



Student & Enrollment Services



Counseling Services

Counseling services are available to all current and prospective students. Students have the opportunity to discuss personal, academic or vocational concerns with a counselor. Counselors assist students in career planning, academic advising, Course Readiness Assessment (CRA) and referral services and work closely with the instructional faculty to identify and address specific needs of students. Counselors offer workshops on various topics to enhance the student's academic achievement and career development. Students are seen on an individual basis and are encouraged to schedule appointments; however, walk-ins are welcome.

Student Advisement

Each student is assigned a faculty member who will serve as an academic advisor to assist in planning and scheduling relevant program courses. Each semester, the student is encouraged to schedule an appointment with his/her academic advisor prior to registration or before registering for classes.

Students are encouraged to take an active role in their academic planning and achievement and to meet with their academic advisor to discuss career development issues related to their program of study. Prior to graduation, students should schedule an appointment with their academic advisor to ensure that all graduation requirements have been satisfactorily completed. Application for graduation and the associated paperwork is the responsibility of the student.

Advising Center

The NCC Advising Center located upstairs in the NCC Library provides advising and registration assistance to students advised by the following degrees: Accounting, Advertising & Graphic Design, Associate in Arts, Associate in Science, Brewing, Distillation & Fermentation, Business Administration, Criminal Justice Technology, Criminal Justice Technology-Forensic Science, Culinary Arts, Early Childhood, Emergency Management, Hospitality Management, Human Services Technology, Human Services Technology-Gerontology, Information Technology (IT) Game & Simulation Programming; Healthcare Informatics; Information Systems; Network Management; Systems Security; Web Design & Administration; Medical Office Administration, Office Administration, Supply Chain Management.

Students wishing to take only a few courses, without intending to earn a degree from NCC are also advised by the Advising Center. Contact advising@nashcc.edu for more information.

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.

Nash Online students may access Student Wellness Center services from our website, by email, or by calling directly. For clinical service referrals, contact Marbeth Holmes, MA, MSW, LCSW, LCAS at mholmes164@nashcc.edu. For Single Stop services, email singel-stop@nashcc.edu or call 252.428.7334.

FOCUS: Fostering Opportunities Cultivating Unparalleled Success

FOCUS is a first year experience program designed to help students transition into the demands and expectations of college and empower them to achieve greater success. Objectives of the program include assisting students to develop effective learning strategies, be aware of academic and support services and realize the value and benefit of goal setting.

FOCUS objectives are emphasized in the seminar course, ACA 115-Success and Study Skills, included in curriculum programs of study. Program objectives are designed to help first year students develop skills to help ensure success in their academic experience. Students will also benefit from interaction with advisors and utilization of other student support services.

Early Intervention

Nash Community College is focused on helping students succeed from the time they walk onto campus 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 Counselor in Student and Enrollment Services, who will discuss various resources available, both on and off campus, that will enable the student to succeed. www.nashcc.edu/earlyintervention

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. Counselors assist with admission and registration as needed, make referrals to and work 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.

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 or Emotional Support 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 Associate Vice President of Student and Enrollment Services 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

Phone: 252-451-8361

Fax: 252-451-8401

Orientation

It is recommended that all students participate in a college orientation program. Multiple opportunities, including an online orientation option, are available for students to meet this requirement. Online orientation is available at www.nashcc.edu/orientation.

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.

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

Career Fairs

Periodically 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/employmenncc 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.

Service Learning

Service Learning is a program that integrates community service with academic instruction as it focuses on critical and reflective thinking and civic responsibility. Service Learning is designed to enable students to be involved in organized community projects that address local needs while developing academic skills relevant to their course of study. Gaining experience in a student's aspired career field and offering them the opportunity to network in the community for future job prospects are also benefits of participating in Service Learning at Nash Community College. Students are asked to reflect on their experiences through a Discussion Forum on the Service Learning course in Moodle. All Service Learners and participating Service Learning Instructors have access to read, comment, and give feedback through these Discussion Forums. This program not only reflects a sense of civic responsibility, but it also provides a commitment to the community. Specific Service Learning information can also be found on the College Web site at www.nashcc.edu/servicelearning.

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.

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 and Enrollment 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 and Enrollment 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.

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 Public Relations Office establishes official Nash Community College social media sites. Public Relations will coordinate all initial set-up and posts to any pages to insure consistent content. Administrative access will 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.

