

# CATAWBA VALLEY COMMUNITY COLLEGE

2550 Hwy 70 SE • Hickory, North Carolina 28602

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Main Campus Telephone Number: 828-327-7000 • College Website: [www.cvcc.edu](http://www.cvcc.edu)

Catawba Valley Community College is accredited the Southern Association of Colleges and Schools Commission on Colleges to award Diplomas and Associate 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 Catawba Valley Community College.

Accredited by the Commission on Accreditation of Allied Health Education Programs, ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

Accredited by the Commission on Accreditation of Allied Health Education Programs in collaboration with the Accreditation Review Committee on Education in Surgical Technology

Accredited by the Commission on Accreditation for Health Informatics and Information Management Education: Health Information Technology

Accredited by the Commission on Accreditation of Allied Health Education Programs in collaboration with the Committee on Accreditation for Polysomnography

The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).  
Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244 (817) 283-2835

Accredited by the Commission on Dental Accreditation for Dental Hygiene

The Automotive Systems Technology Program is accredited by the National Institute of Automotive Service Excellence (ASE) upon the recommendation of the National Automotive Technician Education Foundation (NATEF)

The Computer-Integrated Machining Program is a Member of the Haas Technical Education Center Network

The Cosmetology program is accredited by the NC State Board of Cosmetic Arts

Accredited by the National League for Nursing Accrediting Commission: Associate Degree Nursing Program  
[NLN, Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, (404-975-5000) [www.nlnac.org](http://www.nlnac.org)]

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850 Chicago, IL 60606-3182, 312-704-5300 e-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

Accredited by the Commission on Accreditation of Allied Health Education Programs in collaboration with the Committee on Accreditation for Electroneurodiagnostic Technology

Approved by North Carolina State Board of Nursing

The Welding Technology Program is an Educational Institution Member designated by the American Welding Society

The Learning Assistance Center Peer Tutoring Program certified at Level 2 Advanced Certified Tutor  
by the College Reading and Learning Association International Tutor Program

Approved for Veteran Enrollment by North Carolina State Approving Agency for Veterans' Education

Member of

North Carolina Community College System • American Association of Community Colleges •  
Southern Association of Colleges and Schools • Charlotte Area Educational Consortium • League for Innovation •  
North Carolina Citizens for Business and Industry • Charlotte Regional Workforce Development Partnership

Catawba Valley Community College publishes this catalog for the purpose of providing students and other interested persons with information about the College and its programs. The provisions of the catalog are not to be regarded as an irrevocable contract between students and Catawba Valley Community College. The College reserves the right to change any provisions, policies, requirements, or schedules at any time or to add or withdraw course or program offerings. Every effort will be made to minimize the inconvenience such changes might create for students. Revisions are available on the CVCC website at [www.cvcc.edu](http://www.cvcc.edu).

Since opening its doors to students in 1960, Catawba Valley Community College has existed as an "open-door" institution to persons of both sexes and all racial and ethnic groups. This admissions policy has been followed in all other spheres of student life ranging from activities to placement. Similarly, Catawba Valley Community College has made all personnel decisions including hiring, compensation, benefits and promotion on a nondiscriminatory basis.

The Board of Trustees of Catawba Valley Community College does hereby reaffirm this past stance by making a formal commitment to provide equal opportunity for employees and students. Catawba Valley Community does not discriminate on the basis of race, color, national origin, sex/gender, religion, creed, age, or disability in its programs and activities. We recognize this obligation to be a moral as well as legal responsibility because of its intrinsic worth in a country in which all should have an equal chance to let their ability guide their life choices.

An Equal Opportunity/Affirmative Action Institution





### *Message From The President*

When our doors opened in 1960 to the first 77 students, we began as the Catawba County Industrial Education Center. Today Catawba Valley Community College continues to evolve, as evident with our name changes, continued campus expansion, and the ever-changing community we serve.

The one core value on our campuses that remains consistent in today's global economy is our passion and commitment to improve the lives of the people we serve.

We continuously strive to prepare our workforce and provide access for transfer to four-year colleges and universities. CVCC is a catalyst in our community through intentional actions that lead to a positive return on investment for our stakeholders and our college.

CVCC graduates approximately 1100 students each year, in curriculum degrees and general education development dilomas. Our efforts to provide the best educational experience for our students is evident in the college's 96% student satisfaction rating.

Our students make us proud each year, winning regional and state competitions, and participating at national competitions while competing against large colleges and universities. They also hold a high success rate for those who continue their education at four-year institutions and are valued by employers in the unifour region, the state, and the country.

All of this is made possible by our employees, through their dedication to the classroom, and our students as we strive to become the Best Community College in America.

It is an honor to serve as President of Catawba Valley Community College. We welcome you to the Valley, and the opportunity to assist you in achieving your goals and dreams.

*Dr. Garrett D. Hinshaw, President*

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## 2012-2013 Institutional Calendar

### FALL SEMESTER 2012

Faculty/Staff Professional Development Activities (No Curriculum Classes)	August 13
Curriculum Instructional Work Day	August 14
* Fall Curriculum Semester Begins	August 15
Institutional Holiday	September 3
Break for Curriculum Students	September 3
Constitution Day Activities	September 17
Fall Fling	September 18
Mid-Semester Break for Curriculum Students	October 8-13
Last Day to Withdraw from Curriculum Classes without Academic Penalty	50% Date of Class
Spring Semester Curriculum Registration Activities	November
Break for Curriculum Students	November 12
Institutional Holidays	November 12
Break for Curriculum Students	November 21-24
Institutional Holidays	November 22, 23
Curriculum Exam Schedule	December 12-18
Fall Curriculum Semester Ends	December 18
Curriculum Snow Makeup Days	December 19-22**
Institutional Holidays	December 24-31

\* While many classes begin during the first week of the semester, there are also classes which begin later in the semester.

Also, some classes do end before the last week of the semester. Please refer to the fall semester curriculum class schedule for specific class start and end dates.

### SPRING SEMESTER 2013

Institutional Holiday	January 1
No Curriculum Classes	January 2
Curriculum Instructional Work Day	January 3
Faculty/Staff Professional Development Activities (No Curriculum Classes)	January 4
* Spring Curriculum Semester Begins	January 7
Institutional Holiday	January 21
Break for Curriculum Students	March 30 - April 5
Institutional Holiday	April 1
Curriculum Snow Makeup Days	March 30 - April 5
Last Day to Withdraw from Curriculum Classes without Academic Penalty	50% Date of Class
Summer Semester Curriculum Registration Activities	April
Awards Day	April 11
Spring Fling	April 10
Curriculum Exam Schedule	April 30 - May 6
* Spring Curriculum Semester Ends	May 6
Commencement	May 3-4

\* While many classes begin during the first week of the semester, there are also classes which begin later in the semester.

Also, some classes do end before the last week of the semester. Please refer to the spring semester curriculum class schedule for specific class start and end dates.

### SUMMER SEMESTER 2013

* Summer Curriculum Semester Begins	May 20
Institutional Holiday	May 27
GED Commencement	May 30
Last Day to Withdraw from Curriculum Classes without Academic Penalty	50% Date of Class
Break for Curriculum Students	July 4-6
Institutional Holiday	July 4
Fall Semester Curriculum Registration Activities	June/July
* Summer Curriculum Semester Ends	July 30

\* While many classes begin during the first week of the semester, there are also classes which begin later in the semester.

Also, some classes do end before the last week of the semester. Please refer to the summer semester curriculum class schedule for specific class start and end dates.

**Note: Please check the CVCC website ([www.cvcc.edu](http://www.cvcc.edu)) for calendar and registration updates.**

## 2013-2014 Institutional Calendar

### FALL SEMESTER 2013

Faculty/Staff Professional Development Activities (No Curriculum Classes).....	August 12
Curriculum Instructional Work Days .....	August 13-14
*Fall Curriculum Semester Begins.....	August 15
Institutional Holiday .....	September 2
Constitution Day Activities .....	September 17
Fall Fling/Student Appreciation Day .....	September 18
Mid-Semester Break for Curriculum Students .....	October 14-19
Last Day to Withdraw from Curriculum Classes without Academic Penalty .....	50% Date of Class
Break for Curriculum Students (No Curriculum Classes).....	November 10
Institutional Holiday.....	November 11
Break for Curriculum Students .....	November 27-30
Institutional Holidays .....	November 28-29
Spring Registration.....	November/December
*Fall Curriculum Semester Ends.....	December 18
*Snow MakeUp Days (If Necessary Due to Inclement Weather).....	December 19, 20, 21
Institutional Holidays .....	December 23-31

\* While many classes begin during the first week of the semester, there are also classes which begin later in the semester. Also, some classes do end before the last week of the semester. Please refer to the fall semester curriculum class schedule for specific class start and end dates.

### SPRING SEMESTER 2014

Institutional Holiday.....	January 1
CVCC Open .....	January 2
Faculty/Staff Professional Development Activities (No Curriculum Classes).....	January 6
Curriculum Instructional Work Days .....	January 6-7
*Spring Curriculum Semester Begins .....	January 8
Institutional Holiday .....	January 20
Last Day to Withdraw from Curriculum Classes without Academic Penalty .....	50% Date of Class
Summer Registration Activities.....	April
Spring Fling/Student Appreciation Day .....	April 9
Mid-Semester Break for Curriculum Students .....	April 14 - 17
* Snow Makeup Days (If Necessary Due to Inclement Weather).....	April 14, 15, 16, 17
Institutional Holiday .....	April 18
Awards Day .....	April 24
*Spring Curriculum Semester Ends .....	May 7
Commencement Activities.....	May 2-3

\* While many classes begin during the first week of the semester, there are also classes which begin later in the semester. Also, some classes do end before the last week of the semester. Please refer to the spring semester curriculum class schedule for specific class start and end dates.

### SUMMER SEMESTER 2014

*Summer Curriculum Semester Begins .....	May 19
Institutional Holiday .....	May 26
Last Day to Withdraw from Curriculum Classes without Academic Penalty .....	50% Date of Class
GED Commencement .....	June 5
Break for Curriculum Students .....	July 3-5
Institutional Holiday .....	July 3
Fall Registration Activities .....	June/July
*Summer Curriculum Semester Ends .....	July 29

\* While many classes begin during the first week of the semester, there are also classes which begin later in the semester. Also, some classes do end before the last week of the semester. Please refer to the summer semester curriculum class schedule for specific class start and end dates

**Note: Please check the CVCC website ([www.cvcc.edu](http://www.cvcc.edu)) for calendar and registration updates.**

## General Information



CVCC Main Campus



CVCC Alexander Center for Education



CVCC Newton Center



CVCC East Campus



# GENERAL INFORMATION

## MISSION STATEMENT

Catawba Valley Community College is an innovative, comprehensive community college that fosters an environment focused on Academic Excellence, Globalization and Diversity, Economic and Workforce Development, and Student and Community Engagement to empower individuals and enrich the community through premier educational programs and services centered on teaching and learning.

## VISION STATEMENT

The vision of Catawba Valley Community College is to be the standard of excellence for programs, services, and facilities for community colleges in the nation.

## HISTORY

Through the concerted efforts of concerned and united Catawba County citizens and North Carolina educational leaders, on April 3, 1958, Catawba Valley Community College was established by the North Carolina Department of Public Instruction as the ninth school of its kind in the state.

Construction of the original facilities began in 1959. The 40,000 square foot building costing approximately \$500,000 was completed in August 1960. An initial enrollment of seventy-seven (77) students began classes in September of the same year. From 1960 to 1963, the College operated under the jurisdiction of the Catawba County Board of Education. During this time the College was known as the Catawba County Industrial Education Center.

In July 1963, the General Assembly of North Carolina enacted into law G.S. 115A which provided for the establishment of the present North Carolina System of Community Colleges. On January 9, 1964, Catawba Valley Technical Institute was among the original seven institutes chartered by the Department. At that time, CVTI established its own Board of Trustees and began operation as a member of the Department of Community Colleges. Thus, it was in August 1964, that the College awarded its first Associate Degree in Applied Science.

It was during the transition from an Industrial Education Center to Technical Institute that great strides began in expanding educational programs, increasing student enrollment, developing quality instruction, adding facilities, and increasing community acceptance and service.

On September 1, 1979, the name of the institution was changed to Catawba Valley Technical College by the Trustees and Commissioners of Catawba County. On December 1, 1987, the State Board of Community Colleges officially approved CVTC to become Catawba Valley Community College and the College Transfer program was approved. The College continues as a publicly supported coeducational institution.

## LOCATION

Catawba Valley Community College, is located in Hickory on Highways 70 and 321-B, in Catawba County, North Carolina. Situated in the heart of the Piedmont some 1,175 feet above sea level, CVCC is easily accessible over Interstate 40, Highways 321, 70, 16 and 127. It is within seven miles of a commercial airport and approximately 50 miles from metropolitan Charlotte.

The campus covers approximately 162 acres and includes 16 buildings for an approximate total of 600,000 square feet of floor space. In addition, there is a Cosmetology Center at the CVCC Newton Center in downtown Newton and the Workforce Development Center at the East Campus. The Alexander Center for Education, a 15,000 square foot building situated on 4.72 acres at 345 Industrial Boulevard in Taylorsville was purchased by Alexander County in 2000 as an off-site center, which opened for classes March 28, 2003. The facilities consist of modern brick buildings. Included is a 25,000 volume library for the use of both students and public, a student center and food service area for leisure relaxation and entertainment, and numerous classrooms and laboratories.

## CVCC POLICIES AND PROCEDURES

CVCC policies and procedures regarding students are available for reference on the [CVCC website \(www.cvcc.edu\)](http://www.cvcc.edu) under the [About Us Link](#). Following are the direct links, CVCC Policies - [http://www.cvcc.edu/About\\_Us/Policies/](http://www.cvcc.edu/About_Us/Policies/) and CVCC Procedures - [http://www.cvcc.edu/About\\_Us/Procedures/](http://www.cvcc.edu/About_Us/Procedures/). These web pages include, but are not limited to, information regarding admissions, course grading, student conduct, student due process, privacy of students, visitors on campus, sexual offense/assault protocol, campus safety and security, and reporting a crime. Printed copies of a policy/policies, or procedure/procedures are available upon request to Student Services.

## TRANSFER OF CVCC CREDITS TO OTHER COLLEGES

Technical, vocational, and certificate programs of study at Catawba Valley Community College have been established primarily to prepare individuals for employment upon completion of studies. The College Transfer program has been developed at CVCC to provide opportunities for students to transfer two years of academic credit to senior colleges and universities. Numerous differences exist in the transfer policies of senior institutions. Therefore, details regarding a specific institution should be obtained from the senior institution to which transfer is being considered.

## EDUCATIONAL CONSORTIUM

Catawba Valley Community College is a member of the Charlotte Area Educational Consortium (CAEC). This organization is composed of 24 colleges and universities working toward attaining the highest level of collegiate and university education for the Charlotte Metrolina region. Consortium members encourage the sharing of resources and energies among institutions and seek to generate creative ideas for the most effective use of human and other resources available among institutions.

Foremost among the goals of the Consortium is to afford students access to broader educational experiences, both curricular and extra-curricular. Full-time students at regular member colleges and universities are eligible to participate in the inter-institutional student exchange program of the Consortium. This enables them under certain circumstances to enroll in some courses at other CAEC schools without paying additional fees. For additional information on the CAEC and member institutions, please contact the Director of Student Records.

## AIR FORCE ROTC PROGRAM

To prepare themselves to serve as commissioned officers in the Air Force, students in college transfer programs to pursue a bachelor's degree may participate in the Air Force Reserve Officer Training Corps (ROTC) offered by the UNC-Charlotte Department of Aerospace Studies. Information is available in Student Services or on the UNCC webpage at the following address: [www.coas.uncc.edu/afrotc/](http://www.coas.uncc.edu/afrotc/).

## APPALACHIAN CENTER AT HICKORY

The Appalachian State University Center in Hickory is an educational consortium of colleges and universities that offer community college students and other adults opportunities to finish their bachelors degrees from one of the participating colleges and universities. Graduate degrees are also available. A wide variety of degree programs are offered with flexible part-time and full-time schedules and face-to-face and on-line formats to meet the needs of adult learners with busy schedules, families, and work commitments. For more information on degree programs available through the Appalachian State University Center in Hickory, call 828-324-6966.

## CHALLENGER EARLY COLLEGE HIGH SCHOOL

Challenger Early College High School is an application-based, selected enrollment high school and joint oversight project of the Catawba Valley Education Consortium. It is not a traditional, comprehensive high school. Enrollment is limited to no more than 400 students who must enter as high school freshmen only. Note: there are minors enrolled at CECH on CVCC's campus. Challenger students graduate with a university prep curriculum high school diploma and college credit up to an Associates degree from CVCC. Supported by the NC Dept of Public Instruction, NC Community College System, and NC New Schools Project, the early college is a national school reform model designed through research from the Bill and Melinda Gates Foundation, Stanford University, Harvard University, and Jobs for the Future.

## ACCREDITATION

Catawba Valley Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award diplomas and associate 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 Catawba Valley Community College. Most curriculum programs offered have been approved by the North Carolina State Approving Agency for Veteran's Education; however, students should contact the VA certifying official in Student Services for verification. The College is also a member of the American Association of Community Colleges. The Associate Degree Nursing Program is approved by the North Carolina State Board of Nursing and accredited by the National League for Nursing Accrediting Commission, Inc., (NLN, Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, 404-975-5000). The program in dental hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements." The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Emergency Medical Science program is accredited by the Commission on Accreditation of Allied Health Education Programs in collaboration with the Joint Review Committee on Educational Programs for the EMT-Paramedic. The Health Information Technology program is accredited by the Commission on Accreditation for Health Information and Information Management Education. The Polysomnography program is accredited by the Commission on Accreditation of Allied Health Education Programs in collaboration with the Committee on Accreditation for Polysomnography. The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology 20 North Wacker Drive, Suite 2850 Chicago, IL 60606-3182, (312) 704-5300, e-mail: mail@jrcert.org. The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244 (817) 283-2835. The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs in collaboration with the Accreditation Review Committee on Education in Surgical Technology and the commission's Council on Accreditation and Unit Recognition. The Cosmetology program is accredited by the NC State Board of Cosmetic Arts. The Automotive Systems Technology program is accredited by the National Institute of Automotive Service Excellence (ASE). The Learning Assistance Center Peer Tutoring Program is Level 1 Tutor Certified by the College Reading and Learning Association International Tutor Program.

## CRITICAL SUCCESS FACTORS

"In 1993, the State Board of Community Colleges began monitoring performance data on specific measures to ensure public accountability for programs and services. In 1998, the General Assembly directed the State Board to review past performance measures and define standards to ensure programs and services offered by community colleges in North Carolina were of sufficient quality" (North Carolina Community College System, 2012 Critical Success Factors Report, July 2012). The NCCCS Critical Success Factors Report is the means by which the community college system reports on performance measures referred to as Critical Success Factors. In February 1999, the North Carolina State Board of Community Colleges originally adopted twelve (12) performance measures to ensure that programs and services offered by community colleges were of sufficient quality. During the 2010-2011 reporting year, the number of measures was dropped to seven (7). These performance standards focus primarily on student success and serve as the System's major public accountability tool. CVCC met the standards for all seven (7) of the performance measures, and received Recognition of Exceptional Institutional Performance.

