



2023-2024
College Catalog
&
Student Handbook

Carteret Community College updates its catalog each academic year prior to the beginning of Fall semester. Additional information is available on the CARTERET CC website and in the Student Services office on campus.

2023-2024 College Catalog & Student Handbook

About the College

Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries regarding the programs and services of Carteret Community College should be addressed with the College directly. For questions about the accreditation of Carteret Community College contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500.

Carteret Community College is recognized by the Department of Education as an institution of higher learning and is qualified to receive federal assistance in its higher education programs.

Carteret Community College's High School Diploma Program meets the standards required by the North Carolina Department of Public Instruction for the purpose of awarding high school diplomas.

Student Complaint Resolution

A grievance is a student allegation that a college decision or action is unfair discriminatory or has a negative effect on the student's status at the college. Carteret Community College desires to resolve student grievances, complaints, and concerns in a timely, fair, and amicable manner in accordance with College policies.

Traditional or online students attending Carteret CC who would like to resolve a grade-related or non-graded-related complaint should follow the Student Complaint process in Chapter 7.6.

Students not residing in North Carolina and enrolled at Carteret CC may submit complaints to the North Carolina State Education Assistance Authority only after completing the complaint process established by the institution attended by the student. A student may file a complaint with the regional accreditor named above, [Portal Entity](#), and/or [state](#) if they are not satisfied with the results of the institution's complaint process.

Affirmative Action Statement

Carteret Community College is committed to the open-door philosophy. Student access to the College is maintained without regard to race, color, religion, sex, age, national origin, or disability. Equal access to all curricula and student activities is also guaranteed. Students, however, must meet the basic requirements for each specific curriculum. Students are also guaranteed the rights of due process. This process is administered without regard to race, color, religion, sex, age, national origin, or disability, as outlined by the following legislation or policies:

- Section 504 of the Rehabilitation Act of 1973
- Title IX of the Educational Amendments of 1972
- Section 703 of Title VII of the Civil Rights Act
- North Carolina Amendment Act of 1972
- Americans with Disabilities Act of 1990

Persons who perceive they have been discriminated against on the basis of any of the aforementioned criteria may contact either the College's Title IX Deputy Coordinator at (252) 222-6237 or Director of Human Resources and Title IX Coordinator at (252) 222-6225 or 3505 Arendell Street, Morehead City, NC 28557-2989; the Director, Office of Civil Rights, Education Department, 400 Maryland Avenue, SW, Washington, DC 20202, (202) 376-8177; or Director, Veterans Administration Regional Office, 251 North Main Street, Winston-Salem, NC 27102, telephone 1-800-827-1000.

Individuals with disabilities who need assistance or require special accommodations to access College programs or activities must request such services in advance by contacting the counselor who coordinates disability services.

For additional information, contact Carteret Community College.

Carteret Community College
3505 Arendell Street
Morehead City, NC 28557
Phone: (252) 222-6000
Fax: (252) 222-6265

Table of Contents

Chapter 1. Academic Calendar.....1	Assistance 44
Chapter 2. The College.....2	Chapter 6. Student Services 47
2.1. Message from the President.....2	6.1. Academic Support Services 47
2.2. Carteret Community College Board of Trustees3	6.2. Academic Computer Lab..... 49
2.3. College & Program Accreditations4	6.3. Enrollment Advising 47
2.4. History7	6.4. Career Coaches..... 47
2.5. General Information.....8	6.5. Counseling..... 47
2.6. College Directory10	6.6. Carolina Student Transfer Excellence Program (C-STEP)..... 49
2.7. Mission, Vision, and Values.....10	6.7. Library 47
2.8. Strategic Plan11	6.8. Success Coaching 50
2.9. College Philosophy13	6.9. TRiO Programs- Student Support Services 48
2.10. Diversity, Equity, and Inclusion Statement12	6.10. Minority Male Success Initiative 51
2.11. Performance Measures and Standards ...12	6.11. Students with Disabilities 48
2.12. School Colors.....13	6.12. Veterans Student Success Center 52
2.13. Institutional Charter13	6.13. Student Center..... 52
2.14. Memberships.....13	6.14. Student ID Cards 52
2.15. Carteret Community College Foundation, Inc.13	6.15. Student Health Services..... 52
Chapter 3. Admissions.....16	6.16. Student Housing 52
3.1. Admission Procedures Where to Apply...16	6.17. Student Organizations and Activities..... 52
3.2. Transcripts18	6.18. Vocational Rehabilitation..... 53
3.3. Placement into College Gateway Courses18	6.19. Workforce Investment Opportunity Act (WIOA) Grant..... 53
3.4. Advanced Standing20	Chapter 7. Policies, Procedures, and Guidelines ... 54
3.5. Selective Admission Programs27	7.1. Student Code of Conduct..... 54
3.6. Career and College Promise for Approved High School and Home-School Students28	7.2. Sexual Discrimination, Harassment, and Violence (Title IX)..... 58
3.7. Readmission Requirements32	7.3. Levels of Disciplinary Action 64
3.8. Residence Status for Tuition Purposes....33	7.4. Procedures for Disciplinary Action 65
Chapter 4. Student Expenses.....34	7.5. Summary Suspension Procedures 66
4.1. Payment of Tuition and Fees.....34	7.6. Resolution of Student Grievances 66
4.2. Tuition and Fees.....34	7.7. Student Rights and Responsibilities 73
4.3. Financial.....35	7.8. Adverse Weather Policy..... 73
4.4. Returned Checks.....35	7.9. Security and Safety..... 74
4.5. Tuition Credit.....35	7.10. Student Right-To-Know and Campus Security Report 74
4.6. Books and Supplies.....36	7.11. Emergency Procedures 74
4.7. Military Tuition Benefit36	7.12. Parking Rules and Regulations..... 75
4.8. Tuition Exemptions.....37	7.13. Communicable Disease Policy 76
Chapter 5. Financial Aid.....39	7.14. Food and Beverage Guidelines..... 77
5.1. Estimated Cost of Attendance39	7.15. Alcohol and Drug Policy..... 77
5.2. Application Procedures and Deadlines39	7.16. College Smoking Policy 80
5.3. Veterans' and Military Active Duty	7.17. Student Record Confidentiality 80

7.18.	Student Record Regulations	80
7.19.	Technology Acceptable Use Policy	84
7.20.	Copyright Policy	85
7.21.	Intellectual Property Policy	85
7.22.	Dress Code / Guidelines.....	87
7.23.	Telephone Calls to Students	87
7.24.	Visitors	88
7.25.	Lost and Found Guidelines.....	88
7.26.	Children on Campus.....	88
7.27.	Animals on Campus	88
7.28.	Community Bulletin Board Guidelines.....	89
7.29.	Textbook and Supply Adoption Policy	89
7.30.	Academic Integrity Policy	90
7.31.	Attendance Policy.....	90
7.32.	Credit by Examination Policy	91
Chapter 8. Academics		92
8.1.	Academic Honors	92
8.2.	Academic Load.....	92
8.3.	Academic Progress Standards	92
8.4.	Academic Renewal Process	94
8.5.	Auditing	94
8.6.	Catalog of Record	94
8.7.	Change of Personal Information	95
8.8.	Change of Program of Study	95
8.9.	Collaborative Agreements	95
8.10.	Course Numbering System	95
8.11.	Course Substitution	95
8.12.	Credit Hours	96
8.13.	Distance Learning.....	96
8.14.	Grade Point Average (GPA) Computation	96
8.15.	Grade Replacement	97
8.16.	Grade Reporting.....	97
8.17.	Grading System.....	97
8.19.	Graduation Requirements.....	97
8.20.	Independent Study	102
8.21.	Licensing of Graduates.....	100
8.22.	Prerequisite & Corequisite.....	100

8.23.	Registration Web Registration (Student Self-Service via Carteret Compass).....	100
8.24.	Repeat Process for Curriculum Course Work	101
8.25.	Semester System.....	101
8.26.	Student Classification.....	101
8.27.	ACA 122: College Transfer Success	101
8.28.	Transcripts.....	102
8.29.	Carteret Compass.....	102
8.30.	Drop/Withdrawal Policy	102
Chapter 9. Programs of Study		125
9.1.	Program Directory.....	125
9.2.	Programs of Study	127
9.3.	Course Descriptions.....	127
9.4.	Course Prefix Identification	127
9.5.	Comprehensive Articulation Agreement	127
9.6.	Uniform Articulation.....	129
Chapter 10. Corporate and Community Education		131
10.1.	Admissions	131
10.2.	Basic Skills.....	132
10.3.	Life Enrichment Programs	133
10.4.	Human Resources Development	133
10.5.	Small Business Center.....	133
10.6.	Workforce Training and Occupational Extension.....	134
10.7.	Teacher Certificate Renewal Program ..	134
10.8.	Customized Training Program.....	134
Appendices.....		125
Appendix A. Placement Test Equivalency Tables..		125
Appendix B. Advanced Placement Credit Table		126
Appendix C. CLEP® Credit Table		128
Appendix D. Industry Certificate & Licensures Credit Table		129
Appendix E. Table of Articulated Credit.....		130
Appendix F. College Readiness Benchmarks		134
Appendix H. RISE Placement Guides		135
Appendix H. Programs of Study		137

Chapter 1. Academic Calendar

Please visit the College website for the most current [Academic Calendar](#).

Chapter 2. The College

2.1. Message from the President

Dear Carteret Community College Students, Staff, and Faculty,

Welcome to the 2023-2024 Academic Year! So much of what we do at Carteret Community College is expressed in our **Mission Statement**, which was approved by our Board of Trustees in November 2021. The mission is the result of collaboration among students, faculty and staff, trustees, foundation directors, advisory committee members, business and industry partners, and other members of the community to define our strategic directions and goals for the next several years.



Carteret Community College Mission Statement

Carteret Community College serves and empowers our students and coastal community by providing high-quality education, workforce training, and lifelong enrichment in an innovative and inclusive learning environment.

Serving and empowering students and our community are at the heart of this mission, and we commit to striving to provide excellent programs and opportunities that support not only access to Carteret CC for all students in our service area, but also success and goal achievement that can lead to greater social and economic mobility for all residents and businesses in our county. To that end, we have begun the process of creating “One Door” for students seeking enrollment and support by locating curriculum, continuing education, and returning student advising (MAPS Center) in the McGee Building. Over the course of the next year, all of the staff involved in those support areas of the College will be engaged in a design process to determine the physical upgrades needed in the McGee Building to make their services more effective and convenient for students.

Last year, Carteret Community College was named by SmartAsset to be the Number Two Community College in the country. This recognition was based on an analysis of over 800 community colleges in the nation and how they rated in terms of student:faculty ratio, program progression and completion, and affordability (tuition and fees). With these favorable opportunities, Carteret CC is delighted to further the vision of Dr. W. Dallas Herring, considered the Father of the North Carolina Community College System, who charged community colleges to take people where they are and carry them as far as they can go within the constraints of our system.

I look forward to working for and with you to continue the College’s work to serve and empower our students and community.

Wishing you a productive and invigorating year,

A handwritten signature in blue ink that reads "Tracy Mancini". The signature is fluid and cursive.

Dr. Tracy Mancini
President

2.2. Carteret Community College Board of Trustees 2023-2024 THIS WILL BE DETERMINED AT THE JUNE 2023 BOT MEETING...

Officers

Mrs. Melodie Darden, Chair
Dr. Wrenn Johnson, Vice Chair
Dr. Tracy Mancini, Secretary
Vacant, Assistant Secretary

<u>Appointed by the Governor</u>	<u>Term Expiration</u>
Mrs. Melodie Darden.....	June 30, 2025
Mrs. Penny Hooper.....	June 20, 2026
Mrs. Mary Charles Jenkins	June 30, 2024
Mrs. Rosa Langston.....	June 30, 2023

<u>Appointed by the Carteret County Commissioners</u>	<u>Term Expiration</u>
Vacant.....	June 30, 2026
Mrs. Dee Meshaw.....	June 30, 2024
Mr. Doug Starcke	June 30, 2025
Dr. Wrenn Johnson	June 30, 2023

<u>Appointed by Carteret County Board of Education</u>	<u>Term Expiration</u>
Mr. Robin Comer.....	June 30, 2024
Mr. William "Bill" Henderson	June 30, 2023
Mrs. Catherine Parker.....	June 30, 2025
Vacant.....	June 30, 2026

<u>Student Government Association Representative</u>	<u>Term Expiration</u>
Mr. Tony Pile.....	June 30, 2023

2.3. College & Program Accreditations

Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Inquiries regarding the programs and services of Carteret Community College should be addressed with the College directly. For questions about the accreditation of Carteret Community College contact the Commission on Colleges

at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500.

Carteret Community College's accreditation was last reaffirmed in 2020. The next review of the 5th year report will be in 2025. The next reaffirmation committee should occur in August 2030.

The following programs have additional accreditation, approval, or certifications:

Program	Name & Contact Information	Approval, Certification, or Accreditation	Date of Last Review	Date of Next Review	Negative Action Taken (Yes or No)
Associate Degree Nursing (recognized by DOE)	North Carolina Board of Nursing; Box 2129, Raleigh, NC 27602; Telephone: (919)782-3211; Website: http://www.ncbon.com .	Approval	March 2016	March 2024 On-site October 2023	No
	This nursing education program is accredited by the Accrediting Commission for Education in Nursing; 3343 Peachtree Rd. NE #850, Atlanta, GA 30326; Telephone: (404) 975-5000; Website: www.acenursing.org	Accreditation	February 2018	March 2024 On-site October 2023	No
Basic Law Enforcement Training (BLET)	The Basic Law Enforcement Training (BLET) program is approved by the North Carolina Criminal Justice Education and Training Standards Commission. NC Criminal Justice Standards Division, NC Department of Justice; 114 West Edenton Street, PO Drawer 149 Raleigh, NC 27602; Telephone: (919) 661-5980; Website: http://www.ncdoj.com/law_enforcement/cle_ciets.is .	Accreditation	May 2020	May 2025	No
Captain 's Licensing and Merchant Mariner Credentialing	United States Coast Guard National Maritime Center; 130 East Burr Boulevard, Kearneysville, WV 25430; Telephone: (304) 724-9531; Website: https://www.dco.uscg.mil/national_maritime_center/	Certification	OUPV- 6/1/20; Marine Assistance Towing- 1/1/20; Upgrade to 100 Ton - 4/1/20; Upgrade 100 Ton to 200 Ton – 10/01/17; Auxiliary Sail- 4/1/19; Able Seaman- 10/1/20	OUPV- 6/20/25; Marine Assistance Towing- 1/31/25 Upgrade to 100 Ton – 1/31/26 Upgrade 100 Ton to 200 Ton – 10/31/22; Auxiliary Sail – 4/30/24; Able Seaman- 10/31/25	No
Central Sterile Processing Technician	The Certification Board for Sterile Processing and Distribution, Inc. (CBSPD) 148 Main Street, Suite C-1, Lebanon, NJ 08833 1-908-236-0530 http://www.sterileprocessing.org	Certification	January 2021	January 2022	No
Code Official Training	North Carolina Code Qualifications Board; 322 Chapanoke Road, Suite 200; Raleigh, NC 27603;	Approval	April 1, 2020	Indefinite	No

Program	Name & Contact Information	Approval, Certification, or Accreditation	Date of Last Review	Date of Next Review	Negative Action Taken (Yes or NO)
	Telephone: (919) 661-5880; Website: http://www.ncdoi.com/osfm .				
Cosmetology Esthetics Technology Manicuring/Nail Technology	North Carolina State Board of Cosmetic Art Examiners ; 1201 Front Street, Suite 110; Raleigh, NC 27609; Telephone: (919) 733-4117; Website: http://www.cosmetology.state.nc.us .	Certification	October 2022	October 2023	No
Detention Officer Certification	North Carolina Sheriffs' Education and Training Standards Commission; NC Department of Justice, 9001 Mail Service Center, Raleigh, NC 27699-9001 Telephone: (919) 779-8213; Website: http://ncdoj.com/About-DOJ/Law-Enforcement-Training-and-Standards/Sheriffs-Education-and-Training-Standards.aspx .	Accreditation	December 1, 2020	December 1, 2025	No
Emergency Medical Science	North Carolina Office of Emergency Medical Services ; 701 Barbour Drive, Raleigh, NC 27603-2008; Mailing: 2707 Mail Service Center, Raleigh, NC 27699-2707; Telephone: (919) 855-3935; Website: http://www.ncems.org .	Approval	February 2021	February 2025	No
	Commission on Accreditation of Allied Health Education Programs (CAAHEP) , http://www.caahep.org ; Committee on Accreditation of Emergency Medical Science Programs (CoAEMSP) 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088; Telephone: (214) 703-8445; Website: www.coaemsp.org	Accreditation	January 2023	April 2028	No
Fire And Rescue Training	North Carolina Fire and Rescue Commission; 322 Chapanoke Rd, Raleigh, NC 27603; Telephone: (919)661-5880; Website: http://www.ncdoi.com/osfm .	Accreditation	April 2023	April 2028	No
Medical Assisting	Commission on Accreditation of Allied Health Education Programs (CAAHEP) , http://www.caahep.org , Medical Assisting Education Review Board (MAERB) ; CAAHEP - 1361 Park Street, Clearwater, FL 33756; Telephone: (727) 210-2350; Website: http://www.aama-ntl.org/endowment .	Accreditation	September 2017	March 2026	No
Medication Aide	North Carolina Department of Health and Human Resources; Division of Facility Services; Medication Aide Program ; 2709 Mail Services Center, Raleigh, NC 27699; Telephone: (919) 855-3970; Website: http://www.ncnar.org .	Approval	February 2020	Pending	No
Nursing Assistant I	North Carolina Department of Health and Human Resources; Division of Health Service Regulation, Health Care Personnel Registry, Center for Aide Regulation and Education ; 2709 Mail Services Center, Raleigh, NC 27699; Telephone: (919) 855-3970; Website: http://www.ncnar.org .	Approval	December 2022	December 2023	No
Nursing Assistant II	North Carolina Department of Health and Human Resources; Division of Health Service Regulation, Health Care Personnel Registry, Center for Aide Regulation and Education ; 2709	Approval	February 2023	February 2024	No

Program	Name & Contact Information	Approval, Certification, or Accreditation	Date of Last Review	Date of Next Review	Negative Action Taken (Yes or NO)
	Mail Services Center, Raleigh, NC 27699; Telephone: (919) 855-3970; Website: http://www.ncnar.org .				
Paralegal Technology	North Carolina State Bar , 208 Fayetteville Street-PO Box 25908, Raleigh, NC 27611-5908; Telephone: (919) 828-4620; Website: http://www.nccertifiedparalegal.org .	Accreditation	November 2021	November 2024	No
	American Bar Association Standing Committee on Paralegals Approval Commission; 321 North Clark Street; Chicago, Illinois 60654-7598; Telephone: (312) 988-5617 Website: www.abaparalegals.org	Approval	Self-Study/Reapproval February 2021	February 2028	No
Pharmacy Technician	The Pharmacy Technician Certification Board , 1100 15th Street, NW Suite 730, Washington, DC 20005-1707; Telephone: 800-363-8012; Website: http://www.ptcb.org .	Accreditation	February 2023	February 2024	No
Phlebotomy	The National Accreditation Agency for Clinical Laboratory Sciences , 8710 W. Bryn Marr Avenue, Suite 670, Chicago, IL 60631-3415; Telephone: (773) 714-8880; Website: http://www.naacls.org .	Certification	January 2020	Pending	No
Radiography (recognized by DOE)	Joint Review Committee on Education in Radiologic Technology , 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; Telephone: (312)704-5300; E-mail: mailto:mail@jrcert.org ; Website: http://www.jrcert.org .	Accreditation	August 2015	August 2023 Site Visit May 2023	No
Respiratory Therapy	Commission on Accreditation for Respiratory Care ; 1248 Harwood Road, Bedford, TX 76021-4244; Telephone: (817) 283-2835; Website: http://www.coarc.com .	Accreditation	November 2015	November 2025	No
Therapeutic Massage	North Carolina Community College System , 200 West Jones Street, Raleigh, NC 27603; Telephone: (919) 807-7100; Website: http://www.northcarolinacommunitycolleges.edu .	Certification	February 2023	February 2024	No

2.4. History

Since 1963, Carteret Community College has helped students and the community prepare for the changing demands of the workplace. Starting out in World War II-era Quonset huts as an Institutional Education Center, the College has grown and changed over the years. Through its transformation as a technical college and now a comprehensive community college, Carteret CC has grown and changed to meet the needs of the community.

Today, Carteret CC offers up-to-date vocational and technical training and features programs that prepare students for the skills they need in the 21st Century workplace, where advanced technology is changing business and industry. We are as proud of our humble beginnings as we are of our high-tech programs, many of which have been recognized for their quality and rigor.

Just as boaters navigating the shifting shoals and swift currents of our shallow coastal waters depend on navigational aids, the College also has a compass to help it steer the right course. With its compass pointing toward excellence, the College remains committed to helping the community and its citizens prosper and flourish.

In 1995, the College signed an agreement with North Carolina State University to locate the Center for Marine Sciences and Technology (CMAST) on the College's campus. As part of the partnership, Carteret Community College occupies the top floor of the four-story CMAST facility, which houses some of the College's university transfer courses.

In 2000, the voters of Carteret County agreed to fund \$14 million in new facilities and renovation projects at the college. Approximately half was approved through a countywide bond referendum, while the rest was approved through a state community college bond initiative. Voters sent the message that they wanted Carteret County to have expanded training opportunities in business technologies, health sciences, and marine trades.

Carteret CC kept its promise with the opening of the three-story Wayne West building. The new facility created larger basic skills training

areas and state-of-the-art computer labs, and it allowed for the implementation of the Associate Degree in Nursing program as well as facilities for other health science programs like Radiography, Respiratory Therapy, Emergency Medical Sciences, and Medical Assisting.

The North Carolina Marine Training and Education Center (NCMARTEC), Agri Supply Demonstration Center for Aquaculture, Horticulture, and Aquaponics, prepare students for employment opportunities in our coastal marine environment. The college received a Center of Excellence for Domestic Maritime Workforce Training and Education (CoE) in 2021.

Carteret CC is part of the fabric of Carteret County. More than 10,000 people visited the campus last year, with many enjoying programs held in the College's Joslyn Hall auditorium, which received a sound system upgrade in 2021 to allow for high quality music performances.

In 2016, with its share of funds from a \$2 billion bond referendum passed by the voters of North Carolina and support from Carteret County, Carteret CC began planning a new Hospitality and Culinary Arts Center to house state-of-the-art equipment and instructional technology for its growing programs that support the tourism and hospitality industries. The new Hospitality and Culinary Arts building opened for students and the public in February of 2021. The building houses four state-of-the-art indoor kitchen labs, an outdoor patio and kitchen lab, a hotel room lab, three classrooms, and the Elizabeth and Doug Townsend Event Hall.

With grants from the Golden Leaf Foundation, the Clean Water Management Trust, and North Carolina's Bionetwork, our state, region, and community believe in Carteret CC's workforce training efforts and the work being done to create new job opportunities, protect the environment, and take advantage of emerging technologies.

In 2021, the College opened the Big Rock Career Center which houses training and employment services for Carteret CC students, as well as for members of the general public. NCWorks, which provides assistance to those seeking and applying for work, occupies the majority of the building. In addition to

employment services, NCWorks also provides assistance to Veterans and Workforce Innovation and Opportunity Act participants. The Center also contains the North Carolina Military Business Center whose purpose is to assist local businesses connect to and win military and federal contract opportunities.

In 2020-2021, the College completed a shoreline restoration project to create a living shoreline on its south border, with the support from the National Fish and Wildlife Federation and in partnership with the NC Coastal Federation. The NC Coastal Federation awarded the College with a Pelican Award for Leadership in Living Shorelines in 2021.

In addition to the wide array of new curriculum programs available today, the College also offers an extensive number of occupational training and community service courses through its Corporate and Community Education Division. The division consists of specialized units to assist the different special needs of county residents.

Among the specialized units is the Basic Skills department, which manages programs that include Adult Basic Education, Adult High School, English Language Acquisition, and High School Equivalency.

The Human Resources Development (HRD) unit also provides general job readiness training for individuals prior to entering the workforce, while the Small Business Center provides services to new and existing small businesses.

The College also cooperates with numerous agencies such as the Carteret County Public School System, the Chamber of Commerce, the Economic Development Department, and Tourism Development Authority (TDA) to enhance learning and encourage the economic development of the area.

Carteret Community College is a full-service, fully- accredited all-purpose college offering a wide range of curriculum and corporate and community education programs in business technology,

photographic technology, health sciences, college transfer, and many other programs.

2.5. General Information

Carteret Community College
3505 Arendell Street

Morehead City, NC
28557
College website: www.carteret.edu

Hours of Operations (normal business hours):

Monday	8:00 a.m.—5:00 p.m.
Tuesday	8:00 a.m.—5:00 p.m.
Wednesday	8:00 a.m.—5:00 p.m.
Thursday	8:00 a.m.—5:00 p.m.
Friday	8:00 a.m.—5:00 p.m.**

College Contacts			
Office or Area	Phone	Fax	Email
General Information	222-6000		
Academic Support Services	222-6218		
Admissions	222-6155		admissions@carteret.edu
Basic Skills Department	222-6195	222-6083	
Bookstore	222-6252		
Campus Security	222-6188		
Career Center	222-6156		careercenter@carteret.edu
Cashier's Office	222-6157		busoffice@carteret.edu
Corporate and Community Education	222-6200	222-6263	
Carteret Community College Foundation, Inc.	222-6262	222-6075	
Counseling Services	222-6237		
Disability Support Services	222-6237		disabilityservices@carteret.edu
Enrollment Advising	222-6060		
Financial Aid Office	222-6293		finaid@carteret.edu
Human Resources	222-6275		
Library	222-6213	222-6219	library@carteret.edu
MAPS	222-6236		
President's Office	222-6141		
Public Information	222-6240		
Registrar's Office	222-6152		registrar@carteret.edu
Security	222-6188		
Small Business Center (SBC)	222-6127		sbc@carteret.edu
Student Services	222-6060		
Student Government Association (SGA)	222-6269		SGA@carteret.edu
TRiO Program (Student Support Services)	222-6020		trioservices@carteret.edu
Veterans Center	222-6253		
Vice President for Finance and Administrative Services	222-6142		
Vice President for Corporate and Community Education	222-6117		
Vice President for Instruction and Student Support	222-6144		

2.6. College Directory

For a complete list of Carteret CC faculty and staff, please visit our [college website](http://www.carteret.edu/college-website) at www.carteret.edu.

2.7. Mission, Vision, and Values

North Carolina Community College System Mission

The mission of the North Carolina Community College System is to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well-being of individuals by providing:

- Education, training, and retraining for the workforce including basic skills and literacy education, occupational, and pre-baccalaureate programs.
- Support for economic development through services to and in partnership with business and industry, and in collaboration with the University of North Carolina System and private colleges and universities.
- Services to communities and individuals which improve the quality of life.

Our Mission

Carteret Community College serves and empowers our students and coastal community by providing high quality education, workforce training, and lifelong enrichment in an innovative and inclusive learning environment. (Reviewed and approved by the Board of Trustees November 2021)

Our Vision

The Carteret Community College Vision is based on the pursuit of excellence in four dimensions:

- An excellent learning college
- An excellent resource for workforce development and quality of life
- An excellent steward of the public trust
- An excellent place to work

Our Values

At Carteret Community College, we believe our purpose is to serve the citizens of Carteret County. To fulfill this purpose, we further believe our greatest assets are the people we employ. We, the employees of Carteret Community College, united by common purpose, share these values:

Learning. We value lifelong learning for students and ourselves.

Service. We provide excellent service and help to the community and to each other.

Quality. We hold ourselves to high standards of quality in everything we do.

Innovation. We encourage each other to use our talents and abilities.

Integrity. We trust each other and are trustworthy in word and deed.

Diversity, Equity, and Inclusion. We welcome, value, and respect each person's uniqueness.

Teamwork. We work together and encourage collaboration.

Commitment. We are committed to the goals and mission of the College.

2.8. Strategic Plan



STRATEGIC PLAN 2022-2025

A SOUND EDUCATION

STRATEGIC DIRECTION 1: CULTURE OF SERVICE

Carteret Community College will build upon and sustain a culture of service affecting students, employees, and the community.

- Goal 1:** Evaluate, share, and act upon stakeholder input to create or improve services offered by the College.
- Goal 2:** Provide a supportive one-door approach for student enrollment, advisement, and academic support services.

STRATEGIC DIRECTION 2: EQUITABLE ACCESS & SUCCESS

Carteret Community College will strive to promote equitable student access and success outcomes in courses, programs, and degrees.

- Goal 1:** Promote and sustain a diverse, equitable, and inclusive workforce.
- Goal 2:** Identify and eliminate barriers to the College that prevent full access and participation for those in our service area and online community.
- Goal 3:** Connect students to supportive services and community partners, empowering individuals to achieve their career and educational goals.

STRATEGIC DIRECTION 3: PROGRAM EVALUATION & ALIGNMENT

Carteret Community College will evaluate, develop, and maintain a suite of academic and technical programs that leads to successful transfer and/or family sustaining jobs.

- Goal 1:** Offer and promote career and educational pathways in support of a "one-college" model.

STRATEGIC DIRECTION 4: CULTURE OF EVIDENCE

Carteret Community College will build a data-informed approach to problem solving, and one that promotes curiosity and empowerment among students, faculty, and staff.

- Goal 1:** Create accurate, reliable data reporting processes to inform and empower stakeholders.

STRATEGIC DIRECTION 5: ROBUST PARTNERSHIPS

Carteret Community College will develop robust partnerships with local school systems and employers to promote a "collective impact" strategy for education attainment, workforce, and economic development across the service area.

- Goal 1:** Collaborate with educational, community, and industry partners to promote learning and career opportunities.
- Goal 2:** Implement an internal strategy to align and enrich partnerships between college representatives and economic development, industry, and educational partners.

MISSION

Carteret Community College serves and empowers our students and coastal community by providing high-quality education, workforce training, and lifelong enrichment in an innovative and inclusive learning environment.

VISION

- An Excellent Learning College -
- An Excellent Place to Work -
- An Excellent Resource for Workforce Development and Quality of Life -
- An Excellent Steward of the Public Trust -

VALUES

Learning
Service
Quality
Innovation
Integrity
Diversity, Equity, & Inclusion
Teamwork
Commitment

2.9. Diversity, Equity, and Inclusion Statement

Carteret Community College is committed to cultivating and maintaining a supportive and respectful environment where each individual feels welcome to participate in the life of the College. We recognize and value the diversity of our community. We will:

- Treat one another with respect and dignity;
- Promote a learning and working community characterized by social justice, understanding, and civility; and
- Encourage curriculum, teaching strategies, support services, policies, and personnel practices that reflect openness to ideas, peoples, and cultures.

We strive for accountability as evidenced through action, reflection, and ongoing improvement.

2.10. Performance Measures and Standards

The Performance Measures for Student Success Report is the North Carolina Community College system's major accountability document. This annual performance report is based on data compiled from the previous year and serves to inform colleges and the public on the performance of our 58 community colleges.

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.

In 2010, a review process was established to ensure the measures and methods for evaluating colleges were current and remained focused on improving student success. Every three years, a

committee that is inclusive of college leaders; subject matter experts; and research and assessment professionals are appointed to review the measures and recommend deletions, revisions, and additions. Recommendations from the most recent review were approved in 2018 and this is the inaugural report representing the updated measures.

The current list of measures includes:

- Basic Skills Student Progress
- Student Success Rate in College-Level English Courses
- Student Success Rate in College-Level Math Courses
- First Year Progression
- Curriculum Student Completion
- Licensure and Certification Passing Rate
- College Transfer Performance

Baselines and Excellence Levels

The outcomes funding model associated with the performance measures was implemented in 2013. A major component of this model is the establishment of system-wide baseline and excellence levels for each measure. These statistically defined levels were developed to provide consistency and promote transparency, simplicity, and objectivity.

Based on three years of data (if available) for each measure, baseline levels are set two standard deviations below the system mean, and excellence levels are set one standard deviation above the system mean. These levels remain static for three years and are reset with the implementation of a new three-year cycle. Additional information regarding the state performance measures are available on the [North Carolina Community Colleges website](#). The following performance summary provides an overview of Carteret CC's results as compared to its peers.

Carteret Community College Performance Standards 2022

Measure	System Excellence Level	System College Average	System Baseline	CARTERET CC 2022
PM1: Basic Skills Progress	1.348	0.993	0.283	1.237
PM2: Credit English Success	1.147	1.014	0.747	0.867
PM3: Credit Math Success	1.192	1.016	0.662	0.740
PM4: First Year Progression	1.069	1.003	0.872	0.995
PM5: Curriculum Completion Rate	1.094	1.014	0.853	1.108
PM6: Licensure Passing Rate (INDEX)	1.073	0.982	0.800	1.107
PM7: Transfer Performance	1.024	0.990	0.922	0.885

[NCCCS 2022 Performance Measures Report](#)

2.11. School Colors

Carteret Community College's school colors: Dark Blue (R-2, G-92, B-136)
Light Blue (R-142, G-185, B-219)
Grey (R-186, G-186, B-186)

2.12. Institutional Charter

Carteret Community College is chartered by the North Carolina State Department of Community Colleges, as specified in Chapter 115D of the General Statutes of North Carolina.

2.13. Memberships

Carteret Community College is a member institution of the North Carolina Community College System, and its trustees and administrators are actively involved in the North Carolina Association of Community College Trustees, the North Carolina Association of Community College Presidents, and the North Carolina Association of Community College Instructional Administrators, respectively.

2.14. Carteret Community College Foundation, Inc.

The mission of the Carteret Community College Foundation, Inc. is to provide comprehensive community support and resources for Carteret CC. Through the generosity of the Carteret CC Foundation's many supporters, the Carteret CC Foundation, Inc. has provided over six million dollars in cash, real estate, capital funds, and

equipment to the College since 2000.

The Carteret Community College Foundation, Inc. is an independent 501 (c) (3) non-profit corporation, governed by a volunteer Board of Directors who reside in every area of Carteret County and who represent diverse occupations. An independent accounting firm audits the Carteret CC Foundation finances and management procedures annually to assure fiscal accountability.

Each year, hundreds of generous donors give to the Carteret Community College Foundation, Inc. in the form of money, stock, real estate, and equipment and supplies that can be used to support Carteret Community College. Cash and gifts of securities generally fund student scholarships, designated College programs, and faculty and staff development. Many people donate boats and marine equipment to the *Send Your Boat to College*® Boat Donation Resale program. Some of these boats are used in the North Carolina Marine Training and Education Center (NC MARTEC) classes while others are sold outright to support student aid, professional development, capital goals, and other college priorities. In addition, the Foundation holds other fund and friend raising events including a golf tournament, a fishing tournament, and exciting cultural events that benefit the community.

Some of the College's most ardent benefactors have included the Foundation in their estate plans. These planned gifts will ensure that the donors continue to help the community they love for years to come.

Gifts to the Foundation may be made by mail, telephone, or online at [Donate Now](#). For more information on the Carteret

Community College Foundation, Inc. contact the Executive Director of the Carteret CC Foundation, at (252) 222-6262 or reashb@carteret.edu.

CARTERET CC Foundation 2022-2023 Board of Directors		
Ms. Melodie Darden, Chair	Ms. Yvonne “Nonnie” Dillehay	Mr. Chris Mashburn
Ms. June Fulcher, Vice Chair	Dr. Ken Eiler	Ms. Robie McFarland
Dr. Tracy Mancini, Secretary	Ms. Myrna B. Eure	Mr. William L. Rogers
Mr. Bill Weinhold, Treasurer	Dr. Jillian Farrington	Ms. Jessica O’Neal
Ms. Rosa Langston	Mr. Eric Gregson	Ms. Charlotte Post
Ms. Mary Charles Jenkins	Dr. Stanley Harrell	Mr. Arnold L. “Bubba” Sanderson, Jr.
Dr. C	Mr. John Humphries	Mr. Doug Starcke
Mr. Wes Collins	Ms. Jo Ann Mangum	Mr. Keith Walker
		Dr. Matt Zettl, Trustee Liaison

Carteret CC Foundation Director Emeritus

Mr. A.C. Hall Mr. Gene Garner Mr. Glenn McFadden Mr. Floyd Messer

Carteret CC Foundation Staff

Ms. Brenda Reash, Executive Director
 Mr. Scott Lane, Assistant Director
 Ms. Kristi Murdoch, Grants Coordinator
 Ms. Kellie Alexander, Events & Sponsorships Coordinator
 Captain Wes Daniels, Boat Donation / Resale Program Coordinator

Chapter 3. Admissions

Carteret CC is a coeducational institution with admission open to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age in accordance with North Carolina State Board of Community Colleges Code 1D SBCCC 400.2.

Admission is open to active high school and home-schooled students who are eligible for Career and College Promise pathways.

Exceptions: Carteret CC may refuse admission to any applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals in accordance with Rule (e) of the North Carolina State Board of Community Colleges Code 1D SBCCC 400.2.

In addition, Carteret CC will refuse admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course only if that applicant resides in a US State or US Territory where the college is not authorized to provide distance education in that State or Territory in accordance with Rule (g) of the North Carolina State Board of Community Colleges Code 1D SBCCC 400.2.

A prospective student must apply for NC residency, complete and submit an application for admission to the college, and submit official high school or GED transcripts. A student has the option to take the placement if they wish to place in a higher course than what their transcript evaluation places them. Carteret CC will monitor applications and registration to ensure compliance with this policy.

3.1. Admission Procedures Where to Apply

Applications should be submitted online through the College [website](#). If needed, the Admissions Office can assist students in completing the application.

When to Apply

Applicants are encouraged to submit their application to the admissions office as soon as possible before the start of the semester in which they intend to enroll. Applicants should contact the admissions office for information pertaining to program requirements and program application deadlines. See the [Programs of Study](#) section of this publication for program requirements.

Application Procedures

Basic admission procedures for all curriculum programs are as follows:

1. [Obtain a Residency Certification Number \(RCN\)](#) through the Residency Determination Service (RDS). Effective September 11, 2017, the North Carolina State Legislature established the RDS to serve as the single authority for determining residency for tuition purposes. The RCN number is required to submit a Carteret Community College application for admission.
2. [Complete a Carteret CC application](#). On the Carteret Community College Application for Admission, indicate the program in which you plan to enroll. *(Students planning to transfer to a four-year college or university should select the Associate in Arts, Associate in Science, Associate in Engineering, or the Associate in Fine Arts: Visual Arts Degree. Associate in Arts Teacher Prep, Associate in Science Teacher Prep.)*

College courses and programs may have specific criteria that must be met or a special application that must be completed before a student may be accepted into a particular program of study or enrolled in a specific course. Please check specific course prerequisites/corequisites or program of study information for additional requirements that may affect program admission and course enrollment.

High school graduates will certify their status on the college admission application. Home-schooled students must submit a copy of the Home-School's approved registration from the state in which they are registered.

3. [Apply for financial aid](#) and scholarship consideration by completing and submitting the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

Completion of the FAFSA determines eligibility for the Pell Grant, Supplemental Educational Opportunity Grant and Federal Work-Study. Completion of the FAFSA is also required to determine eligibility for state grants and other scholarships. An application should be completed even if

students think they do not qualify since there are many factors affecting eligibility for financial aid.

To provide adequate time for processing and awarding aid prior to the start of classes, priority dates are identified for each semester. If a financial aid application is submitted after the priority dates, the student should be prepared to pay for tuition, fees, and books. (*Priority dates are Fall semester, May 1; Spring semester, October 15; Summer semester, March 1.*)

Students who intend to use their, their spouse's, or their parent's Veterans Educational Assistance must submit official transcripts from an accredited high school, high school equivalency, college or university before enrollment is certified with the Veterans Administration.

4. **Submit official high school/college transcripts**

Students who wish to receive transfer credit from another college or university must submit official college transcripts from regionally accredited institutions of higher education.

Students who have graduated from high school with an unweighted GPA of 2.8 or higher may place directly into College-level English and Math courses. High School transcripts are used to verify GPA.

5. **Complete placement tests** if needed for the degree, diploma, or certificate program you plan to enter. Satisfactory placement test scores are prerequisites for many courses.

Placement tests may be waived. Applicants to the college will be evaluated and placed into gateway English and Math course(s) based on the following criteria:

- High school GPA, or
- CCRG scores, or
- Previous developmental course credit, or
- Prior completion of a college-level English or Math course, or
- Qualifying NC DAP, NROC, ACUPLACER, ASSET or COMPASS, AP, IB or CLEP scores, or
- Qualifying GED or HiSET scores since 2014, or
- Qualifying SAT or ACT scores, or
- Completion of an Associate or

bachelor's degree from a regionally accredited institution

6. **Complete New Student Orientation.**

Participation in a New Student Orientation is recommended for all new, degree-seeking students prior to registration. The sessions are available online and are held on campus throughout each term. Orientation provides in-depth information on College resources and requirements, program and career options as well as exposure to critical student technology pieces, including college email, Carteret Compass, and Moodle.

7. **Meet with an Advisor** First-time college students will meet with an advisor to be approved to register for classes. In this session, students will be provided with an overview of placement into courses, program information, and the name of their faculty advisor who will provide curriculum guidance for future semesters. The student and advisor will discuss recommended courses for the first term at Carteret CC and develop an educational plan.

Campus Tours

Carteret Community College encourages prospective students and parents to visit the campus and tour our facilities. Guided tours are provided during orientation and can be scheduled at other times by contacting the admissions office. Appointments are encouraged to ensure that appropriate staff will be available to assist prospective students. Information pertaining to academic programs, admissions, financial aid, registration, and student services will be presented during the tour.

Special Credit/Visiting Students

Applicants who do not wish to pursue a particular program of study will be admitted as Special Credit (non-degree seeking) students. Students classified as Special Credit (non-degree seeking) students are not eligible for Federal financial assistance, Veteran's assistance, or scholarships. All prospective students must complete and submit an application for admission and meet the pre- and co-requisites for any course registered.

