



CARTERET
COMMUNITY COLLEGE

STUDENT HANDBOOK
2024-2025

CHAPTER: 1

ABOUT THE COLLEGE

OVERVIEW

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 purple ink, reading "Tracy Mancini". The signature is written in a cursive, flowing style.

Dr. Tracy Mancini
President

ACADEMIC CALENDAR

The Carteret Community College [Academic Calendar](#) provides important dates for the fall, spring, and summer semesters.

The following information is compiled from the Carteret CC [Academic Calendar](#) so that the most frequently used dates and deadlines are quickly and easily available.

- **Registration & Important Dates**
- **Tuition Deadlines & Payment Information**
- **Payment Plan Dates & Deadlines**

You can download a copy by clicking on the following link: [2024-2025 Full Academic Calendar](#) (PDF). Periodically review the Carteret CC [Academic Calendar](#) online for the latest, most accurate information.

MISSION, VISION, VALUES, & STRATEGIC PLAN

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.

STRATEGIC PLAN

Carteret CC's **strategic plan** is available on the college website and puts our mission, vision, and values into action for our students and coastal community.

Student Achievement of Goals & Outcomes

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](#). Carteret CC annually publishes student achievement data on the college's **website**.

Access for Students with Disabilities

Carteret Community College is committed to creating an accessible learning community where individuals with disabilities have an equal opportunity to pursue their educational goals, limited only by their abilities, not their disabilities. We strive to empower students, foster independence, and promote achievement of the student's career and educational goals. No academically qualified student with a disability will be denied access to or participation in the services, programs, and activities of the college. For more information visit the **Accommodations & Accessibility Services webpage**.

ACCREDITATION

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.

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.

PROGRAM ACCREDITATIONS

In addition to institutional accreditation, many Carteret CC programs have obtained professional accreditation, approval, or certifications as well.

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)	NC Board of Nursing Box 2129 Raleigh, NC 27602 Telephone: (919)782-3211 Website: http://www.ncbon.com	Approval	March 2016	Fall 2031	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	Fall 2031	No

Program	Name & Contact Information	Approval, Certification, or Accreditation	Date of Last Review	Date of Next Review	Negative Action Taken (Yes or NO)
Basic Law Enforcement Training (BLET)	<p>The Basic Law Enforcement Training (BLET) program is approved by the</p> <p>NC Criminal Justice Education and Training Standards Commission</p> <p>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_cjets.js</p>	Accreditation	May 2020	May 2025	No
Captain 's Licensing and Merchant Mariner Credentialing	<p>US 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/</p>	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; 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; Able Seaman- 10/31/25	No
Code Official Training	<p>North Carolina Code Qualifications Board 322 Chapanoke Road Suite 200 Raleigh, NC 27603 Telephone: (919) 661-5880 Website: http://www.ncdoi.com/osfm</p>	Approval	April 1, 2020	Indefinite, unless there is a problem	No
Cosmetology Esthetics Technology	<p>North Carolina State Board of Cosmetic Art Examiners 121 Edinburgh S Drive Suite 209</p>	Certification	October 2023	October 2024	No

Program	Name & Contact Information	Approval, Certification, or Accreditation	Date of Last Review	Date of Next Review	Negative Action Taken (Yes or NO)
Manicuring/Nail Technology	Cary, NC 27511 Telephone: (919) 736-6123 Website: http://www.cosmetology.state.nc.us .				
Detention Officer Certification	NC 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	NC Office of Emergency Medical Services 701 Barbour Drive Raleigh, NC 27603-2008 Mail: 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

Program	Name & Contact Information	Approval, Certification, or Accreditation	Date of Last Review	Date of Next Review	Negative Action Taken (Yes or NO)
Fire And Rescue Training	NC 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) 1361 Park Street Clearwater, FL 33756 Telephone: (727) 210-2350 Website: http://www.caahep.org Medical Assisting Education Review Board (MAERB)	Accreditation	September 2017	March 2026	No
Medication Aide	NC 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	September 2025	No
Nursing Assistant I	NC 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	September 7, 2023	September 2025	No

Program	Name & Contact Information	Approval, Certification, or Accreditation	Date of Last Review	Date of Next Review	Negative Action Taken (Yes or NO)
Nursing Assistant II	NC 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	March 2024	March 2025 Annually	No
Paralegal Technology	NC 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 2024	February 2025	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@mail@jrcert.org Website: http://www.jrcert.org	Accreditation	August 2015 May 2023	August 2023 Site Visit Second Quarter 2031	No

Program	Name & Contact Information	Approval, Certification, or Accreditation	Date of Last Review	Date of Next Review	Negative Action Taken (Yes or 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	NC 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

CHARTER & AFFILIATIONS

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.

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.

CARTERET CC FOUNDATION

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The Carteret Community College Foundation, Inc. is a 501(c)(3) non-profit corporation established in 1976 to support Carteret CC and raises funds to ensure all members of our community have the opportunity to achieve their goals. Through partnerships and the generosity of donors, the Foundation provides scholarships, training equipment and capital purchases, student support, and professional development for faculty and staff.

By helping students with the financial challenges of college and life, we increase student success. Learn more about giving to the Foundation on the **Carteret CC Foundation Website**.

ALUMNI NETWORK

HISTORY & GOVERNANCE

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.

The College's offerings include

- Associate degrees and certificates in career/technical fields and college transfer.
- Workforce & Continuing Education noncredit classes designed for job entry, career advancement, and personal enrichment.
- College & Career Readiness (Adult Education) noncredit classes to help individuals address any academic or language barriers to higher education.

Visit **History of Carteret CC** for more information.

An elected, twelve-member **Board of Trustees** governs Carteret CC and is responsible for strategic oversight of policies, priorities, and plans to direct the operation of the College.

Officers

Mrs. Melodie Darden, Chair
Dr. Wrenn Johnson, Vice Chair
Dr. Tracy Mancini, Secretary
Angela McMahon, 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, 2027

<u>Appointed by the Carteret County Commissioners</u>	<u>Term Expiration</u>
Mr. Doug Brady	June 30, 2026
Mrs. Dee Meshaw	June 30, 2024
Mr. Doug Starcke	June 30, 2025
Dr. Wrenn Johnson	June 30, 2027

<u>Appointed by Carteret County Board of Education</u>	<u>Term Expiration</u>
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Mr. Will Rogers.....	June 30, 2026
Mr. William “Bill” Henderson.....	June 30, 2027
Mrs. Catherine Parker	June 30, 2025
Mrs. Kelly Marek	June 30, 2024

<u>Student Government Association Representative</u>	<u>Term Expiration</u>
Ms. Jenny Maldonado-Castro	June 30, 2025

Employee Directory

For a current list of College employees, please refer to the Directory on the website.

Articulation & University Relations

Transferring from Carteret CC to a four-year university is a popular pathway for many of our students. University Transfer programs allow students to earn an associate degree while completing core coursework toward a bachelor's degree at a four-year institution. The [North Carolina Comprehensive Articulation Agreement](#) ensures a smooth transition and allow students to save thousands on the cost of college.

Carteret CC has also developed articulation agreements with several universities for many of its Applied Sciences programs. View more information at **University Transfer**.

Industry Partnerships

Carteret Community College is committed to helping the region meet its diverse and growing workforce needs. Carteret CC actively collaborates with employers and chambers of commerce to respond quickly to the region's economic needs and opportunities. These partnerships allow Carteret CC to develop programs that teach essential skills in high-demand fields and emerging technologies.

CHAPTER: 2

COLLEGE ENTRY

SECTION:

DETERMINE YOUR ELIBILITY TO ATTEND

ENROLLMENT INFORMATION

Carteret Community College maintains an “open door” policy that admits applicants who have earned a high school diploma or a High School Equivalency (HSE)/Adult High School (AHS) certificate. Admission is also open to active high school and home-schooled students who are eligible for Career and College Promise pathways.

Note: Enrollment to Carteret CC does not guarantee admissions into workforce programs that maintain additional requirements. See the ***Restricted Program Admission*** section of this catalog for more information.

Eligibility Information

You are eligible to attend Carteret Community College if you:

- Earned a high school diploma, certificate of high school completion, or High School Equivalent (HSE)/AHS certificate.
- Are 18 or older without a diploma or HSE/AHS and can prove that you are able to successfully complete college courses.
- Are a high school student participating in the [Career & College Promise \(CCP\)](#) program.

If you do not meet any of the categories above, you may contact [Admissions](#) at (252) 222-6155 to discuss any exceptional admissions standards that may apply.

Carteret CC also offers several Adult Education programs to give eligible adult learners the opportunity to take college credit courses for select in-demand careers. Visit [College & Career Readiness \(CCR\)](#) for more information.

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).

Selective Admission Programs

Due to the nature of the following 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. These programs may also have additional application requirements, such as immunizations, criminal background checks, and prerequisite courses. Visit the program website for more information and application and acceptance timelines.

- **Basic Law Enforcement Training (BLET)**
- **Associate Degree Nursing**
- **Emergency Medical Science**
- **Human Services Technology**
- **Medical Assisting**
- **Radiography**
- **Respiratory Therapy**

Students are encouraged to consult with an **Academic Advisor** for academic guidance on these programs and on any additional restricted programs not listed above.

Possible Effect of Criminal Record

When seeking to major in certain programs at Carteret Community College your ability to complete the program, be licensed or certified, or be employed may be affected if you have a prior criminal record. In such cases, the actual violation and the length of time since that violation may be the deciding factor.

Programs that require agency sponsorship and programs that require practicums, internships, or clinical experience rely on community agencies to help students fulfill that requirement. Some of those agencies may require criminal background checks prior to your being allowed into their facilities. If the participating community agency will not accept you because of a criminal record, you may be unable to continue in the program.

Programs where a prior criminal record may come into question include, but are not limited to, Health Sciences, Criminal Justice, Education, and Child Development. You should check with the program to confirm your eligibility. The College conducts pre-employment criminal background checks on all otherwise eligible financial aid applicants for Work-Study.

Applicants, such as registered sex offenders, should be aware that Carteret CC is considered a place where minors may gather for educational programs and/or activities.

High School Programs

Earn College Credits in High School

Carteret Community College offers opportunities to earn college credit, train for in-demand careers, and even complete a Carteret CC degree before your high school graduation!

To take college classes through Carteret CC's dual credit program, known as Career & College Promise, you must be a North Carolina public, private, or homeschool high school student. Prerequisites, admissions requirements, and specific course limits will apply. Contact your high school counselor or visit **Career & College Promise** for enrollment information and program pathways.

READMISSION REQUIREMENTS

Requirement to Submit a New Application

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 submit a new application.

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 Readmissions

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 be able to re-apply.

Transcript Information

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. Visit **Submitting Transcripts to Carteret CC** for more information.

Placement & Credit for Prior Learning

Carteret Community College recognizes the vast knowledge and skills of its diverse student population through prior learning assessment. This gives the College an opportunity to assess course credit for experiential learning, non-credit course completion, professional development, licensure/certification and credit-by-exam. Participants benefit from reduced program costs and time toward degree completion.

Placement & Credit for Prior Learning is a process for assessing learning gained outside a traditional academic environment. This could be learning acquired through military service, industry recognized credentials, or non-credit courses.

To be eligible to earn Placement & Credit for Prior Learning credit, a student must be currently or previously enrolled at Carteret CC and meet all admissions requirements. They should not have previously taken or attempted the course that is the same as the Placement & Credit for Prior Learning credit for which they are applying. Placement & Credit for Prior Learning credit is only awarded when it applies to Carteret CC programs of study.

- **Placement Testing**
- **Direct Placement into College Gateway Courses**
- **High School Articulation Agreement**
- **Advance Placement (AP Examinations)/ International Baccalaureate (IB Examinations)**
- **Credit for Prior Learning**
- **Industry Certification & Licensure**
- **Credit by Exam/College Level Examination Program (CLEP)**
- **Carteret CC Noncredit Hour to Credit Hour Crosswalks**

Placement Testing

For students whose unweighted high school GPA is below a 2.8, the College uses the NROC RISE placement test to determine placement in math and English, or the student can be placed into developmental English and reading courses based on the existing unweighted GPA. 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:2522226236).

Placement Test Exemption

Students or applicants who meet any waiver criteria will not need placement testing.

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 \geq	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
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.

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 or 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.

Direct 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. Students will be placed into courses based on unweighted high school GPA of 2.8 or higher or through CCRG scores.

Academic readiness may also be established 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.

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	Mathematics	22

* 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.

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.

High School Articulation Agreement

Articulation agreements between Carteret Community College and the Carteret County Public School System (CCPSS) provide a seamless academic pathway from high school into Carteret CC programs. Articulated courses are high school courses that result in the same learning outcomes as a similar Carteret CC course. The CCPSS and community college faculty have examined the course competencies and agreed upon their equivalency.

Applied Sciences Local Articulation Agreements

Program Area	High School Course Number	High School Course Title	College Course Number	College Course Title	Criteria for Credit
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 140	Culinary Skills I	Final grade of B or higher in the courses
	MH31 AND FH 10	Sports & Entertainment Marketing AND Culinary Arts & Hospitality I	HRM 110 AND HRM 240	Intro to Hospitality AND Hospitality Marketing	Final grade of B or higher in the courses

Horticulture	AP44	Horticulture II – Landscape Construction	HOR 116	Landscape Management I	Final grade of B or higher in the course AND minimum score of 90 on standardized CTE assessment
Information Technology	BI12	CompTIA IT Fundamentals	CTI 110 AND CTI 120	Web, Programming, and Database Foundation AND Network and Security Foundation	Final grade of B or higher in the course AND CompTIA Fundamentals certification
Welding	AS31 AND AS32	Agricultural Mechanics I AND Agricultural Mechanics II	WLD 110	Cutting Processes	Final grade of B or higher in the course AND minimum score of 90 on standardized CTE assessment

Process to Document Credit

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 90 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.

