

CABARRUS
COLLEGE
of
HEALTH SCIENCES

2016-2017

**STUDENT HANDBOOK
& PLANNER**

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This planner belongs to:

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

Welcome to Cabarrus College of Health Sciences!

Since 1942 thousands of graduates have successfully gone before you, arriving just like you, to pursue a career in healthcare. You should read this Student Handbook in conjunction with the College Catalog, as these documents are designed to provide you with information on programs, services, and policies which will assist you in your ability to navigate your way through the College in the years ahead.

I am sure you will find the Cabarrus College community to be an interesting place; filled with thoughtful, committed students and employees engaged in the best of academic life. The academic rigors of the healthcare curriculum for undergraduate and graduate students can pose 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.

The rich academic programs, the high levels of student involvement in the life of the College, and an indelible sense of community, are all hallmarks of the Cabarrus College experience that are greatly valued. Your voice is welcomed into the conversation as we work continually to support the success of each of our students. By taking the initiative, speaking up and being involved, 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.

Again, please review the Handbook and bookmark the electronic copy on the College's website as a resource for the future. Please do not hesitate to contact me if I can be of assistance or if you have questions about information or policies included in the handbook.

Best wishes for a rewarding and challenging academic year.

Sincerely,

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

VISION

To be a premier leader of innovative healthcare education.

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.

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.

GRADUATE ACADEMIC CALENDAR

2016-2017

FALL SEMESTER

Fall Semester Tuition due.....	August 8
New Student Orientation (Online) deadline.....	August 12
Fall Classes Begin.....	August 29
Labor Day Holiday (No Classes – College Closed).....	September 5
Classes Resume.....	September 6
Last Day to Drop/Add – Registration Ends.....	September 6
Fall Break (No Classes – College Closed).....	October 17 - 18
Classes Resume.....	October 19
May Intent to Graduate Form due.....	October 21
Last Day to Drop Course without Academic Penalty.....	October 31
Registration for Spring Semester for Enrolled Master’s Students.....	November 6 – December 18
Thanksgiving Holiday (No Classes – College Closed).....	November 23 – 27
Classes Resume.....	November 28
Fall Classes End.....	December 11
Reading Days.....	December 12 – 14
Final Exams.....	December 15 – 18
Winter Recess (College closed three days for Christmas and New Year’s Day).....	December 19 – January 8

SPRING SEMESTER

Spring Semester Tuition due.....	December 28
Classes Begin.....	January 9
Martin Luther King Jr. Holiday (No Classes – College Closed).....	January 16
Last Day of Drop/Add – Registration Ends.....	January 17
Classes Resume.....	January 17
Spring Break (No Classes – College Closed Monday and Tuesday).....	March 6 – 10
Last Day to Drop Course without Academic Penalty.....	March 13
Classes Resume.....	March 13
Registration for Summer & Fall Semester for Enrolled Master’s Students.....	April 2 – April 30
Good Friday Holiday (No Classes – College Closed).....	April 14
Classes Resume.....	April 17
May Graduation Clearance Forms Due.....	April 21
Spring Classes End.....	April 23
Reading Days.....	April 24 - 26
Final Exams.....	April 27 – 30
Spring Commencement.....	May 9

SUMMER SEMESTER

Summer Semester Tuition due.....	May 1
Classes Begin.....	May 15
Last Day to Drop/Add – Registration End.....	May 22
Memorial Day Holiday (No Classes – College Closed).....	May 29

Classes Resume	May 30
Last Day to Drop Course without Academic Penalty	June 26
July Fourth Holiday (No Classes – College Closed)	July 4
Classes Resume	July 5
Summer Classes End	August 6

Make up days due to inclement weather may occur through Canvas. Clinical make up days will be scheduled by the instructor. Calendar information is accurate as of the date of publication. Cabarrus College of Health Sciences Administration reserves the right to make changes as needed.

UNDERGRADUATE ACADEMIC CALENDAR

2016-2017

FALL SEMESTER

Fall Semester Tuition Due	August 8
New Student Orientation (Online) deadline	August 12
Convocation	August 22
Classes Begin	August 22
First Five Week Courses – Begin	August 22
First Five Week Courses – Drop/Add Ends	August 24
Last Day to Drop/Add – Registration Ends	August 26
Labor Day Holiday (No Classes – College Closed)	September 5
Classes Resume	September 6
First Five Week Courses – Last Day to Drop Course w/o Academic Penalty	September 9
First Five Week Courses – End	September 23
Second Five Week Courses – Begin	September 26
Second Five Week Courses – Drop/Add Ends	September 28
Change of Major Forms Due by 5pm	October 14
Second Five Week Courses – Last Day to Drop Course w/o Academic Penalty	October 14
Fall Break (No Classes – College Closed)	October 17 – 18
Classes Resume	October 19
May Intent to Graduate Form Due	October 21
Last Day to Drop Course without Academic Penalty	October 28
Second Five Week Courses – End	October 28
Third Five Week Courses – Begin	October 31
Third Five Week Courses – Drop/Add Ends	November 2
Registration for Spring Semester for Enrolled Baccalaureate Students	November 6 – December 16
Registration for Spring Semester for Enrolled Associate & Diploma Students	November 8 – December 16
Third Five Week Courses – Last Day to Drop Course w/o Academic Penalty	November 18
Third Five Week Courses (No Classes)	November 21 – 25
Thanksgiving Holiday (No Classes – College Closed)	November 23 – 27
Classes Resume	November 28
December Graduation Clearance Forms Due Monday 5pm	December 5
Third Five Week Courses – End	December 9
Classes End	December 9
Reading Days	December 10 – 11
Final Exams	December 12 – 16
Winter Commencement	December 20
Winter Recess (College closed three days for Christmas and New Year’s Day)	December 17 – January 8

