

 *Edgecombe*  
COMMUNITY COLLEGE



*Student Handbook*  
**2016–2017**



Dear Students,

In January 2016, Edgecombe Community College's new Biotechnology and Medical Simulation Center opened on the Rocky Mount campus. This facility ushers in a new model for health care education – realistic training through the use of patient simulators.

The college will be able to expand and prepare the next generation of health care workers in this state-of-the-art facility equipped with the latest technology. This new construction is evidence of the college's commitment to student success. Our goal is to provide students with training that is both relevant and life enhancing.

We are delighted that you have chosen Edgecombe as your educational home. Our faculty and staff will do all that they can to help you achieve your goals. Instructors are credentialed and experienced. Four percent of our instructors hold doctorate degrees, and 61 percent hold master's degrees. All of our instructors are dedicated to making your classroom and extracurricular experiences as rewarding as possible.

The college has outstanding support services in tutoring, counseling, academic advising, and financial aid. Staff will provide you with the information you need while you are enrolled at Edgecombe. Services are available to you at no additional charge. Please allow staff to help you.

This student handbook is the college's way of ensuring that you have relevant information available to you as you navigate your way through college. Please become familiar with the policies and procedures that follow: an understanding of them will help you be successful at Edgecombe.

Have a wonderful year. I look forward to seeing you and to hearing about your accomplishments.

Sincerely,

A handwritten signature in cursive script that reads "Deborah Lamm". The ink is dark and the signature is written in a fluid, personal style.

Deborah L. Lamm, Ed.D.

President



***Get More Than An Education.  
Get The Edge.***

**[www.edgecombe.edu](http://www.edgecombe.edu)**

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## **COLLEGE MISSION STATEMENT**

Edgecombe Community College is a comprehensive two-year institution dedicated to fulfilling the educational, training, and cultural needs of the communities we serve.

### **Student Services Purpose Statement and Goals**

The Student Services Department is available to assist students in accomplishing their educational goals and fostering their academic, personal, and social development through opportunities for involvement.

#### **Goals**

1. Provide a supportive and caring atmosphere so that students will experience satisfaction with our services.
2. Empower students to be responsible, set goals, and be motivated to reach them.
3. Provide accurate and timely information to our customers.
4. Provide an atmosphere for personal and professional growth.

## **EQUAL OPPORTUNITY STATEMENT**

Edgecombe Community College is an equal opportunity institution. The college is fully committed to the principles and practices of equal employment and educational opportunity for all people. The college declares that it does not practice or condone discrimination in any form against applicants, students, or employees on the basis of race, color, religion, sex, gender, age, national origin, disability, political affiliation, or gender information.

## **ACCREDITATION**

Edgecombe Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates, diplomas, and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Edgecombe Community College.

## **STUDENTS WITH DISABILITIES**

The college recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 to provide equal access to education for students with disabilities. Support services are available to the hearing impaired, visually impaired, orthopedically handicapped, and learning disabled, as well as to students with other health impairments. Students who are in special need should contact the Student Services Department.

Documentation of a disability must be on file at the college before accommodations can be provided. Individuals who require reasonable accommodations for a disability should make this requirement known to the American Disabilities Act (ADA) counselor as soon as possible (preferably at least 30 days prior to the scheduled date for the program, service, or activity) so that the college has time to make appropriate arrangements. Individuals accompanied by a personal assistant while on campus must provide the ADA counselor with documentation that includes sufficient reasons for the assistance.

## **HANDBOOK CHANGES**

In publishing this handbook, Edgecombe Community College has strived to provide students with the most accurate information about the College and its policies. The handbook reflects information that was accurate through May 25, 2016.

The provisions of the handbook are not to be regarded as an irrevocable contract between students and Edgecombe Community College. The College reserves the right to make changes in the regulations, fees, and procedures announced in the publication. Every effort will be made to minimize the inconvenience such changes create for students.

## WHERE TO GO WHEN YOU WANT TO KNOW

Topic	Contact
General Admissions	All Counselors
Advising Centers	Kenneth Jones
Nursing (LPN and RN)	Nancy Hobbs
CT/MRI	Camille Richardson
Health Information Technology	Johanna Underwood
Medical Assisting	Samanthia Phillips
Radiography	Camille Richardson
Respiratory Therapy	Samanthia Phillips
Surgical Technology	Samanthia Phillips
Funeral Services	Tony Rook
Dental Hygiene	Tony Rook
Dental Assisting	Tony Rook
Readmission	All Counselors
High School Programs	Shawn Dawes
Placement Testing	<ul style="list-style-type: none"> <li>• <i>Rocky Mount</i>: Tammy Lane, Kevin Lynch</li> <li>• <i>Tarboro</i>: Kara Norris, Charlotte O'Neal</li> </ul>
Financial Aid	<ul style="list-style-type: none"> <li>• <i>Rocky Mount</i>: Trina Bridges, Crystal Johnson</li> <li>• <i>Tarboro</i>: Teresa Bottoms, Linda Sledge, Sherlock McDougald</li> </ul>
Veterans' Affairs	<ul style="list-style-type: none"> <li>• <i>Rocky Mount</i>: Trina Bridges</li> <li>• <i>Tarboro</i>: Teresa Bottoms</li> </ul>
Orientation	Samanthia Phillips
Recruitment	Camille Richardson
Appeals	<ul style="list-style-type: none"> <li>• <b>Academic</b>: Divisional Deans</li> <li>• <b>Attendance</b>: Tony Rook</li> <li>• <b>Conduct</b>: Michael Jordan</li> <li>• <b>Satisfactory Academic Progress</b>: Sherlock McDougald</li> </ul>
Early Alert	Johanna Underwood
Disability Services	Johanna Underwood
Child Care Assistance	Johanna Underwood
Residency Status	Tony Rook
Student IDs	<ul style="list-style-type: none"> <li>• <i>Rocky Mount</i>: Kevin Lynch</li> <li>• <i>Tarboro</i>: Charlotte O'Neal</li> </ul>
Graduation	Charlotte O'Neal
Transcript Evaluations	Cathy Dupree
Proficiency Exams/Advanced Placement	Cathy Dupree
Tutoring	Samantha Spencer
Student Records	<ul style="list-style-type: none"> <li>• <i>Rocky Mount</i>: Tammy Lane, Kevin Lynch</li> <li>• <i>Tarboro</i>: Kara Norris, Charlotte O'Neal</li> </ul>
Work-based Learning	Michael Starling
Student Activities, Clubs, and Organizations	Samanthia Phillips

## **SERVICES FOR STUDENTS**

### **Career**

Career Services assists students and graduates with the career exploration process. Students or graduates who wish to talk with a professional staff member about career plans may make an appointment. Professional staff is available to assist students in choosing a major, assessing skills and interests, exploring information about jobs, arranging interviews, analyzing resumes, developing interviewing skills, and determining job-hunting strategies.

Students are encouraged to begin the job search process at least six months before graduation and to contact the North Carolina Division of Workforce Solutions for assistance in their job search.

### **Childcare**

The Child Care Financial Assistance Program at ECC was established by funding from the North Carolina Community College System and the Carl Perkins Grant. The program is intended to serve student parents who need assistance paying their child care costs in order to attend ECC. It is not the intention of this program to refer or direct students to child care services. Student parents enter into child care arrangements of their own free will. The college's role is to provide financial assistance to students.

Student parents must complete an "ECC Child Care Financial Assistance Program Application Form" available in Student Services. Applicants must have a Student Aid Report on file with the Financial Aid Office and must have completed all requirements for admission to ECC.

Applicants are notified by email regarding their application status. Approval is based on eligibility and availability of funds. If aid is awarded, student recipients need to schedule an appointment with the Child Care Coordinator to review the award and sign the agreement forms.

### **Counseling**

Guidance and counseling services are an integral part of the Student Services Department at Edgecombe Community College (ECC). Staff members of the department are individuals of varying backgrounds who are professionally trained and hold at least a master's degree in the counseling area. Counselors are available on each campus to help students become more self-knowing, self-reliant, and directive by offering the following services:

1. Appraising, organizing, and evaluating information such as transcripts, placement test scores, and interviews with students and instructors to determine proper placement and to assist students toward self-knowledge needed for decision making and planning.
2. Providing professional counseling services to students in clarifying basic values, attitudes, interests, and abilities; assisting in all phases of decision making; assisting in formulating vocational educational plans and progress; and providing appropriate resources for more intensive and deep-seated personal problems.
3. Providing information pertinent to the selection of courses, occupational prerequisites, transfer requirements, availability of resource agencies, and other areas of concern to students.
4. Providing community services through vocational and educational counseling and other student personnel services to youth and adults in the community.
5. Disseminating information by brochures, counselor visitations, conferences, or direct correspondence; encouraging school attendance; fostering understanding of requirements for admission and for special curricula; developing proper attitudes; and contributing to student

- decision making and planning.
6. Providing information on loans, scholarships, grants, part-time jobs, and other resources for students who need financial assistance.