Table of Articulated Credit

High School Program Area	High School Course Number & Title		Community College Course Number & Title	Notes
Agricultural Education	<u>AS32 Agricultural Mechanics II</u>	=	WLD-112 Basic Welding Processes OR AGR-111 Basic Farm Maintenance	
Agricultural Education	<u>AA22 Animal Science II</u>	=	ANS-110 Animal Science	
Agricultural Education	<u>AP41 Horticulture I</u>	=	HOR-150 Intro to Horticulture	
Agricultural Education	<u>AP44 Horticulture II - Landscaping</u>	=	HOR-114 Landscaping Construction OR LSG-111 Basic Landscaping Technique	
Business and Information Technology Education	<u>BA10 Accounting I</u>	=	ACC-115 College Accounting OR ACC-118 Accounting Fundamentals I	
Business and Information Technology Education	<u>BA20 Accounting II</u>	=	ACC-115 College Accounting OR ACC-118 Accounting Fundamentals I OR ACC-119 Accounting Fundamentals II	
Business and Information Technology Education	<u>BP12 Computer Programming II</u>	=	CSC-153 C# Programming	
Business and Information Technology Education	<u>BM10 Microsoft Word and Power Point</u>	=	CIS-111 Basic PC Literacy OR CIS-124 DTP Graphics Software OR OST-136 Word Processing	
Business and Information Technology Education	<u>BM10 Microsoft Word and Power Point AND BM20 Microsoft Excel and Access</u>	=	OST-137 Office Software Applications	
Business and Information Technology Education	<u>BM20 Microsoft Excel and Access</u>	=	CTS-130 Spreadsheet	

High School Program Area	High School Course Number & Title		Community College Course Number & Title	Notes
Business and Information Technology Education	BD10 Multimedia and Webpage Design	=	WEB-110 Internet/Web Fundamentals OR WEB-120 Intro Internet Multimedia	
Business and Information Technology Education	BN20 Network Administration I	=	CTI-115 Computer Systems Foundation OR CTI-120 Network and Security Foundation OR NET-110 Networking Concepts OR NOS-110 Operating System Concepts OR SEC-110 Security Concepts	
Business and Information Technology Education	BN22 Network Administration II	=	CTS-112 Windows OR (NET-110 Networking Concepts AND NOS-230 Windows Admin I)	
Business and Information Technology Education	BF05 Personal Finance	=	BUS-125 Personal Finance	
Family and Consumer Science Education	FE11 Early Childhood Education I AND FE12 Early Childhood Education II	=	EDU-119 Intro to Early Childhood Education	
Family and Consumer Science Education	FN41 Foods I AND FN42 Foods II - Enterprise	=	CUL-112 Nutrition for Food Service	
Family and Consumer Science Education	(FN42 Foods II Enterprise OR FH20 Introduction to Culinary Arts & Hospitality) AND ServSafe certification	=	CUL-110 Sanitation & Safety AND CUL-110A Sanitation & Safety Lab	
Family and Consumer Science Education	FN43 Foods II - Technology	=	CUL-150 Food Science AND CUL-150A Food Science Lab	
Family and Consumer Science Education	FI53 Interior Applications	=	DES-235 Products	
Health Science Education	HU40 Health Science I	=	MED-121 Medical Terminology I AND MED-122 Medical Terminology II	

High School Program Area	High School Course Number & Title		Community College Course Number & Title	Notes
Health Science Education	HU42 Health Science II	=	HSC-110 Orientation to Health Careers AND (HSC-120 CPR OR MED-180 CPR Certification)	
Health Science Education	HN43 Nursing Fundamentals	=	NAS-101 Nursing Assistant I	
Health Science Education	HH32 Pharmacy Technician	=	PHM-110 Introduction to Pharmacy	
Marketing Education	ME11 Entrepreneurship I	=	ETR-210 Intro to Entrepreneurship	
Marketing Education	MM51 Marketing	=	ETR-230 Entrepreneur Marketing OR MKT-110 Principles of Fashion OR MKT-120 Principles of Marketing	
Technology Engineering and Design Education	TE21 Principles of Technology I	=	PHY-121 Applied Physics	
Technology Engineering and Design Education	TE22 Principles of Technology II	=	EGR-115 Intro to Technology OR PHY-131 Physics - Mechanics	
Technology Engineering and Design Education	TP11 PLTW Introduction to Engineering Design AND TP12 PLTW Principles of Engineering AND TP23 PLTW Civil Engineering and Architecture	=	ARC-111 Intro to Arch Technology OR DDF-211 Design Process I	
Technology Engineering and Design Education	TE11 Technology Engineering and Design AND TE12 Technology Design AND TE13 Engineering Design	=	EGR-110 Intro to Engineering Technology AND (CEG-115 Intro to Technology and Sustainability OR EGR-115 Intro to Technology OR DDF-211 Design Process I)	
Trade and Industrial Education	IC00 Core and Sustainable Construction	=	WOL-110 Basic Construction Skills	
Trade and Industrial Education	IT16 Automotive Service I AND IT17 Automotive Service	=	TRN-111 Chassis Maint/Light Repair AND TRN-112 Powertrain	Must complete MLR Task List

High School Program Area	High School Course Number & Title		Community College Course Number & Title	Notes
	<u>II AND IT18 Automotive Service III</u>		Maint/Light Repair AND AUT-113 Automotive Servicing I	
Trade and Industrial Education	<u>IM21 Cabinetmaking I AND IM22 Cabinetmaking II</u>	=	CAB-111 Cabinetmaking I	
Trade and Industrial Education	<u>IC00 Core and Sustainable Construction AND IC21 Carpentry I</u>	=	CAR-110 Intro to Carpentry OR WOL-110 Basic Construction Skills OR CST-110 Intro to Construction	
Trade and Industrial Education	<u>IC22 Carpentry II</u>	=	CST-111 Construction I	
Trade and Industrial Education	<u>IC23 Carpentry III</u>	=	CST-112 Construction II	Must receive credit for CST-111 before receiving credit for CST-112
Trade and Industrial Education	<u>II21 Computer Engineering Technology I</u>	=	CTS-120 Hardware/Software Support	
Trade and Industrial Education	<u>II22 Computer Engineering Technology II</u>	=	CTS-220 Adv Hard/Software Support	Must receive credit for CTS-120 before receiving credit for CTS-220
Trade and Industrial Education	<u>IA31 Digital Media</u>	=	DME-110 Intro to Digital Media	
Trade and Industrial Education	<u>IA32 Advanced Digital Media</u>	=	DME-115 Graphic Design Tools OR DME-120 Intro to Multimedia Appl.	
Trade and Industrial Education	<u>IC61 Drafting I</u>	=	DFT-111 Technical Drafting I AND DFT-111A Technical Drafting I Lab	
Trade and Industrial Education	<u>IC61 Drafting I AND IC62 Drafting II - Architectural</u>	=	DFT-115 Architectural Drafting OR DFT-119 Basic CAD OR ARC-114 Architectural CAD	
Trade and Industrial Education	<u>IC61 Drafting I AND IV22 Drafting II - Engineering</u>	=	DFT-151 CAD I	

High School Program Area	High School Course Number & Title		Community College Course Number & Title	Notes
Trade and Industrial Education	IV23 Drafting III - Engineering	=	DFT-112 Technical Drafting II AND DFT-112A Technical Drafting II Lab	Must receive credit for DFT-111 before receiving credit for DFT-112
Trade and Industrial Education	IC00 Core and Sustainable Construction AND IC41 Electrical Trades I AND IC42 Electrical Trades II	=	ELC-113 Residential Wiring	
Trade and Industrial Education	IC43 Electrical Trades III	=	ELC-122 Advanced Residential Wiring	
Trade and Industrial Education	IM31 Electronics I AND IM32 Electronics II	=	ELC-112 DC/AC Electricity AND (ELC-126 Electrical Computations OR EGR-131 Intro to Electronics Tech)	
Trade and Industrial Education	IM34 Electronics IV	=	ELN-131 Analog Electronics I	
Trade and Industrial Education	IC00 Core and Sustainable Construction AND IC11 Masonry I AND IC12 Masonry II	=	MAS-110 Masonry I	
Trade and Industrial Education	IC13 Masonry III	=	MAS-110 Masonry I	
Trade and Industrial Education	IM41 Metals Manufacturing Technology I AND IM42 Metals Manufacturing Technology II	=	BPR-111 Blueprint Reading AND MAC-111 Machining Technology I AND MAC-151 Machining Calculations	
Trade and Industrial Education	II11 Network Engineering Technology I	=	NET-125 Networking Basics OR NET-110 Networking Concepts	
Trade and Industrial Education	II12 Network Engineering Technology II	=	NET-125 Networking Basics OR NET-126 Routing Basics	

High School Program Area	High School Course Number & Title		Community College Course Number & Title	Notes
Trade and Industrial Education	IM61 Welding Technology I	=	WLD-110 Cutting Processes	
Trade and Industrial Education	IM61 Welding Technology I AND IM62 Welding Technology II	=	WLD-110 Cutting Processes AND WLD-115 SMAW (Stick) Plate	

Advance 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.

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

AP Credit			
AP Exam	CARTERET CC Course(s)	Credit Hours	In Score
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 exams)	FRE 211, FRE 212	6	4 on both
	FRE 211, FRE 212	6	4 Lit, 3 Lang
	FRE 211, FRE 212	6	3 Lit, 4 Lang
	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

AP Credit			
AP Exam	CARTERET CC Course(s)	Credit Hours	In Score
	**(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
Precalculus	MAT 171	4	3
Psychology	PSY 150	3	3
Spanish Language & Literature (both exams)	SPA 211, SPA 212	6	4 on both
	SPA 211, SPA 212	6	4 Lit, 3 Lang

AP Credit			
AP Exam	CARTERET CC Course(s)	Credit Hours	In Score
	SPA 211, SPA 212	6	3 Lit, 4 Lang
	SPA 211	3	3 on both
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

International Baccalaureate (IB Examinations)

Carteret Community College awards Credit for Prior Learning 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 Credit for Prior Learning 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.

Credit for Prior Learning

Criteria Governing Credit for Prior Learning

The following eligibility criteria apply to all forms of Credit for Prior Learning:

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- To be eligible for Credit for Prior Learning, a student must be a high school graduate, or equivalent, or 18 years or older, and or dual enrollment (CCP student), 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.
 - Non-Coursework Placement credit will be awarded for special credit students and dual enrollment students (CCP) who need the credit to meet prerequisites. Credit by Placement is different than Credit by Exam.

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

The following limitations apply to the awarding of Credit for Prior Learning:

- 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 Credit for Prior Learning covered in this document.

Award of credit through Credit for Prior Learning 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 Division Dean ~~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 Credit for Prior Learning.
- 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 Credit for Prior Learning does not apply.

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- 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 Credit for Prior Learning 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:
ACC 132, NC Business Taxes
ACC 140, Payroll Accounting
ACC 150, Accounting Software Applications
ACC 152, Advanced Software Applications
BIO 163, Basic Anatomy & Physiology
BIO 168 & 169, Anatomy & Physiology I & II
BIO 271, Pathophysiology
OST 138, Advanced Software Applications
OST 148, Med. Coding Billing & Insurance
OST 243, Med Office Simulation
OST 247, Procedure Coding
OST 248, Diagnostic Coding

* 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.

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

Military Training

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.

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 Excel Core AND Microsoft Excel Expert	Refer to website listed in "Industry & Licensure Certifications References"	CTS 130	3
CompTia A+	220-801 AND 220-802	CTS 120	6
Cisco Certified Network Associate (CCNA)	640-802 OR 200-120	NET 125 & NET 126	3
Security+	SY0-301	SEC 110	3
Emergency Medical Technician (EMT)	NCOEMS EMT credential with active status	EMS 110	9
NC Nurse Aide I (CNA I)	Listing on NC Nurse Aide I Registry with no substantiated findings	NAS 101/HSE 215	6/5
NC Nurse Aide II (CNA II)	Listing on NCBON Nurse Aide II Registry with no substantiated findings	NAS 102	6

QuickBooks	Current certification	ACC 150 & ACC 152	4
AIPB Certified Bookkeeper Industry Designation	Current certification	ACC 180	3
American Payroll Association Fundamental Payroll certification	Current certification	ACC 140	2

Licensures Credit		
Licensures	Credit Courses	Credit Hours
Lifeguard Certificate	PED 152	1

Credit By Examination

Students requesting to take Institutional Credit By Examination 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 Institutional Credit By Examinations must be taken before the first day of classes.

Please note:

- B. Institutional Credit By Examination is not available for every course.
- C. Institutional Credit By Examination may be administered through written, oral, practical examination, or any combination of these methods deemed

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- appropriate for the course being challenged. Students who fail a specific Institutional 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 Institutional 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 Institutional Credit By Examination.

Students seeking Institutional Credit By Examination should contact the appropriate Program Chairs for assistance. Only technical- level tests will be available. University transfer/general education courses generally will not be available. Students interested in challenging 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, Institutional Credit By Examination 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 Institutional Credit By Examination is available in the Registrar's Office.

CLEP

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.