## NOTICE OF NON-DISCRIMINATION

Catawba Valley Community College does not discriminate on the basis of race, color, national origin, sex/gender, religion, creed, age, or disability in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies.

Vice President (Enrollment Support Services)  
2550 Highway 70 SE  
Hickory, NC 28602-8302  
Telephone – (828) 327-7000

Director of Human Resources  
2550 Highway 70 SE  
Hickory, NC 28602-8302  
Telephone – (828) 327-7000

**Catawba Valley Community College • 2012 Summary Report of Critical Success Factors**

<b>Core Indicators of Success</b>	<b>NCCCS Performance Standards</b>	<b>CVCC Results</b>
Passing Rates on Licensure & Certification Exams	For first-time test takers, 80% aggregate passing rate; no single exam below 70%	86% aggregate passing rate for all programs with no single examples below 70%
*Performance of College Transfer Students	83.0% of CVCC transfers must have a G.P.A. of 2.0 or higher after two (2) semesters at a UNC institution (Exceptional Institutional Performance Standard is 88% for 2012 Report)	89 % of 2009-2010 transfer students had a GPA of 2.0 or higher
*Passing Rates of Students in Developmental Courses	75% of students will complete developmental English, math, or reading with a grade of “C” or better for that course	77% had a grade of “C” or better
*Success Rates of Developmental Students in Subsequent College courses	80% of students who completed a developmental course in 2008-09 and completed subsequent college level (English and math) courses in 2009-10 will have a passing grade for the college level courses	91% had a passing grade for subsequent college level courses
Satisfaction of Program Completers & Noncompleters	90% of respondents will report satisfaction with the quality of the College’s programs and services	96% indicated that programs and services met or exceeded expectations
*Curriculum Students Retention & Graduation	65% fall credential - seeking students either have completed their program, enrolled the following fall, or transferred to another community college or university one year later	75% completed their program or enrolled the following fall semester
* Client Satisfaction with Customized Training	90% of organizations surveyed satisfied with services provided	94% of organizations satisfied with services
* Program Unduplicated Headcount Enrollment	Three-year average annual headcount minimum of ten (10) students	All programs had a three-year average annual head count minimum enrollment of ten (10) students

For further information and statistics, please visit the **2012 Critical Success Factor Report: July 2012** (North Carolina Community College System) web page at <http://www.ncccommunitycolleges.edu/Publications/docs/Publications/csf2012.pdf> .

# ADMISSIONS

## GENERAL

CVCC follows “open door” admissions policies as established by the North Carolina Community College System. Admission is open to persons who are legal residents of the United States and who are either high school/GED graduates or who are at least 18 years of age. High school students may be admitted through the North Carolina Community College System - Career and College Promise program. Please visit the link at: <http://www.ncccommunitycolleges.edu/programs/ccp.htm>.

Admission to the College does not necessarily mean admission to the curriculum or program desired by the applicant. A student must satisfy the admissions requirements for his/her program of study. Applicants will be admitted to programs as admissions requirements are completed except for programs with limited enrollment (discussed further below). Applicants may be admitted to certain programs on a provisional basis until all admissions requirements are completed. The Director of Health Services Admissions or designee will maintain appropriate documentation of the specific admissions requirements for each curriculum program in the School of Health and Public Services and will provide appropriate communication of those admissions requirements.

Enrollment in certain programs is limited, and admission is competitive. The admissions committee for each limited enrollment program will select the most academically qualified applicants. Applicants to health services programs must complete the minimum admissions requirements established by the admissions committee for the program to be considered in the competitive admissions process. These minimum admissions requirements may include, but are not necessarily limited to, attendance at information sessions, completion of aptitude tests, submission of recommendations, vaccinations, and/or health examination. Additional information regarding specific criteria may be obtained from the Director of Health Services for the program of interest.

Graduation from a public high school, private high school - including home schools, a GED or Adult High School Diploma, or a correspondence school is required for admission to all associate degree programs and certain diploma and certificate programs. If graduation from high school or equivalent is a requirement for the intended program, applicants must provide official transcripts (from high school or state GED Office/GED Administrator) evidencing graduation. The high school transcript requirement is waived for associate degree program applicants who have graduated from a regionally accredited two-year or four-year college, except for applicants to certain programs in the School of Health and Public Services, students receiving VA education benefits, and students who are applying for federal/state financial aid.

Applicants to curriculum programs of study must provide official transcripts from all regionally accredited colleges/universities previously attended.

To fulfill the college’s general admission requirements, students who have attended foreign schools at the secondary level (high school) must submit transcripts that are written in or translated into the English language. Translated secondary level transcripts must be literal (word for word) and the translator must sign the translated copy and include contact information. The name the student is currently using should appear on the transcript as well as the date of birth. NOTE: If the official translation does not indicate US high school equivalency, the student will be required to obtain translation through a current member of National Association of Credential Evaluation Services (NACES).

To fulfill the college’s general admission requirements, students who have attended foreign schools at the post-secondary level (college/university) must submit transcripts that have been translated into the English language. Translated transcripts must be literal (word for word) and the translator must sign the translated copy and include contact information. The name the student is currently using should appear on the transcript as well as the date of birth. Students desiring transfer credit must submit transcripts that have been evaluated by a current member of NACES at [www.naces.org](http://www.naces.org). (The name the student is currently using should appear on the transcript as well as the date of birth).

**Note:** The evaluating agency for post-secondary transcripts (college/university) or translator for secondary transcripts (high school) must send the evaluation report directly to Catawba Valley Community College’s Student Records Office. Student copies of evaluations will not be accepted.

CVCC may admit undocumented immigrant applicants consistent with provisions of federal and state laws and regulations in Title 23 of the North

Carolina Administrative Code. Under current State law, undocumented immigrant applicants do not qualify for federal or state financial aid, in-state residency for tuition and shall be charged at the out-of state tuition rate for curriculum programs.

No veteran may be certified for Veterans Educational Assistance Benefits (G.I. Bill) until all admissions requirements have been met and an unconditional acceptance has been granted.

Applicants to the College will be held to and shall maintain the same behavior standards as those students who are enrolled (see Student Conduct and Due Process).

## ADMISSION PROCEDURES

The application and enrollment process at CVCC may take 1-3 weeks, depending on the applicant’s program of study. Many programs at CVCC require that you be a high school graduate or have a GED before you enroll. Some programs of study at CVCC are LIMITED ENROLLMENT; some have additional admissions requirements that must be completed earlier in the academic year(s).

Following are the general procedures to apply for admission to a curriculum program of study. Please be aware that on certain days, (Advising and Registration periods), new applications to the College are not processed due to service to current CVCC students:

1. Individuals who have never attended college or former CVCC students who have not been enrolled for one year should attend a “Starting Points” Information Session. This 45 minute session is an opportunity to aid future students in understanding the admission, placement test and financial aid processes. Sessions are offered on various days at various times; schedules are posted on the CVCC homepage.

2. Complete the paper Application to the College using blue or black ink or apply online. **ALL applicants must bring a photo ID and meet with admissions staff to activate the application.**

3. Prepare for and take any necessary placement tests as determined by Admissions Staff. There is no fee for placement testing, but it is offered by appointment only. Admissions Staff will assist applicants with an appointment day and time.

4. Send official high school/GED transcripts to CVCC. In addition, send official college transcripts from every institution applicant has attended, SAT scores, ACT scores or placement test scores from another institution. Contact the College Registrar or College Records of all previous schools/colleges to request official transcripts. There may be fees for transcripts at certain schools. Send all official documents to CVCC Student Records, 2550 Highway 70 SE, Hickory, NC 28602.

5. Applicants for health care programs of study must secure all official transcripts and bring them to the college when activating an application. High school and college transcripts must be presented along with the application or already on file in the Student Records Office before an application can be processed.

6. Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). Complete the online version of the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov); there are semester deadlines for filing the FAFSA. The FAFSA code for CVCC is 005318. Students cannot become eligible for Financial Aid until they successfully complete the FAFSA on-line. **Financial Aid is not final until a student has received an award letter via e-mail from the CVCC Financial Aid Office.** If a student is going to use Veteran’s Administration benefits, visit their website at [http://www.gibill.va.gov/GI\\_BILL\\_Info/education\\_forms.htm](http://www.gibill.va.gov/GI_BILL_Info/education_forms.htm). If a student is using TAA or WIA benefits, complete the FAFSA. Not all educational programs at CVCC are eligible for TAA/WIA benefit coverage.

## CHALLENGER EARLY COLLEGE HIGH SCHOOL

Challenger Early College High School is an application-based, selected enrollment high school and joint oversight project of the Catawba Valley Education Consortium. It is not a traditional, comprehensive high school. Enrollment is limited to no more than 400 students who must enter as high school freshmen only. Note: there are minors enrolled at CECH on CVCC’s campus. Challenger students graduate with a university prep curriculum high school diploma and college credit up to an Associates degree from CVCC. Supported by the NC Dept of Public Instruction, NC Community College System, and NC New Schools Project, the early college is a national school reform model designed through research from the Bill and Melinda Gates Foundation, Stanford University, Harvard University, and Jobs for the Future.

## **PROGRAM FOR STUDENTS WITH DISABILITIES.**

A program of services is provided for students with disabilities. Individuals with disabilities (as defined in the Americans with Disabilities Act of 1990) wishing to make a request for reasonable accommodation or wishing to file a complaint of alleged discrimination on the basis of disability should contact the CVCC Program for Students with Disabilities Office. **It is the student's responsibility to request these services.** Current documentation of the disability by an appropriate professional may be required. All information is kept confidential. Students will be required to sign a release of information form before any special contact is made to arrange accommodations. Requests for reasonable accommodation should be made several weeks in advance to allow sufficient time for accommodations to be arranged.

**SPECIAL ADMISSIONS REQUIREMENTS FOR HEALTH PROGRAMS.** In addition to the general procedures to apply for admission to a curriculum program of study, applicants for the health programs must complete other procedures.

Applicants for health care programs of study must secure all official transcripts and bring them to the college when activating an application. High school and college transcripts must be presented along with the application or already on file in the Student Records Office before an application can be processed.

All applicants for health programs must attain the established minimum placement test scores determined by their department of interest. All placement test scores, including those from other sources, must be less than three years old.

Certain health programs require completion of educational experiences in clinical/lab facilities. These clinical/lab facilities may require students **to undergo criminal background checks and/or drug testing.** If a student is excluded from clinical/lab facilities as a result of a background check and/or drug testing, the student may be asked to withdraw from the program. Some facilities may also require additional vaccinations and/or health examinations.

Enrollment in certain programs is limited and admission is competitive. The admissions committee for each program will select the most academically qualified applicants. For more information regarding specific criteria, contact the Director of Health Services admissions for the program of interest.

Admission into any health program will be contingent upon receipt of a CVCC medical form documenting that the applicant possesses satisfactory physical and mental health. Facilities for providing health care services are not available on campus.

Effective Fall 2011, students may apply to no more than TWO health care programs at one time (a primary program and an alternate program) within the School of Health and Public Services.

**SPECIAL ADMISSIONS REQUIREMENTS FOR EARLY CHILDHOOD EDUCATION PROGRAMS.** In addition to the general procedures to apply for admission to a curriculum program of study, applicants for the Early Childhood Education program must complete other procedures.

CVCC's Early Childhood Education program requires completion of educational experiences in childcare facilities and/or public school settings. These settings require students to undergo criminal background checks. If a student is excluded from an educational setting as a result of a background check, the student may be asked to withdraw from the program. Some settings may also require additional vaccinations and/or health examinations.

Admission into CVCC's Early Childhood Education program may be contingent upon receipt of a CVCC medical form documenting that the applicant possesses satisfactory physical and mental health. Facilities for providing health care services are not available on campus.

**SPECIAL CREDIT STUDENTS.** Individuals may enroll in classes without pursuing a certificate, diploma, or degree. Persons enrolling under these circumstances are considered SPECIAL CREDIT STUDENTS. Placement tests may be required depending upon the student's educational background and the prerequisites/corequisites of the courses in which the

student wishes to register. Special Credit Students are not eligible to receive federal/state financial aid and must meet all course prerequisites.

A military veteran can not receive Veterans Educational Assistance Benefits (G.I. Bill) as a special student.

**TRANSFER STUDENTS.** Transfer students may be admitted provided they meet all admission requirements.

Catawba Valley Community College will accept credits from college/universities accredited by any one of the following six regional accrediting bodies authorized by the United States Department of Education:

New England Association of Schools and Colleges  
Middle States Association of Colleges and Schools  
North Central Association of Colleges and Schools  
Northwest Association of Schools and Colleges  
Southern Association of Colleges and Schools  
Western Association of Schools and Colleges

Courses with grades of "C-" or better will be accepted provided such courses parallel the content of CVCC courses and are relevant to the student's program of study. Transfer students are notified about transfer credit to CVCC from other institutions via student e-mail. Transfer credit is awarded only for those courses that apply to the student's program of study.

Grades for transferred courses are not included in a student's GPA at CVCC, although the credit hours are applied toward graduation. See also Residency Requirements for graduation.

**INTERNATIONAL STUDENTS.** CVCC is authorized by the U.S. Department of Naturalization and Immigration to admit international students with a valid F-1 Visa or valid Permanent Resident Card. Work authorization cards are not permanent resident cards. The following items are required for admission and must be submitted as a complete package by the published deadline on the CVCC website ([www.cvcc.edu](http://www.cvcc.edu)):

1. a completed application for admission,
2. all financial statements as outlined on the CVCC website,
3. official transcripts from high school and secondary schools translated and evaluated by any agency associated with NACES,
4. a photograph,
5. verification of home country address,
6. an official TOEFL (Test of English as a Foreign Language) test score less than five (5) years old, and
7. a VISA clearance form if student is transferring from another United States institution of higher learning.

Upon receipt of and verification of ALL application materials, a Certificate of Eligibility (I-20) may be prepared and issued to the student. International students may need to take placement tests administered at the CVCC Testing Center and are charged the applicable out of state tuition rates.

**AUDITING STUDENT.** Students may attempt a course as an audit student one time. Students may not audit a class for which they have received credit unless justified by a clear benefit connected to a current program of study at CVCC. A change from an auditing status to a credit status (or vice versa) on or after the start date of the class must be approved by the instructor of the class and the Executive Officer of Student Services.

Students wishing to audit a course must satisfy all requisite requirements for the course just as do students taking a course for credit.

Students who audit a course will not receive a grade (other than AU) or credit for the course. Credit will not be granted under advanced placement procedures after enrolling in a course as an audit student. Tuition and fees for auditing a course are the same as those for enrolling in a course for credit.

Students who audit are required to comply with class attendance policies, complete assignments, and participate in class activities. They are not required to take examinations unless specified by the academic department.

Students should be aware that audited credit hours do not qualify for federal financial aid, VA benefits, and certain other grants and/or scholarships.

# FEES, SCHOLARSHIPS, AND FINANCIAL AID

CVCC charges tuition in accordance with policies established by the North Carolina Community College System. Tuition rates are subject to change. Certain fees have been established in accordance with guidelines and ranges established by the North Carolina Community College System. Fees are subject to change. Due dates for tuition and fees are established by the Chief Financial Officer or designee. Students may forfeit their seat in a class if they fail to pay the applicable tuition/fees by the established due date.

**TUITION** (Subject to change depending on action of General Assembly.)  
Tuition Per Semester:

North Carolina Residents	
16 hrs. or more .....	\$1,104.00
15 hrs. or less (per semester hr.) .....	\$69.00
Out-of-State Residents	
16 hrs. or more .....	\$4,176.00
15 hrs. or less (per semester hr.) .....	\$261.00

Determinations of **North Carolina Residency** for tuition purposes are made by the Executive Officer of Student Services or designee in accordance with laws and regulations established by the North Carolina General Assembly. North Carolina residency is not a factor in the tuition charged for non-credit courses. A student initially classified as an out-of-state resident for tuition purposes may request a change of residency classification upon meeting the “resident for tuition purposes” requirements. Detailed information regarding residency requirements and procedures for requesting a change in residency classification is available in Student Services.

It is the student’s responsibility, whether classified as a resident or non-resident, to report any information to Student Services which may indicate a need for reclassification.

Tuition for students enrolling in Occupational Extension courses vary per course. However, fees may be established for self-supporting seminars and courses according to the schedule below in which more than normal expenses to the College are incurred. Such charges may cover the cost of instructional materials and/or textbooks required in such classes.

Continuing Education Occupational Extension (per course)	
0-24 hours .....	\$65.00
25-50 hours .....	\$120.00
50+ hours.....	\$175.00

Students who take an Occupational Extension course more than twice within a five-year period; unless required for certification, recertification, or licensure; are required to pay a different formula rate per contact hour.

## FEES AND INSURANCE

### Student Activity Fee

7 or more credit hours .....	\$32.00
Less than 7 credit hours (per semester hour) .....	\$5.00
Student Accident Insurance (per semester).....	\$1.25
Computer Use and Technology Fee (Curriculum Students per semester).....	\$10.00
Computer Use and Technology Fee (Continuing Education Students per designated technology-related course).....	\$5.00
Graduation Fee.....	\$15.00
Certificate Fee .....	\$10.00
Liability/Malpractice (ADN, Surgical Technology, Respiratory Therapy, EMS, Dental Hygiene, Polysomnography, and Electroencephalographic Students) .....	\$27.50
Liability/Malpractice (CNA and Phlebotomy Students).....	\$14.50
Service Charge for Returned Checks.....	\$25.00
Lab Fees .....	TBA
Replacement Fee for Library/Data Card.....	\$10.00
Transcript Fee .....	\$5.00

• To view a copy of CVCC’s [Student Accident Insurance Brochure](http://www.cvcc.edu/Student_Services/Business_Office/Tuition_Fees.cfm) visit ([http://www.cvcc.edu/Student\\_Services/Business\\_Office/Tuition\\_Fees.cfm](http://www.cvcc.edu/Student_Services/Business_Office/Tuition_Fees.cfm))

Accident insurance must be purchased by students registering for curriculum classes. The premium must be paid at the time of registration at the beginning of each semester.

Students enrolled in certain health programs/courses are required to purchase liability/malpractice insurance. The premium for this insurance is paid once annually through the business office.

Certain fees have been approved for testing services. These include fees for Microsoft Office User Specialist (MOUS) certification testing, test proctoring for non-CVCC students, or other special circumstances.

**FEE WAIVERS.** In compliance with North Carolina Statutes and regulations of the North Carolina Community College System, tuition and fees may be waived under the following circumstances: (1) Tuition shall be waived for up to six hours of credit instruction and 1 class for non-credit instruction per academic semester for senior citizens (65 or older) that are legal residents of North Carolina; (2) no extension registration fee shall be charged of individuals enrolling in special extension training programs for emergency telecommunication personnel, fire department personnel, volunteer rescue and life saving personnel, local law enforcement officers, or members of auxiliaries of such groups, providing the individual is a member of the group for which training is being provided; and (5) no extension registration fee will be charged to patients of state alcoholic rehabilitation centers.

Students eligible for a waiver of tuition for credit courses must apply in writing for this waiver in the Business Office.

High School students taking college credit classes through the Career and College Promise program are exempt from applicable tuition. Applicable fees will be charged.

**OTHER EXPENSES.** The cost of books, supplies, and equipment varies from one program of study to another. Generally, such costs will range from \$50.00 to \$500.00 per semester.