## **Disability**

### **Policies and Procedures for Receiving Accommodations for a Disability**

ECC recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 to provide equal access to education for students with disabilities. Support services are available to the hearing impaired, visually impaired, orthopedically handicapped, learning disabled, and those experiencing other health impairments. It is the students' responsibility to request reasonable accommodations and provide written documentation in a timely manner.

### **Student Rights**

1. Equal access to courses, programs, services, jobs, and activities offered by the college
2. Equal opportunity to work, learn, and receive accommodations, academic adjustments and/or auxiliary aids and services
3. Confidentiality of information regarding their disability as applicable laws allow
4. Information available in accessible formats

### **Student Responsibilities**

1. Meeting of qualifications and maintenance of essential institutional standards for the programs, courses, services, and activities
2. Self-identification of disability status in at least 30 days prior to the scheduled date for the program, service, or activity) so that the college has time to make appropriate arrangements
3. Provision of disability documentation from a qualified professional that reflects students' current disability status and the way their disability limits participation in courses, programs, services, and activities
4. Following of published procedures for obtaining academic adjustments and/or auxiliary aids and services
5. Payment for all testing and evaluations required for documentation, if necessary

### **Americans with Disabilities Act**

The Americans with Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection from discrimination to individuals on the basis of disability. The ADA extends civil rights protection for people with disabilities to employment in the public and private sectors, transportation, public accommodations, services provided by state and local government, and telecommunication relay services. Appropriate accommodations for students with disabilities are mandated, and modifications must be made as needed in policies, practices, and procedures that assure accessibility of examinations and courses. This mandate includes all aspects of academic and nonacademic activities, including admissions and recruitment, admission to programs, academic adjustments, financial assistance, and counseling.

**Statement of Self-Advocacy**

The college promotes student self-advocacy. This philosophy promotes independence and develops the skills students need to function successfully in the world of work. The mission of ECC's Disabilities Services is to adapt ECC's general services to the individual and specialized needs of students with disabilities in order to provide equal access to all programs and facilities for "otherwise qualified" students with disabilities. The goal is to integrate students with disabilities into the college and to help them participate in and benefit from the programs and activities enjoyed by all students.

Students who need disability accommodations must initiate contact with the disability services counselor. Federal law does not permit the college to collect information about a person's disability during the admissions process. Therefore, it is the student's responsibility to identify themselves and request services. Students must provide specific documentation of disabilities. All documentation and information regarding students' disabilities is kept confidential. The disability services counselor will coordinate discussions with instructors to determine any special needs in a specific setting.

**Process for Receiving Accommodations**

Persons who wish to apply for accommodations for a disability should complete the following steps:

1. See the Student Support Counselor in the Student Services Department.
2. Complete and sign an "Accommodations Request and Release Form."
3. Provide documentation as described below in "Documentation Guidelines."

Appropriate information is released to faculty once the above steps have been completed. Accommodations are provided in accordance with the specific needs of students based upon the documentation of the disability. The Student Support Counselor will guide the student through the process of gathering appropriate documentation.

**Documentation Guidelines**

Documentation has two main purposes: to establish that individuals have a disability and to describe and document the functional impact of the disability for use in establishing the need for and design of accommodations. Documentation is used to evaluate requests for reasonable accommodations and/or auxiliary aids. The evaluation process includes the impact of the documentation on the goals and standards of the program, course, and/or activity.

Once the documentation has been reviewed to establish the disability and its functional impact on education, recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or other support services are considered.

**Disability Harassment Policy**

ECC prohibits any form of disability harassment involving any of its employees in the employment relationship or involving any college employee and a student of the college in the college relationship, whether it is in the form of a college employee harassing a student with a disability or a student with a disability harassing a college employee. The college has a firm belief and has established a policy that all employees are entitled to work and all students are entitled to learn in an environment free of discrimination based on a disability. Any act, comment, or behavior which is of a harassing nature and which in any way interferes with an employee or a student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited. Students or employees who feel they have been subjected to harassment due to a disability may file a complaint with the Vice President of Student Services.

Complaints involving the Vice President of Student Services should be filed with the President.

**Disability Grievance Procedure**

Students have the right to appeal any decisions about accommodations, discrimination, and/or harassment by using the non-academic grievance procedure.

**Health Services and Standards**

Student health services are not provided on campus. Students should seek medical attention from an area healthcare facility or provider.

Students with communicable diseases may be prohibited from registering for classes when health records indicate that their attendance would be detrimental to their health and safety or to the health and safety of other persons with whom they may come in contact. After recovery, students may be registered for classes.

Students who have significant health conditions or limitations who require special accommodations are encouraged to inform the Disability Services Coordinator prior to the beginning of each semester.

When deemed appropriate by the Vice President of Student Services, faculty advisors, instructors, and/or counselors are notified of students identified as having significant health conditions.

Certain programs have technical standards that must be met for admission to the program. Technical standards are defined as physical, mental, social, and psychological requirements needed for educational training. Those standards are required in order that students not be a danger to themselves or others with whom they come in contact in the pursuit of their educational objectives.

The college seeks to assist students who have special health conditions or limitations in the attainment of their educational goals. Services are provided in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In the event of accident or illness, the Student Services Department or the Business Office should be notified immediately. First aid is provided by college personnel in accordance with their capabilities. First aid kits are located in the reception area in the Barnes building, Student Services, upstairs in the Basic Skills area, all floors in the Biotechnology and Health Simulation building and the Cosmetology building on the Rocky Mount campus. Automatic electronic defibrillators (AED's) are located in the reception area on the Rocky Mount campus, at front of the auditorium, upstairs in the Basic Skills area, first floor of the Biotechnology and Health Simulation building and the Cosmetology building on the Rocky Mount campus. First aid kits and AED's are located in buildings A, B, C, D, E, H and the Cosmetology building on the Tarboro campus.

Students who become ill, are injured, or develop health problems requiring professional attention are referred to the emergency room at the most convenient hospital or to a local physician in accordance with instructions given by students or their family. In an emergency situation that requires immediate attention, students may be taken directly to the hospital by the rescue squad.

Environmental health and safety on the campus are the responsibility of the Vice President of Administrative Services.

### **Tutoring**

The Tutoring Program assists students who are experiencing academic difficulties in curriculum courses. Tutors provide additional individualized instruction and support necessary to help students achieve academic success at the college. Tutors provide assistance with study skills, test-taking skills, and class content. Students may request tutoring assistance for any curriculum course by contacting the Curriculum Learning Center on either campus. There is no fee for tutoring services. The Tutoring Program employs qualified individuals as tutors. Please contact the Curriculum Learning Center (CLC) for more information.

### **ORIENTATION**

*START @ ECC (Student Transition Advising and Registration Time)*, New Student Orientation, takes place the first day of early registration for fall, spring, and summer semesters and other days agreed upon by College officials. The first half of the orientation consists of an information session discussing topics such as advising, the registration process, drop/add rules, disability services, the tutoring program, student clubs, financial aid and foundation/scholarships, bookstore and parking passes, the library, security, and faculty and classroom expectations. Counselors are also introduced. The second half consists of registering for classes, visiting the Financial Aid Office, signing up for the placement tests and taking a campus tour.

New Student Orientation is required so students learn important college services and policies and can be successful at ECC. Online orientation is also available through the College's website.

### **BOOKSTORE**

Textbooks can be bought and resold at the college bookstore, a non-profit service of ECC. School supplies, sportswear, and gift items are also available. A bookstore is located on both campuses.

