Student Success workshops or individual sessions which may include, but are not limited to: time management; stress management; note taking skills; effective test taking strategies; and/or advisement regarding restructuring of curriculum plan.

Student Testing and Surveys

The College administers a variety of tests, inventories, surveys and profiles. The Admissions Office offers the ACT and ASSET to be used in the admissions process for students who have applied to Cabarrus College. All associate and baccalaureate degree seeking students are required to take the ETS Proficiency Profile as part of their orientation to the College and again at the beginning of the semester in which the student anticipates graduation. Students are requested to participate in surveys throughout the academic year as part of the College's institutional effectiveness to identify factors that influence graduate and undergraduate academic success and satisfaction.

Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Disability Services assists students with physical, psychological and learning disabilities in fulfilling the fundamental requirements of the curriculum by accessing reasonable accommodations to ensure that they have equal access to educational opportunities at the College. Students wishing to request accommodations must self-identify and must meet with the Coordinator, Advising and Student Success at the beginning of each semester to request services, review their documentation and discuss their courses. The College requires that a copy of a recent assessment, completed by an appropriate service provider, be on file with the Coordinator, Advising and Student Success. The assessment should include recommendations made by the service provider. All information related to disabilities will remain confidential. The College is not required to fundamentally alter its course/degree requirements in order to grant accommodations.

Title IX Coordinator

Cabarrus College endeavors to promptly investigate any complaint regarding discrimination based on its programs and activities or based on any sexual harassment or violence. The Title IX Coordinator (Cara Lursen, Coordinator, Campus and Community Outreach), is responsible for conducting an immediate investigation of any complaint and ensures prompt resolution of student and/or employee complaints alleging any action related to sexual discrimination, harassment or violence. In case of a conflict or absence of the Title IX Coordinator, the Dean, Student Affairs and Enrollment Management will serve as the designee. The Title IX Coordinator's office is located in the Hayes Student Pavilion, Office 105 and can be reached at 704-403-1614 and after hours on the administrative pager at 704-783-4759

Vehicle Accidents, Non-Emergency

In the event a motor vehicle is damaged while on the College campus, contact CMC-NorthEast campus security immediately at 704-403-3000 or 704-403-1192.

**SECTION V
STUDENT HONOR SOCIETIES AND ORGANIZATIONS****HONOR SOCIETIES***Lambda Nu National Honor Society (AN)*

Lambda Nu, the National Honor Society for Radiologic and Imaging Sciences chartered a local North Carolina Gamma Chapter at Cabarrus College to recognize scholarship within the Medical Imaging discipline. This chapter is open to students and alumni with a cumulative GPA of 3.0 after completing 12 credit hours in the program. For verification of eligibility, contact the Medical Imaging Program Chair. Members will be eligible to display the green and maroon AN honor cords at graduation.

Phi Theta Kappa International Honor Society (PTK)

The Beta Delta Chi Chapter recognizes leadership, scholarship and service among two-year college students. Eligible students for induction have completed at least 12 semester hours in a degree program at Cabarrus College of Health Sciences and have a cumulative GPA of 3.25 or higher. To remain in good standing, students must maintain a cumulative 3.00 GPA or higher and submit membership dues. Graduates who are in good standing are eligible to wear a Phi Theta Kappa cord as part of the graduation regalia.

Sigma Theta Tau International Honor Society of Nursing (STTI)

Upsilon Mu Chapter, chartered in 2008, strives to uphold the mission of STTI which is to support the learning, knowledge, and professional development of nurses committed to making a difference in health worldwide. STTI's vision is to create a global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the world's people. Membership to the Upsilon Mu Chapter is by invitation to baccalaureate nursing students who: demonstrate excellence in scholarship (cumulative GPA 3.00 or higher); have completed at least half of the baccalaureate nursing program curriculum; and rank in the upper 35 percent of the BSN graduating class. Nurse leader membership is offered to RNs in the community who hold a baccalaureate degree or higher in nursing or other disciplines and demonstrate achievement in nursing.

STUDENT ORGANIZATIONS*Baccalaureate Student Organization (BSO)*

The Baccalaureate Student Organization provides a forum for student participation in the baccalaureate programs. All baccalaureate students are eligible for membership.

Cabarrus College Association of Nursing Students (CCANS)

The Cabarrus College Association of Nursing Students is a local chapter of the National Student Nurses Association (NSNA), of which membership is voluntary and whose purposes are to: aid in the development of student nurses as truly democratic citizens by broadening their horizons as individuals and as members of a group; promote professional and social unity among student nurses; stimulate understanding of and an interest in the program of the graduate professional nursing organization; serve as a channel of communication between the student nurse organizations and the various units of the graduate professional nurses' organizations; and to participate as an active constituent of the North Carolina Association of Nursing Students (NCANS).