Transfer Students

A transfer student must complete all admissions requirements defined for their particular program,

including an application for admission stating a program of study and official transcripts from high school and college(s).

3.2 Transcripts

Prospective students seeking a degree, diploma, or certificate are responsible for providing official high school transcripts from regionally accredited institutions showing the date of graduation or coursework completion.

Students completing a high school equivalency program must provide a transcript that shows passing scores from an institution with approved accreditation. Home-schooled students must submit a copy of the home school's approved registration from the state in which it is registered along with a copy of the official transcript showing the actual completion date.

College transcripts must be from a regionally accredited institution of higher education. Official transcripts are those received either by mail/email directly from the degree-awarding institution or agency; by hand delivery to the registrar's office in the original, sealed envelope from the degree-awarding institution or agency; or electronically via a global electronic transcript delivery network.

Students with international institution transcripts must have the transcripts translated to English by an internationally recognized service. Carteret Community College accepts foreign transcript evaluations from only WES (World Education Service) and AACRAO (American Association of Collegiate Registrars and Registrar's Officers).

Applicants graduating from high schools not meeting program accreditation criteria may satisfy this requirement by completing high school equivalency tests with passing scores through an institution with approved accreditation.

Transcript Exemptions

High school, high school equivalency, or Adult High School transcripts may be waived for some students with documented proof by official transcript that they have earned an associate degree or higher. Students classified as Special Credit do not have to provide official high school transcripts but must meet the pre- and co-requisites for any course registered. Depending on the class registered for, this may be met by submitting a high school or college transcript.

Exceptions: Health Science programs and Basic

Law Enforcement Training program applicants and students may **not** have the transcript requirement waived.

Home-School Transcripts

Home-School transcripts must include the following information:

- Name, address, and phone number of the home-school,
- Student's personal information (name, address, date of birth, social security number),
- Itemization of courses and final grades achieved for each grade level accomplished,
- Date of graduation,
- Name and signature of the Home-School Administrator, and
- SAT or ACT scores if the student has them.

Transcripts must be sent to Carteret Community College's registrar's office in an envelope sealed and sent by the Home-School Administrator. Every North Carolina home-schooled student must submit a photocopy of the card sent to the Home-School Administrator by the North Carolina Department of Non-Public Instruction verifying the home-school's license to operate in the state. Students home-schooled in other states must submit whatever verification is provided by that state.

If the above information is not provided, the home-school student must obtain the high school equivalency or Adult High School (AHS) diploma before enrolling in a curriculum program.

3.3 Placement into College Gateway Courses

Associate degree, diploma, or certificate applicants to Carteret CC must provide evidence of academic readiness in reading, writing, and math to be placed into college-level courses. Academic readiness may be established through prior academic performance, testing or through completion of a placement test. Placement test results indicate the appropriate level of study for an applicant. Special credit, non-degree seeking applicants may be required to test or provide transcripts in order to satisfy prerequisite requirements for courses in which they wish to enroll.

See Appendix F and Appendix H for placement guidelines.

Placement:

Student will take the subject-area State Board approved assessment(s) to determine placement.

Direct Placement into MAT 172, Precalculus Trigonometry

A student may place directly into MAT 172, Precalculus Trigonometry if the student has scored 70 or higher on the ACCUPLACER College-Level Math (CLM) test.

Direct Placement into MAT 271, Calculus I

A student may place directly into MAT 271, Calculus I if the student has met at least one (1) of the following criteria within the past five (5) years:

- A score of 2 or higher on the AP Calculus AB Exam;
- A grade of C or higher in an AP Calculus course and an unweighted high school GPA of 3.0 or higher;
- A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test;
- A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test;
- A score of 580 or higher on the old (prior to March 2016) SAT Math and a grade of C or higher on the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state;
- A score of 600 or higher on the new (March 2016 and beyond) SAT Math and a grade of C or higher on the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state;
- A score of 27 or higher on the ACT Math and a grade of C or higher on the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state; or
- A score of 560 or higher on the SAT Subject Test in Mathematics Level 2.

Spanish Placement Testing

The purpose of Spanish placement testing at Carteret Community College is to determine the level at which a student is currently performing and to place that student in the course that matches the student's performance. The goal is to maximize learning and success.

Students wishing to complete the Spanish placement test will schedule an appointment through MAPS where the placement test will be administered. Non-course (NC) credit will be awarded to determine appropriate placement based on student performance.

Guidelines for Spanish placement:

Any student may begin in SPA 111: Elementary Spanish I, if desired.

Students who have taken two (2) consecutive units of high school Spanish in the last two years and have earned a grade of C or better may automatically start in SPA 112: Elementary Spanish II. Students wanting to confirm they are prepared to take SPA 112: Elementary Spanish II may take the Spanish placement test. A score of 370-450 places a student in SPA 112. A score of 451-536 places a student in SPA 211. A score of 537 or higher places a student in SPA 212.

Any student desiring to enroll in SPA 211: Intermediate Spanish I or SPA 212: Intermediate Spanish II without meeting the prerequisite courses must take the Spanish placement test to confirm readiness.

Native speakers, and others who are Spanish speaking, must take the placement test for proper placement.

Placement Testing

Students will be placed into courses based on unweighted high school GPA or CCRG scores, or will need to take a placement test. The College uses the NROC RISE placement test to determine placement in math and English. You can schedule your placement testing appointment through the MAPS Center by contacting MAPS@carteret.edu or calling 252-222-6236. The tests are computerized and timed. Placement testing is offered in scheduled group settings, and a photo ID is required.

Applicants/students may only take a placement test twice within a calendar year. Prior to taking a placement test the second time, students are encouraged to visit the [MAPS Center](#) for tutoring assistance. To have placement test scores sent to another college, a written request must be made through the [Registrar's Office](#). Students with alternate needs or concerns related to placement testing should contact the testing coordinator at MAPS@carteret.edu or [\(252\) 222-6236](tel:252-222-6236).

Placement Test Exemption

Students or applicants who meet any waiver criteria will not need placement testing (see Appendix H).

Placement Test Equivalency Tables

Please refer to [Appendix A](#) for Placement Test Equivalency Tables.

3.4 Advanced Standing

Carteret Community College recognizes its responsibility to provide Advanced Standing status to those students with valid and credible learning experiences beyond the campus classroom. The basic premise of the Advanced Standing process is that degree-seeking students shall be awarded appropriate college credit when their previous studies or training have already provided the knowledge, competencies, and skills associated with a course.

The College's commitment to this philosophy of Advanced Standing is coupled with its mandate to ensure standards of academic quality comparable to traditional instruction.

The Curriculum Review Committee (CRC) acts as the authority on transfer credit from outside institutions, and other matters related to determining course equivalencies, to ensure that the courses awarded as transfer credit are equivalent to Carteret CC curriculum courses, Approved by Board of Trustees in quality and content.

Definition of Advanced Standing

Advanced Standing is the award of academic credit for subject matter competency that has been gained by previous academic study or training.

This may include, but is not limited to, college credit based upon individual participation in the Advanced Placement® (AP) program; other placement examinations; formal articulation agreements; transfer credit from regionally accredited institutions of higher learning; professional certification; and training provided by non-collegiate institutions, such as armed forces and service schools.

Criteria Governing Advanced Standing

The following eligibility criteria apply to all forms of Advanced Standing:

- To be eligible for Advanced Standing, a student must be a high school graduate or equivalent, or 18 years or older, and must declare a program of study leading to a degree/diploma/certificate before transcript evaluation takes place. This excludes special credit (non-degree seeking) students.
- Temporary non-academic credit will be awarded for special credit students and dual enrollment students (CCP) who need the credit to meet prerequisites.

Students wishing to obtain Advanced Standing are responsible for providing the College with appropriate official documentation for use in determining Advanced Standing credit. See section on [Foreign Credits Earned](#) for details.

The following limitations apply to the awarding of Advanced Standing:

- The minimum standards for graduation require a passing grade in all courses in a curriculum and the successful completion of any specific curriculum requirements, such as a cumulative grade point average. Candidates for degrees, diplomas, and certificates must complete a minimum of 25 percent of their required course work at Carteret CC. The requirement to complete 25 percent of required course work at Carteret CC may not be met by any form of Advanced Standing covered in this document. Award of credit through Advanced Standing shall only be given for courses that can be found in the Combined Course Library for articulated general courses approved in the Comprehensive Articulation Agreement (CAA).

For technical courses (non-CAA courses), award of credit will be restricted to courses that apply to programs that Carteret Community College currently offers, and that appear in the *College Catalog & Student Handbook*.

In the case of exceptions, award of credit for non-transfer courses not part of a program of study appearing in our General Catalog can be awarded on a case-by-case basis. The Program Chairperson will work with the enrollment advisors and Registrar's office to find appropriate equivalencies.

- No credit shall be awarded that duplicates earned course credit at the College, at other

institutions, or other credit awarded through Advanced Standing.

- Credit is awarded for academic work in which the student earned a grade of C or better.
- Paralegal Technology students must complete at least 25% of required LEX courses at Carteret Community College. Credit earned through Advanced Standing does not apply.
- Students may not apply for Credit-By-Examination (proficiency test) for a particular course if they have previously enrolled (either for credit or audit) in that course at Carteret Community College.
- The College maintains time limits on prior learning experiences for which Advanced Standing may be granted. Award of credit will be subject to a five-year time limit for applied science and technical courses and some biological science courses. Courses include:
ACC120, Principles of Financial Accounting
ACC121, Principles of Managerial Accounting
ACC 140, Payroll Accounting
ACC 150, Accounting Software Applications
BIO 163, Basic Anatomy & Physiology
BIO 168 & 169, Anatomy & Physiology I & II
BIO 271, Pathophysiology
OST 136, Word Processing
OST 138, Advanced Software Applications
OST 148, Med. Coding Billing & Insurance
OST 236, Adv. Word/Info. Processing
OST 243, Med Office Simulation
OST 247, Procedure Coding
OST 248, Diagnostic Coding
OST 286, Professional Development

* The appropriate Program Chair reserves the right to waive the time-limit based on student academic progress and work experience.

Courses with the following prefixes will be subject to the five-year time limit: CIS, CTS, DBA, NET, NOS, SEC, WEB.

Students who maintain continuous enrollment will retain transfer credit, including those students who change their programs of study. However, those who interrupt their enrollment for two consecutive semesters or more (excluding summer) will be subject to the course/prefix time limits.

The appropriate academic Dean, in consultation with the appropriate Program Chairperson, will determine if courses taken prior to enrollment can

be used in the student's current program of study.

- The official transcript shall specify the type of Advanced Standing credit awarded, equivalent courses, and the number of credits awarded. Advanced Standing credit shall be distinct from earned course credit.
- No grades, grade point average, or other indication of academic standing shall be associated with Advanced Standing entries on the official transcript.
- Credit awarded through Advanced Standing is applicable only to Carteret Community College's curricular requirements. **Students are cautioned that credits awarded through Advanced Standing may not be accepted in transfer by other post-secondary institutions.**

Advanced Placement® (AP) Examinations

Carteret Community College awards credit for successful completion of Advanced Placement® examinations in high school. To receive AP credit, students must provide the Registrar with official score reports from the College Board. Please see [College Board AP Exams](#) for information about how to request an official score report.

Please refer to [Appendix B](#) for the Advanced Placement Credit Table.

Foreign Credits Earned and International Baccalaureate Diploma Program Examinations (IB)

Carteret Community College awards Advanced Standing credit based on successful scores on the International Baccalaureate Diploma Program Exam (IB), but not for courses on a foreign transcript, unless the student has earned a degree and the credit is detailed by credit hour and course level. Carteret Community College accepts foreign transcript evaluations from only WES (World Education Service) and AACRAO (American Association of Collegiate Registrars and Registrar's Officers).

The IB Diploma will be recognized and advanced standing credit awarded for higher-level examinations if a score of 5 or higher is achieved. To receive credit for higher-level exams, students must have the IB Organization send scores directly to the Registrar's Office.

Carteret Community College CLEP® Process (College Level Examination Program)

Carteret Community College awards credit for successful completion of CLEP® general examinations, based upon the American Council of Education (ACE) recommendations. Only subject examinations (not general examinations) will be considered for possible credit. Students must score at the 50th percentile or higher in order to receive credit. Minimum scores are recommended by the American Council on Education (ACE). To receive credit for a CLEP® general exam, students must provide the Registrar's Office with official score reports from the College Board (CEEB). See [College Board CLEP®](#) for information about how to request an official score report.

Please refer to [Appendix C](#) for the CLEP® Credit Table.

Credit-By-Examination (Proficiency Exams)

Students requesting to take Credit-By-Exam must provide documentation of proficiency in the subject along with their request. The Program Chairperson and Academic Dean review and approve submitted documentation before a test can be attempted. Examples of acceptable documentation:

- A. Employer-produced documentation of work experience
- B. Non-regionally accredited post-secondary credit
- C. Military credit that did not transfer
- D. Corporate & Community Ed credit
- E. Employee professional development

After receiving approval, students must register for the course they intend to challenge before the last purge date and before classes begin, and then must contact the Program Chairperson to schedule the examination. All Credit-By-Examinations must be taken before the first day of classes.

Please note:

- A. Credit-By-Examination is not available for every course.
- B. Credit-By-Examination may not be used for 200-level coursework.
- C. Credit-By-Examination may be administered through written, oral, practical examination, or any combination of these methods deemed appropriate for the course being challenged. Students who fail a specific Credit-By-Examination will not be permitted a second opportunity.
- D. Students who do not successfully complete a course due to failure, official withdrawal, medical withdrawal, or violation of the College attendance policy will not be

permitted to take a Credit-By- Examination for the course in question.

- E. No more than 10% of the required credit hours in a student's program can be by means of Credit-By-Examination.

Credit-By-Exam tests will be available in the MAPS Center. Program Chairs will provide a comprehensive list of Credit- By-Exams available for non-transferrable AAS, diploma, and certificate courses. Only technical- level tests will be available. Articulated courses generally will not. Students interested in challenging articulated courses will be referred to College Board to take College-Level Examination Program® (CLEP®) testing. Exception: For articulated computer, accounting, and biology courses subject to the five-year time limit, Credit-By-Exam will be made available. For Spanish and articulated math courses there will be a placement test available to place beyond the introductory level.

The form for requesting Credit-By-Exam is available in the Registrar's Office.

Defense Activity for Non-Traditional Educational Support (DANTES)

Carteret Community College will award credit for acceptable scores on DANTES college-level examinations as recommended by the American Council on Education (ACE). To receive credit for a DANTES examination, students are required to provide the Registrar's Office with official score reports.

Documentation of Military Training

Carteret Community College may grant credit for military service training based upon the recommendations provided in the most current American Council of Education (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services*. To receive credit based upon competencies gained through military training, the student must submit an official copy of one or more of the following to the Registrar's Office:

- Joint Services transcript
- Other official transcript recommended by ACE

Industry Certification & Licensure

Students requesting credit based on industry certification and licensure must submit appropriate documentation to the Registrar. All certifications are subject to five-year time limits.

Please refer to [Appendix D](#) for the Industry Certificate

& Licensures Credit Table.

Industry and Licensure References:

1. [Microsoft Word Core](https://www.microsoft.com/en-us/learning/mos-certification.aspx)
(https://www.microsoft.com/en-us/learning/mos-certification.aspx)
2. [Microsoft Word](https://www.microsoft.com/en-us/learning/mos-certification.aspx) (https://www.microsoft.com/en-us/learning/mos-certification.aspx)
3. [Microsoft Excel](https://www.microsoft.com/en-us/learning/mos-certification.aspx) (https://www.microsoft.com/en-us/learning/mos-certification.aspx)
4. [Microsoft Access](https://www.microsoft.com/en-us/learning/mos-certification.aspx)
(https://www.microsoft.com/en-us/learning/mos-certification.aspx)
5. [CompTia A+](http://certification.comptia.org/getCertified/certifications/a.aspx)
(http://certification.comptia.org/getCertified/certifications/a.aspx)
6. [Network +](http://certification.comptia.org/getCertified/certifications/network.aspx)
(http://certification.comptia.org/getCertified/certifications/network.aspx)
7. [Cisco Certified Network Associate](http://www.cisco.com/web/learning/certifications/associate/ccna/index.html)
(http://www.cisco.com/web/learning/certifications/associate/ccna/index.html)
8. [Microsoft Windows 7](https://www.microsoft.com/learning/en-us/mcsa-windows-8-certification.aspx)
(https://www.microsoft.com/learning/en-us/mcsa-windows-8-certification.aspx)
9. [Microsoft Windows 8](https://www.microsoft.com/learning/en-us/mcsa-windows-8-certification.aspx)
(https://www.microsoft.com/learning/en-us/mcsa-windows-8-certification.aspx)
10. [Security+](http://certification.comptia.org/getCertified/certifications/security.aspx)
(http://certification.comptia.org/getCertified/certifications/security.aspx)
11. [Microsoft Server](https://www.microsoft.com/learning/en-us/mcsa-windows-server-certification.aspx)
(https://www.microsoft.com/learning/en-us/mcsa-windows-server-certification.aspx)
12. [Server+](https://www.microsoft.com/learning/en-us/mcsa-windows-servercertification.aspx)
(https://www.microsoft.com/learning/en-us/mcsa-windows-servercertification.aspx)

Articulation Agreements between Carteret Community College and High Schools

Articulation agreements between Carteret Community College and the secondary school system within the Carteret Community College service region provide a seamless academic pathway from high school into community college programs. Articulated courses are high school courses that result in the same learning outcomes as a similar Carteret Community College course. The high school and community college faculty have examined the course competencies and agreed upon their equivalency.

Carteret Community College has current articulation agreements with the following secondary school systems: Carteret County Public School System.

Applied Sciences Local Articulation Agreements

Program Area	High School Course Number	High School Course Title	College Course Number
Hospitality & Tourism	FH 10 AND FH 12 AND FH 13	Culinary Arts & Hospitality I AND Culinary Arts & Hospitality II Internship AND Culinary Arts & Hospitality III	CUL 1
	MH31 AND FH 10	Sports & Entertainment Marketing AND Culinary Arts & Hospitality I	HRM AND 240
Horticulture	AP44	Horticulture II – Landscape Construction	HOR 1
Information Technology	BI12	CompTIA IT Fundamentals	CTI 11 AND 120

Welding	AS31 AND AS32	Agricultural Mechanics I AND Agricultural Mechanics II	WLD-110	Carteret Community College awards credit for articulation for competencies gained through successful completion of the following courses:		Final grade of B or higher in the course	
				AND		AND	
				Health Sciences: Therapeutic and Diagnostic Services- Nurse Aide		minimum score of 90 on	
				CCED Course Name	CCED Course #	Curriculum Equivalent Course	Curriculum Course #
				Nurse Aide I	NUR- 3240	Nurse Aide I	NAS-101
				Nurse Aide II	NUR-3241	Nurse Aide II	NAS-102

Process to Document Credit

The “Articulated Credit Agreement” form is completed by the high school Career and Technical Education office and mailed to the student by the school system with a cover letter stating the courses that are being articulated and instructions on taking the form to the college’s Registrar’s Office. The student must submit the form to the college Registrar’s Office. To have the course credits granted by Carteret Community College, students must also place into college-level work.

The official high school transcript and all official standardized CTE post-assessments are required to verify that the criteria to award credit for articulated courses are met. Where indicated, students must submit supporting documentation to the community college.

To receive articulated credit, community college officials are responsible for verifying eligibility and acceptance of articulated courses on the high school transcript.

Criteria to Award College Credit

The following criteria are used to award college credit for identified high school courses:

1. Final grade of B or higher in the course; and
2. Score of 93 or higher on the standardized CTE post-assessment.

To receive articulated credit, students must enroll at the community college within two years of their high school graduation date and submit written request to Registrar’s Office to have their transcripts evaluated.

Please refer to [Appendix E](#) for the Table of Articulated Credit.

Internal Articulated Crosswalks Curriculum/ Corporate and Community Education (CCED)

NAS-101 Nurse Aide I

To receive advanced standing credit for NAS-101, the student must provide the following documentation:

- Have completed a North Carolina state-approved Nurse Aide I (NA-I) training program with a minimum of 48 hours of patient care in a clinical setting under the supervision of a RN instructor.
 - North Carolina Community College System Continuing Education Course: NUR-3240
 - If the course was not completed at Carteret Community College, provide documentation that the course included a minimum of 48 hours of patient care in a clinical setting under the supervision of a RN Instructor.

OR

- Have current listing on the North Carolina Nurse Aide II Registry with no substantiated findings.
 - Print out a detailed report [NC Board of Nursing](#) of your registry listing verification indicating “no substantiated findings.”
- Provide a letter from a registered nurse on employer letterhead documenting 60 hours of employment as CNA-II providing direct patient care under the supervision of the RN.

NAS-102 Nurse Aide II

To receive Advanced Standing credit for NAS-102, the student must provide the following documentation:

- Have completed a North Carolina state-approved Nurse Aide II (NA-II) training

program with a minimum of 80 hours of patient care in a clinical setting under the supervision of a RN instructor.

- o North Carolina Community College System Continuing Education Course: NUR-3241

- If the course was not completed at Carteret Community College, provide documentation that the program included a minimum of 80 hours of patient care in a clinical setting under the supervision of a RN instructor.

OR

- Have current listing on the North Carolina Nurse Aide I Registry with “no substantiated findings.”
- Print out a detailed report at [NC Department of Health & Human Services](#) of the registry listing verification indicating “no substantiated findings.”
- Provide a letter from a registered nurse on employer letterhead documenting 80 hours of employment as CNA-II providing direct

patient care under the supervision of the RN.

In addition, Carteret Community College will award credit for successful completion of American Heart Association BLS for Healthcare Provider (CPR), which is part of the Nurse Aide I course.

CCE Course Name	CCE Course #	Curriculum Equivalent Course	Curriculum Course #
Nurse Aide I	NUR- 3240 plus BLS Documentation	CPR	HSC-120 (see note below)

Note: To receive advanced standing credit for HSC-120 CPR, the student must provide the following documentation:

- American Heart Association BLS for Healthcare Provider
 - o Provide a front and back copy of a current completion card

Emergency Medical Science Certifications

Con. Ed. Course Name	Con. Ed. Course #	Curriculum Equivalent Course Name	Curriculum Course #
EMT Initial NC OEMS Certification (Initial Course)	EMS-4200	EMT Basic	EMS 110
Advanced EMT Initial NC OEMS Certification (Initial Course)	EMS-4300	EMS Clinical Practicum I	EMS 122
		Pharmacology	EMS 130
		Adv. Airway Management	EMS 131
Paramedic Initial NC OEMS Certification (Initial Course)	EMS-4400	Cardiology I	EMS 160
		Cardiology II	EMS 220
Basic Trauma Life Support (current certification)	EMS-3041	EMS Clinical Practicum II	EMS 221
		EMS Clinical Practicum III	EMS 231
Advanced Cardiac Life Support (current certification)	EMS-3048	Patient With Special Challenges	EMS 240
		EMS Clinical Practicum IV	EMS 241
Pediatric Advanced Life Support (current certification)	EMS-3046	Medical Emergencies	EMS 250
		Trauma Emergencies	EMS 260
		Life Span Emergencies	EMS 270
		EMS Capstone	EMS 285

An applicant must have documentation of successful completion of all courses listed in each Con. Ed. Field in order to be allowed curriculum credit in the associated curriculum field.

American Heart Association (AHA) certifications in ACLS and PALS may be accepted for Con. Ed. Courses with approval from the Program Chair. All certifications must be current.

Curriculum/Curriculum Crosswalks and Prior CARTERET CC Curriculum Coursework

Basic Law Enforcement Training Articulated Crosswalk

Carteret Community College awards credit-by-articulation for competencies gained through successful completion of the North Carolina Basic

Law Enforcement Training Academy (BLET) as evidenced by successful passing of the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission Comprehensive Certification examination. Students successfully completing a BLET course accredited by the aforementioned agencies will receive 20 semester hours of college credit towards the Associate in Applied Science degree in Criminal Justice Technology. Eligible students must have completed BLET since 1985. These credits may only be used towards the aforementioned degree while attending Carteret Community College.

Each institution in the North Carolina system that evaluates transcripts reserves the right to accept or refuse credit for these courses.

Welding Articulated Crosswalk

Courses for Welding Articulated Crosswalk		
Course	Course Title	Curriculum Equivalent Course
Welding 1 AND 3G SMAW Welding certification and final exam for WLD 115	SMAW (Stick) Plate	WLD-115
Welding 1 AND Cutting test and final exam for WLD-110	Cutting Process	WLD-110
Welding 2 AND 3G GMAW Welding	GMAW (MIG) FCA W/PLATE	WLD-121

Students must submit official documentation from the appropriate Academy in order to request award of credit.

Prior Course Work- Quarter Hour Courses

Quarter hour courses must equate to the semester hour equivalent of the current required course (either by a combination of courses or as stand-alone by using the 3:2 ratio). A Program Chairperson will advise the Registrar how a combination of quarter hour courses count for a semester hour course of a different course title. Quarter hour courses sharing the same course title as a semester hour course must also meet the semester hour standard established for the current curriculum (i.e. ENG 101 was a vocational-level composition course in the quarter hour system, not college transferable).

The College reserves the right to disallow credit if the course is deemed to be obsolete or outdated. Any student interested in being considered for prior course work equivalent credit must submit a request to their advisor.

Students may refer to Carteret CC's Credit through [Advanced Standing Guide](#) for more information.

Courses for Basic Law Enforcement Training Articulated Crosswalk		
Course	Course Title	Credit
CJC 120	Interviews/Interrogations	2
CJC 131	Criminal Law	3
CJC 132	Court Procedures and Evidence	3
CJC 221	Investigative Principles	4
CJC 231	Constitutional Law	3
CJC 225	Crisis Intervention	3

3.5 Selective Admission Programs

Because of the nature of select programs and the enrollment restrictions placed on the College by outside agencies such as employers, accrediting agencies, or clinical facilities, only a limited number of students may be accepted each year. Please see the Program of Study section of this catalog for specific admission requirements for the following selective Admission Programs: Basic Law Enforcement Training (BLET) and Health Sciences (Associate Degree Nursing, Emergency Medical Science, Medical Assisting, Radiography, Respiratory Therapy, Human Services Technology).

All applicants will be notified of acceptance or non-acceptance. Questions about admission status should be directed to the Admissions Office.

Selective Admission for Health Science Programs

To be considered for a Health Science program, an applicant should make sure that all admission criteria have been met. Applications for these programs are accepted for consideration beginning October 1 of each year for the following fall semester. Applications are accepted through the posted spring semester deadline. Applications for the Associate Degree Nursing spring cohort are accepted for consideration beginning July 1 of each year for the following spring semester.

Performance Standards

To be eligible for a Health Science Program, applicants must meet the program's Performance Standards specified in the program's admission requirements.

Policy Relating to Health Science Students with Physical and Mental Health Issues

Final acceptance into a Health Science program is contingent upon current, satisfactory physical, psychological and/or medical history examinations. Faculty review the results of the examinations before final admission is granted. If physical or mental

health issues exist which may interfere with the performance of activities, the student will be referred to a physician. A letter of treatment or medical clearance will be required before the student may enroll in classroom, laboratory, or clinical practices and will be used by the Program Chairperson in determining a final decision.

In the event that physical and/or mental health issues arise following enrollment, the faculty member recognizing the health problem will notify the Program Chairperson. The student will be notified verbally and in writing that physician clearance is needed to continue in the program of study. The student will be counseled about the possible effects of the health problem and consequent absence from class or clinical experience. The student, faculty, Program Chairperson, and Dean for Student Services, or designee, will jointly decide upon an individual plan of progression and redemption. Physical or mental health issues that do not respond to treatment within a reasonable period may interrupt continuous progression through the program of study.

Hygiene Policy and Procedure for Health Science Programs

The Health Science Hygiene Policy relates to hygiene in class, lab, clinical, and school related functions.

Policy: Clothing, skin, nails, breath, and personal articles must be clean and free from offensive odors that include but are not limited to coffee, cigarette smoke, excessive perfumes, and colognes.

Procedure: If a violation of the Hygiene Policy occurs that disrupts the educational process in any way, further action will be taken that can include program dismissal.

Notice: Programs have the right to develop more extensive policies and procedures in addition to what is stated to meet industry standards or accreditation guidelines. Specific procedures related to this policy are outlined in each program's manual.

3.6 Career and College Promise for Approved High School and Home-School Students

Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012. The purpose of Career and College Promise is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways leading to a certificate, diploma, or degree as well as

provide entry-level jobs skills.

Career and College Promise offers North Carolina high school students a clear path to success in college or in a career. Through a partnership among the Department of Public Instruction, NC Community Colleges, the University of North Carolina system, and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college campus at no cost to them or their families. Carteret Community College's pathways include:

1. **College Transfer Pathways (CTP)** allow for the completion of at least 30 semester hours of transfer courses including English, mathematics, and ACA 122, College Transfer Success.
2. **Career and Technical Education Pathways (CTE)** lead to a certificate or diploma aligned with a high school career cluster.

College Transfer Pathways

1. To be eligible for enrollment, a high school student must meet the following criteria:
 - a. Be a high school junior or senior;
 - b. Have an unweighted GPA of 2.8 in high school courses or demonstrate college readiness in English, reading, and mathematics on an assessment or placement test.

Please refer to [Appendix F](#) for College Readiness* Benchmarks on Approved Diagnostic Assessment Tests.

2. To maintain eligibility for continued enrollment, a student must:
 - a. Continue to make progress toward high school graduation; and
 - b. Maintain a 2.0 GPA in college coursework after completing two courses. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress for CCP students.
3. A student must enroll in one College Transfer Pathway program of study and may not substitute courses in one program for courses in another.
4. A student may change program of study with approval of the high school principal or designee and the college's chief student development administrator.

5. With approval of the high school principal or designee and the college's chief student development administrator, a student who completes a College Transfer Pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the Associate in Arts, Science, or Engineering. The AA/AS/AE may not be awarded prior to high school graduation verification.
6. With approval of the high school principal or designee and the college's chief student development administrator, a student may enroll in Approved by Board of Trustees a College Transfer Pathway program of study and one Career Technical Education program of study.

Career Technical Education Pathways

1. To be eligible for enrollment, a high school student must meet the following criteria:
 - a. Be a high school junior or senior;
 - b. Have an unweighted GPA of 2.8 on high school courses, or demonstrate college readiness in English, reading, and mathematics on an assessment or placement test. or have the recommendation of the high school principal or designee; and
 - c. Have received career pathway information outlining program requirements for completion of the certificate or diploma.
2. To maintain eligibility for continued enrollment, a student must:
 - a. Continue to make progress toward high school graduation, and
 - b. Maintain a 2.0 in college coursework after completing two courses. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress for CCP students.
3. A student may be awarded a degree, certificate or diploma prior to high school graduation.
4. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change program of study major and add a secondary program with approval of the high school principal or designee and the college's chief student development administrator.
5. A student may concurrently enroll in two CTE

programs of study provided the exception has been approved by the college's Chief Academic Officer or designee. With approval of the high school principal or designee and the college's chief student development administrator, a student may enroll in Approved by Board of Trustees a College Transfer Pathway program of study and one Career Technical Education program of study.

6. A CTE student is not required to demonstrate college readiness on an assessment or placement test to be eligible for the program. However, some required courses within the program may have developmental course prerequisites which must be met through the demonstration of college readiness on an approved assessment or placement test. Students are encouraged to complete college readiness assessments prior to entering the program. CCP students may not enroll in developmental courses.
7. A student who completes the CTE certificate or diploma may continue in the same AAS as long as they are still eligible for CCP. In order to continue, the program code should be changed to reflect the AAS. The student type will remain CCP and their student code will remain CTE.
8. Colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific programs.

Career Technical Education Pathways (Freshmen and Sophomores)

The Appropriations Act of 2013, S.B. 402, amended NC General Statutes 115D-20(4)a.2 to allow academic transition pathways for qualified freshmen and sophomore high school students that lead to a career technical education certificate or diploma in industrial and engineering technologies."

1. The Career and College Promise Career Technical Education Pathway for freshmen and sophomores leads to an industrial or engineering certificate or diploma aligned with a high school Career Cluster.
2. The college may enroll high school freshmen and sophomores only in Engineering, Industrial, Agriculture and Natural Resources, or Transportation Systems Technologies certificate and diploma programs.
3. To be eligible for enrollment, a high school

student must meet the following criteria:

- a. Be a high school freshman or sophomore;
 - i. Have the recommendation of the high school principal or his/her designee and rationale for recommendation;
 - ii. Have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator,
 - iii. Passed Math 1 with a grade of C or better,
 - iv. Scored a 3, 4, or 5 on the EOC for Math I;
 - v. Scored a 3,4 or 5 on the 8th grade End of Grade ELA Assessment

OR

- b. A qualified freshman or sophomore must
 - i. Have the recommendation of the high school principal or his/her designee and rationale for recommendation.
 - ii. Have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator,
 - iii. Have scored a 3,4, or 5 on the EOC for Math I;
 - iv. Demonstrate college readiness in English, reading and mathematics on an assessment
4. Freshmen and Sophomores may not enroll in any CTE pathways that contain UGETC courses.
5. College Career Technical Education courses may be used to provide partial or full fulfillment of a high school career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College Articulation Agreement.
6. To maintain eligibility for continued enrollment, a student must
 - a. Continue to make progress toward high school graduation,
 - b. Maintain a 2.0 in college coursework after completing two courses.
7. Eligible freshmen or sophomores who enter one of the identified CCP Career and Technical Education (CTE) Pathways listed in G.S. §115D-20 and 1D SBCCC 400.11 and who are successfully progressing towards high

school graduation have access to the CCP program for up to four years - one year as a freshman, one year as a sophomore, one year as a junior and one year as a senior.

8. Colleges may request a graduation plan verifying what high school courses remain and the anticipated graduation date.
9. A student may be awarded a certificate, diploma or AAS degree prior to high school graduation.
10. Colleges should follow the same graduation process for CCP students as is followed for traditional college students.
11. The student may change his or her program of study major to another approved program of study for freshmen or sophomores with approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator. The college's chief academic officer or chief student development administrator shall approve a change in pathway based on verification provided by the student that the program change allows the student to meet their newly chosen career path. Verification could include (but is not limited to) a bachelor degree plan published by the university, a career pathway plan, career information published in the Occupational Outlook Handbook and/or information publishes in the North Carolina Career Cluster Guide, etc.
12. With approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator, a student may concurrently enroll in two Career and Technical Education Pathways available to 9th and 10th graders.
13. A student who completes the CTE certificate or diploma may continue in the same traditional, parent AAS program as long as he/she is still eligible for CCP. In order to continue, the program code should be changed to reflect the traditional AAS program code. The student type will remain CCPP and the student code will remain CTE
14. Colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific pathway programs.
15. CCP students may not enroll in transition courses offered through CCR. (examples:

- BSP-4002 and BSP-4003)
16. CCP students may enroll in supplemental courses. (examples: MAT-010, MAT-021, MAT-043, MAT-052, MAT 071; ENG 011)
 17. CCP students may enroll in curriculum transition courses but may not enroll in non-curriculum transition courses. (examples: MAT 003; ENG 002)
 18. CCP students may not audit courses
 19. CCP students may not be enrolled in the Associate in General Education or General Occupational Technology programs.
 20. Students enrolled in Adult High School, Adult Basic Education, or Adult Secondary Education are not eligible for Career and College Promise.

Students without Explore and/or Math I Scores

For students who do not have an Explore score or Math I score (example: home-school students, students from a private school, or students who moved to NC from another state), the College accepts any combination of scores from the College Readiness Benchmarks on Approved Diagnostic Assessment Tests listed at the end of this section.

Students who do have Explore and Math I (those who are attending public school in NC) must meet the eligibility guidelines outlined in items 3a-3c above.

21. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or North Carolina High School to Community College articulation agreement.
22. To maintain eligibility for continued enrollment, a student must
 - a. Continue to make progress toward high school graduation; and
 - b. Maintain a 2.0 in college coursework after completing two courses. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

23. A student may be awarded a certificate or degree prior to high school graduation.
24. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change program of study major to another industrial or engineering program of study with approval of the high school principal or designee and the college's chief student development administrator. A student may concurrently enroll in two engineering or industrial CTE programs of study provided the exception has been approved by the college's Chief Academic Officer or designee.
25. A student who completes the CTE certificate or diploma may continue in the same AAS program as long as the student is still eligible for CCP. In order to continue, the program code should be changed to reflect the AAS. The student type will remain CCPP and the student code will remain CTE.
26. Colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific programs.

Student Application Procedures

1. The high school will document eligibility criteria (high school GPA on the student's transcript. A home-school or non-public high school student must submit a transcript and official test scores from an approved assessment test.
2. Students must complete a Career and College Promise application to be admitted into a Career and College Promise pathway.

Tuition and Fees

1. All curriculum courses taken by Career and College Promise students at community colleges in accordance with in G.S. 115D- 20(4) are tuition-waived except courses offered on a self-supporting basis.
2. Textbooks are the student's responsibility, except in some cases when the LEA may provide funding for textbooks.
3. Student fees (e.g., technology fees and insurance fees) are not waived for Career and College Promise students, except in some cases when the LEA may provide

funding for textbooks.

4. Transportation funding is not available for Career and College Promise students but in some instances the local LEA may provide transportation to the College.

Career and College Promise (CCP) Satisfactory Academic Progress Standards

CCP students pursuing an associate degree, diploma, or certificate are required to maintain a cumulative grade point average of 2.0 (C) or better which indicates satisfactory Academic Progress. Once a student has attempted at least six, (6) credit hours and has failed to meet the standards for Academic Progress, the student will be placed on academic warning, probation, or suspension and must meet specific conditions to continue their enrollment.

CCP students in specific programs and students receiving financial aid and/or veteran's benefits must also meet the specific academic requirements that determine continuation for these programs.

Academic Warning

Academic Warning occurs when a student has attempted at least six (6), but not more than nine (9) credit hours with a cumulative grade point average lower than 2.0. The student will be notified of the warning status. Students on academic warning are required:

- To meet with an academic advisor prior to the fourth week of the semester following placement on academic warning.
- Collaborate with an assigned academic advisor to develop a written Academic Success Plan. The plan may include tutoring and other forms of academic assistance.
- To obtain a minimum semester GPA of 2.0 for every semester.

Academic warning is removed when the cumulative GPA requirement is met.

Academic Probation

Academic Probation occurs when a student has attempted at least nine (9), but not more than twelve (12), credit hours with a cumulative grade point average lower than 2.0. The student will be notified of probation status. Students on academic probation are required to

- Meet with the Director for Counseling, Disability Services, and Retention prior to the fourth week of the semester following placement on academic probation.
- Develop a written Academic Success Plan in conjunction with the Coordinator for Counseling, Disability Services, and Retention, Student Support Care Team, and assigned Academic Advisor. The plan will include limitations on enrollment and other forms of academic assistance.
- Limit enrollment to no more than six (6) credit hours per semester.
- Obtain a minimum semester GPA of 2.0 for every semester.

Academic probation is removed when the cumulative GPA requirement is met.

Academic Suspension

Academic Suspension occurs when a student has attempted 12 credit hours with a cumulative grade point average less than 2.0. These students will not be allowed to register again for one full semester.

Readmission for Academic Suspension

A student must submit a written request to the Dean of Student Services for readmission following an academic suspension. The request must be received at least two weeks prior to the start of any semester. The Dean will confer with Coordinator for Counseling, Disability Services, and Retention, Student Support Care Team, and assigned Academic Advisor before rendering a decision. As a condition of readmission, students must follow the specific recommendations of the Dean. Additionally, students granted readmission will be placed on Academic Probation and will be expected to maintain a semester GPA of 2.0 or higher for subsequent semesters.

3.7 Readmission Requirements

A former Carteret CC student who is in good standing at the time of withdrawal may gain readmission by contacting the Admissions Office. Any student who has not maintained enrollment for two consecutive semesters (excluding summer) must reapply re-enrolling. Students must also meet the admissions requirements for their current program of study.

An evaluation will be done of all course work earned at Carteret CC and other institutions. If a former student has taken classes at other colleges after withdrawing from Carteret Community College, the student should request official transcripts be forwarded from those colleges.

Students previously suspended for academic or disciplinary reasons who seek readmission should contact the Dean for Student Services prior to the term of desired readmission.

Any student who is indebted to the College cannot register until that indebtedness has been cleared through the appropriate office or department.

Health Sciences Readmission Policy

Students who do not successfully complete the first semester of their program must re-apply for the next program admissions cycle. Re-admission is not guaranteed. Re-applicants compete with new applicants for admission.

Students who withdraw from their program after successfully completing at least one semester and are in good standing at the time of withdrawal may re-enter the program the next academic year if they meet the requirements for program re-entry and if there is space. If students in good standing are out for more than one academic year, they must re-apply for admission to the program as a transfer student. Re-admission is not guaranteed. Re-applicants compete with new applicants for admission. Students who are withdrawn/suspended from their program for academic, clinical, health, personal, or conduct reasons may re-enter the program for the next academic year if there is space and if they

1. Provide documentation indicating completion/satisfaction of any conditions for readmission established at the time of their withdrawal; and satisfy the requirements for program re-entry.

Students who miss the re-entry deadline of the next academic year must apply for admission as a transfer student and also comply with the above. Re-admission is not guaranteed.

Students who are dismissed from their program may not re-apply.

3.8 Residence Status for Tuition Purposes

The State Education Assistance Authority is the primary and sole authority to conduct residency determination for the state of North Carolina. The specific standards for determining resident status

for tuition purposes are set forth in North Carolina General Statute section 116-143.1. Session Law 2015-241 authorized the State Education Assistance Authority to perform all functions necessary to implement the coordinated and centralized process to apply the criteria in G.S. §116-143.1 and directed the UNC System and the North Carolina Community College System to take the necessary actions to facilitate an orderly transition from the campus-based residency determination system to the coordinated and centralized process.

