



# Student Services



## **Student Advisement**

Students are assigned an academic advisor that assists in planning and scheduling courses. Students are encouraged to meet with their advisors prior to registration to affirm educational goals and progress toward graduation. Students will meet with their assigned advisor or with a member of Advising Center staff to apply for graduation in the semester prior to graduation.

The Advising Center, located in Building B, Room 2034, provides walk-in and email ([advising@nashcc.edu](mailto:advising@nashcc.edu)) advising services for a variety of programs. Students can find their advisor at: [bit.ly/nccadvisor](https://bit.ly/nccadvisor) or via WebAdvisor. Special credit students (those with fewer than 15 credit hours) and collaborative programs are also advised in the Advising Center.

## **Advising Center**

The Advising Center is located in Building B, Room 2034 and provides advising and registration assistance to students. New students are encouraged to visit the Advising Center to meet with an advisor in preparation of registering for their first semester. Current students are encouraged to visit the Advising Center prior to registering for classes in subsequent semesters. For additional information, please contact [advising@nashcc.edu](mailto:advising@nashcc.edu) or 252-451-7350.

## **Student Wellness Center**

The Student Wellness Center located in Building B, Room 2111 provides confidential and free mental health services, including anxiety, depression, PTSD, Substance Use, Autism supports, Crisis Intervention, Safety Planning; Recovery and Veterans Supports, Additional helping services through Single Stop include access to screening for federal, state, and local programs, SNAP application and recertification services, Medicaid/Affordable Healthcare applications, free income tax preparation, financial counseling, and legal referrals. Blue Love resources for emergency assistance are also provided as well as Referrals to community helping agencies for shelter, food, and childcare.

Students may access Student Wellness Center services from our website, by email, or by calling directly. For clinical service referrals, email [swell@nashcc.edu](mailto:swell@nashcc.edu). For Single Stop services, email [singelstop@nashcc.edu](mailto:singelstop@nashcc.edu) or call 252.428.7334.

## **Early Intervention**

Nash Community College is focused on helping students succeed from the first day of class until the day they graduate. From time to time, it may become apparent to a faculty or staff member that a student is struggling in reaching their academic goals. Faculty or staff may refer the student to a Success Coach through

Aviso, who will discuss various resources available, both on and off campus, that will enable the student to succeed.

## **Services to Students with Disabilities**

Nash Community College is committed to providing equal access to education for persons with disabilities. Reasonable accommodations are made for students with disabilities who qualify for admission. The ADA Coordinator assists with admission and registration as needed, makes referrals to and works with agencies which serve the needs of students with disabilities. At the student's request, the ADA Coordinator will meet with the student to assess individual needs, documentation, and determination of reasonable accommodations. It is the responsibility of the student to make his/her request known to the ADA Coordinator. Current documentation must be provided from a licensed/certified professional that adequately substantiates the need for reasonable accommodations. All documentation and records provided will be maintained in a confidential manner according to the Family Educational Rights and Privacy Act of 1974. Requests for accommodations should be made as early as possible, for it may take up to four (4) weeks for reasonable accommodations to be in place. For more information, please contact the ADA/Disabilities office at [ada@nashcc.edu](mailto:ada@nashcc.edu).

## **Service Animals on Campus**

### **Policy**

Consistent with the American with Disabilities Amendments Act (ADAA), it is the policy of Nash Community College that individuals with disabilities are permitted to be accompanied by their Service Animal. This includes areas of the college campus where students, visitors, participants in services, programs or activities, or invitees are allowed. Exceptions may include situations when safety is an issue, or when it is determined that the service animal could interfere with the fundamental nature of the activities being conducted. Please contact the ADA Coordinator with questions regarding exceptions or denial of a service animal being permitted in certain situations.

### **Definitions**

A Service Animal is "any dog that is individually trained to work or perform tasks for the benefit of an individual with a disability, including, a physical, sensory, psychiatric, intellectual or other mental disability." Other species of animals whether wild or domestic, trained or untrained, are not service animals except that of miniature horses, if individually trained and deemed reasonable, may be used for the benefit of individuals with disabilities (Definitions, 28 C.F.R. ' 35.104, 2011 and Service Animals, 28 C.F.R.' 35.136, 2011).

If an individual's need for a Service Animal and the qualifications of the animal are not obvious, the individual may be asked: (a) whether the animal is required because of a disability; and (b) what work or task(s) the animal has been individually trained to perform.

An Emotional Support (ES) Animal is not a Service Animal and does not require specialized training; it is a companion animal that provides a therapeutic benefit to his or her person. The student must have a verified disability and a physician or mental health professional must write an annual prescription calling for an ES companion.

A Service Animal or Emotional Support Animal may be excluded from campus, classrooms, or other facilities, when:

1. The animal's behavior poses a direct threat to the health or safety of others.
2. The animal is out of control and the animal's handler does not take effective action to control it (see note below).
3. The animal's behavior fundamentally alters the nature of the programs, services, facilities, privileges, advantages, or accommodations at issue.
4. The animal is not housebroken (owner is responsible for disposal of any animal waste on campus grounds).
5. The animal is sick, dirty, has strong odor, not groomed, or has evidence of fleas or ticks.
6. The animal is not licensed and fully inoculated in accordance with local/state law.

A service animal must have a visible collar with tags and be under the control of its handler at all times. A service animal shall also have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means.)

### **Conflicting Disabilities**

Persons who have asthma/allergy/medical issues related to animals are encouraged to make their condition known to Disability Services (for students) or

Human Resources (for employees) by providing medical documentation to support their condition. Action will be taken to consider the requirements of both parties as efficiently as possible.

### **Requests for Accommodations: Students/Visitors**

Students or visitors using a service animal are welcome in all areas of campus that are open to the public. Specific questions related to the use of the service or emotional support animal should be directed to the College's ADA coordinator.

### **Employees**

Employees requesting reasonable accommodations, including the use of a service or emotional support animal should contact Human Resources.

### **Visitors and Guests Requesting Accommodations**

Individuals attending a NCC function, event, or graduation ceremony are eligible for reasonable accommodations under the ADA. Please contact the ADA Coordinator at least 48 hours prior to the event to make a request. Requests should be made in writing. Every effort will be made to provide reasonable accommodations for requests made in a timely manner. If you are requesting interpreters for a NCC sponsored event, these requests need to be made two (2) weeks prior to the date interpreting services will be needed.

Your request can be made by:

Email: [ada@nashcc.edu](mailto:ada@nashcc.edu)

Phone: 252-451-8260

Fax: 252-451-8401

### **Orientation Activities**

It is recommended that all students participate in a college orientation program. Multiple opportunities will be available for students and will be shared via email. Students who have questions about orientation related events, can email [successcoaching@nashcc.edu](mailto:successcoaching@nashcc.edu) for additional information.

### **Career Planning and Placement Center**

Counselors assist students with every step of the career planning and placement process. This includes helping students obtain employment and helping local businesses by referring students for part-time and full-time positions.

Each of the career planning and placement process steps has numerous corresponding resources related to that step. The information may be found on the web page, which is [www.nashcc.edu/careers](http://www.nashcc.edu/careers).

To help students reach their particular employment goals, highlighted services include:

### **Career Fairs**

Annually the College schedules career fairs and company interviews on campus. Upon request, presentations for interviews and resume' preparation are provided to classes and community groups.

### **College Foundation of North Carolina (CFNC)**

Counselors use CFNC Career Center and the CFNC Career tools. After signing up for a free account you will be able to take advantage of all the free resources provided by CFNC. These programs will not only assist you with a career direction, but will also help you learn more about yourself, improve your job-seeking skills and explore occupations, majors, and schools.

### **Career Search**

Nash Community College utilizes an online career search engine called EmployMeNCC. As part of a statewide consortium connecting North Carolina community college students and graduates to employers, resources, and materials, EmployMeNCC will assist you as you pursue your career goals.

EmployMeNCC Website Resources include:

- Review employer postings and apply for co-ops, internships, and jobs
- Career Planning Resources
- Career TV (Career Videos)
- Interview and Salary Resources
- Resume and Cover Letter Resources

To use EmployMeNCC as a Nash Community College student or graduate just visit [www.nashcc.edu/employmencc](http://www.nashcc.edu/employmencc) then create a profile using your student ID number and Nash Community College email.

Additionally, employers can utilize EmployMeNCC by posting careers on the site for free.

### **Success Coaches**

Nash Community College's Success Coaches proactively help students succeed in their classes by working with them on study skills, test taking strategies, organizational strategies, motivation, and self-advocacy. Success Coaches also help connect students to resources on campus as well as community resources. Success Coaching services are available to any curriculum student. Currently, students are

assigned a success coach if this is their first time at Nash Community College. If a student is not assigned a success coach they can request one and one will be assigned to them by contacting [successcoaching@nashcc.edu](mailto:successcoaching@nashcc.edu).

## **General Student Regulations**

### **Student Health Services**

Nash Community College maintains no health facilities although first aid supplies are located in all labs and offices. In the event of injury or illness, the student should contact a faculty or staff member.

The responsibility for medical services rests with the student and/or his parents or guardian. Emergency facilities are located nearby at Nash UNC Health Care. Transportation to receive medical services will not be provided by College staff members; however, the College officials will assist the student in contacting emergency services or an individual as designated by the student. The student is personally responsible for all expenses associated with emergency services. For more information, see [www.n4chealth.com](http://www.n4chealth.com).

### **Student Identification**

For concerns relating to safety and security, all students should make arrangements to have an official Nash Community College photo ID made. College ID's are prepared in the Student Services Office on the first floor of Building "A." Identification cards will be used to verify enrollment, and also will be utilized for student entry into Nash Community College sponsored events. Students should be prepared to present proper identification when asked by college staff and campus law enforcement personnel. ID's should be updated each semester in Student Services.

Student IDs are included as part of the college activity fee; however, a charge of \$5 will be assessed for replacement.

### **Housing**

Nash Community College does not provide housing for students either on or off campus.

### **Internet Use**

Use of the Internet must be in support of education and research and consistent with educational objectives as outlined by the College. Faculty, students, staff and other authorized individuals shall be expected to exercise responsible, ethical behavior when using the Internet. The use of the Internet is a privilege and can be revoked for violation of College Internet Policy or Guidelines. Inappropriate or

illegal use of the Internet shall result in legal action up to dismissal, in accordance with all policies of the College.

All Internet users shall adhere to the following:

1. Transmission of any material in violation of any law, regulation, or Board policy is prohibited.
2. Use of the Internet for commercial or non-college related activities is prohibited.
3. Users shall not create, access, display, download, or transmit any text file, picture graphics, or sound clip or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd, or which advertises any product or service not permitted to minors by law.
4. Users shall not create, access, display, download, or transmit threatening, racist, sexist, obscene, offensive, annoying or harassing language and/or material, such as broadcasting unsolicited messages or sending unwanted mail.
5. Users shall not engage in activities to damage hardware, disrupt communications, waste system resources, or overload networks with excessive data.
6. Users shall be required to adhere to all copyright, trademark, and licensing agreements and laws including seeking permission when required. Existing College policies on copyright apply.
7. The use of College technology resources by students, visitors, and College employees signifies agreement to the above stated computer use guidelines.

Twelve (12) months after the end of a student's last enrolled semester, without exception, access to NCC student email, LMS materials, online storage, or any other technology resources provided to actively enrolled students will be revoked, and the account terminated and inaccessible. If an applicant does not register for courses for the semester indicated on their Admissions application, access to their NCC accounts will be revoked and the account terminated and inaccessible after the close of registration for the semester.

## **Campus Photo and Video Use**

Nash Community College does not collect photograph/video release forms. The College does however use faculty, staff, and students as the best resource for marketing. All students and visitors should be advised that campus events are regularly photographed and videotaped. NCC cannot guarantee any individual will be excluded from media coverage. Additionally, as a public campus, NCC cannot be responsible for content obtained or disseminated by any individual or group.