### **GRADUATION**

A commencement exercise to award degrees, diplomas, and certificates is held at the end of the spring semester. The specific date for commencement is listed in the college calendar. All students receiving degrees, diplomas, and certificates are expected to attend commencement exercises. The following requirements have been established for students to participate in commencement:

1. Students must complete all course requirements as outlined in their curricula. Graduates must have earned at least a 2.0 grade point average in courses presented for graduation.
2. Students should see their advisor to complete a "Graduation Request Form."
3. Students must be recommended by the chair of the department in which they complete their major work.
4. Students must fulfill all financial obligations to the college and return all borrowed library books and materials.
5. Students must complete the Career Readiness Certification exam prior to graduation.
6. Students must wear the appropriate cap and gown attire.

## **STUDENT LIFE**

### **Student Activities, Clubs, and Organizations**

ECC recognizes the importance of student activities for retention of students. The college provides programs developed in response to student requests and needs. A large portion of responsibility for campus affairs lies with the Student Government Association. The students plan and present many co-curricular campus activities. Activities vary from semester to semester depending upon student choice. More information about student activities is available in the Student Services Department.

### **Procedure for Starting New Student Clubs/Organizations**

When a group of students recognizes a common interest which it wishes to strengthen through formal organization, a written proposal should be submitted to the Dean of Students. The proposal should show the need for the organization, its purpose, its goal and/or objectives, number of persons interested, the name of the advisor, and the constitution or bylaws.

1. If faculty, staff, or students are interested in starting a club for students, they should contact the Dean of Students for further information.
2. If the Dean of Students agrees to the formation of the organization, the group presents the proposal to the Executive Board.
3. If the Executive Board agrees to the formation of the organization, its representative presents the proposal to the Student Government Association for final action.

If the proposal is approved, the Student Government Association grants recognition, conferring all the privileges and responsibilities accorded similar organizations.

### **Student Government Association**

The purpose of the Student Government Association (SGA) is to promote in students a personal sense of pride in and responsibility to the college and to accept their democratic responsibility as American citizens. All established clubs and organizations on campus must first be recognized by the SGA Executive Board. All established clubs and organizations must have advisors. You can find a complete list of all ECC clubs and organizations and current advisors under the Current Students tab on the College's homepage.

The SGA is composed of a representative from each curriculum and an elected president and vice president. All students who pay the activity fee are eligible to attend SGA meetings. Participation is open to all students without regard to race, gender, age, creed, color, religion, national origin, or disability. The SGA acts as an intermediary between the student, college, faculty, and administration. Through the Association, each student has a voice in student affairs. The SGA is responsible for organizing, approving, and funding all SGA activities. The activity fee pays for student activities.

The Dean of Students appoints the advisor to the SGA; this advisor supervises all SGA activities and meetings. The duties of the SGA advisor are as follows:

1. Oversee the governing of the SGA in an advisory capacity (nonvoting).
2. Attend all SGA meetings and functions.
3. Accompany the SGA members to all meetings and conferences.
4. Serve as a liaison between the SGA and Business Office concerning the disbursement of funds.
5. Provide training in the development of leadership skills for SGA members.

### **Phi Theta Kappa**

Phi Theta Kappa is an honor society whose purpose is to recognize and encourage scholarship among two-year college students. This honor society provides the opportunity for the development of leadership and service, for the exchange of ideas and ideals, and for stimulation of interest in academic excellence. To be a member of Phi Theta Kappa students must meet the following qualifications:

1. Be enrolled at ECC
2. Have completed 12 credit hours in an associate degree program
3. Have a cumulative grade point average of 3.5 or higher
4. Adhere to the ECC student code of conduct

Once these qualifications have been met, students are invited to be members and to participate in various service and scholarship activities. New members of Phi Theta Kappa are inducted into this honor society each year. Being a member of Phi Theta Kappa affords students numerous benefits and opportunities. Some of these benefits include the following:

1. Golden Key Pin
2. Membership Certificate
3. Phi Theta Kappa Transfer Directory
4. Phi Theta Kappa Seal on Diploma
5. Golden Tassel for Graduation
6. Scholarship Information and Opportunities
7. Regional Conferences and Leadership Development Program
8. International Conventions
9. Honors Institutes (Opportunity to meet distinguished professionals)

### **Ambassador Program**

ECC Student Ambassadors is an honorary group of students who represent the college at special events on campus and in the community. Students from diverse areas of the college who have a variety of career goals and experiences are selected. These students possess leadership potential, communication skills, and high academic standards. Each ambassador serves for one year with the option to renew for the second year with the selection committee's endorsement. For their service to the College, Ambassadors receive \$250 in the fall semester and \$250 in the spring semester, a professional sweater and polo shirt to wear at Ambassador functions, and an Edgecombe Community College Ambassador name badge. The Ambassadors participate in a leadership program throughout the year and discuss topics such as public speaking, time management, etiquette, resume writing, and interview skills. The Student Ambassadors serve as tour guides as well as hosts/hostesses at official Edgecombe Community College and Foundation events and activities, assist with recruitment of potential students, speak to groups on the behalf of the College, and assist during New Student Orientation, registration, and graduation. Ambassadors are expected to perform these services in both day and evening hours and on both campuses. The program is advised by a counselor in the Student Services Department.

To become an ECC Student Ambassador, a student must meet the following requirements:

- Must have and maintain a 3.25 grade point average.
- Must have completed 15 hours of course work before the application deadline.
- Must complete an Ambassador application and meet the deadline for applying.
- Must submit two completed Faculty Nominations.
- Must be interviewed and selected by a selection panel.
- Must sign a contract accepting responsibilities of being an ECC Student Ambassador.
- Must participate in an orientation and monthly meetings.

### **BUTTERFLIE**

BUTTERFLIE (Building Unity through Teamwork, Empowerment, Respect, Friendship, and Leadership to Inspire Excellence), a program designed to mentor minority females, was implemented during the fall of 2006. The program focuses on issues such as motivating and assisting the minority females enrolled at the college. It also helps those involved develop skills in time management and leadership. This program focuses on touching the lives of females who are aspiring to succeed and excel. Another priority of the program is to inspire women and to demonstrate support of the students enrolled in the college.

### **Criminal Justice Club**

The Edgecombe Community College Criminal Justice Club works to recognize and promote scholarship among students engaged in preparation for professions in the criminal justice system, and provide a forum for keeping abreast of new developments in criminal justice.

### **Edgecombe Radiography Student Organization (ERO)**

Edgecombe Radiography Student Organization is an educational organization for full-time program radiography students. The objectives of ERO are to promote professional growth and leadership characteristics by participation in community projects and professional activities, encouraging membership prior to graduation. Continuing education is required for professional certification and membership and participation at professional meetings is the best practice for obtaining continuing education credits. It also allows for a peer support group and the opportunity to experience local, state and national professional activities and seminars.

ERO raises funds to support professional and graduate activities, encouraging team work and enhancing leadership skills.

### **EMPAC**

EMPAC (Empowering Males with a Purpose to Achieve and Celebrate) is a mentoring program that empowers minority males to assist one another with the development and enhancement of maturity skills needed to be role models at home, in school, and in the community. EMPAC hosts workshops and assists in community service projects. The goals of EMPAC are as follows:

1. Increase retention and graduation
2. Increase personal development
3. Raise social and civic awareness
4. Promote leadership development
5. Promote cultural awareness and diversity
6. Access resources to meet life's challenges

### **Health Information Technology (HIT) Society for Students and Alumni**

The purpose of this society is to enhance and support the lifelong learning process of students and professionals in Health Information Management Association (HIMA) with a vision of quality and customer satisfaction.

The following goals guide the work of the society:

1. To establish a mentoring program for the sharing of educational and professional life experiences between alumni and HIT students.
2. To maintain an effective and timely communication exchange regarding the dynamic changes in the profession and impact of those changes on the HIT educational program through a variety of mediums. Those mediums include an online discussion forum, email, the *HIT Society Newsletter*, and HIT Web site development.
3. To provide financial support through the HIT Society Educational/Scholarship Program, which assists dedicated students desiring to enter the Health Information field and supports leading edge

educational offerings.

4. To establish a viable medium for collecting and maintaining measurable data concerning ECC HIT graduates through continued contact.
5. To provide a local medium for coordinating education events through informal roundtable discussions and/or formal workshops/seminars based upon immediate identified needs.
6. To provide an ongoing mechanism for “consumers” of the ECC HIT program to have direct input in continuous improvement of the effectiveness of the program.

#### **Human Services Organization**

The ECC Organization for Human Services is an educational organization for students interested in human services issues. The objectives of this organization include creating a professional network for Human Services students and graduates; providing students with a peer support group; encouraging students to become active in human services prior to graduation by volunteering in the community and coordinating education programs; allowing students to offer informative presentations and workshops to ECC and the public; and enabling students to be a part of a statewide, regional, and national human services organization.