Carteret Community College does not determine the resident status of students. Resident status is determined by a centralized process known as the Residency Determination Service (RDS). In order for a student to receive the benefits of in-state tuition and/or State student aid a residency determination from RDS is required. To complete a determination, go to www.NCresidency.org. The student's CFNC username and password should be used to login to the RDS portal. Review the [RDS Guidebook](#) for qualifications to be considered an in-state resident. The RDS Guidebook also outlines the process to appeal a determination as an out-of-state resident.

Chapter 4. Student Expenses

4.1. Payment of Tuition and Fees

Carteret Community College provides quality education at the lowest possible cost for the student. Tuition and fees paid by students are kept at a minimum and do not represent the total operating funds of the College. The balance is provided by local, state, and federal funds. The tuition rate is set by the North Carolina General Assembly and is subject to change annually. Other charges (fees, insurance, etc.) are also subject to change annually.

All tuition and fees are due and payable at the Cashier's window or online no later than the last day of registration. Payment is accepted by cash, personal check, or credit card. For spring and fall semesters, students can set up payment plans up to four months. For the summer semester, students can set up payment plans for only two months. Payment plans are also available for past due balances.

4.2. Tuition and Fees

The tuition rate is set by the North Carolina General Assembly and is subject to change annually.

Tuition Rate Table	
Residency Status	Tuition Cost
Resident (less than 16 semester hours)	\$76.00 per semester hour
Non-Resident (less than 16 semester hours)	\$268.00 per semester hour
Resident (16 semester hours or more)	\$1,216.00 per semester
Non-Resident (16 semester hours or more)	\$4,288.00 per semester

Insurance (Accident)

All students (full-time and part-time) are required to purchase insurance to cover accidents associated with school activities. This group insurance costs \$1.00 per semester for curriculum students (subject to change). Contact the Finance and Administrative Services Offices (252) 222-6142 with questions on filing a claim.

Insurance (Student Liability)

A student enrolled in one of the College's Health Science programs, or in the Baking & Pastry, Cosmetology, Cosmetology Instructor, Culinary, Early Childhood Education, Emergency Medical Science, Esthetics, Hospitality, Manicuring/Nail

Technology, or Therapeutic Massage programs, is required to carry liability insurance. Insurance coverage must be acquired at the time of the student's initial registration. Insurance coverage is for a period of one academic year and must be renewed each fall semester. This liability insurance costs \$11.00 per semester (subject to change).

Students participating in Work-Based Learning (WBL) programs will be charged \$7.50 per semester for liability coverage. A student should expect to pay no more than \$15.00 per academic calendar year.

For more information concerning insurance coverage, contact the college's Finance and Administrative Services Office at (252) 222-6142.

Access Fee

The Board of Trustees of Carteret Community College has approved a campus access fee of \$15.00 for fall and spring semesters and \$7.00 summer term to all enrolled curriculum students enrolled on a full-time or part-time basis. The fee is required of both resident and nonresident students.

Curriculum students must register with the campus security office at the beginning of each academic year in order to park a vehicle on campus. Each registered student will receive a sticker that must be displayed on the back window of the vehicle. Stickers are valid for the academic year, as noted.

Continuing education registered students can obtain a temporary parking hangtag from administration in the Continuing Education office at no charge.

Activity Fee

The Student Government Association (SGA) and the Board of Trustees of Carteret Community College have approved for the fall and spring semesters a \$35.00 activity fee per semester for curriculum students enrolled on a full-time basis, a \$20.00 activity fee per semester for curriculum students enrolled on a part-time basis, and a \$5.00 activity fee for curriculum students enrolled in summer term. The fee is required of and Approved by the Board of Trustees for resident and

nonresident students. The student activity fee is used to defray the cost of activities sponsored by the SGA during the academic year. The activities include, but are not limited to, cookouts, club funding, special projects, SGA conferences, cultural diversity projects, and sports activities when there is sufficient interest.

Technology Fee

The Board of Trustees of Carteret Community College has approved for fall, spring, and summer semesters, a \$35.00 technology fee per semester for curriculum students enrolled on a full-time basis, a \$20.00 technology fee per semester for curriculum students enrolled on a part-time basis, and a \$5.00 technology fee per course for Continuing Education students. The fee is required of and Approved by the Board of Trustees for resident and nonresident students. The technology fee is used to defray the cost of the computer labs being open all year long to students, upgrades in technology, and other technology-related projects. All students are required to pay the technology fee.

Graduation Fees

The Board of Trustees of Carteret CC has approved for fall, spring, and summer semesters, a \$3.00 graduation and award fee per semester for curriculum students enrolled on a full-time or part-time basis. The graduation and award fee will be waived for CCP students. The graduation and award fee is used for student awards given each year and for hosting a graduation ceremony of the quality that befits our students and our institution.

Transcript Fee

Carteret Community College contracts with a third-party provider to send all official curriculum transcripts to the student, another educational institution, or another individual. All college indebtedness must be settled before any transcripts are sent. Fees are set and charged to the student by the provider and vary according to the delivery method. The fee for an official transcript sent electronically is \$3.00; the fee for official transcripts sent via U.S. mail is \$5.50. Unofficial transcripts are provided free of charge.

Course Fees

Certain courses require students to pay additional fees for supplies, testing, or other materials.

Please refer to the [course fees](#)

Financial Obligations/Indebtedness

Diplomas, certificates, and student transcripts will be withheld from students who have not made a satisfactory settlement of all their indebtedness to the College. All students are expected to meet their financial obligations to the College. Students who have delinquent accounts will not be permitted to enroll for subsequent semesters. The State Board of Community Colleges, under which Carteret Community College operates, states that students' tuition and fees are payable at registration. A student is not considered registered nor eligible to attend class until all tuition and fees have been paid. The responsibility for meeting financial obligations rests on the student. The college has partnered with Nelnet to offer payment plans of up to 12-months to pay off past due balances.

4.3. Returned Checks

If the college receives a returned check for payment of tuition and fees, the student will have fifteen (15) days from the date of notification to pay the tuition and fees. If payment is not received by the specified time, enrollment will be terminated. The College allows the student fifteen (15) days in which to make restitution of the returned check. If by that time, restitution has not been made, the matter will be turned over to the Carteret County Clerk of Superior Court for collection.

4.4. Tuition Credit

100 Percent Tuition Credit

Any student may receive a 100 percent credit if

1. the student officially withdraws from class(es) prior to the first day of the semester;
2. the student registers for class(es) which are canceled due to insufficient enrollment;
3. the student officially withdraws from class(es) prior to the first class meeting if the class(es) began at times other than the first week (seven calendar days) of the semester; or
4. upon official notification, active duty military and reservists are called to active duty during a semester in which they are currently enrolled.

75 Percent Tuition Credit

Any student may receive a 75 percent refund if

1. the student officially withdraws from class(es) on or after the first day of the semester and prior to or on the official 10 percent point of the semester.
2. the student officially withdraws from class(es) prior to or on the 10 percent point of the class if the class began at a time other than the first week (seven calendar days) of the semester.

For contact hour classes, ten (10) calendar days from the first day of the class(es) is the determination date. If a course fails to "make," all tuition will be credited. There will be no credits on fees such as activity, insurance premium, any expenses associated with graduation, and/or any special fees. In all tuition credits, the student should initiate the drop/add/withdrawal notice through the Registrar's Office. If the tuition credit results in a refund to the student, the Business Office will mail a check to the student after the drop/add/withdrawal notice has been processed.

4.5. Books and Supplies

Necessary textbooks, supplies, and tools can be acquired through the College Bookstore. The cost of these items varies depending on the program of study taken by the student. Pell and scholarship students may charge against their grant or scholarship no earlier than ten (10) days prior to the first day of class. All students charging to a third party (Pell, VA, VR, scholarship, SEOG, etc.) must present an official Carteret CC Student ID card at the time of purchase.

Textbooks

Save your receipt and don't open your textbook until you have attended class! Please check with the bookstore for book return policies. Please return your textbooks as soon as you know you will not need them. Another student may desperately need your books. Textbooks in the same condition as they were purchased may be refunded with a receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter, including summer terms. Textbooks purchased during the last week of classes or during exam week are not eligible for return and may be sold back under the book buyback policy.

Computers and Software

Opened software packages are not returnable. Software license agreements are not returnable.

Unopened software can be returned within fourteen (14) days of purchase with the original receipt. Defective software is returnable within five (5) days of purchase for an exchange of the same product only; the original receipt is required. There are no refunds on hardware. Defective hardware products will be replaced or repaired in accordance with the manufacturer's warranty. Keep your receipt. Read your product warranty.

Check Purchases

Returned checks may be subject to a \$25 processing fee or the maximum allowed by law. Checks are processed with FEDChex and may be electronically debited from your account. Refunds on check purchases may be subject to a seven-day wait period.

Current and next semester books can be found and purchased through the [bookstore website](http://www.bkstr.com/carteretccstore/home/) at <http://www.bkstr.com/carteretccstore/home/>

Rental books must be returned by the last day of the semester. Students wishing to keep the book may visit bookstore staff at any time during the rental period to convert to a purchase. Failure to return rentals will result in a charge to the student credit card on file, after which point the student will own that book. If the credit card charge fails and the student does not return the book or pay the remainder, the account will be sent to collections. The bookstore will not accept rental returns that have sustained water damage or missing pages or sections.

The bookstore conducts a cash **book buyback program** year-round. Students must bring in the books they wish to sell and a photo ID (Driver's License/Military ID/Carteret CC Student ID, etc.) in order to sell back books.

For additional information, please visit the [bookstore website](http://www.bkstr.com/carteretccstore/home/) at www.bkstr.com/carteretccstore/home/.

4.6. Military Tuition Benefit

NC General Statute §116-143.3- Tuition of Active Duty personnel in the armed services states:

1. The term "abode" shall mean the place where a person actually lives, whether temporarily or permanently; the term "abide" shall mean to live in a given place.

2. The term "Armed Forces" shall mean the United States Air Force, Army, Coast Guard, Marine Corps, and Navy; the North Carolina National Guard; and any reserve component of the foregoing.

Active Duty: Any active duty member of the Armed Forces qualifying for admission to an institution of higher education as defined in G.S. 116-143.1(a)(3) but not qualifying as a resident for tuition purposes under G.S. 116-143.1 shall be charged the in-State tuition rate and applicable mandatory fees for enrollments while the member of the Armed Forces is abiding in this State incident to active military duty in this State. In the event the active duty member of the Armed Forces is reassigned outside of North Carolina or retires, the member shall continue to be eligible for the in-State tuition rate and applicable mandatory fees so long as the member is continuously enrolled in the degree or other program in which the member was enrolled at the time the member is reassigned. In the event the active duty member of the Armed Forces receives an Honorable Discharge from military service, the member shall continue to be eligible for the in-State tuition rate and applicable mandatory fees so long as the member establishes residency in North Carolina within 30 days after the discharge and is continuously enrolled in the degree or other program in which the member was enrolled at the time the member is discharged.

Military Dependents: Any dependent relative of a member of the Armed Forces who is abiding in this State incident to active military duty, as defined by the Board of Governors of The University of North Carolina and by the State Board of Community Colleges while sharing the abode of that member shall be eligible to be charged the in-State tuition rate, if the dependent relative qualifies for admission to an institution of higher education as defined in G.S. 116-143.1(a)(3). The dependent relatives shall comply with the requirements of the Selective Service System, if applicable, in order to be accorded this benefit. In the event the member of the Armed Forces is reassigned outside of North Carolina or retires, the dependent relative shall continue to be eligible for the in-State tuition rate and applicable mandatory fees so long as the dependent relative is continuously enrolled in the degree or other programs in which the dependent relative was enrolled at the time the member is reassigned or retires. In the event the member of the Armed Forces receives an Honorable Discharge from military service, the dependent relative shall continue to be eligible for the in-State tuition rate and applicable mandatory fees so long as the dependent relative establishes residency within North Carolina within 30 days after the

discharge and is continuously enrolled in the degree or other program in which the dependent relative was enrolled at the time the member is discharged.

The person applying for the benefit of this section has the burden of proving entitlement to the benefit.

A person charged less than the out-of-state tuition rate solely by reason of this section shall not, during the period of receiving that benefit, qualify for or be the basis of conferring the benefit of G.S. 116-143.1(g), (h), (i), (j), (k), or (l).

Nonresident, active duty military and dependents must supply the following documents before, or at the time of, registration to be granted in-State tuition rates:

1. Application for the Benefit of the In-State Tuition Rate (required annually), which must be submitted before the initial enrollment period and/or must be renewed after July 1 for the fall term enrollment.
2. Tuition assistance forms (required each semester) or "Application for the Benefit of the In-State Tuition Rate" stating non-eligibility for tuition assistance.
3. The Base Education Office requires tuition assistance papers to be completed by 1500 hours on the day prior to the first day of the term.

For further information, contact the Admissions Office at (252) 222-6155 or (252) 222-6154 or by e-mail at admissions@carteret.edu.

4.7. Tuition Exemptions

Community Colleges shall permit the following persons to attend classes for credit or noncredit purposes without the required payment of tuition although applicable fees must be paid. However, such persons must meet admission and other standards deemed appropriate by the educational institution and shall be accepted by the constituent institutions of the University of North Carolina only on a space-available basis.

Please Note: Fee waivers may not apply to all types of classes.

Public Safety Personnel

- Volunteer Firemen (including any non-profit departments);
- Municipal, County, or State Fire Departments;

- Volunteer EMS or Rescue and Lifesaving Departments (including any non-profit departments);
- Municipal, County, or State EMS or Rescue and Lifesaving Departments;
- Radio Emergency Associated Communication's Teams (REACT) under contract to a county as an emergency response agency;
- Municipal, County, or State Law Enforcement Agencies;
- The Department of Correction for the training of full-time custodial employees and employees of the Department's Division of Community Corrections required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission; and
- The Department of Juvenile Justice and Delinquency Prevention for the training of employees required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission.

For the purposes of this legislation, "Municipal, county, or State" fire departments, EMS or rescue and lifesaving departments, and law enforcement agencies are defined as agencies of the State of North Carolina, a North Carolina municipality, or a North Carolina county. This definition does not include private, for-profit entities, including those under contract to the State, a municipality, or a county.

Section 8.12(d) amends G.S. 115D-39 to provide that "federal law enforcement officers, firefighters, EMS personnel, and rescue and lifesaving personnel whose permanent duty station is within North Carolina shall also be eligible for the State resident community college tuition rate for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges." Since there is no distinction for in-state and out-of-state registration fees for continuing education courses, the affected federal employees would be subject to the regular continuing education fees.

High School Students

- High School Students Taking College Courses (Career & College Promise)

Community College Groups

- Students Enrolled in Basic Skills Plus

- Students Enrolled in a Human Resources Development (HRD) Program*
- Trainees Enrolled in Basic Law Enforcement Training w/ Sponsorship Letter*

*Individuals must meet program-specific eligibility requirements.

Others/Senior Citizens Auditing Classes

- Elementary and Secondary School Teachers who take CPR or first aid classes
- Any child, between 17 and 23 years old, who is a Ward of the State*
- Survivors, spouse and child, of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who was killed or permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty*

*Individuals must meet program-specific eligibility requirements.

Non-Residents: Waiver of Out-of-State Tuition to In-State (A)

- Armed Service Personnel and their Dependents
- Members of the North Carolina National Guard Unit
- North Carolina Residents who lose their legal residence status
- Members of families that were transferred to North Carolina by business, industry, or civilian families transferred by the Military
- Out-of-state residents who work for North Carolina employers (employer is charged in-state rate)
- Refugees who lawfully entered the United States and are living in the State
- Non-residents of the United States who have resided in North Carolina for a 12-month qualifying period and have filed an immigrant petition
- A person lawfully admitted to the United States who satisfied the qualifications from the public school and has graduated
- Non-residents lawfully admitted to the United States and sponsored by a North Carolina nonprofit entity*

*Individual, employer, or sponsor must meet specific eligibility requirements.

Chapter 5. Financial Aid

Carteret Community College participates in federal, state, and college-based financial aid programs. The purpose of financial aid is to provide assistance to a student in financial need who, without financial aid, would be unable to pursue an education.

Federal and state financial aid awards are made only to those students who have graduated from an accredited high school or earned a high school equivalency.

- Financial aid recipients must be either US Citizens or eligible non-citizens.
- Financial aid recipients must have completed admissions files and be accepted into an approved program of study.
- Financial aid recipients must maintain satisfactory progress. A student failing to meet the minimum standards will lose financial aid until satisfactory progress requirements are met.
- Financial aid recipients may not be in default on any prior student loan and may not owe a refund on previously received federal or state financial aid.
- Financial aid recipients must reapply for financial aid each year.
- Students must submit accurate and complete applications and documentation. Intentionally misreporting information on financial aid applications is a serious violation of the law and will be prosecuted as a criminal offense by the United States Office of the Inspector General.
- Students must understand the College's withdrawal policy.
- The Financial Aid Office reserves the right to review and cancel a financial aid award at any time because of significant changes in the student's financial or academic status.

All eligibility questions should be addressed to financialaid@carteret.edu or to the Financial Aid Office, Carteret Community College, 3505 Arendell Street, Morehead City, North Carolina, 28557-2989.

5.1. Estimated Cost of Attendance

The following cost of attendance is only used to determine financial aid eligibility and is not intended to represent an actual amount a student will have to pay to the college. The only costs included in this estimate that the student actually pays to the college are tuition, fees, and books. The remainder is listed to help a student budget.

2023-24 Cost of Attendance Student Residing with Parents (9 months)	
Budgeted Items	Cost
Tuition and Fees	\$1,900.00
Books and Supplies	\$1,400.00
Transportation	\$7,388.00
Personal Expenses	\$5,546.00
Food and Housing	\$6,275.00
Total	\$22,509.00

2023-24 Cost of Attendance Student Residing Away from Home (9 months)	
Budgeted Items	Cost
Tuition and Fees	\$1,900.00
Books and Supplies	\$1,400.00
Transportation	\$7,388.00
Personal Expenses	\$5,564.00
Food and Housing	\$12,808.00
Total	\$29,042.00

Note: Out-of-state tuition charges are added when applicable

5.2. Application Procedures and Deadlines

A student anticipating the need for financial assistance should begin the application process at the time of application for admission to Carteret CC or as soon as possible after December 1 of the year prior to the applicable year. For instance, students should apply on December 1, 2023, for the upcoming 2024-25 academic year.

In order for students to charge tuition, fees, and books to their financial aid accounts, financial aid files must be completed by the deadline posted on the website.

Students may apply for financial aid by completing the [Free Application for Federal Student Aid \(FAFSA\)](http://www.studentaid.gov) at <http://www.studentaid.gov>.
<https://studentaid.gov/h/apply-for-aid/fafsa>

Students should be wary of other websites that charge a fee to file this application. Please remember that the Department of Education offers this as a free service, but you must go directly to the

Department of Education's website listed above.

A student may be required to submit other applicable forms if selected for verification or as requested by the Financial Aid Office.

Exceptional Circumstances

The Financial Aid Office has the authority to make adjustments to a student's cost of attendance and Expected Family Contribution, or dependency status. The Financial Aid Office may treat a student with special circumstances differently than the strict application of the eligibility formula would otherwise permit. Adjustments can either increase or decrease a student's Expected Family Contribution or cost of attendance. Students whose income has drastically changed, through no fault of their own, may request a Professional Judgement. Please speak with a Financial Aid Officer to discuss further.

The reason for the adjustment must relate to that student's special circumstances and must be documented in the student's file.

Before making an adjustment, the Financial Aid Office will request supplementary information from a student and/or parent, when applicable, which the Financial Aid Office feels is necessary. The Financial Aid Office may continue to request this information until the student provides the information, acceptable alternate information, or a reasonable explanation as to why the information is not available.

Awarding Procedures

Before financial assistance is awarded, financial aid and academic files must be complete, and the student must be accepted into an approved program of study. Award letters may be viewed through the student's Self-Service account and outline the specific amounts of the student's award, if eligible. Self Service can be accessed through the student's Carteret Compass account. Financial Aid is awarded in the following order based on financial need:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. North Carolina Scholarship Program
4. Federal Work-Study (FWS)

To apply for financial aid programs such as Federal Work-Study, child care assistance, and scholarships, students must submit separate applications located in the Financial Aid Office or on the [financial aid website](#).

Financial Aid Programs

Federal Pell Grant- This is the Federal government's primary grant program. Funding for this program is determined by the US Department of Education each year. This grant is "gift aid" and does not have to be repaid as long as the student does not completely withdraw or is not dropped from classes for the semester.

Federal Pell Grant Lifetime Eligibility- Students may not receive Federal Pell grant for more than the equivalent of 12 full-time semesters.

Federal Supplemental Educational Opportunity Grant (FSEOG)- The Federal Supplemental Educational Opportunity Grant program is for students with financial need who, without the grant, would be unable to continue their education. Typical awards range from \$200-\$500. Priority in awarding FSEOG funds is to students who are Pell-eligible and have a zero Expected Family Contribution.

North Carolina Scholarship Program-This program was created by the 2021 General Assembly to provide financial assistance to needy North Carolina resident students attending eligible public colleges and universities located in North Carolina.

For more information on scholarships for North Carolina residents attending a North Carolina public institution, please go to the [College Foundation of North Carolina](#) website.

North Carolina Veterans' Affairs Scholarship- The Department of Veterans' Affairs offers scholarship assistance to North Carolina children of deceased or disabled veterans or of certain veterans who were listed in a POW/MIA status. An eligible student should write to the NC Department of Veterans' Affairs, Raleigh, N.C., for information. (Contact the Veterans Service Office, Morehead City, N.C., (252) 728-8440 for more details.)

Child Care Grant- The Financial Aid Office administers the Child Care programs. Priority is given to single parents and displaced homemakers, but all students needing child care assistance are encouraged to apply. Funds are provided to pay an approved child care provider for a parent to attend college classes. Anyone needing child care services may request an application from the Financial Aid Office. The priority deadline for applications is May 1.

Federal Work-Study- The Federal Work-Study (FWS) program is a need-based program.

Students must demonstrate a financial need and maintain satisfactory progress in all classes. This program provides jobs for students who must earn a part of their educational expenses. With a few restrictions, students may be employed in a variety of jobs Approved by Board of Trustees on and off campus. both on and off-campus. Carteret Community College is responsible for the administration of the program in that it selects the students to be employed under the program.

"America Counts"- America Counts is a program promoted by the Federal government to use Federal Work-Study students (FWS) as math tutors to help children improve mathematical skills. Carteret CC Financial Aid staff, the Carteret County School Board, and the local elementary schools are all involved in the administration of this local program. All interested students must verify eligibility with the Financial Aid Office. In addition to an hourly rate, all student tutors will receive paid training. Prior tutorial experience is not required. It is, however, very important that the FWS math tutors have adequate mathematics skills.

"America Reads"- America Reads is a program promoted by the Federal government to use

Full-time	12 or more credit hours
Three-quarter time	9 to 11 credit hours
Half-time	6 to 8 credit hours
Less than half-time	5 or less credit hours

Federal Work-Study students (FWS) as reading tutors to help children improve reading skills. The goal of the program is to ensure that all children read well by the third grade. Carteret CC Financial Aid staff, the Carteret County School Board, and the local elementary schools are all involved in the administration of this local program. All interested students must verify eligibility with the Financial Aid Office. In addition to an hourly rate, all student tutors will receive paid training. Prior tutorial experience is not required. It is, however, very important that the FWS reading tutors have adequate reading skills.

Scholarships

Carteret Community College Scholarships- The College offers scholarships through Carteret Community College Foundation, Inc.

The Foundation receives contributions from individuals, businesses, and area organizations that fund annual scholarships for Carteret CC students. The Carteret Community College Foundation also administers endowed scholarships that provide annual scholarship support. Scholarship

applications are submitted on-line at <https://carteret.edu/financial-aid/grants-and-scholarships/carteret-cc-scholarship-application/>.

Outside Agency Scholarships- Checks should be made payable to Carteret Community College. Information regarding the student's name and Social Security Number should accompany the check. Remaining funds will be disbursed upon student request if allowed by the scholarship donor.

Tax Incentives

Education Tax Credit- You may be able to claim an education credit or student loan interest deduction if you, your spouse, or a dependent you claim on your tax return was a student enrolled at or attending an eligible educational institution. The credits are based on the amount of qualified education expenses paid for the student. For more information on [education tax credits](#), visit www.irs.gov.

Enrollment Status

Enrollment status is based on registered credit hours that count towards the student's program of study. Classes taken outside of the student's major or audited classes will not be included in enrollment status for financial aid purposes.

PLEASE NOTE: Students who withdraw from the semester MUST use the official withdrawal process and request a refund within the established refund period. Students who register for classes but never attend and did not follow the proper withdrawal procedure will owe tuition, fees, and/or bookstore charges to the College.

Audit, Enrollment Change, College Prep Courses, and Repeat of Courses

1. Courses taken for Audit purposes will not be calculated in the financial aid award. In the event a student changes course(s) to Audit after receiving aid, the award will be reduced by the appropriate amount, and repayment of aid may be required.
2. If a student completes the registration process for a course(s), receives aid for that course in the award calculation, but never attends the course(s), the student will be required to refund part of the aid. Financial Aid will be decreased by the appropriate amount.

3. Financial Aid students are allowed to repeat a previously passed course, one time, in order to earn a higher grade.
4. A student can only receive Federal financial aid for 30 semester credit hours of attempted math and English transitional classes such as ENG 002 or MAT 003.

Charging Tuition, Fees, and Books

For a student to charge tuition, fees, and books to the Financial Aid grant programs, the student must submit all necessary financial applications and additional required documentation; be accepted into an eligible degree, diploma, or certificate program by the Office of Admissions four weeks prior to registration; and receive an Award Offer from the Financial Aid Office prior to the published deadline.

If a student fails to meet this deadline, the student is responsible for paying tuition, fees, and books.

Books and supplies may be charged in the bookstore before financial aid is transmitted to the Business Office (usually two weeks into the term).

Disbursement

Refunds for students whose financial aid awards exceed charges for tuition, fees, and bookstore charges will be available for pick-up approximately six weeks after the beginning of each semester. Refund dates will be posted in the Financial Aid Office and e-mailed to students via student e-mail accounts.

Late applicants eligible for an award for a prior semester will be paid based on the number of hours completed for all prior semesters in the applicable academic year.

Student Responsibilities

1. Submit accurate and complete application material. Intentionally misreporting information on financial aid applications is a serious violation of the law and will be prosecuted as a criminal offense by the United States Office of Inspector General.
2. Cooperate with all requests for additional information by the Financial Aid Office.
3. Read all forms before signing, and

accept responsibility for all agreements that you sign.

4. Comply with all applicable deadlines.
5. Maintain satisfactory attendance in all classes.
6. Understand the College Satisfactory Progress policy and comply.
7. Understand the College's Withdrawal policy.

Update the current mailing address and contact telephone number with the Admissions Office.

Satisfactory Progress for Financial Aid

Any student receiving Federal Student Financial Aid at Carteret CC must maintain satisfactory academic progress in the course of study the student is pursuing in order to continue receiving aid. Carteret CC's satisfactory academic progress (SAP) requirements are

1. Maintain a **minimum** cumulative grade point average (**GPA**) of **2.0**. Course work includes student withdrawals, automatic withdrawals, incompletes, college transitional and repeated courses. Audited classes will not be included in the GPA calculation.
2. **Pass two-thirds (67%)** of the cumulative course work attempted. Course work attempted includes withdrawals, automatic withdrawals, incompletes, college transitional and repeated courses.
3. Complete degree requirements within **150% of the published program length** for a full-time student. For example, a student in the college transfer curriculums must complete the degree by the time they have **attempted 90 credit hours (60 x 150%)**. Students who exceed this maximum time frame will not be eligible for further aid.

Credits taken at Carteret CC that count towards the student's current major, as well as incompletes, withdrawals, repetitions, and hours transferred from another institution, will count in this calculation. college transitional and audited courses are not counted. For Carteret CC students who change their major, credits that do not count toward a student's new major will not be included in satisfactory

academic progress determination.

Enforcement of Satisfactory Progress

1. Satisfactory progress will be evaluated before awarding and at the end of each semester.
2. Failing to comply with the minimum standards, a student will be placed on financial aid warning. A student on warning may still receive financial aid for the next term.
3. If, after the warning semester, the student's grade point average and/or pass completion ratio returns to the minimum standard, the student will return to satisfactory progress.
4. If, after the warning semester, the student fails to meet the minimum cumulative standards, financial aid will be terminated.
5. Students are **not** allowed to receive financial aid for more than 30 semester hours of attempted college transitional courses. Students are not allowed to appeal this regulation.

Student Appeal Procedures

A student whose financial aid is terminated and who feels there are exceptional circumstances (circumstances beyond the student's control) may appeal the termination.

1. Students must attend a Financial Aid Appeal Workshop, during which additional requirements will be discussed.
2. Students must develop an academic plan with an advisor.

If the appeal is approved, **the student must adhere to the existing academic plan.**

Additional conditions may be added by the Financial Aid Office and/or Financial Aid Advisory Committee based on the student's prior enrollment history. A student who fails to adhere to these conditions will be re-suspended and will not be allowed to re-appeal.

With the appropriate documentation, the financial aid officer reserves the right to use professional judgment, HEA Sec. 479A(a), to automatically approve a student's appeal.

The Financial Aid Advisory Committee is allowed up to ten (10) working days to review this appeal.

The student will be notified, in writing, of the Financial Aid Advisory Committee's decision. Financial Aid appeals will not be processed during registration periods. Students who have been terminated, but then appeal, will be required to pay their tuition, fees, and book charges out-of-pocket for the term/semester.

If the Financial Aid Advisory Committee votes to deny the appeal, the student will have up to ten (10) working days to resubmit an appeal with significantly different information to the Financial Aid Advisory Committee or request the Dean of Student Services to review the case to verify that the Financial Aid Advisory Committee exercised due process and evaluated the appeal fairly. If the Dean of Student Services discovers that the original appeal failed to detail significant information to the Financial Aid Advisory Committee, the Dean of Student Services will request that the student rewrite the appeal, attaching supporting documentation for the Financial Aid Advisory Committee to review.

The Dean of Student Services is allowed up to ten working days to review the case. The student will be notified, in writing, of the Dean of Student Services' decision.

If the rewritten appeal is denied, the student will have up to ten (10) working days to submit an appeal to the Vice President of Instruction and Student Support. The Vice President of Instruction and Student Support will review the case, evaluating whether the student has received due process, and the Financial Aid Advisory Committee evaluated the appeal fairly. The Vice President of Instruction and Student Support has final jurisdiction.

Return of Title IV Funds

(Including the Federal Pell Grant, SEOG Grant and the North Carolina Scholarship Program)
Withdrawing prior to the 61% point in a semester may result in having to repay financial aid.

The Financial Aid Office recalculates federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence to determine if money must be repaid. Recalculation is based on the percent of earned aid using the following formula: Percent earned = the number of calendar days completed up to the withdrawal date divided by the total calendar days in the semester.

The Withdrawal Date is defined as the actual date the student began the withdrawal process or the student's last date of recorded

attendance.

Federal financial aid is returned to the Federal government based on the percent of unearned aid using the following formula: The unearned percentage = number of the calendar days in the term minus number of calendar days attended, divided by the total number of calendar days in the term.

Tuition, fees, and bookstore charges multiplied by the unearned percentage = the amount the school repays.

The remaining Federal aid multiplied by the unearned percentage = the amount the student must repay the Federal government. The student is entitled to a 50 percent reduction of any grant money owed. The student must reimburse any money the college had to repay to the Department of Education or a student's Federal loan lender.

This amount will be reduced in accordance with the Refund Policy, if applicable. After withdrawal, if the student receives notification that there is a debit balance owed to the College, the student should contact the Business Office to make arrangements to pay the balance. Balances that are not repaid within 60 days will be referred to the North Carolina Department of Revenue for collection.

**

Post Withdrawal Disbursement

Students who withdraw from ALL classes during a semester but have not received a financial aid disbursement may be eligible for a post-withdrawal disbursement. Students who qualify for a post-withdrawal disbursement will be notified in writing. The College is permitted to credit a student's account with the post-withdrawal disbursement without the student's permission for current charges for tuition, fees, and books.

Fraud and Misrepresentation

Intentionally falsifying information and documentation will lead to serious consequences not limited to expulsion and criminal prosecution. All cases of fraud will be forwarded to the U.S. Office of Inspector General.

Community Support

Vocational Rehabilitation: Prospective students with a physical disability or who are limited inactivity because of a disability should contact the Division of Vocational Rehabilitation Office, 310-A Commerce Avenue, Morehead City, North

Carolina 28557, (252) 247-2037.

Coastal Community Action, Inc.: The Self-Sufficiency Program combines many different services to provide low-income families a chance to rise above the poverty income level. To apply for services, contact Coastal Community Action, 303 McQueen Avenue, Newport, North Carolina 28570(252) 223-1630.

Department of Social Services: 210 Craven Street, Beaufort, NC 28516, (252) 728-3181.

Hope Mission of Carteret County: Soup kitchen (252) 240-2359.

5.3. Veterans' and Military Active Duty Assistance

The Department of Veterans Affairs provides a program of financial assistance for the education and training of eligible veterans and veteran dependents. The program is designed to encourage self-improvement and offers financial help to veterans and veteran dependents in raising their educational level. Programs are approved by the State Approval Agency for training veterans under Public Law 894 and for children and widows of certain deceased or totally disabled veterans under Public Law 634. Carteret Community College has been approved for the training of veterans. Veterans, widows, and children of deceased veterans who want to attend school under US Code 10 or 38, Chapters 30, 31, 32, 33, 35, or 1606 may be admitted to Carteret Community College and approved to receive educational benefits provided they meet the requirements established by the Department of Veterans Affairs.

Call the toll-free number if you need to communicate directly with the Veterans Administration. The number is (800) 442-4551. Veteran students should be prepared to give their veteran file number to the Veterans Administration counselor who answers the telephone. All students receiving Veterans' Educational Assistance are encouraged to visit the [Veterans' Educational website](http://www.gibill.va.gov) at www.gibill.va.gov.

Beginning in the 2009-2010 academic year, the Department of Defense established the Post 9/11 GI Bill for individuals who served on active duty on or after September 11, 2001. This new benefit program does not require a contribution from the service member, as does the Chapter 30 program. Students who qualify for Chapter 30 AND the Chapter 33 program, should contact the Veterans Certifying Official on campus before completing the Veterans On-Line Application.

How to Apply for Veterans' Educational Assistance

You must apply with the Veterans Administration to begin using your educational benefits. Apply for [Veterans' Educational Assistance](https://www.vets.gov/education/apply/) online at <https://www.vets.gov/education/apply/>.

For additional VA benefits, contact Veteran Services in your county of residence. In addition to registering with the Veterans Administration, you must:

1. Submit the Institutional Application for Veterans' Benefits and, if you are using Chapter 30, 32, 33, or VR & E two copies of your DD- 214, or if you are using Chapter 1606, a copy of your Notice of Basic Eligibility (NOBE) to the Veterans Certifying Official on-campus.
2. Complete the process for acceptance into an approved program of study.
 - a. Apply for residency and submit an admissions application to Carteret Community College through CFNC.ORG.
 - b. Request official transcripts from high school, GED or high school equivalency scores, and other college or university transcripts, if applicable. Note: The official high school transcript must include the graduation date. Official GED scores must indicate an overall minimum total score of 2250 and 450 on each individual test.
 - c. Take the placement test, if required.
 - d. Post 9/11 (Chapter 33) students must submit a Certificate of Eligibility.

V.A. Student Responsibilities

Veteran students must notify the Financial Aid Officer/Veterans Certifying Official with a change of major program of study.

- Students must contact the Veterans Certifying Official on campus if there is a change in address or number of hours enrolled.
- Veteran students may not enroll in a class outside their approved curriculum, as

indicated in their program evaluation.

- Students receiving Veterans benefits are not allowed to repeat any courses which they have previously passed or been given credit for that will count towards graduation requirements. It is the student's responsibility to enroll in only those courses required for graduation.

Enrollment Status

Enrollment status is based on registered credit hours that count towards the student's program of study as well as the number of weeks enrolled. Classes taken outside of the student's major will not be included in enrollment status for VA purposes. The Veterans' Educational Assistance and Semester Hours and Length of Term

Equivalents can be found on the college's Financial Aid website under [Student Forms and Applications](http://www.carteret.edu/admissions/student-forms/) at www.carteret.edu/admissions/student-forms/.

Audit, Enrollment Change, Remedial Course, and Repeat of Course

1. Courses taken for "Audit" purposes will not be calculated in the VA enrollment status. In the event a student changes his course(s) to "Audit" after the beginning of a term, the enrollment status will be reduced by the appropriate amount. Repayment of aid may be required.
2. If a student changes enrollment status during the term, or during the academic year, the VA will be notified, and benefits will be decreased by the appropriate amount.
3. A student enrolling in any College transitional coursework must show the need for these courses based on the student's placement test scores or high school transcript GPA.
4. A student can repeat a course that was failed in a prior term.

Certification Periods

All Veteran students should register during the Veterans Priority Registration period and notify the Veterans Certifying Official. The Veterans Certifying Official will then certify the period of enrollment with the Veterans Administration.

Attendance

A veteran student is expected to attend class. As with all students, a veteran student exceeding the allowable absences will be dropped from the class. This drop will be reported to the Veterans Administration, and benefits will be adjusted accordingly.

Verification of Attendance

Most veterans receiving MGIB-Active-Duty benefits (Chapter 30), Post 9/11 (Chapter 33), as well as those in the Selected Reserve (Chapter 1606) must verify their enrollment each month to receive payment. To learn more go to [Enrollment Verification - Education and Training \(va.gov\)](#).

The next monthly check will be held until enrollment is verified by the Veterans Administration. To ensure timely payment, it is important to submit this information as soon as possible.

Course Substitution

Veteran students are expected to follow the curriculum standard as shown on their program evaluation unless a course may be substituted to meet a requirement. Students may request course substitutions by submitting the Course Substitution Recommendation Form obtained from their advisor.

Independent Study

Under certain circumstances, some courses may be taken on an independent study basis. Students must contact their advisor and Program Chairperson to request approval to take a course through independent study.

Satisfactory Progress for VA Benefits

1. A Veterans' Educational Benefits warning will occur when a student's major grade point average (GPA) drops below 2.0. A student on warning may receive benefits for the next enrolled term; however, it is incumbent that the student's grades improve by the end of the warning term. Failure to do so will result in probationary status.
2. Probation will occur after a student, on warning, fails to improve the major GPA to at least a 2.0 by the end of the second enrolled term. A student on probation may receive benefits for the next enrolled term; however,

it is incumbent that the student's GPA improves by the end of the probationary term. Failure to do so will result in the suspension of Veterans' Educational Benefits.

3. Suspension will occur after a student, on probation, fails to improve the major GPA to at least a 2.0. A student on suspension cannot receive Veterans' Educational Benefits until the student's grades improve to the minimum 2.0 standard.
4. If a student wishes to be considered for an exception to the minimum grade point average standard, then the student must petition the Veterans' Certifying Official detailing the extenuating circumstances.

Military Tuition Assistance

Military Tuition Assistance is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Congress has given each service the ability to pay up to 100% of the tuition expenses of its members. Each service has its own criteria for eligibility, obligated service, application process' and restrictions. This money is usually paid directly to the institution by the individual service. Each branch of service has its own application process and procedures. Active-duty military members should contact the Education Services Office on base.

Chapter 6. Student Services

The goal of the Student Services division is to provide professional, quality support services to the College's diverse student population and to enhance the student learning experience through effective communication of College procedures and policies. Any concerns related to academic support, admissions, enrollment advising, counseling, financial aid, registration, student activities, Student Support Services/TRiO, or veteran student services should be directed to the Dean of Student Services.

6.1. Academic Support Services

Academic Support is available through the [MAPS Center](#) located in the McGee building. Academic support is provided for prospective and current curriculum students. Tutors are available to work with students in various subjects. Tutoring may be scheduled by contacting the Academic Support Center Coordinator at ext.6295. Online tutoring is also available and is open to all curriculum students currently enrolled in courses. You can find the link to online tutoring inside your online course.

In the MAPS Center, various tests are administered, including placement tests and exams for some distance learning classes. Proctoring services are provided for students taking courses at other colleges or universities.

For more information, contact the MAPS center at (252) 222-6236 or e-mail maps@carteret.edu.

Hours of operation are subject to change.

6.2. Academic and Career Advising

MAPS provides comprehensive career and academic guidance; an advisor can assist students in all aspects of starting an academic curriculum program at the College. After college placement has been determined and orientation has been completed, first-semester students meet with an academic advisor to discuss academic and career goals and to select first-semester courses. The selection of a major or program of study is an important decision, and academic advisors offer the information and support needed for students to select the right major.

Many students are undecided about their career goals or wish to be more confident in their career decisions. The NCWorks Career Center can provide students with labor market data such as average salaries, expected demand, and

geographic availability; advisors can assist students with gaining a better understanding of their interests, abilities, and values. With a solid understanding of themselves and the world of work, students with the assistance of advisors can form a clear pathway to reaching their goals.

First semester enrollment advising is available by appointment or walk-in. Academic Advisors are in the MAPS Center in the McGee Building. To make an appointment, call (252) 222-6236.

6.3. Career Coaches

Carteret Community College Admissions Career Coaches are available to help students navigate and determine career goals while identifying Carteret CC programs that will best fit their personal and professional needs. Resources such as resume building, career exploration, internship opportunities, and job shadowing help support students with identifying career and educational pathways. They are located in the McGee Building in Admission. To make an appointment call (252) 222-6286.