SPRING SEMESTER

Spring Semester Tuition Due	December 28
New Student Orientation (Online) Deadline	January 2
Classes Begin	January 9
First Five Week Courses – Begin	January 9
First Five Week Courses – Drop/Add Ends	January 11
Last Day to Drop/Add – Registration Ends	January 13
Martin Luther King Jr. Holiday (No Classes – College Closed)	January 16
Classes Resume	January 17
First Five Week Courses – Last Day to Drop Course w/o Academic Penalty	January 27
First Five Week Courses – End	February 10
Second Five Week Courses – Begin	February 13
Second Five Week Courses – Drop/Add Ends	February 15
Change of Major Forms Due by 5pm	March 3

Second Five Week Courses – Last Day to Drop Course w/o Academic Penalty	March 3
Spring Break (No Classes – College Closed Monday & Tuesday)	March 6 – 10
Classes Resume.....	March 13
December Intent to Graduate Forms Due.....	March 17
Last Day to Drop Course w/o Academic Penalty.....	March 24
Second Five Week Courses – End.....	March 24
Third Five Week Courses – Begin	March 27
Third Five Week Courses – Drop/Add Ends.....	March 29
Registration for Summer & Fall Semester for Enrolled Baccalaureate Students	April 2 – May 5
Registration for Summer & Fall Semester for Enrolled Associate & Diploma Students.....	April 4 – May 5
Good Friday Holiday (No Classes – College Closed).....	April 14
Classes Resume.....	April 17
Third Five Week Courses – Last Day to Drop Course w/o Academic Penalty	April 17
May Graduation Clearance Forms Due by 5pm.....	April 21
Third Five Week Courses – End.....	April 28
Classes End	April 28
Reading Days.....	April 29 – April 30
Final Exams	May 1 - 5
Spring Commencement.....	May 9

SUMMER SEMESTER

Summer Tuition Due	May 1
Classes Begin – Full Summer & Summer I.....	May 15
Last Day to Drop/Add – Registration Ends for Summer I.....	May 17
Last Day to Drop/Add – Registration Ends for Full Summer.....	May 19
Memorial Day Holiday (No Classes – College Closed)	May 29
Classes Resume.....	May 30
Last Day to Drop Course w/o Academic Penalty for Summer I.....	June 2
Classes End – Summer I.....	June 16
Classes Begin – Summer II.....	June 19
Last Day to Drop/Add – Summer II	June 21
Last Day to Drop Course w/o Academic Penalty Full Summer	June 23
July Fourth Holiday (No Classes – College Closed).....	July 4
Classes Resume.....	July 5
Last Day to Drop Course w/o Academic Penalty from Summer II	July 7
Classes End – Full Summer & Summer II	July 21

Make up days due to inclement weather may occur through Canvas. Clinical make up days will be scheduled by the instructor. Calendar information is accurate as of the date of publication. Cabarrus College of Health Sciences Administration reserves the right to make changes as needed.

SECTION I 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 students 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. The sessions are time-limited, with a maximum number of six sessions permitted per year. The year will begin the day of the student's first session. However, after the student's sixth session or a year has elapsed from the student's first session, the topic of discussion can no longer be discussed. A new issue/concern must take place. The sessions are time-limited, with a maximum number of six sessions permitted per year. The year will begin the day of the student's first session. However, after the student's sixth session or a year has elapsed from the student's first session, the topic of discussion can no longer be discussed. A new issue/concern must take place. 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. 802 N. Lafayette St. 125 Doughty St., Suite 530
Charlotte, NC 28203 Shelby, NC 28150 Charleston, SC 29403

380 Copperfield Blvd. 2202-D W. Roosevelt Blvd.
Concord, NC 28025 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
- CHS 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.

Emergency Student Loan Program

In an effort to meet the needs of unforeseen emergencies encountered by students, an Emergency Student Loan service is available through the Office of the Dean for Student Affairs and Enrollment Management. The Emergency Student Loan is an interest-free, emergency-based loan repayable within 30 days.

Under extreme circumstances, an applicant may apply for more than \$150 and/or a longer repayment schedule, but only with the approval of the Dean for Student Affairs and Enrollment Management. Loans are available to enrolled students for academic supplies, medication, food or other living expenses not able to be met due to unforeseeable circumstances. Emergency loans may not be used for College tuition and/or fees. Students may apply for loans by visiting the Office of the Dean for Student Affairs and Enrollment Management or by calling 704-403-1638 for an appointment.

Food Services

Students have access to Carolinas HealthCare System NorthEast's cafeteria (Cafe 920) or at nearby restaurants at their own expense. The Hayes Student Pavilion is equipped with a vending system (Avenue C) that has a great selection of fresh foods, snacks, drinks and much more. There are also microwave ovens provided for student use.