#### **International Club**

The purpose of the International Club is to promote global and cultural awareness among the ECC community, to encourage students from other cultures to share their cultures with our community, to foster acceptance of students with diverse backgrounds, and to raise community awareness by providing learning opportunities and resources about issues of global importance. Membership is open to all interested parties.

#### **Phi Beta Lambda**

PHI BETA LAMBDA is the national organization for all students in post-secondary schools and colleges enrolled in programs designed to develop vocational and professional competencies and who accept the purpose of Phi Beta Lambda (PBL) and subscribe to its creed. The purpose of the organization is to: "...provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. Phi Beta Lambda is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility." PBL is open to all degree majors.

#### **SkillsECC**

SkillsECC promotes and fosters a common bond for students enrolled in vocational, trade and industrial, technical and health occupations curriculum. Participants are encouraged to express their leadership abilities through participation in educational, vocational, civic, recreational and social activities.

#### **Student Association of Medical Assisting**

The Student Association of Medical Assisting was developed to provide a professional representation of the college where medical assisting students can unite and actively participate to promote the advocacy for quality patient-centered healthcare. This club meets once a month except during holidays or when the college is closed. The Student Association of Medical Assisting gives students an opportunity for leadership in their program of study."

#### **Student Nurses Association**

The Edgecombe Community College Student Nurses Association is a school chapter of the National Student Nurses' Association (NSNA), an organization designed to foster the ethical, technical, and professional development of associate and baccalaureate nursing students. NSNA socializes students into the world of professional organizations and provides opportunities to gain invaluable skills and

experiences that enhance professional development. Membership includes access to both state and national opportunities.

### **Student Veterans Association**

The Student Veterans Association (SVA) is composed of ECC students who promote academic achievement and camaraderie among the veteran population. One of the primary objectives of the organization is to provide opportunities for veterans to seek assistance concerning various academic or student life issues.

SVA members volunteer their services along with other ECC organizations to engage in campus sponsored events that are open to both students and the general public. Membership is open to all individuals who are currently serving or have served in the military. The SVA meets once a month with the exception of holidays and regularly scheduled breaks.

### **Fundraising Policy for Clubs**

Any student club or organization that wishes to raise funds must have the fund-raising event approved in advance by the Dean of Student Services. An Edgecombe Community College "Fund-Raising Request Form" must be completed and submitted to the Dean of Student Services at least two weeks prior to the planned event. No club or organization can have more than two fundraisers per year. Any exceptions must be approved by the Vice President of Student Services. All flyers or other announcements must include the date they were approved.

### **STUDENT LOUNGE**

The student lounge area is a place to meet, eat, and relax during leisure moments. Information such as employment opportunities, social and recreational events, and student government activities may be posted in the lounge but must be approved in advance by the Student Services Department. Any complaints concerning vending machine service should be directed to the Business Office. Computers, with Internet access, are also available in the student lounge.

### **STUDENT HOUSING**

Housing for students is not provided on campus. Members of the student body live in and around the area and commute to the campus. Although organized student housing services are not provided, students who seek housing are referred to area real estate agencies and citizens who have indicated the willingness to rent to students. Such referrals are made on a non-discriminatory basis.

### **ACADEMIC ADVISING AND REGISTRATION**

#### **Roles and Responsibilities of Academic Advisors**

Academic advising is a cooperative effort between the advisor, other program and related faculty, and the Student Support Services counselor. Designed to assist the college's students in succeeding academically, academic advising recognizes the importance of student decision making and sees others as support for the students' personal goals and responsibilities.

Retention and support of students are critical during the first semester of students' enrollment at the institution and need to be continued throughout students' educational programs. Students' instructors and advisors have specific responsibilities for the provision of the services related to counseling and advising.

The advisor's role in the student-centered advisement model at the college is to work cooperatively with the Student Support Services counselor to provide ongoing assistance to students. The advisor receives appropriate training in the college delivery model to be able to facilitate students in their progress toward reaching their educational goals.

The advisor has responsibilities in three major areas: academic support, registration, and graduation.

### **Academic support**

Advisors perform the following functions:

1. Help students clarify their program choices and provide information to students.
2. Provide adequate time with all students to determine issues and resolve them.
3. Are accessible.
4. Provide personal contact that includes the advisor name and role. This contact may be made by letter, note, phone call, or email to students after an application has been received. Additional mid-term contact regarding course registration/scheduling is expected.
5. Meet with students twice the first semester (once within the first three weeks and again prior to registration) and at least once each semester thereafter.
6. Coordinate the registration of continuing students.
7. Work collaboratively with Developmental Studies advisors to ensure that students are placed into appropriate developmental courses.
8. Refer students to a Student Support Services within the college when appropriate.

### **Registration**

Once students have been admitted and have received their placement test scores, they are assigned advisors based on their selected field of study or developmental needs. New Students are registered in Student Services with Counselors. After the first semester students are advised by their assigned advisor. Students requiring developmental coursework are advised to see developmental advisors for assistance with developmental course registration.

Students should be encouraged to plan in advance for the registration process. Students are required to setup appointments to meet their advisors during the advertised advising weeks. There is an advising hold placed on each returning student that will be removed by the advisor once they have advised the student. Advisors are readily available to plan student's academic progress during the advertised advising weeks or during the final registration period. The advising can be done in person, over the phone or through email. However, students may be advised by going to the Advising Center at other times.

Students will then register themselves beginning in the advertised priority registration weeks. Students are strongly encouraged to register during priority registration for two reasons. First, if there is a high demand for a particular class, it is much easier to open a second section during early registration than during late registration. Second, classes are much less likely to be full, so the chances that students will get exactly the schedule they want are greatly improved. Students who register early have until the end of the current semester to pay their fees. If they do not pay by the end of the semester, they are deregistered and have to begin the process again during final registration.

If students are on financial aid, their records in Colleague should indicate the award. If the award is not found in the records and students claim to be receiving aid, they need to return to the Financial Aid Office in order to get the award posted before they are allowed to register.

Once students register with advisors, their spot is held until they pay their fees or until the next “deregistration” occurs. Deregistration is a process performed by the Registrar that removes from courses all registered students who have not paid their tuition and fees. This removal occurs three times: at the end of the current semester in which they registered, at the end of final registration (the day before the semester begins), daily during the drop/add period and at the 10 percent point of the semester. Students must pay their fees before the next deregistration is scheduled, or they have to start the registration process over again and may not get the courses they had originally signed up for. Students who have been awarded financial aid will not be “deregistered” unless they fail to attend class prior to the 10 percent point.

### **Graduation**

Advisors perform the following functions:

1. Assist students in reviewing their records of credits completed toward their certificate, diploma, or degree, and graduation. Provide students with student employment services information at that time.
2. Work with Student Services to have a system of providing an exit interview for all students near program completion to discuss jobs/career choices, goals, or additional training as desired.
3. Direct students to schedule the Career Readiness Certification exam (CRC).

## **STUDENT RIGHTS AND REGULATIONS**

### **Family Rights and Privacy Policy of ECC**

Students at the college are informed annually of the institutional policy regarding their rights in relation to their educational records and the privacy of those records. The annual notice to students includes the following:

1. The types of educational records and the information contained therein.
2. The name and position of the official responsible for maintenance of educational records, the persons who have access to the records, and the purposes for which they have access.
3. The policy of the institution for reviewing and purging records.
4. Procedures for challenging the contents of educational records.
5. The cost of reproducing copies of records.
6. Categories of information designated by the institution as directory information and the condition for release of this information.
7. Other rights and requirements.

### **Student Inspection of Their Records**

Students at the college have the right to inspect their individual educational records upon request to the Vice President of Student Services. The request is granted within 45 days. Students see the records in the presence of the Vice President of Student Services.

*Students* are defined as any persons who are or have been enrolled and have been in attendance in the institution, either curriculum or continuing education.

Educational records include records, files, documents, or any other material containing information directly related to students, such as grades, test scores, and attendance records. Not included are guidance records, medical and psychological reports, the financial records of the parents, and confidential recommendations if students have signed a waiver. Students may obtain copies of their

records upon request.