All original media content created during normal College operations become the property of Nash Community College. The College reserves the right to archive photographs and video footage and use the content for, but not limited to, marketing. The College's Marketing Department also reserves the right to distribute media content through a variety of channels and/or publications. Students participating in a photograph or video may be given the opportunity to approve images used. Students wishing to do so should request in writing removal from the photograph or video in question. Questions concerning photographs, videos, and publications should be directed to the Marketing Department.

## **Social Media Guidelines**

The Nash Community College Marketing Office establishes official Nash Community College social media sites. Marketing will coordinate all initial set-up and posts to any pages to insure consistent content. Administrative access may be given to employees as appropriate.

Employees, students, and friends of the College are encouraged to follow the College via its social media sites. Please consider the following regarding the use of social media sites:

1. Treat everything you post on the Internet as though it were available to the general public.
2. Use common sense when posting information, comments, photos, etc. on personal and official Nash Community College social media sites. Everything you post reflects on you both as an individual, and in many cases as an associate of the College.
3. Remember, College related social media sites may be subject to monitoring, archiving, and disclosure to third parties in accordance with North Carolina Public Records Law.
4. Participation on any Nash Community College related social media site should be conducted in a socially responsible way (no obscenity, racial slurs, personal insults, profanity, etc.). Such posts or comments on official or

affiliated Nash Community College social media sites will be removed and may be addressed according to the Nash Community College student code of conduct.

5. Do not post confidential or proprietary information.
6. Know and follow Nash Community College's student regulations and internet usage policy as all College regulations will be enforced on official social media sites.

Questions, comments, suggestions, or requests related to the Colleges' social media presence should be emailed to [nccpr@nashcc.edu](mailto:nccpr@nashcc.edu).

## **Campus Sexual Violence Elimination (SaVE Act) Procedure**

### **Introduction**

Nash Community College is committed to providing a safe learning and working environment. NCC is required to comply with federal law, specifically the Jeanne Clery Act and the Campus Sexual Violence Elimination (SaVE) Act. Nash Community College has adopted procedures to help prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to NCC students, faculty, and staff as well as contractors and visitors.

Nash Community College will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this procedure, in any form. Such acts of violence are prohibited by Nash Community College procedure, as well as state and federal laws. Violators of these types of behaviors are subject to penalties up to and including dismissal or separation from Nash Community College regardless of whether they are also facing criminal or civil charges in a court of law.

### **Definitions**

**Consent** - is explicit approval to engage in sexual activity demonstrated by clear actions or words. Non-verbal communication silence, passivity, or lack of active resistance does not imply consent. Consent has not been obtained in situations where the individual is forced, pressured, manipulated, or has reasonable fear. Consent also has not been obtained when an individual is incapable of consent due to physical or mental incapacity, or is under the influence of drugs or alcohol.

**Dating Violence** – refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Domestic Violence** – is physical or psychological behaviors used by one person in a relationship to control the other. Partners may be married or not married; heterosexual, gay, or lesbian; living together, separated or dating.

**Sexual Assault** – has been committed if an individual by force or the threat of force engages in sexual relations against the will of another person.

**Stalking** – occurs when an individual engages in a course of conduct (harassment) on more than one occasion, directed at a specific person, which would cause a reasonable person to fear for their or her safety or the safety of others, or causing emotional distress.

### **Reporting an Incident**

Nash Community College encourages any member of the college community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to College officials.

If a Nash Community College student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the Nash Community College Police Department (NCCPD) at 252-451-8313.

Individuals who are on campus can also make an in-person report at the NCCPD, Building B, office number 2149. The NCCPD will assist all members of the college community by assessing the incident, advising the victim on how to seek legal protection, and making the victim aware of medical, counseling, and other support services. If a reported incident did not occur on campus, the NCCPD can assist the victim in notifying the local law enforcement agency with jurisdiction over the crime. **In case of an emergency or ongoing threat, a victim should get to a safe location and call 911.** Calling 911 will put you in touch with an emergency dispatcher.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to Student Services located in Building A, or to the College's Title IX Coordinator at 252-451-8258.

Employees, contractors and campus visitors who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Human Resources Director, Title IX Coordinator at 252-451-8258.

These offices will provide victims of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any victim in notifying the appropriate law enforcement agency, if the victim chooses to do so.

Victims are not required to report to area law enforcement in order to receive assistance from or pursue any options within Nash Community College. For more information, please visit the section on how to report an assault.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police (including the Nash Community College Police Department) does not commit the victim to further legal action. However, the earlier an incident is reported, the easier it will be for law enforcement to investigate.

### **Written Notification of Rights and Options**

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this procedure.

These rights and options include the rights of a victim to:

- a. Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
- b. Seek a criminal complaint for threats, assault and battery, or other related offenses;
- c. Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
- d. Request the police remain at the scene until your safety is otherwise ensured;
- e. Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
- f. Obtain a copy of the police incident report at no cost from the police department.

## **Procedures Victims Should Follow**

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The victim of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a victim has removed the clothing worn during the assault prior to seeking medical treatment, that clothing should be placed in a paper (not plastic) bag and brought to the hospital when treatment is sought. If the victim is still wearing the clothes worn during an assault, a change of clothes should be brought to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented with photographs. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

## **On-Campus and Off-Campus Resources**

Nash Community College, Nash County, the Town of Nashville, and the City of Rocky Mount, all offer other important resources to the victims of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that victims may wish to utilize.

The following Nash Community College employees and on-campus offices can assist members of the NCC community in considering options and navigating through any resources or recourse they may elect to pursue.

A victim need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or NCCPD in order to access the following resources:

**Sexual Assault Response Team (SART) Members:**  
reportsexualmisconduct@nashcc.edu

**Director of Human Resources,**  
Title IX Coordinator for students, faculty, staff, contractors and visitors  
**252-451-8258**

**Vice President, Student Services,  
252-451-8327**

**Clinical Outreach Counselor  
252-451-8319**

**ADA Coordinator  
252-451-8260**

**Campus Safety Director and NCC Police Chief  
252-451-8313**

**Off-Campus Resources:**

Nash Community Service Area Crisis/Counseling Resources

Coastal Plain Hospital  
2301 Medpark Drive  
Rocky Mount, NC 27804  
(252) 962-5000

EAP Partnerships  
848 Country Club Square  
Rocky Mount, NC 27804  
(252) 937-5477

Eastpointe  
(800) 913-6109  
(888) 819-5112 (TTY)  
(800) 273-8255 (Veterans Crisis Line)

My Sister's House  
PO Box 7665  
Rocky Mount, NC 27804  
(252) 459-3094  
(800) 465-9507  
(252) 462-0366 (Non-Emergency)

Tar River Mental Health Association (Serving Nash & Edgecombe Counties)  
230 Sunset Avenue  
Rocky Mount, NC 27804  
(252) 937-8820

Alcoholics Anonymous  
(252) 977-7744

Alcohol/Drug Council of North Carolina  
1-800-688-4232

National Crisis/Counseling Resources:  
National Suicide Prevention Lifeline  
1-800-273-TALK (8255)

National Runaway Safeline  
1-800-786-2929 (1-800-RUNAWAY)  
RAINN (Rape, Abuse and Incest National Network)  
1-800-656-4673 (HOPE)

National Child Abuse Hotline  
1-800-4-A-CHILD (1-800-422-4453)

National Domestic Violence/Child Abuse/Sexual Abuse  
1-800-799-7233 (SAFE)  
1-800-787-3224 (TTY)

Elder Abuse Hotline  
1-800-451-8693

National Center for Missing & Exploited Children  
1-800-THE-LOST (1-800-843-5678)

## **Accommodations**

Nash Community College is committed to providing a safe learning or work-ing environment. This is regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action. Upon request, Nash Community College will make any reasonably available change to a victim's academic class schedule, or employee's work environment. When a reported incident of abuse involves more than one member of the Nash Community College community, the College's Title IX Coordinator, Human Resources Director, Vice President of Student Services or NCCPD may also issue a formal letter prohibiting the individuals from contacting one another, either on or off campus. Students should contact the Vice President of Student Services Office (522 North Old Carriage Road, Building A, Room 2023, 252-451-8327) for assistance, and employees may contact the Office

of Human Resources (522 North Old Carriage Road, Business and Industry Center, 252-451- 8258) for assistance.

NCCPD officers will advise victims of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court that directs the accused to refrain from abuse and to leave the victims household, building, school, college, or workplace.

Nash Community College will ensure that restraining orders issued by courts are fully up- held on all College-owned, used, and controlled property. If any member of the Nash Community College community obtains a restraining order, it should promptly be communicated to NCCPD and a copy of that order for compliance. Nash Community College will take measures to protect victims from any further harm. If the NCCPD determines that an individual's presence on campus poses a danger to one or more members of the College community, the NCCPD shall notify the individual verbally and in a follow up letter that the individual must leave campus or be subject to being arrested for trespassing.

## **Victim Confidentiality**

Nash Community College recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. The College will respect the privacy of individuals reporting incidents of abuse, to the extent that doing so is permitted by law and consistent with the College's need to protect the safety of the community.

College employees are required to share with the Title IX Coordinator information they obtained concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking. The Title IX Coordinator will investigate the incident, track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to ensure the safety of the campus community. It is the victim's choice to participate in the investigation; however, the College may proceed with an investigation without the victim's permission if there is a concern for the safety of other members of the community.

In all cases, the NCC Police Department should be notified for Clery Act reporting requirements.

Reports made to the NCCPD will be shared with the Title IX Coordinator in all cases, and may also be made public (maintaining the victim's anonymity) and shared with the accused in cases where criminal prosecution is necessary. Reports received by the College concerning the abuse of a minor or juvenile must be reported to law enforcement officials in compliance with state law. All mem- bers

of the Nash Community College community are required by College policy to report any instances of known child abuse or neglect to the NCCPD. The NC-CPD will in turn report such information to the appropriate authorities.

Reports and information received by the NCC Clinical Outreach Counselor is considered legally protected or “privileged” under NC law. The Clinical Outreach Counselor will not share information learned from victims with others within the institution (including the College’s Title IX Coordinator) or with any third party except in cases of imminent danger. Absent circumstances of imminent danger, the only information that the Clinical Outreach Counselor will report to the College concerning incidents is statistical information. Statistical information does not identify the victims, and will be included in the annual Clery reporting requirements.

Reports of sexual assault, domestic or dating violence, or stalking, which are shared with NCC’s Title IX Coordinator or other College officials, will be treated with the greatest degree of respect and privacy possible.

A victim’s ability to speak in confidence and with confidentiality may be an essential path to recovery

## **Nash Community College Educational Programs**

Nash Community College is committed to increasing the awareness of and prevention of violence. The College will make continued efforts to provide students and employees with education programs, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking.

To address the issue of sexual assaults, domestic violence, dating violence, and stalking in a college environment, Nash Community College will periodically offer practical guidance for risk reduction, violence prevention, and bystander intervention. SaVE Act information can be found on the College’s web site and publications.

**Personal Safety Workshops** –The College will provide opportunities for members of the community to learn about safety precautions. The NCCPD and the Office of Student Services conduct awareness workshops on a wide variety of subjects including, but not limited to alcohol awareness, the definition of consent and sexual assault, and wellness.

**New Student Orientation** – Orientation programs addressing awareness of and prevention of violence are delivered by members of the orientation staff.

**Safety Escorts** – If requested, the NCCPD provides safety campus escorts during normal operating hours. This service typically provides students, faculty, and staff with an escort from class to various parking locations.