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

CLEP® Credit			
Examination	Credit-Granting Score (C-Level)	CARTERET CC Course	Hours Credit
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

CLEP® Credit			
Examination	Credit-Granting Score (C-Level)	CARTERET CC Course	Hours Credit
Humanities	50	HUM 211 & 212	6
College Mathematics	50	MAT 143	4
College Algebra	50	MAT 171	4
College Algebra & Trig	50	MAT 171 & 172	4
Pre-calculus	50	MAT 171	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

Noncredit Hour to Credit Hour Internal Crosswalks (WCE TO CU CROSSWALKS)

Noncredit coursework can be converted to credit (credit conversion) in some circumstances. To be eligible for credit conversion, you must meet the following conditions:

- Carteret Community College offers an equivalent course that is recognized as a credit course by the _____.
- Carteret CC offers credit and noncredit courses in the same discipline.
- You successfully completed all modules for the noncredit courses in which credit would be awarded.
- The instructional program faculty approves the credit conversion.

If your noncredit coursework fulfills these conditions, contact the **Registrar's Office** to request credit conversion.

Carteret Community College awards **WCE TO CU credit** for competencies gained through successful completion of the following courses:

- **Nurse Aide I**
- **Nurse Aide II**
- **Emergency Medical Science**
- **Basic Law Enforcement Training**
- **Welding**

CCED Course Name	CCED Course #	Curriculum Equivalent Course	Curriculum Course #
Nurse Aide I	NUR-3240	Nurse Aide I	NAS-101
Nurse Aide I	NUR- 3240 plus BLS Documentation	CPR	HSC-120
Nurse Aide II	NUR-3241	Nurse Aide II	NAS-102
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
Paramedic Initial NC OEMS Certification (Initial Course)	EMS-4400	Adv. Airway Management	EMS 131
		Cardiology I	EMS 160
Basic Trauma Life Support (current certification)	EMS-3041	Cardiology II	EMS 220
		EMS Clinical Practicum II	EMS 221
Advanced Cardiac Life Support (current certification)	EMS-3048	EMS Clinical Practicum III	EMS 231
		Patient With Special Challenges	EMS 240
Pediatric Advanced Life Support (current certification)	EMS-3046	EMS Clinical Practicum IV	EMS 241
		Medical Emergencies	EMS 250
		Trauma Emergencies	EMS 260
		Life Span Emergencies	EMS 270
		EMS Capstone	EMS 285

NAS-101 Nurse Aide I

To receive Credit for Prior Learning 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 at NC Department of Health & Human Services 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 Credit for Prior Learning 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 Board of Nursing 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 Provide (CPR), which is part of the Nurse Aide I course.

Note: To receive Credit for Prior Learning 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

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.

Welding Articulated WCE to CU Crosswalk

Courses for Welding Articulated Crosswalk		
Course	Course Title	Curriculum Equivalent Course
Welding 1 & final exam (hands on and written) 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 & Final Exam (hands on and written for WLD 121	GMAW (MIG) FCA W/PLATE	WLD-121

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.

CH.2 COLLEGE ENTRY

SECTION:

FOLLOW THE ENROLLMENT STEPS

STEP 1: PREPARE & EXPLORE

Carteret Community College wants you to be well prepared to become a Carteret CC student. Explore our **Program Areas** to find an academic path that matches your career goals.

Not sure which path is best for you? Visit **Student Services** to schedule a session with a Carteret CC recruiter, who can help you with the application process and determining which program of study is the right fit.

Campus Tours

Carteret CC 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.

STEP 2: Complete the Application

To get started, click on the “Apply Now” button located towards the top of any of **Carteret CC**’s web pages and follow the steps. There is no application fee! Visit **Admissions** for more information.

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.

Step 1: Complete Your Residency Determination

The first step is to complete your [North Carolina Residency Determination](#). This is required before submitting an application for admissions to Carteret CC and establishes whether you’ll pay in-state or out-of-state tuition. Once completed, you will be assigned a Residency Certification Number (RCN). Save this number! You’ll need it for the Carteret CC admission application.

Step 2: Submit the Online Application

Next, you’ll fill out the online application, where you will be asked to select a **program of study** for your major. If you have questions or need assistance with the admission application, contact the Admissions Office at admissions@carteret.edu.

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.

Step 3: Submit your Official Transcripts

Contact all schools you have attended and request they send your official high school, GED, high school equivalency, and/or college transcripts to transcripts@carteret.edu. For additional information visit **How to Submit Transcripts to Carteret CC**.

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.

Step 4: Apply for Financial Aid & Scholarships

When your application is complete, submit your FAFSA at studentaid.gov (FAFSA code: **008081**). Most students are eligible for some type of financial aid — from grants, scholarships, loans, or work-study. Visit **How to Pay for College** to explore your options.

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.

After you have been admitted to Carteret CC, you'll receive an acceptance letter (and email) with your new student ID, student email, and instructions on how to reset your password. Activate your student email to get important official communication about the college and your classes.

STEP 3: ATTEND ORIENTATION, REGISTER, AND PAY

Once you have completed the residency determination, application, and submitted your transcripts, you are ready to proceed to the next enrollment steps:

- **Participation in a New Student Orientation.** is recommended for all new, degree-seeking students prior to registration. 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.
- **Get your Student ID.** 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.).
- **Determine course placement.** Carteret CC uses high school GPA or GED test scores to determine placement. Students with GED scores older than 2014 will be placed in transition courses unless the student chooses to take the placement test which can be scheduled through the **MAPS Center**.
- **Register for class.** Visit carteret.edu/register to check registration deadlines. First-time college students will meet with an advisor for approval 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. When you have chosen your courses, go to **Carteret Compass** to register.
- 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.

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- **Pay for your classes.** Visit **carteret.edu/tuition** for information on payment plans and deadlines. Use **Carteret Compass** to pay for your classes and check the status of your financial aid package, if applicable.

Visit [Admissions](#) for more information.

Additional Advising & Registering Information

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.

5. 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.

6. 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.

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7. **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. 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.

CH.2 COLLEGE ENRTY

SECTION:

PAYING FOR COLLEGE

OVERVIEW

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.

Visit **Tuition Deadlines & Payment Information** for more information.

TUITION RATES & FEES

Tuition is set by the North Carolina General Assembly and charged on a per-credit basis. Your residency status determines your tuition rate and some fees. See the [Residency Classifications](#) section of this catalog for more information.

The Carteret Community College Board of Trustees approves tuition and fee rates. Amounts are subject to change without notice. Refer to the [Tuition Table](#) for any updates to tuition and fees.

Important: Follow Carteret Community College's tuition deadlines to avoid being dropped from classes. Payment plans are available to help you spread out the cost. Visit [payment deadlines](#) and [payment plans](#) to learn more.

Tuition Rates

The following tuition rates for catalog 2024-25 were approved by the Board of Trustees on April 1, 2024 to remain unchanged.

Residency Status for Tuition Purposes	Per Credit Hour
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

General & Course-Related Fees

General and course-related fees are charged in addition to tuition. These fees are refundable in some circumstances. See [Refunds](#) on the website for more information.

General Fees

Fee or Charge	Amount – Description
Accident Insurance	\$1 per semester All curriculum students (full-time and part-time) are required to purchase insurance to cover accidents associated with school activities. To

	file a claim, contact the Finance and Administrative Services Offices .
Student Liability Insurance	<p>\$11 per semester</p> <p>Students enrolled in one of the following programs are required to carry liability insurance:</p> <ul style="list-style-type: none"> • Baking & Pastry • Cosmetology • Cosmetology Instructor • Culinary • Emergency Medical Science • Esthetics • Hospitality • Manicuring/Nail Technology • Therapeutic Massage <p>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.</p> <p>\$7.50 per semester – Students participating in Work-Based Learning (WBL) programs are required to carry liability insurance. WBL students should expect to pay no more than \$15.00 per academic calendar year.</p>
Campus Access Fee	<p>The Carteret CC Board of Trustees has approved a Campus Access Fee to all curriculum students enrolled on a full-time or part-time basis as follows:</p> <p>\$15 per Fall semester \$15 per Spring semester \$7 per Summer semester</p> <p>A Campus Access 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</p>

	<p>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.</p> <p>Workforce Continuing Education (WCE) students can obtain a temporary parking hangtag from the WCE offices at no charge.</p>
Student Activity Fee	<p>The Student Government Association (SGA) and Carteret CC Board of Trustees have approved a Student Activity Fee for curriculum students based on enrollment status as follows:</p> <p>Full-Time Curriculum Students -</p> <p>\$35 per Fall semester \$35 per Spring semester \$5 per Summer semester</p> <p>Part-Time Curriculum Students –</p> <p>\$20 per Fall semester \$20 per Spring semester \$5 per Summer semester</p> <p>The Student Activity Fee is required of and approved by the Board of Trustees for resident and nonresident students and 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.</p>
Technology Fee	<p>The Carteret CC Board of Trustees has approved a Technology Fee per semester (fall spring, and summer) for all curriculum students based on enrollment status and per course for all Workforce Continuing Education students as follows:</p>

	<p>Curriculum Students (Degree seeking)</p> <p>\$35 per semester for full-time students \$20 per semester for part-time students</p> <p>Workforce Continuing Education Students (non-degree seeking)</p> <p>\$5 per course</p> <p>Technology fees are required of and approved by the Board of Trustees for resident and nonresident students and 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.</p>
Graduation Fee	<p>The Carteret CC Board of Trustees has approved a Graduation Fee per semester (Fall, Spring, and Summer) for all curriculum students enrolled on a full-time or part-time basis as follows:</p> <p>\$5 per semester</p> <p>The Graduation Fee is waived for CCP students.</p> <p>The Graduation Fee is used for student awards given each year and for hosting a graduation ceremony of the quality that benefits our students and our institution.</p>
Transcript Fee	<p>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. Transcript Fees are as follows:</p>

	\$3.00 - Official <u>Electronic</u> Transcript \$5.50 - Official <u>Mailed</u> Transcripts (via USPS) Free - <u>Unofficial</u> Transcripts
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Course-Related Fees & Descriptions

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

Please refer to **course fees**.

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

RESIDENCY

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.

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

RESIDENCY CLASSIFICATIONS

Your tuition will be determined based on the following classifications:

In-State Resident - You have established legal domicile in and have lived in North Carolina for the past 12 months

Out-of-State Student - You have not lived in North Carolina for the past 12 months.

DACA Student Residency Status – **DACA students are encouraged to speak with the Financial Aid Office to determine residency status for tuition purposes. Carteret CC may have programs available to assist with paying for college expenses.**

PAYING FOR CLASSES

Payment Deadlines

Follow Carteret Community College's tuition deadlines to avoid being dropped from classes. Payment plans are available to help you spread out the cost. **Learn more about payment plans.**

Don't Miss Your Deadline!

- Check your tuition deadline to avoid losing your classes.
- If you miss your deadline, you will need to re-register for classes. We cannot guarantee seats will still be available if you have to re-register.

Payment Plans

Carteret Community College offers tuition payment plan options each semester. All payment plans require a down payment to complete enrollment. Fall and spring semester payment plans are split into four installments, while summer payment plans are split into two.

Students with pending financial aid awards or veteran benefits that are less than the total amount of their classes may choose to set up a workaround payment plan for the remaining amount due.

View more information at **Payment Plans**.

Authorize Other Users

Students may authorize another person online access to their account for payments by setting them up as an authorized user. Setting up an authorized user online does not grant Carteret Community College staff permission to discuss a student's account record with the authorized user. The student may edit or delete the authorized user at any time. Visit **Tuition Deadlines & Payment Information** for more information.

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.

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.

REFUNDS & DISBURSEMENTS

Carteret Community College deducts any debt owed to the College before issuing a refund. To receive a 100 percent refund of your tuition and fees, you must drop your class before the first class day. The “first class day” is the day the session officially begins. It may precede the first day your class actually meets. View more information at **Refunds**.

Partial tuition refunds (75%) are available after classes start, but deadlines apply. Official refund deadlines are listed below. Check the **Academic Calendar** for specific refund dates, in particular for short sessions, which may vary.

Fall, Spring, & Summer Refund Schedule	
Deadline	Percent of Tuition & Fees Refunded
Before the first class day	100%
Prior to or on the official 10% point of course	75%
After 10% point of course	0%

100 Percent Refunds

In addition to the above information, any student may receive a 100 percent tuition and fee refund if

1. the student registers for class(es) which are canceled due to insufficient enrollment
2. upon official notification, active duty military and reservists are called to active duty during a semester in which they are currently enrolled

FINANCIAL AID DISBURSEMENTS

Financial Aid disbursements for eligible 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 are 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.

Students who are owed a refund due to dropping a class(es) or the class was canceled will receive their refund in the manner by which they paid for the class. Checks will be issued for classes paid by cash or check. Classes paid by a credit card will have the refund processed back to the card on record.

Tuition Exemptions & Waivers

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: Tuition 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*
- 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.
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- 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.
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*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

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- 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.

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.

The **Financial Aid Office** administers financial assistance programs to benefit-eligible students and families who are unable to afford the cost of a college education. Not all financial aid policies and procedures are listed in this catalog. Visit **Financial Aid** for additional information including how to apply, how to receive your funds, and rights and responsibilities.

Types of Aid

Financial aid available to Carteret CC students:

Free Application for Student Aid (FAFSA)

- **Grants**
- **Scholarships**
- **Work-study programs**

FEDERAL

- **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 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.

These types may be combined in a financial aid package to help pay for educational expenses. Generally, scholarships and grants do not have to be repaid.