#### **Availability of Student Records to Other Parties**

Students' records, other than directory information, are not made available without the written consent of students to any party other than the following:

1. Instructors and other officials having a legitimate educational interest.
2. Authorized representatives of the Comptroller General of the U.S.; the Secretary, the Commissioner, or the Director of the National Institute of Education; the Assistant Secretary for Education; or state educational authorities.
3. In connection with students' application for receipt of financial aid.
4. State and local officials or authorities to whom such information is specifically required to be reported.
5. Organizations conducting studies for educational agencies. Any personally identifiable information is destroyed when it is no longer needed for the specific purpose for which it was collected.
6. Accrediting organizations in order to carry out their specific functions.
7. In compliance with judicial order or a lawfully issued subpoena. Students are notified of any such transfer of their educational records, and a record of such releases is in their file. Personally identifiable information is released to a third party only on the condition that such a party does not permit any other party to have access to such information without the written consent of the student. The transcript from ECC includes the following statement:  
"This material is confidential and may be seen only by authorized persons, as specified in the Family Rights and Privacy Act of 1975."

#### **The Procedure for Challenging the Content of Records**

Students submit a request for a hearing to the Vice President of Student Services. This hearing may be an informal discussion with the student. It should be held and a decision rendered within a reasonable period of time. If the informal hearing does not resolve the issue, a formal hearing may be requested by either party (the student or the college). A formal hearing includes the following elements:

1. The hearing is conducted within a reasonable period of time following the request.
2. The hearing is conducted and the decision rendered by a college official or other party who does not have a direct interest in the outcome.
3. The student is given a full and fair opportunity to present evidence relevant to the issues raised.  
Note: This does not include a challenge to an assigned grade.
4. The decision should be rendered in writing within a reasonable period of time after the hearing.

#### **Release of Public Directory Information**

Public directory information relating to students includes the following: name, address, telephone number, email address, birth date, birthplace, major field of study, dates of attendance, and degrees and awards received. Directory information may be released unless the student requests in writing that the Vice President of Student Services not release directory information on them. Such requests are honored.

#### **STUDENT RIGHT-TO-KNOW**

The Student Right-to-Know Act of 1990 requires the college to compile and release institution-wide persistence rates to all students. The average rate of persistence toward degree completion of students at ECC is available in the office of Student Services.

## **SCHOLASTIC RIGHTS AND RESPONSIBILITIES**

Students, instructors, administrators, advisors, and counselors have certain rights and responsibilities in order to ensure that the college grading system is used to improve academic performance.

### **Students have the following rights:**

1. To know the basis for their evaluation in each course
2. To appeal a grade
3. To have all policies and procedures which they do not understand explained simply and completely
4. To be able with reasonable effort to make arrangements for appointments with instructors, administrators, advisors, counselors, and other staff members
5. To be informed of their academic progress

### **Students have the following responsibilities:**

1. To make a reasonable effort to meet all course requirements for each course taken
2. To make arrangements to meet with their instructor(s), advisor, and/or counselor from time to time and particularly at the first indication of academic difficulty
3. To set realistic educational goals with the help of an instructor, advisor, and/or counselor
4. To make arrangements with their instructor(s) to complete necessary work and to remove incomplete ("I") grades within the time allowed
5. To know and follow the procedures of the college when withdrawing from a course and/or from the college
6. To make arrangements to meet periodically with their advisor to review their progress toward graduation
7. To understand and follow all academic policies and procedures of the college as presented in the *College Catalog* and *Student Handbook* and to ask for help when they do not understand

### **Instructors have the following rights:**

1. To define performance requirements for specific grades
2. To determine the best methods of presenting materials in courses
3. To expect reasonable effort on the students' part to meet course requirements

### **Instructors have the following responsibilities:**

1. To evaluate grading procedures periodically
2. To inform students at the beginning of the course of the objectives of the course and the grading system to be used
3. To investigate new and different ways to teach and evaluate students
4. To provide students with opportunities for individualized advice and counsel
5. To maintain an atmosphere that facilitates learning
6. To maintain a relationship and rapport with students that facilitates learning

### **Advisors, counselors, and administrators have the following rights:**

1. To have access to student records
2. To receive a response regarding the disposition of referrals made to other programs and/or services in the college
3. To be provided with needed materials and information

**Advisors, counselors, and administrators have the following responsibilities:**

1. To provide means whereby students are informed of any policy and procedural changes
2. To provide the necessary time, resources, and facilities needed for teaching and learning to take place
3. To provide a grade appeal process
4. To provide appropriate counseling and advisement services
5. To provide leadership in continuing development and evaluation of a standard grading system
6. To respect the confidentiality of student records

**STUDENT RECORDS**

Student records are maintained permanently for all students who enroll at ECC. Curriculum records are filed in the Student Services Department and are maintained by the admissions staff. Continuing Education records are located in the Continuing Education Department and are maintained by the continuing education coordinators/directors. Student records may be sent to other institutions or authorized persons upon a written request to the registrar. We do not accept faxed or emailed requests for student records.

Institutional instructors or professional personnel who wish to see student records in regard to professional education-student relations must obtain permission from the registrar, counselor, or Vice President of Student Services.

A \$1 fee is applied to the release of each student record.

Student records may contain the following:

1. Application
2. Transcript of high school or post high school grades
3. Correspondence (except form letters)
4. Placement/Admission test results
5. Medical forms
6. Veterans' records

**CIVIL RIGHTS COMPLAINTS**

Students who feel that they have been deprived of their civil rights shall confer with the college's Affirmative Action Officer who will attempt to resolve the complaint. If the Affirmative Action Officer is unable to achieve resolution of the complaint, the student may appeal directly to the President of the college. The decision of the President is final. The President shall notify the Board of all Civil Rights complaints and final decisions.

**RELIGIOUS OBSERVANCE POLICY**

Edgecombe Community College (ECC) shall authorize a minimum of two excused absences each academic year (or one per semester) for religious observances required by the faith of a student. ECC requires that the student provide written notice of the request for an excused absence a minimum of one week prior to the religious observance absence to all appropriate instructors. The student shall work with his/her instructors and be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance in accordance with General Statute 115D-5.

**RETESTING POLICY**

Students may retest for placement testing one time after the first attempt within twelve months of the

first testing date. The higher score is used for placement. Once a student has started classes, retesting is only allowed at the suggestion of the instructor and upon approval of the Dean of Enrollment Management. Placement tests are valid for five years.

#### **COLLEGE WAIVER OF RESPONSIBILITY**

The college is in no way responsible for the quality of work performed or damages sustained in departments where services are rendered. Students perform work in departments as a learning experience. Students and staff receiving services from college departments are responsible for payment of material costs as determined by the respective instructors.

#### **CRIMINAL BACKGROUND CHECKS AND DRUG SCREEN REQUIREMENTS FOR HEALTH SCIENCE STUDENTS**

In health science programs, students are assigned clinical rotations in a number of participating agencies. Various accrediting bodies, as well as state and federal mandates, regulate these agencies. The accrediting bodies or state and federal regulations may require that students have a criminal background check and drug screen prior to or at any time after beginning the clinical rotation. If the student has a criminal conviction or drug screen results that do not meet the agency's hiring standards, the agency may refuse to allow the student to participate in the clinical experience. If a student is prohibited from participating in a clinical agency based on the criminal background or drug screening results, the student will be unable to continue in the allied health program and must withdraw.

All costs associated with criminal background checks and drug screens are the responsibility of the student. ECC recognizes and is fully supportive of the clinical agencies that choose to require criminal background checks and/or drug screens on students.

ECC has contracted with Castle Branch, Inc to perform background checks and drug screens at a reduced rate for students. [Results of the tests](#) are available to the student and to the Human Resources Director of the clinical agency. Once students receive a letter of acceptance to a health science program, they should follow the instructions provided to obtain required checks and screens. Most clinical agencies will not accept hand-delivered background check and drug screening results.

#### **COMPUTER USAGE POLICY**

College-owned or operated computing resources are for the use of faculty, students, staff, and other authorized individuals. Individuals should exercise responsible and ethical behavior when using these resources. The college does not attempt to identify all required or proscribed behavior by its users. Therefore, each individual's judgment on appropriate conduct must be relied upon. To assist in such judgment, the following guidelines have been developed:

1. Users may not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying, or harassing language and/or material, such as broadcasting unsolicited messages or sending unwanted electronic mail.
2. Users may not access systems for which they are not properly authorized or damage systems or information that is not theirs, such as college records, or use any system for illegal activities.
3. Users may not connect any devices not owned by the college to the campus network without prior authorization from the college's Director of Computer Services.
4. Computing resources and access accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-college related activities.
5. Access accounts assigned to individuals must not be used by others. Individuals are responsible for the proper use of their accounts, including proper password protection and appropriate use of

Internet resources. Allowing friends, family, or co-workers to use their account is a serious violation of these guidelines.