**COLLECTION NOTICE.** The College reserves the right to use all means necessary to collect any outstanding balances. This may include but is not limited to the use of NC Set-off Debt.

**OTHER ACTIONS REGARDING PAST DUE ACCOUNTS.** All previously incurred expenses and accounts, including library and payments made to Nelnet (a third party company) for tuition, generally must be fully paid before a student may re-enter at the beginning of any semester and before transcript, diploma, or certificate will be furnished.

## REFUNDS

**CURRICULUM CLASSES.** The College follows the refund policies established by the North Carolina Community College System. A copy of the current refund policies may be obtained from the Business Office. Specific guidelines and processes to ensure compliance with these policies shall be established by the Chief Financial Officer or designee. The following are specific guidelines which have been established in accordance with these policies. Refunds for less than \$5.00 will not be made.

A full (100 %) tuition refund shall be made if the student officially withdraws prior to the start date of the class. Example – If the start date of the class as indicated on the student’s schedule is September 1, the student must withdraw from that class on or before August 31 to receive a full (100%) tuition refund.

A 75% tuition refund shall be made if the student withdraws on or before the census date of the class. The census date for a class is the 10% point of the class.

No tuition refund shall be made if the student withdraws from a class after the census date of that class. The census date for a class is the 10% point of the class.

The student fees, accident insurance premium, and some program specific fees (i.e., mal-practice insurance fees, processing fees, etc.) are not refundable unless the student officially withdraws prior to the start of his/her classes, a student’s class is cancelled, or the College determines an institutional error has occurred.

**WORKFORCE DEVELOPMENT (CONTINUING EDUCATION CLASSES).** This policy includes occupational extension classes. A full refund will be given if the student officially withdraws from class prior to the first class meeting. Allow a minimum of two (2) weeks for processing of refund requests. Refunds for less than \$5.00 will not be made. After the class begins, a 75% refund of registration only will be made if the student officially withdraws from the class prior to or on the 10% point of scheduled hours.

## FINANCIAL AID

Students who wish to enroll but face financial difficulties are encouraged to apply for assistance through the Financial Aid Office. Financial assistance for educational expenses may be available in the form of grants, scholarships, loans, or work programs. Financial need is determined through analysis of an application completed by the student and parents. To apply for aid, the student must complete the Free Application for Federal Student Aid (FAFSA) available at [www.fafsa.gov](http://www.fafsa.gov), and submit an official high school transcript or GED, official transcripts from all colleges previously attended and placement test scores if applicable. Financial assistance is granted on a yearly basis. Students must be accepted in an approved curriculum program and demonstrate satisfactory academic progress to be eligible for financial aid. Students are encouraged to apply by deadline dates located on the CVCC website.

A student must have a high school diploma or a General Education Development (GED) certificate before receiving any federal aid. The major student financial aid programs require that the student: (a) have financial need, except for some loan programs, (b) have a high school diploma or GED, (c) be enrolled as a regular student working toward a degree, diploma, or certificate in an eligible program, (d) be a U.S. Citizen or eligible noncitizen, (e) have a valid Social Security Number, (f) make satisfactory academic progress, and (g) register with the Selective Service, if required.

The satisfactory progress standards for Financial Aid are available for reference on the cvcc website ([www.cvcc.edu](http://www.cvcc.edu)) under the Admissions link and are available upon request to Student Services.

### I. FEDERAL AID PROGRAMS

**FEDERAL PELL GRANT.** This grant is a source of federal student financial aid which provides eligible students with a “floor” of financial aid to help defray the cost of postsecondary education. Student eligibility is primarily based on financial need.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT.** This is a federal grant which is a “supplement” to the Pell Grant for students demonstrating the greatest financial need.

**FEDERAL WORK STUDY.** This federal program provides jobs at the College for students who have financial need. The number of hours worked is based on financial need and on how the combination of work and study hours will affect the student’s academic progress.

**VA EDUCATIONAL BENEFITS.** Special needs and information about policies and procedures for veteran students and dependents using VA benefits are provided by the Veteran Certifying Officials in Student Services, and the local county VA offices. Students desiring to use VA Educational benefits should contact Student Services for CVCC program information and admissions requirements. Students must be accepted in a VA approved program of study and meet all institutional and VA requirements before certification can be made to the Veterans Administration. The specific application for benefits can be made on line at [www.gibill.va.gov](http://www.gibill.va.gov) or with a VA Certifying Official in Student Services. Additional information regarding benefits, eligibility, policies, and procedures may be obtained from these offices. (See Veterans Affairs page 19.)

### DIRECT LOAN PROGRAM

**A. SUBSIDIZED LOAN.** This type of loan is awarded on the basis of financial need. The federal government pays the interest on the loan (“subsidizes” the loan) until repayment begins and during authorized periods of deferment.

**B. UNSUBSIDIZED LOAN.** This type of loan is not awarded on the basis of need. Interest will be charged from the time the loan is disbursed until it is paid in full. A student must be an independent undergraduate or a dependent student whose parents are unable to get a PLUS loan.

**C. PLUS LOAN.** This type of loan is for the parent of a student who qualifies as a dependent student. The parent does not have to demonstrate “need” but must not have an adverse credit history.

### II. STATE SUPPORTED AID PROGRAMS

**NORTH CAROLINA COMMUNITY COLLEGE GRANT.** This is a need based grant established by the NC Legislature to provide funds to help meet the educational costs of NC residents attending community

colleges. To apply, the student must complete the Free Application for Federal Student Aid (FAFSA). Eligibility is based on the student being a NC resident, enrolled at least half time in an eligible curriculum program, maintaining satisfactory progress, meeting the Pell Grant eligibility requirements, and demonstrating financial need. Possible recipients are selected by the College Foundation of North Carolina, with each community college certifying that the student meets all eligibility requirements.

#### **NORTH CAROLINA EDUCATION LOTTERY SCHOLARSHIP.**

The Education Lottery Scholarship was created by the 2005 General Assembly to provide financial assistance to needy North Carolina residents. To apply, the student must complete the FAFSA. Eligibility is based on the student being a NC resident, enrolled at least half time in an eligible curriculum program, maintaining satisfactory progress, meeting the Federal Pell Grant requirements, and demonstrating financial need. Possible recipients are selected by College Foundation of North Carolina, with each community college certifying that the student meets all eligibility requirements.

**WELLS FARGO TECHNICAL SCHOLARSHIP.** Through a grant to the North Carolina Department of Community Colleges by Wells Fargo Bank, one scholarship is available annually to students in the second year of a two-year technical program. Selection is based upon need and scholastic performance during the first year of studies.

**STATE EMPLOYEE CREDIT UNION FOUNDATION SCHOLARSHIP.** The SECU Foundation established this two year scholarship program to assist North Carolina Community College students achieve academic success. Preference will be given to students whose parents or guardians and family members are public sector employees who live and work in North Carolina. To apply, students must have completed the FAFSA. In addition, the student must be full time, a U.S. citizen, have demonstrated leadership and excellence of character, and maintain a 2.5 or higher GPA. Scholarship amounts are \$5,000 per year. Recipients are selected by the Financial Aid Office. Information for the scholarship is available through the CVCC Financial Aid Office.

**VETERANS’ CHILDREN SCHOLARSHIP.** Children of certain veterans who were either killed in action, disabled while in the armed forces, a prisoner of war or missing in action for a certain period of time may be entitled to financial aid from the North Carolina Division of Veterans Affairs to attend CVCC. Students may apply through the local N.C. Division of Veterans Affairs Office.

**VOCATIONAL REHABILITATION AID.** By action of the United States Congress, any physically handicapped student may be eligible for financial aid and for scholarship assistance. If a prospective student has any physical limitations, the nearest office of the North Carolina Department of Vocational Rehabilitation should be contacted. If the student prefers, the CVCC Financial Aid Office may be contacted.

**OTHER AID.** In addition to the above programs, various companies and civic organizations provide scholarships to deserving students.

### III. SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID

Satisfactory Academic Progress (SAP) is a set of standards for financial aid progress to insure that all students receiving federal (Title IV) or state aid are making progress toward completion of a degree. The policy requires the measurement of satisfactory academic progress to include all periods of enrollment at the institution, including those periods for which the student did not receive any financial aid.

New federal regulations effective July 1, 2011, affect Satisfactory Academic Progress policies and procedures. The rules limit the length of time that students not making progress can continue to receive Title IV aid and require a more structured, comprehensive, and consistent approach to the development and implementation of institutional financial aid satisfactory academic progress policies.

#### PURPOSE, PROCEDURES, MONITORING, WARNING & SUSPENSION, APPEALS

##### PURPOSE

Institutions of higher education are required by federal regulations to establish minimum standards of satisfactory academic progress for students receiving financial aid. It is the expectation that students are to achieve minimum levels of progress toward completion of a degree. The progress is measured both qualitatively and quantitatively. The maximum timeframe for an academic program is divided into increments to ensure that the student is making sufficient progress toward completion of the degree. The institution will determine at the end of each increment (semester) if the student has completed a minimum of percentage of work toward completion of the degree. All semesters attempted at the institution will calculate in this determination, regardless of whether or not the student has received financial aid in the past. The Standards will apply to all students applying for or receiving federal or state aid.

The student is responsible for understanding the policy regarding Satisfactory Academic Progress and for being in compliance. The student is also responsible for understanding the consequences for noncompliance.

##### PROCEDURES

To be eligible for financial aid, students must meet the following minimum guidelines:

**QUALITATIVE STANDARD** - The student must maintain a minimum cumulative GPA of 2.00. Grades for developmental courses are not included in the semester GPA or cumulative GPA.

**QUANTITATIVE STANDARD** - The student must complete 67% (two-thirds) of all credit hours attempted from the beginning date of enrollment at the college. Developmental course hours are included in this measurement. Cumulative credit hours attempted will include all hours for which the student was enrolled as of the census date of the class (10% point of the class). Credit hours otherwise marked as forgiven under the previous Academic Forgiveness policy are included in hours attempted and hours completed if appropriate based on the grades received. Transfer credit hours that are accepted toward the student's educational program will count as both attempted and completed hours

**MAXIMUM TIME FRAME** - The student must successfully complete the program of study within the maximum timeframe. Federal regulations specify that the timeframe may not exceed 150% of the published length of the program as measured in credit hours. (If the academic program length is 65 hours the maximum timeframe for the program cannot exceed 97 credit hours attempted). Credit hours for developmental courses required by placement testing will be excluded (up to 30 credit hours) from the 150% calculation of hours. Transfer credits accepted from other schools that apply toward the student's program of study are included in the maximum timeframe.

##### MONITORING

The Financial Aid Office will monitor satisfactory academic progress for all students receiving or applying for federal or state aid to ensure that they are making progress toward program completion. The progress for

all students receiving federal or state aid will be reviewed at the end of each semester. **Students will be notified by email regarding the status.** Failure to receive notification will not change the student's status. Not enrolling for one or more terms does not change the student's status.

**CUMULATIVE CREDIT HOURS ATTEMPTED** Cumulative credit hours attempted are defined as all credit hours attempted at CVCC, and all credit hours transferred from other institutions. Attempted credits include courses with grades of A, B, C, D, F, or P (pass). Credit hours for which a grade of WP (withdraw passing), WF (withdraw failing), CS (continued study), or I (incomplete) or R (repeat) count as attempted hours.

**REPEATED COURSES** - will be counted as hours attempted, hours completed, and also toward maximum credits allowable for each type of program for financial aid. Only one repetition of a previously passed course may be counted in the enrollment status. A course that has not been passed may count in the enrollment status until the course has been successfully completed.

**CUMULATIVE CREDIT HOURS COMPLETED** - Credit hours successfully completed are defined as grades of A, B, C, D or P (pass). Credit hours with a grade of F, WP, WF, CS, I, or R do not count as successfully completed credit hours.

**AUDITED COURSES** - Credit hours taken for a grade of "audit" do not apply toward a degree program. The grade of "audit" is not included in determining status for financial aid and does not count in the calculation of satisfactory academic progress.

**INCOMPLETE GRADES** - Courses with grades of "I" (Incomplete) will be considered as credit hours attempted and not completed. Students who have made arrangements with the instructor to complete required course work are not required to re-register for the same class during a subsequent semester to complete the work. If the "incomplete" grade resulted in a student being placed on financial aid probation or suspension, once completed, the student must notify the Financial Aid Office to have progress reevaluated.

**CUMULATIVE GRADE POINT AVERAGE** - The minimum cumulative GPA for graduation at CVCC is 2.00. The student receiving financial aid must meet the minimum standard of the school.

**COURSE WITHDRAWALS** - Any student who withdraws from a class, either officially or unofficially should know how the withdrawal could affect the eligibility for financial aid as determined by the Satisfactory Academic Progress Standards. A withdrawal will count as attempted, but not completed credit hours. A grade of WP will affect the quantitative measure, but not the qualitative measure, as it will not count in the GPA calculation. A grade of WF will affect both the quantitative and qualitative measure, as it will count in the GPA. Financial Aid recipients should discuss the consequences of withdrawing from a class with the Financial Aid Office before doing so.

**DEVELOPMENTAL COURSES** - Federal regulations allow financial aid recipients to take a maximum of 30 credit hours of developmental coursework. Developmental courses are included in the calculation of satisfactory progress in the quantitative measure (hours attempted versus completed). The grade received for the developmental class, however, is not included in the GPA. To remain in good standing, students enrolled in developmental courses must receive grades of A, B, or C, or P.

**TRANSFER STUDENTS** - All transfer credit hours granted to the student will be included in the measurement of maximum timeframe. Transfer credit hours that are accepted toward the student's educational program will count as both attempted and completed hours.

**CHANGE OF MAJORS** - Students who change majors without graduating from a program will assume the timeframe of the new major and all hours previously attempted will count toward the maximum timeframe of the new major. Frequent changing of programs without graduating could result in the loss of federal or state eligibility. If a student graduates from a program of study and desires to pursue another program, the student will assume the maximum timeframe of the new program less any attempted hours related to courses not required in the program previously completed. A student is allowed to receive financial aid for the completion of only two academic programs.



**DOUBLE MAJORS** - Students who choose to double major (pursue multiple programs at the same time) will assume the maximum timeframe of only one academic program.

**SUMMER SESSION** - Credit hours attempted and earned during the summer session are included in the calculation of Satisfactory Academic Progress. Full-time status is the same for summer session as it is for the fall and spring semesters (12 credit hours).

**ENROLLMENT STATUS** - Full time (12 credit hours or more), 3/4 time (9-11 credit hours), 1/2 time (6-8 credit hours), less than 1/2 time (less than 6 credit hours)

### **WARNING AND SUSPENSION**

**Warning** - The minimum credit hour completion requirement (quantitative measure) and the minimum GPA academic standards (qualitative measure) are assessed at the end of each term. **If a student does not have a 2.0 cumulative grade point average (GPA) AND pass at least 67% of the credit hours on a cumulative basis, the student is placed on WARNING for the next term attended.** (Remember this calculation is done on all classes attempted from the beginning date of enrollment at CVCC). The student will be notified by email at the end of the semester if he/she is in the **WARNING** status. Financial aid may be received during this **WARNING** term.

For students in clock hour programs, the review of progress will be done at the point the scheduled clock hours for that payment period are successfully completed. In order for the student to be eligible for the next payment period, the student must have successfully completed both the clock hours and the weeks of instructional time for the required period.

**SUSPENSION** - At the end of the **WARNING** period, students whose term completion rate and GPA do not meet SAP standards (67% completion of all hours attempted and a 2.0 cumulative GPA) will be on **SUSPENSION**. Students who are suspended will no longer be eligible to receive financial aid. At this time, the student must pay for college expenses each semester until the SAP standards are met or submit an Appeal if documentation can be provided to indicate extenuating circumstances that impacted academic performance.

**AFTER SUSPENSION** - Other than when an Appeal is granted, a student can reestablish eligibility of financial aid only by taking action that brings the student in compliance with the qualitative and quantitative components of the Satisfactory Academic Progress Policy, including the maximum timeframe. It may be in the best interest of the student to consider taking fewer credit hours, which will allow the student to focus on achieving a higher GPA and completion rate. The student may, at any time, request to have eligibility reevaluated by the Financial Aid Office.

**It is the student's responsibility to be aware of the Satisfactory Academic Progress Standards for financial aid eligibility.** When placed on **Warning** or **Suspension**, the student is notified by the CVCC email account. If the necessary action is taken by the student to bring the student back in compliance with the qualitative and quantitative components of the Standards, financial aid (depending on the availability of funds) is reinstated at the beginning of the next term of attendance, if otherwise eligible.

### **APPEALS**

**SAP APPEALS** - A student may appeal the Suspension of financial aid by obtaining a **Satisfactory Progress Appeal Request** form online at [www.cvcc.edu](http://www.cvcc.edu) and indicating in writing: a) reasons why he or she did not achieve minimum standards, b) reasons why his or her eligibility should not be terminated, but reinstated. Appeals must be submitted in writing with supporting documentation explaining any unusual circumstances that caused the student's academic progress to be less than required. Federal regulations give some examples where allowances might be made for mitigating circumstances. Mitigating circumstances are defined as (1) death of a relative of the student, (2) an injury or illness of the student, (3) other special circumstances causing undue hardship to the student and beyond reasonable control of the student. An **Appeal** cannot be based on the student's lack of knowledge regarding the policy or simply the

need for financial aid. An **Appeal** will be automatically rejected if no documentation is provided.

A student suspended for exceeding the maximum hours allowed for degree completion should complete the **Financial Aid Satisfactory Progress Appeal Request** form and have an academic advisor submit in writing the remaining hours required for degree completion if extenuating circumstances require the student to exceed the maximum hours limit.

The **Financial Aid Satisfactory Progress Appeal Request** form should be submitted to the Director of Financial Aid by the first day of the next semester of enrollment, to ensure a timely decision as it relates to payment of tuition and books. Once the **Financial Aid Satisfactory Progress Appeal Request** is received, the Director may have 14 days from the beginning of the current semester date to make an eligibility determination.

Students on financial aid **Suspension** who are seeking to regain eligibility for financial aid through the **Appeal** process will remain ineligible for assistance until the **Appeal** process is completed and an affirmative decision has been made. Students on financial aid **Suspension** should not depend on financial aid to pay for costs of registration, but should be prepared to pay from their own resources pending the outcome of their financial aid **Appeal**. The student will be reimbursed if the **Appeal** is approved.

**Probation on Appeal** - If an **Appeal** is approved, the student will be placed on **Probation by Appeal**. This status will hold the student to a higher term-based standard for SAP evaluation. **Probation on Appeal students must earn a minimum term-based GPA of 2.50 (or equivalent if course is repeated) and complete 100% of hours attempted for the term.** Those meeting the standard will continue in this status until they regain full satisfactory SAP status (67% completion and 2.0 cumulative GPA). Failure to meet the **Probation on Appeal** conditions each semester will result in **Suspension** of aid. Students may want to consider reducing the number of attempted hours per semester in order to maintain satisfactory progress.

**Appealing the 150% Timeframe Rule** - Students who wish to appeal the 150% timeframe rule are required to complete the Financial Aid Satisfactory Progress Appeal Request form and have an academic advisor complete the Academic Plan form to determine how many courses remain toward graduation. The advisor must provide the student with an educational plan that will allow the student to complete the degree. The student must successfully complete 100% of everything attempted from that point forward to complete the degree (no withdrawals, no incompletes, and no grades lower than a C). If the student fails in these requirements, the aid will be permanently suspended.