**Crime Alerts** – The NCCPD shall issue as necessary crime alerts to members of the Nash Community College community. Alerts may be circulated at times, not in response to specific incidents, but as general reminders to community members about measures that members of the community can take to enhance personal and property security.

**New Employee Orientation** – All new employees receive training on Sexual Harassment and Title IX through the Office of Human Resources. The NCCPD also provides new employees with information concerning issues of safety and personal awareness on such subjects as emergency preparedness, campus security authorities, and awareness of and prevention of violence.

## **Student Conduct**

Nash Community College students are expected to conduct themselves as responsible adults in accordance with generally accepted standards of morality and decency at all times. The following behaviors, while not inclusive, will warrant immediate suspension or other disciplinary action:

1. Physical abuse or assault, domestic violence, dating violence, threats, intimidation, stalking, abusive communication (written or verbal), and/or conduct that threatens or endangers the physical or psychological health or safety of another person.
2. Sexual violence, coercion, or harassment against another individual whether perpetrated by a stranger or acquaintance, including attempted rape, and sexual assault, sexual misconduct, stalking, voyeurism, exposure, sexually harassing communication (includes electronic), unwanted touching, and sexual activity in a context of emotional coercion.
3. Retaliation against an individual cooperating with a College-related investigation.
4. Fighting.
5. Disruption of learning activities.
6. Damage to or destruction of College or private property.

7. Assault on a College employee, a student, or any other person while on campus or at College- sponsored events.
8. Insubordination toward a College employee (failure to comply with the directions of any College official, faculty, staff, or law enforcement officer acting in the performance of their duties) or showing disrespect toward an employee, student, or other person.
9. Committing any act (verbal, electronic, written, or other) which intimidates, threatens, degrades, or disgraces a College employee or the College itself, student or other person on campus.
10. Any series of behavioral patterns that cause a faculty or staff member to seriously question the student's interest in learning.
11. Stealing or attempting to steal school property or personal property belonging to another student, employee or visitor while on the campus of Nash Community College.
12. Possessing, using, transmitting or being under the influence of any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or any other kind of intoxicant while on campus. Students using drugs that are officially authorized by a physician and are likely to cause impairment of performance in lab, shop, or clinical areas should consult the appropriate instructor.

**Note:** *Using a drug officially authorized (prescribed to an individual) by a physician will not be considered a violation of this regulation.*

13. Academic Dishonesty (for more information, please see Academic Integrity section).
14. Gambling while on campus or at a College-sponsored activity.
15. Intentionally and openly using profanity (verbal, electronic, written, or other) in such a manner that listeners could be embarrassed, offended or insulted.
16. Intentionally and openly engaging in obscene activities while on campus or at a College sponsored event.
17. Illegal use of the Internet or other violations of the Internet policy.

18. Displaying or wearing gang clothes, or displaying gang graffiti/symbols, or flashing gang signs.
19. Intentionally and openly exposing undergarments to such a degree that it embarrasses or offends others.
20. Making excessive noise, including loud conversations, car stereos, etc. that disturbs others anywhere on campus (students using music players, computers, cell phones, or other electronic devices on campus must use headphones or earphones).
21. Any display of affection that offends others.
22. Possessing a firearm or weapon as outlined in NCGS 14-269.2. Possessing any dangerous chemical or explosive elements or component parts thereof not used by the student for lawful College studies.
23. Forgery, altering, or misuse of College documents, records, or instruments of identification with intent to deceive.
24. False reporting of an emergency: the false reporting of a bomb, fire, or other emergency in any building, structure, or facility by means of activating a fire alarm or in any other manner.
25. Actions violating the College Diversity Statement.
26. Knowingly providing false information to a College employee conducting an investigation of violations of the Student Conduct Code or Academic Dishonesty and/or obstructing an investigation of violations of the Student Conduct Code or Academic Dishonesty.

## **Student and Public Grievance/Complaint Procedure**

As a matter of practice, Nash Community College believes that most student grievances can be informally resolved. Any student (traditional, non-traditional, distance education, etc.) who has a grievance should express the concern with the appropriate College personnel responsible for the source of the grievance. When informal procedures do not resolve the grievance, written student grievances should be sent to the Vice President of Student Services with the following information, if available:

- Name of the student accused of violating the student conduct
- Clear explanation of the nature of the incident

- Names, addresses, and phone numbers of witnesses
- Names, addresses, and telephone numbers of those filing the complaint

The Vice President of Student Services will determine the appropriate College personnel to review the grievance. The grievance will be reviewed and written notification of the resolution of the College's position of the grievance will be sent to the student within 15 working days of the receipt of the grievance. The Vice President of Student Services will maintain records of all formal complaints and responses. Nash Community College will not review anonymous grievances. Members of the public may register grievances by sending signed, written statements to the Office of the President, Nash Community College, PO Box 7488, Rocky Mount, NC 27804-0488.

If a Student or Public Grievance is not resolved to the complainant's satisfaction through the procedure outlined above, the complaint can then be referred by the complainant to the University of North Carolina General Administration; information on the procedure is at [www.northcarolina.edu/complaints](http://www.northcarolina.edu/complaints).

If a student believes that any member of the Nash Community College community has violated the College's policy against discrimination, harassment, or retaliation, or the College's Sexual Violence Policy, the student should report his or her concerns in accordance with those policies detailed in the College policy.

## **Distance Learning Complaint Process for Out of State Students**

Nash Community College desires to resolve student grievances, complaints and concerns in a prompt, fair and agreeable manner. Students residing outside of the State of North Carolina while attending NCC who desire to resolve a grievance should follow the College's Disciplinary Due Process Procedure. However, if an issue cannot be resolved internally, you may file a complaint with your State. The Student Grievance Contact Information for Individual States provides phone numbers, emails and/or links to state education agencies. NCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts, Associate in Science, Associate in General Education, and Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Nash Community College.

## **Review of the Grievance**

When a complaint is received, the Vice President of Student Services or his or her designee reviews the grievance. If a complaint is received that alleges a student has engaged in behavior that would violate the College's Sexual Violence Policy, the complaint will be immediately forwarded to the appropriate College Title IX Coordinator or Deputy Coordinator. All other complaints will be evaluated by the Vice President of Student Services or his or her designee to determine the disciplinary action, if any.

## **Notification of Complaint or Disciplinary Action**

The student will be notified in writing of a meeting to discuss the complaint lodged at which time his or her attendance is required. Failure to attend this meeting may result in the College proceeding with the resolution of the complaint (including disciplinary action) without the student's contribution.

A student who has been charged under the College's student grievance or disciplinary process will have the right to be:

1. informed of the grievance or disciplinary proceeding
2. notified in writing of the complaint or disciplinary action
3. informed of the appeal process before the College's Student Affairs Committee (for disciplinary issues) or the College's Academic Review Committee (for violations of the College's academic rules)

## **Academic Review Process**

The Academic Review Committee meets annually to review and approve the College's Academic Review process. Academic Review Panels are created under the auspices of the Academic Review Committee. Academic Review Panels investigate instructional matters including, but not limited to, consideration of the waiver of academic rules. Any member of the College community may petition for an Academic Review Panel to hear cases and questions concerning academic rules. The petition must be made within 30 calendar days of the alleged issue. A petition received after 30 calendar days will not be heard.

The Vice President of Student Services or his/her designee shall be responsible for informing the parties involved and the student(s) of the date, time and location of the hearing. A designee of the Vice President of Student Services will serve as Chair of the Academic Review Panel and shall convene the Academic Review Panel no later than 15 business days (excluding holidays and academic breaks) after a request for an Academic Review Panel hearing. If a student fails

to attend the scheduled hearing, the appeal is considered dropped and may not be reopened for the same alleged issue. The Panel's purpose is to investigate and make recommendations to the Vice President of Student Services. The Academic Review Panel is an investigative and recommendation group; it is not a judiciary body or court. Procedures and actions appropriate to a court are not necessarily appropriate to this group. Five faculty and two staff members, appointed by the Vice President of Student Services, serve on these Panels.

The Chair is a designee of the Vice President of Student Services, who serves in that capacity without a vote, with the Vice President of Instruction and Chief Academic Officer or their designee serving in a resource capacity. The committee members will establish all procedures and actions generally following the principles of Robert's Rules of Order. A student, faculty or staff member initiates an investigation by this Panel upon the presentation of a petition to the Vice President of Student Services. This petition must clearly state in writing the reasons for the request of an investigation. The Panel will then conduct the investigation using resources and witnesses as it deems appropriate. A student may have an advisor present during the Academic Review Panel hearing. The advisor may not ask questions or speak to the Panel members or witnesses. His or her role is to give guidance to the student when requested. An advisor may be removed or dismissed for being disruptive or not abiding by restrictions imposed. The Panel makes its findings based on the preponderance of the evidence standard.

A quorum shall consist of five out of seven Panel members. The Panel will make its recommendation to the Vice President of Student Services. The Panel's recommendation is final and appeals may only be initiated to the Vice President of Student Services if additional information brought forth by the initiating individual indicates discrimination on the basis of age, sex, national origin, religion, disability or if there is substantial evidence that procedural due process was denied.

## **Student Affairs Appeal Process**

The Student Affairs Committee meets annually to review and approve the College's Student Affairs appeal process. Student Affairs Panels are administrative panels that investigate student affairs, including but not limited to, disciplinary issues. The Panel's purpose is to investigate and make recommendations to the Vice President of Instruction and Chief Academic Officer. Two faculty members, two staff members, and three students, appointed by the Vice President of Instruction and Chief Academic Officer, serve on these panels. The Chair is a designee of the Vice President of Instruction and Chief Academic Officer, who serves in that capacity without a vote with the Vice President of Student Services or his/her designee serving in a resource capacity. Any member of the College community may petition for a Student Affairs Panel to hear cases and questions concerning

disciplinary issues. The petition must be made within 30 calendar days of the alleged issue. A petition received after 30 calendar days will not be heard.

The petition must clearly state in writing the reason for the request of an investigation. A designee of the Vice President of Instruction and Chief Academic Officer will serve as Chair of the Student Affairs Panel and shall convene the Student Affairs Panel no later than 15 business days (excluding holidays and academic breaks) after a request for a Student Affairs Hearing. The Panel will conduct the investigation using resources and other individuals or issues which may become a matter of the investigation. The Student Affairs Panel is an investigative and recommending group; it is not a judiciary body or court. Procedures and actions appropriate to a court are not necessarily appropriate to this group. This Panel is one element in the established procedure for due process at Nash Community College. A Student may have an advisor present during the Student Affairs Panel hearing. The advisor may not ask questions or speak to the panel members or witnesses. His or her role is to give guidance to the student when requested. An advisor may be removed or dismissed for being disruptive or not abiding by restrictions imposed. The panel makes its findings based on the preponderance of the evidence standard.

A quorum shall be five out of the seven members. The Panel will make its recommendations to the Vice President of Instruction and Chief Academic Officer. The Panel's recommendations are final and appeals may only be initiated to the Vice President of Instruction and Chief Academic Officer if additional information brought forth by the initiating individual indicates discrimination on the basis of age, sex, national origin, religion, disability or if there is substantial evidence that procedural due process was denied.

## **Procedure of Academic Review and Student Affairs Panels**

The procedure below is the process that is followed for an Academic Review and/or Student Affairs Panel hearing. Procedural mistakes will not nullify the Panel's decision unless the procedural mistakes were unduly prejudicial.

Any member of the College community who has requested an Academic Review or Student Affairs Panel hearing is entitled to the following:

- Communication setting forth the date, time, and location of the meeting
- Communication setting forth the individual's right to be accompanied by an advisor
- Communication stating the individual's right to have witnesses testify in their favor

- A list of the members on the Academic Review or Student Affairs Committee and the procedure for challenging the participation of a member for reasons of conflict of interest.

