



Important Policies & Information

Below is a **highlight** of important policies, procedures and general information to get you started on your journey here at Cabarrus College of Health Sciences. Please know that this is only a snapshot. The full Student Code of Conduct along with College information, policies and procedures can be found in the College Catalog, as well as the Student Handbook. Both can be found on the College's web page: www.cabarruscollege.edu.

Academic Integrity

The academic community of Cabarrus College of Health Sciences 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. All academic work should be performed in a manner which will provide an honest reflection of the knowledge and abilities of each student. All members of the academic community should regard any breach of academic honesty as a serious offense.

The entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Those in charge of academic tasks have an obligation to make known the standards and expectations of acceptable academic conduct. Each student has an obligation to know and understand those standards and expectations. While the academic community recognizes that the responsibility for learning and personal conduct is an individual matter, all students, faculty, and staff are expected to help to maintain academic integrity at the College by refusing to participate in, or tolerate, any dishonesty.

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.

Accidents, Injuries on Campus or Clinical

If you are involved in an accident or injury on or off campus at a clinical affiliate; contact your instructor or the Dean for 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.

Campus Crime and Safety

The Coordinator for Campus and Community Outreach, in collaboration with CMC-NorthEast Security Services, prepares and submits to the U.S. Department of Education an annual crime statistics report (Campus Safety and Security Survey) to comply with the Jeanne Clery Disclosure of Campus Security and Police and Crime Statistics Act. You may access the Campus Safety and Security Survey online, by going to: http://www.cabarruscollege.edu/student_life/safety/clery_act.cfm

Campus—Zero Violence Policy

Cabarrus College has a policy of zero-tolerance for campus (campus applies to class, clinical and fieldwork affiliates) violence, verbal and nonverbal threats, and related actions. Students are encouraged to promptly report incidents to a faculty or staff member, and Security to reduce or eliminate risks.

To access the full Campus and Work Place-Zero Violence Policy, please refer to the Student Handbook located on the College website: http://www.cabarruscollege.edu/student_life/publications.cfm

Counseling Services

Off-site counseling services are provided to students (and members of their family) by Carolinas Healthcare System Employee Assistance Program (EAP). Counseling is provided for various issues, such as marital conflicts, financial problems, stress, emotional strains, alcohol and drug abuse, legal issues, and difficulties with children.

CHS EAP provides confidential access to information, referrals and crisis assistance 24 hours a day, seven days a week. All students have access to EAP by calling 1-800-384-1097 or 704-355-5021 or visiting www.chs-eap.org. CHS EAP has offices in Concord, Charlotte, Monroe, Shelby and Charleston, SC.

Discrimination, Harassment, and Retaliation

Cabarrus College of Health Sciences (the College) 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, the 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. Any harassment or discrimination, whether verbal, physical or environmental, is unacceptable and will not be tolerated. Additionally, there will be no 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. For complete information on College policies, including Discrimination, Harassment, and Retaliation, refer to the Student Handbook located on the College website: http://www.cabarruscollege.edu/student_life/publications.cfm

If you need additional information, please contact the Coordinator for Campus and Community Outreach and Title IX Coordinator at 704-403-1614.

Drug and Alcohol Prevention Program

Cabarrus College students must be free from alcohol, illegal drug use and other substances which may or may not adversely affect performance. To access the College's full Drug and Alcohol Prevention Program, please refer to the Student Handbook located on the College website:

http://www.cabarruscollege.edu/student_life/publications.cfm.

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 initiate or forward chain e-mail. (Chain e-mail is a message sent to a number of people asking each recipient to send copies with the same request to a specific number of others.) 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.

Computer Viruses

Users should not open attachments in e-mail from senders 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.

Emergency Information Alerts

The following are ways that students are notified of emergency situations:

- Blackboard Connect – the mass notification system whereby voice messages are sent to student telephones.
- Cabarrus College Web site – go to www.cabarruscollege.edu
- Recorded Message – Dial 704-403-1555 for a recorded message.
- Overhead paging by Security Services

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:

http://www.cabarruscollege.edu//student_life/safety/emergency_preparedness.cfm

Get Involved!

There are many ways to GET INVOLVED to make the most of your time here at Cabarrus College! We have many student organizations that students may join to: meet new people, socialize, participate in community service projects, hear guest speakers in the field of study you have chosen, get involved in state or national level student organizations, and most certainly...to have FUN!

For a full list and description of our student organizations, go to the Student Handbook located on the College website: http://www.cabarruscollege.edu/student_life/publications.cfm

Health Services

Students needing health services should follow the criteria as defined in personal insurance policies. If students are unable to reach their private physician, CMC-NorthEast's Emergency Care Center offers 24-hour access. Cabarrus Urgent Care offers care from 8 a.m. until 8 p.m., seven days per week except major holidays. Cabarrus Urgent Care is located at 1090 NorthEast Gateway Court, NE, Suite 202 in Concord. The number is 704-786-6122. Students are responsible for any fees or charges for medical care.