It is your responsibility to understand this policy. If, at any time, you have questions regarding the policy, please see the Financial Aid Office.

## **IV. LOCAL SCHOLARSHIPS AND FINANCIAL AID**

### **A. CVCC FOUNDATION SCHOLARSHIPS**

The Catawba Valley Community College Foundation, Inc., is a nonprofit organization that provides the community a vehicle through which investments may be made in the education of CVCC students through scholarship funds. These scholarship funds provide an opportunity for each student to compete for funds to pay for his/her education. Scholarships are provided through tax-deductible gifts from individuals, businesses, community organizations, and CVCC alumni. All CVCC students are invited to submit a scholarship application. One scholarship application initiates the application/eligibility process for all Foundation scholarships. When the CVCC student enrollment form is activated, an invitation to apply for a CVCC Foundation Scholarship is sent via the email address or home address found on the enrollment form. The CVCC Foundation Scholarship selection is a continuous process. Each student is encouraged to return the scholarship application as soon as possible for access to the scholarship process.

# STUDENT LIFE

## STUDENT SERVICES

Student Services provides entry, support, and transition services to curriculum students. A definitive program of services is offered to assist a student in satisfactorily selecting, entering, progressing within, and completing a program of study. In addition, a student is provided with numerous opportunities for personal development and social growth through a variety of planned activities.

**ACADEMIC ADVISING.** Each curriculum student enrolled in a degree, diploma or certificate program will have access to academic advising through an assigned advisor or through the Advising Center. This determination is made during the Admissions interview and will be communicated to the student as appropriate for the program of study. The purpose of academic advising is to assist the student with planning a course schedule, registration, program sequence and completion, graduation review, and general academic advising.

**ADVISING CENTER.** The Center is currently located in the lower level of the Student Services Building. Hours are posted at the Center. The phone number is (828) 327-7000, ext. 4687.

**CAREER SERVICES.** (828) 327-7000, ext. 4690.

**CAREER COUNSELING.** Individual career counseling is available to all students who are interested in discussing their career interests, choice of program, and career goals. Career assessments and career reference information are used to assist students in examining their interests, values, and skills to explore career options. Assessments available include: Self Directed Search, Myers-Briggs Personality Type Indicator, E-Discover, and Bridges Career Planning Tools.

**JOB PLACEMENT.** Students have access to jobs listed by employers who call the Career Services Office for assistance. The office has listings for full-time, part-time and temporary jobs. Current students, former students, and graduates of curriculum programs are eligible for placement services. Other services available include: personal assistance with resume preparation, forwarding resumes, job fairs, workshops, and on-campus interviews.

**COOPERATIVE EDUCATION.** Co-op is a curriculum (credit) course that can provide on-the-job work experience for students enrolled in eligible programs. Students work in jobs related to their program of study and receive course credit for the learning that takes place on the job. Not all programs have Co-op as an option and there are requirements that students must meet prior to enrolling in a Co-op course. Co-op options for eligible programs are listed in each program of study. Interested students may contact their advisor or Career Services.

**COMMUNITY CONNECTIONS.** Getting an education is more than just gaining textbook knowledge. It's about exploring the world . . . and yourself. At CVCC, we've developed a one-of-a-kind bundle of student privileges called "Community Connections" that enriches your mind and your body. From a partnership with the affiliates of the United Art Council to a free YMCA membership, students receive the benefits of a diverse, all-encompassing education. For more information, contact the Office of Student and Community Engagement at 828-327-7000, ext. 4130.

**COUNSELING.** Counselors are available to assist students in solving academic and vocational problems. If at any point, the counselor or student determines that the student's ability to benefit from campus services is limited, the counselor will recommend appropriate resources and suggest these alternatives to the student.

**E-MAIL ACCOUNTS.** All students are assigned a CVCC email address within 5 business days of their meeting with Admissions. Students are expected to read their email daily as the college shares valuable information with students regarding financial aid awarding, registration, campus safety alerts and general news.

**FINANCIAL ASSISTANCE SERVICES.** Consistent with the open door admissions policy, it is the intent of the college administration that no person be denied the opportunity to pursue financial assistance. Therefore, scholarship and financial assistance information is available during the admissions counseling process. The Director of Scholarships and Financial Aid is available to assist students and potential students in planning for the financial support of their education.

**GED TESTING.** The High School Equivalency GED (General Educational Development) tests are administered on a regularly scheduled basis. Contact the Testing Center at 828-327-7000 ext. 4260 for the GED testing schedule.

**HEALTH SERVICES/INFORMATION.** No formal health care program for students is provided. However, the Student Government Association shall include in its annual program planning various health related activities. These may include presentations by college personnel or outside health care agencies on substance abuse, HIV, wellness, nutrition, or other vital health care topics. Any student, faculty or staff health related emergencies are referred to area health care agencies. CVCC has developed a policy designed to protect all employees and students in the workplace from exposure to bloodborne pathogens. A copy of the policy is on file in the office of the Executive Officer of Student Services.

**HOUSING.** Catawba Valley Community College primarily serves students within commuting distance of the campus. CVCC has no dormitory or housing facilities.

**NEW CHOICES: STRATEGIES FOR SUCCESS.** This program is designed to assist displaced homemakers in the Catawba Valley. If an individual has recently experienced the death or disability of a spouse, separation or divorce, layoff or long-term unemployment of a spouse, New Choices may be able to help. Potential participants are individuals who have worked mainly without pay to care for home and family, have few job skills, and are unemployed or having trouble finding a better job. Services may include career exploration, job preparation (resume writing, interviewing skills), job search, financial assistance with education (tuition/fees, books/supplies, transportation, child care), goal setting, information/referral, workshops/seminars, and moral support. For more information, call 828-327-7000, ext. 4408.

**ORIENTATION-Preview: New Student Orientation & Registration** is required of all new students. Upon completion individuals will be allowed to register for courses. Preview is offered prior to the Fall and Spring semesters. This one-day orientation introduces individuals to information students will need to navigate on campus, explore career options, and register for upcoming courses. Participants will also be instructed on how to access on-line classes, student accounts, grade information, and payment options through CVCC's student software.

**PROGRAM FOR STUDENTS WITH DISABILITIES.** A program of services is provided for students with disabilities. Individuals with disabilities (as defined in the Americans with Disabilities Act of 1990) wishing to make a request for reasonable accommodation or wishing to file a complaint of alleged discrimination on the basis of disability should contact the Counselor for the Program for Students with Disabilities by phone at 828-327-7000, extension 4222 or by mail at 2550 Highway 70 SE, Hickory, NC 28602. It is the student's responsibility to request these services. Current documentation of the disability by an appropriate professional will be required. All information is kept confidential. Students will be required to sign a release of information form before any special contact is made to arrange accommodations. Requests for reasonable accommodation should be made several weeks in advance to allow sufficient time for accommodations to be arranged.

### STUDENT RESOURCE GUIDE 2013/2014

College policies and procedures are applicable to all students enrolled at CVCC, whether part time, full time, auditing, special credit, or non-credit. These policies and procedures are outlined on our web sites at [http://www.cvcc.edu/About\\_Us/Policies/](http://www.cvcc.edu/About_Us/Policies/) and [http://www.cvcc.edu/About\\_Us/Procedures/](http://www.cvcc.edu/About_Us/Procedures/). Please contact the Executive Officer of Student Services if you have questions about college policies or procedures. Information contained in this document is subject to change without notice. CVCC is an equal opportunity/affirmative action institution.

**SPECIAL PROGRAMS.** Students needing assistance with childcare funding or other supportive services such as temporary funding of tuition, books, supplies or transportation should contact the Director for Special Programs in the Learning Assistance Center (LAC). Each year special grant applications are made, and there may be funds for financial assistance. Applications are available in the Learning Assistance Center (LAC) and Student Services and are distributed to the "most in need" as long as funds last. "Most in need" is determined by information submitted on the Free Application for Federal Student Aid (FAFSA).

**TESTING SERVICES.** Students applying for degree, diploma, and certificate programs may be required to complete certain placement tests. CVCC utilizes the COMPASS testing program developed by American College Testing (ACT) to assess reading, writing, and numerical/algebra skills. The OPAC software program is utilized to assess computer literacy skills. Test results are used by academic advisors to place students in appropriate courses and thereby maximize their opportunities for success. Placement test scores are not used for determining admission to the College, but may be required to satisfy certain program of study requirements. Students are provided appropriate information on placement testing including the placement testing schedule during the admissions process. COMPASS and (ASSET) test scores are valid for a period of three years. If the test scores expire before required courses are taken, then the student must retest.

**RE-TESTING GUIDELINES.** Students enrolled in developmental courses at CVCC have the opportunity to demonstrate academic competencies on pre-tests and/or post-tests in the course. Therefore, re-testing on the college placement test is generally not considered productive.

A placement test may not be retaken except as follows: The original test score is believed to be invalid due to illness, interruption, or other problems during test administration as determined by the Testing Services staff or the appropriate dean.

Students may retest if original test scores have expired. Students may re-test once per academic year if evidence of instructional intervention in the academic competency to be re-tested is provided.

The student may re-test after completing a pre-approved plan for alternative remediation. The alternative remediation plan must consist of a minimum of 80 hours or the equivalent to 80 hours of appropriate study under the tutelage of an instructor with a Bachelor's degree in English, Reading, or Math. Plan objectives, syllabus, and assessment procedures must be submitted to the appropriate Department Head when the student applies for permission to complete remediation. In the case of Early College High School (ECHS) students, the principal of the ECHS will submit the plan for all ECHS students wishing to pursue alternative remediation for a particular semester.

Alternative remediation plans must be pre-approved by the appropriate person listed below:

English and Reading - Department Head, Humanities  
Math - Department Head, Mathematics

A re-test is authorized by the mathematics department head, the humanities department head, or the Dean. These individuals will submit a re-testing referral form to the Testing Services staff to authorize a re-test.

The Testing Center also offers entrance exams for health programs, proctoring services, GED testing and CLEP.

**VETERANS AFFAIRS.** Special needs and information about policies and procedures for veteran students and dependents using VA benefits are provided by the Veteran Certifying Officials in Student Services, and the local county VA offices. Students desiring to use VA Educational benefits should come to Student Services for CVCC program information and admissions requirements. Students must be accepted in a VA approved program of study and meet all institutional and VA requirements before certification can be made to the Veterans Administration. The specific application for benefits can be made on line at [www.gibill.va.gov](http://www.gibill.va.gov). Additional information regarding benefits, eligibility, policies, and procedures may be obtained from these offices.

**VA students are responsible for the payment of all tuition, fees, and books at registration.** VA payments are made directly to the student after classes have begun, and may take sixty days or more for initial enrollment.

- V.A. benefits will reimburse only the courses required in one specific program of study.

The Veteran Certifying Officials in Student Services are responsible for (1) maintaining the appropriate records regarding veteran enrollment and progress within an educational program, and (2) notifying the Veterans Administration of any change affecting the recipients enrollment status. Students receiving VA benefits must immediately notify the VA representative in Student Services of any change in their status to include dropping

or adding classes, program changes, or new names and addresses. CVCC Student Services representatives are NOT employees of the Veterans Administration and are not responsible for VA policies, rules, or public laws which determine eligibility or payments. This includes, but is not limited to, the requirement that only required classes which specifically meet a graduation requirement for the approved program can be certified to the VA for the payment of benefits. Failure to comply with requests for documentation from the VA Certifying official(s) at CVCC may result in processing delays for benefits. Students using VA benefits must comply with all college satisfactory academic process guidelines and remain in good academic standing to continue receiving benefits. For additional information see the VA web page at: [http://www.cvcc.edu/stud\\_serv/FinancialAid/va.htm](http://www.cvcc.edu/stud_serv/FinancialAid/va.htm).

## HOURS OF CLASSES

Students may attend Catawba Valley Community College on either a full-time or part-time basis. Day classes are normally scheduled between 8:00 a.m. and 5:00 p.m., Monday through Friday. Evening classes are normally scheduled between 5:00 p.m. and 10:00 p.m., Monday through Thursday. Some classes are also scheduled on weekends, Friday evening and Saturday daytime.

## STUDENT CENTER

The Student Center, a place to meet and eat, is one of the focal points of campus social life. A cafeteria-style snack bar, dining area, outdoor patio, and television help fill leisure moments and relieve study pressures. The Student Center is also available to provide a relatively quiet but relaxed atmosphere in which students may constructively use time for academic preparation.

## TROVE COLLEGE STORE (Bookstore)

The College operates a well-stocked, walk-in, self-service college store, the Trove, at which most required books, supplies, and tools are available. In addition, other items of student interest may be purchased. While operating primarily for the students, the Trove is open to the general public and is located in the Student Center.

## LEARNING ASSISTANCE CENTER (LAC)

The Learning Assistance Center is an academic support center offering walk-in tutorial assistance to Catawba Valley Community College students who are experiencing academic difficulties or wanting to improve their academic performance. Individual assistance is available in all levels of mathematics, science, writing, and study skills. Computer-assisted instruction, video instruction and Internet access are also available.

In addition, students who are making grades of 80 or below or who are retaking a class are eligible for free tutorial help. Students interested in either using the Learning Assistance Center or receiving a tutor should contact the Learning Assistance Center for additional information.

Also available is the Peer Mentoring Program. The program is designed for new students who are nervous about going to college, need to learn or improve study skills, and/or need a little extra help and guidance. The Program provides academic and personal support to new students experiencing the challenges associated with the first semester college experience.

## LIBRARY

The Library is located on the second floor of the Cuyler A. Dunbar Building. Its primary function is to support instruction and provide necessary resources to the students in each of the curricula areas. Library patrons consist of both students and the public. The Library has a capacity of 201 students with a collection of 30,000 volumes. Eight individual study rooms and two group study rooms are available for use.

## STUDENT ACTIVITIES

CVCC encourages student co-curricular activities and student organizations that promote student growth. Organizations and activities shall be open to all students regardless of race, color, sex, religion, disability, or national origin.

**STUDENT GOVERNMENT.** Each curriculum student enrolled at CVCC is automatically a member of the Student Government Association (SGA). SGA is intended to be a vehicle through which students have input into CVCC decisions and into the general welfare of students. The goals of this organization are to encourage student-faculty cooperation; provide democratic action in school activities; coordinate student activities; and maintain high standards for the school by upholding high personal standards of conduct. The SGA President is a nonvoting member of the Board of Trustees.

All on and off campus fund-raising activities and other on-campus solicitation activities by students and/or student groups must be approved in advance in accordance with guidelines established by the President's Cabinet. Procedures for organizing student activities and for establishing student organizations shall be established by the Executive Officer of Student Services or designee. CVCC does not support campus organizations typically known as social fraternities and sororities.

**Ambassadors for Christ** provide regular chances to study and discuss the Bible, worship and pray in a group setting.

Advisor: Kenneth Mann, kmann@cvcc.edu, 327-7000 ext. 4495.

**American Chemical Society's Student Affiliate Society** of CVCC gives chemical science students practice in professional areas, including preparing and presenting technical material before chemical professionals.

Advisor: Kim Browning, kbrowning@cvcc.edu, 327-7000 ext. 4536.

**Architectural Technology Club** gives members a chance to network with practicing professionals through an annual portfolio day. Latest trends and developing technologies, including green building, will be a focus of club meetings. Members will volunteer with a local non-profit that can use their unique skills. Advisor: Lynn Preslar, lpreslar@cvcc.edu, 327-7000 ext. 4302.

**ASIA: Asian Student International Association** is a club of all nationalities to raise awareness of Hmong and other Asian issues.

Advisor: Betty Petersen, bpetersen@cvcc.edu, 327-7000 ext. 4441.

**Association of Respiratory Therapy Students** promotes professionalism in respiratory care students. Members are involved in promoting healthy lifestyles and providing assistance at an asthma camp for children. Advisor: Cathy Bitsche, cbitsche@cvcc.edu, 327-7000 ext. 4391 and Advisor: Robin Ross, rross@cvcc.edu, ext. 4462.

**Automotive Systems Technology Club** includes all automotive systems technology students. Members tour assembly plants, go to races and volunteer with many campus events.

Advisor: Shawn Mull, smull@cvcc.edu, 327-7000 ext. 4234.

**Biology Club** members promote community service, service learning and outdoor recreation. Activities include wetlands restoration, biodiversity surveys, and waterfall hikes. Advisors: Emily Whiteley, ewhiteley@cvcc.edu, 327-7000 ext. 4361, and Tracie Jefferies, tjeffries@cvcc.edu, 327-7000 ext. 4540

**Bridge the Gaps** provides a forum to address the issues caused by gender bias and to find ways of making changes to these inequalities through group research and community involvement.

Advisor: Betty Petersen, bpetersen@cvcc.edu, 327-7000 ext. 4441.

**Business Leaders of Tomorrow** provides out-of-the-classroom learning and experience to office administration, business, accounting and entrepreneurship students. Opportunities abound to build business and community relationships. Members are often able to attend conferences, seminars, and participate in educational trips. Advisor: Brenda DeLee, bdelee@cvcc.edu, 327-7000 ext. 4673 and Advisor: Selena Maxie, smaxie@cvcc.edu, ext. 4307.

**Certifiable** members work on campus computer projects and prepare for industry certifications. Advisor: Tonya Stephens, tstephens@cvcc.edu, 327-7000 ext. 4109.

**Chess Club** members get together to enjoy playing chess!

Advisor: Kenneth Mann, kmann@cvcc.edu, 327-7000 ext. 4495.

**CKI (Circle K, affiliated with Kiwanis International)** is the largest collegiate community service, leadership development and friendship organization in the world. Members work on campus and community service projects throughout the year. Advisor: Annis Shields, ashields@cvcc.edu, 327-7000 ext. 4458, and Krysten Buchanan, kbuchanan@cvcc.edu, 327-7000 ext.4691.

**Collegiate Music Educators Club** helps students become aware of employment in music education and performance. Members are exposed to professional learning opportunities in music and receive material about continuing music education at four-year institutions.

Advisor: Amalie Hinson, ahinson@cvcc.edu, 327-7000 ext. 4418.

**Cosmetology Club (The Cutting Edge)** fosters the development of skills necessary to become successful cosmetologists. Members have a variety of activities and field trips.

Advisor: Tammy Muller, tmuller@cvcc.edu, (828) 327-7000 ext. 4108.

**CVANS** gives nursing students an opportunity to complete service projects in the community. Advisor: Eleanor Bloomfield, ebloomfield@cvcc.edu, 327-7000 ext. 4335, and Robin Cladwell, rcaldwell@cvcc.edu, 327-7000, ext. 4299

**CVCC CRU (Campus Crusade for Christ)** is an international organization that seeks to develop tomorrow's leaders by embracing the purpose, love and forgiveness that God offers them in a relationship with Jesus Christ. Advisor: Ari Sigal, asigal@cvcc.edu, 327-7000 ext. 4355.

**CVCC CyberWatch** promotes the study and practice of computer forensics and information assurance. Members compete in the Mid-Atlantic Cyber Collegiate Cyber-Defense competition. Advisor: Tom Foss, tfoss@cvcc.edu, 327-7000 ext. 4794.