6.4. Counseling

Carteret Community College places a high priority on providing counseling support services for students and potential students. The college has a counselor who is experienced in assisting students in the development of skills and attitudes needed to succeed at the postsecondary level. Students who are uncertain of career goals, or who are experiencing academic difficulties, are encouraged to speak with an academic advisor or student counselor. Students with personal concerns that may interfere with academic success should speak to the counselor on campus for guidance and referrals. Contact the Counselor in the MAPS center at (252) 222-6237.

6.5. Library

The Library is located on the second floor of the Michael J. Smith building, adjacent to the Crystal Coast Civic Center and overlooking Bogue Sound. The Library's purpose is to reflect and support all programs of the College, serve as a gateway to information resources, promote information literacy, and enhance the learning experience for students, faculty, staff, and the local community. Toward these ends, the Library is committed to the development of dynamic collections, the utilization of state-of-the-art educational technology, training in the area of information literacy, effective service to patrons, collaboration with instructional faculty, maintenance of professional standards, and community outreach.

The Library provides books (print and electronic), newspapers, magazines, audiobooks, and DVDs. Computers are available for word processing as well as for accessing the Internet, the online catalog, and a wide selection of electronic research databases. In addition to these resources, the Library offers the following services: faxing, photocopying, and interlibrary loan. The Library offers a relaxed, comfortable atmosphere. The knowledgeable staff are readily available to assist students with their information and technology needs. For more information about the Library, please visit the [Library website](#) or call (252) 222-6213.

6.6. TRiO Programs- Student Support Services

The Student Support Services/TRiO program, located on the second floor of the Henry J. McGee Building, is open 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 3:30 p.m. on Fridays; evening appointments are available for students who have commitments during the day. Phone (252) 222-6020.

The TRiO program is federally funded to provide opportunities for academic development by assisting students with basic college requirements and motivating students towards the successful completion of their postsecondary education. The goals of Student Support Services are to increase the retention and graduation rates of participants and to facilitate the process of transition from one level of higher education to the next.

Student Support Services offers many services to participants, including the following:

- Academic Advising & Student Success Coaching
- Academic Tutoring & Group Study
- Academic & Transfer Success Workshops
- Assistance Applying for Financial Aid & Scholarship Searches
- Financial & Economic Literacy Education and Counseling
- Transfer Assistance & 4-Year Campus Visits
- Career Exploration & Planning
- Equipment Loan Program
- Private Computer Lab with limited free printing
- Quiet Study Area & Private Testing Rooms

All services are FREE to participating students.

To be a participant in the TRiO program, students must be enrolled at Carteret Community College and meet at least one of the following federal and local requirements:

- Are Income Eligible (determined by taxable income level and family size); or
- Are a first-generation college student (neither parent/guardian earned a bachelor's degree); or
- Have a documented disability

For more information on the program or the application process, visit the [TRiO website](#).

6.7. Students with Disabilities

The rights of students with disabilities are protected under the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA).

It is Carteret Community College's policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any college program or activity.

In response to a request made by a qualified student with a documented disability, the College will arrange, at no cost to the student, for the provision of educational auxiliary aids determined by the College to be reasonable and necessary to afford the student with a disability the opportunity for full participation in College programs. The College prohibits and actively discourages discrimination against people with disabilities.

To respect the independence, rights, and dignity of people with disabilities, requesting accommodations, or identifying oneself as having a disability is voluntary. The College will treat data on people with disabilities with confidentiality in accordance with data privacy laws and established College regulations. No information will be collected for administrative purposes except information that is essential for program development, implementation, determination of reasonable accommodation, or as required by law or regulations.

Under the provisions of Section 504, Carteret Community College may not

- Make pre-admission inquiries as to whether an applicant has a disability
- Exclude an otherwise qualified student with a disability from any course of study
- Provide less financial assistance to students with disabilities than is provided to other students, or limit eligibility for scholarships based on disability
- Counsel students with disabilities into more restrictive career paths based solely on their disability
- Measure student achievement using modes

that adversely discriminate against a student with a disability

- Establish rules and policies that have the effect of limiting the participation of students with disabilities in educational programs or activities

Rights and Responsibilities

Students with disabilities have the right to:

- Equal access to courses, programs, jobs, services, and activities offered through the College
- Equal opportunity to work, learn and receive reasonable accommodations, and/or auxiliary aids and services
- Self-determination about who will receive student released disability-related materials and information within and outside the College
- Confidentiality of information regarding the disability as applicable laws allow
- Availability of information in accessible formats

Students with disabilities have the responsibility to:

- Self-identify as a student with a disability when accommodations are needed and to seek information, counsel, and assistance as necessary in a timely fashion. The student should self-identify by submitting an Academic Accommodation Request Form and supporting documentation from a qualified professional.
- Meet qualifications and maintain essential institutional standards for courses, programs, and activities.
- Demonstrate and/or provide documentation (from an appropriate professional) that details current disability status and how the disability limits participation in courses, programs, services, and activities.
- Students receiving academic accommodations are held to the same standard as non-disabled students for satisfactory academic progress, student conduct, and other college policies and procedures.
- Once approved for academic accommodations, notify Disability Services at the beginning of each proceeding semester accommodations are needed.
- Follow published procedures for obtaining reasonable accommodations, academic adjustments, and/or auxiliary aids and services.

Carteret Community College has the right to:

- Identify and establish essential functions, abilities, skills, knowledge, requirements, and standards for courses, programs, services, and activities, and to evaluate students on this basis.
- Request and receive, through the Disability Services Office, current documentation that supports requests for accommodations, academic adjustments, and/or auxiliary aids and services.
- Deny a request for accommodations, and/or auxiliary aids and services if the documentation demonstrates that the request is not warranted, or if the individual fails to provide appropriate documentation.
- Select among equally effective accommodations, adjustments, and/or auxiliary aids and services.
- Refuse an unreasonable accommodation, and/or auxiliary aid and service that imposes a fundamental alteration of a college program/activity or undue financial burden.

Carteret Community College has the responsibility to

- Provide information to students with disabilities in accessible formats upon request.
- Ensure that courses, programs, services, and activities when viewed in their entirety, are available in the most integrated and appropriate settings.
- Evaluate students on their abilities and not their disabilities.
- Provide or arrange for reasonable accommodations, and/or auxiliary aids and services for the known limitations of otherwise qualified students with disabilities in courses, programs, services, and activities.
- Maintain appropriate confidentiality of records and communication except where permitted or required by law or when the student requests that such information is shared.
- Maintain academic standards by providing accommodations without compromising the content, quality, or level of instruction.

Accommodations

Appropriate accommodations provide equal access to participation in programs or courses. An accommodation that fundamentally alters a program or exempts a student from a core requirement of the program is not considered a reasonable accommodation. For instance, a student with a

weightlifting limitation may not be eligible for a lifting exemption in a curriculum like Early Childhood, where daycare workers by State law must be able to lift 25 pounds. Or a student may not receive an exemption to the attendance requirement in a program like Cosmetology, where earning a state license depends on the number of hours spent in class.

Procedure for Requesting Accommodation

The accommodation process begins when a student identifies as an individual with a disability and asks for assistance. Counseling and Disability Services is in the Henry McGee Building, phone (252) 222-6237

- The student must self-identify with Disability Services and submit appropriate documentation from a qualified professional able to diagnose and treat the specific disability. The student will complete the Request for Academic Accommodations, and Consent for Release of Confidential Information forms.
- Disability Services review the request to determine eligibility for and appropriateness of the requested accommodation. (Note: Additional information, clarification or advice from the professional providing the documentation may be needed before approval)
- The student will be notified, in writing, of the decision within ten business days from the submission of the disability documentation and request for accommodation.
- If the request is approved, the student will meet with Disability Services to review the approved accommodation and complete the notification forms for the faculty/staff that will be providing the academic accommodation.
- It is the student's responsibility to notify Disability Services of their desire to use approved academic accommodations prior to each semester enrolled. Accommodation notification forms need to be completed at the beginning of each semester. Accommodations are not retroactive unless the college was in error.
- If the request is denied, the student may appeal the decision using the grievance procedure outlined below. Requests may be denied because the documentation is incomplete, does not support a designation as disabled, or is not appropriate to the requested accommodation. The request may also be denied because accommodation would result in an undue financial or programmatic burden for the College.

Grievance Process for Students Denied

Reasonable Accommodations or Subjected to Discrimination

I. Purpose

Carteret Community College students who believe that any member of the College community has discriminated against them because of a disability have the right to seek a review of such concerns. Students have the option of pursuing either an informal complaint or a formal grievance. Students who opt to pursue an informal complaint may later pursue a formal grievance if not satisfied with the resolution of the informal process.

Grievances may be initiated by currently enrolled Carteret Community College students who allege that (1) they have suffered illegal discrimination because of their disability, (2) they have been denied reasonable accommodations for a disability, or (3) disability accommodations were not implemented in an effective/timely manner.

The complaint, grievance, and appeals process, as outlined below, provides information for filing an informal complaint, a grievance, or an appeal associated with the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973. Upon request from any student, Disability Services will provide guidance about the appropriate process for redressing a particular complaint.

A grievance which is found to be intentionally dishonest or that willfully disregards the truth is a violation of the Carteret Community College Student Code of Conduct, Item #6, Dishonesty. Students violating this code will be subject to disciplinary action.

The College prohibits retaliation against any student for filing a grievance under this process. Any retaliation directed to the complainant as a result of the filing of a grievance under this process is against State and Federal laws and Carteret Community College Policy.

II. Informal Resolution

The informal resolution process is designed to create a mutual understanding of the situation and, if possible, to resolve the differences in an informal and cooperative manner.

Step 1: It is encouraged, but not required, that the student who has a complaint with a member of the College community first attempt to resolve the matter by meeting with that person. The purpose of the meeting is to reach a mutual understanding of the student's situation and the College member's actions.

Step 2: If the consultation with the member of the College is not satisfactory, or if it is impractical to consult with that person, the student should seek the assistance of the Disabilities Services within five (5) business days of the meeting with the College member. The purpose of this interaction is for the counselor to attempt to work with parties to reach a resolution to the conflict. If no resolution is achieved, the student may proceed to the formal resolution process.

III. Formal Resolution

Step 3: If an informal resolution is not chosen or is unsuccessful or if the grievance relates to a denial of reasonable accommodations issued by Disability Services, the student may file a formal grievance by sending a written complaint to the Dean of Student Services. The student must file this within five (5) business days of meeting with the director or the failure of informal resolution or, if the Disability Services Office is the object of the complaint, within ten (10) business days from the date the written notice, as evidence of the denial of accommodation, was mailed.

All complaints must be in writing and signed by the student. The grievance must include the following:

1. Name the person(s) against whom the grievance is filed and indicate their responsibility in the action;
2. A clear and concise statement of the complaint;
3. An explanation of how the action is discriminatory or the decision is unreasonable if it is a denial of accommodation; and
4. A requested remedy.

The Dean of Student Services may review the complaint or forward the complaint to the Vice President of Instruction and Student Support, hereinafter referred to as the Vice President, if deemed necessary. The Vice President may review the complaint or appoint a fact-finding panel to do so. The Dean of Student Services will inform the student and the college member against whom the complaint is made that a grievance has been received and inform them of the grievance

process.

If chosen, the fact-finding panel may consist of an academic dean, one or more faculty or staff members, and one SGA-appointed student. A decision of the panel will be considered a decision of the Vice President. Panel members should have no personal interest in the outcome of the process.

The panel members, parties, and all persons involved in the grievance process are expected to maintain strict confidentiality regarding the grievance and all stages of this process. State and Federal laws govern the privacy rights of students and employees.

Step 4: The fact-finding panel must be appointed within five (5) business days and must convene within ten (10) business days of receipt of the complaint. The Vice President (or designee) shall convene the panel and provide them with the written complaint and all supporting documents provided by both parties. The Vice President (or designee) will be responsible for facilitating the work of the panel and proceed in a timely manner.

IV. The Decision

After reviewing a student grievance, the Dean of Student Services, Vice President, or panel shall recommend that the decision shall be upheld, reversed, or some other relief is given, based on a preponderance of the evidence presented. The Dean of Student Services or Vice President shall provide a written report to the grievant. The report should include a summary of the proceedings. The grievant may review, upon request, recommendations, a copy of all correspondence with the parties, all evidence submitted to the panel, and anything else considered by the panel in reaching its recommendation.

V. The Appeal

The student who filed the initial grievance may appeal the decision to the President of the College within ten (10) working days of the date the written decision is sent to the student. The President's decision shall be final with regard to the College's review process.

VI. Access To Other Complaint Procedures

- A. At the conclusion of the President's review in Part V, if the denial of accommodation has been upheld or the College employee's action otherwise sustained, the complainant

will be informed where to get information about procedures to file grievances with the appropriate governmental agency.

- B. Nothing in the procedure should be construed to impede or prohibit a timely filing of an ADA or discrimination complaint with the appropriate external governmental agency or an internal complaint or grievance alleging discrimination, whether on the basis of disability or not, unrelated to the request for an accommodation.

Formal Federal Agency Grievance Procedures

Students with grievances or complaints against the College, based upon violations of Section 504 of the ADA, also have the right to file a complaint with a designated federal agency. This agency is the U. S. Department of Education, 1100 Pennsylvania Ave. N. W., Room 316, P. O. Box 14620, Washington, DC 20046-4620, or telephone (202) 208- 2545.

6.8. Veterans Student Success Center

Located on the first floor of the Donald W. Bryant Student Center, the mission of the Veteran Student Success Center is to arm our military, active duty, veterans, and dependents with the resources and support necessary to achieve their educational goals. Center staff assists students through the admission, enrollment, and financial aid processes until their successful degree completion. Another objective is to assist military, active duty, veterans, and dependents with the transition from military life by providing peer and social support. The Center is committed to ensuring its members achieve a successful academic experience. For more information, contact vssc@carteret.edu or by phone at (252) 222- 6253.

6.9. Student Center

The first floor of the Donald W. Bryant building has many resources for students. The College Bookstore provides course textbooks and instructional supplies. The Student Government Association and student clubs have a meeting room within the Student Center. The Student Life Coordinator's office is also located within the Student Center. The Sweet Beans Midtown Café is located within the Center and serves breakfast and lunch. The outdoor patio has tables for eating or relaxing while enjoying the waterfront views overlooking the living shoreline walkway. Activities within the Center are arranged for the comfort and relaxation of the student. Students may study in this area, but this area is not designated for quiet study. Students may use the

Center during non-class time, and since the areas are multipurpose in nature, students should be respectful of one another. The Student Center overlooks Bogue Sound and students are encouraged to enjoy the view.

6.10. Student ID Cards

New and returning students need to obtain a Carteret Community College Student ID Card by stopping by the reception desk in the Henry J. McGee Building. The first card is provided free of charge. There is a charge of \$5.00 for all replacement Student ID cards.

It is recommended that students always keep their Carteret Community College Student ID Cards with them to be used as a means of identification.

Student ID cards are required to purchase books and supplies in the campus bookstore and when charging to a third party (Pell, Student Loan, V.A., V.R., scholarship, SEOG, etc.).

6.11. Student Health Services

As a commuter institution, Carteret Community College provides no health services other than first aid equipment and supplies. The responsibility for medical services rests with the student, parents, or guardian.

First aid kits are provided for minor treatments. All injuries, however minor, must be reported to the instructor. If the injury requires more attention than first aid, the instructor will make a report to the Executive Assistant to the Vice President, Finance and Administrative Services, who will make provisions for the injured individual to be transported to local physicians or to the emergency room of the local hospital.

All students are required to purchase insurance to cover accidents. Additionally, students enrolled in select programs must pay a liability insurance fee each semester.

6.12. Student Housing

Carteret Community College does not have dormitory or boarding facilities. All housing inquiries are directed to the Carteret County Realtor's Association or to online newspapers or rental advertisements.

6.13. Student Organizations and Activities

Student clubs at Carteret Community College complement the academic mission and enhance the overall educational experience of students through the development of, exposure to, and participation in

social, cultural, service, intellectual, recreational, and governance activities. A listing of student clubs may be found on our [website](#).

6.14. Vocational Rehabilitation

Vocational Rehabilitation is a program administered by the North Carolina Department of Human Resources. The Division may provide services as are necessary to enable a physically, mentally, and/or educationally disabled person to become self-employed. If prospective students have a disability or are limited in their activity because of disability, they should contact the nearest Division of Vocational Rehabilitation Office. The Morehead City Unit Office is located at 310-A Commerce Avenue, Morehead City, North Carolina 28557. Phone: 252-247-2037

6.15. Workforce Investment Opportunity Act (WIOA) Grant

Carteret Community College is the provider of the Workforce Investment Opportunity Act Grant (WIOA), Title I Adult and Out of School Youth Program Services. The WIOA grant is the key element of the nation's Workforce Development System. The focus of this system is employment, job retention, and quality wages. The components of the WIOA grant services are as follows, and there is no charge for these services.

CORE SERVICES

- Needs Assessment
 - Self-directed Job Search
 - Labor Market Information
 - Educational Resources

INTENSIVE SERVICES

- Skill Assessment
- Career Planning
- Educational/Training Options
- Training Services (for those who meet eligibility requirements, yet are unable to find employment)

TRAINING SERVICES

- After exhausting the core and other intensive services, training may be considered for eligible customers. In order to be eligible for training services, one must be low income/no income or receiving cash assistance from the Department of Social Services (DSS), i.e., SSI, Food Stamps, etc. Out of School Youth, must be 16-24 years old, not

enrolled in school, and meet one of the eight categories of eligibility (pregnant or parenting, drop-out, justice involved, low income, and basic skills deficient, etc.),

- All training must be on the approved program list of the LOCAL AREA.
- The training provider must also be approved on the NC STARS SYSTEM.
- The training component of Intensive services is also dependent upon program and funding availability.

All persons interested in participating in the WIOA grant program are encouraged to register with and be referred to WIOA staff by NCWorks personnel. For more information, contact the WIOA Grant Coordinator at 252-222-6038

Chapter 7. Policies, Procedures, and Guidelines

7.1. Student Code of Conduct

Carteret Community College wishes to create and maintain an environment where mutual respect and civility guide the interactions of all members of the College community and where students feel welcome to ask questions, learn, and interact. All members of the College community are expected to display the qualities of courtesy, respect, and integrity that characterize mature individuals. To these ends, the College establishes a Student Code of Conduct and a process for enforcing those rules. The Student Code of Conduct applies to any College activity, function, or event on or off-campus or in a college-owned vehicle. (Board of Trustees 3/13/18)

Violation of College rules and regulations is considered a serious matter and may result in disciplinary measures. The College establishes the following ten (10) rules of the Student Code of Conduct:

Rule 1. Disruption of the College

A student shall not by use of violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or any other conduct cause the disruption or obstruction of any lawful mission, process, or function of the College.

Rule 2. Damage, Destruction, or Theft of College/Private Property

A student shall not intentionally cause or attempt to cause damage to College or private property, including electronic property. A student shall not steal or attempt to steal College or private property, including electronic property.

Rule 3. Physical and/or Verbal Abuse of a College Employee, Student, or Other Person not Employed by the College

A student shall not intentionally harass, verbally abuse, do bodily harm, or engage in any conduct on or off-campus, verbal, written, via electronic media, or cyberbullying that causes emotional distress to or places another student or employee of the college in reasonable fear of bodily injury.

Rule 4. Weapons and Dangerous Instruments

A student shall not possess, handle, transport, or

transmit any object that can reasonably be considered a weapon.

This rule does not apply to normal school supplies such as a pencil or a compass, but it does cover all dangerous objects that have no reasonable use related to approved College activities.

This rule does not apply to any law enforcement officer who is required by law or regulation to carry a firearm while in uniform or in the course of duty.

This rule does not apply to Criminal Justice Technology or Basic Law Enforcement Training students when firearms and other equipment are essential training aids within the approved course under the supervision of a qualified instructor.

Rule 5. Narcotics, Alcoholic Beverages, and Stimulant Drugs

1. A student shall not distribute, dispense, possess, use, or be under the influence of any alcoholic beverage or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other "controlled substance" before, during, or after school hours on College premises, at any other College locations, or at College-sponsored events or activities. The college reserves the right to sell alcoholic beverages at college sanctioned events that have been properly permitted by the Alcohol Beverage Control commission of North Carolina.

A student's legal use of prescribed or over-the-counter drugs is not a violation of policy only if such use does not endanger the student or others, and it does not interfere with student learning or participation in student-related activities. Students shall be held strictly accountable for their behavior while under the influence of prescribed drugs or over-the-counter drugs.

2. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance while on college premises or as part of any college-sponsored activity will be subject to disciplinary action up to and including expulsion and referral for prosecution, and possible legal sanctions. Instructors have the discretion to determine whether a student may be

under the influence of drugs or alcohol. If the instructor suspects a student is under the influence of drugs or alcohol, he or she has the authority to contact campus security to remove the student from the classroom. Instructors must notify the Vice President of Instruction and Student Support or designee of this alleged violation of the Student Code of Conduct as soon as possible.

3. A student shall not knowingly possess an instrument of drug paraphernalia for the purpose of ingesting a controlled substance.

For more information on the College's philosophy on drugs and alcohol, see Section 7.15 Alcohol and Drug Policy.

Rule 6. Academic Integrity Policy

Two key values at Carteret Community College are honesty and integrity. These values are critical within our learning environment. Students are expected to exhibit academic honesty and integrity in all college endeavors. This specifically means that all students will avoid the following: plagiarism, cheating, fabrication and academic misconduct.

Definition of Terms:

Plagiarism: to represent the words, ideas, or materials of another person without acknowledgment. Not citing properly, cutting and pasting from the Internet, and representing another's words or ideas constitutes plagiarism. College-level work should be the thoughtful reflection and assessment of the published materials learners have gathered for study while being written and cited properly. Reflection and summary represent critical thinking skills. Students who are in doubt as to whether they are providing proper attribution should consult with their instructor or a tutor in MAPS for guidance.

Cheating: is using unauthorized materials or receiving unauthorized assistance before, during, or after a quiz, test, examination or another academic assignment. Permission from the instructor should always be granted before the collaboration with any other individual or outside resource on an assignment.

Fabrication: is the use of invented information or the falsification of research or other findings in completing any course-related activity.

Academic Misconduct: includes academically dishonest acts such as tampering with grades or taking part in stealing, buying or obtaining an exam or assignment.

Procedure

When an instructor identifies a potential academic integrity violation, the course instructor shall request a meeting with the student via a college email to discuss the incident. A face-to-face meeting is preferable; however, if it is not possible, a meeting to discuss the allegations via email or other technology is acceptable. The student will have an opportunity to respond to the allegations. If the alleged incident of academic dishonesty occurs while using academic support and/or testing services, the college employee witnessing or involved in the incident will report the suspicions to the course instructor within twenty-four hours. The course instructor will then follow the procedure outlined below. If the violation and resulting consequences is discussed in the course syllabus, the instructor shall follow the stated procedure. If the violation is not covered by the syllabus, and corrective or punitive action is warranted, the instructor shall initiate an Academic Integrity violation form.

Within five business days of the initial contact with the student, if the instructor decides to impose a consequence (see academic integrity consequences below), the instructor will initiate an Academic Integrity Violation form, documenting the details of the incident, student notification and the imposed consequence. The instructor will obtain signatures from the student, instructor, program chair and division dean. If an instructor is not able to contact the student, or obtain the student's signature, this will not stop the process of reporting the violation.

The instructor then submits a completed form to the Dean of Student Services. Reports of Academic Integrity violations are kept on file in the office of the Dean of Student Services. The Dean of Student Services will notify the instructor, copying the chair, academic dean and Vice President of Instruction and Student Support, about any prior violations of academic integrity for that student, which may result in further consequences. Violations of the Academic Integrity Policy do not expire. Students who wish to appeal should see Appeal of Academic Action in Section 7.6 of the College Catalog and Student Handbook.

Academic Integrity Consequences

Deliberate violation of the academic integrity policy will result in the following consequences:

First offense – The instructor may assign a grade of zero on the assignment/test, which may or may not lead to failure in the course.

Second offense – The student may incur failure of the course, whether the second offense occurred in the same course/semester or in a different or subsequent course/semester. Students who are removed from a class for violating the academic integrity policy will receive a grade of “F” for the course and cannot receive a grade of “WD”.

Third offense – Recommended student suspension or expulsion. Specific Programs (e.g. health science programs, BLET): Certain programs of study may employ different procedures or consequences as required by their outside accrediting bodies or agencies.

Example Violations of Academic Integrity

Violations of academic integrity include but are not limited to the following examples:

- Copying or collaborating on assignments without permission.
- Quoting, paraphrasing or summarizing someone else's work without giving proper citations.
- Submitting an assignment purchased and/or copied from an online or commercial entity.
- Using unauthorized materials (e.g., textbook, notes, technological devices) during an examination.
- Sharing information about the contents of an assignment (including examination) that a student has not taken.
- Interfering electronically with the property of another individual via college computer or other means.
- Sharing a student Carteret CC username/password or other course login information.
- Using unauthorized translation software and assistance from native speakers or advanced-level students in foreign language classes.
- Using unauthorized artificial intelligence software for assignments unless explicitly approved by your instructor.

Rule 7. Repeated Noncompliance

A student shall not repeatedly fail to comply with directions of faculty members or other authorized college personnel during any period of time when

under the authority of college personnel.

Rule 8. Unlawful Harassment, Stalking, & Sex Offenses

Students and college employees shall not engage in conduct that falls under the definitions of harassment, stalking, sex offenses, and/or other inappropriate behavior cited below:

- **Unlawful Harassment**

Unlawful harassment is unwelcome or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color, or disability as defined by N.C. Gen. Stat. 168A-3 that creates a hostile work environment or learning environment or circumstances involving *quid pro quo*.

A hostile work or learning environment is one that both a reasonable person would find hostile or abusive and that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile environment is determined by looking at all of the circumstances, including the frequency of the harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's work performance or with a student's academic performance and/or full enjoyment of college programs or services.

Quid pro quo harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's academic performance, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.

Examples of sexual harassment may include all activities that attempt to extort sexual favors, inappropriate touching, suggestive comments, and public display (including on or via computers) of pornographic or suggestive calendars, posters, or signs. Sexual harassment does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered

into by participants. However, the College strongly discourages romantic and sexual relationships between faculty and student or between supervisor and employee even when such relationships appear, or are believed to be, consensual. The lines of power and authority that exist between the parties may undermine freedom of choice. If a charge is made by a party in a consensual relationship, the College will treat the charge the same as any other charge.

- **Stalking**

Students/Employees shall not engage in conduct which constitutes stalking as defined by the NC General Statutes Section 14-277.3. Generally, it is a repeated course of conduct directed at a specific person that would cause a reasonable person to

1. fear for their safety or safety of others; or
2. suffer substantial emotional distress.

For more information, see 7.2, Sexual Discrimination, Harassment, and Violence (Title IX).

- **Sex Offenses and Intimate Partner Violence**

Students/employees shall not engage in any physical, sexual, or psychological harm against an individual including, but not limited to, current or former partners or spouses of the individual. Behaviors include, but are not limited to, stalking, dating violence, sexual violence, and domestic violence.

Retaliation

Retaliation is adverse treatment that occurs because of opposition to unlawful harassment, stalking, or sexual offenses. Retaliation by any employee of the College against a student or an employee for responsibly using the policy and its procedures is grounds for appropriate disciplinary action.

Consequences

In determining whether conduct constitutes unlawful harassment, stalking, or sex offenses, the record as a whole will be considered, as well as the totality of the circumstances, such

as the nature of the alleged conduct and the context in which it occurred. Any employee found to be in violation of this policy will be disciplined in accordance with the Due Process and Discipline portions of the *Carteret Community College Policy & Procedures Manual*. Any student found to be in violation of Rule 8 will be disciplined in accordance with the Student Conduct Policy portion in the *College Catalog & Student Handbook*.

Complaint

1. Each office and person involved in advising a grievant must provide written notification about sources of assistance and services, and procedures for victims.
2. Offices and persons involved in advising a grievant must avoid comments that might dissuade victims from pursuing their rights or constitute threats of reprisal. Such behavior in itself is discriminatory and is a violation of the policy.
3. The grievant has the right to bypass any step in the procedure involving review of or decisions by the accused.
4. A grievant has a concurrent right to appeal to the Equal Employment Opportunity Commission (EEOC).

False Allegations

Failure to substantiate a complaint is not equivalent to a false allegation. However, a false allegation brought forth with malicious intent or without regard for truth will subject the complainant to disciplinary action.

Grievance Officers Designated

With respect to unlawful workplace harassment, stalking or sex offenses alleged to have been experienced by faculty or staff members, or by job applicants, the Director of Human Resources is the designated grievance officer with responsibility for processing such grievances in accordance with procedures set forth in the *Unlawful Harassment Procedures of the College Policy & Procedures Manual*. With respect to unlawful harassment, stalking, or sex offenses alleged to have been experienced by students, the Title IX Coordinator is the designated grievance officer with responsibility for processing unlawful harassment, stalking, and sex offense

grievances in accordance with procedures set forth in the *College Catalog & Student Handbook*.

If the grievance officer is unable to serve because of personal involvement in the allegations giving rise to the grievance, the president, or president's designee, shall appoint a substitute grievance officer.

Rule 9. Unsafe Health Science Practices

Policy. The Health Sciences faculty of Carteret Community College has both a legal and ethical responsibility to protect the public and health care community from unsafe practices. As a result of this obligation, students may be disciplined and/or dismissed from a program of study for practices that are deemed threats to individual safety. Safety threats are those who threaten or have the potential to threaten the safety of a client, the client's family, another student, a faculty member, or another health care provider.

Procedure. The faculty member or clinical site supervisor who determines that a student cannot function at a safe level in clinical practice will notify the student to leave the area immediately. The faculty member will then notify the curriculum chairperson, who in turn will notify the Dean of Health Sciences and the Dean of Student Services within 24 hours of the incident. The faculty member, the curriculum chairperson, the Dean of Health Sciences, and the Dean of Student Services, or designee, will meet to discuss the situation and to determine the appropriate action. The student involved is afforded the opportunity to meet with these individuals to state the student's position. During the period of investigation, the student will not participate in any clinical experience but may be allowed to attend classroom sessions. The student has the right to appeal the decision involving disciplinary action according to the Procedures for Disciplinary Action, as described in the College Catalog and the Student Handbook.

Rule 10. Fraudulent Use of the College Name

Any activity conducted, legal or illegal, on-campus or off-campus, verbal, written or via electronic media that identifies the College or states or implies the official sanction of Carteret Community College without the express involvement or permission of Carteret Community College will be considered a violation and may result in disciplinary measures.

7.2. Sexual Discrimination, Harassment, and Violence (Title IX)

Title IX is a federal civil rights law which requires that if a school (or its employees) knows or reasonably should know about sexual harassment (including sexual violence), the school must take immediate action to eliminate the sexual harassment, prevent its recurrence, and address its effects, even if the victim does not want to file a complaint. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Title IX also protects students and college employees from sex and gender discrimination, interpersonal violence, and stalking.

Definitions

Sexual Harassment: Sexual harassment may be any singular or repeated comment, gesture, contact, or conduct of a sexual nature, which is known or should reasonably be known to be unwelcome. Such conduct is usually one-sided and coercive and may be overt or implicit. Depending on such circumstances as severity and pervasiveness, examples may include but are not limited to the following: sexual innuendo; touching or patting; sexually suggestive remarks or other verbal abuse about gender; demands for sexual favors; sexual assault; implicit or actual threats to the recipient, or the recipient's job; offensive material or language, whether written or visual (including on or via computers), such as graffiti or degrading pictures; placing a condition of a sexual nature on employment, rewards, avoidance of corrective action, or opportunities for training, transfers, or promotion; and unwelcomed sexual advances by independent contractors, clients, vendors, or other visitors to the College when such advances are condoned, either explicitly or implicitly, by the College. Sexual Harassment does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered into by participants. However, the College strongly discourages romantic and sexual relationships between faculty and student or between supervisor and employee even when such relationships appear or are believed to be consensual.

The lines of power and authority that exist between the parties may undermine freedom of choice. If a charge is made by a party in a consensual relationship, the College will treat the charge the same as any other charge.

A college employee has a responsibility to avoid any appearance of impropriety and/or any apparent or actual conflict between the employee's professional responsibilities and personal interests in dealings or in relationships with students.

Consent: Consent is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely and actively by all parties. Relying solely upon nonverbal communication can lead to miscommunication. It is important not to make assumptions; if confusion or ambiguity on the issue of consent arises anytime during a sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue.

Individuals should understand that consent may not be inferred from silence, passivity, or lack of active resistance alone. Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent.

Conduct will be considered "without consent" if no clear consent, verbal or nonverbal, is given. It should be noted that in some situations, an individual's ability to freely consent is taken away by another person or circumstance. Examples include, but are not limited to, when an individual is incapacitated due to alcohol or other drugs, scared, physically forced, passed out, asleep, unconscious, intimidated, coerced, mentally or physically impaired, beaten, threatened, isolated, or confined.

Sexual Assault: "Sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as the penetration, no matter how slight, of the vagina or anus with anybody part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental incapacity.

Incest is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

Sexual Assault in the State of North Carolina includes the following criminal offenses: Forcible Rape (NCGS 14-27.2/NCGS 14-27.3), Statutory Rape, (NCGS 14- 27.2(a)(1)/NCGS 14-27.7A) Forcible Sexual Offense (NCGS 14-27.4/NCGS 14-27.5), Statutory Sexual Offense (NCGS 14-27.4 (a)(1) NCGS 14-27.7A(a)), Sexual Activity by a Substitute Parent/by a Custodian/with a Student (NCGS 14-27.7), Indecent Liberties with a Child/between Children/with a Student (NCGS 14-202.1/NCGS 14-202.2/NCGS 14-202.4), Sexual Battery (NCGS 14-27.5A), Solicitation of a Child by Computer to Commit an Unlawful Sex Act (NCGS 14-202.3).

Domestic Violence: The term "domestic violence" means felony or misdemeanor crimes of violence committed by

- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- a person similarly situated to the spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in

which the crime of violence occurred.

For the purposes of complying with the requirements of this section and 34 CFR 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

In North Carolina, Domestic Violence includes the following criminal offenses: Simple Assault (NCGS 14-33(a), Assault inflicting Serious Injury (NCGS 14-33(c)(1), Assault on a Female (NCGS 14-33(c)(2), Assault by Pointing a Gun (NCGS 14-34) or Violation of a Domestic Violence Protection Order (NCGS 50B-4.1).

Dating Violence: The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- the reporting party’s statement and with consideration of the length of the relationship, the type of relationship; and
- the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and 34 CFR 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

In North Carolina, dating violence includes the criminal offense of Violation of a Domestic Violence Protection Order (NCGS 50B-4.1).

Stalking: The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition “course of conduct” means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or

communicates to or about, a person, or interferes with a person’s property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable persons mean a reasonable person under similar circumstances and with similar identities to the victim.

For the purposes of complying with the requirements of this section and 34 CFR 668.41, any incident meeting this definition is considered a crime for the purposes of the Clery Act reporting. In North Carolina, stalking includes the following criminal offenses: Stalking (NCGS 14- 277.3), Cyberstalking (NCGS 14-196.3) and Violation of a Domestic Violence Protective Order (NCGS 50B-4.1).

Carteret Community College does not discriminate on the basis of sex in its educational programs, and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not, and include dating violence, domestic violence, and stalking. The following statement of policy is to inform the community of the College’s plan addressing sexual misconduct, educational programs, and procedures that address unlawful harassment, stalking, and sex offenses whether the incident occurs on or off campus and when it is reported to a college official. In this context, the College prohibits the offenses of domestic violence, dating violence, sexual assault, sexual harassment, and stalking, and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

Sexual Assault Information What to do

Sexual assaults, including date or acquaintance rape, are a serious concern to the College and will not be tolerated. Victims of sexual assaults should get to a safe place and then seek medical treatment as soon as possible (preferably within 72 hours).

Victims should notify the Security office at 252-222-6188 or contact any of the "campus security authorities" for help. Campus security authorities will assist the victim in notifying Morehead City Police. If the assault occurred off campus, Security will help the victim file a report with the

appropriate law enforcement agency. The filing of a report does not obligate the victim to pursue charges but does make filing of charges easier at a later date.

To aid the police investigation, victims of sexual assault should take these steps to help preserve evidence:

- Try to preserve all physical evidence:
- Do not shower or bathe before the medical exam.
- Do not change your clothes; but if you do, save all your clothing and give it to the police.
- Do not disturb or alter the crime scene.
- Document any injury you suffered, either by photograph or by showing it to someone you trust.

Sexual assault victims may choose to press charges against their alleged offenders through the college grievance system and/or through the North Carolina judicial system. The college and the courts are independent systems; charges may be filed in either or both systems.

Counseling services for sexual assault victims are available off campus. The College's Counselor may be reached at 252-222-6237 (located in the Henry J. McGee Building). The counselor can provide referrals to off campus resources. Additionally, every reasonable effort will be made to assist victims of sexual assault by providing options for changing academic conditions whenever possible.

What to expect

The College responds to all violations of the Student Code of Conduct, including all Title IX Violations. The College treats every Title IX-related complaint seriously. Investigations are thorough and unbiased. Both the accuser and the accused are entitled to the same opportunities to have others present during the investigation and other proceedings, and both parties of any conduct violation hearing shall be informed of the outcome of the campus disciplinary proceeding.

Violations of the Student Code of Conduct may result in immediate sanctions, including probation or suspension from the College. Additionally, the College may defer imposition of sanctions pending the outcome of an investigation. Students who wish to appeal any sanction should consult the Student Grievance Procedure

as outlined in the Student Code of Conduct.

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.

A variety of support resources are available on campus and in the community to assist students and employees in dealing with sexual assault, domestic violence, or dating violence, whether it happened recently or in the past.

Unlawful Harassment, Stalking & Sex Offenses Policy

Carteret CC endeavors to create and sustain a positive, responsive, and safe learning environment and workplace. To do so, the college has established a policy that defines "unlawful harassment," that prohibits behaviors that constitute unwelcome or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color, or handicapping condition as defined by G.S. 168A-3 that creates a hostile work environment or learning environment or circumstances involving quid pro quo.

The Unlawful Harassment, Stalking & Sex Offenses policy includes sexual harassment, stalking, dating violence, sexual violence, and domestic violence and details the procedure for students and employees to follow in reporting allegations of unlawful harassment.

Non-Retaliation Policy

The College will not tolerate reprisal or retaliation of any kind against an individual who in good faith complains of discrimination or sexual harassment under law or college policies, or who participates in any procedure to investigate and address a complaint regarding discrimination or sexual harassment. Retaliation is an adverse treatment that occurs because of opposition to unlawful harassment. Retaliation by any employee of the College against a student or an employee for responsibly using

the policy and its procedures is grounds for appropriate disciplinary action.

Unlawful Harassment, Stalking & Sex Offenses Procedure

Any **employee** found to be in violation of this policy will be disciplined in accordance with the Due Process and Discipline portions of the Carteret CC Policy & Procedures Manual.

Any **student** found to be in violation of this policy (Rule 8) will be disciplined in accordance with the Student Conduct Disciplinary Action Policy portion in the *College Catalog & Student Handbook*.

In an effort to prevent sexual discrimination and harassment from occurring at the institution, it is the college's policy to encourage the reporting of any incidents of sexual harassment and to provide a just procedure for the presentation, consideration, and disposition of sexual harassment grievances.

Unlawful Harassment, Stalking & Sex Offenses Reporting

The Title IX Coordinator will oversee and ensure that the College updates, maintains, and follows policies regulated by Federal Law under Title IX. The Title IX Coordinator receives all reports of alleged violations and routes them to the correct administrative personnel.

With respect to Title IX complaints made by a student against non-college employees, the Title IX Coordinator is designated with the responsibility for processing the complaints in accordance with procedures set forth in the *College Catalog & Student Handbook*. With respect to Title IX complaints made by a student against a college employee, the Title IX Coordinator with the assistance of the Director of Human Resources is designated with the responsibility for processing the complaints in accordance with procedures set forth in the *College Catalog & Student Handbook*.

With respect to Title IX complaints experienced by **faculty or staff members**, or by **job applicants**, the Director of Human Resources is designated with the responsibility for processing the complaint in accordance with procedures set forth in the Unlawful Harassment Procedures of the *College Policy & Procedures Manual*.

Procedures for Reporting a Complaint

The College has procedures in place to support those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as written notification concerning the availability of resources such as counseling, health, mental health, victim advocacy, legal assistance, and other services on and/or off campus. Remedies to prevent contact between a complainant and an accused party (such as academic, transportation and work accommodations) may be requested and will be offered, if reasonably available. The College will make such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the incident to the Security office or local law enforcement.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any disciplinary action on campus arising from such a report.

Depending on when and where reported Carteret CC will do the following:

- Assist the complainant with access to medical care.
- Assess the immediate safety needs of the complainant.
- Assist the complainant in contacting Campus Police or local police if complainant requests AND provide contact information for police.
- Provide the complainant with referrals to on and off campus mental health providers.
- Assess the need to implement interim or long- term protective measures, such as office changes, change in class or work schedule, "No Contact" directive between both parties.
- Provide a "No trespass" directive to accused party, if deemed appropriate.
- Provide resources for victims to apply for a Protective Order.
- Provide a copy of the College policy to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.
- Inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the disciplinary

action is.

- Enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

The College procedures are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

Standard of Evidence

All disciplinary proceedings use preponderance of evidence as the standard. This means that more than 50% (50%+1) of the weight of the evidence

must show that the accused is responsible for violation of the charge.

Collection of Evidence

After an incident of sexual assault and/or domestic violence, the victim should consider seeking medical attention. For immediate and urgent medical concerns, go directly to the emergency department of your local hospital. If on campus, you can call the Security office (252) 222-6021 for transportation without having to make a report. For less immediate medical concerns, schedule an appointment with your primary care physician or at an urgent care facility.