ID Badges

While on campus, all students must wear their identification badge at all times. Report to Human Resources if your ID badge is damaged or not working. If you lose your badge, Human Resources will provide you with a replacement for a fee of \$10.00. If you forget to bring your badge to campus, you may purchase a temporary badge for the day, for a fee of \$3.00 in the Student Support Center (Office 133). Students who repeatedly fail to wear their badge will be subject to disciplinary action.

Inclement Weather

If it is necessary to make a change in the College's operating status, students will be alerted by our automated messaging system (Blackboard Connect) and/or the overhead audible paging system.

Students may check the status on their own, by doing the following:

- Check local television stations including WBTV (3), WSOC (9), and WCNC (36).
- Call the College's primary telephone line (704.403.1555).
- Check the College website: <http://www.cabarruscollege.edu/index.cfm>

Net Price Calculator

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

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

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

NorthEast Health & Fitness Institute

Students may join the NorthEast Health & Fitness Institute for a one-time \$20 Consultation Fee and a \$20 monthly membership fee. 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 in the Gateway Medical Office Building II.

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

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

Username: cmc-ne-hf

Password: Fitness1! (case sensitive)

Peer-to-Peer File Sharing and Copyrighted Materials

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

Reporting Crime

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

- Dial ext. 66595 from a campus phone; or dial 704-403-1192 from off-campus.
- Security Services can also be paged by the CMC-NorthEast operator by dialing 704-403-3000.

Safety and Security

Building Access:

Monday – Friday: The College will be UNLOCKED from 7:00 am – 7:00 pm.
The College will be LOCKED all other times, but can be accessed through the student's ID BADGE from 6:30 am–7:00 am, and 7:00 pm-10:00 pm.

Saturday & Sunday: The College building will LOCKED on the weekends and can only be accessed with the student's ID BADGE from 8:00 am until 10:00 pm.

Security Services

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

- Provides vehicle patrol of parking lot.
- Responds immediately to emergency calls.
- Enforces campus parking regulations.
- Provides night escort services on "an as available basis".
- Opens building, office and vehicle lockouts.

- Monitors building perimeter, front entrance, and parking lot through surveillance cameras.
- Provides daily building checks.
- Provides education to students and employees on the elements of the security management plan.
- Conducts an annual Risk Assessment and Vulnerability Analysis within the CMC-NorthEast campus which includes the College.

Sexual Assault and Harassment (Title IX)

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, volunteers their services, or is a student.

Law enforcement information concerning registered sex offenders may be obtained from the Cabarrus County Sherriff'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>

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 (Campus & Community Outreach Coordinator)** 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 for Student Affairs and Enrollment Management will serve as the designee. The Title IX Coordinator's office is located in the Hayes Student Pavilion, Office 105 and can be reached at 704-403-1614 and after hours on the administrative pager at 704-783-4759.

Single Point of Contact

Cabarrus College's Single Point of Contact (SPOC) is the Coordinator for Campus and Community Outreach, who 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 the Campus and Community Outreach Coordinator at 704-403-1614 for assistance.

Student Conduct Code

Students are expected to adhere to the student code of conduct and uphold the College values of caring, commitment, teamwork, and integrity. 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 leading up to or including probation, suspension, or dismissal.

Students enrolled at Cabarrus College of Health Sciences are expected to:

- Engage in safe, professional behaviors on campus, online, and at clinical and fieldwork sites.
- Regularly attend classes, labs, clinical and fieldwork experiences.
- Be honest and report acts of dishonesty, fraud, or theft.
- Maintain academic and copyright integrity.
- Maintain a drug-free, alcohol-free, and tobacco-free environment.
- Report physical, emotional, or behavioral limitations or illnesses that could limit clinical performance.

Appeal Procedure

This procedure is for any grievance other than academic. 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: <http://www.cabarruscollege.edu/catalog.cfm> .

Students have the right to present a grievance and appeal a decision they believe is unjust.

Student Publications

Cabarrus College's student newsletter, The Student Pulse, is produced electronically and is emailed to all students several times per year. Check the newsletter for information on upcoming activities, community service opportunities, program updates, and MORE!

Study Rooms

All empty classrooms may be used as study areas. If you wish to reserve a classroom, please see Beth Carlton at the front desk. Check plasma screen for availability (we reserve the right to change, as needed).

Tobacco Free Campus

In response to tobacco being the leading cause of preventable death in the nation, Cabarrus College of Health Sciences and CMC-NorthEast are tobacco-free environments, both indoors and outdoors. For information on smoking cessation and treatment resources, contact the Coordinator for Campus & Community Outreach.

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 by Student Affairs, or you may 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.

Weapons Policy

The College is committed to providing a safe environment for students, staff and guests. Weapons, 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.

If you observe or have reason to believe that someone has a weapon or firearm on the premises, you should immediately notify Security Services at 704-403-1192, or 66595 from a campus phone. Violators of this prohibition will be subject to arrest and prosecution and disciplinary action, up to and including dismissal.