Campus Sexual Violence Elimination (SaVE) Act Policy

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 policies and 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 policy, in any form. Such acts of violence are prohibited by Nash Community College policy, 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 and Enrollment Services located in Building A, or to the College's Title IX Deputy Coordinator at 252-451-8307.

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 policy.

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 faculty, staff, contractors and visitors **252-451-8258**

Associate Vice President, Student and Enrollment Services,
Title IX Deputy Coordinator for students **252-451-8327**

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

Director of Counseling and Disability Services **252-451-8361**
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 working 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, Deputy Title IX Coordinator Associate Vice President of Student and Enrollment 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 Associate Vice President of Student and Enrollment Services Office (522 North Old Carriage Road, Building A, Room 2023, 252-451-8307) 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 upheld on all College-owned, used, and controlled property. If any member of the NCC 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 members 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 NCCPD 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 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 and Enrollment 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 NCC 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.

Conduct Proceedings

If a Title IX investigation concludes that evidence exists which suggests a student more likely than not engaged in sexual assault, domestic violence, dating violence, or stalking, the matter will be referred to their Dean of Student and Enrollment Services for adjudication pursuant to the College's Sexual Violence Policy. 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.

Nash Community College's Title IX Coordinator, Human Resources Director (for faculty, staff, contractors and visitors) or the College's Deputy Coordinator, Associate Vice President of Student and Enrollment Services (for students) will oversee all investigations of allegations of gender-based violence. Employees who are found responsible for having committed such a violation could face termination of employment, and 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.

Nash Community College strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by Nash Community College. When students or employees are accused of having engaged in 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 or 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, how to conduct an investigation, and how to conduct a proceeding in a manner that protects the safety of victims and promotes accountability.

Nash Community College seeks to investigate and adjudicate any official complaints of sexual abuse, domestic violence, dating violence, or stalking that are filed with the College within sixty (60) days of 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 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. Both the complainant and accused will also be afforded an equal opportunity to introduce evidence and identify witnesses.

When a student 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.

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.

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 Associate Vice President of Student and Enrollment 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 Associate Vice President of Student and Enrollment 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 Associate Vice President of Student and Enrollment 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.

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 Associate Vice President of Student and Enrollment 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 Associate Vice President of Student and Enrollment 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 Committee

The Academic Review Committee investigates instructional matters including, but not limited to, consideration of the waiver of academic rules. Any member of the College community may petition this committee 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 Associate Vice President of Student and Enrollment 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. The Associate Vice President of Student and Enrollment Services shall convene the Academic Review Committee no later than 15 business days (excluding holidays and academic breaks) after a request for an Academic Review Committee 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 committee's purpose is to investigate and make recommendations to the Associate Vice President of Student and Enrollment Services. The Academic Review Committee 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 Associate Vice President of Student and Enrollment Services, serve on this committee. The Chair is the Associate Vice President of Student and Enrollment Services, who serves in that capacity without a vote, with the Associate Vice President of Instruction and Chief Program Officer 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 committee upon the presentation of a petition to the Associate Vice President of Student and Enrollment Services. This petition must clearly state in writing the reasons for the request of an investigation. The committee will then conduct the investigation using resources and witnesses as it deems appropriate. A student may have an advisor present during the Academic Review Committee hearing. The advisor may not ask questions or speak to the committee 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 Committee makes its findings based on the preponderance of the evidence standard.

A quorum shall consist of five out of seven committee members. The Committee will make its recommendation to the Associate Vice President of Student and Enrollment Services. The Committee's recommendation is 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.

The appeal will then be heard by an independently appointed Appeal Committee designated by the Vice President of Instruction and Chief Academic Officer. This committee makes its recommendation to the Vice President of Instruction and Chief Academic Officer who makes the final decision regarding the appeal.

Student Affairs Committee

The Student Affairs Committee is an administrative hearing committee that investigates student affairs, including but not limited to, disciplinary issues. The committee's purpose is to investigate and make recommendations to the Associate Vice President of Instruction and Chief Program Officer. Three faculty members and three students, appointed by the Associate Vice President of Instruction and Chief Program Officer, serve on this committee. The Chair is the Associate Vice President and Chief Program Officer, who serves in that capacity without a vote with the Associate Vice President of Student and Enrollment Services or his/her designee serving in a resource capacity.