Cabarrus College Rotaract

Cabarrus College Rotaract is a Rotary-sponsored service club for enrolled students. Cabarrus College Rotaract is college-based and is sponsored by the Cabarrus Rotary Club making us true "partners in service" and key members of the Rotary family. Through Cabarrus College Rotaract, members not only augment their knowledge and skills, but they also address the physical and social needs of our community, while promoting international understanding and peace, through a framework of friendship and service.

Christian Student Union (CSU)

The Christian Student Union is a non-denominational organization, which provides spiritual guidance and fellowship opportunities for all interested students. Activities may include community service projects, fundraisers, and social gatherings.

Medical Assistant Student Organization (MASO)

Membership in the Medical Assistant Student Organization is open to all students enrolled in the Medical Assistant Program. The purpose of this organization is to promote the Cabarrus College Medical Assistant Program and advance the profession further by encouraging participation in local, state, and national organizations of the Medical Assistant profession. Club members meet periodically to plan and participate in activities such as, community service, professional development, and fundraising activities.

Pharmacy Technology Student Association (PTSA)

The Pharmacy Technology Student Association is an organization open to all students in the Pharmacy Technology Program. The purpose of this organization is to promote the profession by encouraging participation at the state and national levels. Activities include guest speakers, continuing education opportunities and community service projects.

Student Government Association (SGA)

SGA is the leadership umbrella over all student clubs and organizations. Membership is open to all Cabarrus College students. SGA promotes self-governance and provides students with a voice in the College's decision making process. SGA also allows students from all academic programs to come together to plan events and services for the College. SGA receives a portion of student fees to provide improvements to the campus and activities for students. All students are welcome to join SGA and help decide how the student fee money is used.

Student Occupational Therapy Association (SOTA)

The Student Occupational Therapy Association is open to all Occupational Therapy Assistant (OTA) and Occupational Therapy (OT) Program students or current students who are interested in enrolling in the OTA program. The purpose of the organization is to promote the profession of occupational therapy and provide service to the community through student activities. Students are encouraged to influence current issues affecting the occupational therapy profession through their involvement in the Annual National Student Conclave.

Membership in the American Occupational Therapy Association and the North Carolina Occupational Therapy Association are recommended.

Surgical Technologist Student Association (STSA)

The Surgical Technologist Student Association is an organization open to all students in the Surgical Technology Program. The organization was developed to foster interest in the field by featuring speakers, equipment demonstrations, and continuing education concerning new advances in the field of surgical technology.

SECTION VI SAFETY AND SECURITY

The security of the College campus is a shared responsibility between employees, students, and CMC-NorthEast Security Services. The College adheres to the security policies and procedures found in the online CMC-NorthEast Safety Manual and specifically, Filing No. 26-03 Security Management Plan.

Building Access

The College building is opened at 7:00AM and locked at 6:30PM Monday thru Friday. The College remains locked on weekends, holidays and designated “closed” days.

The front entrance to the building, when locked, does remain accessible via card swipe access to individuals having a valid photo identification badge. Students with a valid badge will have access to the building when locked, from 6:30AM to 10PM daily including weekends and holidays. Employees having a valid badge will have access to the building when locked, 24-hours per day, seven days per week.

Campus Safety and Security Reporting

Safety is one of the core values and standards of all members of the campus community at Cabarrus College of Health Sciences. The Cabarrus College Campus Safety and Security Report is published and distributed each year to students and employees of the College in compliance with the Higher Education Opportunity Act (Public Law 110-315) (HEOA). The report can be accessed at <http://ope.ed.gov/security> (right tab, get data from one institution then go to the institution field and enter Cabarrus College of Health Sciences). To review or inquire about the comprehensive report, please contact Student Affairs at 704-403-1638.

All criminal incidents are to be reported to CMC-NorthEast Security Services for response and documentation. To contact Security Services:

- Dial ext. 6-6595 from a campus phone.
- Dial 704-403-1192 from off-campus.
- Dial 704-403-3000 to reach the CMC-NorthEast operator by, which can page Security.

Emergency Information Alerts

There are several ways in which employees and students of the College are notified of emergency situations.

Notifications include:

- Contact Now – the mass notification system whereby voice messages are sent to employees and student telephones. The Office of Student Records and Information Management is responsible for posting messages.
- Cabarrus College Web site – go to www.cabarruscollege.edu.
- Recorded Message – Dial 704-403-1555 to listen to the updated college greeting.

- Overhead paging by Security Services.
- Cabarrus College Email – an email is sent to all students, faculty, and staff.

Emergency Preparedness

In order to ensure the safety and wellbeing of students, employees and visitors, Cabarrus College has an emergency preparedness plan in place. For more information about the plan, please visit our website and refer to policy 07-04 Emergency Preparedness and Safety.