Health Services

Students needing health services should follow the criteria as defined in personal insurance policies or contact their carrier for specific instructions. If students are unable to reach their private physician, Carolinas HealthCare System NorthEast's Emergency Care Center offers 24-hour access. Carolinas HealthCare System Urgent Care-Cabarrus offers care from 8 a.m. until 8 p.m., seven days per week except major holidays. Carolinas HealthCare System Urgent Care-Cabarrus 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 Carolinas HealthCare System's NorthEast 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 CHS 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 CHS 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. and Friday 8:30 a.m. – 1:30 p.m. There is also a twenty-four hour, seven day a week badge access reader that Cabarrus College faculty, staff, students and CHS 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, e-journals, and e-books. Through the AHEC Digital Library Consortium, the College has access to electronic journals and

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 2000 book and journal titles listed in its online catalog. The online catalog is hosted by ResourceMate. The online IRC catalog can be found at <http://rmhosting.dyndns.org/16721/libsearch.exe?dbNum=1&action=3&Type=B>.

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

- General Collection – a mix of historical and current books
- Leadership
- Reserve Collection – this collection supports the College programs
- Pastoral Care
- Reference
- Occupational Therapy
- Nursing
- Print Journals
- Charlotte AHEC Digital Library Collection
- E-journal Collection
- Digital Yearbooks

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 copyright 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.

The estimates apply to full-time, first-time degree/certificate-seeking undergraduate students only. At Cabarrus College this group of students is a very small percentage of our total student population. Depending on your situation, this calculator may or may not be a good indication of the overall student net price.

Cabarrus College also offers the low interest Federal Direct loans and Federal Work Study to students who choose to use them. Loans and Federal Work Study are not included in the calculations provided. Please 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 for \$10 per month. 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.

Orientation

Cabarrus College requires every new student to be oriented. Orientation includes basic information on facilities, policies and programs with a concentrated focus on key safety components, college and corporate requirements, and resources available to students. Important information includes segments on FERPA and HIPAA Privacy compliance. Federal mandates such as voter registration, alcohol and drug prevention program, sexual harassment, sexual violence and assault prevention, Title IX, and financial aid are reviewed. Information is provided from the offices of Student Records, Admissions, Financial Aid, Business, Information Resource Center, Technology, and Security (including campus crime statistics). All students receive email, Canvas and SONISWEB information including user IDs and passwords. Students will be required to sign documents including but not limited to the enrollment agreement, release from responsibility, and confidentiality. At their discretion, some programs may provide a program specific orientation.

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

The Office of Advising and Student Success offers the following services and programs to help our students be successful:

- Tutoring services –
 - Attend scheduled group Guided Study Sessions (GSS) led by trained peer tutors,
 - Attend weekly One-on-One (1:1) tutoring sessions,
 - Utilize Smarthinking Online Tutoring Services This service provides the ability to connect with on demand expert tutors for drop-in sessions 24/7, schedule an appointment in advance, submit writing for detailed review, or ask questions offline. This service can assist students in all Nursing and Allied Health courses.

These tutoring services are offered at no charge to the students.

- The College has devised two formal 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 of Advising & 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 undergraduate student with a failing grade D+

or below in a non-major course or C+ or below in a major course receives notification from the Dean, Student Affairs & Enrollment Management. These students are required to meet with the Coordinator, Advising and Student Success to develop an Academic Improvement Student Success Plan. Early warnings allow the students ample opportunity to correct academic behaviors either before midterm or final grades are assigned.

Steps to success may include but are not limited to: conferences with academic advisor and/or instructor for individualized guidance or counseling; referral to group or individual peer tutoring; attendance at Student Success group sessions such as time management, stress management, memory, reading and note taking skills, and effective test taking strategies; and/or advisement regarding restructuring of curriculum plan.

- The Office of Advising and Student Success also coordinates the ASPIRE (Associate of Science, Prepared, Informed, Ready, Educated) program, a student success and leadership program for Associate in Science students. The ASPIRE program begins with ASPIRE Camp, held in the summer for incoming freshmen. ASPIRE II meetings are held monthly throughout the academic year and address topics such as Student Success, Career Success, Community Service and Leadership Development.

Student Testing and Surveys

The College administers a variety of tests, inventories, surveys and profiles. The Office of Recruitment and Retention 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 end 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.

Textbooks and Online Bookstore

Cabarrus College has an online bookstore at <http://bookstore.mbsdirect.net/cabarruscollege.htm> which includes the book list inclusive of book titles, editions and ISBNs. The cost of books is not included in tuition and fees and varies by program. Titles are available in new, used, rental and electronic format. Books may also be bought back at the end of the semester. Students may use Financial Aid credits to purchase books online.

A bookstore voucher will be provided by the seventh day of the payment period to any student who meets all of the following requirements before the beginning of the payment period:

- has completed a current FAFSA form and listed Cabarrus College
- has provided all required financial aid documents requested
- is Pell grant eligible
- would have a credit based only on Federal Student Aid sources

Students do not have to use the book store voucher provided and use of the voucher is considered to have authorized the use of the FSA funds.

Bookstore Refund Policy

The online bookstore return policy is determined by MBS, Cabarrus College's bookstore partner, and may be found at <http://bookstore.mbsdirect.net/cabarruscollege.htm>

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 through the Administrator on call at 704-403-3000.

Vehicle Accidents, Non-Emergency

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

SECTION II STUDENT HONOR SOCIETIES AND ORGANIZATIONS

Cabarrus College recognizes that student organizations provide a valuable service to the College community by providing leadership development, spirit, activism, community service, and social and cultural interaction. As a student at Cabarrus College of Health Sciences, you have the unique opportunity to participate in a wide variety of activities. Involvement in student organizations is a great way to get connected to campus, build leadership skills, meet people, begin networking within your profession and have fun!