The committee members will establish procedures and actions generally following the principles of Robert's Rules of Order. Any member of the College community may petition this committee 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 petition must clearly state in writing the reason for the request of an investigation. The Associate Vice President of Instruction and Chief Program Officer shall convene the Student Affairs Committee no later than 15 business days (excluding holidays and academic breaks) after a request for an Academic Affairs Hearing. The committee will conduct the investigation using resources and other individuals or issues which may become a matter of the investigation. The Student Affairs Committee 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 committee is one element in the established procedure for due process at Nash Community College. A Student may have an advisor present during the Academic Affairs Committee hearing. The advisor may not ask questions or speak to the committee 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 committee makes its findings based on the preponderance of the evidence standard.

A quorum shall be five out of the six members. The committee will make its recommendations to the Associate Vice President of Instruction and Chief Program Officer. The Committee'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.

The appeal will then be heard by an independently appointed Appeal Committee designated by the Vice President of Instruction and Chief Academic Officer. This committee makes its recommendation to the Vice President of Instruction and Chief Academic Officer who makes the final decision regarding the appeal.

Procedure of Academic Review and Student Affairs Committees

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

Any member of the College community who has requested an Academic Review or Student Affairs Committee 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 Committee 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:
 - *Committee chair, majority of committee 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 committee 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 committee, 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 committee 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 committee 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 committee 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 committee 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 committee chair.

- Following closing remarks, members of the Academic Review or Student Affairs Committee will meet in closed session to consider the preponderance of the evidence as to whether the respondent was responsible for the allegations. The committee has up to 48 hours to make its determination.
- If the committee determines that the respondent is responsible, it will proceed to make a recommendation for continued or new sanctions to be imposed.
- The Associate Vice President for Student and Enrollment Services or his/her designee for the Academic Review Committee and the Associate Vice President and Chief Program Officer or his/her designee for the Student Affairs Committee will communicate to the accused the outcome of the hearing, and when appropriate, the appeal process.

Attendance at the Academic Review or Student Affairs Committee Hearing

- Attendance is limited to the committee chair, the committee resource staff, an administrative assistant for the collection of minutes, the members of the committee, 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 committee 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 Associate Vice President of Student and Enrollment 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.

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. In addition, past due accounts will be turned over for collection through the NC Department of Revenue's Set-Off Debt Collection Program and a collection agency.

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 Associate Vice President of Student and Enrollment 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 Associate Vice President of Student and Enrollment 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).

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 the Jeanne Clery Act and the Campus Sexual Violence Elimination (SaVE) Act, Nash Community College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. This process applies to students, faculty, and staff as well as contractors and visitors of Nash Community College.

Nash Community College will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in any form. Such acts of violence are prohibited by Nash Community 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 to Human Resources Director, Title IX Coordinator (for employees, contractors, visitors, etc.) or Associate Vice President of Student and Enrollment Services, Title IX Deputy Coordinator (for students). The formal complaint should include the following information:

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

- A statement explaining the circumstances of the complaint including a list of potential witnesses
- 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 respondent violated any provisions of the Campus Sexual Violence Elimination Policy.

If a complainant withdraws their complaint, the Title IX Coordinator or Deputy Coordinator will evaluate whether sufficient evidence exists to start a Title IX investigation. The Title IX Coordinator or Deputy 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 or Deputy 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 or Deputy Coordinator decides not to proceed with the allegations because the complaint 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 independent evidence of a sexual misconduct by the accused come to the College's attention, which the Title IX Coordinator or Deputy Coordinator determines merits re-opening the investigation. If the accused admits to a violation, the Title IX Coordinator or Deputy Coordinator may forego an investigation and refer the matter directly to the discipline process.

Timeframe 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 and 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, the Deputy 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 in "Initiating a Title IX Investigation". When the Title IX Coordinator or Deputy Coordinator receives a report that a sexual violation has occurred and the report does not meet the formal reporting standards, the Title IX Coordinator, or the Deputy Coordinator with the assistance of the Sexual Assault Response Team will determine what steps need to be taken to gather additional details of the allegations.

If, after consultation with the Sexual Assault Response Team, the Title IX Coordinator or Deputy 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 or Deputy Coordinator will consider the complainant's desire to proceed when making the decision. If the Title IX Coordinator or Deputy 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 reinstate the complaint, or if independent evidence of a sexual misconduct by the accused comes to the College's attention, which the Title IX Coordinator or Deputy Coordinator determines merits re-opening the investigation. In all cases the Title IX Coordinator or Deputy Coordinator will consider the safety of the complainant or the College community before a final decision is made.