6. All computer software is protected by the federal copyright law, and most is proprietary and protected by legal licensing agreements in addition to the copyright law. Users are responsible for being aware of the licensing restrictions for the software they use on any system.
7. Users should not engage in activities that damage or disrupt hardware or communication such as virus creation and propagation, installation of spyware, and overloading of networks with excessive data such as video and audio files.
8. Users should be considerate, not monopolizing or misusing system resources, for example, by requesting multiple copies from printers or by playing games.

Failure to follow the acceptable use guidelines may result in the suspension or revoking of access accounts or other college disciplinary action and possible further legal actions as allowed by state and federal law.

#### **WIRELESS INTERNET SERVICE**

ECC provides wireless Internet access on both campuses.

#### **SOCIAL MEDIA POLICY**

The creation of any Internet based social media account, page, or site that represents the College or a College related organization or group and is separate from the College's official domains (edgecombe.edu and myedge.cc) must be approved in advance by the Online Content Manager and the Public Information Officer. Additionally, the Online Content Manager and/or the Public Information Officer must have administrative access to same.

Faculty and Staff members who wish to create a Facebook Group or Page should comply with the guidelines in the document entitled "Instructions for Creating Facebook Groups and Pages."

Questions, comments, suggestions, or requests related to the College's social media presence should be directed to the Online Content Manager at [onlinecontent@edgecombe.edu](mailto:onlinecontent@edgecombe.edu).

All social media accounts, pages, or sites that represent the College or a College related organization or group must contain the following statement:

Representatives of Edgecombe Community College use this site for official communication purposes. Consequently, any communication via this site (whether by an ECC representative or by the general public) may be subject to monitoring, archiving, and disclosure to third parties in accordance with North Carolina Public Records Law.

Employees, students, and friends of the College are encouraged to follow the College on its official web site as well as on various social media sites such as Facebook and Twitter.

When joining social media sites, employees and students should make sure that they read and follow the terms of use, privacy policies, etc. for each site.

Additionally, employees and students should consider the following regarding the use of social media sites:

- You should treat everything you post on the Internet as though it were available to the general public. While your postings may be restricted to those who have access to your page (commonly referred to as "friends"), you cannot control what those people do with your postings – i.e. reposting, forwarding through email, etc.

- Most social media sites require you to supply an email address when joining. When joining social media sites, you should join using your personal (not work) email account, or create separate accounts for personal and professional use. Most people will find that their use of social media sites will evolve to include numerous personal contacts making work related email inappropriate for this use. (Be aware that Facebook's terms of use prohibit maintaining more than one account. It is strongly suggested you use a personal email account when joining Facebook.)
- Use common sense when posting information, comments, photos, etc. Everything you post reflects on you both as an individual, and in many cases as an associate of the College. Use the same amount of restraint as you would use if you were posting the information on a bulletin board in a public space.
- Use privacy settings to ensure that you do not compromise your personal information and/or safety. Do not post information online that you do not want made available to the general public.
- Use College computing resources for College related purposes. Employee access to social media sites during the workday should be reserved for business related purposes. Access for personal reasons should take place during personal time.
- Make sure your access to and use of social media sites does not violate existing College policies.
- Remember, College related social media sites may be subject to monitoring, archiving, and disclosure to third parties in accordance with North Carolina Public Records Law.

#### **ACADEMIC STANDING POLICY**

To be in good academic standing, beginning students must have earned a grade point average of two-point-zero (2.0 GPA) by the end of the first semester and must maintain a cumulative grade point average (CGPA) of two-point-zero (2.0 CGPA) thereafter. All students are required to have a major GPA of two-point-zero (2.0) for graduation.

#### **ACADEMIC PROGRESS POLICY**

The policy governing academic progress at Edgecombe Community College is intended to assist the student in successfully completing a chosen program of study within a given period of time. Procedures are designed to identify students experiencing academic difficulties and to ensure enrollment in an intervention plan. A minimum cumulative grade point average of two-point-zero (2.0 CGPA) is required for all curriculum programs leading to graduation. Certain programs may require a higher GPA for graduation.

#### **ACADEMIC WARNING POLICY**

Students who have failed to achieve a cumulative grade point average of two-point-zero (2.0 CGPA) or above for any semester will be placed on academic warning for the following semester. Students on academic warning may register for a maximum of twelve (12) credit hours, unless otherwise approved by their advisor or counselor.

Students will be notified of their status and the advisor/counselor will prescribe an Intervention Plan that may include study skills, time management, counseling, or other appropriate workshops. Students will remain on academic warning until they re-establish a two-point-zero (2.0 CGPA) cumulative grade point average.

#### **ACADEMIC PROBATION POLICY**

Students whose cumulative grade point average falls below 1.0 will be placed on academic probation. Students on academic probation may register for a maximum of six (6) credit hours, until they achieve a 2.0 cumulative grade point. Students on academic probation may not register for classes unless approved by their advisor or counselor. Academic advisors will encourage students to repeat courses, in which

they received a failing grade. The lower grade will be dropped from the calculation of the CGPA and the higher grade will be used to calculate the CGPA.

Students will be notified of their status and the advisor or counselor will prescribe an Intervention Plan that may include study skills, time management, counseling, or other appropriate workshops.

#### **ACADEMIC FORGIVENESS POLICY**

The Academic Forgiveness Policy applies to students who have failing grades at ECC at least five years old and have not been enrolled two consecutive years at the college.

Upon readmission, when students complete 12 hours of academic work with a 2.0 grade point average or better, their previous grades of F are forgiven in the computation of the overall grade point average. All financial aid policies apply and are not governed by this policy.

#### **GRADE REPEAT POLICY**

Students who receive a passing grade of "D" or better on a curriculum course may repeat the course once to seek a better grade. If a grade of "C" is required for progression in a student's program of study, then a student may repeat the course until a grade of "C" is obtained; however, financial aid will not pay for more than one repeat of a course after a passing grade of "D" is obtained.

No course may be counted more than once in calculating the total number of hours toward graduation. For any course repeated, the highest grade earned is used in calculating the major grade point average hours toward graduation. The lowest grade comes out of the grade point average but remains on the official transcript.

Veterans who wish to repeat a course for which a passing grade has been earned do not receive educational benefits for repeating a course unless a "C" is required for progression in the program.

The course repeat policy waiver form can be found by choosing forms under the Student Portal on the College's website.

#### **CATALOG OF RECORD**

The catalog that is current when the student enrolls in the college is the catalog of record. Students who are in continuous attendance (except summer term) may graduate under the provisions of their catalog of record, or a subsequent issue. Students who are not enrolled for a period of two consecutive semesters must graduate under the provisions of the catalog in effect on their last reentry date or a subsequent issue. Students who change their program of study come under the provisions of the catalog in effect at the time of the change or a subsequent issue.

#### **ATTENDANCE POLICY**

Students are expected to attend all scheduled classes, laboratories, clinical, and shop sessions to meet the objectives of the courses for which they are registered. Attendance begins with the first day of class and all students should be on time for classes or instructional sessions. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy course objectives. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence as soon as possible. Students have full responsibility for accounting to their instructors for absences. All work missed during absences may be allowed to be made up at the discretion of the instructor. Failure to make up missed work will adversely affect the student's final grade for the course. To receive credit for a course, the student must attend 80 percent (80%) of class and 80 percent (80%) of lab, clinical, and/or shop hours. However,

individual programs and/or departments may adhere to a more stringent attendance policy. The attendance policy for each course is communicated on the course syllabus. It is the student's responsibility to read and abide by the policies outlined in the syllabus for the course for which they are enrolled. When absences total more than 20 percent (20%) (or the more stringent percentage set by respective program and/or department) of the total contact hours for the course, a student may be withdrawn from the class by the faculty member.

### **WITHDRAWAL POLICIES**

#### **Withdrawal by Students from Courses or College**

A student who wishes to withdraw from an individual course or the College should complete a withdrawal form. A student is not officially withdrawn until he/she processes a withdrawal form with the Registrar's Office. The effective date of the withdrawal is the date the Registrar's Office receives the completed form. No student will be allowed to withdraw from any class after the seventy-five (75%) point or after the course has ended.