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

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 III SAFETY AND SECURITY

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

Accidents, Injuries on Campus or Clinical

If you are involved in an accident or injury on or off campus or at a clinical affiliate; contact your instructor or the Dean, Student Affairs and Enrollment Management as soon as possible (within 24 hours) to file a report. He/she will guide you on steps to take if on campus or at a clinical affiliate.

Building Access

The College building is opened at 7:00AM and locked at 7:00 PM, 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 7:00AM 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://opc.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 CHS 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 CHS 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:

- Blackboard Connect – the mass notification system whereby voice messages are sent to employees and student telephones.
- Cabarrus College Web site – go to www.cabarruscollege.edu.
- Recorded Message – Dial 704-403-1555 to listen to the updated college greeting.

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
- Adjacent to and throughout Carolinas HealthCare System NorthEast campus parking lots
- All classrooms and laboratories

Security Services

CHS 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.
- 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 CHS 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 CHS 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 President or the President'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 (Blackboard Connect)
- Local television stations including WBTV (3), WSOC (9), and WCNC (36)
- College's primary telephone line (704.403.1555)
- College website

SECTION IV RIGHTS, RESPONSIBILITIES AND STANDARDS OF BEHAVIOR

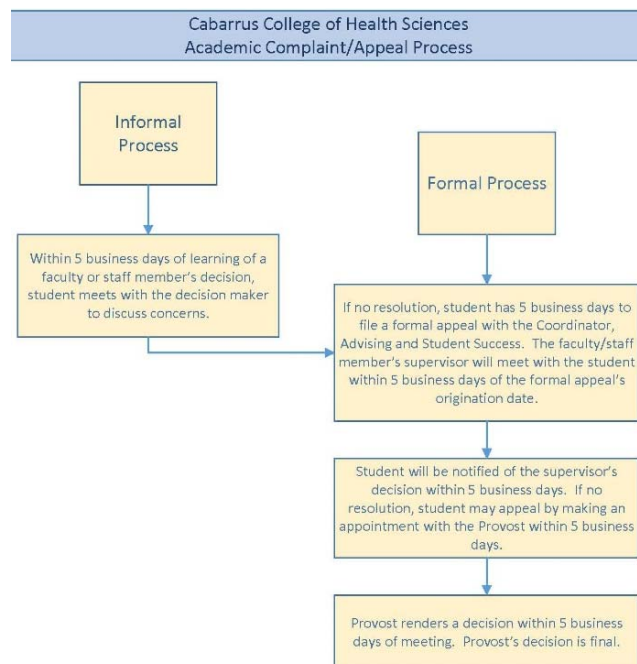
Students at Cabarrus College are expected to adhere to the Cabarrus College Student Conduct Code, which is “designed to promote the peaceful pursuit of intellectual and subsidiary activities at Cabarrus College and to ensure the safety of persons engaging in those pursuits while they are at the College.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

Academic Policies

Students are responsible for being familiar with all academic policies and procedures. As such, students should review the Academic Information and Policies section of the *College Catalog*, found on the college’s website at <http://www.cabarruscollege.edu/catalog.cfm>. This section of the Catalog details specific academic policies and processes which were established to ensure consistent standards in program enrollment, program requirements, and the awarding of degrees across all Cabarrus College of Health Sciences programs, but is not inclusive of all policies.

Academic Complaints and Appeals

The following are processes and procedures for academic appeals. The Coordinator of Advising and Student Success is available for consultation and assistance. 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 for Advising and Student Success, and by meeting with the instructor within five (5) business days of receipt of the grade. The student is encouraged to consult with his or her faculty advisor or the Coordinator for 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 of 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 of 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 the date of the meeting with the student and will return the original Appeal Checklist and any supporting documentation to the Coordinator of 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 or designee may request all relevant documentation and may meet with the parties concerned. The Provost or designee 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 of 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 of 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 of 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 of Advising and Student Success to continue the appeal process. The Coordinator of 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, Provost, or designee 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 or designee 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 of 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 of 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 of 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 of 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 or designee may request all relevant documentation and may meet with the parties concerned. The Provost or designee 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 Integrity Policy

The entire 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.

The College administration is responsible for working with faculty and students to foster a strong institutional culture of academic integrity, for providing effective educational programs that create an understanding of and

commitment to academic integrity, and for establishing equitable and effective procedures to deal with allegations of violations of academic integrity.

The faculty shares with the administration the responsibility for educating students about the importance and principles of academic integrity. Faculty members are expected to inform students of the particular requirements regarding academic integrity within their specific courses, to make reasonable efforts to minimize academic dishonesty, and to respond appropriately to violations of academic integrity.

Academic dishonesty violates the College value of integrity designed to promote trust of our graduates within the healthcare community and undermines the learning process. Violations of academic integrity include any actions which attempt to promote or enhance the academic standing of any student by dishonest means.

Types of Academic Dishonesty

This section describes various ways in which the principles of academic integrity can be violated. Examples of each type of violation are given but neither the types of violations nor the lists of examples are exclusive.

Plagiarism: Plagiarism is the use of another person's words, ideas, or results without giving that person appropriate credit. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate indentation and both direct quotation and paraphrasing must be cited properly according to the accepted format for the particular discipline or as required by the instructor in a course. Some common examples of plagiarism are:

- Copying word for word (i.e. quoting directly) from an oral, printed, or electronic source without proper attribution.
- Paraphrasing without proper attribution, i.e., presenting in one's own words another person's written words or ideas as if they were one's own.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- Incorporating into one's work graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources without proper attribution of credit.