**Debate Club** provides members with a chance to learn the intricacies of formal debate. Advisor: Kenneth Mann, kmann@cvcc.edu, 327-7000 ext. 4495.

**Electroencephalogram Club** members help market the END professions. Fundraising activities throughout the year mean club members can attend statewide seminars and workshops. Advisor: Eric Jarrett, ejarrett@cvcc.edu, 327-7000 ext. 4514.

**Emergency Medical Science (EMS) Club** gives members exposure to EMS activities not generally found in the classroom. The club actively promotes participation in the EMS curriculum as well as in college-wide activities. Advisor: Nimon Badgley, nbadgley@cvcc.edu, 327-7000 ext. 4347.

**Entrepreneur Club** fosters the use of entrepreneurial thinking and helps develop the skills necessary to become successful business owners or managers. Members have a variety of activities during the school year, including speakers' forums, field trips and special projects.

Advisor: Gary Muller, gmuller@cvcc.edu, 327-7000 ext. 4672.

**Environmental Life Science Club** promotes networking among ELS students through field trips and participation in contests.

Advisor: Darrell Kiser, dkiser@cvcc.edu, 327-7000 ext. 4238.

**Geology Club** provides students with access to field trips and research opportunities in geology and environmental science. Volunteering, community service and stewardship are all practiced by the club. Advisor: Joanna Connolly, jconnolly@cvcc.edu, 327-7000 ext. 4534.

**Information Systems Security Club** keeps members current on the latest security issues and fixes, promotes the CVCC information security program to high schools and in the community, and provides a scholarship for a student in the curriculum program. Advisor: Rick Barnes, rbarnes@cvcc.edu, 327-7000 ext. 4312.

**Minority Males on the Move** encourages minority males to attend and graduate from CVCC. Members explore employment opportunities and seek to prepare minority males with the right college courses.

Advisor: Julian Larry, jlarry@cvcc.edu, 327-7000 ext. 4573.

**Phi Theta Kappa** is an international honor society that recognizes and encourages scholarship, leadership, service and fellowship. Membership invitations are extended to students who excel academically and in their service. Members participate in campus and community projects. Advisor: Teresa Sumner, tsumner@cvcc.edu, 327-7000 ext. 4389.

**Polysomnography Club** members are often found participating in community events promoting improved health care and good sleep hygiene. They actively promote the "Polysom" program throughout the area to ensure a continued pipeline of quality applicants. Advisor: Sarah Hoffman, shoffman@cvcc.edu, 327-7000 ext. 4517.

**Radiography Club** promotes communication among radiography students. Members attend a conference each year where they network with radiography professionals.

Advisor: Bruce James, bjames@cvcc.edu, 327-7000 ext. 4132.

**REFABS: Raising Expectations for All Black Students** promotes awareness and dialogs on race. Members are frequently involved in campus and community service projects.

Advisor: Betty Petersen, bpetersen@cvcc.edu, 327-7000 ext. 4441.

**Rotaract (affiliated with Rotary International)** is a service club that gives members an opportunity to work on campus and community projects. Advisor: Teresa Biggs, tbiggs@cvcc.edu, 327-7000 ext. 4288; Advisor: Steve Hunt, shunt@cvcc.edu, ext. 4570; Advisor: Mary Beth Sjaardema, msjaardema@cvcc.edu, ext. 4282.

**Seeds of Service (SOS)** is a dynamic club that is active in tons of service activities on campus and in the community. The club annually sponsors the CVCC "Run of the Mill" 5k with proceeds going to local charities. Advisor: Staci Wilson, stwilson@cvcc.edu, 327-7000, ext. 4525; Advisor: Amy Bechtol, abecht@cvcc.edu, ext.4377; Advisor: Amanda Crouse, acrouse@cvcc.edu, ext. 4365; Advisor: Aden Cranford, acranford@cvcc.edu, ext. 4575.

**Skills USA** unites students in industrial, technical, health occupations and vocational trades. Club members acquire leadership skills, learn about and promote high professional standards and share in establishing career goals. Advisor: Randy Caudill, rcaudill@cvcc.edu, 327-7000 ext. 4561.

**Student American Dental Hygiene Association** gives dental hygiene students a chance to volunteer for and participate in community events. Guest speakers regularly present lively topics. Club members attend statewide scientific meetings. Advisor: Debbie LeFevers, dlefever@cvcc.edu, 327-7000 ext. 4157 and Advisor: Connie Preiser, cpreiser@cvcc.edu, ext. 4440.

**Student Government Association (SGA)** sponsors activities open to all currently enrolled curriculum students. SGA activities promote cultural, social, physical, and academic growth. Programs sponsored include Fall and Spring Fling, N4C SGA conferences, co-curricular activities, volleyball and basketball, and much more! Advisor: Bo Glenn, bglenn@cvcc.edu, 327-7000 ext. 4388; Advisor: Debra Cook, dcook@cvcc.edu, ext. 4342; Advisor: Linda Lutz, llutz@cvcc.edu, ext. 4130; Advisor: Anne Williams, awilliams@cvcc.edu, ext. 4285.

**Student Photographic Society** is a chapter of the national group sponsored by Professional Photographers of America. The club is involved in loads of campus and community events photographing and displaying their works.

Advisor: Clayton Joe Young, jyoung@cvcc.edu, 327-7000 ext. 4467.

**Surgical Technology Club** members participate in campus blood drives, walk in community walk-a-thons and raise funds for surg tech "extras", like a very special pinning ceremony.

Advisor: Carol Harrison, charriso@cvcc.edu, 327-7000 ext. 4332.

**Theater Arts Club** gives all students a chance to be involved in theatrical events like dramatic readings, one-act plays and storytelling. Follow on Facebook: <http://www.facebook.com/cvcctheatreartsclub>.

Advisor: Kim Stinson, kstinson@cvcc.edu, 327-7000 ext. 4406.

## CVCC FOUNDATION

The Catawba Valley Community College Foundation is an autonomous non-profit organization created to foster and promote growth, progress, and the general welfare of Catawba Valley Community College. Since its incorporation in July 1984, the CVCC Foundation Board of Directors and staff have worked to develop and extend private financial support to CVCC and its programs and services, and to aid the college in various other ways. One of the avenues of assistance being developed by the CVCC Foundation is a student-centered endowment that will provide funding for unrestricted scholarships, student support, professional development, academic support, and college environment enhancements.

## VISITORS ON CAMPUS

**VISITORS/CHILDREN ON CAMPUS/SOLICITORS/FREE SPEECH, PUBLIC ASSEMBLY, AND DISTRIBUTION/PETITIONING** Visitors are defined as anyone other than CVCC personnel, officially enrolled students, members of the Board of Trustees, and members of the CVCC Foundation Board.

Visitors are permitted (and welcomed) on CVCC property for participation in or attendance at CVCC sponsored or approved activities/events and for use of the CVCC library facility.

Employers wishing to recruit on campus must coordinate their visit with the Director of Career Services or the Director of the Alexander Center for Education.

Media representatives are encouraged to inquire with the Public Information Officer prior to interviewing, photographing or videotaping employees or students on the various CVCC campuses. See also CVCC policy 4.2 (Authorized Spokesperson).

Visitors must comply with all other CVCC policies including the CVCC policy on free speech, public assembly, distribution/petitioning, and the CVCC policy on solicitation.

Visitors may be required to provide personal identification to CVCC officials or campus security. Visitors who do not comply with requests for identification, or who interfere with the normal operations, functions, or learning environment of CVCC, will be asked to leave. Individuals who refuse to leave will be considered trespassing and will be subject to arrest. CVCC shall not be held responsible for accidents or injuries to visitors who are in violation of CVCC policies.

## CHILDREN ON CAMPUS

For the purposes of this policy, a child is defined as any youth under the age of 16 who is not officially registered in a CVCC class or Challenger High School class.

Children accompanying employees, students, or visitors of CVCC must be under the constant supervision of a responsible adult while on CVCC property, or on the site of any approved off-campus class or other CVCC event. Employees of CVCC have assigned duties and cannot take supervisory responsibility for any unattended children of employees, students, or visitors. Children should not be unattended in any CVCC facility at any time.

CVCC assumes no responsibility or liability for children, or for any accidents or injuries to children.

Students, faculty, and staff are expected to arrange for their personal childcare away from the work site. An employee must have the approval of his/her supervisor to bring a child to the workplace during working hours due to an emergency situation at home. Sick children should not be brought to campus.

Children accompanying employees, students, or visitors are not permitted in classes, labs, or other learning environments.

Persons receiving CVCC services may be refused service if accompanied by a child who will be unattended during the time the patron is receiving services, or if accompanied by a child who is disruptive to CVCC operations. CVCC personnel are not expected to provide supervision of such children.

If children are left unattended, CVCC may notify law enforcement personnel and/or the Department of Social Services.

## SOLICITATION

For purposes of this policy, solicitation is an oral or written request/notice for, or effort to achieve, a contribution, a donation, or a sale/purchase of goods or services on any property owned, leased, or under the jurisdiction of CVCC.

Solicitation for commercial (for profit) purposes that is not a routine and necessary part of CVCC's normal operations, activities, or functions is restricted as to time, place, and manner and must be approved in accordance with procedures established by the President (or designee). Such solicitation may not utilize state property. Such solicitation must not interfere or disrupt the normal operating and learning environment at CVCC. Fees for use of building or grounds space may be assessed. Specifically prohibited is the distribution of printed solicitation material

on parked vehicles and on CVCC bulletin boards.

CVCC students and employees may utilize certain bulletin boards designated by the President (or designee) to advertise the sale of used personal items. The President (or designee) shall establish procedures and guidelines for such usage.

Solicitation for charitable, community service, not-for-profit, or civic purposes must be approved in accordance with procedures and guidelines established by the President (or designee). Such solicitation must not interfere or disrupt the normal operating and learning environment at CVCC.

### **FREE SPEECH, PUBLIC ASSEMBLY, AND DISTRIBUTION/PETITIONING**

Consistent with its educational mission, CVCC encourages the free exchange of ideas on campus, while assuring that other important CVCC interests and activities are not infringed upon or disrupted. CVCC recognizes the value of providing students, faculty, staff and others the opportunity to assemble and communicate with one another, as well as to distribute informative printed material to members of the CVCC community. CVCC is committed to protecting First Amendment rights of individuals and supports reasonable opportunity for people to distribute printed materials and to engage in other forms of expression and assembly on campus (collectively termed "expression activities" for purposes of this policy). Except with respect to commercial expression, and expression (e.g., obscenity, defamation, fighting words, harassment) which the Supreme Court has held constitutes content which can be proscribed, CVCC will not make decisions or take actions based on the content of expressive activities on campus. However, the President shall establish restrictions, unrelated to the content of noncommercial expression, on the time, place and manner of use of CVCC facilities for expression activities so that other important CVCC interests and activities are not infringed upon or disrupted. Such restrictions shall be published as part of the procedures for obtaining authorization to use CVCC facilities for expression activities. All persons engaging in expression activities must observe such restrictions. Failure to comply with established restrictions may result in sanctions including, but not limited to, charges of trespass and forfeit of the right to use CVCC facilities for further expression activities.

Unlawful conduct is not permitted. Unlawful conduct is conduct that is prohibited by Federal, State, or local law or regulation, or that violates one or more rights of a person or entity under the common law of North Carolina.

In order to provide opportunity for access to multiple and diverse persons/groups, the President (or designee) may establish procedures and/or guidelines to regulate use by a single person/group.

Individuals have the right to dissent to the expression activities of another. However, such right to dissent shall not interfere with the authorized expression activities of another and need not occupy the same forum at the same time.

Use of public address systems or amplified sound is not permitted.

Duly authorized persons/groups may distribute printed materials by hand within designated areas on the condition that such material is for informational (not commercial) purposes. Such persons/groups shall be responsible for any clean-up costs associated with the distribution of such materials. Printed materials may not be distributed through CVCC's internal mail system.

Persons/groups utilizing CVCC facilities must comply with CVCC Policy 6.2 (Use of CVCC Facilities, Approval, Fees, Appropriate Use).

CVCC reserves the right to immediately terminate any expression activities otherwise permitted by this policy if in the judgment of CVCC officials, continuation of such activities will result in: (a) danger to participants or others; (b) unlawful conduct by participants or others; or (c) interference with disruption or disturbance of the CVCC's educational mission, operations, business, or functions.

### **STUDENT CONDUCT POLICY**

Students are expected to conduct themselves appropriately. The following conduct is considered inappropriate and may result in disciplinary action, including suspension or expulsion from CVCC:

a) Interruption or in any manner interfering with normal CVCC operations;

b) Destruction, damage, or misuse of CVCC equipment, facilities, or property;

c) Physical abuse of another person in the CVCC community;

d) Theft of property belonging to another in the CVCC community;

e) Participation in hazing;

f) Plagiarism and other forms of academic cheating (see also the Academic Dishonesty Policy);

g) Harassment, including harassment of a sexual nature and harassment of a student with disabilities;

h) Violation of CVCC policies including those regarding the use and/or possession of firearms or other weapons, alcoholic beverages, illegal drugs or controlled substances, and tobacco products;

i) Making a threat to the safety of the CVCC community; or

j) Commission of any other offense which, in the opinion of the administration or faculty, may be contrary to the best interest of the CVCC community.

Disciplinary action may include the following: (1) warning, (2) probation, (3) suspension, or (4) expulsion. The Chief Student Services Officer may include campus service as a condition of probation provided that the service required is designed to educate and enlighten the student regarding the policy violated. A faculty member may impose disciplinary action on a student in his/her classes and on a student who is participating in school activities under his/her supervision. The disciplinary action imposed by a faculty member may include a warning, probation, or dismissal from the applicable class or activity. Only the President, Vice Presidents, and the Chief Student Services Officer have the authority to suspend a student from CVCC. Permanent expulsion of a student from CVCC must be authorized by the President. Suspensions and expulsions for disciplinary reasons shall be recorded in the student's permanent record (on the transcript). Students are entitled to appeal any disciplinary action in accordance with CVCC's student due process policy.

**STUDENT ADVOCATE.** Students may contact the Director of Admissions for assistance regarding academic problems and/or concerns. The Director of Admissions (or designee) will work with the student, instructors, academic supervisors, and other College resources to identify and implement the best available solution to academic problems and/or concerns.

**STUDENT DUE PROCESS PROCEDURES.** Upon request by a student, the Chief Student Services Officer will provide assistance with this process. Students who have a grievance with CVCC may have their grievance reviewed in accordance with this student due process policy. A grievance for purposes of this policy is a dispute regarding a final course grade received, a dispute regarding a disciplinary action imposed, other allegation of unjust treatment, or discrimination on the basis of race, color, national origin, sex/gender, religion, creed, age, or disability. The "event date" for purposes of this policy is as follows:

For a grievance regarding a final course grade received, the date on which the grade was mailed to the student, made available to the student through an online portal or other electronic means, or otherwise made available to the student; For a grievance regarding disciplinary action, the date on which written notice of the disciplinary action was mailed or otherwise provided to the student; or For other grievances, the date on which the alleged unjust or discriminatory treatment occurred.

Steps that students must take to have their grievance reviewed. The student is not required in any step to confront alone the person he/she claims is responsible for the unjust or discriminatory treatment.

**Step 1** - As soon as possible but no later than the 14th calendar day (excluding CVCC institutional holidays) following the "event date," the student is encouraged to initiate a discussion of the grievance with the CVCC employee who is allegedly responsible for the unjust or discriminatory treatment and/or with that employee's immediate supervisor (the "Step 1 Supervisor" for purposes of this policy). This discussion should include an attempt to resolve the grievance.

**Step 2** - If the grievance is not resolved in Step 1, the student may initiate a Step 2 grievance review by completing the student portion of the CVCC Student Grievance Form ("the Form") and submitting the Form

to the following CVCC official (the “Step 2 Supervisor” for purposes of this policy):

- If the Step 1 Supervisor is other than an executive director, dean, or vice-president, the Step 2 Supervisor shall be the dean for the school in which the grievance originated; or
- If the Step 1 Supervisor is an executive director, dean, or vice-president, the Step 2 Supervisor shall be the immediate supervisor of the Step 1 supervisor.

The student must submit the Form as soon as possible after completion of Step 1 but no later than the 21st calendar day (excluding CVCC institutional holidays) following the “event date.” Students may obtain the Form from the Step 2 Supervisor or from the Chief Student Services Officer.

The Step 2 Supervisor shall review the grievance and provide the student with a Step 2 written decision within 7 calendar days (excluding institutional holidays) following receipt of the Form. The Step 2 Supervisor shall also complete the supervisor portion of the Form and submit a copy to the Office of the President.

**Step 3** - If the grievance is not resolved in Step 2, the student may initiate a Student Grievance Committee review by completing the student portion of the CVCC Student Grievance Committee Review Form (the “Committee Review Form”) and submitting that Committee Review Form to the Office of the President as soon as possible but no later than the 7th calendar day (excluding CVCC institutional holidays) following receipt of the Step 2 written decision. Students may obtain a Committee Review Form from the Office of the President or from the Chief Student Services Officer.

Following receipt of a Committee Review Form, a Student Grievance Committee (“the Committee”) shall be selected. The Committee membership (5 voting members and a non-voting chair) shall be as follows and shall not include any members who have had any involvement in the grievance to date:

- Committee Chair (a non-voting member) - A Vice President selected by the President;
- 2 voting representatives selected by the Committee Chair from a group of 9 faculty or non-credit professional staff representatives (3 from each academic school) appointed by the President;
- 1 voting representative selected by the Committee Chair from a group of 2 Student Services counselors or admissions representatives appointed by the President; and
- 2 voting student representatives selected by the Committee Chair from the group of 5 current SGA officers.

The Committee Chair shall schedule a review/hearing by the Committee within 7 calendar days (excluding CVCC institutional holidays) following the receipt of the Committee Review Form by the Office of the President. Following the review/hearing, the Committee must decide if the student has been treated unjustly and if so, must recommend corrective action. Committee decisions shall be determined by a majority vote of the Committee members and are final. Decisions made by the Committee shall be provided in writing to the student by the Committee Chair within 3 calendar days following the completion of the review and hearing. Copies of the written decision shall be provided to the Chief Student Services Officer, to the Office of the President, and to the CVCC employees involved in Steps 1 and 2 of the grievance process. The following exception applies if the CVCC employee who is allegedly responsible for the unjust treatment is a Vice President. The Step 1 Supervisor shall be another Vice President appointed by the President.

## PROHIBITION OF SEXUAL HARASSMENT

CVCC is committed to providing its students, faculty, and staff with an educational and work environment in which all people are treated with respect and dignity. CVCC maintains a strict policy prohibiting sexual harassment, discrimination, and harassment on the basis of race, color, religion, gender, national or ethnic origin, age, disability, veteran or active military status, genetic characteristics, or any other category protected by law. This policy is applicable to all employees and students and applies to the workplace, the classroom, or in any other setting where students, faculty, and staff may find themselves in connection with their education or employment. Such conduct is unlawful and will not be tolerated

by CVCC. While this policy sets forth CVCC’s goal of promoting an educational and work environment that is free of harassment, it is not designed or intended to limit our authority to discipline or take remedial action for conduct which is deemed unacceptable, regardless of whether that conduct satisfies the legal definition of harassment.