In North Carolina, evidence may be collected even if you choose not to make a report to law enforcement. If you do not wish to make a report to law enforcement, please notify the Sexual Assault Nurse Examiner at the medical facility. It is important that victims of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and

keeping pictures, logs or other copies of documents, if they have any that would be useful to College disciplinary proceedings or police investigations.

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The College will assist any victim with notifying local police if they so desire. The Morehead City Police Department may also be reached directly by calling (252) 726-3131 or in person at the security office, Banks Street.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, the victim nevertheless should consider

speaking with the security office or other law enforcement to preserve evidence in the event a complaint is pursued at a later date.

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking:

On-campus:

- Emergency 911
- Carteret CC Security at (252) 222-6188
- Carteret CC Counseling Services, at (252) 222- 6237. All services are confidential and do not require making a formal report to the police.
- Employee Assistance Program (EAP), professional, confidential counseling service available to assist employees and their immediate family members in solving personal issues and problems before they affect health, family relationships, and/or job performance. To contact the Employee Assistance Program Counselor, call 1-252-638-3881. Additional information is available from the human resources director.

Local Resources:

- Morehead City Police Department at 911 or 252-726-3131
- Carteret County Sheriff's Office at 252-504- 4800

- Rape Crisis Center: offers a 24-hour, confidential crisis line for victims of sexual violence at 252-504-3668.
- Domestic Violence Services at 252-728-3788. Provides short-term emergency shelter, hospital and court accompaniment, legal clinics with local attorneys, support groups, counseling, and the community services for victims of domestic violence.
- Carteret County Women's Resource Center 252-247-6585
- Military Counseling 252-466-3264
- NC Victim's Compensation Services at 1-800-826-6200
- Rape Victim Assistance Program at 1-800-826-6200
- [SAVAN](#) (Statewide Automated Victim Assistance & Notification) at 1-877-627-2826 RAINN (Rape, Abuse, & Incest
- National Network) 1-800-656-HOPE (4673), at www.rainn.org

More information about prevention, intervention, and education programs specifically addressing sexual assault as well as legislation relating to sexual assault on college campuses may be found at www.clerycenter.org.

North Carolina Sex Offender and Public Protection Registry

The North Carolina Sex Offender and Public Protection Registry was established in January 1996 with the General Assembly's enactment of Article 27A of Chapter 14 of the North Carolina General Statutes (NCGS 14-208.5). This law requires persons living in North Carolina, non-resident students, and non-resident workers who are residents or who relocate to North Carolina and who have a reportable conviction to maintain registration with the sheriff of the county where they reside. The law also requires non-resident students and workers to maintain registration with the sheriff in the county where they attend school or work. The Registry is accessible at the following web address: <https://www.nsopw.gov/>

Information about offenders residing in the College's immediate service area of Carteret County may be obtained through search options available on this web site. A written request for a paper copy of the countywide Registry may also be made to the Carteret County Sheriff's Office.

7.3. Levels of Disciplinary Action

Violation of one or more of the rules set forth above may be the basis for one or more disciplinary actions as follows:

(Note: In Title IX related issues, a trained adjudication panel will be used to determine sanctions.)

1. Verbal Warning- Any faculty or staff member may issue a verbal warning.
2. Written Reprimand- Any faculty or supervisory staff member may issue a written reprimand. Verbal warning and written reprimand cannot be appealed because no action is taken against the student.
3. Summary Suspension- Any faculty, supervisory staff member, the Deans, or Vice Presidents may refer a student to the Dean of Student Services to be considered for summary (immediate and temporary) suspension in situations involving the disruption of college activities or in situations representing an immediate danger to persons or property.
4. Probation- A Dean, the Vice President of Instruction and Student Support, the Vice President of Corporate and Community Education, and the President are responsible for disciplinary action involving probation.
5. Suspension- A Dean, the Vice President of Instruction and Student Support, the Vice President of Corporate and Community Education, and the President are responsible for disciplinary action involving suspension.
6. Expulsion- The Dean of Student Services, the Vice President of Instruction and Student Support, the Vice President of Corporate and Community Education, and the President are responsible for disciplinary action involving expulsion.
7. Loss of Credit- The appropriate Vice President may exercise the authority for the loss of course credit or grade.
8. Restitution- A Dean, the Vice President of Instruction and Student Support, the Vice President of Corporate and Community Education, and the President are responsible for disciplinary action involving restitution.

7.4. Procedures for Disciplinary Action

Procedures for disciplinary action provide for prompt, fair, and impartial investigation and resolution of offenses and are conducted by officials who are trained to handle the issues for which they are responsible. Both the accuser and the accused have the right to have an advisor present during the hearing process.

A. Report of offenses

Students, faculty members, staff, or administrators should immediately report incidents that violate the Rules of Student Conduct to the appropriate Dean. Issues involving grades, academic dishonesty, or dismissal from a course or program are reported to the Academic Dean for the course or program in which the violation occurred.

Cases involving unlawful harassment, stalking, or sexual violence must be reported to the Title IX Coordinator. All other matters of student behavior unrelated to unlawful harassment, stalking, sexual violence, grades, academic dishonesty or academic dismissal from a course or program are reported to the appropriate Dean.

B. The appropriate Dean (or Title IX Coordinator) will confer with all parties involved and initiate one of the following actions:

1. Declare the case closed immediately for lack of evidence and notify the accused and the accuser in writing.
2. Constitute an investigation team, including the Title IX Coordinator, in cases of unlawful harassment, stalking, or sexual violence to research the charge and provide evidence for adjudication.
3. Invoke sanctions. The student may be required to make restitution or be placed on probation, suspension, or expelled from the College for conduct or personal behavior that is in violation of the Rules of Student Conduct.

C. Notification

Any faculty, staff member, or administrator who takes disciplinary action against a student beyond a verbal warning shall:

1. Notify the student in writing, delivered by certified mail, return receipt requested,

restricted delivery, email to the student's college account, or hand delivery.

2. Send a copy of the notice to the following:

- a. Dean of Student Services;
- b. Drafter's immediate supervisor;
- c. Appropriate vice president; and
- d. Appropriate academic dean supervising the student's program of study.

The notice shall set out the following:

- a. Claimed misconduct;
- b. Specific charges against the student;
- c. Evidence substantiating the charges;
- d. Disciplinary action to be taken;
- e. Specific appeal procedures available to the student, if applicable; and
- f. When the results become final.

In cases involving a student accuser and accused, the Dean will simultaneously notify in writing the accuser and the accused. The appeal shall be in accordance with the Procedures for Student Appeal outlined in the *College Catalog & Student Handbook*. The Dean of Student Services shall be responsible for placing a copy of the notice of disciplinary action in the student's file, which may be noted on the student's transcript.

D. Standard of Evidence

The standard of evidence used to determine responsibility for violation of the Rules of Student Conduct is preponderance of the evidence. Preponderance is defined as more than 50% of the weight of the evidence needed to decide on responsibility.

E. Status of an Accused Student

As a general rule, the status of a student accused of a violation of the rules of student conduct should not be altered until a final determination has been made regarding the charges. Interim suspension may be imposed, however, upon a finding by the appropriate college official that the continued presence of the accused on campus constitutes an immediate threat to

the physical safety and well-being of the accused or any other member of the institution's community or its guests, poses a threat of destruction of property, or shows potential for substantial disruption of classroom or other campus activities.

7.5. Summary Suspension Procedures

A summary suspension is an immediate and temporary suspension without a hearing which is used rarely and only in cases where the continued presence of the student on campus constitutes an immediate threat to the physical safety and well-being of the accused or any other member of the institution's community or its guests, poses a threat of destruction of property, or shows a potential for substantial disruption of classroom or other campus activities.

7.6. Resolution of Student Grievances

Students may be affected by separate and distinct types of action at the College, which are subject to due process and can be appealed.

Academic action- any action that directly relates to grades or participation in classes, programs, or other academic activities is generally handled by the academic deans.

Disciplinary action- any action that violates the Rules of Student Conduct (excluding academic dishonesty and Title IX) is generally handled by the Dean of Student Services.

Policy application- any action as a result of application of college policy that negatively impacts a student's status with the College is generally handled by the Dean of Student Services.

Title IX-Related Issues- any action as a result of a Title IX related violations is handled by the appropriate Vice President.

Any student at Carteret Community College who reasonably believes that they have been injured by an act or omission of the College or its employees or has had an action taken against them that was executed incorrectly or unfairly has the right to lodge a grievance. Grievances generally fall into two categories, complaints and appeals.

Student Complaints

In cases where a student complaint is about a situation or event with which the student disagrees, but there is no injury to the student,

the student should request a meeting with the person with decision-making authority over the situation or event to express the concern or present alternate opinions. If the student is unclear about with whom the student needs to meet or unsure how to present the concern, a student advocate can assist the student.

A student complaint resulting from an act of another student or faculty or staff member of the College that violates college policy, student conduct rules, or the law; or an omission of the College or its employees when the complainant is injured by the act or omission is resolved in a two- stage process: **Stage 1**, Informal Resolution and **Stage 2**, Formal Resolution.

Exceptions: Complaints involving unlawful harassment, stalking, or sex offenses are reported to the Title IX Coordinator and follow the procedures for Resolution of Sexual Offenses. **Students reporting these offenses are not required to confront the student, faculty, or staff member involved with the situation.**

Stage 1- Informal Resolution

1. Depending on the circumstances or area of concern, the student must request a conference with the staff or faculty member whose act or omission is the subject matter of the complaint. Such a conference should be held quickly with the full cooperation of all parties.
2. If the staff or faculty member can resolve the complaint to the satisfaction of the student, the matter should be settled. If the matter cannot be resolved to the satisfaction of the student, the student must meet with a Student Services staff member. This member will act as the student's advocate and will assist the student and mediate the complaint.
3. The student and the advocate must request a conference with the staff or faculty member whose act or omission is the subject matter of the complaint. Such a conference should be held quickly with the full cooperation of the student and college employees.
4. If the staff or faculty member can resolve the complaint to the satisfaction of the student, the matter should be settled

informally.

Stage 2- Formal Resolution

If the staff or faculty member cannot resolve the complaint, the student complainant (with the assistance of an advocate) shall, **within ten (10) business days of the conference:**

1. Put the complaint in writing, containing a concise statement of the complaint, and a short, plain statement of the supporting facts (including the date of the required conferences referenced above, if applicable).
2. Send the written complaint by certified mail, return receipt requested, restricted delivery, email from the student's college account, or hand-delivery to the supervisor of the college employee whose act or omission is the subject matter of the complaint, the Academic Dean if an issue is with faculty or a class. If the complaint is not academically related, the Dean of Student Services, or a designated grievance officer depending on the nature of the complaint.
3. The supervisor, dean, or a designated grievance officer so served shall make a final decision and shall notify, in writing, the student, student advocate, and college employee **within five (5) business days of the receipt of the complaint.**
4. The student may appeal the final decision using the **Procedures for Student Appeal** set out below.

Resolution of Sexual Offenses

The student and/or responsible employee (as defined in Carteret Community College's Title IX Policy and Procedures) shall:

1. Put the complaint in writing, containing a concise statement of the complaint, and a short, plain statement of the supporting facts. The College prefers an official [Carteret Community College Title IX Complaint Form](#) be used when submitting a complaint.
2. All Title IX-related complaints are to be sent to the Title IX Coordinator.
3. The Title IX Coordinator shall convey the

complaint to the Dean of Student Services, appropriate Vice President, and other need-to-know administrative personnel. An action plan meeting will be held to determine the scope of the complaint and needed investigation.

4. The investigation team will conduct an impartial investigation. The goal is to complete an investigation as quickly as possible. However, a case will not be considered complete until it has been thoroughly investigated.
5. If disciplinary action is recommended by the investigation team, the Dean of Student Services shall convene an adjudication team of employees trained in Title IX, to conduct a formal hearing. All parties may attend the hearing and have an advisor present. Additional questions and evidence may be presented at the hearing by the accused. The adjudication team will make a decision based on a preponderance of evidence.
6. The Dean of Student Services will notify in writing all parties **within five (5) business days of the receipt of the complaint.**
7. Either party may appeal the final decision using the **Procedures for Student Appeal** set out below.

Student Appeals

All student appeals of an Academic Action or Policy Application shall follow the procedures outlined below.

Appeal of Academic Action

Grounds for Appeal

A student may appeal an Academic Action for the following reasons:

1. College policy or grade issued was arbitrary, capricious, or contrary to written instructions;
2. Appellant was not fully informed of the College's dissatisfaction with student's academic or clinical progress

Timing and Form of Appeal

The appeal of an instructor's academic action involving the award of a final grade shall be made in writing, within ten (10) business days of the date that the final course grade is posted to Carteret Compass.

The appeal of a removal from a course for reasons other than academic dishonesty shall be made in writing, within five (5) business days of notification of being dropped, be it a written or verbal notification.

The letter of appeal shall:

1. Clearly state the student's grounds for appeal and any supporting information;
2. Be sent certified mail, return receipt requested, restricted delivery, by email from the student's college account, or hand-delivered; and
3. Be directed to the appropriate Dean for the instructional area in which the grade was given. If the Dean issued the grade, the appeal shall be directed to the Vice President of Instruction and Student Support.
 - a. The college official receiving the appeal shall note the date of receipt on the face of the appeal.
 - b. If the letter of appeal is hand-delivered, a copy of the letter, signed and dated by a college official, shall be proof of delivery.
 - c. The Dean or Vice President to whom the appeal is directed will also be responsible for notifying, in writing, the instructor and all line supervisors concerning the appeal.

The Dean or the Vice President to whom the appeal is directed shall investigate the facts and determine whether the action should be upheld or reversed.

Dismissal Pending Appeal

If a student appeals an academic action leading to dismissal from a course, activity, or program, the student is not to be dismissed from the course, activity, or program, if applicable, until the appeal process is complete unless:

1. In the case of a clinical affiliate or other off-campus contractor providing cooperative

experiences, immediate removal is required by the contractor or cooperative agency;

2. The student's continued participation in the activity would pose a threat to the student, the College, or others; or
3. College Policy would be violated.

Erroneous Academic Action

If, at any point in the appeals process, based on the evidence, it is determined that an erroneous academic action has been taken, the Dean or the Vice President to whom the appeal is directed, the instructor, and the student shall meet **within five (5) business days** from the date of such determination to agree on corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, then the Dean or the Vice President may extend this meeting date to a date agreeable to both parties, but in no event shall the extension be more than thirty (30) calendar days.

Notification of Decision

The Dean or the Vice President to whom the appeal is directed shall:

1. Notify the student of a decision in writing, either by hand-delivery, certified mail, return receipt requested, restricted delivery, or email to the student's college account within ten (10) business days from the date of receipt of the notice of appeal; and
2. Send copies of the decision to the instructor and all line supervisors of the instructor. A copy of the decision must also be sent to the parents if the appellant is under the age of 18 and is not an emancipated minor subject to FERPA.

Appeal from Decision of a Dean to a Vice President

If a student's appeal is denied by a Dean, the student may appeal this decision to the appropriate Vice President, be it the Vice President of Instruction and Student Support or the Vice President of Corporate and Community Education.

The appeal shall be made in writing **within five business days** of the date of the receipt of the denial.

The letter of appeal shall:

1. Clearly state the student's grounds for appeal and any supporting information; and
2. Be sent certified mail, return receipt requested, restricted delivery, emailed to the student's college account, or hand-delivery.

The decision of the Vice President will be made **within 10 (ten) business days** of the receipt of the letter of appeal.

Notification of Decision of Vice President

The student shall be notified in writing of the decision through certified mail, return receipt requested, restricted delivery, email to the student's college account, or hand-delivery.

A decision on an appeal of an academic action made by the Vice President is final.

If the final appeal is resolved against the student, the academic action shall be permanently recorded. In the event that a student is dismissed from the College, tuition credits will be made according to state guidelines.

Appeal of Disciplinary Action

Before beginning a non-academic related disciplinary action appeal process, the student should contact a Student Advocate for assistance with the preparation and presentation of the appeal and to answer questions regarding the appeal process.

Grounds for Appeal

A student may appeal a disciplinary action for the following reasons only:

1. The action taken was arbitrary, capricious, and contrary to published college policy, or
2. Insufficient evidence exists to sustain the disciplinary action.

Timing and Form of Appeal

The appeal of a formal written Disciplinary Action shall be made in writing to the Dean of Student Services.

The appeal must be submitted within **ten (10) business days** of the receipt of written notification of the disciplinary action.

The letter of appeal shall:

1. Clearly state the student's grounds for appealing and any supporting information; and
2. Be sent certified mail, return receipt requested, restricted delivery, email from the student's college account, or hand-delivery.

Duties of the Dean of Student Services

The Dean shall be responsible for notifying, in writing, the employee, and all line supervisors concerning the appeal.

The Dean shall then investigate the facts and determine whether the disciplinary action should be upheld or reversed.

The Dean shall notify the appealing student of the decision in writing, either hand-delivered, or by certified mail, return receipt requested, restricted delivery, or email to the student's college account **within ten (10) business days of receipt of the letter of appeal.**

A copy of the decision shall be sent to the employee and all line supervisors. A copy shall also be sent to the student's parents if the student is under the age of 18 and not an emancipated minor.

If the disciplinary action is upheld, the notice of decision will include the nature of the charges, general findings that substantiate the charges, proposed disciplinary action to be taken, and the further due process available to the student.

Erroneous Disciplinary Action

If, at any point in the appeals process, it is determined that an erroneous disciplinary action has been taken, the Dean of Student Services, the instructor or staff member and the student shall meet **within five (5) business days** to agree on a corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, the Dean of Student Services may extend the meeting date to an agreeable time for both parties. **In no event shall this meeting take place more than thirty (30) calendar days** after the determination of erroneous disciplinary action.

Dismissal Pending Appeal

If a student appeals a disciplinary action which would lead to dismissal from a course, activity, or program, the student is not to be dismissed from the course, activity or program, if applicable, until the appeal process is complete unless

1. In the case of a clinical affiliate or other off- campus contractor providing cooperative experiences, immediate removal is required by the contractor or cooperative agency;
2. The student's continued participation in the activity would pose a threat to the student, the College, or others; or
3. College Policy would be violated.

Appeal to the Student Appeals Committee

A student may appeal the decision of the Dean of Student Services to the Student Appeals Committee. A notice of appeal and request for hearing before the Student Appeals Committee must be:

1. In writing and addressed to the appropriate Vice President **within ten (10) business days** of the student's receipt of the decision from the Dean of Student Services;
2. Clearly set forth the grounds for the appeal and any supporting information; and
3. Be sent to the appropriate Vice President by certified mail, return receipt requested, restricted delivery, emailed, or hand- delivered.

Duties of the Vice President

The Vice President or designee shall note on the face of the written request for a hearing the date on which it was received.

The Vice President shall be responsible for notifying, in writing, all parties who received copies of the original notice of action, that an appeal to the Student Appeals Committee has been filed.

Within five (5) business days of the receipt of such written notice of appeal and request for hearing, the Vice President shall schedule a hearing by the Student Appeals Committee to

be held with all due speed, but in no event longer than thirty (30) calendar days from the date of receipt of the written notice of appeal and request for a hearing.

The Vice President shall serve written notice to the student, to the student's parents, if applicable, to all members of the Student Appeals Committee and to the Dean as to the time and place of the hearing. Notice to the student about the hearing shall be by certified mail, return receipt requested, restricted delivery, or by acknowledged hand-delivery.

Membership of the Student Appeals Committee

The Student Appeals Committee shall consist of two (2) members of the staff and faculty (For all Health Sciences students, one faculty member will be from the Health Sciences Division) appointed by the Vice President and three (3) students appointed by the president of the Student Government Association or the Student Activities Coordinator for a total of five members. The Student Appeals Committee shall hear the appeal.

The Vice President shall appoint an individual from among the College employee appointees to the Student Appeals Committee to serve as chairperson who shall conduct the hearing.

If for any reason, the student component of the Student Appeals Committee shall not be fully constituted, the president of the Student Government Association or the Student Activities Coordinator shall randomly select students having no connection to the incident or parties to serve on the Committee.

Hearing Procedures

It shall be the responsibility of the Dean of Student Services to:

1. Notify the members of the Student Appeals Committee of a pending appeal and supply them with such documentation as shall be necessary to hear the case;
2. Schedule a meeting of the committee prior to the hearing if necessary; and
3. Appoint a Student Advocate if one is not already working with the student.

A hearing before the committee shall be

structured but informal, giving the student and the College a full opportunity to present the appeal. The order of the presentations shall be as follows:

1. The student has the first opportunity to be heard.
2. The College is heard from next.
3. The student is then allowed to rebut the College's case.

The student shall have the right to:

- a. Present witnesses and evidence on the student's behalf; and
- b. Question adverse witnesses.

The student may bring one or more parents, one friend, or a lawyer to act in the capacity of an advisor. The College will provide a Student Advocate assigned to advise the student; however, students must be prepared to advocate for themselves as neither the advisor nor the advocate may speak or participate in the hearing. The advisor/advocate may only confer with the student.

The College shall have the right to:

- a. Present witnesses and evidence; and
- b. Question adverse witnesses.

It shall be the responsibility of the Dean of Student Services to present the College's case to the Student Appeals Committee.

Notice of Decision of Student Appeals Committee

The decision of the Student Appeals Committee is determined by the majority vote and requires a two-thirds (2/3) majority.

1. The Student Appeals Committee shall render its written decision to the Vice President.
2. The Vice President shall notify the student appellant and all parties who received copies of the original notice of disciplinary action on the next business day following the hearing.
3. This notice shall be sent to the student certified mail, return receipt requested, restricted delivery, by email to the student's college account, or hand-delivery with copies sent by regular or

campus mail.

Compliance with the Decision of the Student Appeals Committee

If the decision is in favor of the student, the student shall be immediately reinstated, and appropriate corrective action taken. The Dean of Student Services, the Vice President, other relevant personnel, and the student shall meet within **five (5) business days** from the date of the receipt of the decision by the student to agree upon corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, the Dean of Student Services may extend the meeting date to a date agreeable to all parties, but **in no event shall such date extend beyond thirty (30) calendar days** from the date of the decision of the Student Appeals Committee.

Recommended corrective measures will be conveyed to the College President. A memorandum of these corrective measures shall be placed in the student's record along with a copy of the Student Appeals Committee's decision.

If the decision is rendered against the student, the Student Appeals Committee may uphold the disciplinary action or suggest an alternate action as appropriate to the misconduct. A copy of the notice of the decision of the Student Appeals Committee shall be placed in the student's records.

Continuance of Hearing

In the event that unusual circumstances prevent an appeal to the Student Appeals Committee from being heard as scheduled, the proceeding may be continued for a maximum of thirty (30) calendar days.

1. A request for a continuance should be directed to the Chairperson of the Student Appeals Committee **and** the adverse party.
2. A request for a continuance must be
 - a. In writing, stating compelling grounds for the continuance; and
 - b. Sent certified mail return receipt requested, restricted delivery or hand-delivery no later than five (5) business days before the scheduled proceeding.

The party receiving the request for a continuance shall have three (3) business days from the date of receipt to respond.

The decision on continuance shall be

1. In writing addressed to the student appellant and the college respondent;
2. Inclusive of the date, time, and location of the newly scheduled proceeding; and
3. Copied to all College faculty and staff involved in the proceedings.

Appeals of Student Appeals Committee Decision to the College President

The student may appeal the decision of the Student Appeals Committee by requesting a hearing before the College President. This request shall be:

1. In writing and delivered by certified mail, return receipt requested, restricted delivery or hand-delivery to the President of the College; and
2. Made within (10) calendar days of receipt of the Student Appeals Committee's decision.

Within five (5) business days of the receipt of the request, the President shall schedule a meeting with the student. The President shall have the sole discretion to investigate the matter as deemed reasonable. The President may include in this meeting such college employees as deemed necessary. The decision of the President shall be final.

On the business day following the hearing, the President shall send notice of a decision to the student as follows:

1. In writing;
2. Via certified mail, return receipt requested, restricted delivery, or hand-delivered; and
3. With copies to all parties who received correspondence concerning the appeal at any step in the appeals process.

Compliance with the President's Decision

If the President finds in favor of the student, the

student shall be immediately reinstated, and appropriate corrective action undertaken. The Dean, the Vice President, other relevant personnel, and the student shall meet **within five (5) business days** from the date of the receipt of the notice by the President to agree upon corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, then the President may extend this meeting date to a date agreeable to all parties, but **in no event shall this meeting take place more than ten (10) business days** from the date of student's receipt of the notice of decision of the President.

Appeal of Policy Application

Grounds for Appeal

A student may appeal a policy application for the following reasons:

1. College policy application was arbitrary, capricious, or contrary to written instructions;
2. Appellant was not fully informed of the College's policy;
3. Action poses a threat to impending graduation, continued enrollment, or withdrawal of financial aid.

Timing and Form of Appeal

The appeal of a policy application shall be made in writing within ten (10) business days of the date that the student is notified of the action.

The letter of appeal shall:

1. Clearly state the student's grounds for appeal and any supporting information;
2. Be sent certified mail, return receipt requested, restricted delivery, by email from the student's college account, or hand-delivery; and
3. Be directed to the appropriate Dean for the policy area in which the action was taken.
 - a. The college official receiving the appeal shall note the date of receipt on the face of the appeal.
 - b. If the letter of appeal is hand-delivered, a copy of the letter,

- signed and dated by a college official, shall be proof of delivery.
- c. The Dean to whom the appeal is directed will also be responsible for notifying, in writing, all involved offices concerning the appeal

The Dean to whom the appeal is directed shall investigate the facts and determine whether the action should be upheld or reversed.

The Dean shall notify the appealing student of the decision in writing, either hand-delivered, or by certified mail, return receipt requested, restricted delivery or email to the student's college account **within ten (10) business days of receipt of the letter of appeal.**

A copy of the decision shall be sent to all offices involved concerning the appeal.

7.7. Student Rights and Responsibilities

Each student is guaranteed the exercise of rights of citizenship under the Constitution of the United States without fear or prejudice. In addition to Constitutional rights as a citizen, each individual enrolled at the College is guaranteed additional student rights, which are listed below:

1. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the College.
2. Free inquiry, expression, and peaceful, nonthreatening assembly are guaranteed to all students.
3. No disciplinary sanctions other than verbal warning and written reprimand may be imposed upon any student without due process.
4. Evaluation of student academic performance shall not be prejudicial. The student is entitled to an explanation of the basis for grades. The College, however, has the right to set reasonable academic standards which students must meet.
5. The College and members of the College community have the right to expect personal safety, protection of property, and the continuity of the educational process.
6. Both the accuser and the accused in a

disciplinary action have the right to have an advisor present during the disciplinary process and to simultaneous notification of the decision.

Students are expected to acquaint themselves with and observe College regulations and policies contained in the *College Catalog & Student Handbook*, *The College Policy and Procedure Manual*, and all announcements made through the administration.

Definitions

Business Days. Any day that the college administrative offices are open for the regular transaction of college business, excluding Saturdays, Sundays, legal state holidays observed according to the academic calendar, and Fridays from the third Friday in May through the second Friday in August.

Proof of Receipt. The address to which correspondence to a student is sent shall be the last place of residence as recorded on official college records.

The return receipt of the US Postal Service shall constitute proof of receipt of all mailed correspondence and documents

A copy of the hand-delivered document, signed and dated by the recipient, shall constitute proof of receipt of all hand delivered correspondence and documents.

Return receipt of delivery for email sent to a student's email account shall constitute proof of receipt of all emailed correspondence and documents.

7.8. Adverse Weather Policy

In the case of inclement weather and emergencies, the final decision to close the College will rest with the President.

In the event of a weather- or emergency-related schedule interruption, instruction will either be rescheduled or delivered by using the College's Learning Management System (LMS) or an alternative method. (Board of Trustees 5/13/14)

Procedure

Closing information will be posted to the [college website](#) and through the College's emergency text messaging system to student/staff cell phones. Employees and students can follow closings via area news media organizations. The following news media

organizations will be contacted if the College must close:

Radio

Television

Station	Frequency	Location
WCTI-TV	Channel 12	New Bern
WITN-TV	Channel 7	Washington
WNCT-TV	Channel 9	Greenville

An approaching storm system can cause a great deal of confusion and emotional stress for coastal residents as they try to balance work obligations and prepare for the safety of their families and personal possessions. In the event the approaching storm system requires Carteret Community College to cease operations temporarily, every effort will be made to close the College in a timely manner, allowing employees and students time to make personal preparations.

The decision to close the College will rest with the President and will take into account many factors, in particular the safety of students and employees.

If the College is closed due to adverse weather or other emergency, instruction will continue using the College's learning management system (LMS). Instructors are required to post alternative assignments in the LMS and notify students of the posted assignments at the next scheduled class meeting. Instructors will also send alternative assignments as posted in the LMS to the Registrar or designee of the Vice President of Instruction and Student Support for audit purposes. Exceptions to this procedure include the following:

1. Basic Law Enforcement Training and Cosmetology classroom and lab instruction will be re-scheduled.
2. Health Science clinical hours will be re-scheduled.

7.9. Security and Safety

The College complies with the Federal Student Right-To-Know and Campus Security Act of 1990. This law requires the College to publish annually a report on campus crime for the previous year and how crime has affected Carteret Community College. Campus security and safety are maintained to provide a safe and secure educational environment for all students. Any questions concerning campus crime, security or safety should be directed to the Department of Public Safety & Security (252) 222-6188.

Campus Security And Annual Crime Report

Station	Frequency	Location
WTEB-FM	89.3/91.5	New Bern
WERO-FM	93.3	Washington
WRNS-FM	95.1	Kinston
WIKS-FM	101.9	New Bern
WSFL-FM	106.5	New Bern
WTKF-FM	107.1	Morehead City

Federal law requires that institutions of higher learning advise the campus community on how to obtain information about registered sex offenders. For information on registered sex offenders residing in Carteret County visit <http://sexoffender.ncsbi.gov/>.

7.10. Student Right-To-Know and Campus Security Report

Public Law 101-542, the Student Right-to-Know and Campus Security Act, requires that each public educational institution of higher learning disclose the completion or graduation rate for certificate or degree-seeking, full-time undergraduate students entering Carteret Community College. Beginning July 1, 1993, disclosure rates must be made annually for a one-year period ending on June 30 of the preceding year.

Section 103 of Title I of the Act requires institutions to produce and make this report readily available to current students and each prospective student enrolling or entering into any financial obligation.

Any student wishing to obtain a copy of this report may request this information through the Security Office or by visiting <http://ope.ed.gov/security>. Once on the website, click "Get data for one institution/campus" and then type in the institution name.

7.11. Emergency Procedures

To ensure the safety of each person who comes to the campus, emergency procedures have been developed.

Evacuation

Each building has an emergency evacuation plan with all emergency routes from each of the various rooms in the facility specified on the plan. Plans are posted in classrooms and classroom buildings. The elevators are not to be used in drills or real emergencies where the building must be evacuated quickly.

After the buildings have been evacuated, each

individual should report to the **Emergency Rally Point** designated for their location and should not enter the building again until all danger (or the drill) is over. **Emergency Rally Points** are identified by a large red and white rectangular sign. College staff and faculty should become familiar with proper escape routes from each building and lead students and guests from the building during either a drill or real emergency.

Shelter in Place

If you are involved in a situation where someone has entered the area with a weapon, you are to adhere to the following:

1. DO NOT sound the fire alarm.
2. Go to the nearest room or office and shelter in place.
3. Close and lock the door.
4. Lock the windows if possible and close any blinds or curtains.
5. Turn off all lights and all audio equipment.
6. Stay away from the windows.
7. Keep quiet and as calm as possible and act as if no one is in the room.
8. DO NOT answer the door.
9. If communication is available, notify the Police Department by calling 911.
10. Give the 911 operator the following information:
 - a. Your name
 - b. Your location (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification of shooter (if known)
 - e. Number of persons who may be involved
11. If possible, call Campus Security at (252) 222- 6188.
12. Security will activate the "College Wide Emergency Alert System."
13. Wait for Police to assist you out of the building.

Reporting Safety Concerns/Violations

Concerns about general or specific safety issues, or safety violations should be reported to Campus Security by dialing (252) 222-6188.

7.12. Parking Rules and Regulations

Motorized and non-motorized vehicles licensed for on-road use are limited to campus roadways and designated parking areas. The campus-wide speed limit is 8 miles per hour. Motorized off-road vehicles are not permitted on college property. Non-motorized vehicles including, but not limited to, roller skates, roller blades, scooters, and skateboards are permitted under the following conditions:

1. Their use is limited to transporting the operator from one location to another;
2. They are operated on roadways and sidewalks in a safe manner;
3. Operators yield to pedestrian and motorized vehicles allowing them the right-of-way; and
4. Their operation does not promote damage to or damage College property in any way.

Parking stickers **ARE REQUIRED** for students and may be obtained at the reception desk in the Henry J. McGee Building. Employee parking stickers may be obtained from Human Resources or Campus Safety and Security. All campus parking areas are regulated and patrolled by campus security.

A driver may park in any lined parking space on campus so long as it is not a reserved parking space. Reserved parking spaces include those marked reserved for: (1) disabled/handicapped parking, (2) staff parking, (3) or any other space clearly marked as a reserved space. General parking for students, visitors, and the general public are not designated.

If a vehicle is incorrectly parked, a ticket will be issued. The cost of each ticket issued for a non-towing offense will be \$5. A vehicle is subject to being towed at the driver's expense for one of the following offenses:

1. Parking in driveways or walkways.
2. Parking in roadways or fire lanes.
3. Taking up two parking spaces by a vehicle whose size should be accommodated by one space.
4. Parking near roadway easements.
5. Parking on the campus' grounds (example: drive over the curb onto a grasses area).
6. Any offense that blocks traffic or might be potentially dangerous to other persons.
7. Parking on campus when college is in session after parking privileges have been suspended.
8. Blatant disregard of driving or parking regulations (example: a person is verbally warned not to park in a certain area by the

enforcement officer. The enforcement officer in making rounds half an hour later recognizes that the offender parked there anyway).

Parking will be enforced only during weekdays (M-F) between the hours of 7:30 a.m. - 5:00 p.m. Generally, parking is not enforced on either holidays or weekends or outside the times mentioned above. However, on special occasions enforcement may be necessary during these hours as well. If this should occur, ample notice will be given, or campus security will be available to direct traffic or give special instruction.

Fines must be paid at the College's Business Office within 14 calendar days after a ticket is issued. If the time is exceeded without the ticket being paid, and the offender is a student, this will result in suspension of parking privileges until paid and could also result in the withholding of student records, grades, transcripts, registration, or other official records.

7.13. Communicable Disease Policy

Carteret Community College is dedicated to providing access to quality educational programs regardless of disability and within the limits of available resources. The College recognizes the serious implications that the spread of communicable disease has on the health, safety, and welfare of the students, faculty, staff, and general public. Therefore, the College is committed to ensuring that each employee and student be provided with a safe and healthy working/learning environment.

1. Carteret Community College will provide basic information about prevalent communicable diseases. The information will be designed to reach all members (including high-risk groups) of the College community on a continuing basis and through a variety of methods,
2. Persons who are infected with a reportable communicable disease will not be excluded from enrollment or employment or restricted in their access to Carteret Community College's services or facilities, unless an individualized, medically based evaluation determines a direct, significant risk to the health or safety of the College community that cannot be eliminated by reasonable accommodation.
3. Persons who know or have reasonable basis for believing that they are infected with a reportable communicable disease are expected to seek expert advice about their health circumstances and are obliged, ethically and legally, to conduct themselves responsibly in accordance with such knowledge, for the

protection of other members of the community.

4. All medical information related to the communicable diseases of Carteret Community College employees and students shall be kept confidential unless specific written consent is provided, or the reporting of such information is required by state and/or federal law.
5. The assessment of an employee or employees of a contractor or contracted service with a suspected communicable disease and the final determination of that employee's ability to remain on the job shall be made by the President of Carteret Community College, after consultation with the Director of Human Resources, and based on recommendations from the local health authorities. If an employee or employee of a contractor or contracted service is found to have a communicable disease, the President may prohibit attendance or participating in work at the College until a letter or certificate is obtained from one or more licensed physicians and/or public health officials stating that the attendance of the employee or employee of a contractor or contracted service no longer constitutes a health risk to other employees and students at the College.
6. The assessment of a student with a suspected communicable disease and the final determination of that student's ability to remain in college shall be made by the Dean of Student Services, after consultation with the Vice President of Instruction and Student Support and based upon recommendations from local health authorities. If a student is found to have a communicable disease, the Dean of Student Services may prohibit attendance at the College until a letter or certificate is obtained from one or more licensed physicians and/or public health officials stating that the attendance of the student no longer constitutes a health risk to employees and other students at the College.
7. Carteret Community College will publicize and carefully observe the OSHA Bloodborne Pathogen Standard established by the North Carolina Department of Labor.
8. This policy will be publicized on the Carteret Community College campus.
9. This policy will be implemented under the direction of the Carteret Community College President and will be reviewed, at least annually, for possible revision due to medical and legal updates.

10. The Carteret Community College Director of Marketing and Public Affairs is designated as the primary spokesperson for the institution to respond to questions about the College's communicable disease policy and practices.

Definitions: A communicable disease is any condition which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate host or vector or through the inanimate environment. Communicable diseases are spread via airborne pathogens or contact with human blood or bodily fluids. Often the terms infectious and contagious are used to describe communicable disease.

Communicable diseases include, but are not limited to, the following:

Chicken Pox (Varicella) Diphtheria
Gonorrhea
Hepatitis B Virus (HBV) Hepatitis C Virus (HCV)
Human Immunodeficiency Virus (HIV) Influenza (Flu)
Impetigo Meningitis MRSA
Measles (Rubeola) Mumps
Rubella Syphilis
Tuberculosis (TB)

A reportable communicable disease is a communicable disease of unusual significance, incidence, or occurrence which may merit an epidemiological evaluation and is of most importance from a public health perspective. (APPROVED BY BOARD OF TRUSTEE 12/4/18)

7.14. Food and Beverage Guidelines

Carteret Community College discourages food and beverages in classrooms and laboratories. However, it is the discretion of individual instructors to establish standards for their class(es). It is the responsibility of individual instructors to ensure the instructional area is clean and acceptable for the next class.

7.15. Alcohol and Drug Policy

Carteret Community College is committed to a drug-free environment. Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, paraphernalia, or alcohol are prohibited on college property and at any College-sponsored activities. Lawful consumption and possession of alcohol is prohibited with the exception of college-sanctioned activities approved in writing by the President where alcohol is manufactured, possessed, used, distributed, sold, served, and/or consumed for academic, continuing

education, social, or other purposes consistent with the College's procedures and applicable legal requirements.

Any individual found in violation of the College policy or convicted of violating any criminal drug or alcoholic beverage control statute while on college property or at any College-sponsored activity, will be subject to disciplinary action up to and including expulsion or termination of employment. Additionally, any individual found in violation of this policy may be subject to punishment under applicable local, state and federal law. It is further noted that the use of illegal substances poses a serious health risk including but not limited to severe reactions and death.

Students needing assistance for any reason related to the use of drugs, including alcohol, should contact a member of the Carteret CC Student Services staff or refer to the college website. Employees may seek counseling through the College's Employee Assistance Program.

A copy of the Alcohol and Drug Prevention Program will be distributed annually to all employees and students of the College. (Board of Trustees 4/5/18)

Student/Employee Conduct

Students

Students are expected to adhere to the Student Code of Conduct. The Student Code of Conduct applies to any College activity, function, or event on or off campus or in a college-owned vehicle. Violation of College policy and/or the Student Code of Conduct is considered a serious matter and may result in disciplinary measures. In accordance with Rule 5 of the Student Code of Conduct, students are prohibited from the following:

1. A student shall not distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other "controlled substance" before, during, or after school hours on college premises, at any other College locations, or at college sponsored events or activities.
- 2.

A student's legal use of prescribed or over-the-counter drugs is not a violation of policy only if such use does not endanger the student or others and it does not interfere with student learning or participation in student-related activities. Students shall be held strictly accountable for their behavior while under the influence of prescribed drugs or over-the-counter drugs.

3. A student shall not knowingly possess an instrument of drug paraphernalia for the purpose of ingesting a controlled substance.
4. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance while on college premises or as part of any College-sponsored activity will be subject to disciplinary action up to and including expulsion and referral for prosecution, and possible legal sanctions.
5. Instructors have the discretion to determine whether a student may be under the influence of drugs or alcohol. If the instructor suspects a student is under the influence of drugs or alcohol, he or she has the authority to contact campus security to remove the student from the classroom. Instructors must notify the Vice President of Instruction and Student Support or designee of this alleged violation of the Student Code of Conduct as soon as possible.

Employees

Employees of the College are expected to adhere to the Alcohol and Drug Policy as a condition of employment at the College. Employees found in violation of this policy will be subject to disciplinary sanctions, up to and including expulsion or termination, for engaging in any of the following prohibited conduct:

1. Engaging in the unlawful or unauthorized manufacture, distribution, dispensing, possession, sale, purchase, or use of any illicit drug or alcohol while on the College campus, while at work or during working hours, at a college-sponsored event, while engaging in college business, while representing the College away from the College campus, or while participating in college activities.
2. Being under the influence of any illicit drug or

alcohol while on the College campus during work activities, in a college vehicle, while using College equipment, at a college-sponsored event, while engaged in college business, while representing the College away from the campus, or while participating in college activities.

The reasonable use of alcohol may be permitted in a business/social setting, provided the individual is of legal age. Employees are expected to use good judgment with regard to the amount of alcohol consumed.

3. Manufacturing, distributing, dispensing, possessing, selling, purchasing, or using an illicit drug away from the College campus in a manner that adversely affects the employee's performance, personal safety or the safety of others at work, or the College's regard or reputation in the community.
4. Storing any illicit drug or alcohol in a desk or other property owned by the College or located on the College campus without prior authorization from appropriate College officials.
5. Failing to report to the College a conviction for violation of any criminal drug or alcoholic beverage control statute (whether entered into upon a verdict or a plea, including a plea of no contest) within five calendar days after the conviction.