Cheating: Cheating is the use of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. Cheating also includes submitting papers, research results and reports, analyses, etc. as one's own work when they were, in fact, prepared by others. Some common examples are:

- Receiving research, programming, data collection, or analytical assistance from others or working with another student on an assignment where such help is not permitted.
- Copying another student's work or answers on a quiz or examination.
- Using or possessing books, notes, calculators, cell phones, or other prohibited devices or materials during a quiz or examination.
- Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructors involved.
- Preprogramming a calculator or other electronic device to contain answers, formulas, or other unauthorized information for use during a quiz or examination.
- Acquiring a copy of an examination from an unauthorized source prior to the examination.
- Having a substitute take an examination in one's place.
- Submitting as one's own work a term paper or other assignment prepared by someone else.

Fabrication: Fabrication is the invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise. Some examples are:

- Submitting as one's own work a term paper or other assignment prepared by someone else.
- Making up or falsifying evidence or data or other source materials.
- Falsifying or presenting fictional patient information as real to fulfill requirements for work assigned by individual faculty members or clinical preceptors.
- Falsifying research papers or reports by selectively omitting or altering data that do not support one's conclusions or claimed experimental precision.

Facilitation of Dishonesty: Facilitation of dishonesty is knowingly or negligently allowing one's work to be used by other students without prior approval of the instructor or otherwise aiding others in committing violations of academic integrity. A student who intentionally facilitates a violation of academic integrity can be considered to be as culpable as the student who receives the impermissible assistance, even if the facilitator does not benefit personally from the violation. Some examples are:

- Collaborating before a quiz or examination to develop methods of exchanging information.
- Knowingly allowing others to copy answers to work on a quiz or examination or assisting others to do so.
- Distributing an examination from an unauthorized source prior to the examination.
- Distributing or selling a term paper to other students.
- Taking an examination for another student.

Academic Sabotage: Academic sabotage is deliberately impeding the academic progress of others. Some examples are:

- Intentionally destroying or obstructing another student's work.
- Stealing or defacing books, journals, or other library or College materials.
- Altering computer files that contain data, reports or assignments belonging to another student.
- Removing posted or reserve material or otherwise preventing other students' access to it.

Violation of Research or Professional Ethics: Violations in this category include both violations of the code of ethics specific to a particular profession and violations of more generally applicable ethical requirements for the acquisition, analysis, and reporting of research data and the preparation and submission of scholarly work for publication. Some examples are:

- Violating a canon of the ethical or professional code of the profession for which a student is preparing.
- Using unethical or improper means of acquiring, analyzing, or reporting data in a senior thesis project, a master's or doctoral research project, grant-funded research, or research submitted for publication.
- Misuse of grant or institutional funds.
- Violating professional ethics in performing one's duties as a Teaching Assistant, Graduate Assistant, or Guided Student Study Leader.

Violations Involving Potentially Criminal Activity: Violations in this category include theft, fraud, forgery, or distribution of ill-gotten materials committed as part of an act of academic dishonesty. Some examples are:

- Stealing an examination from a faculty member's or College office or from electronic files.
- Selling or distributing a stolen examination.

- Forging a change-of-grade form.
- Falsifying a College transcript.

Procedures

Faculty will clearly communicate expectations of ethical standards for the course and potential consequences of non-compliance through written (course syllabus) and verbal means at the beginning of the course. Faculty will work to minimize the occurrence of academic dishonesty. When a faculty member believes a student in their course has engaged in academic dishonesty, the faculty member will inform the student of the allegation with the goal of maintaining an environment that supports integrity and learning, keeping in mind the confidential nature of the matter.

Level 1 Violations:

Violations may occur because of a student's inexperience or lack of understanding of the principles of academic integrity. When evidence suggests that a Level 1 violation has occurred, the faculty member takes into account the severity of the infraction and the level of study when deciding consequences. The faculty member will notify the Program Chair of the academic dishonesty occurrence and plan consequences for the violation in consultation with the Provost. The faculty member will discuss the allegation with the student(s) and the consequences. If a student does not agree with the allegation and or consequence, the faculty member will refer the student to the Academic Appeals Policy.

Level 2 Violations:

Level 2 violations constitute either repeated behaviors or more serious violations of academic integrity involving a significantly greater portion of the course work as compared to Level 1 violations. Level 2 violations are often characterized by substantial premeditation or planning and clearly dishonest or malicious intent on the part of the student committing the violation

When evidence suggests a Level 2 Violation has occurred, in addition to academic consequences, disciplinary sanctions for violation of the Student Code of Conduct are also warranted. The faculty member will notify the Program Chair, who in turn will inform the Provost and the Dean for Student Affairs and Enrollment Management for processing through the Code of Conduct. If the student does not agree, the Academic Appeals policy will be followed.

Sanctions for Level 2 violations include, but are not limited to:

- A grade of F (disciplinary F) for the assignment and/or course.
- Probation.
- Suspension for one or more semesters.
- Dismissal from the college.

Note: Definitions of academic dishonesty are taken directly from the Rutgers College policy with permission.

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.

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.

Campus and Workplace Zero Tolerance 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 Carolinas HealthCare System NorthEast 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 CHS 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 CHS 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 CHS NE Security. A copy of the protective or restraining order will be filed and kept confidential in the office of CHS 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 Office of Instructional Design.