### Sexual Harassment

In the employment context, sexual harassment refers to sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature, which when: submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment, or as a basis for employment decisions or; such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. Likewise, direct or implied requests for sexual favors by one who has the power or authority to influence a student’s academic record or to compromise one’s full and unfettered participation in the CVCC community, academically, and otherwise, constitutes harassment. Similarly, harassment consists of sexual advances, requests, or conduct that has the purpose or effect of unreasonably interfering with one’s freedom by creating an intimidating, hostile, humiliating, or sexually offensive academic environment.

While in some cases individuals may make sexual comments or jokes or personal advances without intending harm, such actions can be unwanted, threatening, and perceived as harassment. Stopping sexual harassment in its many forms requires an increased awareness by everyone at the College of the impact that such actions may have on others. The following is a partial list of unwelcome, unwanted behavior, which may be considered sexual harassment:

- Unwelcome sexual advances or propositions – whether they involve physical touching or not;
- Written or verbal sexual epithets, jokes, or references to sexual conduct, gossip regarding one’s sex life;
- Written or verbal abuse of a sexual nature, use of sexually degrading, or vulgar words to describe an individual;
- Leering, whistling, brushing against another’s body, sexual gestures;
- The display of sexually suggestive objects, pictures, posters, cartoons, websites, and any form of electronic communication;
- Comments about an individual’s body or appearance, or regarding one’s sex life, experience, sexual prowess, or sexual deficiencies;
- Asking questions about sexual conduct or probing in to one’s sex life or relationships; and
- Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not of a sexual nature.

### Discriminatory Harassment

Discriminatory harassment in the employment context refers to any verbal or physical conduct that denigrates, threatens, intimidates, or shows hostility or aversion to an individual because of that person’s race, color, religion, gender, national, or ethnic origin, age, disability, veteran or active military status, genetic characteristics when such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating, or offensive work environment. Likewise, discriminatory harassment in the educational context refers to verbal or physical conduct of a similar nature directed at a student, which has the purpose or effect of unreasonably interfering with one’s freedom by creating an intimidating, hostile, humiliating, or sexually offensive academic environment.

The following is a partial list of unwelcome, unwanted behavior, which when based upon one’s race, color, religion, gender, national, or ethnic origin, sexual orientation, age, disability, veteran or active military status, or genetic characteristics, may be considered discriminatory harassment:

- Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or group;
- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group, including the display of objects, pictures, posters, cartoons, websites, and any form of electronic communication.

### Unprofessional Relationships and Abuse of Authority

Amorous relationships that might be appropriate in other circumstances have inherent dangers when they occur between supervisor and employ-

ee, or between any member of the faculty, administration or staff, and students of the College. Such relationships are fundamentally asymmetric, and unprofessional and they raise serious concerns about the validity of the consent, conflict of interest, and unfair treatment of others. CVCC faculty, administrators, managers, and officers should be aware that any romantic involvement with any student or employees over whom they serve in a supervisory capacity could expose them to disciplinary action under this policy and individual liability under the law. Even when both parties have initially consented to such a relationship, it is the administrator, manager, or faculty member who, by virtue of his or her status, may be held accountable for the unprofessional relationship or abuse of authority. In addition, such relationships are to be avoided because they may create an impression on the part of colleagues of inappropriate or inequitable academic or professional advantage or favoritism that is destructive to the working and learning environment that the College seeks to foster and may raise doubts about the integrity of the work performed.

### Reporting A Complaint of Harassment or Discrimination

Employees who believe that they are being harassed or discriminated against, or have taken measure to stop the harassment or discrimination but have been unsuccessful, may report a complaint to any of the following persons:

- The employee's immediate supervisor;
- Any CVCC administrator;
- CVCC's personnel office; or
- The CVCC President.

Students who believe that they are being sexually harassed, or who have taken measures to stop the harassment but have been unsuccessful, may report a complaint with any to the following College representatives:

- The Chief Student Services Officer;
- Any Dean;
- Any Vice President; or
- The CVCC President.

If individuals decide they want to make a report, contact should be made with the CVCC representative (in list above) with whom they feel the most comfortable. As with any job-related or student complaint, CVCC encourages following the chain of command where possible. However, due to the personal nature of harassment and discrimination and CVCC's strong opposition to sexual harassment, any employee/student who feels he or she is being subject to harassment or discrimination can complain to any one of the persons listed previously, orally or in writing.

When making a complaint of harassment or discrimination, the employee/student should be prepared to provide the following information:

- Name;
- The name of the person or persons committing the harassment or discrimination;
- The specific nature of the harassment or discrimination; or
- Whether the employee/student has previously reported such harassment or discrimination and, if so, when and to whom.

The appropriate Vice President is the person designated by the President to be investigator of complaints of harassment or discrimination which involve only employees. The Vice President may delegate the investigation to another College employee, under his or her supervision. In the event the harassment or discrimination complaint is against the Vice President, the investigator shall be a CVCC employee appointed by the President.

The Chief Student Services Officer is the person designated by the President to be investigator of complaints of harassment or discrimination which involve students only or students and employees. The Chief Student Services Officer may delegate the investigation to another CVCC employee under his or her supervision. In the event the harassment or discrimination complaint is against the Chief Student Services Officer, the investigator shall be a CVCC employee appointed by the Vice President with primary responsibility for student services or the President.

The College's complaint procedure provides for an immediate, thorough and objective investigation of the harassment or discrimination. All actions taken to investigate and resolve complaints through this process will be conducted in a matter that preserves confidentiality to the greatest extent possible under the circumstances, without compromising the thoroughness of the investigation. The investigation will be completed and a determination made and communicated to the person filing the harassment complaint as soon as practical.

If CVCC determines that a violation of this policy has occurred, it will take appropriate remedial action against a person found to have engaged in prohibited conduct. The discipline will be commensurate with the se-

verity of the offense. Any person who is found to be in violation of this policy is subject to disciplinary action up to and including discharge from employment or expulsion.

### Protection Against Retaliation

Retaliation is a very serious violation of this policy and should be reported immediately using the complaint process described above. Retaliation, whether by the alleged wrongdoer or other individuals, can take any of many forms. Retaliation is defined as any materially adverse action that might well have dissuaded a reasonable person from making or supporting a complaint of discrimination or harassment. Examples of tangible, adverse actions may include a transfer to an undesirable location, a reduction in work hours, a serious loss in responsibility, the denial of an earned benefit, or termination of employment.

Retaliation against any individual for reporting discrimination or harassment or against one who participates in an investigation will not be tolerated. In responding to reports of retaliation, the College will follow the same process, outlined above, including conducting a prompt, thorough and impartial investigation and taking appropriate remedial measures.

### False Accusation

CVCC recognizes that the question of whether a particular course of conduct constitutes discrimination or harassment requires a factual determination. The College also recognizes that false accusations can have serious effects on innocent persons. If, after investigation, it is clear that a person who has accused another of discrimination or harassment has maliciously or recklessly made a false accusation, the accuser will be subject to appropriate disciplinary action, up to and including termination or, in the case of a student, expulsion. In such an event, the College will also take appropriate action to restore the reputation of the accused.

## SEXUAL ASSAULT PROTOCOL

Catawba Valley Community College is committed to the maintenance of an environment that is supportive of its primary educational mission and free from all exploitation and intimidation. CVCC will not tolerate rape, sexual assault, or other forcible and non-forcible sex offenses and supports this policy for students, faculty and staff by sponsoring prevention, intervention and education programs specifically addressing these offenses. Information and awareness programs are offered at various times by way of a variety of events throughout the year. CVCC recognizes the importance of assisting individuals who are victims of sexual assault and helping them to regain a sense of personal control over their lives and decisions. The protocol for reporting of and responding to sex offenses is available on the CVCC website, in Student Services, and in the Personnel Office.

### Definition of Sex Offenses

- Sex Offenses (Forcible) – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
  - Forcible Rape – The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (or because of youth).
  - Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity.
  - Sexual Assault With An Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of youth or because of temporary or permanent mental or physical incapacity.
  - Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of youth or because of temporary or permanent mental incapacity.
  - Sex Offenses (Non-forcible) - Unlawful, non-forcible sexual intercourse.
    - Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    - Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.



There are many instances when children and adolescents are present on the campuses of Catawba Valley Community College. Campus Safety and Security personnel work together with local law enforcement to inform, educate and maintain the safety and security of students, employees and visitors on the various College campuses.

### Reporting Sexual Assault

If you are sexually assaulted, you should do the following:

- **Go to a safe place.**
- **Do not shower or bathe.**
- **Do not urinate, if possible.**
- **Do not eat, drink, smoke or brush your teeth if oral contact took place.**
- **Do not destroy or wash the clothes you were wearing. If you change, place your clothes in a paper bag.**
- **Contact Campus Security, local law enforcement (Catawba County Sheriff's Department, Hickory Police Department, Newton Police Department, Alexander County Sheriff's Department, or Taylorsville Police Department) or the Executive Officer of Student Services.**
- **Seek medical treatment immediately (preferably within 72 hours).**

Following the above suggestions will ensure the preservation of evidence. Victims of sexual assault are encouraged to contact campus security, local law enforcement or Student Services immediately following an incident. A report may be filed with campus security and/or local law enforcement. The filing of a report does not obligate the victim to pursue charges, but does make filing of charges easier at a later date.

Options available to sexual assault victims are resolution through the College's Policies and Procedures Manual and/or the judicial system (criminal and/or civil). Catawba Valley Community College will assist in pursuing option(s) elected by the victim. The College and the courts are independent systems; charges may be filed in either or both systems.

If an assault victim does not wish to pursue action with the College or the judicial system, the victim may make an anonymous report. With the victim's permission, the College can file a report on the details of the incident without revealing the victim's identity. This type of anonymous report helps to ensure the future safety of the victim and others. With such information, the College can keep accurate records about the number of incidents involving students, determine where there is a pattern of assaults with regard to a particular location, method, or assailant, and alert the campus community to potential danger.

### Victim's Rights

- To have all incidents and medical records kept confidential
- To be treated without prejudice based upon race, class, lifestyle, sex, age, occupation, or religious beliefs
- To receive private and confidential examination/treatment for personal injuries, sexually transmittable disease, and pregnancy.
- To be considered as credible as a person reporting any other crime\
- To be made aware of the options available through the College and the judicial system
- To receive emotional and psychological support and advocacy
- To prosecute or not to prosecute
- To receive current information on community and campus resources
- To answer only those questions relevant to the crime
- To freedom from harassment
- To feasible class schedule adjustments (without academic or financial penalty) as necessary to minimize the potential for contact with the alleged perpetrator or those associated with the alleged perpetrator.

### Taking Action for a Sexual Violation

To begin a college action where both the victim and the alleged perpetrator are students, the victim should file a complaint for sexual assault with the Executive Officer of Student Services. An immediate investigation shall follow. Due process procedures as outlined in the Policy and Procedure Manual, Section 4.62 and 4.652 will apply except as follows: (a) the composition of the Appeals Committee shall have at least one (1) member that is the same gender as the victim, (b) a decision should be made within thirty (30) days on a complaint for sexual assault, and (c) an attempt will be made to communicate due process outcomes in person (to both the victim and the alleged perpetrator), (d) an appropriate treatment program may be a condition of a probation or suspension.

To begin a college action where the victim is a student and the alleged perpetrator is a College employee, the victim should file a complaint for sexual assault with the Executive Officer of Student Services (if a curriculum student) or the Dean of the appropriate School (if a continuing education student). An immediate investigation shall follow. Due process procedures as outlined in the Policy and Procedure Manual, Sections 6.73, 6.731, and 6.8 will apply except as follows: (a) the composition of the Hearing Committee shall have at least one (1) member of the same gender as the victim, (b) a decision should be made within thirty (30) days on a complaint for sexual assault, and (c) an attempt will be made to communicate due process outcomes in person (to both the victim and the al-

leged perpetrator).

There are many instances when children and adolescents are present on the campuses of Catawba Valley Community College. Campus Safety and Security personnel work together with local law enforcement to inform, educate and maintain the safety and security of students, employees and visitors on the various College campuses.

North Carolina Law [NC General Statute 7B-301 and 115C-400] requires reporting of any known or suspected case of child abuse or neglect (a child is an unmarried victim under age 18) by a "parent, guardian, custodian or caretaker" to the local Department of Social Services within 24 hours.

### Resources for Victims of Sexual Assault

Emergency .....	911
CVCC Campus Emergency .....	711
Campus Security .....	327-7000 ext. 4610
Executive Officer of Student Services .....	327-7000 ext. 4143
Student Services.....	327-7000 ext. 4216
<u>Rape Crisis Center</u>	
Catawba County • www.rapecrisiscenter.com • .....	322-6011
Alexander County .....	635-8881
Catawba County Sheriff's Department.....	465-8301
Hickory Police Department.....	328-5551
Hickory Police Department, Victim's Services.....	261-2642
Newton Police Department.....	465-7430
Taylorsville Police Department .....	632-2218
Alexander County Sheriff's Department .....	632-4658
Catawba Valley Medical Center Emergency .....	326-3850
Frye Regional Medical Center Emergency.....	345-5625
Victim's Compensation Fund.....	1-800-826-6200
NC SAVAN (Statewide Automated Victim Assistance & Notification).....	1-877-627-2826
	www.ncsavan.org
RAINN (Rape, Abuse & Incest National Network).....	1-800-656-HOPE
	www.rainn.org
NC Coalition Against Sexual Assault .....	1-919-871-1015
	www.nccasa.net
NC Coalition Against Domestic Violence .....	1-800-232-9124
	www.nccadv.org

**Because of the traumatic nature of sexual assault, victims are encouraged to seek immediate counseling. The Rape Crisis Center provides counseling and group services free of charge.** Student Services will assist victims with any academic concerns or change in class schedule requests that are feasible.

### Response to Sexual Assault

College personnel will observe the following guidelines when responding to a sexual assault report:

- Assess the victim's well being, render aid, and express concern and assurance.
- Notify the Director of Campus Security and/or the Executive Officer of Student Services.
- Identify the assailant if possible.
- **Do not question the victim about the details of the incident; other trained personnel will do this.**
- Make sure the victim is in a secure place.
- Identify the location of the crime.
- Do not touch, move or collect any evidence unless that evidence may be lost if you do not. If you have to collect evidence, record the following information:
  1. Item seized,
  2. Time seized, and
  3. Location seized.
- If evidence is given to you, record the following information:
  1. The person's name, address, telephone number and date of birth,
  2. The item given to you,
  3. The time and location where the person seized the item,
  4. The time you received the item, and
  5. Document chain of custody of the evidence.
- **Encourage the victim to seek medical treatment (preferably within 72 hrs.)**
- Assist law enforcement or medical personnel responding to the incident as needed.

## STUDENT TRANSPORTATION

Students are requested to be especially alert and careful in entering and leaving the school grounds. The maximum on-campus speed is 10 miles per hour. Employees, students, and visitors are expected to park in designated parking spaces only. Handicapped parking spaces are designated and are regulated by NC General Statutes. Vehicles parked in areas not designated for parking may be ticketed and/or towed at vehicle owner expense. CVCC will not be responsible for vehicles damaged while parked on the school premises, during towage, or while being stored.

In order to maintain open fire lanes and clear roadways in case of emergency, the Board of Trustees of CVCC has established parking regulations. Student and visitor parking shall be in the lots so designated. Students, faculty and staff parking will be unreserved and will require a parking hang tag which will be issued during registration.

## INCLEMENT WEATHER CLOSINGS

Catawba Valley Community College will cancel classes only when the weather is considered too hazardous for safe travel to and from the college. The decision will be made as soon as possible by the President or designee, in order to inform students and staff. An official announcement stating that classes are delayed or the College is closed will be made over certain area television and radio stations. The automated attendant (updated college closing information option) on the telephone system (828) 327-7000, and CVCC's web page ([www.cvcc.edu](http://www.cvcc.edu)), will also provide the announcement concerning class delays or cancellations.

## ACADEMIC STANDARDS

### DEGREES, DIPLOMAS, AND CERTIFICATES

Catawba Valley Community College awards the ASSOCIATE in APPLIED SCIENCE DEGREE (AAS) upon the successful completion of a two-year program of study in the School of Academics, Education, and Fine Arts; the School of Business, Industry, and Technology; the School of Health and Public Services.

The ASSOCIATE in ARTS, ASSOCIATE in FINE ARTS, and ASSOCIATE in SCIENCE DEGREE is awarded graduates of college transfer curriculums. The College also awards the ASSOCIATE in GENERAL EDUCATION (A.G.E.) degree.

Upon completion of a vocational program of study one or more years in length, CVCC grants a DIPLOMA in the major area of training.

Program CERTIFICATES are awarded in curricula where the curriculum provides for skill-training subjects only. Certificates of course completion are also awarded for non-credit short courses and special programs.

HIGH SCHOOL EQUIVALENCY DIPLOMAS are awarded by the North Carolina Department of Community Colleges to individuals who make satisfactory scores on the General Educational Development (GED) tests.

### REGISTRATION

Registration is generally not permitted in a class on or after the start date of the class unless the registration is a course section switch. Approval for registration in a class on or after the start date of the class must be based on extenuating circumstances and be educationally sound as determined by the Vice President of Instruction or designees.

The Executive Officer of Student Services or designee is responsible for establishing and communicating the dates, times, locations, and processes for registration in curriculum courses.

Registration in certain courses may be restricted to students meeting certain criteria established by the North Carolina Community College System or the Vice President of Instruction.

Students enrolling in credit courses are expected to register for course work during the registration periods specified for each semester. Registration for non-credit classes is usually held at the first class meeting for the course.

Course additions will not be approved after the ten (10) percent point of the class. Section changes are allowable under departmental jurisdiction with the approval of the department head.

Veterans and other eligible persons certified by the Veterans Administration for Education Payments (G.I. Bill) cannot receive such benefits for any course not required for graduation in their approved educational program of study. Such individuals may register for other than required courses, but such courses will not be considered in determining the enrollment status of the recipient of educational benefits.

### COURSE LOAD

Unless required by suggested curriculum sequence, students are strongly encouraged not to enroll for more than 18 credit hours per semester. Should you choose to do so, you need to meet with the Executive Officer of Student Services or designee prior to enrolling for classes.

### COURSE PREREQUISITES AND CO-REQUISITES

CVCC and each student are responsible for ensuring that prerequisite and co-requisite requirements have been satisfied.

If requisite competencies are not documented in the student's CVCC transcript but are evidenced by completion of academic experiences at other regionally accredited institutions or completion of certain testing administered by other institutions, then satisfaction of the requisite shall be documented in the student's record on the student database following processes specified by the Chief Student Services Officer or designee.

If requisite competencies are not documented in the student's CVCC transcript and are not evidenced by academic experiences completed elsewhere as outlined above, the academic supervisor (department head, associate dean, etc.) for the course may authorize enrollment in the course

if the requisite competencies are evidenced by other life experiences such as work (for example, the department head for math could make this determination for a math course). Such authorization shall be documented in the student's record on the student database following processes specified by the Executive Officer of Student Services or designee.

**WAIVER OF DEVELOPMENTAL COURSES** may be waived based upon coursework successfully completed (grade of C or better) at a regionally accredited college using the following guidelines:

- Completion of the appropriate developmental coursework at another college.
- Completion of a college-level course, which has a developmental prerequisite/corequisite as indicated in the current CVCC college catalog, may permit waiving the prerequisite. This includes a course taken at a regionally accredited college other than CVCC if the course is equivalent in content to a course in the current CVCC catalog.