Emergency Telephones

Emergency telephones are located throughout the College campus and can be used to contact Security Services. Emergency telephone locations are as follows:

- Front entrance of the College
- Stairwell exit on the west side of the building adjacent to Lake Concord Road
- Throughout campus parking lots
- All classrooms and laboratories

Security Services

CMC-NorthEast Security Services is available to the College 24-hours per day, seven days per week and performs the following services to enhance employee and student safety:

- Provides vehicle patrol of parking lot.
- Responds immediately to emergency calls, in a reasonably prompt timeframe to less emergent calls, and upon request.
- Locks and unlocks exterior doors Monday through Friday.
- Enforces campus parking regulations.
- Provides night escort services on “an as available basis”.
- Opens building, office and vehicle lockouts.
- Monitors building perimeter, front entrance, and parking lot through surveillance cameras.
- Provides daily building checks.
- Provides education to students and employees on the elements of the security management plan.
- Conducts an annual Risk Assessment and Vulnerability Analysis within the CMC-NorthEast campus which includes the College.

Severe Weather

In our southern location, snow, tornados or other inclement weather gives rise to questions regarding the College closings or delays particularly since the College is a commuter campus. Weather monitoring alerts are issued from CMC-NorthEast and through the NOAA weather alert system. In the event a decision to alter the operating status of the College becomes necessary due to inclement weather, the decision will be made by the Chancellor or the Chancellor's designee. As soon as a decision is made regarding a change in the College's operating status, employees and students will be alerted of such by way of the following as applicable:

- Automated messaging system ([Contact Now](#))
- Overhead audible paging system
- Local television stations including WBTB (3), WSOC (9), and WCNC (36)
- College's primary telephone line (704.403.1555)
- College website

**SECTION VII
COLLEGE FACULTY, STAFF AND ADMINISTRATION PHONE DIRECTORY**

Adjunct Faculty	704-403-3433	Holson, Christy	704-403-1314
Admissions Office	704-403-1556	Houston, Rachel	704-403-1228
Allder, Deborah	704-403-2213	Inclement Weather	704-403-1555
Allen, Anastasia	704-403-1383	Information Resource Center	704-403-1726
Barbee, Dawn	704-403-2216	Kapp, John	704-403-1326
Beam, Wayne	704-403-3202	Lunsford, Lisa	704-403-3209
Berling, Christine	704-403-3000	Lursen, Cara	704-403-1614
Bradshaw, Kimberly	704-403-1628	Mahle, Amy	704-403-1419
Brandon, Jamie	704-403-4389	Marlow, Sherri	704-403-1755
Brooks, Susan	704-403-1328	McCahan, Patricia	704-403-3533
Brown, Lori	704-403-3508	Media Support	704-403-3202
Brunson, Tiffany	704-403-3503	Message Line	704-403-1555
Bunn, Theresa	704-403-1558	Morris, Lois	704-403-1598
Burgess, Colleen	704-403-3502	Mullens, Patricia	704-403-3518
Carlton, Beth	704-403-6601	Orr, Tanisha	704-403-2589
Clark, Susie	704-403-1557	Page, Casey	704-403-1753
College Support Office	704-403-1555	Pair, Kristi	704-403-3598
(Fax)	704-403-2077	Patchett, Meg	704-403-3077
Chapman, Audrea	704-403-1754	Patridge, Emily	704-403-1798
Cook, Violet	704-403-1611	Peninger, Heather	704-403-1638
Coon, Susan	704-403-6319	Plemmons, Kim	704-403-1751
Corsello, Christine	704-403-4336	Rakes, Valerie	704-403-1327
Deese, Todd	704-403-3218	Richard, Valerie	704-403-3507
Eudy, Cris	704-403-4571	Robinson, Robin	704-403-2445
Fain, Carol	704-403-3511	Saunders, Margaret	704-403-3203
Faw, Ernie	704-403-3432	Science Lab	704-403-8908
Fletcher, Janet	704-403-3500	Security	704-403-1192
Fulton, Tammy	704-403-1332	(on-campus)	6-6595
Financial Aid Office	704-403-3507	Simmons, Annette	704-403-3517
Gallie-Weiss, Christa	704-403-3506	Singerman, Veronique	704-403-3504
Gass, Melanie	704-403-1613	Smalls-Gray, Kimberly	704-403-3505
Gay, Michelle	704-403-1758	Snyder, Dianne	704-403-1521
Green, Nancy	704-403-3599	Springs, Gloris (Gigi)	704-403-1556
Gross, Torrie	704-403-3513	Tackett, Vanessa	704-403-3434
Haley, Brenda	704-403-2212	Tardo-Green, Lisa	704-403-3334
Hamilton, Sherry	704-403-1616	Weaver, Rhonda	704-403-1756
Harper, Shuna	704-403-3501	Wilson, Stacey	704-403-1639
Hassanpour, Zinat	704-403-1698	Zipf, Marcia	704-403-1619
Holland, Julie	704-403-3207		