Temporary Action

If deemed necessary, upon receiving a formal complaint or incomplete and unofficial report, the Title IX Coordinator or Deputy 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 workers 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 or Deputy Coordinator. The Title IX Coordinator or Deputy Coordinator may impose temporary actions based on the best interest of the College community.

Investigative Process

Once the Title IX Coordinator or Deputy Coordinator determines that a reported sexual assault should be investigated, the Title IX Investigator will be contacted to assist with the investigation. The Title IX Investigator in cooperation with the Title IX Coordinator or Deputy Coordinator will investigate the report and make the following determination: 1) determination of the facts of the allegations and 2) a conclusion 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 or Deputy 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 Nash Community 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 (for employees, contractors, visitors, etc.) or Title IX Deputy Coordinator (for students).

The complainant and accused shall be advised that they may have an advisor present whenever they meet with the Title IX Investigator. An advisor may be removed or dismissed for being disruptive or not abiding by restrictions imposed. The College will not supply, pay or retain an attorney for any individual involved in a Sexual Assault Policy investigation. 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.

Circumstances permitting, the Title IX Investigator shall interview the complainant and summarize the interview in a written statement. The complainant 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.

Circumstances permitting, the Title IX Investigator shall interview the accused and summarize the interview in a written statement. The accused 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 or Deputy 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 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 consider and review all evidence, i.e. documentary, physical, and testimonial, submitted by the complainant or accused. The Title IX Investigator's report will describe his or her determinations concerning the relevance of the evidence being considered.

Additional examples of evidence include, but are not limited to:

- security camera footage
- medical records
- prior disciplinary history

The Title IX Investigator shall review all pertinent facts related to the investigation. Additional or follow up interviews may be necessary with the complainant, accused or witnesses to clarify statements. Supplemental reports will be written by the Title IX Investigator to document the conversations.

Before final conclusions 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 or Deputy Coordinator for review. The Title IX Coordinator or Deputy Coordinator shall review the report and make additional suggestions as needed.

After the Title IX Coordinator or Deputy Coordinator's review, the Title IX Investigator shall allow both the complainant and accused and their advisor review a copy of the draft written report (without findings) under the supervision of the Title IX Coordinator, Deputy Coordinator or Title IX Investigator. During the review, clarification or comments may be provided. The complainant, the accused and their advisor or attorneys 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 Sexual Assault Policy. The revised draft will be submitted to the Title IX Coordinator or Deputy Coordinator for final review. After final review, the Title IX Investigator's final draft report is prepared and submitted to the Title IX Coordinator or Deputy Coordinator for dissemination to the President's Executive Council (PEC). The President or designee shall determine if the draft report should be submitted to the College's attorney for review.

After the College's attorney and/or the President's Executive Council offers comments or suggestions, the Title IX Investigator should finalize the report and submit it to the Associate Vice President of Student and Enrollment Services.

Within five business days of receiving the Title IX report, the Associate Vice President of Student and Enrollment Services will send a letter via certified mail, return receipt requested, to the complainant and accused's last known address informing them of the Title IX Investigator's findings as to whether the accused more likely than not violated provisions of the College's Sexual Violence Policy.

If an accused was found not to be accountable for the alleged misconduct, the Associate Vice President of Student and Enrollment Services letter to both parties will inform them of the complainant's right to appeal the decision on the basis of 1) information brought forth by the complainant indicates discrimination on the basis of age, sex, national origin, religion, or disability, 2) the complainant brings forth substantial evidence that procedural due process was denied, or 3) significant new (unknown) information has been discovered which substantially changes the facts of the allegations and may change the outcome of the investigation. The appeals process is stated below.

If the accused, by a preponderance of the evidence, was found more likely than not to be responsible for violation of the College's Sexual Violence Policy, the letter will notify both parties of those findings and provide information as to the discipline process. The discipline process is described below.

Discipline Process

If the accused was found to have more likely than not violated the College's Sexual Assault Policy, the Associate Vice President of Student and Enrollment Services shall call a meeting of the College's Intervention Team. The Intervention Team shall consist of the Associate Vice President of Student and Enrollment Services, Vice President for Instruction and Chief Academic Officer, Associate Vice President and Chief Program Officer, NCC Chief of Police and/or Dean of Continuing Education (if a Continuing Education or College & Career Readiness student was involved). The Intervention Team shall be chaired by the NCC Chief of Police.