Disciplinary Sanctions

Students

Students who engage in the unlawful manufacture, possession, selling, use, or distribution of alcohol or illicit drugs, or who abuse alcohol or other drugs will be subject to disciplinary sanctions by Carteret Community College. The disciplinary sanctions may include warnings, disciplinary probation, or in severe cases, expulsion from Carteret Community College and referral to the local authorities for prosecution. Students should be aware that their actions are also subject to all local, state, and federal laws relating to drug and alcohol abuse. The College will bring unlawful acts to the attention of proper law enforcement authorities.

Employees

Commission of any of the above violations will result in disciplinary sanctions by the College against the offending employee that are consistent with federal, state, and local law. Sanctions may

include a written warning, suspension from employment without pay for up to one semester or its equivalent, or termination from employment. Any illicit drugs or alcohol found in or on college property will be turned over to the appropriate authorities, and the College will assist in any resulting criminal prosecution. The College reserves the right to refer violators of this Policy to appropriate authorities for prosecution.

Likewise, at its sole discretion and in lieu of or in addition to taking disciplinary action, the College may refer the offending employee to a substance abuse professional approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency, for evaluation and possible assistance. The employee will be expected to comply with any assistance or rehabilitation program prescribed by the substance abuse professional as a condition of continued employment, as applicable. Participation in any assistance or rehabilitation program will be at the employee's own expense. Additionally, participation in such programs will be subject to appropriate professional confidentiality associated with therapeutic treatment and personnel records.

Initial reports of suspected violations under this Policy shall be reported to the individual's immediate supervisor, the appropriate Vice President, or the Human Resources Director. The individual receiving the report shall immediately involve the Human Resources Director who will lead the investigation of the allegations. While every effort shall be made to protect confidentiality of the reporter and the affected employee, proper notice shall be shared in the appropriate college chain of command as well as with other individuals deemed vital to proper and thorough investigation and resolution.

Employees convicted of violations under any criminal drug or alcoholic beverage control statute are required to self-report such conviction to the Human Resources Director. Such notice must be provided in writing within five (5) days of the conviction. Failure to do so will be subject to disciplinary action, up to and including termination of employment. To the extent required by law, the College will provide written notice, including an employee's position title, to the federal Department of Education or any other federal granting or contracting agency within ten days after receiving notice of the employee's conviction for violation of any criminal drug statute occurring in the workplace. Appropriate disciplinary sanctions will be taken against the employee within 30 days after

receiving the notice of conviction.

Policy Enforcement

1. Distribution: The College is committed to enforcing this Policy and to making sure that students and employees understand its contents and requirements. For this reason, the Policy will be made available to all students and employees along with other policies and procedures of the College. Additionally, new employees will be required to sign a written receipt of the Policy as a part of orientation.
2. Review: The College will review its Alcohol and Drug Policy and Prevention Program biennially or as otherwise required by the acts to determine their effectiveness and implement any changes as needed, and to help ensure that the disciplinary sanctions described in this Policy are enforced consistently.
3. Other Applicable Laws: All applicable laws pertaining to alcohol consumption, including laws relating to the sale to, purchase by, or use by underage persons of alcohol, will be enforced on the College campus. Similarly, all applicable federal, state, and local drug laws will be enforced on the College campus.

Counseling, Treatment, Rehabilitation, and Re-entry Programs

Those faculty, staff, or students who seek assistance with a drug-related problem shall be provided with information about drug counseling and rehabilitation services available through community organizations. Those who voluntarily avail themselves of counseling services offered through Carteret Community College shall be assured that applicable professional standards of confidentiality will be observed.

The Student Services Office maintains a list of public and private treatment agencies, many of which are listed in the Alcohol and Drug Policy Prevention Program brochure. Individuals may contact the College's Licensed Professional Counselor or the Human Resources department for more information on these services.

Requirements for College and Third Party Events when Alcohol is Sold or Served

Approval in writing is required by the President for all College-sanctioned activities where the lawful consumption and possession of alcohol is

manufactured, possessed, used, distributed, sold, served, and/or consumed for academic, continuing education, social, or other purposes consistent with the College's policies, procedures and applicable legal requirements. For more information on obtaining approval, please refer to the Facilities Rental Manual or by contacting the Facilities Rental Coordinator.

7.16. College Smoking Policy

The College is responsible for providing a safe, healthy environment in which to learn. Tobacco and nicotine use has been proven to have harmful effects on both smokers and non-smokers. Therefore, those who choose to smoke, including use of electronic cigarettes, on the Carteret Community College campus are required to do so only in designated smoking areas.

There shall be no smoking within any building owned or operated by the College, regardless of whether the building is leased to another entity or agency. Smoking outside of buildings will be allowed only in areas specifically designated as a smoking area. Designated smoking areas shall be clearly identified, so non-smokers can avoid these areas if they choose. Any area not specifically designated as a smoking area is a non-smoking area, and anyone smoking in these areas shall be in violation of this policy. Smokers may smoke within their own vehicles while on college property, but not in parking lots outside of their vehicles. No tobacco or electronic cigarette waste is to be deposited anywhere on college property except in receptacles designed for that purpose. Smoking while walking to or from smoking areas or other locations is a violation of policy.

Designated smoking areas shall have adequate receptacles for waste, and patrons are expected to use them judiciously. The College shall have the right to change or eliminate designated smoking areas without notice. (Board of Trustees 2/7/14)

7.17. Student Record Confidentiality

In accordance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), Carteret Community College is committed to protecting privacy for all students, including distance learning students. This protection includes information collected, how it is used, how we protect it, when it can be released, and access to personal information. In addition to paper and electronic files, this applies to websites and email

administered by the College.

The College may develop more specific privacy practices, procedures, and security statements related to the functionality of each web site. By using any College web site (Carteret Community College website, Moodle site, Web Advisor, etc.) students and employees are giving consent to the privacy and data practices described by Privacy Procedures for that particular site.

Any student who believes that any right pursuant to the Family Educational Rights and Privacy Act has been violated or that college policy is not in compliance with the Act, may file a complaint directly to the Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education and Welfare (HEW) 330 Independence Avenue S.W. Washington, D.C. 20201

7.18. Student Record Regulations

- A. Carteret Community College, in the fulfillment of its responsibilities to students, must maintain accurate and confidential student records. College staff recognizes the rights of students to have access to their academic and personal records in accordance with existing college policy and the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).
- B. Students' records are their own property; therefore, this information is released only when a student signs an Academic Information Request Form. Students may have copies of their transcripts sent to any institutions or individuals they choose or may order copies for their own use. The College charges a nominal amount for copies of transcripts.
- C. The rules and regulations on access to and release of student information are available to students, faculty, and staff in this College Catalog. They specify the procedures for release of student information, student access to records, a description of all student records being maintained by the College, and the procedure for students to initiate a hearing to challenge accuracy of educational records.

Definition of Terms

For the purposes of this procedure, Carteret Community College has used the following definitions of terms:

A. "STUDENT" - any person who attends, or has attended, the College.

B. "FERPA" - Family Educational Rights and Privacy Act of 1974.

Notification

Students will be notified of their FERPA rights upon admission, via annual email notification and through this publication, available on the College website.

C. "EDUCATION RECORDS"

Carteret Community College, in accordance with the North Carolina State Community College System's Records Retention & Disposition Schedule, defines a student's education record as the student's transcript and follows the records retention schedule established by the State for the disposal of other documents.

Education records as defined under the provisions of the [Family Educational Rights and Privacy Act of 1974](#) include files, documents, and other materials which contain information directly related to students and which are maintained by an educational institution or by an authority on behalf of the institution. The term "education record," under the provisions of the law, does not include the following:

1. Records of institutional, supervisory, and administrative personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute for the above-named personnel;
2. Records and documents of security officers of the institution which are kept apart from such education records;
3. Records on students which are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professional or paraprofessional acting in an official capacity and which are made, maintained, or used only in connection with a provision for treatment for the student and are not available to anyone other than the persons providing such treatment, except that such records can

be personally reviewed by a physician or other appropriate professional of a given student's choice;

4. Financial records of the parents of the students or other information therein contained;
 5. Records connected with an application to attend the College, or a component unit of the College, if that application was denied;
 6. Confidential recommendations if a given student has signed a waiver of the student's rights of access, provided such a waiver may not be required of the student; and
 7. Confidential letters or statements of recommendation which were placed in educational records prior to January 1, 1975, if such records or statements are not used for purposes other than those for which they were specifically intended.
- D. "DIRECTORY INFORMATION"- although the College does not produce or provide a directory of student information for public use, the following information is considered by the College as available without individual student consent:
1. Student's name and hometown;
 2. Major field of study or program; and
 3. Dates of attendance and degrees, diplomas, or awards earned.

Procedure to Inspect Education Records

A. Control Provisions on Student Records and Student Information.

1. Transcripts and other information are released only with written permission of the student. When information other than the transcript is released from the student's official record, the student will receive a copy of the release.
2. Students have the right to inspect their own records whether recorded in hard copy form or digitally archived. Upon inspection of their records, students are entitled to an explanation of any information contained in their records.
3. A student's Education Record shall not be sent outside official enrollment areas (e.g., Counseling, Records,

Admissions, Veterans Affairs) except in circumstances specifically authorized by the appropriate Dean. The authorization for such special circumstances must be in writing.

B. Release of a Student's Education Records to Educational Institutions, State, and Federal Agencies.

1. Such requests for confidential information shall not be honored without proper written consent by the student for the release of such records except under conditions indicated in paragraphs 2 and 5 below.
 - i. The written consent must specify the records or the specific data to be released, to whom they are to be released, and the reasons for release.
 - ii. Each request for consent must be specific, and each request must be handled separately.
2. Requests for confidential information will be honored without prior consent of the student in connection with an emergency if, in the view of a reasonable person, the knowledge of such information by appropriate persons is necessary to protect the health or safety of the student or other persons. However, such a release shall have the approval of the Dean of Student Services unless it can be shown that under the circumstances either time would not permit, or no authorized administrator was available.
3. The following "Directory Information" may be made available to the public by the College unless students notify the Registrar in writing by the third week of the term that such information is not to be made available:
 - i. Student's name and hometown;
 - ii. Major field of study or program; and
 - iii. Dates of attendance and degrees, diplomas, or awards earned.
4. Release of information other than "Directory Information" for public use or use by the media except that designated above (Part B. 3.) must

have prior written approval by the students involved.

5. The College may be required to disclose information to certain government agencies. Properly identified and authorized representatives of or bona fide written requests from the Comptroller General of the United States; an administrative head of a federal health, education, or human services agency; or state educational authorities may have access to student or other records which may be necessary in connection with the audit and evaluation of federal or state-supported educational programs or in connection with the enforcement of the federal or legal requirements which relate to such programs. Routine requests for student data from such agencies as OEO, research agencies, and state reporting agencies may be honored without prior approval of the student only in formats where students are not identified.
6. Faculty and administrative officers of the College who demonstrate a legitimate educational need will be permitted to look at the official student file for a particular student.
7. Confidential information requested by other than federal, or state agencies as specified in Part B. 5. above will be released only under the following conditions:
 - i. An official order of a court of competent jurisdiction; or
 - ii. Subpoena. (Students will be notified immediately by registered mail that their records are being subpoenaed.)
8. The College will maintain a record of who has access to student information. A record of access to a student's education record will be maintained within the file itself. This record will show the name, address, date, and purpose of the person who has been granted access. All

persons who have access will be included in this record except those institutional employees who, because of the nature of their duties, have been granted access.

C. Student Access to Records.

1. Students may inspect and review their education records upon request to the Registrar.
2. Students should submit to the registrar, or an appropriate College staff person, a written request which identifies, as precisely as possible, the record or records the student wishes to inspect.
3. When a record contains information about more than one student, the student may inspect and review only the records which relate to the individual student.
4. The registrar, or an appropriate College staff person, will make the needed arrangements for access as promptly as possible and notify the student of the time and place that the records may be inspected. Access must be given in 15 days or less from the date of receipt of the request.

Refusal to Provide Copies

The College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

The student has an unpaid financial obligation to the College.

There is an unresolved disciplinary action against the student.

The education record requested is an exam or set of standardized test questions. (An exam or standardized test, which is not directly related to a student, is not an education record subject to FERPA's access provisions.)

Records Retention

Student academic records are retained through an electronic archival system and reviewed at the time of program completion or termination of enrollment by the registrar's office for accuracy.

The current student education record includes:

- Applications for admission
- Academic transcripts
- Medical records
- Aptitude and achievement test results
- Delinquent account records
- Grades
- Degree audits with list of courses taken
- Number of credits earned
- Clearance notes
- Correspondence
- Other related records

Fees for Copies of Records

A college or university may not charge for search and retrieval of the records. Upon electronically signed approval, the College will authorize the release of an official transcript to the student, another college, university, designated institution or through the Parchment Exchange company, if there is no indebtedness to the College. The fee for an official transcript is \$3.00 if sent electronically, or \$5.50 if sent by mail; unofficial transcripts are provided free of charge.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

- A. A student must request, in writing, to the appropriate official of the College, to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of their privacy rights.
- B. The College may comply with the request or it may decide not to comply. If it decides not to comply, the College will notify the student of the decision and advise the student of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

- C. Upon request in writing, the College will arrange for a hearing and notify the student, reasonably in advance of the date, place, and time of the hearing.
- D. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the College. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
- E. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- F. If the College decides the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
- G. If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
- H. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the College discloses the contested portion of the record, it must also disclose the statement.
- I. Students have the right to review their official records maintained by the College. Furthermore, students may question any inaccurate or misleading information and request correction or deletion of such data from their files.
- J. All such requests will be sent to the Registrar and will become part of that student's file.
- K. All requests for correction of a student file will be acted upon within 15 workdays of receipt of the request. If the custodian can verify that such data are, in fact, in error,

appropriate corrections will be made, and the student will be notified in writing when the correction has been completed. If an error cannot be readily substantiated, the request will be referred to an ad hoc hearing committee appointed by the Vice President of Instruction and Student Support.

- L. After a student has had the opportunity to present the case to the hearing committee, the committee will render a decision in writing, stating the reasons for its decision. If the decision is in agreement with the student's request, the student will be permitted to review the file to verify that the change has been made correctly. If the student's request is denied, the student will be permitted to add a statement to the record in question, showing the basis for the disagreement with the denial. Such additions will become a permanent part of the record.

7.19. Technology Acceptable Use Policy

The purpose of Carteret Community College's technological resources is to enhance and support the educational mission of the College. All students, faculty, staff and public patrons are responsible for using technological resources in an appropriate, ethical, and lawful manner. These resources include but are not limited to computers, computer networks and telecommunications, multimedia and hyper media, camcorders and media players, instructional television and video microscopes, telephones, and voice mail.

ACCEPTABLE USE

- Use related to administrative and other support activities considered consistent with the mission of Carteret Community College
- Use for purposes of, or in support of, education and research
- Use consistent with the Acceptable Use Policies (AUP) for the North Carolina Research and Information Network (NCREN), the North Carolina Integrated Information Network (NCIN), and the National Science Foundation Network (NSFN). Copies of the AUPs for these organizations are available on each organization's web site

UNACCEPTABLE USE

- Use of the College technological resources that violates federal, state or local laws or statutes, or College policy
- Use of the College technological resources which provides or assists in gaining unauthorized or inappropriate access to systems, software or data at the College's and or other sites
- Use for activities that interfere with the ability of others to use the College's technological resources effectively
- Use for activities that result in the loss of another person's work or unauthorized access to another person's work
- Use for distribution of obscene, abusive or threatening messages via electronic mail or other means
- Use for distribution of chain letters or broadcasting to lists of individuals in such a manner that might cause congestion on the network
- Use of Carteret CC technological resources for commercial use or for profit-making enterprises except as specifically approved by the President
- Use inconsistent with the Acceptable Use Policies of NCREN, NCIN and NSFN

CONDITIONS

Violations of this policy could result in a reduction of access to the College's technological resources or with complete denial of access to technological resources. Violators may be brought to the attention of Carteret CC officials who may take legal action. Action taken by the College does not preclude the possibility of legal action taken by others. (Board of Trustees 10/09/18)

7.20. Copyright Policy

Federal copyright law protects authors from unauthorized use of their creations. Items covered under the copyright law include but are not limited to computer software, movies, graphics, music, and text including books and web articles. Adherence to copyright guidelines is expected of all faculty, staff and students. Those who do not comply with copyright requirements are subject to disciplinary action up to and including dismissal from the College. To assist employees in complying with the copyright law, the College maintains guidelines and procedures on the copyright law and its application.

Definition of Terms:

Copyright is the exclusive legal right given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same. (Board of Trustees 10/09/18)

7.21. Intellectual Property Policy

OWNERSHIP OF INTELLECTUAL PROPERTY RIGHTS

Subpart A: Basic Ownership Rights of the Various Types of Creative Works:

The ownership rights to a creation shall be determined generally by the provisions in Subpart A below, but ownership may be modified by an agreement, sponsorship agreement, or other condition described in Subpart B below.

Definitions:

1. "College" means Carteret Community College.
2. "Consultant" means an individual or entity hired by the College to provide services or other work thereto.
3. "Encoded Works" are creations that are software and other technologies for the electronic capture, storage, retrieval, transformation, display, or transmission of information.
4. "Faculty" means all permanent full-time, permanent part-time and adjunct faculty of the College, including, but not limited to any professional staff teaching during their regular employment hours or under an instructional or non-instructional contract.
5. "Faculty Member" means a member of the Faculty or professional staff, staff member or other employee of the College other than a student employee.
6. "Institutional Works" means course outlines, syllabi and reading schedules.
7. "Intellectual Property" means institutional works, scholarly works, encoded works, patents and patent applications (as defined under 35 U.S.C. et seq. and copyrights (as defined under 17 U.S.C. et seq. or common law, as the case may be).
8. "Scholarly Works" are creations that reflect research, creativity, and/or academic effort.

Scholarly works are those that are conceived and reduced to practice in part or in whole and include, for example: course instructional materials (such as textbooks and course materials), distance learning works, journal articles, inventions, research bulletins, lectures, monographs, plays, poems, literary works, works of art (whether pictorial, graphic, sculptural, or other artistic creation), computer software/programs, electronic works, sound recordings, musical compositions, or similar creations.

9. "Student Employee" means a student who is hired or works for the College and is required to carry out specific tasks.

GENERAL OWNERSHIP

All right, title and interest to all intellectual property conceived, created and/or reduced to practice or copyrightable by a student to meet course requirements using College resources for which the student has paid tuition and fees to access courses/programs or using resources available to the public, is the property of the student.

All right, title and interest to all intellectual property conceived, created and/or reduced to practice or copyrightable (copyrightable works under this paragraph shall be considered "Works Made For Hire") by at least one faculty member, consultant or student employee in carrying out his/her respective duties as a member of the faculty, a consultant or a student employee (whether the creation of such intellectual property occurred on College property or otherwise) shall belong to the College except as otherwise set forth below:

- To the extent a third party (other than a faculty member, consultant or student employee) is a co-creator of intellectual property, the College would share ownership with such third party/parties or the entity to which such third party/parties had an obligation to assign, if any.
- To the extent a faculty member or student employee created intellectual property outside of carrying out his/her duties as a member of the faculty or student employee, respectively, but used College resources in any way whatsoever

(including, without limitation, offices, laboratories, the College grounds, equipment, computers, any College provided work material, institutional works and the like), such faculty member or student employee shall own the respective intellectual property (in concert with any third party at the sole discretion of the creator of such Intellectual property) but the College shall have a non-exclusive, royalty-free right to make, sell, have made, import or otherwise use such intellectual property in perpetuity and in the College's own discretion.

- To the extent a faculty member or student created intellectual property outside of carrying out his/her duties as a member of the faculty or as a student employee, respectively, without the use of ANY College resources whatsoever (see above for examples), the College shall have no claim to such intellectual property.
- As otherwise established pursuant to an agreement as set forth in Subpart B below.

Subpart B: Modification of Basic Ownership Rights:

The general provisions for ownership of intellectual property rights set forth in Subpart A shall be modified by the following provisions if any of these provisions is applicable to the situation.

Sponsorship Agreement: The ownership of intellectual property rights in a work created under a sponsorship agreement shall be determined by the terms of the sponsorship agreement. If the sponsorship agreement is silent on the issue of ownership of intellectual property rights, ownership will be deemed to be in the College.

1. **Collaborations/Partnerships.** Carteret Community College may participate in projects with persons/organizations to meet identified student, citizen, community and industry needs. Ownership rights pursuant to any collaboration or partnership shall be determined by a written agreement. In the absence of a written agreement the College shall be deemed the owner of said project property.
2. **Equity Distributions.** In any instance in which the College executes an agreement with an individual, corporation or other entity for economic gain using intellectual property owned by the College, the written

agreement shall control the distributive share of the proceeds between or among the parties to the agreement. In the absence of such an agreement, the College shall be deemed the sole owner of all such intellectual property used for economic gain by any other individual, corporation, or other entity.

3. **Special Commissions.** Intellectual property rights to a work specially ordered or commissioned by the College from a faculty member, consultant or student employee, and identified by the College as a specially commissioned work at the time the work was commissioned, shall be a "Work Made For Hire" and belong to the College. The College and faculty member, consultant or student employee shall enter into a written agreement for creation of the specially commissioned work.
4. **Contract Responsibility.** It shall be the responsibility of the prospective parties to any of the above set-out agreements or contracts to negotiate the terms of said agreements within a reasonable time prior to the commencement of work on any of the above enumerated projects. In the event that the faculty member or student employee chooses to utilize the services of his or her own counsel either in drafting or reviewing said agreements or contracts then the accompanying legal fees shall be the sole responsibility of the person or entity seeking such legal counsel. All legal fees incurred by the College shall be the sole responsibility of the College. Attorneys representing the College shall not provide legal counsel or advice to any party except to the College and represent the interests of the College solely.
5. **Failure to Negotiate a Contract or Agreement.** The failure of the parties to negotiate and enter into a contract as hereinabove set forth prior to the commencement of work on any of the above enumerated projects shall act as a waiver of the ownership rights of the creator in that portion of the work created prior to the signing of a contract or agreement unless otherwise stated in the written contract or agreement so that the College will be deemed to be the owner.
6. **Written Request for Contract or Agreement.** Any party desiring to enter into a contract or agreement with the College

as hereinabove set out shall make such request in writing outlining the project in sufficient detail so as to enable the College to make an informed decision as to the efficacy and desirability of entering into an agreement or contract for the ownership of the intellectual property anticipated to be created during the subject project. This detail shall include, but is not limited to, a full description of the project, a full description as to the benefits of the project to the College, its students and the community at large, a detailed projected budget for the project and an estimate as to the time of completion and implementation of the project. Said written notice must either be hand-delivered or sent certified mail return receipt requested to the Office of the President of Carteret Community College, 3505 Arendell Street, Morehead City, NC 28557.

7. **College Responsibility.** Once the College has been put on notice in writing that a faculty member or student employee wishes to enter into an agreement or contract as hereinabove set out it shall begin negotiations in good faith and with all due speed and diligence to finalize an agreement or contract with the requesting party or parties or notify said party or parties that it will not enter into such agreement or contract. All such agreements or contracts shall be finalized or decisions not to enter into such contract or agreement shall be made within ninety (90) days of receipt of written notice as evidenced by date stamp or notation on a copy of said notice retained by the party or parties making the request or by date of delivery as it appears on the certified mail return receipt. (Board of Trustees 6/10/08)

7.22. Dress Code / Guidelines

Students are expected to dress appropriately for all occasions. This includes the wearing and proper use of safety equipment as required. Shoes must always be worn.

7.23. Telephone Calls to Students

Classes will not be interrupted for incoming calls for students except in emergency situations. Students should make employers, relatives, or anyone who may try to reach them at the College aware of this policy. In case of an emergency, however, the staff will try to relay information to students. Those calling in an emergency will be asked to state the

nature of the emergency, give a name, and provide a return telephone number. The only place a student can be located is in class. There is no paging or intercom system at the College.

All electronic communication devices should be turned off during classroom activities. Should an emergency exist, the student should inform the instructor of the potential communication, and the

device should remain on vibrate mode while in the classroom.

7.24. Visitors

Visitors are welcome on the College campus. Visitors needing information about College programs and services should report to the Reception Desk located in the Henry J. McGee Building. Potential students are encouraged to schedule an appointment to speak with an admissions staff member during their visit by calling Admissions at (252) 222-6154. Visitors are not allowed in classrooms or instructional areas without prior approval from the Dean of Student Services.

7.25. Lost and Found Guidelines

Any unclaimed property must be turned in to Lost & Found located at the reception desk in the Henry J. McGee Building.

Procedure:

1. Unclaimed items are held until the end of the semester in which they are turned in. At the end of the semester, they are donated to an appropriate non-profit group/organization.

Exceptions:

- a. Student ID cards are returned to the Office of Student Activities;
 - b. Keys and Driver's Licenses are immediately sent to Campus Security; and
 - c. Bank Cards are destroyed immediately after the issuing business is informed that the card was turned in.
2. Every effort will be made to contact the property owner via phone or email if identifying information is located on the item.
 3. To claim an item at Lost & Found, the owner must describe or otherwise identify as accurately as possible the lost item. If Lost &

Found has the item and ownership is established, the owner signs that the item has been returned.

4. A missing item logbook is maintained with the owner's name, email or phone number. If a logged item is turned in, the owner will be notified.

7.26. Children on Campus

There are times when visitors or students must bring children to campus. Children must be attended to at all times while on campus by the responsible adult. Children, like all individuals not registered for a class, are not allowed in classroom or instructional areas. Should a child's behavior be deemed disruptive to the educational process, the child and accompanying adult will be required to leave campus.

7.27. Animals on Campus

To support a positive and safe learning environment, students should not bring pets or other animals with them to class.

Service Animals

The College permits access to service animals as required by the Americans with Disabilities Act (ADA). The ADA defines a service animal as a dog or miniature horse individually trained to provide a specific task(s) for an individual with a disability. A service-trained animal has public access rights provided under ADA Regulations. Service animals must be trained to specifically mitigate the symptoms of the person's disability.

Some examples are:

- Retrieving dropped items
- Finding help when incapacitated
- Reminding or alerting to take medication
- Guiding or bracing a person

Service animals do not need prior approval, documentation, or specific identification. Although not required, the College encourages students with service animals to notify the Disability Services Office, (252) 222-6237. A service animal is to be under the control of the owner at all times.

Emotional Support Animals

Emotional support animals (often referred to as therapy or comfort dogs) provide emotional and/or psychological support to a person with a medical condition that is not necessarily disabling. The

emotional support animal may be well trained to offer companionship or comfort; however, it is not trained to do a specific task(s) for symptom relief.

Emotional support animals have NO public access rights under ADA regulations. Students with emotional support animals will need to go through the formal academic accommodations process and provide documentation to have their animal in classroom, clinical, and other learning spaces. The student must also provide updated veterinary records that show the animal has been properly vaccinated as required by local city and county ordinances.

7.28. Community Bulletin Board Guidelines

Each academic building on campus has at least one community bulletin board for public announcements. Bulletin board guidelines are as follows:

- Posted information is defined as any handbills, flyers, signs, notices, or other hand- or machine-printed materials, not to exceed 78 inches (17" by 22") in perimeter.
- Walls and door windows, ceilings, floors, elevators, phone booths, trash receptacles, trees, light standards, permanent signs, other interior or exterior building surfaces, and similar locations are not appropriate places for posted information. If posted information is found in such places, it will be removed by staff.
- The College reserves the right to remove any materials from campus community bulletin boards that are clearly obscene, discriminatory, or otherwise in violation of school policies.
- Each campus community bulletin board will contain a small sign at the top stating the rules and regulations for the boards.
- Each building / floor has staff / support personnel that will periodically remove posted information from the boards every month and at the end of each semester. Items announcing dated events will be removed after the date of the event.

Locations of campus community bulletin boards:

- McGee Building (1st and 2nd floors)
- Wayne West Building (1st, 2nd, and 3rd floors)
- Basic Law Enforcement Building (BLET)
- Corporate and Community Education

Building

- CMAST Building (4th floor)
- Rhue Building
- Bryant Student Center

The following message will be located at the top of each campus community bulletin board:

- This bulletin board is for general public use.
- Before posting, please stop by the McGee building to let the receptionist sign and date your posted information.
- Bulletin boards will be cleared at the end of each month and at the end of each semester.
- Items without signature may be removed at any time.

7.29. Textbook and Supply Adoption Policy

In an effort to make learning and the attainment of postsecondary credentials accessible to all students, Carteret Community College carefully considers the textbooks, supplies, and course materials it requires students to purchase for College classes. It is the responsibility of faculty, with the supervision and guidance of their chairs, deans, and directors to select the instructional materials that will adequately support the learning outcomes of their courses and to weigh the costs and benefits of materials required for course participation. Faculty are encouraged to use Open Educational Resources or other low-cost options when the quality and rigor of those resources is acceptable. The primary text shall be consistent for all seated, web-assisted, and hybrid sections of a curriculum course. Distance learning titles may vary. A minimum three-year adoption period is highly encouraged except in technical texts which must contain the most current advances in the field of study. (Board of Trustees 5/18/18)

Procedures

1. Course instructors submit their textbook requests to the appropriate program chairperson. Texts will be designated either "required" or "supplemental."
2. Program chairs submit textbook order requests via the intranet database managed by the Carteret CC Bookstore within deadlines set by the Bookstore.
3. The Bookstore notifies the requesting chair/dean immediately of any change in or to the textbook requested, e.g. new edition or ISBN number. Any change to the requested text must be approved by the program chair/director before an order is placed.

4. The Bookstore orders the number of requested textbooks based on several factors which include, but are not necessarily limited to:
 - a. The number of books sold during the last semester the course was offered;
 - b. Number of students registered for the course according to available registration data; and
 - c. Pertinent information furnished by the chair/director/instructor, i.e. limited enrollment, availability of used textbooks within a cohort of students, etc.
5. The Bookstore shall attempt to locate and order used textbooks from at least four used book companies.
6. All requested textbooks shall be available for student purchase two weeks prior to the first day of class, absent unforeseen circumstances such as unavailability from the publisher or alternative agreement with the requesting chair.
7. The Bookstore shall post the following information on the College website two weeks prior to the first day of class.
 - a. Course title and number as found in the Combined Course Library;
 - b. Title, edition, and author of textbook;
 - c. Publisher of textbook;
 - d. ISBN of textbook; and
 - e. Cost of textbook.

Instructors shall obtain desk copies of adopted textbooks through their division's administrative assistant prior to the first day of the instructor's class. If a complimentary desk copy cannot be obtained, a requisition must be prepared, submitted, and approved to complete the purchase of a desk copy. The purchase of the desk copy shall be charged to the appropriate line item of the program's or division's other cost budget.

7.30. Academic Integrity Policy

The Carteret Community College Academic Integrity Policy is described in Rule 6 of Section 7.1, Student Code of Conduct.

7.31. Attendance Policy

Class attendance plays a key role in student

success, and Carteret Community College requires consistent attendance of all students. Absences are counted from the first class meeting regardless of when a student registers for, or enters, the class. Students must attend a minimum of 80 percent of a course including class hours, laboratory periods, and shop sessions. For specific programs or courses, more stringent minimum attendance requirements apply as indicated on the student's syllabus. (Approved By The Board Of Trustees 4/12/11)

Procedure

Attendance is recorded in traditional (seated), web-supported, hybrid, synchronous, and Internet (online) classes. The student's initial attendance in a seated class before the census date or completion of a required assignment in an online class before the census date constitutes enrollment in the course. Students who have not attended or completed the required assignment before the census date of the class will be dropped as "never attended" and will incur charges.

Absences are counted from the first class meeting regardless of when a student registers for, or enters, the class.

For online, hybrid, and web-supported students, attendance is determined by the submission of completed assignments according to the deadlines provided by the instructor. Online students failing to complete required coursework, as assigned, will be withdrawn by the instructor for "overcut."

It is the student's responsibility to notify each instructor of the reason for an absence. If a faculty member determines that the circumstance warrants it, the faculty member can assign comparable work to compensate for the missed class time. A note explaining such accommodations must be retained by the instructor for auditing purposes and submitted to the registrar's office for archiving.

When a student has exceeded the number of uncompensated absences (overcuts), the course instructor will submit a Drop/Add/Withdrawal Form withdrawing the student from the course (refer to Drop/Withdrawal Policy later in this section for information on academic consequences.)

If any class meeting times are missed due to inclement weather, or other unexpected events that disrupt schedules college-wide, the class work must be completed by the date assigned by the instructor and/or the class hours made up at the instructor's discretion.

Information regarding the number of hours a

student must attend in a variety of courses is listed below.

Students should consult with their instructor about the actual hours of required attendance for each class.

Required Hours of Attendance		
Total Contact Hours Required of Course	Attendance (80% Policy)	Attendance (90% Policy)
16	12.8	14.4
32	25.6	28.8
48	38.4	43.2
64	51.2	57.6
80	64	72

7.32. Credit by Examination Policy

Students who believe that they have mastered the competencies for a course through previous experience may be allowed to earn course credit through credit by examination. Students must provide evidence of preparation to challenge a course, such as a transcript of similar college-level credits, record of military study, certification or license, or written statements from employers regarding training or directly related work experience. A student must have completed any course prerequisites before requesting credit by examination. Students may not attempt more than ten percent (10%) of the required credit hours in their curriculum program by means of credit by examination. Students must complete a minimum of twenty-five percent (25%) of the required credit hours in their curriculum program at Carteret Community College and credit by examination credits do not apply toward the twenty-five percent.

Credit by examinations is not available for every course. Students may obtain the current list of available credit by examination options in the Student Services Office. Credit by examination may be administered through written, oral, practical examination, or any combination of these methods deemed appropriate for the course being challenged. Students who fail a specific credit by examination will not be permitted a second opportunity. Students who do not successfully complete a course due to failure, official withdrawal, medical withdrawal, or violation of the College attendance policy will not be permitted to take a credit by examination for the course in

question. (Board of Trustees 5/8/19)

Procedure

Students must request permission to challenge a curriculum course via credit by exam by accessing the [Credit by Examination Request form](#) on the College website. Students will be required to show documentation of evidence of previous coursework or experience that qualify them as proficient in the subject matter of the course. The appropriate Academic Dean will review the documentation for approval of administering the examination.

After receiving approval, students must register for the course they intend to challenge before the last purge date and before classes begin, and then must contact the program chairperson to schedule the examination.

All credit by examination must be taken before the first day of classes. Students are encouraged to take the credit by examination as early as possible to avoid financial obligations.

Upon successful completion of the examination with a passing score, students will have the option to drop the course and add another course, or simply drop the course and receive a tuition refund.

All examinations will be graded on a Pass\Fail basis. A passing score will be considered 80 percent or higher. Students who pass a credit by examination will receive credit hours for the course, but no quality points.

Chapter 8. Academics

8.1. Academic Honors

The President's List

The President's List is composed of students who are enrolled for at least twelve credit hours (9 for summer semester) and received no grade below an A on all course work.

The Vice President's List

The Vice President's List is composed of students who are enrolled for at least twelve credit hours (9 for summer semester) and make between a 3.0 and 3.99 grade point average for the semester with no grade below a C on all course work.

Graduation with Honors

Students graduating with a grade point average of 3.5 or higher in their major program of study will be recognized during the graduation ceremony and their degree, diploma, or certificate will bear a gold Honors seal.

8.2. Academic Load

A full-time student is one who is carrying 12 or more credit hours of course work during fall or spring terms or nine credit hours during the summer term. Normal load for most students will vary between 12 and 18 credit hours. Course schedules and course loads should be carefully planned through consultation with the student's faculty advisor. No student may carry more than 21 credit hours without prior approval of the Dean of Student Services unless the curriculum requirements, as stated in the catalog, require more than 21 hours in a particular semester.

8.3. Academic Progress Standards

Students pursuing an associate degree, diploma, or certificate are required to maintain a cumulative grade point average of 2.0 (C) or better which indicates satisfactory Academic Progress. Once a student has attempted at least twelve (12) credit hours and has failed to meet the standards for Academic Progress, the student will be placed on academic warning, probation, or suspension and must meet specific conditions to continue their enrollment.

Students in specific programs and students receiving financial aid and/or veteran's benefits must also meet the specific academic

requirements that determine continuation for these programs.

Academic Warning

Academic Warning occurs when a student has attempted at least 12, but not more than 23 credit hours with a cumulative grade point average lower than 2.0. The student will be notified of the warning status. Students on academic warning are required:

- To meet with an academic advisor prior to the fourth week of the semester following placement on academic warning.
- Collaborate with an assigned academic advisor to develop a written Academic Success Plan. The plan may include tutoring and other forms of academic assistance.
- To obtain a minimum semester GPA of 2.0 for every semester.

Academic warning is removed when the cumulative GPA requirement is met.

Academic Probation

Academic Probation occurs when a student has attempted at least 24, but not more than 32, credit hours with a cumulative grade point average lower than 2.0. The student will be notified of probation status. Students on academic probation are required to

- Meet with the Director for Counseling, Disability Services, and Retention prior to the fourth week of the semester following placement on academic probation. (252) 222-6237
- Develop a written Academic Success Plan in conjunction with the Coordinator for Counseling, Disability Services, and Retention, Student Support Care Team, and assigned Academic Advisor. The plan will include limitations on enrollment and other forms of academic assistance.
- Limit enrollment to no more than nine (9) credit hours per semester.
- Obtain a minimum semester GPA of 2.0 for every semester.

Academic probation is removed when the cumulative GPA requirement is met.

Academic Suspension

Academic Suspension occurs when a student has attempted 33 credit hours with a cumulative grade point average less than 2.0. These students will not be allowed to register again for one full calendar year.

Readmission for Academic Suspension

A student must submit a written request to the Dean of Student Services for readmission following an academic suspension. The request must be received at least two weeks prior to the start of any semester. The Dean will confer with the Director for Counseling, Disability Services, and Retention, Student Support Care Team, and assigned Academic Advisor before rendering a decision. As a condition of readmission, students must follow the specific recommendations of the Dean. Additionally, students granted readmission will be placed on Academic Probation and will be expected to maintain a semester GPA of 2.0 or higher for subsequent semesters.

Career and College Promise (CCP) Satisfactory Academic Progress Standards

CCP students pursuing an associate degree, diploma, or certificate are required to maintain a cumulative grade point average of 2.0 (C) or better which indicates satisfactory Academic Progress. Once a student has attempted at least six, (6) credit hours and has failed to meet the standards for Academic Progress, the student will be placed on academic warning, probation, or suspension and must meet specific conditions to continue their enrollment.

CCP students in specific programs and students receiving financial aid and/or veteran's benefits must also meet the specific academic requirements that determine continuation for these programs.

Academic Warning

Academic Warning occurs when a student has attempted at least six (6), but not more than nine (9) credit hours with a cumulative grade point average lower than 2.0. The student will be notified of the warning status. Students on academic warning are required:

- To meet with an academic advisor prior to the fourth week of the semester following placement on academic warning.
- Collaborate with an assigned academic advisor to develop a written Academic

Success Plan. The plan may include tutoring and other forms of academic assistance.

- To obtain a minimum semester GPA of 2.0 for every semester.

Academic warning is removed when the cumulative GPA requirement is met.

Academic Probation

Academic Probation occurs when a student has attempted at least nine (9), but not more than twelve (12), credit hours with a cumulative grade point average lower than 2.0. The student will be notified of probation status. Students on academic probation are required to

- Meet with the Director for Counseling, Disability Services, and Retention prior to the fourth week of the semester following placement on academic probation.
- Develop a written Academic Success Plan in conjunction with the Coordinator for Counseling, Disability Services, and Retention, Student Support Care Team, and assigned Academic Advisor. The plan will include limitations on enrollment and other forms of academic assistance.
- Limit enrollment to no more than nine six (6) credit hours per semester.
- Obtain a minimum semester GPA of 2.0 for every semester.

Academic probation is removed when the cumulative GPA requirement is met.

Academic Suspension

Academic Suspension occurs when a student has attempted 12 credit hours with a cumulative grade point average less than 2.0. These students will not be allowed to register again for one full semester.

Readmission for Academic Suspension

A student must submit a written request to the Dean of Student Services for readmission following an academic suspension. The request must be received at least two weeks prior to the start of any semester. The Dean will confer with Coordinator for Counseling, Disability Services, and Retention, Student Support Care Team, and assigned Academic Advisor before rendering a decision. As a condition of readmission, students must follow the specific recommendations of the Dean.

Additionally, students granted readmission will be placed on Academic Probation and will be expected to maintain a semester GPA of 2.0 or higher for subsequent semesters.

8.4. Academic Renewal Process

Academic Renewal is the process by which a student can request to have unsatisfactory grades forgiven if in accordance with the following options and guidelines. The academic renewal policy contains two options: OPTION I – Academic Renewal based upon past academic performance, or OPTION II – Grade Replacement. A student may request Academic Renewal only once, either under the academic performance option or the change of program of study option. Grade Replacement may be done at any time.

The decision to set aside courses may or may not be honored by other educational institutions since each institution interprets transcripts according to its own policies.

Limitations:

1. The Academic Renewal Process does not apply toward eligibility issues for federal financial aid.
2. It cannot be used to renew a grade awarded for Academic Dishonesty.
3. Once renewed, courses cannot be used to satisfy prerequisite or degree requirements.
4. Academic Renewal does not apply toward courses for which a certificate, diploma, or degree has been awarded.

OPTION I – Past Performance

1. After 48 months of consecutive non-attendance, a student may request Academic Renewal based upon past academic performance.
2. The request is made to the Registrar once the currently enrolled student has completed at least 12 credit hours with a minimum grade of C in each course attempted.
3. When the student's request is approved, grades of F for the courses from the prior attendance period will be removed from calculation of the grade point average.