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.

Caring Culture

The Cabarrus College community believes that the foundation of all practices and principles is caring. Caring involves the ability to nurture the self, one another, and the greater community. By believing in and respecting the totality and inherent worth of each individual, we honor the intrinsic value of his or her unique journey of self-discovery. Therefore, we accept individuals for where they are – and what they can become – in life. We value connecting to one another with a positive, collegial spirit through listening and responding with authentic presence in order to foster honest and open communication. Ultimately, our educational experiences are designed to promote collaboration in the pursuit of excellence; the realization of one’s dreams; and the development of knowledge, awareness, relationships, attitudes, behaviors, and skills based on the appreciative art and science of caring.

Charges, Convictions, Sanctions (Continuing Students)

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, and upon application to the College. 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 CHS 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 two business 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 official 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

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 no sooner than 30 days prior to the first day of the semester. The urine drug screen must be 12-panels to include: AMP (amphetamine), BAR (barbiturates), BZP (benzodiazepines), COC (cocaine), MTD (methadone), METH (methamphetamines), MDMA (methylenedioxymethamphetamine/ecstasy), OPI (opiates, including heroine), OXY (oxycodone), PCP (phencyclidine), PPX (propoxyphene), and THC (marijuana).

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 in the on line orientation 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-cap.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.

Electronic Communications

Cabarrus College of Health Sciences provides e-mail and Internet access to all active faculty, staff, and students. Usage of the Cabarrus College electronic communications system constitutes an agreement to abide by this policy, which is intended to supplement other applicable College policies, including the Student Handbook. Cabarrus College reserves the right to revoke e-mail and related privileges from any individual violating the policy.

Ownership

All software and hardware used to provide e-mail and Internet access, as well as any information created and/or stored within the system, is the property of the College and/or CHS. No employee or student may alter the College's electronic assets without permission from Administration.

Usage

E-mail and Internet access are provided as a professional resource to assist Cabarrus College students, faculty and staff in fulfilling the educational, research and service goals of the College. Incidental personal use is permitted as long as it does not have negative effects on any other e-mail or Internet account, jeopardize the e-mail system or network, inhibit job performance or violate the law or any other provision of the Cabarrus College Electronic Communications Policy or of any other policy or guideline of Cabarrus College of Health Sciences. The College's electronic systems may not be used to conduct non-College business activities.

Content

Material that is fraudulent, harassing, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other form of electronic communication. E-mails should not be used to endorse products, promote politicians or legislation, or express religious beliefs. Users should not send unsolicited, non-school related e-mail messages to persons with whom they have no prior relationship.

Internet Access and Downloading

Downloading of entertainment files for personal use is prohibited. Users should not access Internet sites that may be considered offensive or disruptive to another student or employee.

Electronic Delivery of Instruction

Cabarrus College of Health Sciences offers selected courses with varying levels of electronic delivery. The following definitions are used.

Online Courses: Online courses are Internet-based distance education courses designed for highly motivated, self-directed, independent learners with good writing skills. Web based courses offer a convenient, alternative way to learn outside of the traditional classroom. Delivery of 75% or more of the course hours is through Internet/Web sites with the remainder of course hours met through on-campus class meetings.

Hybrid Courses (HB): Hybrid courses combine the traditional on-campus classroom components with required online learning experiences and activities. These courses are designed for highly motivated students with good writing skills. HB courses offer the flexibility of online study but require some on campus classroom meetings for instruction, testing, discussion or demonstration/return demonstration. Hybrid courses meet on campus for classroom instruction between 26% and 74% of the course hours with the remainder of course hours provided over the Internet.

Web-enhanced Courses: Web-enhanced courses are traditional on-campus classes that are augmented with required Web site interactive assignments. The majority of course hours are on-campus. Interactive Web assignments account for no more than 25% of course hours and are designed to enhance student learning.

Guidelines

- All delivered course sections are identified within the standard Cabarrus College course schedules and are not distinguishable from campus delivered course sections on student transcripts.
- All components of the College course syllabus policy are utilized as the format for electronically delivered instruction.

- Instruction will provide appropriate amounts and types of interaction between students and instructors with generally expected instructor response time within 48 hours.
- Electronically delivered course sections are evaluated similarly to campus delivered course sections.
- Appropriate methods will be used to assess students' achievement of the learning objectives and these methods will be communicated to the students in the course syllabus.
- Testing in electronically delivered courses may occur online, on campus or at another approved site.
- Essential student services (office hours, financial aid counseling, student advising etc.) and course-related materials (books, journals, computer facilities, laboratories, and other resource material) are accessible either via electronic or campus facilities.

Computer Viruses

Users should not open attachments in e-mail from sender's unknown to the user. Attachments can contain dangerous computer viruses, which are frequently spread via e-mail. Anyone suspecting that they have a computer virus should notify the Media Support Specialist immediately.