The Academic Review or Student Affairs Panel hearing shall be conducted as follows:

- Prior to the start of the hearing, all parties participating in the hearing shall sign a statement of confidentiality and nondisclosure.
- The meeting will be called to order at the predesignated date and time by the chair once a quorum has been established with the following individuals in attendance:
  - Panel chair, quorum of panel members, resource staff, and administrative assistant (for the collection of minutes).
  - The complainant, the respondent, an advisor (if desired), and any witnesses will be asked to wait outside the hearing until called upon.
- Once the meeting is called to order, the chair will announce the purpose for the meeting, including any relevant information pertaining to the circumstances leading up to the meeting.
- Next, the chair will ask the complainant, including any of their witnesses, into the room. All individuals giving testimony will then be asked to sign an honesty statement before proceeding.
- The complainant will then be asked to present the facts that support his or her allegations that the student violated a provision of student affairs, student conduct, and or the College's academic rules. If the complainant has any witnesses present (that have firsthand knowledge of the facts) they may proceed to present their testimony after the complainant.
- Following the completion of the complainant's testimony, and at the conclusion of the presentation of witnesses by the complainant, the members of the panel shall have the opportunity to ask questions to the complainant or their witnesses.
- After questioning, the complainant is given the opportunity to explain or refute testimony.
- After all questions have been satisfied by the panel, the complainant and their witnesses will be instructed to exit the room while the respondent and their witnesses (who have firsthand knowledge of the facts) and their advisor (who must remain silent while the meeting is in session) is called upon to enter.
- Once in the room the respondent and their witnesses giving testimony will be asked to sign an honesty statement before proceeding.
- The respondent will then be allowed to give their testimony and /or extenuating circumstances that he or she believes the panel should consider in determining the facts. The testimony may include presentations

by witnesses who have firsthand knowledge of the facts. (The respondent's advisor is to remain quiet during the panel meeting, and may only speak with the respondent privately during breaks, or by passing notes. The respondent may ask for a break to the chair in order to speak with the advisor if needed).

- Following the completion of the respondent's testimony, and at the conclusion of the presentation of witnesses by the respondent, the panel is invited to ask questions of the respondent directly. Questions asked shall be intended to aid in the process of determining the facts set forth in the allegations.
- After questioning, the respondent is given the opportunity to explain or refute testimony.
- Next, the respondent is given an opportunity to make closing remarks lasting no more than three minutes. The chair may allow additional time at his or her discretion.
- After the closing remarks by the respondent, he or she will be excused from the meeting, along with their witnesses and advisor, and instructed that a final decision will be sent to them after 48 hours via certified mail. Any prior decision will remain in effect unless the outcome of the meeting overturns or amends the prior decision.
- After the respondent has exited the room, the complainant will be asked to reenter. The committee will then be given an opportunity to ask any follow up questions to the complainant that surfaced during the presentation by the respondent.
- Once follow up questioning by the panel has been completed, the complainant will be asked to give closing remarks of no more than 3 minutes.
- Additional time may be granted at the request of the panel chair.
- Following closing remarks, members of the Academic Review or Student Affairs Panel will meet in closed session to consider the preponderance of the evidence as to whether the respondent was responsible for the allegations.
- The panel has up to 48 hours to make its determination.
- If the panel determines that the respondent is responsible, it will proceed to make a recommendation for continued or new sanctions to be imposed.
- The designee of the Vice President of Student Services for the Academic Review Committee and the designee of the Vice President of Instruction and Chief Academic Officer for the Student Affairs Committee will communicate to the accused the outcome of the hearing, and when appropriate, the appeal process. Appeals of a decision of the Academic Review Panel will be directed to the Vice President of Student Services, and

appeals of a decision of the Student Affairs Panel will be directed to the Vice President of Instruction and Chief Academic Officer.

### **Attendance at the Academic Review or Student Affairs Panel Hearings**

- Attendance is limited to the committee chair, the committee resource staff, an administrative assistant for the collection of minutes, the members of the panel, the complainant, the respondent, the respondent's advisor if desired, and any witnesses who have firsthand knowledge of the facts. The complainant, respondent, witnesses, and advisor will be required to sit outside of the meeting until called upon per the procedural process.
- The advisor may not ask questions or speak to the panel members or witnesses. His or her role is to give guidance to the respondent when requested during a break, or by passing notes. An advisor may be removed or dismissed for being disruptive or not abiding by restrictions imposed.
- The process may not be video or tape recorded.

### **Student or Club Dismissal, Suspension or Expulsion Authority**

The President or his or her designee is authorized to use the College's Disciplinary Actions as stated in the Catalog for violations of the NCC Student Conduct regulations. Any student who impairs, impedes, or disrupts the Mission, processes, or functions of the College or who violates any provision of Student Code Conduct will be subject to disciplinary action. Students who encourage, counsel, instigate, or incite others to impede, impair, or disrupt the said mission, processes, procedures or functions of the College shall also be subject to the disciplinary action. If a student is expelled or suspended, he or she will be notified in writing of the following: (1) the nature of the Conduct Code violation(s), and (2) the appeal process.

### **Disciplinary Actions**

The following disciplinary action or actions may be imposed by the Vice President of Student Services or his/her designee and Appeal Committee for violations of student or club conduct.

### **Admonition**

A warning to the student that his or her behavior is objectionable and that if the pattern of behavior continues, the student will face disciplinary action up to and including suspension from the College. Verbal warnings shall be documented and included as evidence in the event of subsequent violations.

## **Reprimand**

A written communication that gives official notice to the student that he or she has violated student conduct and that any subsequent violation of student conduct may result in a more severe disciplinary action.

## **General Probation**

An individual may be placed on general probation when involved in a substantive disciplinary offense(s). General probation has two important implications: the individual is given a chance to show capability and willingness to observe the Student Conduct Code without further penalty. Secondly, subsequent offenses will result in disciplinary action. The probation will be in effect for no more than two semesters (excludes the summer semester).

## **Restrictive Probation**

Restrictive probation results in loss of good standing, and notation of such is made in the individual's record. Restrictive conditions limit activity in the College community and access to College facilities. The individual will not be eligible for initiation into any local or national organization, and may not receive College awards or other honorary recognition. The individual is not eligible to occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This probation will be in effect for not less than two semesters (excludes the summer semester). Any violation of restrictive probation may result in immediate suspension.

## **Suspension**

Suspension of a student from a Nash Community College class (traditional, online, hybrid, etc.), a College program of study, and/or all activities of the College for a stated period of time. Suspended students may return upon the approval of the Vice President of Student Services.

## **Expulsion**

Dismissing a student from the campus of Nash Community College to include participation in College classes (traditional, online, hybrid, etc.) or a College program of study, and/or all activities of the College. The student loses matriculation status. Expelled students may apply for admission only after a minimum of two semesters and upon the approval of the Vice President of Student Services.

## **Student Group/Club Probation**

Used for a College club or other organized group for a specified period of time. If group violations are repeated during the probationary period, the group's charter or authority to operate as a club may be revoked or activities restricted.

### **Student Group/Club Restriction**

Used when removing College recognition during the semester in which the offense occurred or for a longer period (usually not more than two semesters). While under restriction the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

### **Student Group Charter Revocation**

Removal of College recognition from a group, a club, a society, or other organizations for a minimum of two years. Reorganization or rechartering after the determined time must be approved by completing reinstatement requirements (Form 1.3).

### **Title IX Process**

Nash Community College (the “College”) is committed to comply with all requirements of Title IX and any regulations under that law. The College has any obligation to investigate and respond to any alleged misconduct under Title IX of which the College has actual knowledge.

Pursuant to Title IX, Nash Community College strictly prohibits all acts of sexual harassment, sexual assault, domestic violence, dating violence, and stalking. For purposes of Title IX, sexual harassment includes, but is not necessarily limited to, quid pro quo harassment. Quid pro quo harassment occurs when a school employee conditions a student’s participation in an education program or activity or bases an educational decision on the student’s submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment also includes any instance of sexual assault, dating violence, domestic violence, or stalking (as those terms are defined in the Clery Act and the Violence Against Women Act). Sexual harassment also includes, but is not limited to, unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive as to deny a person equal access to the College’s educational programs or activities. For purposes of Title IX, sexual harassment that occurs on property owned or controlled by an officially recognized student group is subject to this policy. For purposes of Title IX, this policy applies only to sexual harassment against persons in the United States.

The College’s Title IX Coordinator will oversee all investigations of allegations of gender-based violence and/or sexual harassment. Employees who are found responsible for having committed such a violation could face disciplinary action, up to and including termination of employment. Students who are found responsible for having committed such a violation may face disciplinary probation, deferred suspension, suspension from the College, or dismissal from the College. The Office of Human Resources will handle any incidents involving employees

and College affiliates who are found by the College to have engaged in behavior that violates College policy, including but not limited to sexual assault, domestic violence, dating violence, or stalking.

In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by the College. When students or employees are accused of having engaged in sexual harassment, sexual assault, domestic violence, dating violence, or stalking, the College may, depending on the facts alleged, issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include altering an individual's work or class schedule, placing an employee accused of misconduct on leave, or placing a student accused of misconduct on suspension.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair, and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who receive annual training on the nature of the types of cases they are handling (including the definition of sexual harassment for Title IX purposes and the scope of the College's programs and activities under Title IX), how to conduct an impartial investigation, and how to conduct in an impartial manner a proceeding (including hearings, appeals and informal resolution methods) in a manner that protects the safety of victims and promotes accountability, among other relevant issues required under Title IX.

Nash Community College seeks to investigate and adjudicate promptly any official complaints of sexual harassment, sexual abuse, domestic violence, dating violence, or stalking that are filed with the College within sixty (60) days of the College's receipt of that complaint, unless mitigating circumstances require the extension of a time frame beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, college breaks or vacations that occur during the term of the investigation, or other unforeseen circumstances. In these matters the complainant and the accused shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigatory and adjudication proceedings conducted by the College concerning charges of sexual harassment, sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the accused will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. This advisor may be but is not required to

be an attorney at law. Both the complainant and the accused may request that the College provide an advisor free of charge. The College appointed advisor is not required to be an attorney at law. Both the complainant and accused will also be afforded an equal opportunity to introduce evidence and identify witnesses. When a student or faculty member is accused of any violation of student conduct, including but not limited to charges of sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard. This implies that it is more likely than not that the reported misconduct occurred.

For additional information concerning student complaints of sexual wrongdoing and the process for resolving such complaints please see the Nash Community College Academic Catalog available in print and on the College website.

## **Process for Resolving Complaints of Sexual Wrongdoing**

Nash Community College is committed to providing a safe learning and working environment. In compliance with federal law, specifically Title IX, the Jeanne Clery Act, the Violence Against Women Act and the Campus Sexual Violence Elimination (SaVE) Act, the College has adopted policies and procedures to prevent and respond to incidents of sexual harassment, sexual assault, domestic violence, dating violence, and stalking. This process applies to students, faculty, and staff as well as contractors and visitors of the College.

The College will not tolerate sexual harassment, sexual assault, domestic violence, dating violence, or stalking, as defined in any form. Such acts of harassment or violence are prohibited by the College, as well as state and federal laws. Violators of these types of behaviors are subject to penalties up to and including dismissal or separation from Nash Community College regardless of whether they are also facing criminal or civil charges in a court of law. The College will follow the following process in determining wrongdoing:

### **Initiating a Title IX Investigation**

Any individual may start a Title IX investigation by the College against a student, faculty, staff, contractor and or visitors of the College community for violation of the Campus Sexual Violence Elimination Policy in writing or in person to the College's Human Resources Director, Title IX Coordinator. Her contact information is 252-451-8258.

A formal complaint should include the following information:

- The name (s) of the accused or if not known a physical description(s); and

- A statement explaining the circumstances of the complaint including a list of potential witnesses; and
- The names, addresses, and phone numbers of the complainant(s).