If a student completes the withdrawal process, the student will be given a grade of "W" for his/her class(es) prior to the seventy-five (75%) point.

#### **Withdrawal by Faculty or Administration from Courses**

A faculty member has the responsibility of withdrawing a student who has accumulated absences in excess of the number of times indicated in the faculty member's attendance policy in the course syllabus, demonstrated that he/she does not intend to pursue the learning objectives of the course, or exhibited conduct unbecoming to a school or class environment. Faculty members may withdraw a student at any time of the course. Any student withdrawn by a faculty member prior to the seventy-five (75%) point of the course will be issued a grade of "W." Any student withdrawn by a faculty member after the seventy-five (75%) point of the course will be issued a grade of "WP" or "WF." The faculty member will issue a grade of "WP" if the student is passing the class at the point of being withdrawn from the class after the seventy-five (75%) point. A faculty member may issue a grade of "WF" if the student is failing the class at the point of being withdrawn from the class after the seventy-five (75%) point.

Prior to withdrawing a student for attendance reasons, the faculty member must attempt to make contact with the student to discuss the student's standing in the class and the pending withdrawal. The contact, or attempted contact, must be recorded on the withdrawal form. When extenuating circumstances exist, the Vice President of Instruction must approve the waiver of the grade of "WF".

Students may be withdrawn for improper conduct by the President, the Vice President of Instruction, the Vice President of Student Services, or a designated representative.

### **INTELLECTUAL POLICY**

Edgecombe Community College is committed to providing an environment that supports the academic activities of the faculty, staff, and students. The college encourages the creation of original works of authorship and the free expression and exchange of ideas. It is the intent of the college to maintain a positive atmosphere for scholarly development. The college encourages innovation, and discovery of new knowledge and its dissemination.

The Intellectual Property Policy applies to all full-time and part-time Edgecombe Community College employees, students working with or without compensation on any project under the direction and control of the college, anyone using college facilities, or anyone conducting activities under the supervision of college personnel. A portion of the policy, dealing specifically with student created work, is included here. The complete policy may be found in the Edgecombe Community College Employee Handbook and the Edgecombe Community College Board of Trustees Policy Manual.

#### **CREATION OF INTELLECTUAL PROPERTY BY STUDENTS**

The student, with the following exceptions, holds copyright to works the student creates as a part of academic endeavor at the college.

**Sponsored or Externally Contracted Works:** Sponsored or Externally Contracted Works are any works developed using funds supplied under a contract, grant or other arrangement between the college and a student. Sponsored or Externally Contracted Works created by students in the scope of employment or contract with the college constitute works for hire, and are therefore owned by the college unless there is a written agreement providing otherwise.

**Class or Laboratory Notes:** Student class and lab notes may be "derivative works" within the meaning of copyright law, in which case they may be used only for personal educational purposes. Commercial use of derivative works without permission of the college constitutes unlawful copyright infringement. Exceptions may be granted by the college in the case of notes that are derived from college-owned works, or may be granted by the individual copyright owner of works from which the student notes have been derived. Questions regarding copyright should be directed to the Vice President of Instruction.

## **CAMPUS SAFETY AND EMERGENCY POLICIES AND PROCEDURES**

### **CAMPUS ALERTS**

Edgecombe Community College's Emergency Notification System is a new endeavor that enables the college to share important information with members of the ECC community in a timely and efficient manner.

The system allows ECC to quickly notify you of important/emergency information related to the college using a number of methods, including email, cell phone, home phone, work phone, and/or text message. This is an opt-in system, meaning that students, faculty, and staff must register and provide their contact information in order to be included in notifications.

Registration is simple and can be accomplished using your Edge ID username and password. (This is the same username and password you use to login to WebAdvisor.)

Enter your Edge ID username and password in the space provided. Once you are logged into the system, you will be able to provide your email address and phone number. Make sure you save your contact information before exiting the system. You will receive a confirmation text/email for each phone number/email address entered. The registration for campus alerts can be found under the Student Portal tab on the College's website.

### **INCLEMENT WEATHER POLICY**

The decision to close the college or delay the opening during inclement weather or other emergencies is the responsibility of the President or his/her designated representative.

Announcements concerning college operation are made by 6:30 a.m. on the following radio and television stations for all day classes. Closing or delaying of day classes does not automatically affect the close of evening classes. Announcements concerning evening classes, if different from day classes, are made on radio and television stations no later than 4:00 p.m.

<b>Radio/Television Station</b>	<b>Channel/Station</b>	<b>City</b>
WITN (TV)	Channel 7	Washington
WNCT (TV)	Channel 9	Greenville
WRAL (TV)	Channel 5	Raleigh
WTVD (TV)	Channel 11	Durham
WDWG (FM)	98.5 FM	Rocky Mount
POWER (FM)	95.5 FM	Rocky Mount
WZAX (FM)	99.7 FM	Rocky Mount
WNCT (FM)	107.9 MHZ	Greenville
WRAL (FM)	101.5 FM	Raleigh

A message regarding closings for both employees and students is placed on the college telephone message system by 6:30 a.m. and on the College's website.

Students, especially those coming in from outlying areas, should exercise personal judgment concerning highway conditions regardless of college announcements.

For the inclement weather policy specific to health sciences students assigned to a clinical site, these students should call the college phone number and press "4" for clinical instructions.

Actions that may be taken by the college include the following:

**College Closed** – In case of extremely severe weather or disaster, when roads are impassable or extremely dangerous, the college may be closed. Closing means that students need not report on the specified day(s). **College Delay** – Classes and/or the time employees and students report may be delayed.

When classes are canceled due to the closing of the college, make-up days may be added at the end of the term to ensure that students receive the full hours of instructional time required for each course.

### **REPORTABLE COMMUNICABLE DISEASE POLICY**

Students of the college who may be infected with a reportable communicable disease as defined by the North Carolina Mission for Health Services are not excluded from enrollment or restricted in their access to college services or facilities, unless medically based judgments in individual cases establish that exclusion or restriction is necessary for the welfare of the individual or other members of the institutional community. Persons who know that they are infected are urged to share that information with their advisor so the college can assist in the appropriate response to their health and educational needs. This information is kept confidential.

## **CAMPUS SECURITY POLICIES**

In accordance with Title II, Public Law 101-542 and GS 74G, the ECC Board of Trustees has adopted the following policy:

ECC provides adequate security personnel and procedures to protect the safety of its students, faculty, and staff and to ensure the security of the college's assets. It is the responsibility of all college employees and students to report crimes whenever they become aware of them. While on college property, all persons are expected and required to obey all federal, state, and local laws and ordinances, as well as college policies governing appropriate conduct. Persons who violate this policy are subject to legal action determined appropriate by the ECC administration.

### **Security and Access Policy**

ECC is open to students, employees, and visitors who have legitimate business to conduct during normal operating hours of 8:00 a.m. to 10:00 p.m. on Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Fridays. During the summer months, ECC operates on an abbreviated schedule. Summer hours are Monday through Thursday from 7:15 a.m. to 10:00 p.m. Any individuals found to be interfering with the educational process or normal business operations or posing any threat whatsoever to students or employees are escorted off campus.

After normal business hours, community groups may gain access to the Tarboro campus by prior arrangement with the Business Office and to the Rocky Mount campus by arrangement with the office of the Director of the Rocky Mount campus.

### **Individual Safety Practices**

Students should observe individual safety practices by doing the following:

1. Being alert and aware of their surroundings at all times. Their safety depends mostly upon their attitude and actions.
2. Carrying handbags, book bags, or briefcases close to the body.
3. Parking near the last building they will be in for the day or evening.
4. Remembering to lock vehicles.
5. Noting where they parked.
6. When returning to their car, having their keys out and ready.
7. If commuting to school by taxi or being dropped off at school by someone, waiting for the taxi or ride inside the lobby or student lounge of the building the transportation drives to. If they cannot see approaching vehicles from inside the lobby or student lounge, they should tell their ride to pick them up in front of the McIntyre or the Fleming Building in Tarboro or near the student lounge of the Barnes Building in Rocky Mount. From these designated areas they can easily see when their transportation arrives.
8. Checking the back seat and floorboard of their car before getting into it.
9. Avoiding walking alone in the dark and avoiding shortcuts that go through poorly lighted or confined areas.
10. Walking in groups whenever possible.
11. Walking confidently and looking directly at passers-by.
12. Not leaving any belongings (handbag, books, and book bags) unattended.
13. Program the following security numbers in cell phones: **(252) 567-9901** in Tarboro or **(252) 813-**

**8556** in Rocky Mount to reach campus security if any of the following occur:

- a. They see a suspicious person.
- b. They see or have contact with someone behaving in a threatening or unusual manner.
- c. They see people fighting.
- d. They see someone, other than a uniformed law enforcement officer, with a weapon.
- e. Their instincts tell them something is wrong.