State & Federal Regulations

Carteret Community College complies with all state and federal regulations governing student financial aid programs. These policies can change unexpectedly in response to legislative action or U.S. Department of Education interpretation. In the event of changes after this catalog is published, the **Financial Aid Office** will comply with the most current regulations and interpretations.

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 \(FAFSA\)](https://studentaid.gov/h/apply-for-aid/fafsa) at <http://www.studentaid.gov>. <https://studentaid.gov/h/apply-for-aid/fafsa>

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

Eligibility

To qualify for financial aid, you must:

- Be a U.S. citizen or eligible non-citizen.
- Have a high school diploma or earned a high school equivalency.
- Enroll or be accepted at Carteret Community College. Your Carteret CC application must be on file.
- Major in an eligible program of study and take eligible courses.
- Meet Selective Service requirements, if applicable.
- Not be in default on any federal student loan or owe a federal grant repayment.
- Meet FAFSA criteria for financial need (for most financial aid programs).
- Maintain academic standards of progress for financial aid students.

Some factors limit financial aid:

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- If you received a full-time Pell Grant for more than six years, you are no longer eligible for this award.
 - If you are a co-enrolled or summer transfer student, you must obtain financial aid from your home college or university. Contact your home institution to request a consortium agreement that allows you to apply your financial aid to Carteret Community College classes.
 - The U.S. Department of Education established regulations to prevent fraud and abuse in the Federal Student Aid program by identifying students with unusual enrollment histories. Students who have been selected for unusual enrollment will have to appeal in order to be eligible for financial aid.
 - Further information regarding eligibility can be found on the **Financial Aid website**.

Priority Dates to Apply for Financial Aid

Because some types of funds are limited, we recommend you submit your financial aid application (FAFSA) by the priority dates. Students who submit their application after the priority dates are still eligible for financial aid but may need to pay their tuition before the payment due date.

Priority Dates for Financial Aid	
Fall start	January 1 before Fall start
Spring start	TBD
Summer start	TBD

You must check your Carteret Community College student email and/or **Carteret Compass** for important deadlines.

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.

Maintaining Financial Aid Eligibility

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.

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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.

THIRD COURSE ATTEMPT

ADDITIONAL FINANCIAL PROGRAMS

1098-T TAX REPORTING INFORMATION

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.

Carteret Community College issues an IRS 1098-T form to all students with reportable transactions during the previous calendar year. A payment is considered reportable if it relates to qualified tuition and related expenses billed during the same calendar year. The 1098-T form can be used to determine your eligibility for income tax credit. Students can log in to **Carteret Compass** to access their 1098-T form.

VETERANS' BENEFITS

Military Affiliated Student Benefits

All of Carteret Community College's associate degrees, diplomas, and college credit certificate programs are approved for use with GI BILL®. Workforce Continuing Education programs are not approved for use with the GI BILL®. To use military education benefits, contact Carteret CC's Veterans Certifying Official or visit the **Veterans Services** webpage for more information.

Certification of Military Affiliated Benefits

The U.S. Department of Veterans Affairs (DVA) requires that each person receiving GI BILL® educational benefits follow an approved course of study that will lead to an approved degree or vocational objective. A veteran may not receive payment for courses previously completed, for courses that are in excess of degree or certificate requirements, or for courses that do not apply to an approved degree or certificate. Developmental Education courses are eligible for certification if they are taken in person and if a need has been established based on assessment test results.

Transcripts Evaluated for Credit

All students receiving Department of Veterans Affairs educational benefits must submit official transcripts of all previous college education and/or vocational training to have those transcripts evaluated for credit. Veterans must also have their military training evaluated.

Academic Standards

Satisfactory academic progress (SAP) must be maintained in accordance with Carteret Community College policies. Enrollment does not guarantee eligibility for benefits. Check with the Veterans Certifying Official for details about maintaining satisfactory progress.

Support & Services

Carteret CC's Veterans Certifying Official is available to help veterans and their dependents enroll at Carteret CC, pay for college, and receive support and services to meet their college goals. Visit the **Veterans Services** webpage for information.

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.

Title 38 United States Code Section 3679(e) Compliance

In keeping with the requirements and meeting full compliance of the Veterans Benefits and Transition Act of 2018, Title 38 United States Code Section 3679(e), Carteret Community College will not impose any penalty, including but not limited to late fees or denial of access to classes, libraries, or other facilities, on a student who has been awarded and is covered by Post 9/11 (CH33) or Vocational Rehabilitation (CH31) benefits connected to the student's inability to meet their financial obligations to the institution due to the delayed disbursement funding from the VA under chapter 31 or 33.

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.

TEXTBOOKS & SUPPLIES

Students are responsible for purchasing required textbooks and supplies. The cost varies from semester to semester and from one program of study to another. Books and supplies are available from the [Carteret CC Bookstore](#) as well as other outlets.

Visit **Textbooks and Supplies** for any updates to the following information.

BUYING TEXTBOOKS

The Carteret CC Bookstore is managed by Follet Higher Education, with locations on campus and online. Each offers a wide selection of textbooks in new, used, rental, and e-book format.

ALTERNATIVE RETAILERS

You are not required to purchase your textbooks from the [Carteret CC Bookstore](#). The same textbook may also be available from an independent retailer, including an online retailer.

BUY-BACK SERVICES

Ask your bookstore about specific [buy back policies](#). Generally, you can sell your textbook back at the end of the semester if it is in good condition and still required for Carteret CC coursework.

TEXTBOOK RETURNS

Ask your bookstore about specific [return policies](#). Generally, returns are no problem with a valid receipt or packing slip for unwrapped materials.

VIEW REQUIRED & RECOMMENDED TEXTBOOKS

Once orders have been processed by the **Carteret CC Bookstore**, you can view required and recommended textbooks and materials selected by your instructor via the following methods.

- **COURSE SCHEDULE** - Click on the Bookstore Information link to the far right of the course name in the [course schedule](#).

CARTERET CC BOOKSTORE - Go to the [online Carteret CC Bookstore](#) to create a customized textbook list using your course information.

CHAPTER: 3

ACADEMIC PLANNING

SECTION:

ACADEMIC PLANNING

PROGRAM AREAS

Carteret Community College offers 12 Program Areas that unite degree-, diploma-, and certificate-seeking students based on their declared majors and areas of interest. Programs of Study within each Program Area share common transfer paths, career tracks, and ways of looking at the world. Visit **Programs & Courses** for more information.

The Programs Areas at Carteret CC are:

- **Animals & Environment**
- **Arts & Media**
- **Business**
- **Culinary & Hospitality**
- **Education & Languages**
- **Healthcare**
- **Law & Public Safety**
- **Marine Trades**
- **Spa Services**
- **Technology & Computers**
- **Trades & Mechanics**
- **University Transfer**

Each Program Area has Programs of Study with degree, diploma, and certificate pathways, or Completion Plans, designed to help you meet your academic and career goals by offering simplified, streamlined, and targeted course selection. The Completion Plans are intended to help you register for the courses you need to stay on a path to completion and success.

You must choose a Program of Study when you apply to Carteret CC but you can change to another Program of Study if your interests or goals change. Your academic advisor can help you select the Program of Study that best meets your needs. You should choose a Program of Study that fits your transfer and career plans.

If you are receiving financial aid, you must declare a major upon application to the College in order to receive your funds. To **change your program of study**, make an appointment at the **MAPS Center** to speak with an Advisor.

PROGRAMS OF STUDY

Carteret Community College offers numerous Programs of Study where you can earn an associate's degree, take transfer courses for a university, or train for workforce entry.

Explore our [Programs of Study](#) to learn more!

Animals & Environment <ul style="list-style-type: none">• Aquaculture Technology• Horticulture Technology Arts & Media <ul style="list-style-type: none">• Photographic Technology Business <ul style="list-style-type: none">• Business Administration• Office Administration Culinary & Hospitality <ul style="list-style-type: none">• Baking & Pastry• Culinary Arts• Food Service Technology• Hospitality Management Education & Languages <ul style="list-style-type: none">• Early Childhood Education• Teacher Preparation Healthcare <ul style="list-style-type: none">• Emergency Medical Science• Human Services Technology• Medical Assisting• Medical Office Administration• Nursing• Radiography• Respiratory Therapy	Law & Public Safety <ul style="list-style-type: none">• 911 Communications & Operations• Basic Law Enforcement Training (BLET)• Criminal Justice Technology• Paralegal Technology Marine Trades <ul style="list-style-type: none">• Boat Manufacture and Service• Marine Propulsion Systems Spa Services <ul style="list-style-type: none">• Cosmetology• Cosmetology Instructor• Esthetics Instructor• Esthetics Technology Technology & Computers <ul style="list-style-type: none">• Information Technology Trades & Mechanics <ul style="list-style-type: none">• Automotive Systems Technology• Diesel & Heavy Equipment Technology• Welding Technology University Transfer <ul style="list-style-type: none">• Associate in Arts• Associate in Fine Arts• Associate in Science• Associate in Engineering
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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 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 the Veterans Services webpage for additional information on the Carteret CC's VA program.

INSTRUCTIONAL MODALITIES AT CARTERET CC

Carteret Community College offers a variety of classroom and online instruction to fit student needs and support their success.

On-Campus Options.

- **In-Person/Face-to-Face (TR)**
Instruction is delivered in-person with students in attendance for class meetings.
Note: F2F options include lectures, labs, practicums, clinicals, etc.
- **Blended (BL)**
Face-to-face instruction but gives the instructor flexibility to offer up to 49% of instruction online.
- **Hybrid (HY)**
51% or more of your learning and testing will be online. Some of your instruction will be in-person.

Distance Education Options

- **Internet / Online (IN)**
Take your classes anytime, anywhere. Instruction, student support, and testing are fully online without required class times.
- **Hybrid (HY)**
51% or more of your learning and testing will be online. Some of your instruction will be in-person.
- **Hyflex (HF)**
Classes will meet at a set time, but you get to choose when to take your classes in-person and when to take them online.
- **Synchronous (S)**
Online instruction with required online meetings at specific dates and times

The enrollment and registration process is the same for distance education courses as it is for on-campus courses and Carteret CC offers fully online degree, diploma, and certificate programs. Find out if online learning is for you by visiting the [Carteret CC Online Learning](#) website for complete program information.

Semester Credit Hour (SCH) Requirements

The following are the semester credit hour (SCH) requirements for college-level awards offered at Carteret Community College:

Associate Degrees	<p>Associate in Applied Science (AAS) Degrees – Require the completion of at least sixty-four (64) semester credit hours (SCH), or a greater number if specified by the program of study, and take approximately two years to complete if you attend full time.</p> <p><u>Associate in Arts (AA) Degree</u> <u>& Associate in Science (AS) Degree</u> – Requires the completion of at least sixty (60) semester credit hours (SCH).</p> <p><u>Associate in Arts / Associate in Science in Teacher Preparation Degree</u> – Requires the completion of at least sixty (60) semester credit hours (SCH).</p> <p><u>Associate in Fine Arts in Visual Arts Degree</u> – Requires the completion of at least sixty (60) semester credit hours (SCH).</p> <p><u>Associate in Engineering (AE) Degree</u> – Requires the completion of at least sixty (60) semester credit hours (SCH).</p> <p><u>Associate in General Education-Nursing (AGE-Nursing) Degree</u> – Requires the completion of at least sixty (60) semester credit hours (SCH).</p>
Diplomas	Require 36 – 48 semester credit hours (SCH) and take approximately one year to complete.
Certificates	Require 12 – 18 semester credit hours (SCH) and can be completed in as little as one semester.

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.

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

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.

Student Success Course

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.

Carteret Community College requires all College Prep (developmental) students ACA 122 College Transfer Success course in their first semester. This requirement will ensure that you learn more about setting and pursuing your academic and career goals, managing your college course load, mastering effective study skills, and creating a realistic college plan.

Workforce Continuing Education

Carteret Community College's **Workforce Continuing Education (WCE)** division provides a variety of career/industry certificate programs to help students obtain a job or a better job *quickly* (usually within six months or less). WCE also offers **College & Career Readiness**, Professional Development, and Life Enrichment courses. These WCE programs and courses are found in most of Carteret CC's **Program Areas**. Additionally, students can register for WCE classes without completing the traditional Carteret CC enrollment process. In some cases, WCE courses can count towards a Carteret CC college degree. Students should speak to their program advisor for more information about which WCE courses may count towards a Carteret CC college degree. Program details, class schedules, and registration information is available on the **Workforce Continuing Education website**.

Training for Businesses

NC Edge Customized Training is a division of Workforce Continuing Education that provides customized training for businesses. These programs provide training in technical areas, management and supervision, employability skills, and other skills to improve job performance and productivity. WCE project managers work with individual businesses to develop custom courses and schedules that work for them. For more information, please visit [Carteret CC's NCEdge](#).

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](http://www.carteret.edu/sbc) at www.carteret.edu/sbc. We look forward to partnering with you to achieve business success!

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.

CH. 3 ACADEMIC PLANNING

SECTION:

COLLEGE & CAREER READINESS

Overview

The mission of the **College & Career Readiness (CCR)** 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. Carteret CC's CCR program 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 CCR classes.

Program Objective

The CCR 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 CCR 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 CCR office. North Carolina students outside of Carteret County or private school, home-schooled students, out-of-state students, or emancipated minors should contact the CCR 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 CCR program. Parents/legal guardians are encouraged to attend an orientation session with their student.