However, the previous course grades of F will remain on the student's official transcript with a notation indicating Academic Renewal.

OPTION II – Grade Replacement

1. A student may repeat a course for a higher grade. The higher grade will replace the original grade in the calculation of the grade point average.
2. The original grade on the student's official transcript will be noted as a repeated course.

8.5. Auditing

Students auditing classes at the College are required to pay the same tuition and fees as students receiving credit for the course. A course can only be audited twice. This regulation applies to both resident and nonresident students. To officially register to "audit" a course, the same registration procedures apply as if the course is being taken for credit. The Approval to Audit Form must be completed and signed by the student before registering. Registration or changes in registration for audits must be completed by the 10 percent point of the semester. Only two grades will be issued for a student who audits a course: A grade of WD will be issued for a student who withdraws, or an AU will be issued if the student completes the course.

Participation in class discussion and examination is the option of the instructor. Students auditing classes must attend at least one class meeting on, or before, the date representing the 10 percent point of the class, or the instructor will complete a Drop Notice. The student will then be dropped from the class roster and cannot attend classes. A student auditing a course who satisfies the 10 percent attendance requirement will have no further attendance requirements. Students may not audit cooperative work experience courses.

8.6. Catalog of Record

A student who has not missed two consecutive semesters (excluding the summer term) may graduate under the catalog requirements in effect at the time the student began the program of study. If desired and requested in writing, the student may choose to graduate under a later year's requirement for that program. A student who misses two consecutive semesters (excluding the summer term), will graduate under the program requirements in effect at the time of return. A student who changes programs must meet the

program requirements in effect at the time of the program change.

8.7. Change of Personal Information

It is the responsibility of all students to notify the Registrar's Office of any change of name, Social Security Number, address, e-mail address, and/or telephone number immediately after the change occurs. If a student's name is due to marriage, divorce, or court decree, a copy of one of the following must accompany a name change: marriage certificate or court/divorce decree indicating the new name, new driver's license, or new signed Social Security card. If you change your Social Security Number, a copy of the new, signed Social Security card is required. This information is vital for the accurate mailing of information, financial transactions, and for the relaying of emergency messages. Students may change only their address, e-mail and telephone information by obtaining a [Change of Personal Information Form](#) via the Carteret CC website or in person.

Address changes to states other than North Carolina that do not fall within the [NC-SARA](#) agreement are subject to review by the State Authorization Representative if the student is taking online classes and does not have a physical North Carolina address. Notification will be provided by the registrar's office to the student of any requirements for approval by the state authorization office.

8.8. Change of Program of Study

A change of program of study can be made only after discussion with an academic advisor or counselor and Financial Aid, if applicable. The change of program of study may result in the loss of credit hours towards degree completion. Students wishing to change their program of study must complete a [Change in Program of Study Form](#) obtained from the Registrar's Office or online and have it signed by the appropriate Program Chairperson or Advisor. Health Science programs and BLET are special admissions programs which require a new application. Students must meet admission and graduation requirements in effect at the time of the program change. The official change of program of study will be effective the first day of the semester following the date of change.

Multiple Programs of Study

A student may declare a second major while still working toward the student's original program of study by completing a "Change of Program of

Study" form and submitting it to the Registrar's office. The student must meet all admissions and academic program requirements to graduate from the second major. Courses which apply appropriately to more than one degree, diploma, or certificate program may be counted toward the completion of both programs, but the specific requirements of each must be met. Students will be required to obtain a signature from both program advisors to add a second program of study. The student will also retain both as active advisors.

In the rare case that a student requests a third program of study, the request will be reviewed by a special committee of a Financial Aid staff person, counselor, and applicable Division Dean. Only upon approval will the student be allowed a third program of study. The student will retain all three active advisors.

Students receiving any type of Veteran's Educational Assistance must notify the College's VA Certifying Official of any program of study change or additional major. Visit [Veterans Educational Resource](#) webpage at <http://www.carteret.edu/student-life/veterans-success-center/educational-resources/> for information on the College's VA program.

8.9. Collaborative Agreements

Students taking classes at Carteret Community College toward a degree that will be awarded by another college must meet the admissions and graduation requirements for that college. Transcript evaluations will come from the host college. Most colleges will only accept 75 percent of the total program hours as transfer credit from another college. Check with the host college to find out their admissions, graduation, and transfer credit policies.

8.10. Course Numbering System

Course numbers 000-099 carry institutional credit only and do not apply toward graduation requirements.

Courses numbered 100 or higher are collegiate-level courses.

000 – 099	College Prep/Developmental (non-credit)
100 – 999	Associate Degree, Diploma, & Certificate

8.11. Course Substitution

Students are required to take the courses listed in their curriculum. If for some reason, a certain

course is not available or cannot be taken by the student, the substituted course must be of the same level of difficulty, comparable number of credit hours, and category as of those being substituted. Required "core" courses may not be substituted and must be taken. The core courses are indicated in the Programs of Study section of this catalog in **bold** and **CAPITALIZED**.

8.12. Credit Hours

The credit hour is the unit of measurement for credit purposes.

The formula for computation of credit hour equivalency is as follows:

Course contact type & hours	Equals	1 semester hour
16 class hours (c)	=	1 semester hour
32 experiential lab hours (L)	=	1 semester hour
48 of faculty directed lab work(s)	=	1 semester hour
48 hours of clinical practice (c/L)	=	1 semester hour
160 hours of work experience	=	1 semester hour

8.13. Distance Learning

The College offers a wide range of courses via the Internet to students residing in North Carolina. Internet courses are delivered through personal computers connected to the Internet and allow for greater flexibility in scheduling. Students can complete coursework at times that are convenient for them. Students review lessons, lectures, readings, and related research sites, communicate with the instructor, and take tests via the World Wide Web. The Library and campus computer labs provide additional instructional support and Internet access for research.

Carteret Community College utilizes a Learning Management System (LMS) called Moodle (Blackboard Open LMS). ALL first-time students will learn about Moodle at the New Student Orientation.

Taking courses over the Internet is not for everyone. MAPS can assist students new to taking internet course. All curriculum courses have a Moodle component.

1. (BL) Blended-supported - classroom contact hours are reduced by 1-50 percent, denoted by a "BL" section number, e.g., ENG- 111-

BL1 or ART-111-BL2

2. (HY) Hybrid - classroom contact hours are reduced by 51-99 percent, denoted by a "HY" section number, e.g., CIS-110-HY1 or BIO-110-HY2
3. (SY) Synchronous – Online course in which all students attend classes at the same time each week. Class is a firm time and cannot be rescheduled. Denoted by a "SY" section number, e.g., ENG-111-SY1 or ART-111-SY1
4. (IN) Internet courses – 100 percent of campus time is eliminated, denoted by a "IN" section number, e.g., ENG-111-IN1 or ART- 111-IN2
5. (L) Late Start courses – section begins after the beginning of the term. Denoted by a "L" section number, e.g., ENG-111-BLL1
6. (HY) Hyflex courses – section option to attend sessions in the classroom, participate in sessions online, synchronously, or asynchronously, or do any combination as long as attendance is maintained weekly. Students can change their mode of attendance. Denoted by a "HF" section number, e.g., ART-114-HF1
7. (X) Off Campus courses – courses, clinicals, or work based learning off campus. Denoted by the "X" section number, e.g., WBL-112-X1
8. (N) Night classes – courses offered after 4 p.m. Denoted by "N" section number, e.g., BIO-168-BLN1
9. (W) Winter mini term – course offered over the winter break between fall and spring semester. Denoted by the "W" section number, e.g., PSY-150-BLW1

Additional information to assist with online success can be found under the "Distance Learning" link at the top of website page. Questions should be directed to Distance Learning, at dl@carteret.edu.

8.14. Grade Point Average (GPA) Computation

To compute the grade point average (GPA), the credit hours attempted are multiplied by the quality point value of the grade. The result is the total quality points earned for that course. Dividing the total quality points by the total hours attempted equals the GPA. WD, P, DP and AU grades carry no quality points and do not affect the GPA. The example listed below shows how the grade point average is calculated for a semester.

Course	Grade	Credit Hrs. Attempt	Quality Point Value	Quality Points
ACA 115	A	1	4	= 4
ACC 120	B	4	3	= 12
ENG 111	C	3	2	= 6
BUS 110	D	3	1	= 3
BUS 135	F	3	0	= 0
TOTAL		14		25

**Divide the total quality points by the total credit hours attempted, e.g., 25 divided by 14 = 1.786 GPA

A Grade Point Average of 2.00 is equivalent to a C average at Carteret Community College. The grade D shown above, however, may not transfer to senior institutions. D grades do not count toward the general education core of the university transfer programs.

8.15. Grade Replacement

A course may be repeated for a higher grade, and the higher grade will replace the original grade in the calculation of the grade point average. The original grade on the transcript will be noted as a repeated course.

8.16. Grade Reporting

Carteret Community College does not mail grade reports. Final grades will be posted on the Carteret Compass account of students enrolled at the end of each semester or grading period. **Grades and/or Grade Point Average (GPA) will not be given over the phone or via email.**

8.17. Grading System

The quality point system is used to calculate all student academic standings. Individual instructors or programs of study may deviate from this standard. The letter grades used, and explanations follow:

Letter Grade	Explanation	Quality Points Per Semester Hour
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average D grade may not be transferable	1
F	Failing	0

(P1, P2, P3)

- R Repeat required (developmental courses only).
- S Satisfactory progress—short of completion.
- I Incomplete—no grade or quality points because of incomplete work. An “I” must be removed by the date indicated on the Academic Calendar of the following semester. If an “I” is not removed within the time allowed, the “I” will be changed to an F.
- AU Audit—no grade or quality points.
- WD Official Withdrawal- non-punitive no grade or quality points.
- UW Unofficial Withdrawal – considered a grade of F in calculation grade point average.
- T Transfer—credit hours awarded for course work completed, with a grade of C or better, from another regionally accredited educational institution or from another program of study within Carteret Community College, no grade or quality points.

****Numerical grade value may vary for different programs or courses.**

8.18. Graduation Certification

The graduation statement will be entered on the transcript of all students who have fulfilled admission requirements and program requirements. Students must complete an application for completion and a graduate survey, and the completion must be approved by the chairperson in the student's program of study.

All financial obligations to the College must be cleared before a degree, diploma, or certificate will be released to the student.

8.19. Graduation Requirements

Associate Degree Requirements – The College awards eight associate degrees: the Associate in Arts; the Associate in Arts Teacher Prep; the Associate in Science, the Associate in Science Teacher Prep; the Associate in Fine Arts in Visual Arts, the Associate in Engineering, the Associate in Applied Science, and the Associate in General Education-Nursing. The requirements for degrees are as follows:

- **Associate in Arts (AA) Degree and Associate in Science (AS) Degree** (two-

year degrees designed for transfer to baccalaureate degree programs)

- Completion of the required program check sheets, totaling a minimum of sixty (60) credit hours.
- Completion of a minimum of fifteen (15) credit hours within the degree program (25 percent of the total) earned in residence at Carteret Community College.
- Completion of no more than six (6) credit hours within the degree program (10 percent of the total) by credit-by-examination.
- A program Grade Point Average (GPA) of 2.0 or higher.

NOTE: The Comprehensive Articulation Agreement (2014 CAA) between the governing boards of the North Carolina Community College System (NCCCS) and the University of North Carolina (UNC System) enables graduates who are admitted to constituent transfer institutions to transfer with junior status. To be eligible for the transfer with junior status under the 2014 CAA, the student must graduate from the community college with an AA or AS degree and have a program GPA of at least 2.0 on a 4.0 scale and a grade of "C" or better in all courses that satisfy the degree. Students who do not complete the degree are eligible to transfer credits on a course-by-course basis. See the Comprehensive Articulation Agreement section of *The College Catalog and Student Handbook* for more detailed information about the guarantees and rights afforded by the 2014 CAA.

- **Associate in Arts Teacher Prep (AATP) and Associate in Science Teacher Prep (ASTP).**
 - Completion of the required program courses totaling a minimum of sixty (60) semester hours of credit.
 - Completion of a minimum of fifteen (15) semester hours of credit within the degree program (25 percent of the total) earned in residence at Carteret Community College.
 - Completion of no more than six (6) credit hours within the degree program (10 percent of the total) by credit by examination.
 - A program GPA of 2.0 or higher.
- **Associate in Fine Arts in Visual Arts (AFA) Degree**

- Completion of the required program courses totaling a minimum of sixty (60) semester hours of credit.
- Completion of a minimum of fifteen (15) semester hours of credit within the degree program (25 percent of the total) earned in residence at Carteret Community College.
- Completion of no more than six (6) credit hours within the degree program (10 percent of the total) by credit-by-examination.
- A program GPA of 2.0 or higher.

NOTE: The Uniform Articulation Agreement (2017 AFAVA to BFA AA) between University of North Carolina Baccalaureate of Fine Arts Programs and the North Carolina Community College System enables graduates who are admitted to constituent any of seven BFA-granting institutions within the UNC System to transfer seamlessly with junior status. To be eligible for the transfer with junior status under the 2017 AFAVA to BFA AA), the student must graduate from the community college with an AA or AS degree and have a program GPA of at least 2.0 on a 4.0 scale and a grade of "C" or better in all courses that satisfy the degree. Students who do not complete the degree are eligible to transfer credits on a course-by-course basis.

- **Associate in Engineering (AE) Degree**

- Completion of the required program courses totaling a minimum of sixty (60) semester hours of credit
- Completion of a minimum of fifteen (15) semester hours of credit within the degree program (25 percent of the total) earned in residence at Carteret Community College.
- Completion of no more than six (6) credit hours within the degree program (10 percent of the total) by credit-by-examination.
- A program GPA of 2.0 or higher.

NOTE: The 2015 Uniform Articulation Agreement (Associate in Engineering) between the NCCCS and the five UNC System schools that offer the Bachelor of Science in Engineering (BSE) guarantees that students who follow the AE Plan of Study will meet the entrance requirements at all North Carolina public BSE programs; however, admission to those programs is competitive and not guaranteed. To be eligible for transfer of credits from the AE program to a BSE program, students must earn a "C" or better in each course and a program GPA of 2.5 or higher on a 4.0

scale.

- **Associate in General Education-Nursing (AGE-Nursing) Degree**
 - Completion of a minimum of sixty (60) credit hours, as approved by the program director and academic advisors, including any required general education courses, with at least 25 percent of the total earned in residence at Carteret Community College.
 - Completion of no more than six (6) credit hours within the degree program (10 percent of the total) by credit-by-examination.
 - An overall GPA of 2.0 or higher and a grade of C or better in all courses.

NOTE: The 2015 Uniform Articulation Agreement (2015 RN to BSN) between the UNC System RN to BSN programs and the North Carolina Community College System promotes educational advancement opportunities for registered nurses moving between NC Community Colleges and constituent institutions of The University of North Carolina in order to complete Bachelor of Science in Nursing degrees. The AGE-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the 2015 RN to BSN agreement.

- **Associate in Applied Science (AAS) Degree**
 - Completion of a minimum of sixty-four (64) semester hours of credit (or a greater number if specified by the program of study), including the required general education courses.
 - Completion of a minimum of sixteen (16) semester hours of credit within the degree program (at least 25 percent of the total) earned in residence at Carteret Community College.
 - Completion of no more than six (6) credit hours within the degree program (10 percent of the total) by credit-by-examination.
 - A program GPA of 2.0 or higher. Specified programs may require a grade of no less than "B" or "C" in some courses as designated in the appropriate program handbook.

Diploma Requirements

The College awards diplomas upon completion of a minimum of thirty-six (36) credit hours and a maximum of forty-eight (48) credit hours in specific programs of study, including general education requirements. The requirements for diplomas are as follows:

- Completion of the required courses in the student's program of study, including any required general education courses
- Completion of a minimum of 25 percent of the total credit hours earned in residence at Carteret Community College.
- A program GPA of 2.0 or higher.
- Specified programs may require a grade of no less than "B" or "C" in some courses as designated in the appropriate program handbook.

Certificate Requirements

Certificates are awarded for programs of study requiring a minimum of twelve (12) semester hours of credit to a maximum of eighteen (18) semester hours of credit. The requirements for certificates are as follows:

- Completion of the required courses in the student's program of study.
- Completion of a minimum of at least 25 percent of the total credit hours earned in residence at Carteret Community College.
- Completion of no more than six (6) credit hours within the degree program (10 percent of the total) by credit-by-examination.
- A program GPA of 2.0 or higher.
- Specified programs may require a grade of no less than "B" or "C" in some courses as designated in the appropriate program handbook.

Changes in Program Completion Requirements

The College reserves the right to change the requirements for completing a degree, diploma, or certificate program when it is in the best interest of the enrolled students or the academic program, or when mandated by the NC Community College System Office. When such changes occur, the College will work with students to ensure a smooth transition and satisfactory route to completion of the new requirements.

Graduation

The graduation statement will be entered on the transcript of all students who have fulfilled admission requirements and program requirements. The Registrar's Office sends eligible students instructions for graduation approximately one month before graduation each semester via Carteret Compass. Students must complete an application for completion and a graduate survey to graduate, and the completion must be approved by the student's Academic Advisor and the College Registrar.

All financial obligations to the College must be cleared before a degree, diploma, or certificate will be released to the student.

Administrative Graduation

After graduation audit requests are processed at the end of each semester, the Registrar's Office will identify any additional students who have satisfied any program completion requirements. Any student who has completed program requirements may then be administratively graduated, and the earned credential will be noted on the student's transcript. The student will also receive communications from the registrar's office with details on how to obtain a printed diploma and how to participate in the annual commencement ceremony.

8.20. Independent Study

Under certain circumstances, a course may be taken on an independent study basis. The student must contact their academic advisor and the program chairperson for details on requesting approval to take a course by independent study. The decision to allow independent study will be made by the student's academic advisor and approved by the appropriate academic dean before the 10 percent point of the semester. Veterans and veteran dependents must also obtain approval through the VA Certifying Official. All independent study students are required to meet the census attendance requirement.

8.21. Licensing of Graduates

Carteret Community College is an educational institution and assumes no responsibility for the licensing of its graduates. Students convicted of a felony or any other crimes involving moral turpitude may not be recognized by licensing agencies.

8.22. Prerequisite & Corequisite

A course may have prerequisite and/or corequisite requirements. A prerequisite course is one that must be completed prior to registration for another

course. A corequisite course is one that must be taken prior to, or in conjunction with, another course within the same semester.

Prerequisite and corequisite requirements must be met or fulfilled through successful course completion. Course prerequisites are listed with the course description information on Carteret Compass.

8.23. Registration Web Registration (Student Self-Service via Carteret Compass)

All registration is conducted through the College website. Registration periods are noted on the Academic Calendar. Students with complete admission files and returning students will be able to register. Students will develop a plan, advisor will review, enabling registration. Students will then register themselves. Students without active applications will not be able to register except in extenuating circumstances, although they may still get information about the course schedule and other registration times.

Enrollment advising is available in the MAPS Center.

Late Registration and Schedule Adjustment Period

- A. Students are encouraged to complete the admissions process, including placement testing two (2) days prior to the date on which classes begin for the term. Students completing the admissions process after this point may be limited to late-starting classes or enrollment in subsequent terms.
- B. The last day for late registration is indicated on the Academic Calendar. [Academic Calendar](#). No newly admitted student will be allowed to register after this without an advisor's approval. Any circumstance requiring registration after the 10 percent reporting point of a class will require approval of the Vice President of Instruction and Student Support.
- C. There will be a four-day Schedule Adjustment Period, beginning with the first day of classes and not counting a Saturday or Sunday, during which the following actions may be taken for registered students:
 1. Students may be moved to a different level of a course (such as in

- College Prep or developmental education) upon approval by the advisor and receiving instructor.
2. Students may change sections of the same course upon approval by advisor and the receiving instructor.
 3. Students may drop their course.
 4. Students may add a course that has not yet met and is not full, upon approval of advisor.
- D. No student may be registered for a class that has already begun without the written permission of the instructor or Program Chairperson.

Veteran Priority Registration

Veterans are given priority registration and are given early access to enrollment. The Veteran Coordinator with MAPS can assist Veteran students with registering for courses during the designated priority period.

8.24. Repeat Process for Curriculum Course Work

Cooperative work experience (Work Based Learning) and internship courses may not be audited, however, may be completed for a grade up to two times only if a passing grade was not achieved the first time or if the student changed programs of study and the new program requires the same course, and only with written permission of the Program Chairperson. Each attempt will be recorded, and all grades will be reflected on the transcript. The highest grade earned for the cooperative work experience or internship course will be used to calculate a GPA. No course may be counted more than once toward graduation.

Any other curriculum course may be completed a total of three (3) times, including audits. Each attempt will be recorded, and all grades will be reflected on the transcript. The highest grade will be used to calculate a cumulative grade point average. No course may be counted more than once toward graduation. If, after three attempts, a student has not made a passing grade in a course, the student must have the written approval of their Advisor, the Program Chair, the Academic Dean, and the Dean of Student Services to enroll in the same course a fourth time. If a student wishes to take a previously passed course more than three times for personal benefit, it can be taken as an audit, and that student must pay the actual cost of the course. The student

must have the written permission of the Program Chairperson, the Academic Dean, and the Dean of Student Services.

Required approvals will be in the form of a memorandum initiated by the Program Chairperson, approved by signatures as outlined above, and placed in the student's permanent file.

Transfer students should be advised that receiving institutions do not have consistent policies regarding GPA computation. Admissions personnel at the receiving institutions will review the transcripts of transfer applicants and may recalculate a GPA to include original grades.

The Program Chairperson, the Academic Dean, the Dean of Student Services, and the Vice President of Instruction and Student Support must approve any exceptions to this policy.

8.25. Semester System

Carteret Community College operates on the semester/term system. The fall and spring semesters are sixteen (16) weeks each in length; summer term is eight (8) weeks in length. The College is in session six (6) days per week during the fall and spring semesters and four (4) days per week during the summer term.

8.26. Student Classification

- Freshman — a student who has earned fewer than 30 semester hours of credit.
- Sophomore — a student who has earned 30 or more semester hours of credit.
- Full-time or Regular Student — a student who is registered for twelve (12) or more credit hours during the fall or spring
- semesters or (9) nine credit hours in the summer term.
- Special Credit/Visiting Student — an audit or part-time student not seeking a degree, diploma, or certificate.

***Financial Aid student classifications are different. See the Financial Aid section in the Student Services section of this catalog.

8.27. ACA 122: College Transfer Success

Research shows that taking a college success and study skills course early in an academic career can have a significantly positive impact on future

success. When required for a program of study, ACA-122 College Transfer Success must be taken within the first six (6) credit hours of coursework. Regardless of program requirements, College Prep (developmental) students are required to take the ACA 122: College Transfer Success course in their first semester.

8.28. Transcripts

Carteret Community College contracts with Parchment Exchange to send all official curriculum transcripts to the student, another education institution, or another individual if there is no indebtedness to the College. Fees are charged to the student through Parchment Exchange as related to the method in which the transcript is to be sent.

Unofficial transcripts can be viewed through the student's Carteret Compass account or will be made available through the Registrar's Office upon written request of the student in the form of an Academic Information Request Form.

Unofficial copies of transcripts from other schools are provided at the discretion of the Registrar's Office in compliance with all FERPA and individual schools' requirements.

8.29. Carteret Compass

Carteret Compass is a self-service application that allows the student to access online registration, their academic unofficial transcript, final grades, program evaluations, test scores, advisor information, current address/phone number/email address, financial aid and account information, and much more.

Access to Carteret Compass can be found on the main page of the [College's website](http://www.carteret.edu), <http://www.carteret.edu>. To login to Carteret Compass, a student should use their college assigned username and password.

8.30. Drop/Withdrawal Policy

Courses officially dropped by the student before the 10 percent date of the semester will not appear on the student's transcript and no grade will be assigned.

Student-initiated course or program withdrawals after the 10 percent date of the semester, but prior to the 61 percent point of the semester will be issued a course grade of WD (Official Withdrawal). The WD grade is non-punitive and does not affect the student's grade point average.

Instructor-initiated course or program withdrawals

after the 10 percent date of the semester due to a violation of the attendance policy will earn a course grade of UW (Unofficial Withdrawal). The UW grade is punitive and is factored into the grade point average as a grade of F.

A student officially withdrawing from a course or program after the Last Day to Withdraw Without Academic Penalty will be issued the course grade earned reduced by the work missed in the remainder of the class, which in most cases will be an F.

Procedures

1. Secure and complete a Drop/Add/Withdrawal form. If the form is initiated before the 10 percent date of the semester, the student is eligible for tuition credit. Forms are available from advisors, the Registrar Office, the MAPS Center, or online under the forms section of the "Office of the Registrar" website.
2. Complete the form including personal information and identifying course information.
3. For seated courses, have the instructor provide the last date of attendance.
4. Return the form to the Registrar Office or registrar@carteret.edu for processing.
5. The Registrar will notify students and individual instructors of course or program withdrawal.

8.31 Incomplete grade policy

An incomplete grade is a temporary grade of "I" that is given at the discretion of the instructor for incomplete course work in curriculum or occupational extension due to extenuating circumstances. The incomplete grade may be assigned if a student has completed at least 80 percent of the coursework and has a "C" or better at the time of the request. The Incomplete grade "I" is initiated by the instructor, Chair, and Dean of the department. No grade or quality points are given because of incomplete work.

- Program heads/coordinators will finalize the incomplete procedure given by an adjunct faculty.
- It is the student's responsibility to contact the instructor regarding work to be completed for the removal of the "I" grade.
- Program heads/coordinators or instructors are responsible to build and activate the

Moodle assignments for student, in coordination with Distance Learning dl@carteret.edu

- An "I" must be removed by the date indicated on the Academic Calendar of the following semester.
- If an "I" is not removed within the time allowed, the "I" will be changed to an "F"
- A student receiving a grade of "Incomplete" in each course must contact the instructor of that course to create a plan to complete the required work by the first day of the following term or the incomplete grade will be changed to an "F."
- Program Chairs/Deans will sign the instructor's Incomplete Grade Request for Approval form which specifies the required work to be completed.
- A copy of the form must be submitted to

the Office of the Registrar registrar@carteret.edu to be attached to the student records.

- The College reserves the right to extend the deadline for completion of an 'I' grade beyond the first day of the following term in the event of a declared state of emergency by federal, state, or local government officials or for other extreme circumstances as determined by the VPISS.
- An incomplete grade cannot be changed to a "WD" without approval from the Dean of the Department or the Vice President of Instruction and Student Support.
- Note: a student's Financial Aid eligibility may be impacted by the "I" grade. Students should consult with a Financial Aid advisor to discuss the impact.

Chapter 9. Programs of Study

9.1. Program Directory

Carteret CC Program Directory						
Division	Department	First Name	Last Name	Position	Phone	Email
Instruction & Student Support		Maggie	Brown	Vice President	222-6144	brownm@carteret.edu
Arts & Sciences		Doree	Hill	Dean	222-6282	hilld@carteret.edu
	Academic Success	Karen	Bochnovic	Program Chair	222-6064	bochnovick@carteret.edu
	Fine Arts, Humanities & Social	Jason	Smith	Program Chair	222-6048	smithc@carteret.edu
	Math, Engineering, & Physics	Caz	Chambers	Program Chair	222-6109	chambersv@carteret.edu
	Science & Physical Education	Phillip	Morris	Program Chair	222-6385	morrisp@carteret.edu
	Developmental Education &	Clayton	Bochnovic	Program Chair	222-6061	bochnovicc@carteret.edu
Applied Sciences		Nicole	Thompson	Dean	222-6046	thompsonn@carteret.edu
	Aquaculture Technology	David	Cerino	Program Chair	222-6114	cerinod@carteret.edu
	Automotive Technology	Brian	Salter	Lead	222-6378	brians5992@carteret.edu
	Baking & Pastry, Culinary, and Hospitality	Shana	Olmstead	Program Chair	222-6034	olmsteads@carteret.edu
	Basic Law Enforcement Training	Amy	Snider-Wells	Program Chair	222-6228	Snider-wellsa@carteret.edu
	Business Administration	Robert	Harris	Program Chair	222-6288	harrisr@carteret.edu
	Criminal Justice Technology	Tony	Palbicke	Lead	222-6249	anthony2880@carteret.edu
	Diesel & Heavy Equipment	William	Hurley	Lead	222-6177	williamd1615@carteret.edu
	Horticulture Technology	Nathan	Beasley	Lead	222-6016	nathanw0478@carteret.edu
	Information Technology	Patrick	Dineley	Program Chair	222-6183	dineleyp@carteret.edu
	Paralegal Technology	Rhonda	Bagshawe	Program	222-6230	bagshawe@carteret.edu
	Marine Propulsion Technology	Herb	Roberts	Instructor	222-6163	robertsh@carteret.edu
	Medical Office Administration	Patrick	Dineley	Program Chair	222-6183	dineleyp@carteret.edu
	Office Administration	Patrick	Dineley	Program Chair	222-6183	dineleyp@carteret.edu
	Photographic Technology	Ryan	Adrick	Lead	222-6251	taylors@carteret.edu
	Welding Technology	Steve	Martin	Lead	222-6091	martins@carteret.edu
Health Sciences		Laurie	Freshwater	Dean	222-6281	freshwaterl@carteret.edu
	Cosmetology	Sharell	Allen	Program Chair	222-6186	allens@carteret.edu
	Emergency Medical Science	Christin	Turner	Program Chair	222-6281	turnerc@carteret.edu
	Esthetics Technology	Sharell	Allen	Program Chair	222-6186	allens@carteret.edu
	Human Services Technology	Kathy	Foster	Program Chair	222-6287	fosterk@carteret.edu

Medical Assisting	Vonda	Godette	Program Chair	222-6168	godettev@carteret.edu
Nursing	Camella	Marcom	Program Chair	222-6053	marcomc@carteret.edu
Radiography	Elaine	Postawa	Program Chair	222-6165	postawae@carteret.edu
Respiratory Therapy	Trisha	Miller	Program Chair	222-6169	millert@carteret.edu

9.2. Programs of Study

Please refer to [Appendix G](#) for complete table of Programs of Study.

9.3. Course Descriptions

For Course Descriptions please refer to the [2021- 2022 Course Catalog](#).

9.4. Course Prefix Identification

Prefix	Identification
ACA	Academic Related
ACC	Accounting
AQU	Aquaculture
ART	Art
AUT	Automotive
BIO	Biology
BMS	Boat Manufacture and Service
BPA	Baking and Pastry Arts
BPR	Blueprint Reading
BTB	Boat Building
BUS	Business
CHM	Chemistry
CIS	Information Systems
CJC	Criminal Justice
COM	Communication
COS	Cosmetology
CSC	Computer Science
CTI	Computer Tech / Integration
CTS	Computer Information Technology
CUL	Culinary
DBA	Database Management Technology
DFT	Drafting
DME	Digital Media Technology
ECO	Economics
EDU	Education
EGR	Engineering
EMS	Emergency Medical Science
ENG	English
FST	Foodservice
GEL	Geology
HEA	Health
HET	Heavy Equipment Maintenance
HIS	History
HOR	Horticulture
HRM	Hospitality Management
HSE	Human Services
HUM	Humanities
HYD	Hydraulics
LEX	Legal Education
MAT	Mathematics
MED	Medical Assisting
MKT	Marketing and Retailing
MPS	Marine Propulsion Systems
MRN	Marine
MUS	Music
NAS	Nursing Assistant
NET	Networking Technology
NOS	Networking Operating System

NUR	Nursing
OST	Office Administration
PED	Physical Education
PHI	Philosophy
PHO	Photography
PHY	Physics
POL	Political Science
PSY	Psychology
RAD	Radiography
RCP	Respiratory Care
REL	Religion
SAB	Substance Abuse
SEC	Information Systems Security
SOC	Sociology
SPA	Spanish
WBL	Work-Based Learning
WEB	Web Technologies
WLD	Welding

9.5. Comprehensive Articulation Agreement

The Comprehensive Articulation Agreement (CAA) applies to all fifty-eight North Carolina Community College System (NCCCS) institutions and all sixteen constituent institutions of The University of North Carolina (UNC) System. The CAA is applicable to all NCCCS students who successfully complete a course designated as transferable or graduate with an Associate in Arts or Associate in Science degree and transfer to a constituent institution of The UNC System. The regulations for implementation of the CAA were originally approved by the Board of Governors and the State Board of Community Colleges. The Transfer Advisory Committee (TAC) oversees refinements of the regulations and minor changes. Significant changes will be brought to the Board of Governors and the State Board of Community Colleges for review at the discretion of the respective Presidents of The UNC System and the NCCCS.

Since the CAA was first established, the state of North Carolina has encouraged high school students to maximize their time by taking college coursework under various initiatives. The CAA policies extend to high school students taking college coursework through the NCCCS and/or the constituent universities of The UNC System.

Transfer Advisory Committee (TAC)

Authority to interpret CAA policy rests with the Transfer Advisory Committee (TAC). The TAC is an eight-member committee appointed by the Presidents of the North Carolina Community College System (NCCCS) and The University of North Carolina (UNC) System.

- NCCCS Members: Four representatives from the NCCCS. These members will be appointed by the Chief Academic Officer of the NCCCS.

- UNC System Members Four representatives from the UNC System. These members will be appointed by the Chief Academic Officer of the UNC System.

Questions concerning CAA policy interpretations should be directed to the appropriate system's chief academic officer with an explanation of the institutional policy that may (appear to) be in conflict with CAA policy. The chief academic officer will forward unresolved questions to the TAC for interpretation. Each system will appoint one ex-officio nonvoting member to support the work of the TAC.

Questions about the transferability of course work under the CAA or any proposed changes to the policies, general education courses, or pre-majors must be addressed by the TAC. Changes to the curriculum standards for the Associate in Arts and Associate in Science degree programs are the authority of the State Board of Community Colleges. The TAC will be notified of any changes.

The TAC will also provide general counsel and recommendations to the NCCCS and the UNC System in matters leading to optimal transfer between the two systems.

Transfer Assured Admission Policy (TAAP)

The TAAP assures admission to one of the 16 UNC System institutions under the following conditions:

- Admission is not assured to a specific campus or specific program or major.
- Students must have graduated from an NCCCS institution with an Associate in Arts or Associate in Science degree.
- Students must meet all requirements of the CAA.
- Students must have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by the college from which they graduated, and a grade of "C" or better in all CAA courses.
- Students must be academically eligible for re-admission to the last institution attended.
- Students must meet judicial requirements of the institution to which they apply.
- Students must meet all application requirements at the receiving institution, including the submission of all required documentation by

stated deadlines.

If a student is denied admission to a UNC System institution, then they will be notified in writing by the institution. In this notification, the student will be directed to the College Foundation of North Carolina (CFNC) website (www.cfnc.org) where the student will be given information regarding space availability and contacts in the respective UNC System institutions admissions offices. It is the student's responsibility to contact each institution's admissions office to get specific information about admissions and available majors.

If the previous steps do not result in admission to a UNC System institution, then the student should contact the CFNC Resource Center at 1-866-866-CFNC.

Transfer Credit Appeal

If a transfer student perceives that the terms of the CAA have not been honored, the student may follow the Transfer Credit Appeal Procedure as outlined in the [Comprehensive Articulation Agreement](#). Each UNC and community college institution will provide a link to the Transfer Credit Appeal Procedure on its website.

Procedures

Transfer of Credits

The Comprehensive Articulation Agreement (CAA) establishes the procedures governing the transfer of credits for students who transfer from a North Carolina Community College System (NCCCS) institution to a University of North Carolina (UNC) System institution. The CAA does not address admission to a specific institution or to a specific major within an institution.

1. Eligibility

To be eligible for the transfer of credits under the CAA, the student must graduate from the community college with an Associate in Arts (AA) or Associate in Science (AS) degree and have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale and a grade of "C" or better in all CAA courses. Students who do not complete the degree are eligible to transfer credits on a course-by-course basis.

2. Definition of General Education Courses and Pre-major Courses

The Associate in Arts (AA) and Associate in Science (AS) degree programs in the North

Carolina Community College System require a total of sixty or sixty-one semester hours credit for graduation (see Appendix F) and are transferable to any UNC institution. The overall total is comprised of both lower division general education and pre-major courses. This curriculum reflects the distribution of discipline areas commonly included in institution-wide, lower-division general education requirements for the baccalaureate degree.

The AA and AS degree programs include general education requirements that represent the fundamental foundation for success and include study in the areas of English composition, communications, humanities and fine arts, natural sciences and mathematics, and social and behavioral sciences. Within these discipline areas, community colleges must include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to a UNC System institution.

The AA and AS degree programs of study are structured to include two components:

- Universal General Education Transfer Component comprises a minimum of 30 semester hours of credit; and
- Additional general education, pre-major, and elective courses that prepare students for successful transfer into selected majors at UNC institutions and bring the total number of hours in the degree programs to 60-61 semester hours.

To ensure maximum transferability of credits, students should select a transfer major and follow preferred transfer university options known as Baccalaureate Degree Plans (BDPs, see section V.A.7.) before completing 30 semester hours of credit. Additional general education, pre-major, and elective courses should be selected based on a student's intended major and transfer institution options. Students will receive instruction, guidance, and assistance in making these selections when enrolled in the

NCCCS course ACA 122 – College Transfer Success. NCCCS institutions are encouraged to require ACA 122 of all AA and AS program enrollees during their first semester of enrollment to promote effective and efficient transfer.

Each receiving institution will identify community college course equivalencies and publicize an equivalency course crosswalk to ensure transfer of credit uniformity and transparency.

The specific number and distribution of courses used to fulfill the requirement in each of these areas will be identified by each community college as meeting its own general education requirements. The UGETC courses and other required courses will be drawn from those courses designated in the NCCCS Combined Course Library as being transferable. This will preserve the autonomy of each community college to develop its own general education program, including those aspects that make its program unique. Students should follow the university-designed BDPs for specifics regarding courses and distribution.

3. Transfer of AA and AS degree programs:

- a. The CAA enables North Carolina community college graduates of two-year Associate in Arts (AA) and Associate in Science (AS) degree programs who are admitted to constituent institutions of The University of North Carolina System to transfer with junior status.
- b. Requirements for admission to some major programs may necessitate additional courses not available at the community college. Time to earn a baccalaureate degree may be impacted for students entering such programs, and students should plan accordingly.
- c. Universities cannot place requirements on students transferring under the CAA that are not required of their students that begin their higher education journeys at that university.
- d. A student who completes the AA or AS degree prior to transfer to a UNC System institution will have fulfilled the UNC System institution's lower-division general education requirements.
- e. Each UNC System campus will establish and publish a campus policy/guideline outlining the campus decision whether a

- student who receives an AA or AS degree through reverse transfer will have fulfilled the UNC System institution's lower division general education requirements.
- f. Additional courses at the UNC System institution may be required beyond the general education courses and pre-major courses taken at the community college.
 - g. Community college graduates of the AA or AS degree programs who have earned 60 semester hours in approved transfer courses with a grade of "C" or better and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a UNC System institution.
 - h. All courses approved for transfer in the CAA are designated as fulfilling general education or pre-major/elective requirements. While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.
 - i. CAA courses taken beyond the 60-61 credit hours of credit in which the student received less than a "C" will not negate the provisions of the CAA. HC of credit in which the student received less than a C will not negate the provisions of the CAA.
4. UNC Minimum Admission Requirements (MAR) and Minimum Course Requirements (MCR)
 - a. Students who complete the Associate in Arts or the Associate in Science degree will satisfy UNC System's minimum admissibility requirements (MAR) and minimum course requirements (MCR).
 - b. Transfer students who are at least 21 years old are exempt from both MAR and MCR.
 - c. Transfer students will also be considered to have satisfied MAR and MCR if they have:
 1. received the baccalaureate, or any higher degree, or
 2. earned at least twenty-four (24) transferrable undergraduate credits from a regionally accredited postsecondary institution. Transferrable undergraduate credit counted as part of these 24 hours shall also include:
 - a. credit earned at foreign institutions deemed to have the equivalence of regional accreditation; equivalence of regional accreditation generally refers to recognition by the foreign country's Ministry of Education and/or recognition by a credible organization offering credential evaluation services; and
 - b. credit awarded for prior learning as part of military service, with the military branch designated as the transfer institution.
- Undergraduate credits awarded for AP (Advanced Placement), IB (International Baccalaureate), or other credit by exam shall not be included as part of these 24 hours
5. Students not completing the AA or AS degrees:

A North Carolina Community College student who satisfactorily completes, with a grade of C or better, courses identified in the Universal General Education Transfer Component will receive credit applied toward the university's lower-division general education course requirements, subject to the following distribution maximum limits:

 - 6 hours in English Composition,
 - 9 hours in Humanities/ Fine Arts/ Communications,
 - 9 hours in Social/Behavioral Sciences,
 - 8 hours in Mathematics, and
 - 8 hours in the Natural Sciences.

A North Carolina community college student who satisfactorily completes a transfer course that is not designated as a Universal General Education Transfer Component course will receive transfer credit for the course. The receiving institution will determine whether the course will count.
 6. Certification of Universal General Education Transfer Component Courses, Associate in Arts Degree, or Associate in Science Degree Completion Certification of completion of the Associate in Arts or the Associate in Science degree is the responsibility of the community college at which the courses are successfully completed. Transcript identification of Universal General Education Transfer Component (UGETC) courses is also the responsibility of the NCCCS institution at which the courses are

completed. The transcripts of students who transfer before completing the degree will be evaluated on a course-by-course basis by the receiving university. The transferring student who has not completed the degree must meet the UNC System institution's general education requirements

7. **Baccalaureate Degree Plan (BDP) Four-Year Degree Plan for Community College Transfer Students** Pre-major course tracks prepare students to succeed in their chosen field and provide students with clear pathways to completion. Each UNC System institution will develop, publish, and maintain Baccalaureate Degree Plans (BDPs) identifying NCCCS courses that provide pathways leading to associate degree completion, admission into the major, and baccalaureate completion. Students who complete the Associate in Arts AA or the AS degree, who follow the BDP published by a UNC System institution, who are accepted into that institution, and who are accepted into that major within four years of initial enrollment at the community college, will continue into that major at the UNC System institution with all courses fulfilling lower-division general education and other degree requirements as indicated in that BDP.