The written document must be signed by the individual initiating the complaint. Formal complaints will result in a Title IX investigation to determine, if established by the preponderance of the evidence, that the accused violated any provisions of Title IX or the Campus Sexual Violence Elimination Policy. The College must have actual knowledge of potential Title IX misconduct before it investigates. Actual knowledge of potential Title IX misconduct occurs when the College's Title IX Coordinator (its Human Resources Director) or any other official with authority to institute corrective measures, is aware of alleged actions that would violate Title IX.

If a complainant withdraws his or her complaint, the Title IX Coordinator will evaluate whether sufficient evidence exists to start a Title IX investigation. In such a case, the Title IX Coordinator may only sign a formal complaint (which prompts the investigation) if he or she first determines that doing so over the complainant's wishes is not clearly unreasonable in light of the known circumstances. Among other relevant evidence, the Title IX Coordinator may consider prior complaints by the complainant or prior complaints that have been made against the accused in making this determination. It is the Title IX Coordinator's decision to proceed in investigating the complainant after withdrawal, but the complainant's desire will be taken into consideration when making the decision. If the Title IX Coordinator decides not to proceed with the allegations because the complainant withdrew the complaint, a file will be maintained by the Title IX Coordinator, so the investigation can be re-opened if the complainant later decides to reinitiate the complaint, or if the College receives actual knowledge of independent evidence of sexual misconduct by the accused, which the Title IX Coordinator determines in good faith merits re-opening the investigation. If the accused admits to a violation, the Title

IX Coordinator may forego an investigation and refer the matter directly to the discipline process.

### **Time Frame for Filing a Formal Complaint**

The College does not limit the timeframe for filing a Title IX complaint. However, complainants are encouraged to file a complaint as soon as possible in order to maximize the College's ability to investigate the matter, to preserve relevant evidence, and to come to an appropriate determination of the facts. The College will

not be able to pursue disciplinary action if an accused is no longer affiliated with the College.

## **Incomplete and Unofficial Reports**

Any member of the College community may make a Sexual Violence Report involving a student or community member by bringing the report to the attention of the Title IX Coordinator, any member of the Nash Community College Police Department (NCCPD) or any faculty or staff member.

The initial report can be verbal, but a formal complaint must contain the information as stated above in “Initiating a Title IX Investigation”. When the Title IX Coordinator receives a report that a sexual violation has occurred and the report does not meet the formal reporting standards, the Title IX Coordinator will determine what steps need to be taken to gather additional details of the allegations.

If the Title IX Coordinator determines additional information is warranted to proceed with a formal complaint, a College administrator will serve as the complainant. In making a final determination about proceeding with the formal complaint process, the Title IX Coordinator will consider the complainant’s desire to proceed when making the decision. If the Title IX Coordinator decides not to proceed with the allegations, a file will be maintained by the Title IX Coordinator, so the investigation can be re-opened if the complainant later decides to reinitiate the complaint, or if the College receives actual knowledge of independent evidence of sexual misconduct by the accused, which the Title IX Coordinator determines in good faith merits re-opening the investigation. In all cases the Title IX Coordinator will consider the safety of the complainant or the College community before a final decision is made. Furthermore, the Title IX Coordinator will only sign a formal complaint if he or she determines that doing so over the complainant’s wishes is not clearly unreasonable in light of known circumstances.

Even if an individual ultimately decides not to advance a formal complaint, the College will offer supportive measures tailored to the individual’s situation. These supportive measures, which the College will offer free of charge on a confidential basis, may include counseling, course adjustments, leaves of absence, modification to housing or work areas, increased security, and monitoring.

## **Temporary Action**

If deemed necessary, upon receiving a formal complaint or incomplete and unofficial report, the Title IX Coordinator shall put temporary preventive actions in place. Temporary actions imposed may include, but are not limited to, no-contact guidelines, suspension, academic schedule changes and or a change in a worker’s work location. Any member of the College community who is involved in a Title

IX investigation (complainant, accused and/or witnesses) may request temporary action to the Title IX Coordinator. The Title IX Coordinator may impose temporary actions based on the best interests of the College community. Also, both the complainant and the accused may request temporary support measures to be coordinated by the Title IX Coordinator while the process advances. Emergency measures to remove the accused from the environment may be taken if the Title IX's Coordinator's individualized safety and risk assessment determines that there is an immediate safety threat. In such a case, notice must be provided to the accused, and the accused will be given the opportunity to provide evidence to the Title IX Coordinator to challenge the decision immediately after removal.

## **Investigative Process and Hearing Process**

Upon receipt of a formal complaint, the Title IX Coordinator will send written notice to both the complainant and the respondent of the allegations. The Title IX Coordinator will contact a Title IX Investigator to assist with the investigation. During the investigation, the College will ensure an equal opportunity for the parties to present evidence, including fact and expert witnesses. It will send written notice of any investigative interviews, meetings, or hearings to both parties. The College will also send to all the parties (and their advisors) evidence directly related to the allegations, whether inculpatory or exculpatory, even if the College does not intend to rely upon such evidence in making its determination of responsibility.

The Title IX Investigator will investigate the report and make recommendations:

- 1) a recommended determination of the facts of the allegations and 2) a recommendation as to whether the accused violated any of the provisions of the College's Sexual Assault policy. The standard of proof shall be by a preponderance of the evidence.

The Title IX Coordinator will meet with the complainant and accused individually. Both parties will be provided with written notification of the allegations of the Campus Sexual Violence Policy under investigation and that the allegations have been referred to the Title IX Investigator for investigation. Inquiries regarding the investigation process and or progress shall be referred to the Title IX Investigator.

The complainant and accused shall be advised that any behavior, on or off campus, that can be interpreted as retaliation against the complainant, witnesses or accused shall be grounds for immediate disciplinary action up to and including suspension or dismissal from the College. The complainant and accused shall be provided with a copy of the sexual assault complaint and advised that if they

have questions concerning the policy or complaint process, they may contact the Title IX Coordinator.

The complainant and accused shall be advised that they may have an advisor present whenever they meet with the Title IX Investigator. This advisor may be, but is not required to be, an attorney at law. Both the complainant and the accused may request that the College provide an advisor free of charge. The College appointed advisor is not required to be an attorney at law. An advisor may be removed or dismissed for being disruptive or not abiding by restrictions imposed. An advisor who accompanies a complainant or accused to a Title IX meeting with an investigator attends solely for the purpose of consultation and may not answer or ask questions.

- The complainant and accused shall be advised of the following:
- They are permitted to submit a list of witnesses to the Title IX Investigator.
- They may submit pertinent documentary evidence to the Title IX Investigator (for example, text messages, emails, photographs).
- The importance of preservation of evidence (for example, text messages, emails, photographs).
- They have the option to request that the College take steps to prevent unwanted contact or communication with a member of the College community.
- The complainant has the option to contact the local law enforcement agency with jurisdiction over this matter and start a criminal investigation.
- The NCCPD will assist the complainant with making contact with local law enforcement agencies and will assist them with seeking restraining orders.

The Title IX Investigator shall interview the complainant and summarize the interview in a written statement. The complainant (and his or her advisor) will have the opportunity to review the statement and make comments. The Title IX Investigator shall include pertinent and clarifying comments into the complainant's statement. Confusing or conflicting comments that depart from the original will be noted by the Title IX Investigator. Additionally, the Title IX Investigator shall ask the complainant for the name, address, phone number and email address of witnesses.

The Title IX Investigator shall interview the accused and summarize the interview in a written statement. The accused (and his or her advisor) will have the opportunity to review the statement and make comments. The Title IX Investigator shall include pertinent and clarifying comments into the accused's statement. Confusing or conflicting comments that depart from the original will be noted by the Title IX Investigator. Additionally, the Title IX Investigator shall ask the accused for the name, address, phone number and email address of witnesses. The Title IX Investigator will evaluate if the temporary preventive actions implemented are appropriate and work with the Title IX Coordinator to ensure the accused is in compliance.

The Title IX Investigator will review the accused's College academic and/or personnel records to determine if there are previous allegations made against the accused that relate to the complainant's allegations. The complainant and the accused will be provided with a copy of the disciplinary records that relate to the complaint.

Reasonable attempts will be made by the Title IX Investigator to interview witnesses identified on the witness list provided by the complainant and accused. Additionally, the Title IX Investigator will make every effort to identify witnesses by other sources. Written summaries of witness accounts as well as the statements given by the complainant and accused will form the basis of the Title IX Investigator's report. The Title IX Investigator will also evaluate all other relevant evidence. Additional examples of evidence include, but are not limited to:

- security camera footage;
- medical records (subject to the provision below);
- prior disciplinary history.

During this process, the Title IX Investigator may not require, allow, rely upon or otherwise use questions or evidence that constitute or seek disclosure of information protected by a legally recognized privilege, unless the holder of that privilege waives it. The College cannot consider, disclose, or otherwise use medical treatment records without the written consent of the party involved.

The Title IX Investigator will consider and review all evidence, i.e. documentary, physical, and testimonial, submitted by the complainant or accused to prepare a report to be submitted to the decisionmaker. The Title IX Investigator's report will describe his or her determinations concerning the relevance of the evidence being considered. The report will include the Title IX's investigator conclusions

regarding the facts and his or her recommendations regarding whether the accused violated the College's policies. Before final recommendations are reached by the Title IX Investigator, a written draft report accompanied, by a summary of the evidence, shall be provided to the Title IX Coordinator for review. The Title IX Coordinator shall review the report and make additional suggestions as needed.

After the Title IX Coordinator review, the Title IX Investigator shall allow both the complainant and accused and their advisors review a copy of the draft written report (without findings) under the supervision of the Title IX Coordinator or Title IX Investigator. During the review, clarification or comments may be provided. The complainant, the accused and their advisor may not copy, photograph, and video tape or remove the draft report from the viewing location.

At the Title IX Investigator's discretion, relevant and revealing comments provided by the complainant or accused will be incorporated into the draft report.

The Title IX Investigator will note significant changes from the original statement. If additional evidence is provided, the Title IX Investigator will incorporate the information into the written report. The additional evidence may be shared with the complainant or accused for remarks.

The Title IX Investigator's report will be finalized and conclusions drawn based on the preponderance of the evidence standard as to whether the accused violated the College's Title IX or Sexual Assault Policy. The revised draft will be submitted to the Title IX Coordinator for final review. After final review, the Title IX Investigator's final report is prepared and submitted to the Title IX Panel prior to the live hearing described below.

## **Live Hearing and Final Determination**

The College is mandated to provide a live hearing in which the complainant and accused may provide evidence and witnesses. This hearing must be conducted in real-time, allowing both parties to see and hear questioning of the parties and other witnesses. If requested by either party, the hearing will be conducted virtually.

The procedure below is the process that is followed for a Title IX Panel hearing. The complainant and accused involved in a Title IX Panel hearing is entitled to the following:

- Communication setting forth the date, time, and location of the meeting;

- Communication setting forth the individual's right to be accompanied by an advisor, who can be an attorney at law;
- Communication setting forth the individual's right to have the College appoint an advisor appointed for them free of charge, who does not need to be an attorney at law;
- Communication stating the individual's right to have witnesses testify in their favor, including fact or expert witnesses; and,
- A list of the members on the Title IX Review Panel and the procedure for challenging the participation of a member for reasons of conflict of interest.

The communication will be sent by the Title IX Coordinator to the concerned parties. At least five (5) days prior to the hearing, the Title IX Investigator will provide all collected evidence, whether inculpatory or exculpatory, to both the complainant and the accused (as well as their respective advisors), in hard copy or electronic format. The Title IX Panel will consist of a Title IX Adjudicator, six panel members (three faculty, three staff), and an administrative assistant (ex officio-for the taking of minutes). The Title IX Adjudicator can vote only in the case of a tie vote by the panel. The Title IX Coordinator and the Title IX Investigator will not be on the Title IX Panel.