Fees

There are no student fees associated with the CCR Program. However, students in the High School Equivalency program must pay a testing fee of \$20 per section.

Adult Basic Education

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

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

English Language Acquisition, also known as English as a Second Language (ESL), helps adult learners gain the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States.

Through this program, you'll achieve competence in reading, writing, speaking and comprehension of the English language.

English as a second language can help you:

- Get your high school diploma or its recognized equivalent
- Transition to an American college or training program
- Find success in your job

Visit **English as a Second Language (ESL)** for more information.

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

The High School Equivalency (HSE) 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.

CH. 3 ACADEMIC PLANNING

SECTION:

Academic Communities

Special Admission Programs

Carteret CC has created six special transfer partnerships with five UNC universities. These partnerships provide eligible students with a variety of benefits that may include career, financial aid, and academic advising from both Carteret CC and UNC advisors, guaranteed admission, access to the university's campus resources, athletic events, and more.

- **Bronco Benefit** – Fayetteville State University
- **Catamount Connection** – Western Carolina University
- **Carolina Student Transfer Excellence Program (C-STEP)** – UNC Chapel Hill
- **Pathways** – UNC Wilmington
- **Partnership Teach**– Eastern Carolina University
- **Pirate Promise** – Eastern Carolina University

Please visit the **Special Admissions Programs** webpage for more information about admission requirements for each of these programs.

Honor Societies

Honor societies provide curious, highly motivated students the opportunity to become part of a diverse learning community dedicated to deep intellectual engagement. They provide Carteret CC students **opportunities to grow as scholars and leaders. Through academic achievement, charitable projects, and student activities, honor societies** enhance the student experience.

Please visit the **Student Clubs & Organizations** webpage for more information about Carteret CC's Honor Societies.

CHAPTER: 4

DEGREES & PATHWAYS

COMPLETION PLANS

Carteret Community College offers 12 **Program Areas**, making it simple to plan and follow a guided pathway to your academic and career success. Numerous programs' completion plans in these 12 areas lead to college credentials that include certificates, diplomas, two-year associate degrees, and advanced technical awards.

Each Program of Study offers degree, diploma, and certificate pathways, or Completion Plans, designed to help you meet your academic and career goals by offering simplified, streamlined, and targeted course selection. The Completion Plans are intended to help you register for the courses you need to stay on a path to completion and success.

Many of the technical programs offer short-term certificates and diplomas that are pathways to a degree, comprised of courses that will apply towards an associate degree, while also preparing you for immediate employment. Every program's completion plan is designed to assist you with successfully persisting at Carteret CC through graduation and preparing you for employment, career advancement, or university transfer.

Visit the [Online Degrees & Pathways](#) listing to access current completion plans within each Program of Study.

Please visit the **MAPS Center** to consult with an advisor to explore Carteret CC's academic and career/technical programs within each of the **Program Areas**, including **university transfer**, career, and **Workforce Continuing Education** options, and to determine the award type that is best for your academic and career goals.

Notes:

When required for a program of study, ACA 122 College Transfer Success must be taken within the first six (6) credit hours of coursework. 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.

Carteret Community College requires all College Prep (developmental) students ACA 122 College Transfer Success course in their first semester. This requirement will ensure that you learn more about setting and pursuing your academic and career goals, managing your college course load, mastering effective study skills, and creating a realistic college plan.

Some programs have restricted program admission requirements or pre-degree requirements. Contact the appropriate **program chairperson (link to directory)** for further information and guidance.

DEGREES & PATHWAYS LISTING BY AWARD TYPE

Visit Carteret Community College's **Programs & Courses** to explore the variety of programs the college currently offers, including transfer and career options. Please visit the **MAPS Center** for guidance with determining the program and award type that is best for your academic and career goals. If you are a new student, please contact **Admissions** for assistance with getting started on your path to success.

A current listing of degrees, diplomas, and certificates offered at Carteret CC are provided below by award type. To view degrees, diplomas, and certificates listed by Program of Study, refer to the Online [Degree & Pathways](#) page.

ASSOCIATE DEGREES

Associate in Arts Degrees (2)

- Associate in Arts (AA)
- Associate in Arts in Teacher Preparation (AATP)

Associate in Engineering Degrees (1)

- Associate in Engineering (AE)

Associate in Fine Arts Degrees (1)

- Associate in Fine Arts in Visual Arts (AE)

Associate in Science Degrees (2)

- Associate in Science (AS)
- Associate in Science in Teacher Preparation (ASTP)

Associate in Applied Science Degrees (29)

- Aquaculture Technology | AAS Degree
- Aquaculture Technology – University Transfer | AAS Degree
- Associate in General Education – Nursing | AAS Degree
- Associate in General Education – Health Sciences | AAS Degree
- Associate Degree Nursing | AAS Degree
- Automotive Systems Technology | AAS Degree
- Baking and Pastry Arts | AAS Degree
- Building Construction Technology | AAS Degree
- Business Administration | AAS Degree
- Criminal Justice Technology | AAS Degree
- Culinary Arts | AAS Degree
- Diesel and Heavy Equipment Technology | AAS Degree
- Emergency Medical Science | AAS Degree
- Emergency Medical Science – Bridging | AAS Degree
- General Occupational Technology | AAS Degree

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- Horticulture Technology | AAS Degree
 - Hospitality Management – Hotel Management | AAS Degree
 - Hospitality Management – Restaurant Management | AAS Degree
 - Human Services Technology | AAS Degree
 - Information Technology – Information Systems | AAS Degree
 - Information Technology – IT Business Support | AAS Degree
 - Information Technology – Software & Web Development | AAS Degree
 - Medical Assisting | AAS Degree
 - Medical Office Administration | AAS Degree
 - Office Administration – General Office | AAS Degree
 - Paralegal Technology | AAS Degree
 - Radiography | AAS Degree
 - Respiratory Therapy | AAS Degree
 - Welding Technology | AAS Degree

DIPLOMAS

- Aquaculture Technology Diploma
- Composite Boat Diploma
- Marine Service Diploma
- Cosmetology Diploma
- BLET to CJ Crosswalk Diploma
- Nurse Aide Diploma
- Hospitality Management
- Human Services Technology Diploma
- Medical Assisting Diploma
- Paralegal Technology Post Baccalaureate Diploma
- Photography Diploma
- Welding Technology Diploma

CERTIFICATES

- Aquaculture Technology Certificate
- Aquaponics Certificate
- Aquaculture Online Certificate
- Basic Automotive Systems Certificate
- Artisan Baker Certificate
- Bakery Manager Certificate
- Cake Designer Certificate
- Basic Law Enforcement Training Certificate
- Boat Building Certificate
- Composite Boat Certificate
- Marine Service Certificate
- Accounting Certificate
- Management Certificate

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- Cosmetology Instructor Certificate
 - Corrections Certificate
 - BLET to CJ Crosswalk Certificate
 - Culinary Arts Certificate
 - Basic Diesel Certificate
 - Marine Diesel Certificate
 - Early Childhood Care Workforce Certificate
 - Esthetics Technology Certificate
 - Esthetics Instructor Certificate
 - Food Service Technology Certificate
 - Basic Horticulture Certificate
 - Greenhouse Production Certificate
 - Landscape Construction Certificate
 - Landscape Management Certificate
 - Hospitality Management Certificate
 - Human Services Technology Certificate
 - Social Work Certificate
 - Substance Abuse Certificate
 - A+ Prep Certificate
 - Cybersecurity Certificate
 - Digital Media Certificate
 - IT Foundations Certificate
 - IT Transfer Certificate
 - Greenhouse & Grounds Maintenance Certificate
 - Marine Propulsion Systems Certificate
 - Medical Assisting Certificate
 - Medical Billing and Coding Certificate
 - Medical Receptionist Certificate
 - General Office Certificate
 - Photography Fundamentals Certificate
 - Commercial Photography Certificate
 - Portraiture Certificate
 - Basic Welding Certificate
 - Intermediate Welding Certificate

ONLINE DEGREES & PATHWAYS

CHAPTER: 5

COURSE DESCRIPTIONS

COURSE DESCRIPTION INFORMATION

Course Numbering System

Course codes are listed as [SUBJECT] – [COURSE NUMBER] – [SECTION].

Example: BIO-110-HYN3

Subject – BIO (Biology) See **Subject Prefix Legend** for more details.

Course Number – 110

Section – HYN (Hybrid-Night) See **Section Legend** for more details.

Subject Prefix Legend

Prefix	Subject
ACA	College Transfer Success
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

SWK	Social Work
WBL	Work-Based Learning
WEB	Web Technologies
WLD	Welding

Course Numbers

Non-Credit Courses

Courses numbered 000-099 carry institutional credit only and do not apply toward graduation requirements (non-credit). These courses are referred to as College Prep/Developmental courses.

College Credit Courses

Courses numbered 100 – 999 are collegiate-level courses and apply toward Associate Degrees, Diplomas, and Certificates.

Section Legend

Code	Description
A	1st 8 weeks – Section runs the first eight weeks of the semester
B	2nd 8 weeks – Section runs the second eight weeks of the semester
L	Late Start – Section starts after the beginning of the term
IN	Internet / Online – Instruction, student support, and testing are fully online without required class times.
BL	Blended – Face-to-face instruction but gives the instructor flexibility to offer up to 49% of instruction online.
HF	Hyflex – Classes will meet at a set time, but you get to choose when to take your classes in-person and when to take them online.
HY	Hybrid – 51% or more of your learning and testing will be online. Some of your instruction will be in-person.
S	Synchronous – Online instruction with required online meetings at specific dates and times

TR	In-Person/Face-to-Face – Instruction is delivered in-person with students in attendance for class meetings. Note: F2F options include lectures, labs, practicums, clinicals, etc.
N	Night – Classes delivered after 4:00 p.m.
W	Winter Mini Term – Section offered during Winter Break
X	Off Campus – Courses, clinicals, or web-based learning offered off campus
C	Cougars – Croatan High School Location
M	Mariners – East Carteret High School Location
P	Patriots – West Carteret High School Location

Course Descriptions

Course descriptions can be found in the [Course Catalog](#), as well as on **Carteret Compass**.

Note: Not all courses are offered every semester or every catalog year.

CHAPTER: 6

STUDENT SUPPORT SERVICES

SECTION:

STUDENT PROGRESS

Resources for Success

Carteret Community College offers the advantage of a wide range of support services. The MAPS Center (Mentoring, Advising, & Planning for Success) helps make college more manageable. Additional services are available for military veterans, high school students, students on track to transfer to a four-year university, and many others. See the [Academic Advising](#) and [Student Services](#) sections of the catalog for more information.

Also, visit **Student Services** for additional information on academic, financial, and personal resources available at Carteret CC.

Semester 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

Colleges offer courses during a prescribed term or semester. The traditional semester is 16 weeks long in the fall (mid-August through early December) and spring (mid-January through early May). How many credits you earn for a course is measured by the time and attention you put into learning. For instance, if you take a course that has 3 contact hours per week (hours during which you are in “contact” with an instructor), you will earn 3 “semester credit hours (SCH)” upon successfully completing the course. While the length of the semester may vary, a 3 SCH lecture course equates to 3 contact hours per week in a traditional 16-week semester.

In addition to traditional 16 week semesters, Carteret Community College offers sessions of various lengths including 12-weeks, 14-weeks, 12-weeks, 10-weeks, and 8-weeks. However, to ensure the same number of contact hours are achieved, the shorter session means more contact hours per week. For example, a 3 SCH course has 48 contact hours ($3 \times 16 = 48$). If you took the same 3 SCH course in a 12-week semester, you would have 4 contact hours per week ($12 \times 4 = 48$). Similarly, the same 3 SCH course in an 8-week semester would result in 6 contact hours per week ($8 \times 6 = 48$).

College courses require study time outside of the class or contact time. A general rule is that you should plan for at least two hours of study/preparation outside of class for each one hour of class time. If you take a “full load” of 12-18 SCH in a semester, that means you should plan for a total time commitment of 36 hours per week for a 12 SCH course load and 54 hours per week for a 18

SCH course load. That's why this courseload represents a "full-time" student. Many students opt for a part-time course load of 6-9 SCH because of outside work or family commitments. Plan and manage your time wisely.

An Associate Degree typically requires a student to complete 60 SCH.

Course Load

Full-Time Student

You are considered a full-time student if you register for the following minimum number of credits:

- 12 credits per semester in the fall or spring semester.
- 9 credits in the 8-week summer semester.

Maximum Course Load

You must obtain written permission from the Dean of Student Services before you can register above these credit units:

- 21 credits per semester in the fall or spring semester.
- 12 credits in the 8-week summer session.

Course Syllabus

In every class, you will receive a course syllabus either before or on the first day of class. The syllabus will provide you and your classmates with clear statements about the course expectations, requirements, and policies that will help you succeed in the class. Read through it carefully, and ask your professor about any questions you have or areas you may not understand.

Copyright & Duplication of Course Materials

7.20 Copyright & 7.21 Intellectual Property Policies

Carteret Community College has an expectation of respect for [intellectual property](#) and requires Carteret CC faculty, staff, and students to comply with federal law regarding the use of copyright-protected materials. Copyright infringement is defined as exercising exclusive rights granted to the copyright owner, without permission or legal authority, under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted materials, or downloading/uploading substantial parts of a copyrighted work without authority.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Examples include copying movies, music using peer-to-peer file-sharing technology.

Penalties for copyright infringement may include college disciplinary action, civil and criminal liability. The law requires a civil plaintiff to seek statutory damages of \$150,000 for each act of willful infringement. Criminal penalties for a first offense may be as high as three years in prison and a fine of \$250,000.