## CLASSIFICATION/ENROLLMENT STATUS

Catawba Valley Community College classifies students in several categories for various administrative purposes. Those classifications and their definitions are as follows:

**FULL-TIME STUDENT.** A full-time student is any student enrolled for at least 12 credit hours in the fall and spring semesters and 9 credit hours in the summer semester.

**FULL-TIME STUDENT FOR TUITION PAYMENT.** For the purpose of tuition and fee payment, a full-time student is any student enrolled in at least 16 credit hours in any semester.

**PART-TIME STUDENT.** A part-time student is any student enrolled for fewer than 12 credit hours in the fall and spring semesters and 9 credit hours in the summer semester.

**PART-TIME STUDENT FOR TUITION PAYMENT.** For the purpose of tuition and fee payment, a part-time student is any student enrolled for less than 16 credit hours in any semester.

**FRESHMAN STUDENT.** A freshman student is any student who has earned fewer than 32 semester hours of credit.

**SOPHOMORE STUDENT.** A sophomore student is any student who has earned a minimum of 32 semester hours of credit.

**SPECIAL CREDIT STUDENT.** Individuals may enroll in classes without pursuing a diploma or degree. Persons enrolling under these circumstances are considered SPECIAL CREDIT STUDENTS. Placement tests may be required depending upon the student's educational background and the prerequisites/corequisites of the courses in which the student wishes to register. Special credit students who plan to enter a program of study, but are undecided about a program of study are classified as undeclared special credit students. Undeclared special credit students may complete up to 18 credit hours (other than developmental credit hours). At this point, the undeclared special credit student should see a Student Services Admissions counselor to discuss declaration of a major.

**AUDITING A COURSE.** Students may attempt a course as an audit student one time. Students may not audit a class for which they have received credit unless justified by a clear benefit connected to a current program of study at CVCC. A change from an auditing status to a credit status (or vice versa) on or after the start date of the class must be approved by the instructor of the class and the Executive Officer of Student Services.

Students wishing to audit a course must satisfy all requisite requirements for the course just as do students taking a course for credit. Students who audit a course will not receive a grade (other than AU) or credit for the course. Credit will not be granted under advanced placement procedures after enrolling in a course as an audit student. Tuition and fees for auditing a course are the same as those for enrolling in a course for credit.

Students who audit are required to comply with class attendance policies, complete assignments, and participate in class activities. They are not required to take examinations unless specified by the academic department. Students should be aware that audited credit hours do not qualify for federal financial aid, VA Benefits, and certain other grants and/or scholarships.

## ATTENDANCE (MEMBERSHIP)

Instructors are required to establish attendance requirements and maintain accurate records of membership/attendance for their classes in accordance with the North Carolina Community College System and other regulatory guidelines. The attendance requirements for a class shall be included in the syllabus for the class.

Students shall be permitted excused absences from all classes two days per academic year for religious observances required by the faith of a student. Students shall be provided reasonable opportunity to make up any tests or other work missed due to an excused absence for a religious observance. Specific procedures that students must follow to obtain authorization for an excused absence for a religious observance shall be established by the Chief Academic Officer. These procedures shall, at a minimum, require the student to submit a written request for the absence sufficiently in advance to permit the instructor and student to develop a sound plan for making up any missed class work. All students must plan absences from a class so that their total absences, including any absences authorized in accordance with this policy, do not exceed the total absences otherwise permitted by the instructor, a certifying board, or an accrediting agency. For purposes of this policy, an academic year begins on the first day of the fall semester and ends on the last day of the summer semester in the following calendar year.

Additionally, instructors are required to maintain and submit accurate attendance and/or membership reports according to instructions provided by the Chief Student Services Officer or designee. Attendance and/or membership records shall comply with all federal and state guidelines related to the disbursement of financial aid. Procedures to ensure the recording and reporting of membership/attendance in accordance with the above policies shall be established by the Chief Financial Officer.

If an instructor fails to meet his/her class within 15 minutes of its scheduled beginning time, the students may leave without attendance penalty.

## ELECTIVE COURSES

In selected curricula students may take elective courses to meet graduation requirements. Where provisions have been made and approved, students may elect to take cooperative education in place of electives.

## DISTANCE EDUCATION

The mission of distance learning is to enable students flexibility to obtain an education or courses at their convenience. Catawba Valley Community College's Distance Learning Program consists of telecourses, Internet courses and North Carolina Information Highway (NCIH) courses. The same quality outcomes are maintained for distance learning courses as for all CVCC course offerings.

CVCC offers courses in the telecourse format for regularly enrolled students to meet program requirements or as stand-alone courses for those interested in taking a course in a particular subject area. Telecourse students work independently, watch televised programs, and read printed materials with guidance from course facilitators who use a variety of communication tools and instructional techniques. Required on-campus class meetings are fewer than traditionally taught classes.

Internet-based courses are available in a variety of disciplines. Students taking courses over the Internet work independently, study at their own convenient time and place, and complete and submit assignments electronically.

North Carolina Information Highway (NCIH) courses are both sent and received from the information integrated network classroom through a statewide network. Students interact with faculty: via video monitors, microphones, faxes, telephone, and other appliances. NCIH classes enable faculty at CVCC to teach to clusters of students at distance sites or for students in the NCIH classroom to be able to receive instruction from a remote site. This two-way interactive system allows the college to import courses giving students access to courses which are not available locally.

Internet courses, like telecourses, limit the number of visits to the college campus. Students enrolling in distance education courses pay regular tuition and fees, have access to all student services, study under the college's rules and regulations, and receive academic or continuing education credit.

## ACADEMIC CREDIT

The Chief Academic Officer or designee will ensure appropriate procedures and guidelines exist for the granting and recording of academic credit. CVCC shall award credit for all curriculum courses completed at CVCC with a final grade of D or higher.

Additionally, credit may be awarded as a result of the following processes: (credits awarded through these processes shall not exceed sixty-five (65) percent of the total credit hours required for graduation in a student's program of study)

a. CVCC will grant transfer credit for a course completed at a regionally accredited institution provided the coursework is relevant to the student's program of study, the competencies required for successful completion are at least equivalent to those required for successful completion of the equivalent CVCC course, and the final grade received as evidenced by an official transcript was a C-minus or higher;

b. CVCC will grant transfer credit for a course completed at a foreign (outside the United States) institution provided that the coursework is relevant to the student's program of study, the competencies required for successful completion are at least equivalent to those required for successful completion of the equivalent CVCC course, and the final grade received was a C-minus or higher. The Chief Academic Officer or designees will determine relevance to the program of study and equivalence of competencies. Students desiring transfer credit must submit transcripts that have been evaluated by a current member of NACES (National Association of Credential Evaluation Services) at [www.naces.org](http://www.naces.org). (The name the student is currently using should appear on the transcript as well as the date of birth.) The evaluating agency for post-secondary transcripts (college/university) must send the evaluation report directly to CVCC's Student Records Office. Student copies of evaluations will not be accepted;

c. Articulation agreements may be established with high schools whereby high school students may receive transfer credit for courses completed at their high school;

d. Students enrolled in degree, diploma, or certificate programs and special students may petition for credit to be granted through an advanced placement assessment. To be eligible for an advanced placement assessment, the student must provide evidence of prior education and/or experience which would likely have provided skills, knowledge, and/or abilities similar to those provided in the CVCC course. The Dean for the school in which the course is offered will determine the credit to be allowed, if any. Credit will be based upon the minimum attainment of a grade of "B" on oral, written, and/or manipulative tests and the credit hours indicated for the appropriate course in the current catalog; or

e. Students may earn credit by successfully completing (score of 3 or better) Advanced Placement (AP) exams sponsored by the College Entrance Examination Board and/or by successfully completing (scores per ACE guide) College Level Examination Program (CLEP) exams.

Transfer credits, credits granted based on advanced placement assessments, and credits earned by successful completion of AP/CLEP exams may be used to satisfy program of study requirements but will not be included in the calculation of semester or cumulative grade point averages (GPAs).

Transfer credits, credits granted based on advanced placement assessments, and credits earned by successful completion of AP/CLEP exams may not be used to obtain VA educational benefits or federal financial aid.

No fee or tuition charge is imposed for advanced placement assessment for curriculum course credit. Some charges may apply for certain non-credit course assessments.

If a Workforce Development/Corporate and Continuing Education advance placement exam is requested to certify course competency, a flat rate of \$30 for each testing session will apply. An additional \$10 will be charged for each additional person tested.

## COURSE SUBSTITUTION

Courses may be substituted in a curriculum for a student only under exceptional circumstances and only if the substitution is within the NCCCS Curriculum Standards. Course substitutions must be recommended by the student's academic advisor. Course substitutions must be approved by the Department Head or Director of the requesting curriculum, by the Department Head or Director responsible for the course to be substituted, and by the Director of Student Records.

## CURRICULUM COURSE REPEAT POLICY

A student may attempt a course a maximum of three times. A course is considered attempted when any one of the following grades is received – A, B, C, D, F, WP, WF, CS, P, R, AU. The highest grade received will be used in the computation of the student's grade point average. An academic program may have a more restrictive policy regarding the number of permissible attempts to fulfill a program requirement. Students should be

aware that satisfactory academic progress requirements exist for students applying for or receiving financial aid and that repeated attempts of a course may have an undesirable effect on these satisfactory progress measures. Exception to the 3-attempt maximum may be granted if the student has not completed the course with a grade of A, B, or C and if the student provides documented evidence of mitigating circumstances, academic intervention which increases the likelihood of success in the course, or three year break in enrollment. Petition for exceptions should be directed to the Executive Officer of Student Services or designee.

## GRADING SYSTEM

**CURRICULUM/CREDIT COURSES.** The measure of a student's overall academic performance for courses attempted at the College and with a course number greater than or equal to 100 shall be a grade point average (GPA) based on a 4.0 scale.

Students enrolled in the Associate Degree Nursing (ADN) program are required to achieve a numerical grade of 80 or above in NUR classes to progress to subsequent Associate Degree Nursing program courses.

Credits received for successful completion of developmental courses (courses with a course number less than 100) are included in the computation of attempted credits and earned credits but shall be excluded from all GPA computations.

Transfer credits and credits granted based on advanced placement processes shall also be excluded from all GPA computations.

The Executive Officer of Student Services or designee will ensure that the grade system and the processes used for record keeping purposes comply with college policy.

Grades listed below are calculated into all grade point average (GPA) computations. Developmental grades (courses below 100 level) are not calculated in computing the grade point average (GPA).

**Grading System**

Grade	Description	Grade Points per Credit Hour	
A	Excellent	4	Numerical grade of 90-100
B	Above Average	3	Numerical grade of 80-89
C	Average	2	Numerical grade of 70-79
D	Below Average	1	Numerical grade of 60-69
F	Failed	0	Numerical grade below 60
WF	Withdrew Failing	0	Numerical grade below 60

Grades listed below are not calculated into grade point average (GPA) computations.

**Grading System**

Grade	Description
AP	Credit by Exam/Other Proficiency Assessment
AU	Audit
CS	Continued Study
I	Incomplete
NC	*Non-Course Credit by Exam/Other Proficiency Exam
NG	No Grade
P	Passed
R	Re-enroll
R/Grade (i.e. RA)	Repeat (see note below)
TR	Transfer Credit
WP	Withdraw Passing

\*Non-course credits awarded prior to 2002-2003 may be recorded as AP. NOTE: Repeated courses are graded with the letter grade actually earned for the course preceded by an "R".

## GRADE POINT AVERAGE. How To Calculate GPA.

The measure of a student's overall academic performance at the college shall be a grade point average (GPA) based on a 4.0 scale. **The computation of GPA includes only those courses completed at CVCC numbered 100 or higher and for which a grade of A, B, C, D, F, or WF is received.** (See also Repeat Policy).

The GPA may be calculated in the following manner:

1. Determine Total Hours Attempted. (Hours attempted are equal to the number of credit hours assigned to a course as shown on your CVCC transcript.)
2. Determine Total Grade Points Earned. The grade point value for a course is multiplied by the number of attempted credit hours for the course.

For Example: A grade of "A" is earned in ENG 111. A grade of "A" carries a value of 4 credit hours:  $4 \times 3 = 12$ . In this example, 12 grade points were earned for ENG III.

3. Divide the Total Grade Points Earned by the Total Hours attempted to determine Cumulative GPA.

### Example:

Course	Hours Attempted	Grade Earned	Grade Points Earned
BIO 168	4	A	16 ( $4 \times 4 = 16$ )
ART 111	3	C	6 ( $2 \times 3 = 6$ )
ACA 111	1	B	3 ( $1 \times 3 = 3$ )

Total Grade Point Earned = 25

Total Hours Attempted = 8

25 divided by 8 = 3.125

**INCOMPLETES.** A grade of "I" (Incomplete) may be given under extenuating circumstances to be determined by the instructor of the course. A grade of I must be replaced with the final course grade by the end of the subsequent semester unless approval is granted by the dean of instruction for continuation of the incomplete for one additional semester. Otherwise, the grade of "I" changes to an "F". A grade of WP or WF cannot be used to replace a grade of "I".

**DEVELOPMENTAL COURSES.** Developmental courses are curriculum courses with a course number less than 100. Students who successfully complete developmental courses will earn grades of "A," "B," "C," or "P" depending upon the level of acquired competence. Students who fail to complete developmental course requirements by the end of the grading period for the course will be assigned a grade of "CS" or "R". Students who receive a "CS" or "R" must register for the developmental course again and pay tuition and fees again.

Developmental course credit does not count toward graduation requirements. In addition, developmental course grades are excluded from GPA calculations.

**WITHDRAWALS.** When a student is unable to maintain regular attendance as defined by the syllabus for a class, either the student or instructor may initiate the process to withdraw the student from class membership. If such action occurs on or before the 50% point of the class, the student's grade shall be WP (Withdrawal Passing) unless the instructor issues a grade of WF (Withdrawal Failing) based on extenuating circumstances. If such action occurs after the 50% point of the class, the student's grade shall be a WF (Withdrawal Failing) unless the instructor authorizes a WP based upon appropriate circumstances. The student's grade is recorded on the student's permanent record. To withdraw from class membership, either the student or instructor submits an add/ withdrawal form to the Student Records Office.

**CONTINUING EDUCATION COURSE GRADE.** For continuing education courses, a grade of S signifies satisfactory progress and a grade of U designates unsatisfactory progress. Grades earned in continuing education courses are not included in GPA calculations.

## ACADEMIC SANCTIONS AND DUE PROCESS

**STUDENT ADVOCATE.** Students may contact the Director of Admissions for assistance regarding academic problems and/or concerns. The Director of Admissions (or designee) will work with the student, instructors, academic supervisors, and other College resources to identify and implement the best available solution to academic problems and/or concerns.

**ACADEMIC SANCTIONS.** When a student's cumulative grade point average is based upon 12 or more credit hours and is less than a 2.0, the student shall be placed on academic probation. The Executive Officer of Student Services or designee shall be responsible for notifying the student and for establishing procedures to ensure the student receives academic counseling. A student who remains on academic probation for two consecutive semesters may be suspended from CVCC for one semester. Certain programs may establish additional academic progress requirements and impose sanctions for failure to meet those requirements. The Vice President of Instruction shall ensure any additional academic requirements and potential sanctions for failure to meet those requirements are communicated to students in those programs.

Students may appeal their academic suspension to the Executive Officer of Student Services. In the appeals process, students must present justification for appealing their suspensions. The appeals process may result in a reduced course load, and/or other appropriate action, or suspension for one (1) semester.

In addition to academic probation, other academic sanctions may be imposed on students enrolled in certain health sciences programs. Students applying for or admitted to these programs should contact their faculty advisor for further information.

**ACADEMIC DISHONESTY.** Students at CVCC are expected to be honest in all academic pursuits, whether class, lab, shop, or clinical. Acts of academic dishonesty are considered unethical and subject to behavior sanctions. Examples of academic dishonesty include, but are not limited to the following:

- a. Sharing information about the content of quizzes, exams, classroom/lab/shop/clinical assignments (scheduled or make-up) without approval of the instructor including but not limited to unauthorized copying, collaboration, or use of notes, books, or other materials when preparing for or completing examinations or other academic assignments (scheduled or make-up).
- b. Buying, selling, or otherwise obtaining a copy of a quiz, exam, project, term paper, or like document, without approval of the instructor.
- c. Plagiarism, which is defined as the intentional representation of another person's work, words, thoughts, or ideas (from any source) as one's own.
- d. Failing to follow approved test taking procedures by performing such acts as the following:
  - Looking on another student's test
  - Use of unauthorized notes; written, electronic, or otherwise
  - Changing answers after exam is scored
  - Verbal, non-verbal, or electronic communication with another student during an exam.

Instructors have the authority to impose either a warning, probation, or dismissal from the class for acts of academic dishonesty relative to classes under their supervision.

Students have an obligation to report any acts of academic dishonesty to the instructor or appropriate campus authority when reasonable grounds exist for such a report. Students also have a responsibility to cooperate in the investigation of any alleged acts of academic dishonesty. Failure to report acts of academic dishonesty could result in a behavior sanction.

**ATTENDANCE SANCTIONS.** Instructors have the responsibility and authority to establish and enforce attendance requirements for their classes. An instructor may withdraw a student from class when the instructor believes that the student's absences are excessive or that the student does not intend to pursue the learning activities of the class. In justifiable cases, instructors have the prerogative to re-admit a student to class membership when the withdrawal process was initiated by the instructor.

**VETERANS BENEFITS AND STUDENT FINANCIAL AID.** The College complies with the Standards of progress for Veterans certified for education benefits. Under such standards students will no longer be certified for benefits or aid if placed on academic probation for two successive semesters. Eligibility may be reestablished after one semester of satisfactory progress on a minimum of six or more credit hours.

## REQUIREMENTS FOR GRADUATION

**GENERAL REQUIREMENTS.** The student is responsible for officially applying to Student Services for his/her degree, diploma, or certificate according to guidelines established by the Executive Officer of Student Services. Graduation applications and specific deadlines are available in Student Services and on the web-site at [cvcc.edu/Student\\_Services/Student\\_Records/Graduation.cfm](http://cvcc.edu/Student_Services/Student_Records/Graduation.cfm). A graduation fee is due when the application for graduation is submitted. (See Fees and Insurance.) This fee applies regardless of any election by the student not to participate in commencement. Students who apply for graduation and then fail to meet graduation criteria must reapply for graduation, and may be required to resubmit the fee.

The student is responsible for determining and fulfilling all requirements for the program of study from which he/she expects to graduate. Minimum credit hours and the required courses for each program have been established and are listed in the Program Listings section of the CVCC General Catalog. A minimum graduation requirement of all curriculum programs is a cumulative grade point average of 2.00 or a program grade point average of 2.00. Certain programs may have additional requirements. Students should consult the Advising Center or their advisor for information on program and graduation requirements.

The catalog of record is the catalog that is current at the time a student enrolls at CVCC in his/her program of study. If a student changes his/her program of study, then the catalog of record becomes the catalog that is current at the time of that change of program. To graduate under a program of study, a student must meet the requirements of his/her catalog of record or any catalog in effect within the next five years as long as the student has been continuously enrolled. If a student breaks enrollment for one academic year (fall and spring consecutively), the catalog of record will become the catalog that is current at the time of re-entry. From that point of reentry, the rule of continuous enrollment will apply. The program faculty or the registrar have/has the authority to choose a catalog, within a five year period of continuous enrollment, that best suits the student's needs for his/her particular program of study at the time of graduation. Exceptions to this policy must be approved by Vice President of Instruction or designee(s).