The Title IX Panel meeting shall be conducted as follows:

- Prior to the start of the meeting, all parties participating in the meeting shall sign a statement of confidentiality and nondisclosure, and an honesty statement if they are giving testimony to the panel.
- The meeting will be called to order at the predesignated date and time by the chair once a quorum has been established with the following individuals in attendance: The Title IX Adjudicator (Presiding Officer), a quorum of panel members, and administrative assistant (for the collection of minutes). The complainant, the accused, advisor(s) (if desired), and any witnesses will be asked to wait outside the hearing until called upon.
- Once the meeting is called to order, the Adjudicator will announce the purpose for the meeting, including any relevant information pertaining to the circumstances leading up to the meeting.

- The Title IX Investigator will then present to the panel the findings of his or her investigation. The members of the panel shall have the opportunity to ask questions of the Investigator.
- Next, the chair will ask the complainant and accuser, as well as any advisors, into the room. Upon request of either party, the meeting can be conducted virtually with complainant and accuser at separate sites but able to see and hear one another remotely.
- The complainant will then be asked to present the facts that support his or her allegations that the accused violated the College's sexual harassment or sexual violence rules. If the complainant has any witnesses present (that have firsthand knowledge of the facts) they may proceed to present their testimony after the complainant.
- Following the completion of the complainant's testimony, and at the conclusion of the presentation of witnesses by the complainant, the members of the panel as well as the accused shall have the opportunity to ask questions to the complainant or the complainant's witnesses. With regard to cross examination by the accused, however, such questions may only be asked by the accused's advisor. During such cross examination, the Chair must make a ruling on whether each such question is relevant and in compliance with rape shield law protections, prior to the question being answered. When making a decision to disallow a question, the Chair will provide the basis of his or her decision on the record.
- After questioning, the complainant is given the opportunity to explain or refute testimony.
- At this point, the accused will then be allowed to give his or her testimony and/or extenuating circumstances that he or she believes the panel should consider in determining the facts. The testimony may include presentations by witnesses who have firsthand knowledge of the facts.
- Following the completion of the respondent's testimony, and at the conclusion of the presentation of witnesses by the respondent, the members of the panel as well as the complainant shall have the opportunity to ask questions to the accused or the accused's witnesses. With regard to cross examination by the complainant, however, such questions may only be asked by the accused's advisor. During such cross examination, the Chair must make a ruling on whether each such question is relevant and in compliance with rape shield law protections, prior to the question being answered. When making

a decision to disallow a question, the Chair will provide the basis of his or her decision on the record.

- After questioning, the accused is given the opportunity to explain or refute testimony.
- Next, the complainant is given an opportunity to make closing remarks lasting no more than three minutes.
- Next, the accused is given an opportunity to make closing remarks lasting no more than three minutes.
- After the closing remarks by both the complainant and the accused, both will be excused from the meeting, along with their witnesses and advisor(s), and instructed that a final decision sent to them after 48 hours via certified mail. Any prior measures will remain in effect unless the outcome of the meeting overturns or amends the prior actions.
- Following closing remarks, members of the Title IX Panel will meet in closed session to consider the preponderance of the evidence as to whether the accused violated the College's policies and was responsible for the allegations. The panel has up to 48 hours to make its determination.
- If the panel determines that the respondent is responsible, it will proceed to make a written determination with findings of fact and continued or new sanctions to be imposed in the case of the accused being a student by the Vice President of Student Services, the College's Chief Disciplinary Officer, or in the case of an employee of the College by the Human Resources Director.
- Within five (5) business days of receiving the Panel's determination, the Title IX Coordinator will communicate to the accused the outcome of the hearing and the appeal process, including a written copy of the Panel's determination. A recording of the live hearing will be made available to both parties for inspection and review.

## **Sanctions Resulting from a Disciplinary Proceeding**

The College has the option of imposing the following sanction or sanctions when an accused is found more likely than not (preponderance of the evidence standard) to have committed a Title IX offense.

## **Suspension**

Suspension of a student from a Nash Community College class (traditional, online, hybrid, etc.), a College program of study, and/or all activities of the College for a stated period of time. Suspended students may petition the College for re-admission only upon the approval of the Vice President of Student Services.

## **Expulsion**

Dismissing a student from the campus of Nash Community College to include participation in College classes (traditional, online, hybrid, etc.) or a College program of study, and/or all activities of the College. The student loses matriculation status. Expelled students may petition for readmission only after a minimum of two semesters and upon the approval of the Vice President of Student Services.

## **Restitution**

Payment for damaged, misused, destroyed, or lost property belonging to the College, College personnel, or students.

## **Withholding**

Transcript, diploma, or right to register shall be denied when financial obligations are not met.

## **The Title IX Appeal Process**

The complainant and accused shall have seven (7) business days after receiving notice of the decision of the Title IX Panel to submit an appeal to the Vice President of Instruction/Chief Academic Officer. The sole grounds for an appeal are: 1) information brought forth by the complainant indicates discrimination on the basis of age, sex, national origin, religion, or disability, or other bias or conflict of interest, on the part of the Title IX Coordinator, Title IX Investigator or decision-maker, 2) the complainant brings forth substantial evidence that procedural due process was denied and that such procedural irregularity affected the outcome, or 3) significant new (unknown) information has been discovered that was not reasonably available at the time of the hearing and which substantially changes the facts of the allegations and may change the outcome of the investigation.

Within ten (10) business days and after the review for the request of an appeal, the Vice President of Instruction/Chief Academic Officer shall notify both parties that the appeal has been granted or rejected. If the Vice President of Instruction/Chief Academic Officer grants the appeal, it will then be heard by an independently appointed appeal committee designated by the Vice President of Instruction/Chief Academic Officer. The committee will make its recommendation to the Vice President of Instruction/Chief Academic Officer who makes the final decision regarding the appeal.

## **Amnesty**

The College recognizes that students who have been using drugs or alcohol at the time of a sexual assault or incident may be reluctant to make a report because of the potential disciplinary consequences. Any student who reports a sexual assault, either as a complainant or a third-party witness, will not be subjected to disciplinary action by the College for their own consumption of alcohol or drugs at the time of the incident. This is provided that the violation did not place a person in danger or jeopardy at the time of the incident and the allegations were not unfounded.

## **Family Educational Rights and Privacy Act of 1974 (FERPA)**

Compliance with these provisions does not constitute a violation of Section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

## **Children on Campus**

Children may not remain on campus while parents are testing, in class, or in lab, including open computer or tutoring labs. The College cannot assume the responsibility nor the liability for unattended children and the College must adhere to regulations as interpreted by the Attorney General's office (G.S. 115D-1).

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review education records within 45 days after the day Nash Community College receives a request for access. A student should submit to the Director of Records and Registrar, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Director of Records and Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Nash Community College to amend a record should write the Director of Records and Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Nash Community College decides not to amend the record as requested, Nash Community College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Nash Community College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Nash Community College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Nash Community College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Nash Community College.

Upon request, Nash Community College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Nash Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from a student's education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Nash Community College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i) (B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11)). Directory information at Nash Community College includes the name, major field of study, dates of attendance, and degrees and awards received.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## **Student Responsibility**

Each student is responsible for the proper completion of their academic program. It is the responsibility of the student to know the academic regulations of Nash Community College, for maintaining academic standing, and for meeting all graduation requirements. Advisors will provide counsel, but the final responsibility rests with the student.

## **Student Dress**

Students are not allowed in any campus facility without shoes, shirts, and pants. Underclothing must not be visible and clothing should not be distracting to the educational environment.

In addition, students must meet the specific dress requirements of their program of study, including uniforms or personal protective equipment such as goggles, shields, etc., required in laboratory and shop settings. Students in violation of dress policies may be subject to corrective action, including being asked to leave the classroom, lab or campus.

A student’s overall personal appearance must reflect cleanliness and good grooming. If a student’s dress or hygiene interferes with the learning process, the

student's instructor will counsel the student. Repeat offenses may result in referral to the Vice President of Student Services.

## **Smoking on Campus**

Smoking within college buildings is prohibited. This also includes all forms of smokeless cigarettes. Smoking is also prohibited within 25 feet of all building entrances. Smoking is permitted in the designated areas outside of all buildings. Employees and students who smoke shall be expected to exercise caution regarding fire damage to property in designated areas and to utilize cigarette receptacles.

## **Student Abuse: Alcoholic Beverages, Controlled and Other Illegal Substances**

The College recognizes its obligation to all employees, students, and the public at large and is committed to provide and maintain a safe working environment which is free of alcohol and illegal drugs and/or controlled substances. The policy is in accord with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. The unlawful use or possession of alcoholic beverages, hallucinatory drugs, other controlled and/or illegal substances is not permitted on campus or at any worksite and/or class site. Violation of this policy may subject the student to disciplinary measures or dismissal. The student is entitled to procedural due process.

## **Legal Sanctions**

The Drug-Free Schools and Communities Act (DFSCA) requires publication of the description of the applicable legal sanctions under federal, state, or local law for the unlawful possession or distribution of illicit drugs or alcohol. The North Carolina Controlled Substances Act (G.S. § 90-86) may be found in the North Carolina Criminal Law and Procedure book or on the Internet at <http://www.ncleg.net/gascripts/Statutes/Statutes.asp>.

Similar to the Federal Controlled Substance Act (1970), the North Carolina Controlled Substances Act (G.S. § 90-86) defines controlled substances and places them into one of six categories called schedules. The placement of a controlled substance into a schedule is determined by a set of defined criteria that evaluate the substance's potential for abuse, medical use, and safety or dependence liabilities. Minimum punishments for violations may also be found in the Act.

## **Health Risks**

### **Substance Use: Alcohol, Drugs, and Tobacco**

Sources: <http://www.cdc.gov/family/college> and Appendix 4 Complying With the Drug-Free

## Schools and Campuses Regulations

The pressure to use alcohol, drugs and cigarettes can be huge for some college students, especially when trying to make friends and become part of a group. Drinking on some college campuses is more pervasive and destructive than many people realize. Studies show that four out of five college students drink alcohol. Two out of five report binge drinking (defined as five or more drinks for men and four or more for women in one sitting). One in five students reports three or more binge episodes in the prior two weeks.

Alcohol is a depressant. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink alcohol during pregnancy increase the risk of birth defects, spontaneous abortion, and still births. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics. Substance abuse often leads to on-the-job accidents and absenteeism.

Alcohol consumption among persons aged 12–20 years contributes to the three leading causes of death (unintentional injury, homicide, and suicide) in this age group in the United States. It is associated with other health-risk behaviors, including high-risk sexual behavior, smoking, and physical fighting.

Club drugs refer to a wide variety of drugs often used at all-night dance parties ("raves"), nightclubs, and concerts. Mixing drugs together or with alcohol is extremely dangerous. The effects of one drug can magnify the effects and risks of another. Taking and/or mixing drugs can cause severe breathing problems, coma, and even death.

The use of alcohol and other drugs increases the risk of being sexually assaulted. Whether taken voluntarily or unknowingly (e.g. a drug is slipped into a person's

drink), alcohol and other drugs can decrease a victim's ability to assess a risky situation or resist sexual violence.

Tobacco use is common among college students nationwide and is not limited to cigarettes. One study found that the four most common reasons that college students gave for their smoking were stress, less supervision, having more free time, and the number of their friends who smoke. Unfortunately, many students do not realize how addictive nicotine is. Smoking causes cancer, cardiovascular disease, and other problems.