Most, if not all, other course materials—course syllabi or outlines, course bibliographies or reading lists, lecture or other supplemental handouts, review notes or outlines that are handed out, tests or individual test questions, test answers, and other instructional materials provided to students by their professor or other instructors—are also copyright-protected materials. The content of materials does not belong to the student. The student enrolled in a course has only limited permission, a nonexclusive license, to use those materials, and that permission is limited to use strictly in conjunction with that student's participation in the course in which the student is enrolled.

Following the intent of Carteret CC's [Copyright Policy](#), no instructional materials may be reproduced or disseminated by students except for the exclusive use of students enrolled in the course in which such materials have been provided. In particular, course materials may not be posted online without express written permission. Violations are subject to civil penalties or criminal prosecution under the federal Copyright Act of 1976, as amended. In addition, students who violate this rule regarding copyright infringement are subject to College disciplinary action. It is a condition of students' enrollment in courses at Carteret Community College that they respect the copyrights of others and adhere to the Copyright Policy.

Additionally, students retain copyright ownership rights to materials they create to satisfy course assignments or other course requirements (e.g., essays, photographs, audio-visual

materials, computer programs, tests) using generally available College resources. Carteret CC retains an unlimited license to use work created by students for educational purposes.

Class Cancellations

Classes may be canceled prior to the start of the semester for low enrollment. You will be notified through via student email if your class has been canceled. You will have an opportunity to either register for a different class before the semester or session starts or receive a refund.

Attendance

At Carteret Community College, we hold academic excellence in the highest regard and expect our students to embody this value. As such, adherence to the College's [Attendance Policy](#) is essential. Regular class attendance is crucial for meeting course objectives and achieving academic success.

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 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

Calculate your cumulative grade point average (GPA) by dividing the total number of grade points by the total number of credits completed. All coursework completed at Carteret Community College for which a grade of A, B, C, D, or F was awarded will be considered when calculating your GPA. Grades of WD, P, DP, AU are not considered.

EXAMPLE CALCULATION -

Course	Grade	Letter Grade Value		Credit Hours Attempted		Grade Points
ACA 115	A	4	X	1	=	4
ACC 120	B	3	X	4	=	12
ENG 111	C	2	X	3	=	6
BUS 110	D	1	X	3	=	3
BUS 135	F	0	X	3	=	0
TOTAL				14		25
				Total credit hours attempted		Total grade points earned

Divide the **total Grade Points** by the **total Credit Hours Attempted** =

$$25 \div 14 = 1.786 \text{ GPA}$$

Grade System

The grade 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:

Grade	Interpretation	Grade Points Per Semester Credit Hour
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average (may not be transferable)	1
F	Failing	0
I	Incomplete	Not Computed - If grade is not removed within the time allowed, the "I" will be changed to an F
P	Pass	Credit hours given, but no grade points earned. (P1, P2, P3)
R	Repeat	Repeat required (developmental courses only)
AU	Audit	Not computed (no grade)
WD	Official Withdrawal	Not computed (no grade)
UW	Unofficial Withdrawal	Computed as an F
T	Transfer	Credit hours awarded for course work completed with a C or better. No grade or points computed.

Incomplete Grades

In accordance with Carteret CC's [Incomplete Grade Policy](#), it is the student's responsibility to contact the instructor regarding work to be completed for the removal of the "I" grade. An Incomplete grade ("I") must be removed by the date indicated on the Academic Calendar of the following semester. Failure to do so will result in the Incomplete ("I") grade changing to an "F".

Steps to removing an "I" grade

1. The 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." **Specific dates are available on the Academic Calendar.**

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2. Program Chairs/Deans must sign the instructor's Incomplete Grade Request for Approval form which specifies the required work to be completed and 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.

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.

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.***

Dropping/Withdrawing from Courses

You may withdraw or drop, from a course or from the College with a grade of WD any time before the 10 percent date of the course. Shorter sessions have prorated drop dates, please refer to the **Academic Calendar** for specific session drop dates.

If you drop a course before its census date, or official reporting date, the course is deleted from your enrollment, does not earn any grade, and does not appear on your transcript. If you drop a course after the census date, a grade will be included on your transcript.

Reporting dates vary, so you are strongly encouraged to consult your instructor, the course syllabus, or the Carteret Community College website for the drop and withdrawal dates for your course.

Withdrawal Process

You may withdraw from a course prior to the withdrawal date. **Until you are officially withdrawn, your name remains on the class roll, and you may receive a grade of F for the course.**

To officially withdraw from a course follow the steps below:

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.
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.

FROM ACC- You will be dropped from a course if you are marked as “never attended” by the course instructor on the attendance certification roster. No grade will appear on your transcript. You may be eligible for a refund on a portion of your tuition and fees if the withdrawal occurs during the tuition refund period. If you were awarded financial aid, you may be required to repay any funds you received.

Withdrawal Consequences

Dropping or withdrawing from a course can have serious consequences that affect your financial aid, veterans' benefits, and academic standing. Consult with your instructor or advisor before dropping a class.

Visit [Withdrawals](#) for more information.

Schedule Adjustment Period

- A. 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.

CH. 6 STUDENT SUPPORT SERVICES

SECTION:

PERSISTING IN COLLEGE

Overview

Carteret Community College is committed to your personal, academic, and career goals. As a Carteret CC student, you have access to a comprehensive suite of holistic wraparound supports and services. Student supports include academic, career, financial, and personal resources designed to help you stay on track in meeting your educational goals.

(links within handbook)

- **Academic Guidance**
- **Student Support**
- **Academic Achievement/Satisfactory Academic Progress**
- **Handling Academic Problems**
- **Student Grade Disputes**
- **Non-Grade Related Academic Student Complaints**
- **Student Life**

Academic Guidance

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 and 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.

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.

Academic Advising

The MAPS Center provides comprehensive academic guidance. Academic advisors 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.

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.

Faculty Office Hours

All faculty have office hours, which are times set aside just to meet with students outside of class. Consult your syllabus to determine your instructor's office hours and plan to meet during that time. Many times, concerns about the class or your grades—or additional opportunities to learn—can be remedied with a meeting during office hours.

Student Support

Academic Advising

The MAPS Center provides comprehensive academic advising and is available to assist students to work on time management, self-advocacy, motivation, goal clarification, reading comprehension, study skills, and developing personal plans for academic success. Visit the **MAPS Center** for more information.

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.

Counseling

The mission of the Carteret CC Counseling Department is to provide holistic support for students pursuing their educational goals. Counseling services are available to support students by comprehensively addressing issues that may interfere with academic and personal responsibilities. We offer services to foster life balance, develop personal and academic growth, and help maintain a safe and healthy learning environment.

Counseling services are available on campus and are free to students.

Personal, Academic, and Retention Counseling: We provide retention counseling and resource referrals for students with academic or personal concerns impacting their ability to reach short-term and long-term goals.

Career Counseling: Through individual counseling and consultations, we help students to clarify their interests, strengths, values, and goals; explore majors and career fields; and develop a vision for their future and next steps.

Please note, that counselors do not provide clinical work/ treatment of disorders. However, counselors may provide community resources/contacts.

Visit **Counseling Services** for more information.

Financial Aid

You must reapply for financial aid every year, and you must maintain your grade point average (GPA) in order to remain in good standing to receive financial aid. Financial aid is an excellent opportunity to assist you with tuition, fees, and college expenses, so remember to visit or contact the **Financial Aid Office** to discuss your eligibility for aid and receive assistance with applying for and accepting your aid package. Visit **Financial Aid** for more information.

Jobs for Students

In many cases, students may be receiving financial aid and are eligible for work-study. Visit **Work-Study** for more information.

Additionally, there may be job opportunities for WIOA students and jobs are often associated with students' Program of Study, so they may receive career training and continue to learn while earning a paycheck.

Library Services

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.

Library services and resources include:

- Faculty librarians who provide in-person and virtual assistance
- Books and e-books
- Research databases, digital periodicals, and streaming media collections
- Desktop computers
- Printers, copiers, and scanners
- Reference assistance 24/7
- Group study rooms

Visit the **Carteret CC Library** to learn more.

Student Disability Services

Carteret Community College is committed to creating an accessible learning community where individuals with disabilities have an equal opportunity to pursue their educational goals, limited only by their abilities, not their disabilities. We strive to empower students, foster independence, and promote achievement of the student's career and educational

goals. No academically qualified student with a disability will be denied access to or participation in the services, programs, and activities of the college.

Students who have a disability (i.e. physical, mental health, learning, vision, or hearing) are encouraged to contact Disability Support Services to arrange a confidential discussion.

Visit **Disability Services** to learn more or make a request.

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.

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.

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.

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.

Student Life

Carteret Community College's Student Life encompasses campus-wide events, cultural programs, student clubs and organizations, including the Student Government Association, leadership opportunities and more.

Take advantage of meeting other students and learning and connecting with other interesting people. Visit [**Carteret CC Student Life**](#) for more information.

Technology Resources

Access to up-to-date technology is key for a successful college experience. Students can borrow equipment including laptops, calculators, even cameras. We offer free Wi-Fi across campus, including the parking lots so you can have access even outside of business hours. The [Carteret CC Help Desk](#) and tech support are here to solve your technical issues and are just a call or email away.

Visit **Technology Resources** for more information.

Use of College Information Systems

All students, faculty, staff and public patrons are responsible for using Carteret CC's technological resources in an effective, ethical and lawful manner and in accordance with the College's [Technology Acceptable Use Policy](#). 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.

TRIO Student Support Services

TRIO Student Support Services is a 100% federally funded grant program designed to provide opportunities for academic development, assist with basic college requirements, and to motivate students toward successful completion of their post-secondary education.

Services provided include:

- One-on-one guidance from a designated TRIO-Advisor
- Degree Planning & Course Selection
- Academic Coaching & Tutoring
- Counseling & Support Resources
- Transfer Planning & University Exploration
- Financial Aid, Scholarships & Grants
- Financial Literacy Education
- Skill Building Workshops
- Additional Grant Aid and/or Scholarships
- **Child Care Assess Means Parents In School (CCAMPIS) program.**

Visit **TRIO Student Support Services** to learn more.

Veteran Services

Veterans returning to college often face unique challenges. Statistics show that the best way to ensure graduation numbers are strong among veterans is to guarantee that plenty of support is provided when they re-enter the educational institution.

Our mission is to ensure all military affiliated students at Carteret CC are aware of their [veteran benefits](#), and are advised of all available resources related to their needs, and are provided the guidance and support necessary for a successful transition and enriched educational experience. Carteret CC even offers its veterans priority registration allowing for early access to enrollment.

Located on the first floor of the Bryant Student Center, the [Veteran Student Success Center \(VSSC\)](#) was beautifully remodeled and specifically designated as a place for veterans to relax, converse, and connect with other veterans. Amenities include:

- Computer work stations
- Free printing
- Television
- Kitchenette with refrigerator & microwave
- Million dollar view of Bogue Sound

Visit **Veteran Services** to learn more.

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

Workforce Innovation & Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA) exists to help students transition into sustainable employment. Students who need money for school, need to be re-trained or have been laid off from their workplace, can benefit from these services.

WIOA empowers North Carolina to train its workforce and guides how the NCWorks initiative connects job seekers to employers by offering a mix of employment, training, and job placement services.

Visit **WIOA Services** to learn more.

Academic Achievement/Satisfactory Academic Progress

Academic Achievement

Carteret Community College recognizes academic achievement at the completion of each fall, spring, and summer semester. Notification of the achievement will appear on your transcript. If your cumulative grade point average (GPA) qualifies for an achievement award, the honor will also appear on your diploma.

To be eligible for academic honors, you must complete 12 credits at Carteret CC and earn at least a cumulative 3.5 GPA or higher in your major program of study.

The following academic achievements are recognized at Carteret CC.

Academic Achievement Designations

Designation	Grade Point Average
President's List	4.0
Vice President's List	3.00-3.99

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.

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.

Academic Standards of Progress

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. Students who have attempted at least twelve (12) credit hours

and CCP students who have attempted at least six (6) credit hours but have failed to meet the standards for Academic Progress 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.

CCP Students: Academic Warning occurs when a CCP 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.

All 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.

CCP Students: Academic Probation occurs when a CCP 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.

All 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 (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.

CCP Students: Academic Suspension occurs when a CCP 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

All students must take the following steps for readmission following an academic suspension:

- Submit a written request to the Dean of Student Services for readmission following an academic suspension. The request must be received at least two (2) 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.

- If a decision is made to allow readmission, the 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.

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 – Academic Renewal (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.

Handling Academic Problems

Academic Integrity

Carteret Community College values academic integrity in the educational process. The following information is Carteret CC's [Academic Integrity Policy](#) and Disciplinary Process when the policy has been violated.

Student Grade Disputes

Non-Grade Related Academic Student Complaints

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

Student Life

Carteret CC's Student Life provides opportunities to learn, engage, and grow. We offer student activities for every interest, from student government to social clubs and community volunteerism. You can enrich your college experience with campus-wide events, cultural programs, student clubs and organizations, and leadership opportunities.

Take advantage of meeting other students and learning and connecting with other interesting people. Visit Carteret CC's **Student Life** site for more information.

Student Government Association

Carteret Community College **Student Government Association (SGA)** serves as the official voice of the student body and promotes understanding and involvement among all members of the college community.

Visit **Student Government Association** for more information.