To be eligible for graduation, the applicant must also fulfill all financial obligations to the College.

Candidates for graduation from associate degree and diploma programs are expected to participate in the commencement exercises. Request for exceptions may be made to the Executive Officer of Student Services or designee.

**RESIDENCE REQUIREMENTS.** Students graduating from Catawba Valley Community College must enroll in and complete at CVCC a minimum of 35% of the semester hours required for their program of study (credits granted through transfer credit and advanced placement credit processes may not be used to satisfy this requirement). The final fifteen credit hours of study prior to graduation must be completed at CVCC unless special permission is obtained through the Chief Executive Officer of Student Services or designee.

As a Servicemembers Opportunity College (SOC) institution, CVCC recognizes the following for active-duty service-members: An SOC institution limits academic residency requirements for active-duty service-members to no more than 25 percent of the undergraduate degree program; recognizes all credit course work offered by the institution as applicable in satisfying academic residency requirements; and allows service-members to satisfy academic residency requirements with courses taken from the institution at any time during their program of study, specifically avoiding any "final year" or final semester" residency requirement, subject to stated requirements in specific course areas such as majors.

**EXIT INTERVIEW.** Graduates are required to complete an online exit interview prior to receipt of diploma.

## GRADUATING WITH HONORS AND HIGH HONORS.

Students graduating from a degree or diploma program of study with a final cumulative GPA greater than or equal to 3.80 will receive recognition in their permanent student record as graduating with "high honors."

Students graduating from a degree or diploma program of study with a final cumulative GPA greater than or equal to 3.50 and less than 3.80 will receive recognition in their permanent student record as graduating with "honors."

The student's cumulative GPA at the end of the most recent fall semester and the GPA ranges noted above will be used to determine which graduates will be recognized as graduating with "high honors" or "honors" during the May commencement ceremony.

"High honors" and "honors" designation on the student's diploma will be based on their final term of enrollment at the time of graduation and the GPA at the end of that term. (For example, a student who is enrolled in the spring semester may be recognized as a graduate with either honors or high honors during the ceremony. The actual determination of honors will be evaluated at the end of the spring semester and will be based on their cumulative GPA. This may differ from the GPA that was used to recognize their status during the ceremony.

## SEMESTER HONORS AND HIGH HONORS

At the conclusion of the fall and spring semesters, the CVCC President shall recognize those students who meet the following requirements for semester honors and high honors.

- Semester high honors: students who complete 6 or more credit hours (included in the computation of GPA) during the completed semester while earning a semester GPA greater than or equal to 3.80 on a 4.0 scale.
- Semester honors: students who complete 6 or more credit hours (included in the computation of GPA) during the completed semester while earning a semester GPA greater than or equal to 3.50 and less than 3.80 on a 4.0 scale.

## STUDENT RECORDS AND TRANSCRIPTS

**PRIVACY OF STUDENTS.** The College protects the privacy of students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (the "Act"), as amended, enacted as section 444 of the General Education Provisions Act. A copy of the Federal Regulations setting out the requirements for the protection of the privacy of students under the act is available at Federal FERPA Regulations or in Student Services.

Under this Act, students have the right to:

- Inspect and review their education records.
- Seek amendment of their education records that they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights.
- Consent to disclosures of personally identifiable information contained in their record, except to the extent that the Act (and in particular section 99.31) authorizes disclosure without consent.
- File with the U.S. Department of Education a complaint under Sections 99.63 and 99.64 concerning alleged failures by the College to comply with the requirements of the Act.

A student may exercise the right to inspect and review his/her education record by making written application to the Director of Student Records.

A student may request amendment(s) to his/her record under section 99.20 of the Act by contacting the Director of Student Records. The Director of Student Records will attempt to resolve the issue. If the student is not satisfied with the resolution offered by the Director of Student Records, then the student may commence formal student due process procedures.

The College does disclose education records to College officials, including faculty, who are determined to have a legitimate educational interest. Faculty/staff are considered to have a legitimate educational interest if they might reasonably need to access information to academically advise a student or assist the student in a transaction with the College. All full time faculty have access to the student database.

Upon request, the College may disclose directory information. Directory information means information contained in the education record of a

student which would not generally be considered harmful or an invasion of privacy if disclosed. The College has designated directory information to be the student's name, student ID photo, student ID number, address, institutionally assigned electronic mail address, telephone listing, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (full-time or part-time), degrees and awards received, and the most recent previous educational agency or institution attended. A student has the right to refuse to let the College designate any or all types of information about him/her as directory information. The student must notify the Director of Student Records in writing that he/she does not want any or all types of information about him/her designated as directory information prior to the first day of the semester.

Under the Act, the College may not disclose personally identifiable information to the parents of an "eligible student" without the written consent of the student unless the disclosure is to parents of a dependent student as defined in Internal Revenue Code. An "eligible student" means a student who is 18 years of age or is attending an institution of postsecondary education. Parents must provide appropriate tax return information documenting the dependent status of the student before disclosure will be made without the student's written consent.

**COPIES OF ACADEMIC RECORD.** The College will provide students with official copies of their CVCC transcripts. There is a fee of \$5 for each CVCC transcript. Complete the "Transcript Request" form and submit it to the Business Office along with payment.

The college will provide students with personal and/or official copies of placement testing results and other testing administered by CVCC Testing Services. At this time there is no cost for this services. (TEAS and PSB Exam results may not be available through CVCC. Students receive a copy of this result at the time of their exam).

Student access to transcripts from other educational institutions is generally limited to visual access. CVCC does not provide students with file copies or photocopies of transcripts and/or test reports from other institutions. Proof of identity is required to obtain a transcript and/or test score report.

**STUDENT RECORD RETENTION.** CVCC maintains student records in accordance with the Records Retention and Disposition schedule approved for colleges in the North Carolina Community College System. This schedule was approved for colleges in the North Carolina Community College system in accordance with provisions of the General Statutes of North Carolina.

## **INTELLECTUAL PROPERTY RIGHTS**

**OWNERSHIP OF MATERIALS.** The College retains the right to use student work produced as a part of class assignments for non-profit educational purposes.

# **WORKFORCE DEVELOPMENT (CORPORATE/CONTINUING EDUCATION)**

## **GENERAL INFORMATION**

An important function of the College is to provide quality courses of continuing education for adults. The development of these courses is based upon community needs and interests.

Workforce Development provides life-long learning experiences that will help adults fulfill occupational, social and personal needs. It allows adults to achieve their fullest potential and effectiveness in a rapidly changing world of increasing knowledge, skill and understanding. Courses offered are helpful in achieving occupational goals, as well as increasing the quality of life. The diversity of these programs range from basic reading and writing skills to vocational and technical upgrading to cultural and personal enrichment.

CVCC also offers specialized services to the business, corporate, and industrial community.

## **ADMISSION**

Admission to classes in the division is open to individuals 18 years of age or older. Individuals less than 18 years old who are high school graduates or whose high school class has graduated may also enroll in continuing education courses. High school juniors and seniors, sixteen years of age and older, may enroll with permission from high school officials. See general college admissions requirements for further details.

## **ATTENDANCE**

Students are expected to attend class regularly. Individual attendance records are maintained and retained. Students must meet attendance requirements to receive recognition for the course. Some classes are offered in accordance with state guidelines which may require stricter attendance policies.

This policy also applies to continuing education courses for which CEUs or certifications are issued. Minimum attendance requirements are communicated to students. Failure to meet these requirements will result in a grade of U (unsatisfactory). Make-up of missed class time is not guaranteed but may be permitted, within a specified timeline, in documented emergency situations with approval of the faculty, program director and within state auditing guidelines.

## **CLASS LOCATIONS**

While a number of classes are held on CVCC East and Main campuses, as well as the Alexander Center for Education in Taylorsville, others are conducted at various locations in surrounding communities or within a particular business or industry throughout the area served by CVCC.

## **CLASS SCHEDULE**

Classes are scheduled continuously throughout each semester. Special business seminars and industrial courses may be scheduled to begin at any time period appropriate to a company and CVCC. For specific announcements of course offerings, registration dates, and locations check the website: <http://cce.cvcc.edu>.

## **CONTINUING EDUCATION UNITS (C.E.U.)**

The Southern Association of Colleges and Schools, of which CVCC is an accredited member, has recommended that the Continuing Education Unit (C.E.U.) be used as the basic instrument of measurement for a student's participation in an institution's offering of non-credit classes, courses, and programs. The C.E.U. is a unit measure. One C.E.U. is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Continuing Education Units may be offered for CVCC courses that are applicable to professional certification or license renewal.

## **COURSE COMPLETION**

Certificates are given for the satisfactory completion. Requests for enrollment verification or course transcript should be directed to the Workforce Development Business Office located at the East Campus.

## FEES

Occupational Extension course fees are on a graduated scale as outlined in the fee schedule on page 15. Other Self-Supporting course fees vary. Fees may be waived in compliance with North Carolina Statutes, as specified under fee waivers. There are no registration fees for enrollees in Basic Skills Education. Other costs in continuing education classes may include textbooks, equipment, tools, or other specific fees.

## INTELLECTUAL PROPERTY RIGHTS

**OWNERSHIP OF MATERIALS.** The College retains the right to use student work produced as a part of class assignments for non-profit educational purposes.

## MINIMUM ENROLLMENT REQUIRED

Normally, a course may be offered when a minimum of 10-15 persons enroll for the subject. The College reserves the right to cancel any course when an insufficient number of people register.

## TO ENROLL

Individuals interested in enrolling must register and prepay by mail, telephone, fax, or visiting the CVCC East Campus or Alexander Center for Education. Applicants are registered on a first-come, first-served basis.

## WORKFORCE DEVELOPMENT (PROGRAM OFFERINGS)

### BASIC SKILLS EDUCATION PROGRAMS

Basic Skills Education covers the four main program areas: Adult Basic Skills, Compensatory Education, English as a Second Language, and GED. Basic Skills Education is an instructional program designed to assist adults 18 years of age or older who need academic remediation. Emphasis is placed on assisting the adult in reaching a higher education level.

Classes are organized and designed to assist individual student's efforts to reach an intermediate level where individualized study is possible. As the student gains competency in subject areas, a greater scope of subjects is introduced. As he or she progresses, greater emphasis is placed on self-paced individualized study for advancement. Each person receives assistance in selecting the correct level from which to begin his/her studies.

After gaining competency in subject areas, the adult will be encouraged to enroll in the High School Equivalency Program (GED). Currently, Basic Skills Education classes are available on campus and at various locations throughout Catawba and Alexander counties. Additional information may be obtained by contacting the Basic Skills office at 828-327-7000, ext. 4353.

### ADULT BASIC EDUCATION (ABE)

The Adult Basic Education program teaches basic skills to help adults survive in an adult world. Instruction is designed to assist individuals to learn to read, to improve reading, math, and writing skills. Classes are available both on campus and at a number of off-campus locations for all program areas. Please call the Basic Skills office for further information at 828-327-7000, ext. 4353.

### COMPENSATORY EDUCATION (CED)

Instruction designed for adults who have intellectual disabilities or who have suffered a brain injury. These classes assist students in learning basic functional and literacy skills as a means to improve their level of daily independent living. Classes are available at both the East Campus (828-327-7000, ext. 4268) and the Alexander Center for Education (828-632-8221, ext. 304).

### ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language is a program of instruction designed for adults with limited English skills. Information covered throughout the course will include survival language, health and safety information, dealing with cultural differences, occupational language, U.S. history and legal information, and citizenship requirements. Emphasis is placed on conversational skills. Additional information may be obtained by contacting the Basic Skills Office at 828-327-7000, extension 4353. Classes are offered on and off campus.

## HIGH SCHOOL EQUIVALENCY (GED)

To qualify for the GED High School Equivalency Diploma, an individual must satisfactorily complete the Tests of General Education Development (GED) for which CVCC is an official testing center. These tests are designed to measure a person's knowledge and skill in five areas. Test 1, measures the ability to use correct and effective English in written form. Test 2, 3, & 4, measure the ability to read, understand, and interpret materials in social studies, natural sciences, and literature. Test 5 measures the ability and to solve problems in mathematics.

**ELIGIBILITY** requirements to take the tests stipulate that an individual must be (1) 18 years of age or older, (2) out of high school at least six months, (3) a resident of North Carolina, and (4) have a definite vocational or educational goal. Minors 16 and 17 years of age may take the tests only with the written permission of the superintendent of the school district in which the individual resides. Prior to taking the official GED tests, new students must attend either a two-day, day or night orientation. Please call 828-327-7000, extension 4353 for information.

Classes are available prior to taking the GED test. CVCC offers these courses and encourages preparation through informal classroom settings as well as in the GED laboratory on campus. Classes are available on campus and at various locations throughout Catawba and Alexander counties. Online preparation is also available after orientation.

Each person planning to take the GED tests must complete an application form prior to the date on which the tests are taken. Proper identification must be presented when completing the application and when taking each examination. Acceptable identification includes a valid North Carolina driver's license or North Carolina identification card. To take the GED test, appointments must be made in advance. Additional information may be obtained by contacting the Testing Center.

## COMPUTRAIN

CVCC's Corporate Computer Training Center provides professional development courses in the most current versions of software applications used by area businesses. These short, one-day, six-hour-per-day courses are designed for employees who need to become more productive in the shortest time possible with practical hands-on experience in a Windows and LAN environment. COMPUTRAIN will also design short courses to meet a company's specific personal computer application needs, to be held on CVCC's campuses or at a company's computer lab.

For more information, contact the Director of COMPUTRAIN at 828-327-7000, Ext. 4330 or e-mail [skillian@cvcc.edu](mailto:skillian@cvcc.edu).

## CUSTOMIZED TRAINING

The Customized Training Program supports the economic development efforts of North Carolina by providing education and training services to ensure the presence of a well-trained workforce for new and existing business and industry to remain productive and profitable within the State. This Customized Training assistance supports full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

## HUMAN RESOURCES DEVELOPMENT

The Human Resources Development Program (HRD) is designed to provide skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. The courses shall address six core components as follows: Assessment of an individual's assets and limitations, positive self-concept, employability skills, communication skills, problem-solving skills and an awareness of the impact on information technology in the workplace. Students enrolling in HRD classes may be eligible for a fee waiver if they meet any of the following criteria: Unemployed, Received notice of lay-off, Working and eligible for Federal Earned Income Tax Credit (EITC), or Working and earning at or below 200% of federal poverty guidelines. For information about the HRD program call 828-327-7000, ext. 4370 or 4522. Or visit the HRD website: [http://www.cvcc.edu/Learning\\_and\\_Personal\\_Enrichment/CEIC/HRD/index.cfm](http://www.cvcc.edu/Learning_and_Personal_Enrichment/CEIC/HRD/index.cfm).



## MANUFACTURING SOLUTIONS CENTER

The mission of the Manufacturing Solutions Center (MSC) is to help US Manufacturer's increase sales, improve quality and improve efficiency to create or retain jobs. This is accomplished by:

- Enhancing and improving products through research and development
- Assisting in creating prototypes for new, innovative offerings
- Analyzing new materials to enhance structure and programs
- Testing products for reliable content and quality
- Training personnel for lean manufacturing processes and supply chain efficiencies
- Providing a forum for rollout of new 21st century technologies
- Providing hands-on guidance for international marketing and sales and military procurement
- Industry advocacy

## OCCUPATIONAL EXTENSION COURSES

The College offers many vocational, technical, and business courses. The primary objectives of these courses are to (1) provide adults additional skills and/or knowledge applicable to the present occupation; (2) provide training for occupations in which skill and knowledge requirements are undergoing transition due to technological advances in equipment, materials, and machines; and (3) provide area businesses and industries assistance in meeting manpower needs through other specialized courses.

**Occupational upgrading courses are available in each of the following areas:**

**BUSINESS** courses are available to a wide variety of business organizations, administration, management, sales, and secretarial occupations.

**COMPUTER** courses are also available in popular software applications currently used by local employers. Courses are also available to prepare students to take certification exams in networking such as PC Repair A+.

**FIRE, RESCUE, & EMS** training is offered for members of municipal, volunteer, industrial fire brigades, and rescue squads. EMT courses are available to the public. Entrance tests are required for certain courses.

### HEALTHCARE TRAINING

Healthcare Occupation programs have been established for persons seeking initial or additional training in the medical field. All level courses from entry level to para-professional to professional are offered. Entrance tests required for certain classes.

Electronic Health Record Specialist Training programs have been established for persons seeking additional training in the medical field. CVCC offers the Health Systems Trainer Track and the Health Information Technology Technical/Software Support Specialist Track.

**LAW ENFORCEMENT** courses have been designed for law enforcement personnel in cooperation with training departments of agencies.

**MANAGEMENT AND SUPERVISORY DEVELOPMENT** are offered to improve supervisory and management techniques for experienced as well as beginning personnel.

**PROFESSIONAL DEVELOPMENT FOR EDUCATORS** courses are offered to assist teachers in meeting recertification requirements.

**TECHNICAL** courses are available for upgrading the skills and knowledge of persons working in the numerous technical and para professional occupations.

**VOCATIONAL UPGRADING** courses are designed for persons working in skilled and semi-skilled occupations.

Additional information regarding occupational upgrading courses may be obtained by contacting the Workforce Development Office at the CVCC East Campus.

## PERSONAL ENRICHMENT PROGRAMS

These programs are offered to individuals 18 years of age and older. These are short-term courses for self-improvement, cultural enrichment, and academic achievement. The program is intended to meet the growing needs and interests of the community. The purpose is to give an individual a chance to pursue special interests and to fill his/her leisure time with worthwhile educational projects. Some of these include conversational foreign languages, economics, government, consumer education, cake decorating, sign language, guitar, needlepoint, quilting, landscaping, dancing and personal development.

Normally, a course may be offered when a minimum of 10-15 individuals indicate interest. Additional information regarding these classes may be obtained by contacting the Workforce Development Office at 828-327-7037.

## SMALL BUSINESS CENTER

The Small Business Center (SBC) is dedicated to increasing the success rate of all businesses in Alexander and Catawba counties. The Small Business Center offers Start-It seminars for budding entrepreneurs, as well as Grow-It seminars for more seasoned business owners. Seminar topics range from feasibility to product/service analysis to marketing, operations, management, and business finances. For help with business planning, the SBC director is available by appointment for one-on-one, confidential counseling. The SBC also maintains a resource library of print and electronic media for use in exploring business ownership. In keeping with its economic development mission, many services are delivered in conjunction with chambers of commerce, economic development offices, local business and merchant associations. The SBC also works closely with CVCC career instructors to help students learn how to start and operate a business once they have mastered the subject matter of their trade. To register for a seminar, contact the SBC Support Team at mbrown@cvcc.edu or call 828-327-7000, extension 4117. For a counseling appointment, contact the SBC Director at bsweetin@cvcc.edu or call 828-327-7000, extension 4112. Funded annually by grant with tax dollars, the SBC is one of 58 centers comprising the North Carolina Community College Small Business Center Network (SBCN).