### **Action Steps**

- Educate yourself about the dangers of drinking and binge drinking. Become familiar with campus resources (e.g., counseling services) that can help you make informed choices about the use of alcohol, tobacco, and other drugs.
- Help develop and participate in evening and weekend activities on campus featuring safe and healthy alternatives.
- Work with campus leaders to increase the availability of safe places on campus to meet with friends.
- If you are concerned about your or someone else's use of alcohol or other drugs, seek assistance from your parents, faculty advisor, counseling services, or doctor.
- Know that you CAN quit. Quitting has both immediate and long-term benefits.
- Avoid second-hand smoke. It is just as harmful as if you were smoking yourself.
- Don't drive after drinking or using drugs.

### **Weapons on Campus**

As provided by North Carolina General Statute §14-269.2, all weapons, knives, firearms, dangerous chemicals, or instrumentalities/articles that might be injurious to persons or property are prohibited on Nash Community College's campus.

Exceptions allow for Nash Community College's Police Department, sworn North Carolina and federal law enforcement personnel, law enforcement training courses or clinics, Nash Community College faculty supervised course sessions as part of the regular, approved curriculum, College sanctioned ceremonial events and those exceptions allowed under N.C.G.S §14-269(a.2). This statute provides that a handgun may be brought on campus by an individual who has a valid "concealed handgun permit" and such handgun remains either (1) in a closed compartment or container within such permit holder's locked vehicle, or (2) within a locked container securely affixed to such permit holder's vehicle.

Classes requiring the use of firearms are held in the Continuing Education and Public Services Building located on the South Campus Connector. All students enrolled in classes requiring the use of firearms must park in the reserved Firing Range Parking Lot designated as P12. Sworn law enforcement personnel are asked to use the South lot, but may also use other parking as necessary.

## **Campus Traffic and Parking**

The College requires compliance with all traffic and parking regulations on campus. In most cases these regulations are clearly marked. The campus speed limit is 20 mph. Parking is authorized only where indicated, and parking along any driveway is strictly prohibited. Students, faculty, and staff are required to register their vehicles and display a valid parking decal on the left side of the rear window. Parking decals may be obtained in Student Services. Students are charged a security/parking fee each semester.

Violators of traffic and parking regulations will subject themselves to certain sanctions imposed by the College. Habitual offenders will lose the privilege of parking on campus. Towing may be authorized to enforce traffic regulations. The College is not responsible for damages to vehicles while on campus.

## **Emergency and/or Inclement Weather Communication**

When a determination has been made, including emergency response, evacuation or inclement weather announcements, information will be communicated to faculty, staff and students via the College website ([www.nashcc.edu](http://www.nashcc.edu)), social media channels ([www.facebook.com/nashcommunitycollege](http://www.facebook.com/nashcommunitycollege) and [www.twitter.com/nashcc](http://www.twitter.com/nashcc)), email, voice alert and text messaging. Note: Users must subscribe in order to receive voice and text alerts. To subscribe to receive critical messages from Nash Community College via voice and text alert, go to [www.nashcc.edu/alerts](http://www.nashcc.edu/alerts) and follow the instructions. Standard text message fees apply. By default, emergency communications are sent to all student email addresses. However, students who wish to receive alerts by text and voice must update their settings at [www.nashcc.edu/alerts](http://www.nashcc.edu/alerts). Community members unaffiliated with an NCC email address may subscribe to receive messages by creating a new account at [www.nashcc.edu/alerts](http://www.nashcc.edu/alerts).

In the event emergency response is implemented, faculty and staff may also be notified with a voice alert via the College's telephone zone alert messaging system, through handheld radios distributed among the College's safety committee, all College Administrators and Department Chairs.

## **Student Accounts Receivable**

Students receiving educational assistance from an employer or other agency outside the college must contact the Business Office to establish procedures for the billing of tuition and fees to the third party.

Written authorization to bill a third party must be on file in the Business Office before a student will be allowed to charge to accounts receivable. If a third party fails to pay the charged tuition and fees, these charges become the responsibility of the student.

## **Student Activities and Life**

The quality of life outside the classroom is of utmost importance at Nash Community College. Every effort is made to offer recreational, social, and cultural opportunities which will enhance the student's educational experience. The Student Government Association plans and implements student social activities throughout each semester.

## **Harassment Procedure**

It is the policy of Nash Community College that each employee and student be able to work and study in an environment free from any form of improper discrimination. Harassment of any nature is prohibited whether it is based on race, color, national origin, sex, disability, or age. Harassment is a form of discrimination and is conduct unbecoming of a college employee or student. Harassment includes unwelcome sexual conduct or request for sexual favors and verbal or physical conduct reflecting on an individual's race, color, national origin, sex, disability or age which has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment, has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation, or otherwise affects an individual's employment or educational opportunities. Any student or employee who is found to harass another student or employee will be subject to disciplinary action up to and including termination, suspension, and/or expulsion.

Any student who feels that he/she has been harassed should contact a counselor or the Vice President of Student Services.

## **Student Organizations**

Nash Community College realizes the role of student organizations in enhancing a student's college experience. These organizations provide the students and the college with regional, state, and national exposure via participation in their respective chapter affiliations and campus social activities. Because of this public

exposure, all student organizations must coordinate their social and fundraising activities with the Vice President of Student Services and the College's Dean of Marketing. After review and approval of the activity, the Vice President of Student Services will forward the organization's activity to the Public Information Office. This coordination will eliminate any duplication of activities and assist the College in presenting the very best image.

### **Advanced Manufacturing Club**

The Advanced Manufacturing Club is an organization to promote skills, technology, and knowledge for students in the Computer-Integrated Machining, Welding, and Industrial Systems Technology fields. The club serves to promote learning in related fields as well as to develop leaders within these career paths.

### **Ambassadors**

The Nash Community College Foundation sponsors a Student Ambassador program for selected individuals who demonstrate leadership, scholarship, and strong written and oral communication skills. Ambassadors represent Nash Community College at Foundation events and a wide variety of school functions. Ambassadors assist the College during times such as registration and open house. Ambassador applications are available in the spring. In the spring of each year, a selection committee appointed by the Nash Community College Foundation Executive Director interviews and selects the ambassadors. Ambassadors receive a scholarship and serve the College in the subsequent school year.

### **Artistic Designers Club**

The Artistic Designers Club is an organization open to all students taking Cosmetology courses at Nash Community College. The Artistic Designers Club encourages active participation in hair styling seminars for advancement, provides opportunities for development of leadership skills and group accountability. The Artistic Designers Club supports and participates in projects and activities to enhance the appreciation of the Cosmetology field.

### **Autistic Self-Advocacy Network Club (ASAN)**

The NCC-ASAN seeks to advance the principles of the disability rights movement with regard to autism.

### **Automotive Technology Club**

The purposes of this club are to enhance the knowledge and encourage the interests of undergraduate students and to promote the development of organized automotive technology activities and encourage student learning in automotive maintenance and automotive related fields.

### **Blue Love Creators**

Creative writing and visual arts club open to any curriculum student at NCC who has an interest in writing, visual arts, marketing or publication. Its main purpose is to foster the production of creative writing and visual arts among the students of the College. By offering seminars and workshops, the club seeks to help students refine their skills. The club strives to produce a juried literary and visual arts magazine once per year.

### **Criminal Justice Club**

The Nash Community College Criminal Justice Club is open to all students enrolled in the Criminal Justice program at Nash Community College. The purpose of the Criminal Justice Club is to afford students the opportunity to gain exposure to the professional realm of law enforcement, courts and corrections. Methods of accomplishing this exposure include involvement in activities such as attending criminal justice conferences, field trips to criminal justice agencies, and speaking with practicing criminal justice professionals. The Criminal Justice Club also attempts to promote civic responsibility by adopting a family for Thanks- giving or Christmas, collecting food and clothes for the homeless, volunteering at Baptist Ministries homeless shelter, assisting Habitat for Humanity, food drive for flood victims, as well as other civic and humanitarian duties.

### **Culinary Club**

The Culinary Club is open to students enrolled in the Culinary Arts or Hospitality Management programs. The club is designed to encourage students to polish and perfect skills learned in culinary and hospitality courses and to promote these programs through campus activities.

### **Drama Club**

The Nash Community College Drama Club (NCCDC) is designed to encourage support and participation in activities of theater interest. This includes participation in campus productions at Nash Community College as well as supporting and participating in projects and activities that enhance theatrical development. All students enrolled in NCC courses and programs, past graduates and alumni in good standing may be members.

### **Dungeons & Dragons Club**

The purposes of this organization are to enrich student's knowledge and uses of improvisation and its application to the real world while enhancing a variety of skills including but not limited to teamwork, conflict resolution, and evaluation situations. To provide a place for students to come together and interact with each other through a fun and engaging means.

### **Early Childhood Education Club**

The Early Childhood Education Club encourages active student involvement in local, state, and national professional activities and participation in NCC campus life. The club provides opportunities to develop leadership and child advocacy skills. The Early Childhood Club also supports projects, events and activities that enhance professional and academic development as well as those of general community interest.

### **Gaming Club**

The Gaming Club gives students a positive environment to come together with other like-minded individuals to socialize through the art of gaming. Games can include board games, card games, and video games. Students must maintain a satisfactory GPA and standing, up to the discretion of the advisor.

### **Gamma Beta Phi Society**

The Gamma Beta Phi Society is a non-profit, educational, honor and service organization for students in colleges and universities in the United States. Its objectives are to recognize and encourage excellence in education, to promote the development of leadership ability and character, and to foster, disseminate, and improve education through appropriate service projects.

To be considered for induction, the student must have a cumulative GPA at Nash Community College at or above 3.00 and have completed 12 or more semester credit hours in a major (zero-numbered courses are not considered in GPA).

### **Global Scholars Club**

Through the Global Scholars program, students will develop global competencies and skills needed to be successful in today's global economy. The program will focus on discovering what it means to be a global citizen and how students can apply this knowledge to their academic and professional endeavors. Upon completion of all program requirements, students will earn the identification of "Global Scholar" on their transcripts and will receive specialized regalia for graduation.

### **The Inclusive Club of Unity**

The purpose of this club is to provide a sense of belonging and community, thereby promoting diversity, equity, and inclusion. To promote freedom of expression by providing an encouraging atmosphere for students to express personal views about topics they choose, promote leadership skills and engage in civic learning through community service.

### **Library Club**

Members of the Nash Community College Library Club promote the library's collections, resources, services, and programs by sharing information and providing tours, teaching information literacy and research skills, participating in programs, assisting with projects, recruiting new members to the club, and encouraging others to read for academic success, personal growth, and recreation. Club members also contribute to improving the library for current and future students.

### **Men Achieving Leadership and Excellence (M.A.L.E.)**

Men Achieving Leadership and Excellence (M.A.L.E.) promotes academic, personal & professional success for minority males at NCC.

### **Nash Community College Fitness Club**

The purpose of this club is to give students an outlet to meet other students who are new to exercise and want to engage in physical recreational activities but don't know where to start.

### **Nash Community College Lambda Alliance of Students and Supporters**

Nash Community College Lambda Alliance of Students and Supporters (NC-CLASS) is an organization whose purpose is to provide outreach, support, information, and resources for gay, lesbian, transgender, and bisexual students. NC-CLASS also provides information and resources to students regarding sexuality and sexual orientation and strives to promote a culture of equality for all Nash Community College students.

### **Nash Community College SkillsUSA Chapter**

SkillsUSA is dedicated to building champions for America's workforce. Membership in Nash Community College's SkillsUSA chapter is open to all students in a career and technical education program, including health careers (eligible programs as of now: Automotive, Computer Engineering Technology, Culinary, Cosmetology, Welding, Computer and Integrated Machining, Criminal Justice, Industrial Systems Technology and Medical Assisting). NCC SkillsUSA provides quality education experiences for students in leadership, teamwork, citizenship, and character development. This framework builds and reinforces self-confidence, work attitudes, and communication skills. It emphasizes total quality at work: high ethical standards, superior work skills, life-long education, and pride in the dignity of work. Through integrated curricula, competitive events, and leadership training activities, NCC SkillsUSA Chapter promotes the understanding of the free-enterprise system and involvement in community service while meeting the demands of the ever-evolving workplace.