CH. 6 STUDENT SUPPORT SERVICES

SECTION:

STUDENTS' RIGHTS & RESPONSIBILITIES

OVERVIEW

Students' Rights & Responsibilities Statement

Carteret Community College expects students to conduct themselves appropriately, assume responsibility for their own behavior, and respect the learning environment for others in the College community.

Carteret CC promotes the exchange of knowledge in an environment that enhances academic, cultural, and social enrichment for students, faculty, and staff. To ensure a respectful learning environment for all members of the College community, student rights and responsibilities are clearly defined and student discipline policies have been established. The dean of student services is responsible for administering the student code of conduct.

- **Discrimination Prohibited**
- **Student Complaints & Process**
- **Student Standards of Conduct & Disciplinary Process**
- **Title IX and the College's Prohibition of Sexual Misconduct**

Discrimination Prohibited

Carteret Community College (“Carteret CC” or “College”) is an equal education and equal employment opportunity employer and prohibits discrimination in employment at the college and access to its programs or activities on the basis of race, color, religion, sex (including gender identity, sexual orientation, marital status, and pregnancy), national origin, age, veteran status or military service, disability, genetic information or any other basis prohibited by local, state, or federal law. This includes the prohibition of discrimination, including harassment, against any employee, applicant for employment, student, or applicant for admission.

To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit discrimination in all forms. Such policies can be found at the following links:

- [Equal Employment Opportunity Policy](#)
- [Unlawful Harassment Policy](#)
- [Sex Discrimination and Harassment Policy \(Title IX\)](#)

Student Complaints & Process

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

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

- 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.
- 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.
- 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.
- 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.**

The student may appeal the final decision using the **Procedures for Student Appeal.**

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.

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

- 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.

- 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 Dean of Student Services of this alleged violation of the Student Code of Conduct as soon as possible.
- A student shall not knowingly possess an instrument of drug paraphernalia for the purpose of ingesting a controlled substance.

Rule 6. Academic Integrity

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. Prohibition of Discrimination and Harassment

The College is committed to protecting the rights and dignity of its students and does not tolerate any form of illegal discrimination or harassment. The investigative, adjudicative, and disciplinary procedures in response to complaints of discrimination and harassment are addressed in the following policies, with the exception of reports of religious discrimination.

1. [Prohibition of Sexual Misconduct](#)
2. [Prohibition of Discrimination or Harassment of Students on the Basis of Disability, Race, Color, or National Origin](#)

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.

Disciplinary Process

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.

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.

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.

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.)

- Verbal Warning- Any faculty or staff member may issue a verbal warning.
- 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.
- 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.

- 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.
- 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.
- 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.
- Loss of Credit- The appropriate Vice President may exercise the authority for the loss of course credit or grade.
- 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

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;

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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, returned 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.

Title IX and the College's Prohibition of Sexual Misconduct

In accordance with Title IX, the College does not, and is required not to, discriminate on the basis of sex in its educational programs or activities, admissions, or recruitment. The requirement not to discriminate also extends to employment.

Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The College's Policy and Procedures regarding how it responds to complaints of sexual misconduct, including Title IX Grievance Procedures, are available via the following link:

- [Sex Discrimination and Harassment Policy \(Title IX\)](#)

Contact Information:

Amanda Bryant
Title IX Coordinator
3505 Arendell Street
Morehead City, NC 28557
Direct Phone : (252) 222-6225
Email: Bryanta@carteret.edu

CH. 6 STUDENT SUPPORT SERVICES

SECTION:

STUDENT COMPLETION, TRANSFER & CAREERS

GRADUATION

Graduation Requirements

You must satisfy all of the following requirements to graduate:

- Fulfill all degree plan requirements as outlined in the Carteret Community College catalog.
- Earn accumulative, non-remedial grade point average of at least 2.00.
- Complete at least 25 percent of the degree requirements at Carteret CC.
- Completion of no more than six (6) credit hours within the degree program (10 percent of the total) by credit-by-examination.
- Ensure Carteret CC has received all official transcripts from other colleges you have attended.
- Resolve all financial obligations to the college and return all borrowed materials.
- Earn a cumulative grade point average of 2.0 on all transfer coursework used to satisfy a degree or certificate requirement.
- 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.

Consult with your academic advisor or your program's chairperson if you have questions about your degree completion plan or graduation requirements.

For more information, visit **Graduation**.

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 Application & Automatic Awards

Carteret Community College certifies graduates two times a year: in the fall and spring semesters. You are encouraged to meet with your academic advisor to complete a degree audit for the award you are pursuing and apply for graduation by the posted application deadline. Once you apply, the Registrar's Office will review your record and notify you of your eligibility to receive a degree via your student email. Your diploma will be mailed to the address on your graduation application if it is not picked up in-person within 14 days of graduation ceremony.

Graduation deadlines for each semester appear in the **Academic Calendar**. If you apply after the deadline, your application will be processed the following semester.

Carteret CC may confer awards to current and former students who have met graduation requirements and have not applied for a degree, diploma, or certificate award. If this applies to you, you will be notified via your email address on record of the credential we plan to award to you automatically. You may choose to opt out of receiving the automatic award by notifying the college by the deadline listed in your notification.

Commencement

Carteret CC holds a commencement ceremony in May. You are encouraged to participate in the ceremony after **applying to graduate**. Students who graduate in December the semester prior are invited to the May ceremony by completing the Fall Completion Application, which can be acquired from the Registrar's Office. Participation in the commencement ceremony is optional and does not constitute official graduation from the college. For more information, visit **Commencement Celebration**.

There is no fee to participate in commencement ceremonies, but candidates must wear a navy-blue cap and gown in good condition. Caps and gowns may be purchased from the **Carteret CC Bookstore**.

Graduation Honors

If you complete 12 credits at Carteret CC and graduate with a 3.5 GPA or higher in your major program of study, your academic achievement is noted on your diploma with one of the following:

Designation	Grade Point Average
President's List	4.0
Vice President's List	3.00-3.99

Catalog in Effect

Students who have not missed two consecutive semesters (excluding the summer term) may follow the degree plan requirements described in the catalog in effect at the time they first enrolled at Carteret CC. Or, if desired and requested in writing, the student may choose to follow the degree plan requirements of a later catalog in effect during their enrollment, as long as the program of study is still offered, the catalog is not more

than 5 years old, and you have officially declared the corresponding major. A student who changes programs must meet the program requirements in effect at the time of the program change.

Transfer Information

Transfer Information

If you intend to transfer your credits to a four-year college or university to obtain a bachelor's degree, begin your transfer planning in your first semester at Carteret Community College to stay on track for a seamless transfer. Visit **Transfer Services** for information about transfer planning, available resources, and special admission programs.

Articulation Agreements

Carteret CC is part of the [Comprehensive Articulation Agreement \(CAA\)](#), which is a statewide agreement governing the transfer of credits between the North Carolina Community College System and the UNC System. This agreement assures admission to one of the 16 UNC institutions under the Transfer Assured Admissions Policy to students who complete an associate in arts or an associate in science at a NC community college.

Carteret CC offers programs with [Uniformed Articulation Agreements \(UAA\)](#). These are statewide discipline-specific agreements governing the transfer of credits between the North Carolina Community College System and the UNC System. These agreements promote educational advancement opportunities and provide guarantees and protection to students who complete specific associate degrees at NC community colleges before pursuing an aligning bachelor's degree at a participating UNC System institution. UAAs are established for the following Carteret CC programs:

- **Associate in Engineering**
- **Associate in Fine Arts: Music, Theatre, Visual Arts**
- **Teacher Preparation**
- **RN to BSN Nursing**

Visit **University Transfer** for more information.

Course Equivalency Guides

The UNC System has launched a Common Numbering System (CNS) database to help students better plan their education and ensure successful transfer of course credits.

The CNS includes more than 1,600 lower-level courses from institutions in both the UNC and North Carolina Community College systems, including Carteret CC. Courses are [searchable in an online database](#), allowing students, advisers, registrars and others

to identify credits that will easily transfer between Carteret CC and UNC System schools.

Transfer Credit Limitations

Many Carteret CC courses transfer to other colleges and universities. However, a transferred course may not always apply toward your degree at the transfer college or university. Consult with an academic advisor and utilize University Transfer Guides to learn which specific courses will transfer to your intended university and major.

Reverse Transfer

Reverse transfer is a process where credits you earn at a four-year college or university after transferring from Carteret Community College are transferred back to Carteret CC to determine if you are eligible for an associate degree. You can apply to the Registrar's Office for reverse transfer, or you can provide a release to your four-year university to send your transcript back to Carteret CC.

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.

Requesting Your Carteret CC Transcripts

Unofficial Transcripts - As a current or former Carteret Community College student, you can view/print your unofficial Carteret CC transcript free of charge through **Carteret Compass**.

For more information or to submit your request for an Unofficial transcript, visit **Order a Carteret CC Transcript**.

Official Transcripts - Carteret Community College contracts with Parchment Exchange to send all official curriculum (degree) 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.

For more information or to submit your request for an Official transcript, visit **Order a Carteret CC Transcript**.

Authorizing Others to Receive Transcripts

Requests for transcripts by persons other than the student will not be honored without proof of authorization due to [Family Educational Rights and Privacy Act \(FERPA\)](#) restrictions. If someone other than you picks up your transcript, they will need a **Student Proxy Authorization** with your signature, transcript release form (available on campus), a clear copy of your official photo ID or driver's license, and their own official photo ID or driver's license.

Workforce Continuing Education Transcripts

Workforce Continuing Education (WCE), High School Equivalency, and Adult High School students may request their unofficial or official Carteret CC transcripts through the Workforce Continuing Education department.

For more information or to submit your request for an Official transcript, visit **Order a Carteret CC Transcript**.

CAREER PLANNING & EXPLORATION

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.

Alumni Network

CHAPTER: 7

CAMPUS SAFETY & SECURITY

CAMPUS SECURITY OVERVIEW

Annual Security Report/Clery Act

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.

[Annual Security Report | Clery Act](#)

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/>.

Student Right-To-Know

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.

CRIME REPORTING

Contacting the police for emergencies

Any member of the College community who needs emergency help or medical assistance while on campus, may contact police personnel, day or night, by dialing 911.

Contacting Campus Security for non-emergencies

The non-emergency number is (252) 222-6188 and contacts Campus Security.

Additionally, anyone can make a citizen's complaint or commendation. Please call (252) 222-6188 to make a complaint or commendation.

If you have been involved in an accident involving any vehicle leased or rented by Carteret Community College, you must provide Campus Security with an incident report form.

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.

ANIMALS ON CAMPUS

Located on the Bogue Sound including a 1.3 mile walking trail, Carteret Community College invites the community to enjoy the beauty of our campus. Carteret CC recognizes that animal owners may wish to share our campus with their furry friends and has developed the [Animals in Campus Policy](#) to accommodate as many four-legged friends as possible.

Service Animals

Service animals are not considered an accommodation under the ADA, and therefore do not have to have any official documentation to be on campus. Although not required, the College encourages students with service animals to notify Disability Services if they will have a service animal on campus.

If you think you may need accommodations, please make a [Request for Accommodations](#) with Disability Services.

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 [Request for 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.

Domestic Animals

Well-behaved, trained, and leashed domestic animals may visit the Carteret CC campus as prescribed in the [Animals in Campus Policy](#).

Drug-Free Environment

In keeping with its commitment to a drug-free environment, Carteret Community College presents the following information to all of its students.

Student Code of Conduct

The unlawful possession, use, consumption, distribution, sale, or manufacture of controlled substances and possession of drug paraphernalia is prohibited on any premises owned or controlled by Carteret CC. Under no circumstance will the College tolerate unlawful possession, use, distribution, sale, or manufacture of controlled substances, possession of drug paraphernalia, or the unlawful use of alcohol on campus or at College-sponsored activities other than as specifically approved by the Carteret CC President.

Visit **Student Code of Conduct** for additional information.

Disciplinary Sanctions

Students who violate these Codes of Conduct will be subject to disciplinary action up to and including expulsion in accordance with College policy **Student Code of Conduct**. In addition, provisions of the College's **Alcohol and Drug Policy** shall apply to violations of this policy.

Legal Sanctions

The use of illicit drugs by any person is illegal under both state and federal statutes. Use of alcohol by persons under 21 years of age is illegal under state law. Penalties for conviction under state and federal law include incarceration and fines. Property used in connection with illegal drugs may be confiscated. Federal student loans and grants may be denied to those convicted of a violation of a criminal drug statute.

Programs for Students Requiring Assistance

Any Carteret Community College student who has a drug- or alcohol-related problem may call upon the College for assistance. Students have access to counseling professionals for concerns regarding substance use with possible referrals to local agencies or community partners. College counselors can help you find the appropriate counseling and treatment resources if needed. All counseling services at Carteret CC are confidential.

Visit **Counseling Services** on the website for additional information.

Health Risks

The use of drugs and alcohol can have a substantial and detrimental effect on health. These effects are often permanent and can lead to severe physical and psychological impairment, disability, and premature death.

Emergency Procedures

Emergency procedure posters are located in classrooms and meeting rooms to provide information on different emergency procedures. Review these plans to learn evacuation routes, outside rally locations, and indoor shelter-in-place areas. Visit the **Emergency Management website** for more detailed procedures on general emergencies.

Carteret CC Emergency Alert

Carteret CC Emergency Alert utilizes the ReGroup Messaging System to send safety and security-related notifications via email, text message, and automated voice calls. Carteret CC Emergency Alert advise you of threats on campus, impending weather, and campus closures.