The Chair of the Intervention Team shall make available to the members a copy of the following documents: 1) Title IX Investigator's findings and conclusions, and 2) accused's prior disciplinary record, if any. The Intervention Team shall be instructed that they are meeting

for the sole purpose of determining the appropriate disciplinary action to impose on the accused and not for the purpose of examining or challenging the Title IX Investigator's findings and conclusions.

The Intervention Team, after discussion, shall place in writing the disciplinary action imposed. Within two (2) business days, the Associate Vice President of Student and Enrollment Services shall notify the complainant and respondent via certified mail, return receipt requested, to the last known addresses informing them of the disciplinary action imposed. The communication shall also inform both parties of the right to an appeal.

Sanctions Resulting From a Disciplinary Proceeding

The College has the option of imposing the following sanction or sanctions when a respondent is found more likely than not (preponderance of the evidence standard) to have violated the College's Sexual Assault Policy.

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 readmission only upon the approval of the Associate Vice President of Student and Enrollment 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 Associate Vice President of Student and Enrollment 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 has seven (7) business days after notification that the College found that the accused did not violate any provisions of the Sexual Violence Policy to submit a written appeal to the Associate Vice President of Student and Enrollment Services. The complainant and accused shall have seven (7) business days after receiving notice of the disciplinary action imposed to submit an appeal to the Associate Vice President of Student and Enrollment Services who will forward the appeal to the Vice President of Instruction and Chief Academic Officer. The sole grounds for an appeal are: 1) if information is brought forth

by the complainant that indicates discrimination on the basis of age, sex, national origin, religion, disability, 2) the complainant brings forth substantial evidence that procedural due process was denied or 3) significant new (unknown) information has been discovered 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 and Chief Academic Officer shall notify both parties that the appeal has been granted or rejected.

If the Vice President of Instruction and Chief Academic Officer grants the appeal, it will then be heard by an independently appointed appeal committee designated by the Vice President of Instruction and Chief Academic Officer. The committee will make its recommendation to the Vice President of Instruction and 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. 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 Associate Vice President of Student and Enrollment 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 and Enrollment 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), social media channels (Facebook- www.facebook.com/nashcommunitycollege and Twitter- 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 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. Community members unaffiliated with an NCC email address may subscribe to receive messages by creating a new account at www.nashcc.edu/alerts.

In the event emergency response is implemented, faculty and staff will also be notified with a voice alert via the College's telephone zone alert messaging system, through hand-held radios distributed among the College's safety committee, all College Administrators and Department Chairs. The emergency siren mass notification tower will be activated as well. Contact the Campus Security and Safety Director, Director of Facilities or the Switchboard to activate the notification tower in the case of an emergency.

Membership consists of the Vice President and Chief Financial Officer, the Vice President for Instruction and Chief Academic Officer, the Associate Vice President of Curriculum Instruction and Chief Program Officer, Manager of Facilities, Campus Security and Safety Director as chair, Department Chair Engineering and Manufacturing Technologies, Instructor, Chemistry, Instructor, Biology, and other faculty and staff representatives as appointed by the chair.

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 Associate Vice President of Student and Enrollment 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 Associate Vice President of Student and Enrollment Services and the College's Public Information Officer. After review and approval of the activity, the Associate Vice President of Student and Enrollment 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.

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.

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 Thanksgiving 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 Perspectives Scholars Club

Global Perspectives Scholars Club is designed to encourage active student involvement in learning about cultures, countries, and ways of life that are different from their own. Additionally, students will explore the role of a global citizen on campus, in the community, and around the world.

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 (NCCLASS) is an organization whose purpose is to provide outreach, support, information, and resources for gay, lesbian, transgender, and bisexual students. NCCLASS 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.

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.

Published Ink

The Creative Writing and Visual Arts Club Published Ink is a club which is 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.

Rock Solid Fellowship

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

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 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.

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.

Outstanding Alumni Award

The Nash Community College Outstanding Alumni 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 Alumni 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. A student meal plan can be purchased which offers a variety of meal selections. 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 on-line Campus Store information is available at 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 website <http://www.nashcampusstore.com>.

Graduation Fees

Cap and Gown – The cost for a cap and gown, approximately \$25.00, 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		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0

	2014	2015	2016	2014	2015	2016	2014	2015	2016
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
ARRESTS FOR:									
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
DISCIPLINARY ACTION FOR:									
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

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

	2014	2015	2016
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