### **National Association of Veterinary Technicians in America**

The objectives of the Student Chapter of the National Association of Veterinary Technician in America (NAVTA) are to promote the professional and educational advancement of veterinary technicians, to promote and maintain the professional image and high ethical standards of the veterinary technician, to promote progressive and humane medical care for all creatures, to promote and maintain a cooperative professional relationship with the veterinary medical profession, to promote an interest in a national association of veterinary technicians, to serve as a contact between members of NAVTA and veterinary technology students, and to further the social and scientific advancement of Nash Community College veterinary technology students.

### **National Society of Leadership and Success**

The National Society of Leadership and Success is the nation's largest leadership honor society. Students are selected for membership via invitation based on academic standing. NSLS is a step-by-step leadership development program for members to build their skills through participation at campus or online. Upon completion of the program, members receive their leadership certificate and take their place among the top student leaders on campus and across the country.

### **Phi Beta Lambda**

Phi Beta Lambda (or PBL) is an organization open to all curriculum students who are interested in business (PBL is the college-level counterpart of FBLA). The Kappa Alpha Chi chapter of Nash Community College PBL is affiliated with both the state and national chapters of Phi Beta Lambda.

The PBL chapter gives both day and evening students the opportunity to develop leadership, communication and business skills which will assist them in furthering their careers. PBL offers the opportunity to make business contacts and work with local business leaders. It also gives students the chance to compete with other students from across the state and nation for recognition as top students in a variety of business-related topics.

PBL assists students by enhancing their résumés with leadership opportunities and award recognition. All students are encouraged to become active members of PBL and experience the benefits of membership.

### **Phi Theta Kappa**

Phi Theta Kappa is a national honor society that recognizes and encourages scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for

an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

To be eligible for membership in PTK at Nash Community College, a student must have completed a minimum of twelve (12) semester hours of non-developmental course work and must have earned a cumulative grade point average of 3.50 or higher. To maintain membership, the student must continue a high academic standing throughout enrollment in the two-year college.

### **Physical Therapist Assistant Student Organization**

The Physical Therapist Assistant Student Organization (PTASO) is a non-profit organization for Physical Therapist Assistant students, other students eligible for enrollment in the program, and program alumni. The PTASO encourages active participation in professional activities at the state and national levels; development of leadership skills; participation in projects and activities that develop support and interest within the professional community; and participation in projects and activities that enhance and promote general community support and interest.

### **Psychology Club**

The purposes of this organization are to enrich students' knowledge of psychology and its application in the real world while enhancing leadership skills and encourage involvement in the field of psychology.

### **STEM Club**

The STEM Club provides opportunities to develop critical thinking and advocacy skills in mathematics and to promote the development of organized science activities and to provide opportunities to develop leadership, critical thinking and advocacy skills in the field.

### **Student Government Association**

The SGA is the primary organization responsible for providing activities and opportunities that will enhance formal educational experiences. Through its democratic and representative system of government, SGA strives to protect the rights and privileges of all students.

All curriculum students are members of the Student Government Association by virtue of paying an activity fee upon class registration. Members are encouraged to attend monthly meetings and take advantage of the privileges of membership. Students are governed by the SGA Constitution without regard to sexual orientation, gender, race, religion, creed, national origin, sex, age, or disability.

SGA officers are elected in the spring semester for a one-year term. The SGA President represents the student body as a non-voting member of the College's Board of Trustees.

### **Student Medical Assisting Association (SMAA)**

The Student Medical Assisting Association at Nash Community College helps to prepare students for a rewarding career in the medical assisting field by 1) encouraging knowledge and skill growth; 2) developing leadership, advocacy, and critical thinking skills; and 3) encouraging and developing active participation in local and state levels of North Carolina Society of Medical Assistants (NCSMA) and American Association of Medical Assistants (AAMA).

Membership to those students who are currently enrolled into Medical Assisting courses and/or have been formally accepted into the Medical Assisting program. Students who are deemed as a pre-Medical Assisting student may become a member but do not hold any officer role.

### **Student Nurses' Association**

The Nash Community College Student Nurses' Association is the pre-professional organization for student nurses at Nash Community College. Membership is open to nursing students and prenursing students. Nash Community College is affiliated with the North Carolina Association of Nursing Students and the National Student Nurses' Association.

The purpose of the organization is to provide opportunity for personal and professional growth and maximize leadership potential to enhance career development by: 1) assuming responsibility for contributing to nursing education in order to provide for the highest quality health care; 2) providing programs representative of fundamental and current professional interest and concerns; and 3) aiding in the development of the whole person, one's professional role, and one's responsibility for the health care of people in all walks of life.

The functions of the organization are to: 1) have direct input into standards of nursing education and influence the education process; 2) influence health care, nursing education and practice through legislative activities; 3) promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues; 4) represent nursing students to the consumer; to institutions; and other organizations; 5) promote and encourage students' participation in interdisciplinary activities; 6) promote and encourage recruitment efforts; and 7) promote and encourage collaborative relationships with nursing and related health organizations.

## **Student Veterans' Association**

The purpose of the Student Veterans' Association (SVA) at Nash Community College is to provide a network of support and resources to military veterans and their families in order to provide the veterans with the best college experience possible.

## **Study Abroad**

Nash Abroad is a meaningful, global student-focused program centered on immersion, independence, and real-world experiences through study abroad. Thus, allowing students the unique opportunity to travel outside his or her realm of knowledge along with gaining insight into the cultures of others while obtaining a broadened understanding of his or her own experiences.

## **Tetelestai Club**

Tetelestai Club is an interdenominational, student, Christian organization seeking to provide a spiritual environment for students. Tetelestai Club exists to provide regular opportunities to study and discuss the Bible, worship, and pray, all in a group setting. Tetelestai Club is open to all students and seeks to provide an environment conducive to learning and leadership.

## **Outstanding Alumnus Award**

The Nash Community College Outstanding Alumnus Award annually honors a graduate who is making outstanding contributions in their chosen profession and service to the community.

Nominations are reviewed by the President's Executive Council (PEC) and sent to the Board of Trustees for approval. The Outstanding Alumnus Award recipient is selected at the March meeting of the Board of Trustees and awarded during the College annual recognition program.

## **Food Service**

The College provides food services at the Midway Café located in Building B. The Midway Café serves breakfast items such as biscuits and fresh fruit; lunch and evening meal options including salads and sandwiches; and snack foods and assorted beverages. Meal cards are available for purchase in the Campus Store with Financial Aid, and at the Midway Cafe for self paying students. The Meal Card is a prepaid, declining balance card that allows you to purchase unlimited menu options at the Midway Cafe. The cafe offers a Blue Plate Special which is a hot plated meal that changes daily.

The Midway Café is situated at the center of campus and offers students a place to gather. Many student club and student government events are held in the Café area.

## **Campus Store**

Nash Community College operates a campus store for the convenience of students and staff members. All textbooks, supplies, and instruments required by the academic programs are available in the Campus Store. You may also purchase computers, college apparel, and gift items. Purchases can be made with cash, checks, financial aid, and all major credit cards. The Campus Store is open both day and evening hours. Textbook and online Campus Store information is available at [www.nashcampusstore.com](http://www.nashcampusstore.com).

## **Textbook Return Policy**

The textbook return policy is printed on the back of the cash register receipt. To be returned, new books must be in new condition with no marginal notes or other handwritten markings. No refund will be given without the cash register receipt. Refunds will not be given for special order items, computers, computer accessories, calculators, or software. Books that have access codes will not be refunded if the code has been accessed, scratched off, or tampered with in any way. Book buyback will be held at the end of each semester during exams.

## **Class Rings and Graduation Announcements**

For information on class rings or graduation announcements, students should contact the Campus Store or visit the [www.nashcampusstore.com](http://www.nashcampusstore.com).

## **Graduation Fees**

**Cap and Gown** – The cost for a cap and gown is due and payable when a student receives a cap and gown for graduation. Caps and gowns are available for purchase in the Campus Store beginning in March each year.

## **Campus Security and Crime Awareness**

The Nash Community College Board of Trustees in accordance with G.S. § 74A and Title II Public Law 1-542 adopted the following “Campus Security and Crime Awareness Policy”:

Nash Community College will provide adequate security personnel and procedures to protect the safety of its students, faculty, and staff, and to ensure the security of the College’s assets. It is the responsibility of every college employee and student to report “crimes” as listed below whenever they become aware of such crimes.

### **I. Structure**

Policies are established by the NCC Board of Trustees within the parameters of federal, state and local laws. The President has established the Campus Safety Committee consisting of the Vice President and Chief Financial Officer,

Vice President for Instruction, Manager of Facilities, Security and Safety Director, Chair of the Public Services Department, Chair of the Engineering and Manufacturing Technologies Department, Physics Instructor. These members are responsible for annually reviewing the above policy, making recommendations for updating and for fulfilling the annual reporting requirements of campus crime activity.

## **II. Security Officers**

Campus security officers are empowered to protect the college community by enforcing state, municipal laws, and college rules and regulations. Campus security is provided by Nash County Deputy Sheriffs and Nash Community College Police.

## **III. Crime Awareness**

1. Reporting: In compliance with the Campus Crime Awareness and Security Act, the Campus Safety Committee will ensure that:

a. Timely reports are made to the campus community on crimes reported to the Campus Security and Safety Director that are considered to be a threat to the students and employees of the College.

b. An annual report on crime statistics is published and distributed as required by the Crime Awareness and Security Act.

2. Communications: Students and employees are to notify the Campus Security and Safety Director of suspected crimes or violations and to assist the security officers and/or police in its investigation. An incident report form should be completed by any student, faculty, or staff member that witnesses a criminal activity and submitted to the Campus Security and Safety Director.

3. Crime Prevention Information: Crime awareness and prevention information will be distributed at the appropriate times and places on campus.

## **IV. Campus Access**

The NCC campus is open to faculty, staff, students, and visitors with legitimate business during normal operating hours. Campus access is controlled by a master key system controlled by the Manager of Facilities and electronic security alarms under the supervision of the Campus Security and Safety Director.

Loitering on campus will not be permitted. Any unauthorized use of campus property is prohibited. Contact Campus Safety and Security for questions regarding allowable uses.

### **V. Facilities Maintenance**

The Manager of Facilities will periodically check the exterior lights and make any needed repairs, inspect the shrubbery on campus and trim it in a manner to reduce the likelihood of concealing a potential attacker, and will inspect and maintain the electronic alarm systems.

### **VI. Personal Conduct**

All persons, while on the premises, are expected and required to obey all federal, state, and local laws and ordinances, as well as college policies governing appropriate conduct. Persons in violation of this policy will be subject to legal action deemed appropriate by the college administration.

## VII. Reportable Crimes per the Clery Act Committed on the NCC Campus, Non-Campus and Public Property:

Clery Act Regulatory Citations 34 CFR 668.46(b)(1) & 34 CFR 668.46(c)(1)-(2)

Criminal Offense/ Hate Crime	Crimes on Campus			Non-Campus Crimes			Public Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Other crimes involving bodily injury	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage Vandalism of property	0	0	0	0	0	0	0	0	0
<b>ARRESTS FOR:</b>									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY ACTION FOR:</b>									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0

Clery Act Hate (Crimes, Regulatory Citations 34 CFR 668.46 (b)(1) & 34 CFR 668.46(c)(3))

	<b>2017</b>	<b>2018</b>	<b>2019</b>
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0

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