8. **Other Associate Degree Programs**

Students completing courses designated Universal General Education Transfer Component will receive equivalent general education course credit for those courses at the receiving institution. For courses not designated as Universal General Education Transfer Component, the receiving institution will determine whether the course will count as general education or pre-major/elective credit.

Associate in Applied Science degree programs may be handled on a bilateral articulation agreement basis rather than on a state-wide basis. Under bilateral agreements, individual universities and one or more community colleges may join in a collaborative effort to facilitate the transfer of students from AAS degree programs to baccalaureate degree programs.

The TAC encourages the development of new bilateral articulation agreements among institutions; However, TAC will not maintain a current inventory of bilateral articulation agreements for AAS degree programs.

9. **Transfer of courses not originated at North Carolina community colleges:**

Transfer courses that do not originate at a North Carolina Community College System institution or at a UNC System institution are allowed to be used to complete the AA or AS degree at an NCCCS institution and would fall under the protections of the CAA. Students transferring without the completed degree would have their individual courses from outside of NCCCS institutions subject to the receiving institution's regular transfer articulation procedures.

10. **Transfer of Advanced Placement (AP) course credit**

Advanced Placement (AP) course credits, awarded for a score of three or higher, are acceptable as part of a student's successfully completed Associate in Arts (AA) or Associate in Science (AS) degree under the CAA. Students who receive AP course credit at a community college but do not complete the AA or AS degree will have AP credit awarded on the basis of the receiving institution's AP policy. TAC recommends that the same guiding principle prescribed for AP course credit be exercised in the treatment of other NCCCS course credit awarded as part of the AA or AS degree under the CAA through other exams (e.g., IB, CLEP, DANTES, Cambridge, and local credit by exam or placement exam).

Impact of the CAA on Other Articulation Agreements

The CAA takes precedence over bilateral articulation agreements established between constituent institutions of The University of North Carolina (UNC) System and the North Carolina Community College System (NCCCS) but does not necessarily preclude such agreements. Institution-to-institution articulation agreements that fall within the parameters of the CAA and enhance transferability of students from NCCCS institutions to UNC System institutions are encouraged. Institutional and uniform articulation agreements conflicting with the CAA are not permitted.

Compliance Procedures

The Transfer Advisory Committee (TAC) is charged with ensuring compliance of institutional policies and practices regarding the CAA. To that end, a TAC Review Team,

composed of at least one UNC System representative and at least one NCCCS representative, will survey and review the institutional transfer credit policies and procedures of two UNC System institutions per quarter. The TAC will report the findings to The UNC System and the NCCCS Offices

9.6. Uniform Articulation

The Associate in Arts in Teacher Preparation (AATP) and Associate in Science in Teacher Preparation (ASTP) Uniform Articulation

Agreement is an agreement jointly created by the NCCCS Education Faculty and the signatory NCICU Educator Preparation Programs. The AATP and ASTP Articulation Agreement is focused on facilitating transfer for students who begin education studies at a community college and then transfer to one of the signatories NCICU Educator Preparation programs.

To be eligible for the transfer of credits under the AATP/ASTP Articulation Agreement, an applicant must earn an Associate in Arts in Teacher Preparation (AATP) or Associate in Science in Teacher Preparation (ASTP) degree in a North Carolina Community College with a GPA of at least 2.7 and a grade of C or better in all transfer courses. An applicant must meet the receiving institution's admissions requirements

The Associate in Fine Arts to Bachelor of Fine Arts Articulation Agreement (AFAVA to BFA AA) is an agreement jointly created by the North Carolina Community College System and the University of North Carolina BFA visual arts programs. The AFAVA to BFA AA is focused on developing seamless transfer for students who begin visual arts studies at a community college and then transfer to one of the UNC BFA visual arts programs. There are seven BFA-granting institutions within the UNC system whose focus is on the visual arts.

UNC System BFA Programs with Degree Titles:

- Appalachian State University – BFA in Studio Art
- East Carolina State University – BFA in Art
- UNC Asheville – BFA in Art
- UNC Chapel Hill – BFA in Studio Art
- UNC Charlotte – BFA in Art
- UNC Greensboro – BFA in Studio Art
- Western Carolina University – BFA in Art

The Associate of Engineering to Bachelor of Science in Engineering Articulation Agreement (AE to BSE AA) is between the State Board of North Carolina Community

College and The University of North Carolina Board of Governors. The AE to BSE was approved in February 2015.

The degree plan includes required general education and prerequisite courses that are acceptable to all state-funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all North Carolina public Bachelor of Science Engineering programs.
UNC System Engineering Programs

- East Carolina University
- North Carolina Agricultural and Technical University
- North Carolina State University
- University of North Carolina Charlotte
- Western Carolina University

The Early Childhood Education Articulation Agreement (program is currently under review and is not accepting new students)

is a statewide academic progression agreement that will promote educational advancement opportunities for early childhood education students from the North Carolina Community College System to institutions within the UNC system in order to complete a Bachelor's Degree in a Birth- Kindergarten teaching licensure program or a Bachelor's Degree in a related Early Education non-licensure program. Students who follow the progression degree plan will have 60 hours applied to all of the North Carolina public ECE to BK programs, both licensure and non-licensure.

This agreement does not guarantee student acceptance into any bachelor program at UNC institutions. ECE students must meet applicable admissions criteria and policies designated by, and earn admission into, the UNC institution of their choice. These criteria and admissions requirements may include (but are not limited to) minimum GPA and Praxis scores and their associated timelines, as published by each university's Bachelor's Degree in Birth- Kindergarten and Early Education-related programs (both licensure and non-licensure options).

The Eastern North Carolina Regionally Increasing Baccalaureate Nurses (RIBN)

program is a four-year nursing option in which students are dually-enrolled into the Carteret Community College Associate Degree Nursing program and East Carolina University. This

program is designed for high school seniors.

The first three years after high school graduation are spent at the community college taking general education and nursing courses along with one online course per fall and spring semesters at East Carolina University. Upon successful completion of the third year at the community college, students would graduate from the Associate Degree Nursing program and be eligible to take the NCLEX-RN exam. Upon successful completion of the fourth year of online nursing courses at ECU, a baccalaureate degree in nursing would be granted by ECU.

The Eastern North Carolina Accelerated Regionally Increasing Baccalaureate Nurses (aRIBN) program is designed for top academic students that have completed all of the first year general education courses and pre-requisite courses for the RIBN program with a "C" or higher. Applicants must seek admission to the Carteret Community College Associate Degree Nursing (ADN) program first. Once notified of acceptance into the ADN program, students may apply to the ENC aRIBN program at East Carolina University. Students accepted into the aRIBN program are dually-enrolled into Carteret Community College and ECU. Following acceptance, students enter the community college nursing program the next fall. Students take an online course at ECU each fall and spring while attending the community college nursing program. Upon graduation from the Associate Degree Nursing program, students are eligible to take the NCLEX-RN exam. Students continue taking online nursing courses at ECU for the final year of the program. Upon successful completion of the aRIBN program, students graduate from ECU with a Bachelor of Science in Nursing degree. Students are not eligible for aRIBN if they have been unsuccessful or dismissed from a traditional baccalaureate or associate degree program.

Chapter 10. Corporate and Community Education

An important objective of Carteret Community College is to provide education enrichment opportunities for the adults of Carteret County. The College offers a variety of courses on a continual basis. These courses are for upgrading job skills, developing new skills, high school completion, or personal interest. Additional information concerning any program in this section may be obtained by contacting the Corporate and Community Education Division.

10.1. Admissions

Any adult is eligible to attend courses offered by the College on campus or at any of a number of off-campus sites used by the division.

High school graduates and dropouts who are eighteen years of age or older may enroll, except where an educational requirement is designated. Interest and aptitude determine the program or activity in which students may enroll.

Class Locations

Many adult education classes are held away from the College campus in areas where suitable facilities can be arranged, and student interest justifies the class. In the past, classes have been held in Carteret County Schools, Western Carteret Learning Center, industries, community centers, churches and other locations. Courses can be taught in any location where suitable facilities exist, attendance is sufficient, and a qualified instructor is available.

Schedules

Corporate and Community Education courses are scheduled when a need for the course is established, space exists to teach the course, and an instructor is available. The programs, therefore, do not necessarily begin and conclude on a semester schedule as do the curriculum programs.

The College releases advance information to various newspapers and radio stations about new classes. With this publicity, the College website, and through dissemination of the *Carteret Community College Beacon* the division publicizes all its courses and programs.

Courses in many subjects can be arranged upon request. The Corporate and Community

Education Division also maintains an "Interest List" of names and addresses of people who express interest in a course or courses. This "Interest List" is one of the tools used in determining the schedule of the Corporate and Community Education Division. Other survey methods are used in determining the educational needs and interests of the public, and results of these surveys also influence scheduling.

Fees

A registration fee shall be charged for Occupational Extension and Community Service courses. Occupational Extension courses are job specific training and certification courses.

No registration fee is charged for Adult High School, Adult Basic Education, English as a Second Language, and High School Equivalency (formerly GED®) classes.

Fees, if applicable, are due and payable at the first class session. Textbooks, when required, may be bought through the College Bookstore. A student accident insurance fee, student malpractice professional liability fee, and/or supply fee may be charged for certain classes.

Refund Policy

For Occupational classes that are scheduled to meet four times or less, a 75 percent refund shall be made on the first day of class.

For classes that meet five or more times, a 75 percent refund shall be made if the student officially withdraws from the class prior to or on the official 10 percent point of class.

There are no refunds of registration fees or supply fees for Life Enrichment courses or workshops.

Attendance

Adults are expected to attend class regularly. Attendance records are maintained by course instructors.

Regular attendance helps maintain continuity in the classroom work, justifies the existence of the class, and provides the instructor-student contact necessary for the realization of course objectives.

Certificates

Certificates may be awarded to students meeting minimum class requirements. The division uses

the Continuing Education Unit (CEU) as the method of recording participation in noncredit occupational programs. Appropriate evaluation procedures are established for awarding CEU's to individual students prior to the beginning of the course. This may include evaluation of student performance, instructional procedures and course effectiveness. A course may be developed for CEU credit if an agency or firm requires a particular type of training.

10.2. Basic Skills

The mission of the Basic Skills program is to provide educational opportunities for adults 16 years or older who are out of school. The program addresses the needs of adults who do not have a high school diploma or who want to improve their basic education skills to function more effectively in society. The Basic Skills program of Carteret Community College offers a wide variety of classes at on-campus and off-campus sites throughout Carteret County. Classes are offered during the day and evening. There are no fees for basic skills classes.

Program Objective

The Basic Skills program at Carteret Community College provides educational opportunities for students 16 years or older who no longer attend public or private school. The program addresses the needs of adults who do not have a high school diploma or who want to improve their literacy skills. There are four comprehensive programs designed to help students at various levels gain the knowledge and skills necessary for employment and self-sufficiency, including programs to assist students who are parents become full partners in the educational development of their children, and programs to assist in the completion of a high school credential.

The four programs offered are Adult Basic Education (ABE), Adult High School (AHS), English as a Second Language (ESL), and High School Equivalency (HSE).

Students with disabilities are served in all four programs, as appropriate, based upon their assessment scores.

Classes are available day and evening, on and off campus.

Admission Requirements

Enrollment is open to individuals 18 and older.

Qualifying minors, aged 16 or 17, who wish to participate in the Basic Skills program and have attended a local high school in the past six months are required to complete the Application to Attend Carteret Community College withdrawal packet available at the local high schools. Minors who have not attended a local high school in the past six months are required to complete a Minor Applicant Form available at the Basic Skills office. North Carolina students outside of Carteret County or private school, home-schooled students, out-of-state students, or emancipated minors should contact the Basic Skills office. All paperwork for minors must be completed before attending an orientation session.

Students are required to attend an orientation session before enrolling in a Basic Skills program. Parents/legal guardians are encouraged to attend an orientation session with their student.

Fees

There are no student fees associated with the Basic Skills Program. However, students in the High School Equivalency program must pay a testing fee of \$20 per section.

Adult Basic Education (ABE)

Adult Basic Education (ABE) classes are offered on the college campus. These classes are designed specifically for adults with intellectual and developmental disabilities. The focus of the program is to help each student become as independent as possible through improving his or her reading, writing, speaking, problem solving, computation skills, and computer skills.

Adult High School Program (AHS)

The purpose of the Adult High School Diploma Program, established through a mutual agreement between the Carteret County Board of Education and Carteret Community College, is to provide testing, guidance, and instruction which will enable the adult student to complete the requirements for and be awarded an Adult High School Diploma.

To be enrolled in the Adult High School program, students must attend an orientation prior to attending class. There is no cost for attending the orientation. During the orientation, the student completes required paperwork, completes a placement assessment in reading, math, and language, and obtains in-depth information regarding the program and expectations. Placement assessment scores along with a

personal interview are used to determine the best course of action for the student to complete their Adult High School diploma at Carteret Community College. All courses will be offered in a classroom setting with classes meeting on the semester system. Classes are offered during the daytime. An instructor will be present at all times to direct classroom activities whether subject matter is presented through the use of programmed material, lecture method, or computer assisted.

English as a Second Language (ESL)

The English as a Second Language (ESL) program is designed to assist students develop English language skills necessary to be successful students and members of society. Intensive instruction is provided to develop competency in listening, speaking, reading, and writing of the English language. In addition to academics, students participate in cultural and social activities of the College and the community.

High School Equivalency (HSE)

The High School Equivalency program is designed for adult students to earn a high school credential. The program prepares students to pass the official standardized high school equivalency tests. Instruction is offered in reading and writing, mathematics, science, and social studies. The high school equivalency diploma is issued from the North Carolina State Board of Community Colleges upon completion of the four official HSE tests.

Carteret Community College is an official high school equivalency-testing center.

10.3. Life Enrichment Programs

The Life Enrichment Program is designed to provide courses, seminars, and activities that (1) contribute to the community's overall cultural, civic, and intellectual growth and (2) assist adults in the development of new, personal or leisure skills or the upgrading of existing ones.

These classes consist of single courses, each complete, in itself, that focus on an individual's personal or leisure needs. These classes are self-supported through course registration fees and include, but are not limited to Art, Bridge, Calligraphy, Carteret County Adventure Tours, Dance, Golf, Metal Art, Sewing, Technology for Mature Users, Volleyball, Waterfowl Carving, Writing, and Yoga.

10.4. Human Resources Development

The HRD program focuses on the development of basic workplace skills by providing skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults.

The HRD Program offers a variety of short-term courses designed to prepare individuals to enter, or re-enter, the workforce. Topics include resume writing, interviewing skills, the application process, money management basics, utilizing the computer for job searches, and other practical skills essential to applying for, keeping, and advancing in a job.

HRD course fees are waived if the individual meets any of the following criteria:

1. is unemployed;
2. has been notified of a layoff;
3. is working, but earning wages at or below 200% of the Poverty Level; or
4. is working and qualifies for the Federal Income Tax Credit.

The HRD Program works in partnership with the NCWorks Career Center to assist individuals who are seeking employment. NCWorks Online is a one-stop online resource for job seekers that facilitates job search and creates resumes.

The HRD Program administers the ACT National Career Readiness Certificate (CRC) which is an assessment-based credential that gives employers and career seekers a uniform measure of key workplace skills. The CRC is available to the general public and to local employers upon request.

10.5. Small Business Center

The Small Business Center (SBC) is a community-based provider of education and training, counseling, referral, and information. It is a state-supported resource with the main objective of increasing the success rate and the number of viable small businesses in North Carolina. This is accomplished by providing high quality assistance to prospective and existing small business owners which will lead to job creation and retention.

The SBC provides free or low-cost seminars and workshops each year in a wide range of topics of interest to current and prospective business owners. These small business-related classes are taught mainly on campus, through the auspices of the Corporate and Community Education Division. Topics include, but are not limited to Business Planning, Sales, Marketing, Advertising,

Management, Supervision, Financial Statements, Tax Laws, Self-Assessment, and other entrepreneurial courses.

The Small Business Center Resource Library provides textbooks, guides, and other online materials for individuals interested in starting a business or enhancing existing businesses. Computers are available for research, correspondence, Internet access, and writing a business plan.

As a partner in the Carteret County Small Business Resource Alliance, along with the Carteret County Chamber of Commerce, the Carteret County Economic Development Council, SCORE, the North Carolina Military Business Center, and the Division of Workforce Solutions; the primary focus of the Alliance is to provide the best possible services to entrepreneurs, assisting them to start and grow their business thereby creating jobs, without duplicating services.

The SBC is located in the Commerce Development Center on the college campus, with the physical address of 3615 Arendell Street, Morehead City, NC 28557; you can also visit the [SBC webpage](#) at www.carteret.edu/sbc. We look forward to partnering with you to achieve business success!

10.6. Workforce Training and Occupational Extension

Program Objective

The Workforce Training and Occupational Extension area of the College offers courses which prepare individuals for employment or upgrade the skills of workers already employed. The division also serves area industries and public agencies by providing training for their employees. It is also the division's goal to provide general interest courses for the service area provided that such requests fall within the statutory responsibility of the College.

Fees

Occupational Extension courses require a registration fee which must be paid prior to or on the first-class meeting. No tuition or fees of any kind shall be charged to and paid by students enrolling in special extension training programs for volunteer firemen, fire department personnel, Emergency Medical Services personnel, rescue and lifesaving personnel, or local law enforcement personnel, as long as the class is directly related to their job. An insurance fee and supply fee is charged for some classes.

Courses Offered

Occupational Extension Course Offerings	
Automotive Training	Marine Engine Repair
Bank Telling Training	Massage Therapy I & II
Bartending	Medical Coding
Boat Building Academy	Medication Aide
Bookkeeping/Accounting	Nurse Aide I Refresher
Carpentry	Nurse Aide II Competency
CDL Training	Pharmacy Technician
Certified Nurse Aide I & II	Phlebotomy
Computer Courses	
Construction Academy	Professional Wedding Planning
Electrical	Teacher Certificate Renewal Course
First Aid/CPR	ServSafe
Fire Service Training	Sterile Processing
Forklift Operator Certificate	Veterinary Assistant
HVAC	Wastewater Treatment Plant
Law Enforcement In-Service Training	Personal Trainer
Manicurist I & II	Veterinary Assistant
Marine Captain's Course	Welding Certification

This list is not all-inclusive/ there are many more courses available through the division.

10.7. Teacher Certificate Renewal Program

The Effective Teacher Training (ETT) is a course designed and offered to certified teachers, teacher assistants, substitute teachers, and individuals who have the desire to enter the career field. Continuing Education Units (CEU's) are awarded upon successful completion of the course.

10.8. Customized Training Program

The mission of the Customized Training Program is to provide programs and training services for job growth, productivity enhancement, and technology investment for eligible new and existing business and industry.

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions, thereby enhancing the growth potential of companies while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- The business is making an appreciable capital investment;
- The business is deploying new technology;
- The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State; and
- The skills of the workers will be enhanced by the assistance.

In cooperation with the North Carolina Community College System, the College will design and administer customized training programs to meet the needs of business and industry. There are no registration fees associated with the Customized Training Program.

Examples of training topics offered by the Customized Training Programs are:

Basic Refrigeration
Blueprint Reading
Braze Training
Change Management
Computer Skills, Software & Application
Customer Service
Diversity in the Workplace
Employment Law
Leadership
Lean Manufacturing
Math and Measurements
Problem Solving and Decision Making
Safety, OSHA
Supervisory Skills
Team Building
Welding, Arc Flash Welding
Work Ethics

10.9. Apprenticeship Program

The goal of Carteret Community College's registered apprenticeship program is to partner with local employers to provide a framework that trains and educates prospective and incumbent workers to a highly skilled level. During the duration of the program, the needs of the employer will be met while providing the employee with structured on-the-job learning, related instruction, and a progressive wage scale.

The apprenticeship program has five Core Components. The first component is employer involvement. Secondly, there must be structured on the job learning. Third, job-related classroom education instruction must be provided. Each apprentice must have a pay scale where he or she receives financial increases for skills gained. Finally, each Apprentice that finishes the program will receive a National Occupational Credential.

Appendices

Appendix A. Placement Test Equivalency Tables

NROC RISE Placement Test for Math		
Tier	Score	Placement
Tier 1 Math	Less than 70%	MAT 003
	Equal to or greater than 70%	Eligible for MAT 110; MAT 143
Tier 2 Math	Less than 70%	Eligible for MAT 110; MAT 143 <i>or</i> MAT 003 Tier 2
	Equal to or greater than 70%	Eligible for MAT 110; MAT 143; MAT 152; MAT 171 + MAT 071 <i>or</i> MAT 003 Tier 3
Tier 3 Math	Greater than 70%	MAT 110; MAT 143; MAT 152; MAT 171

NROC RISE Placement Test for English		
Level	Score	Placement
Tier 1 English	Less than 70%	ENG 002
	Greater than 70%	Eligible for ENG 111

There are no ACT or SAT score equivalencies for Developmental Courses. A student can be exempt from taking the placement test with the minimum ACT or SAT scores required to place in college level English and Math.

It is possible for a student to take either Elementary Algebra (EA) and Intermediate Algebra (IA) sections of the ASSET or just the IA section to determine Algebra placement. Determining which section/sections were taken is vital in determining correct placement.

Appendix B. Advanced Placement Credit Table

AP Credit			
AP Exam	CARTERET CC Course(s)	Credit Hours	In Score
Art History	ART 114	3	3
Biology	BIO 110	4	3
	BIO 111	4	4
	BIO 111, 112	8	5
Calculus AB	MAT 271	4	3
Calculus BC	MAT 271, 272	8	3
Chemistry	CHM 151	4	3
	CHM 151, CHM 152	8	4
Computer Science A	CIS 115	3	4
Computer Science AB	CIS 115	3	3
Economics (Micro)	ECO 251	3	3
Economics (Macro)	ECO 252	3	3
English Literature / Comp	ENG 111	3	3
English Language / Comp	ENG 111	3	3
	ENG 111, 112	6	4
English Literature & Language Comp (both exams)	ENG 111, ENG 112	6	3 on both
Environmental Science/ Studies	BIO 140/A	4	3
French Language & Literature (both	FRE 211, FRE 212	6	4 on both
	FRE 211, FRE 212	6	4 Lit, 3
	FRE 211, FRE 212	6	3 Lit, 4
	FRE 211, FRE 212	6	4
French Literature	FRE 211, FRE 212	6	4
	FRE 211	3	3
German Language	GER 211, GER 212	6	3
History (European)	HIS 121, HIT 122	6	3
	*(students who take the exam through Summer 2013)		
	HIS 121, HIS 122	6	4
	**(students who take the exam Fall 2013 and after)		
History (U.S.)	HIS 131, HIS 132	6	3
	*(students who take the exam through Summer 2013)		
	HIS 131, HIS 132	6	4
	**(students who take the exam Fall 2013 and after)		
History (World)	HIS 111, HIS 112	6	3
	*(students who take the exam through Summer 2013)		
	HIS 111, HIS 112	6	4
	**(students who take the exam Fall 2013 and after)		
Human Geography	GEO 111	3	3
Italian Language & Culture	ITN 211	3	3
	ITN 211, ITN 212	6	4
Japanese Language & Culture	JPN 112, JPN 211	6	3
	JPN 211, JPN 212	6	4
Latin / Vergil	LAT 111, LAT 112	6	3
Latin / Literature	LAT 111, LAT 112	6	4
Music Theory	MUS 121	3	3
Physics B	PHY 151, PHY 152	8	3
Physics C Mechanics	PHY 251	4	3
Physics C Elec / Mag	PHY 252	4	3
Psychology	PSY 150	3	3
Spanish Language & Literature (both	SPA 211, SPA 212	6	4 on both
	SPA 211, SPA 212	6	4 Lit, 3
	SPA 211, SPA 212	6	3 Lit, 4
	SPA 211	3	3 on both

AP Credit			
AP Exam	CARTERET CC Course(s)	Credit Hours	In Score
Spanish Literature	SPA 211	3	3
	SPA 211, SPA 212	6	4
Spanish Language	SPA 211	3	3
	SPA 211, SPA 212	6	4
Statistics	MAT 152	4	3
US Gov / Politics	POL 120	3	3
Gov Comparative/ Politics	POL 210	3	3

Appendix C. CLEP® Credit Table

CLEP® Credit			
Examination	Credit-Granting Score (C-Level)	CARTERET CC Course	Hours Credit
Principles of Accounting/Financial	50	ACC 120	4
General Biology	50	BIO 110	4
Business Law	50	BUS 115	3
Principles of Management	50	BUS 137	3
General Chemistry	50	CHM 151	4
Info Systems & Computer	50	CIS 110	3
Intro Microeconomics	50	ECO 251	3
Intro Macroeconomics	50	ECO 252	3
English Composition with Essay	50	ENG 111	3
Analysis & Interp of Literature	50	ENG 112	3
American Literature	50	ENG 231 & 232	6
English Literature	50	ENG 241 & 242	6
French	41	FRE 111	3
French	53	FRE 111, 112	6
French	63	FRE 111, 112, 211, 212	12
German	41	GER 111	3
German	50	GER 111, 112	6
German	63	GER 111, 112, 211, 212	12
Western Civ I	50	HIS 121	3
Western Civ II	50	HIS 122	3
American History I	50	HIS 131	3
American History II	50	HIS 132	3
Humanities	50	HUM 211 & 212	6
College Mathematics	50	MAT 143	4
College Algebra	50	MAT 171	4
College Algebra & Trig	50	MAT 175	4
Pre-calculus	50	MAT 175	4
Calculus	50	MAT 271	4
Principles of Marketing	50	MKT 120	3
American Government	55	POL 120	3
Intro Psychology	55	PSY 150	3
Human Growth & Development	55	PSY 241	3
Intro Sociology	55	SOC 210	3
Spanish	41	SPA 111	3
Spanish	50	SPA 111, 112	6
Spanish	57	SPA 111, 112, 211	9
Spanish	63	SPA 111, 112, 211, 212	12

Appendix D. Industry Certificate & Licensures Credit Table

Certificates Credit			
Industry Certifications	Exam Number	Credit Course(s)	Credit Hours
Microsoft Word Core	Refer to website listed in "Industry & Licensure Certifications References"	OST 136	3
Microsoft Word Expert	Refer to website listed in "Industry & Licensure Certifications References"	OST 236	3
Microsoft Excel Core AND Microsoft Excel Expert	Refer to website listed in "Industry & Licensure Certifications References"	CTS 130	3
Microsoft Access	Refer to website listed in "Industry & Licensure Certifications References"	DBA 112	3
CompTia A+	220-801 AND 220-802	NOS 110 AND CTS 120	6
Network +	N10-005	NET 125	3
Cisco Certified Network Associate (CCNA)	640-802 OR 200-120	NET 126	3
Microsoft Windows 7	70-680	NOS 130	3
Microsoft Windows 8	70-687	NOS 130	3
Security+	SY0-301	SEC 110	3
Microsoft Server	70-410	NOS 230	3
Server+	SK0-003	NOS 230	3

Licensures Credit		
Licensures	Credit Courses	Credit Hours
Lifeguard Certificate	PED 152	1

Appendix E. Table of Articulated Credit

Program Area	High School Course Number	High School Course Title	College Course Number	College Course Title
Agricultural Education	6832	Agricultural Mechanics II	WLD-112 OR AGR-111	Basic Welding Processes OR Basic Farm Maintenance
Agricultural Education	6822	Animal Science II	ANS-110	Animal Science
Agricultural Education	6841	Horticulture I	HOR-150	Intro to Horticulture
Agricultural Education	6882	Horticulture II- Landscaping	HOR-114 OR LSG-111	Landscaping Construction OR Basic Landscaping Technique
Business and Information Technology Education	6311	Accounting I	ACC-115 OR ACC-118	College Accounting OR Accounting Fundamentals I
Business and Information Technology Education	6312	Accounting II	ACC-115 OR ACC-118 OR ACC-119	College Accounting, OR Accounting Fundamentals I, OR Accounting Fundamentals II
Business and Information Technology Education	6417	Microsoft Word, Power Point, Publisher	CIS-111 OR CIS-124 OR OST-136	Basic PC Literacy, OR DTP Graphics Software, OR
Business and Information Technology Education	6412	Multimedia and Webpage Design	WEB-110 OR WEB-120	Internet/Web Fundamentals, OR Intro Internet Multimedia
Business and Information Technology Education	6341	Network Administration I	NET-110 OR NOS-110	Data Comm/Networking, OR Operating Sys. Concepts
Business and Information Technology Education	6347X	Network Administration II	NET-110 OR NOS-230	Data Comm/Networking, AND Windows Admin I
Business and Information Technology Education	7086	Personal Finance	BUS-125	Personal Finance
Family and Consumer Science Education	7111 AND 7112	Early Childhood Education I AND Early Childhood II	EDU-119	Intro to Early Childhood Education
Family and Consumer Science Education	7045 AND 7046	Foods I AND Foods II Enterprise	CUL-112	Nutrition for Food Service
Family and Consumer Science Education	7046	Foods II Enterprise*	CUL-110 AND CUL-110A	Sanitation & Safety, AND Sanitation & Safety Lab

Program Area	High School Course Number	High School Course Title	College Course Number	College Course Title
Family and Consumer Science Education	7075	Foods II Technology	CUL-150 AND CUL-150A	Food Science, AND Food Science Lab
Healthcare Professional Pathway	HN43	Nursing Fundamentals	NAS-101	Nursing Aide I
Healthcare Professional Career Pathway	HH32	Pharmacy Technician	PHM-110	Introduction to Pharmacy
Marketing Education	6621	Entrepreneurship I	ETR-210	Intro to Entrepreneurship
Marketing Education	6621	Marketing	ETR-230 OR MKT-110 OR MKT-120	Entrepreneur Marketing, OR Principles of Fashion, OR Principles of Marketing
Trade and Industrial Education	7936	Advanced Digital Media	DME-115 OR DME-120	Graphic Design Tools, OR Intro to Multimedia Appl.
Trade and Industrial Education	XX21 AND XX22	Auto Brakes I AND Auto Brakes II	AUT-151	Brake Systems
Trade and Industrial Education	7511	Auto Service	AUT-110	Intro to Auto Technology
Trade and Industrial Education	XX23 AND XX24	Automotive Electrical I AND Automotive Electrical II	AUT-161	Basic Auto Electricity
Trade and Industrial Education	7512 AND 7513	Automotive Service II AND Automotive Service III	AUT-151 AND AUT-161	Brake Systems, AND Basic Auto Electricity
Trade and Industrial Education	7621 AND 7626	Cabinetmaking I AND Cabinetmaking II	CAB-111	Cabinetmaking I
Trade and Industrial Education	XX28	Carpentry II	CST-111	Construction I
Trade and Industrial Education	XX29	Carpentry III	CST-112	Construction II
Trade and Industrial Education	XX30	Carpentry IV	CST-113	Construction III
Program Area	High School Course Number	High School Course Title	College Course Number	College Course Title
Trade and Industrial Education	7991	Computer Engineering Technology I	CTS-120	Hardware/Software Support
Trade and Industrial Education	7992	Computer Engineering Technology II	CTS-220	Adv Hard/Software Support

Trade and Industrial Education	7721	Construction Tech I	CAR-110 OR WOL-110 OR CST-110	Intro to Carpentry, OR Basic Construction Skills, OR Intro to Construction
Trade and Industrial Education	7935	Digital Media	DME-110	Intro to Digital Media
Trade and Industrial Education	7921	Drafting I	DFT-111 AND DFT-111A	Technical Drafting I, AND Technical Drafting I Lab
Trade and Industrial Education	7921 AND 7962	Drafting I AND Drafting II - Architectural	DFT-115 OR DFT-119 OR DFT-121	Architectural Drafting, OR Basic CAD, OR
Trade and Industrial Education	7921 AND 7972	Drafting I AND Drafting II - Engineering	DFT-151	CAD I
Trade and Industrial Education	7973	Drafting III - Engineering	DFT-112 AND DFT-112A	Technical Drafting II, AND Technical Drafting II Lab
Trade and Industrial Education	7741 AND XX32	Electrical Trades I AND Electrical Trades II	ELC-113	Basic Wiring I
Trade and Industrial Education	7631 AND XX34	Electronics I AND Electronics II	ELC-112 AND ELC-126 OR EGR-131	DC/AC Electricity, AND Electrical Computations, OR Intro to Electronics Tech
Trade and Industrial Education	XX41	Masonry II	MAS-110	Masonry I
Trade and Industrial Education	XX42	Masonry III	MAS-110	Masonry I
Trade and Industrial Education	XX43	Masonry IV	MAS-110	Masonry I
Trade and Industrial Education	7641 AND 7642	Metals Manufacturing Technology I AND Metals Manufacturing Technology II	BPR-111 AND MAC-111 AND MAC-151	Blueprint Reading, AND Machining Technology I, AND Machining Calculations
Trade and Industrial Education	7980	Network Engineering Technology	NET-125 OR NET-110	Networking Basics, OR Networking Concepts
Trade and Industrial Education	7981	Network Engineering Technology II	NET-125OR NET-126	Networking Basics, OR Routing Basics
Trade and Industrial Education	7661	Welding Technology I	WLD-110	Cutting Processes
Program Area	High School Course Number	High School Course Title	College Course Number	College Course Title
Trade and Industrial Education	XX46	Welding Technology II	WLD-121	GMAW (MIG) FCAW/Plate
Trade and Industrial Education	XX47	Welding Technology III	WLD-122	GMAW (MIG) Plate/Pipe

Appendix F. College Readiness Benchmarks

College Readiness* Benchmarks on Approved Diagnostic Assessment Tests						
Test	PSAT 2014 and earlier*	PSAT 2015 and future*	Asset (NCCCS Cut Score)	COMPASS (NCCCS Cut Score)	Accuplacer (NCCCS Cut Score)	NC DAP (NCCCS Cut Score)
English	45	26	41 Writing	70 Writing	86 Sentence Skills	Composite Score of 151 or higher***
Reading	47	26	41 Reading	81 Reading	80 Reading	
Mathematics	47	24.5	41 Numerical Skills and 41 Int. Algebra	47 Pre-Algebra and 66 Algebra	55 Arithmetic and 75 Elem. Algebra	7 on each assessment for DMA 010 thru 060

In addition to the diagnostic assessments, colleges may use the following SAT and ACT scores recommended by the testing companies as benchmarks for college readiness:*

SAT (Pre-March 2016)		SAT (March 2016 and Future)		Pre-ACT		ACT	
English	500	Evidence-Based Reading and Writing	480	English	18	English	18
Critical Reading	500			Reading	22	Reading	22
Mathematics	500	Mathematics	530	Mathematics	22	Mathematic	22

* To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 19 on PLAN math with an 86 and an 80 on ACCUPLACER sentence skills and reading to demonstrate college readiness.

** PLAN and PSAT scores recommended by ACT and College Board as indicators of college readiness.

*** The Reading and English part of the NCDAP is an integrated assessment of reading and English skills; meeting the composite cut score for placement into ENG 111 is one way to demonstrate college readiness to participate in the College Transfer Pathway.

Appendix H. RISE Placement Guides

English Placement Guide								
Course	Unweighted High School GPA	ACT	SAT	GED	CCRG English Credit	Transition English Grade	DRE Course Credit	RISE Placement Test
Transition English	≤ 2.799	ENG ≤ 15 or READ ≤ 19	ENG ≤ 479	<165	--	--	--	--
ENG-111	≥ 2.8	ENG ≥ 18 or READ ≥ 22	ENG ≥ 480	≥ 165	Tier 2 Credit Score ≥ 80	P	DRE 098	RISEE2 ≥ 70

Math Placement Guide								
Course	Unweighted High School GPA	ACT	SAT	GED	CCRG Math Credit	Transition Math Grade	DMA Course Credit	RISE Placement Test
Transition Math	≤ 2.799	Math ≤ 19	Math ≤ 529	<165	--	--	--	--
MAT-110 without a CO-Requisite	≥ 2.8	Math ≥ 22	Math ≥ 530	≥ 165	Tier 1 Score ≥ 80	P1	DMA 010-030	RISEM1 ≥ 70

Math Placement Guide								
MAT-143 without a Co- Requisite	≥ 2.8	Math ≥ 22	Math ≥ 530	≥ 165	Tier 1 Score ≥80	P1	DMA 010-030	RISEM1 ≥ 70
MAT-152 without a Co- Requisite	≥ 2.8	Math ≥ 22	Math ≥ 530	≥ 165	Tier 2 Score ≥80	P2	DMA 010-050	RISEM2 ≥ 70
MAT-171 with a Co- requisite	2.2 - 2.799	Math = 20-21	--	--	Tier 2 Score ≥80	P2	DMA 010-050	RISEM2 ≥ 70
MAT-171 without a Co- Requisite	≥ 2.8	Math ≥ 22	Math ≥ 530	≥ 165	Tier 3 Score ≥80	P3	DMA 010-080	RISEM3 ≥ 70

*Students below a 2.8 high school unweighted GPA who score a 4 or 5 on the Math 3 EOC should be placed in the gateway math course for their major.

Appendix H. Programs of Study

PROGRAMS OF STUDY KEY	
*	indicates a program with specific admission
##	indicates program entrance in the fall only
#	indicates no summer term for this program
OD	indicates "On Demand Program"
++	indicates a collaborative agreement/cooperative educational

PROGRAMS OF STUDY	
Associate in Applied Science Degree Programs	Program Code
Aquaculture Technology	A15120
Aquaculture Technology – <i>University Transfer Option</i>	A15120UT
Associate in General Education – Nursing* ##	A1030N
Associate Degree Nursing * ##	A45110
Automotive Systems Technology	A60160
Baking and Pastry Arts	A55130
Building Construction Technology	A35140
Business Administration	A25120
Criminal Justice Technology	A55180
Culinary Arts	A55150
Diesel and Heavy Equipment Technology	A60460
Emergency Medical Science *	A45340
Emergency Medical Science – <i>Bridging</i> *	A45340B
General Occupational Technology	A55280
Horticulture Technology	A15240
Hospitality Management – Hotel Management	A25110HM
Hospitality Management – Restaurant Management	A25110RM
Human Services Technology * ##	A45380
Information Technology – Information Systems	A25590IS
Information Technology – IT Business Support	A25590IB
Information Technology – Software and Web Development	A25590SW
Medical Assisting * ##	A45400
Medical Office Administration	A25310
Office Administration – General Office	A25370G
Paralegal Technology	A25380
Radiography * ##	A45700
Respiratory Therapy * ##	A45720
Welding Technology	A50420
University Degree Transfer Programs	Program Code
Associate in Arts	A10100
Associate in Arts in Teacher Preparation	A1010T
Associate in Engineering	A10500
Associate in Fine Arts: Visual Arts	A10600
Associate in Science	A10400
Associate in Science in Teacher Preparation	A1040T
Diploma Programs	Program Code
Aquaculture Technology	D15120
Boat Manufacture and Service: <i>Composite Boat</i> #	D60330CB
Boat Manufacture and Service: <i>Marine Service</i> #	D60330MS
Cosmetology *	D55140

Criminal Justice Technology – <i>BLET Crosswalk</i>	D55180BL
Health Science: Therapeutic and Diagnostic Services – <i>Nurse Aide</i>	D45970
Hospitality Management	D25110
Human Services Technology * ##	D45380
Medical Assisting * ##	D45400
Paralegal Technology – <i>Post Baccalaureate</i>	D25380
Photographic Technology	D30280
Welding Technology	D50420
Certificate Programs	Program Code
Addiction and Recovery Studies*	C45380SA
Aquaculture Technology	C15120
Baking & Pastry Arts (Artisan Baker)	C55130AB
Baking & Pastry Arts (Bakery Manager)	C55130BM
Baking & Pastry Arts (Cake Designer)	C55130CD
Basic Law Enforcement Training * #	C55120
Boat Manufacture and Service – <i>Composite Boat Building #</i>	C60330CB
Boat Manufacture and Service – <i>Marine Service #</i>	C60330MS
Building Construction Technology	C35140
Business Administration – <i>Accounting</i>	C25120AC
Business Administration – <i>Management</i>	C25120MG
Cosmetology Instructor * # OD	C55160
Criminal Justice Technology – <i>Corrections</i>	C55180
Criminal Justice Technology – <i>BLET Crosswalk</i>	C55180BL
Culinary Arts	C55150
Diesel and Heavy Equipment – Basic Diesel	C60460
Early Childhood Education	C55220
Esthetics Technology * #	C55230
Esthetics Instructor	C55270
Food Service Technology	C55250
Horticulture Technology - Basic Horticulture	C15240HB
Horticulture Technology – Greenhouse Production	C15240GH
Horticulture Technology – Landscape Construction	C15240LC
Horticulture Technology – Landscape Management	C15240LM
Hospitality Management – <i>Hotel Management</i>	C25110HM
Hospitality Management – <i>Restaurant Management</i>	C25110RM
Human Services Technology * ##	C45380
Information Technology – Cybersecurity	C25590CB
Information Technology – Digital Media	C25590DM
Information Technology – A Plus Prep	C25590A
Information Technology – IT Foundation	C25590F
Information Technology – Transfer	C25590T
Marine Propulsion Systems	C60220
Medical Assisting * ##	C45400
Medical Assisting - Medical Billing and Coding	C45400BC
Medical Office Technology – Medical Receptionist	C25310MR
Office Administration – General Office	C25370GF
Photographic Technology	C30280
Photographic Technology – Commercial Photography	C30280CM
Photographic Technology – Portraiture	C30280PR
Social Work*	C45380SW
Welding Technology – Intermediate Certificate	C50420IW
Special Programs	Program Code
Special Credit/Visiting Student	T90990