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 Carolinas HealthCare System 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 Carolinas HealthCare System NorthEast Badge Office 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 Carolinas HealthCare System NorthEast Badge Office. 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:

- 2 MMR vaccines or a positive titer (all programs)
- 2 Varicella vaccines or a positive titer (all programs)
- 3 Hepatitis B vaccines or positive titer (all programs)
- 3 Tetanus vaccines (1Tdap within 10 years) for imaging, nursing, surgical technology, occupational therapy assistant, pharmacy technology, medical assisting; or
- 1 Tetanus vaccine for nurse aide;
- If you have a history of positive TB Skin tests, you need a negative chest x-ray results dated within one year of your health assessment
- TB Skin Test (2-step is required)

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

Incident Reports

Incidents Involving Students on the College Campus

The person discovering, directly involved, or closest to the incident involving a student shall complete an online CARE Event Report within 24 hours. The CARE Event Report can be found on PeopleConnect: <http://peopleconnect.carolinas.org/body.cfm?id=783>. The person discovering the incident should also verbally notify the President, Provost or Dean for Administrative and Financial Services of the incident within 24 hours. If the incident occurs on the weekend the College's "Administrator on Call" should be notified.

Incidents involving a student will be reviewed by the appropriate Administrative Team member.

Students involved in an incident shall be encouraged to be examined in the nearest CHS Emergency or Urgent Care Department. If they refuse this service, the refusal shall be documented on the CARE Event Report. Payment of services is determined by Corporate Risk Management and should not be promised to the student or visitor.

In the event the incident involves missing, lost, damaged, or stolen property, the person discovering, directly involved, or closest to the incident shall notify Security personnel and complete a CARE Event Report. It should be noted on the form if the student is expecting a call from Corporate Risk Management. Security personnel shall provide a completed investigation report to Corporate Risk Management upon request.

Incidents Involving Students Performing Clinical Duties at a CHS Facility

The clinical instructor should complete an online CARE Event Report within 24 hours from the time of the incident. The CARE Event Report can be found on PeopleConnect: <http://peopleconnect.carolinas.org/body.cfm?id=783>. After accessing the link select "Employee – Report of Occupational Illness & Injury (ROII).

The clinical instructor should notify the appropriate Program Chair of a student incident.

The Program Chair should in turn notify the President, Provost, or Dean for Student Affairs and Enrollment Management of an incident involving a student within 24 hours.

Incidents Involving Students Performing Clinical Duties at a Facility Other Than a CHS Facility

The clinical instructor should comply with the facility's policy and procedure for reporting an incident involving a student.

The clinical instructor should notify the appropriate Program Chair of a student incident.

The Program Chair should notify the President, Provost or Dean for Student Affairs and Enrollment Management of an incident involving a student within 24 hours.

Incidents Involving Patients at a CHS Facility Being Cared for by Students

Students should immediately notify the Clinical Instructor of any patient related incident.

The Clinical Instructor should complete an online CARE Event Report within 24 hours from the time of the incident. The CARE Event Report can be found on PeopleConnect: <http://peopleconnect.carolinas.org/body.cfm?id=783>. After accessing the link select "Patient or Visitor – Incident Report".

The Clinical Instructor should notify the Program Chair of incidents involving patients being cared for by a student within 2-24 hours of the event depending on the severity.

The Program Chair should notify the Provost, President, or Dean for Student Affairs and Enrollment Management within 2-24 hours of the event depending on the severity.

Incidents Involving Patients at a non CHS Facility Being Cared for by Students

Students should immediately notify the Clinical Instructor of any patient related incident.

The Clinical Instructor should comply with the facility's policy and procedure for reporting a patient incident.

The Clinical Instructor should notify the Program Chair of an incident involving a patient being cared for by a student within 2-24 hours depending on the severity of the event.

The Program Chair should notify the Provost, President, or Dean for Student Affairs and Enrollment Management within 2-24 hours of the event depending on the severity.

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 at the front desk. If you find personal unclaimed property, turn the item in immediately to Lost and Found. The front desk 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. If you suspect you lost personal property on the campus of Carolinas HealthCare System NorthEast, contact Security Services at 704-403-1192 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 into 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 Carolinas HealthCare System 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 Carolinas HealthCare System NorthEast (refer to Parking Policy). Parking is available to all faculty, staff, students and visitors of the College. 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 CHS NorthEast employee must park in the designated employee lot of Carolinas HealthCare System NorthEast. Students participating in clinical/fieldwork at Carolinas HealthCare System 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 HealthCare System 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 Carolinas HealthCare System NorthEast Security and/or Cabarrus College Administration.

Parking Decals—Enrolled Students

Each motor vehicle must display a valid Cabarrus College parking decal on the inside front lower left hand corner of the front windshield. 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 Carolinas HealthCare System NorthEast, must display both the College parking decal and the appropriate Carolinas HealthCare System 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.

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](#).

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 CHS NorthEast property. If a student or an employee of CHS 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 CHS NorthEast Security Services at 704.403.1192 or extension 6.6595 (from a College phone) or the CHS 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 the 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 President, Provost and Dean, Student Affairs and Enrollment Management 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. 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. The College is not required to fundamentally alter its course/degree requirements in order to grant accommodations.

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. Accommodations are not retroactive. 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.

Technology Requirements for Online/Hybrid Courses

Screen Size

- A minimum of 1024x600

Operating Systems

- Windows 7 and newer
- Mac OSX 10.6 and newer

Mobile Operating System Native App Support

- iOS 7 and newer
- Android 4.2 and newer

Computer Speed and Processor

- Use a computer 5 years old or newer
- 3GB of RAM
- 2GHz processor

Other System Requirements

- Sound card
- 10/100 Ethernet card or wireless card
- Webcam and headset with microphone

Internet Speed

- Cable or DSL high speed connection

Screen Readers

- PC: JAWS (latest version for Internet Explorer)
- PC: NVDA (latest version for Firefox)
- Macintosh: VoiceOver (latest version for Safari)

Software/Plug-ins/Add-ons

- Microsoft Office 2013 or higher
- Adobe Reader 11 or higher
- Java plug-in Version 7 or higher
- Flash Player 20 or higher
- Software to open .zip file format
- Player for video/media

- Antivirus software

Browsers

- Chrome 48 or higher
- Safari 8 or higher
- Firefox 44 or higher
- Internet Explorer 11

Students are required to keep their personal computers up-to-date with the latest operating system updates, virus data files, etc. The College is not responsible for maintaining students' personal computers.