Armed Intruder/Gunman on Campus

If you witness an armed attacker on campus (or any person with a weapon) call 911 as soon as possible.

Provide the following information to the dispatcher or law enforcement official:

- Location of the active shooter or armed individual
- Number of shooters or suspects
- Physical description of suspect(s)
- Number and type of weapons in their possession
- Number of potential victims at the location

Adverse Weather

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. Students will be notified by their instructor regarding making up missed clinical and clock-hours.

Health Regulations

Communicable Diseases

"[Communicable disease](#) means an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment" according to North Carolina G.S. 130A-2(1c).

In the event of a communicable disease at Carteret Community College, the College works with the notifying local health agency and in compliance with county health department recommendations and regulations.

Parking & Transportation

Motorized and non-motorized vehicles licensed for on-road use are limited to campus roadways and designated parking areas. 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:

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

Campus Parking

Parking is available at Carteret Community College employees and students currently attending at least one course. You must obtain a Parking Permit if you park a vehicle on campus. Parking Permits are valid through the current academic year as long as the Permit holder is a current employee or student. A Parking Permit is not a guarantee of a parking space.

Obtain a Parking Permit

Parking stickers **are required** for students and may be obtained at the reception desk in the Henry J. McGee Building. All campus parking areas are regulated and patrolled by campus security.

Public Transportation

Carteret County Area Transportation System (CCATS) is an accessible public transportation service for all residents and guests of Carteret County. Anyone can ride and they make stops on our campus. Visit [CCATS](#) to learn how to ride.

Be Safe

Campus Security is available to escort students and employees to their cars, simply call (252) 222-6188. Always have your keys ready when you approach your vehicle and keep your doors locked even when sitting inside your car.

Parking Regulations, Permits, & Enforcement

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.

Sex Offender Registration

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.

Smoking on Campus

Carteret CC is responsible for providing a safe, healthy environment in which to learn. In accordance with the **College Smoking Policy**, smoking within any building owned or operated by the College, regardless of whether the building is leased to another entity or agency, is prohibited.

Smoking outside of buildings will be allowed only in areas specifically designated as a smoking area. Designated smoking areas are clearly marked and placed across campus.

Student Property

Carteret CC is not responsible for lost or damaged property. Do not leave your belongings or valuables unattended.

Lost & Found

Any unclaimed property must be turned in to Lost & Found located at the reception desk in the Henry J. McGee Building.

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.

Every effort will be made to contact the property owner via phone or email if identifying information is located on the item. 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.

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 will sign for the item in the logbook as returned.

Community Bulletin Boards

Students would wish to post items on college bulletin boards should submit materials to designated building captains for review and approval.

CHAPTER: 8

ANNUAL DISCLOSURES

OVERVIEW

Annual Disclosures

Each year, Carteret Community College (Carteret CC) is required by law to provide students and employees with notice of current pertinent policies. The following required disclosures are provided via email to students and employees each fall. Detailed information on each disclosure is available in the email publication and web locations provided.

Academic Programs Offered at Carteret CC

Accreditation & Licensure

Annual Security Report/Clery Act

Copyright Infringement

Discrimination Prohibited

Drug-Free Schools & Communities Act

Family Educational Rights & Privacy Act

Financial Aid

Graduation, Transfer & Retention Rates

Job Placement Rates for Health Sciences

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Online Academic Programs

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Students' Rights & Responsibilities

Study Abroad Programs

Textbook Information

Title IX and the College's Prohibition of Sexual Misconduct

Transfer of Credit & Articulation Agreements

Tuition & Fee Refunds

Voter Registration

Withdrawal Procedures

Academic Programs Offered at CARTERET CC

Carteret Community College (Carteret CC) offers a variety of academic and workforce-training programs that lead directly to high-demand careers or transfer to a four-year university. To find the program that interests you, visit **All Programs & Courses**. You will learn about the career, transfer opportunities, and academic degrees and pathways available in each program.

Accreditation & Licensure

Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Carteret CC also may offer credentials such as certificates and diplomas at approved degree levels.

In addition to institutional accreditation, many Carteret CC programs have obtained professional accreditation as well. Visit the **Accreditation** section in this catalog for more information.

Annual Security Report/Clery Act

Carteret Community College (Carteret CC) complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Carteret CC's Annual Security Report, published by October 1 each year, provides an overview of safety and security resources, policies, and procedures. Topics include: Carteret CC Campus Security's authority and response actions; how to report crimes and sexual misconduct; Carteret CC's response to sexual misconduct; victim support services; training and outreach; how to access the daily crime log; emergency response and evacuation procedures; emergency notifications and crime alerts; and information about Carteret CC's drug and alcohol prevention programs.

The report contains three years' worth of crime statistics, which are gathered from a variety of sources including Carteret CC Campus Security, local law enforcement agencies, and campus officials with significant responsibility for student and campus activities (known as Campus Security Authorities). These crime statistics are reported to the U.S. Department of Education.

You may view or print a copy of the Annual Security Report by visiting the **Emergency Management webpage**.

Copyright Infringement

Carteret Community College (Carteret CC) has an expectation of respect for intellectual property and requires Carteret CC faculty, staff and students to comply with the College's [Copyright policy](#) and federal law regarding the use of copyright-protected materials. Copyright infringement is defined as exercising exclusive rights granted to the copyright owner, without permission or legal authority, under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted materials, or downloading/uploading substantial parts of a copyrighted work without authority.

College network users must abide by the [Technology Acceptable Use policy](#). More specifically, users agree not to use College resources for unauthorized duplication, use, or distribution of copyrighted materials, including music and video files. Moreover, such activity is illegal under the [Digital Millennium Copyright Act](#) (DMCA) and exposes users to serious civil and criminal penalties. The DMCA is a federal law that criminalizes production and dissemination of technology, devices, and services intended to circumvent copyright protections. In addition, the DMCA heightens the penalties for copyright infringement on the Internet.

Students are subject to federal, state, and local laws, and violations of those laws may also constitute violations of the Academic Integrity and Disciplinary Process in the **Student Code of Conduct and Disciplinary Process**. In such instances, the College may proceed with disciplinary measures independent of any legal proceeding that involves the same violation. The College may also impose sanctions independently of legal authorities, even if the legal proceedings are not yet resolved, or are resolved in the student's favor.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Examples include copying movies, music using peer-to-peer file-sharing technology.

Penalties for copyright infringement may include college disciplinary action, civil and criminal liability. The law requires a civil plaintiff to seek statutory damages of \$150,000 for each act of willful infringement. Criminal penalties for a first offense may be as high as three years in prison and a fine of \$250,000.

Additionally, under the [Digital Millennium Copyright Act](#) amendments to the U.S. Copyright Act any person who circumvents a technological measure that effectively controls access to a work protected by copyright, such as by descrambling a scrambled work, decrypting an encrypted work or otherwise avoiding, bypassing, removing, deactivating or impairing a technological measure for controlling access to a work protected by copyright without the authority of the copyright owner willfully and for purposes of commercial advantage or private financial gain may be subject to fines of up to \$500,000 or imprisonment for up to 5

years, or both, for the first offense, and fines of up to \$1,000,000 or imprisonment for not more than 10 years, or both, for any subsequent offense.

EDUCAUSE has compiled references sources of legal alternatives for downloading media content. View more information at [EDUCAUSE: Legal Sources of Online Content](#).

It is a violation of copyright law to distribute a copyrighted work without the content owner's permission, even if the work was legally purchased. Users are responsible for any violation that occurs using network devices registered to your college account regardless of who downloaded it, or how it got there.

Discrimination Prohibited

Carteret Community College ("Carteret CC" or "College") is an equal education and equal employment opportunity employer and prohibits discrimination in employment at the college and access to its programs or activities on the basis of race, color, religion, sex (including gender identity, sexual orientation, marital status, and pregnancy), national origin, age (40 and older), veteran status or military service, disability, genetic information or any other basis prohibited by local, state, or federal law. This includes the prohibition of discrimination, including harassment, against any employee, applicant for employment, student, or applicant for admission. Carteret CC will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit discrimination in all forms. Such policies can be found at the following links:

- **Employee Freedom from Discrimination, Harassment, and Retaliation**
- **Guidelines and Procedures**
- **Prohibition of Discrimination or Harassment of Students on the Basis of Disability, Race, Color, or National Origin**
- **Guidelines and Procedures**
- **Prohibition of Sexual Misconduct**
- **Title IX Grievance Procedures**
- **Sexual Misconduct Investigation Procedures**

The following College official has been designated to handle inquiries regarding the College's non-discrimination policies:

Merianne Gregoriciuc
Title IX Coordinator
3505 Arendell Street,
Morehead City, NC 28557
Direct Phone: 252-222-6237
Email: merianne6922@carteret.edu
Website:

Drug-Free Environment

Family Educational Rights & Privacy Act

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Visit [Family Education Rights and Privacy Act \(FERPA\)](#) for more information.

The Office of the Registrar serves as custodian of all student records at Carteret Community College except those specifically relating to financial aid.

Contact: Admissions@cartret.edu

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

Financial Aid

The following information regarding student financial aid at Carteret Community College (Carteret CC) is available on the **Financial Aid** site:

- A description of federal, state, local, private and institutional financial assistance programs available to enrolled students.
- How to apply for student financial aid.
- The methods by which financial aid awards and distribution will be made.
- Student eligibility requirements, including standards for satisfactory academic progress.
- The rights and responsibilities of students receiving financial assistance, including the terms of any loans received, the terms and conditions of employment provided as part of a student's financial assistance, and the terms and conditions under which students receiving Direct loans may obtain deferrals.
- The cost of attendance at the institution, including tuition and fees, room and board and estimates of the costs of books and supplies and transportation.
- The requirements for refunds of tuition, fees and costs, for the return of federal funds, and for officially withdrawing from the college or classes.

Contact the Financial Aid Office for more information.

The Director of Financial Aid & Veterans Services serves as custodian for financial aid records.

Contact: Brenda Long, Director of Financial Aid & Veterans Services, 252-222-6293, longb@carteret.edu.

Graduation, Retention & Transfer Rates

Job Placement Rates for Health Sciences

The Health Sciences Division at Carteret Community College (Carteret CC) provides job placement rates for most of their high-demand career programs. These rates can be found on the Program's webpage.

Net Price Calculator

Carteret Community College Net Price Calculator

Online Academic Programs

Student Records

- 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.

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:

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- 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.

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.

Access to Student Records

The Family Educational Rights and Privacy Act of 1974 (PL93-380), commonly referred to as FERPA, provides that all records pertaining to a student that are maintained by the college must be open to inspection by the student and may not be made available to any other person without the written authorization of the student. In accordance with College [policy](#), the following procedures have been established to access student records.

Directory information

The release of information to the public without student consent will be limited to that designated as directory information. Carteret CC has designated the following information as directory information:

- Student name
- Hometown
- Major field of study or program
- Dates of attendance
- Degrees, diplomas, and awards earned

Access to directory information

Directory information is considered public record under the North Carolina Public Information Act and must be released to requestors unless you have submitted a written request to the Registrar's Office to make your directory information private.

To withhold your information, submit the Request to Withhold Directory Information form to the Registrar's Office within the first 12 days of the semester. Open Records requests made by members of the public can be filled starting after the 12th day. Any requests for directory information that are received after Carteret CC has received and processed your Request to Withhold Directory Information form will not include your information. Your request remains in effect until revoked by you in writing.

Your rights under FERPA

You have the right to inspect and review your student records maintained by the college. The college is not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. You may be charged a fee for copies.

You have the right to request that a school correct records that you believe to be inaccurate or misleading. If Carteret CC decides not to amend the record, you have the right to a formal hearing. After the hearing, if the college still decides not to amend the

record, you have the right to place a statement with the record setting forth your view about the contested information.

Generally, the college must have written permission from you in order to release any information from your student record. However, FERPA allows the college to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Parent rights under FERPA

FERPA gives parents certain rights with respect to their children's student records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Definition of Student Record

Student records at Carteret CC include any information collected, assembled, or maintained by the College and its employees. Records may be in the form of documents, writings, letters, memoranda, computer tapes, audio or video recordings, text messages, and other forms of information that directly or indirectly contain the identity of the student.

These include documents related to the following areas:

Admission applications
Academic transcripts
Clearance notes
Correspondence
Delinquent account records
Financial aid documents
Medical records
Veterans' training reports
Standardized test scores
Specialized test scores
Family background information
Transcripts of grades

Directory information

Student Records Custodian

The Office of the Registrar serves as custodian of all student records at Carteret CC except those specifically relating to financial aid.

Contact: registrar@carteret.edu

Students' Rights & Responsibilities

All Carteret Community College (Carteret CC) students hold certain rights and privileges together with corresponding duties and responsibilities. Visit the **Students' Rights and Responsibilities – Overview** section in this catalog for more information.

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:

- 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.
- Free inquiry, expression, and peaceful, nonthreatening assembly are guaranteed to all students.
- No disciplinary sanctions other than verbal warning and written reprimand may be imposed upon any student without due process.
- 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.
- 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.
- 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.

Contacts: Lewis Stroud, Dean, Student Services, 252-222-6021, strouds@carteret.edu.

Textbook Information

Title IX and the College's Prohibition of Sexual Misconduct

Transfer of Credit & Articulation Agreements

Tuition & Fee Refunds

Withdrawal Procedures

If you want to drop or withdraw from a class after it has started, you must complete certain steps. Unless you take these steps, you will remain enrolled in the class even if you do not attend. For withdrawal procedures, visit **Withdrawals**.



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