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.ncsbe.gov/ncsbe/> to register, review or update your registration information. Join Student Affairs in celebrating this right on Constitution Day each September.

SECTION V 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 College Catalog and *Student Handbook*.
- 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:

1. 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 Failing to report witnessed acts or knowledge of academic misconduct.
- 1.08 Falsifying or presenting fictional patient information as real to fulfill requirements for work assigned by individual faculty members or clinical preceptors.
- 1.09 Failing to meet mandated attendance requirements and/or being absent from assigned clinical/fieldwork assignments without prior faculty or preceptor authorization.
- 1.10 Failing to adhere to academic honesty policy relative to the plagiarism prevention service, by failing to submit written work electronically when requested.
- 1.11 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.
- 1.12 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 and/or Peer-to-Peer File Sharing and Copyright Materials policies.
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 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 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 hearing 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 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 integrity 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 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, Advising and Student Success is available for consult and assistance to students during this process. Students should follow the process outlined below:

1. 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.
2. Upon receipt of the appeal letter the Dean, Student Affairs and Enrollment Management or designee, will refer the request to the appropriate appellate officer.
3. 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.
4. 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.

5. Persons filing a complaint are also entitled to appeals based on a procedural error.
6. 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, except in cases of suspension or dismissal. A copy of the suspension and/or dismissal 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 VI
COLLEGE FACULTY, STAFF AND ADMINISTRATION PHONE DIRECTORY**

Adjunct Faculty	704-403-3433	Lunsford, Lisa	704-403-3209
Admissions Office	704-403-1556	Lursen, Cara	704-403-1614
Allder, Debora	704-403-2213	Marlow, Sherri	704-403-1755
Allen, Anastasia	704-403-1383	McCahan, Patricia	704-403-3533
Allen, McKenzie	704-403-2589	Medical Assistants Lab	6-7119
Baker, Alisha	704-403-1598	Message Line	704-403-1555
Barbee, Dawn	704-403-2216	Mullens, Patricia	704-403-3518
Berling, Christine	704-403-3501	Murphy, Nancy	704-403-1326
Bradshaw, Kimberly	704-403-1628	Nursing Skills Lab (334)	6-8959
Brooks, Susan	704-403-1328	Nursing Skills Lab (338)	6-7120
Brown, Lori	704-403-3508	OT/OTA Lab/Kitchen	6-8906
Brunson, Tiffany	704-403-3503	Page, Casey	704-403-1753
Carey, Jill	704-403-4389	Pair, Kristi	704-403-3598
Carlton, Beth	704-403-6601	Patchett, Meg	704-403-3077
Chapman, Audrea	704-403-1754	Patridge, Emily	704-403-1798
(Fax)	704-403-2077	Peck, Courtney	704-403-3505
Cochran, Jamie	704-403-3203	Peninger, Heather	704-403-1638
Connor, Lorri	704-403-3207	Pharmacy Technology Lab	6-7111
Coon, Susan	704-403-6319	Plemmons, Kim	704-403-1751
Corsello, Christine	704-403-4336	Registrar	704-403-3218
Currin, Rodney	704-403-1327	Reish, Kaitlyn	704-403-0533
Deese, Todd	704-403-3218	Richard, Valerie	704-403-3507
Dixon, Cassie	704-403-1386	Robinson, Robin	704-403-2445
Eudy, Cristine	704-403-4571	Rogers, Nanda	704-403-3500
Fain, Carol	704-403-3511	Romanoff, Sherry	704-403-0531
Faw, Ernie	704-403-3432	Science Lab (304)	6-8908
Fulton, Tammy	704-403-1332	Science Lab (303)	6-7118
Financial Aid Office	704-403-3507	Security	704-403-1192
Gallie-Weiss, Christa	704-403-3506	Security (on-campus)	6-6595
Gass, Melanie	704-403-1613	Shannon, Molly	704-403-1557
Gay, Michelle	704-403-1758	Student Support Services	704-403-1616
Green, Nancy	704-403-3599	Snyder, Dianne	704-403-1558
Gross, Torrie	704-403-3513	Springs, Gloris (Gigi)	704-403-1556
Hamilton, Sherry	704-403-1616	Stone, Brittany	704-403-0530
Harless, Donna	704-403-1558	Surgical Technology Lab	6-8907
Hassanpour, Zinat	704-403-1698	Tardo-Green, Lisa	704-403-3334
Hasty, Julie	704-403-2026	Tarte, Valerie	704-403-0532
Herlocker, Marsha	704-403-3504	Tyler, Crystal	704-403-1611
Houston, Rachel	704-403-1228	Weaver, Rhonda	704-403-1756
Inclement Weather	704-403-1555	Wenk, Irene	704-403-2212
Information Resource Center	704-403-1798	Wilson, Stacey	704-403-1639
Leviner, Joseph	704-403-1419		