### **ID CARD POLICY**

Students must have an official college ID badge which should be worn at all times while on campus. At registration, Student ID cards are supplied by the SGA. All students are required to present an ID to use the library resources, access the Print Management System, as well as, attend special SGA sponsored events and to receive discounts from selected area merchants. The activity fee covers the cost of the ID card; however, there is a \$5 charge for a replacement card. Student ID cards must be renewed every academic year.

### **ALCOHOLIC BEVERAGE, DRUG, AND WEAPONS POLICY**

#### **Alcoholic Beverages**

In accordance with North Carolina state law, ECC prohibits the possession, transportation, use, or sale of any alcoholic beverage within the property boundaries of the college. This policy applies to any student or employee of the college or visitor to ECC property. Violators are subject to college disciplinary action, criminal prosecution, fine, and imprisonment. Exceptions include functions prior approved by the college President as authorized by the College Board of Trustees.

#### **Drugs**

ECC property has been designated "Drug Free." ECC's *Student Conduct* policy specifically prohibits the use, possession, sale, or transportation of any controlled substance as defined by the *North Carolina General Statutes*. Within these statutes is the stipulation that even though a person may be under the influence of "legally prescribed medication," that person is totally responsible for his or her behavior.

The *ECC Employee Handbook* contains a "Drug Free Workplace Policy" statement, an acknowledgement of which is signed by all faculty and staff at their employment. This document is kept in the employees' personnel files.

Violators of this policy are subject to college disciplinary action, criminal prosecution, fine, and imprisonment.

#### **Weapons**

All students, employees, and visitors are prohibited from using or carrying a weapon onto ECC property unless they are uniformed law officers. This prohibition applies to anything that can be construed or used as a weapon, such as firearms, knives, clubs, or stun guns. The *ECC Student Conduct* policy specifically prohibits the use or possession of weapons and dangerous instruments on college properties as described in the *North Carolina General Statutes*. Concealed carry permit holders may store a handgun in a lockbox or closed compartment in a locked car in a public parking area on campus, only in compliance with the North Carolina General Statutes. Violators of this policy are subject to college disciplinary action, criminal prosecution, fine, and imprisonment.

## **TOBACCO-FREE CAMPUS POLICY**

Edgecombe Community College is committed to providing a safe and healthy environment for its employees and students. The college also understands the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. Edgecombe Community College also acknowledges that it has the legal authority to prohibit tobacco use on campus pursuant to G.S. 143-599.

Therefore, Edgecombe Community College has set the following tobacco free campus policy, to be implemented on August 1, 2011.

**Definition:** For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco, snuff, electronic or e-cigarettes, liquid nicotine vaporizers or other vapor delivery systems, or liquid nicotine.

**Specifics of Policy.** Use of tobacco is prohibited by students, staff, faculty, and visitors

- in all campus buildings, facilities, and vehicles owned by Edgecombe Community College;
- on campus grounds and property owned by Edgecombe Community College;
- at lectures, conferences, meetings, social and cultural events held on school property or school grounds.

**Implementation & Compliance.** A campus committee shall develop a plan for communicating the policy to students, staff, faculty, and visitors, and will ensure the display of appropriate campus signage.

Smoking waste management products such as ashtrays shall be removed.

Visitors who repeatedly violate the policy shall be asked to leave campus. Employees who repeatedly violate the policy shall be referred to their supervisor and shall be given tobacco cessation materials. Repeated violations by staff or faculty can result in further personnel action.

Enforcement of this policy for students shall include the provision of an oral warning for the first offense and a written one for the second offense. The written warnings shall be maintained by the Dean of Students on the Rocky Mount Campus and the Dean of Enrollment on the Tarboro Campus. The warning records shall be purged two years from the date of the incident. If a student is observed in violation of this policy a third time, he/she may be disciplined by the Vice President of Student Services as a violation of the Student Code of Conduct.

**Opportunities for cessation:** Administration will consult with county health department and other health organizations to provide faculty, staff, and students with information and access to free programs and services to help abstain from the use of tobacco products.

## **ALCOHOL AND SUBSTANCE ABUSE PROGRAMS**

ECC has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse, including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions.

ECC's Student Services Department provides overall coordination of the Drug-Free School Program through various services.

### **Alcohol and Drug Education**

ECC conducts an annual alcohol and drug seminar for staff and students. Alcohol and drug educational materials are displayed in Student Services areas.

**Counseling Services**

Student Services counselors and a Student Support Counselor are available for counseling.

**REFERRAL SERVICES**

Student Services counselors are located in the department for student referrals.

**College Disciplinary Actions**

The Vice President of Student Services is responsible for college disciplinary actions.

**TIMELY WARNINGS**

In the event that a situation arises, either on or off campus, that constitutes an ongoing or continuing threat to students and employees of the college, a campus-wide “timely warning” is issued through the ECC email system to students, faculty, and staff. The college President or his/her designee makes the decision to issue such a warning, through consultation with members of the College Management Team and the local police department.

**CAMPUS SECURITY AND CRIME AWARENESS REPORT**

The Director of Human Resources prepares this report annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be found on the [ECC Web site](#).

Campus crime, arrest, and referral statistics include those reported to designated college officials and campus police.

Each year, an email notification is made to all enrolled students stating that this report has been completed and providing the information needed to access this report online. All employees receive similar notification. Printed copies of this report may be obtained from the office of the Director of Human Resources.

**SEXUAL HARASSMENT POLICY**

ECC prohibits any form of sexual harassment involving any of its employees in the employment relationship or involving any college employee and a student of the college in the college relationship, whether it is in the form of a college employee sexually harassing a student or a student sexually harassing a college employee. The college has a firm belief and has established a policy that all employees are entitled to work and all students are entitled to learn in an environment free of discrimination or intimidation based on sex. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with employees’ or students’ performance or creates an intimidating, hostile, or offensive environment is strictly prohibited. Students or employees who feel that they have been subjected to sexual harassment [may file a complaint](#).

**STUDENT CONDUCT AND COMPLAINTS****Student Conduct**

Edgecombe Community College (ECC) is dedicated to fulfilling the educational, training, and cultural needs of the community and its students. Attending ECC obligates the student to display the qualities of courtesy, respect, and integrity that characterize the behavior of adult learners. The College’s policy

prohibiting academic dishonesty and the Student Code of Conduct are guides for students in understanding their rights and responsibilities. Students who fail to display these qualities will be subject to disciplinary sanctions. Students suspected of violating the College's policy prohibiting academic dishonesty or Student Code of Conduct will be afforded due process as outlined below.

### **Definitions**

"Academic Dean" means person(s) authorized by the Vice President of Instruction (including department chairs) to determine whether a student has committed academic dishonesty and/or render a decision regarding an academic grievance and impose sanctions. Decisions made by an Academic Dean are final pending appeal to the Campus Appeals Committee.

"Academic Dishonesty" includes, but not limited to, cheating, plagiarism, aiding and abetting others to cheat or plagiarize, or other forms of academic dishonesty.

"Academic Grievance" means an adverse decision relating to a student's course of study, course(s), grade about which a student submits a Student Complaint. An academic grievance does not include a faculty member's administrative withdrawal of a student who has accumulated unofficial absences in excess of the number of times indicated in the faculty member's attendance policy in the course syllabus (See, Attendance Appeal Process.)

"Accused Student" means any student accused of academic dishonesty or violating the Student Code of Conduct.

"Campus Appeals Committee" means the committee that is authorized by the Vice President of Instruction to consider an appeal from an Academic Dean's determination as to whether a student has committed academic dishonesty or decision regarding an academic grievance and by the Vice President of Student Services to consider an appeal from a Dean in Student Services determination as to whether a student has violated the Student Code of Conduct or decision regarding a non-academic grievance and recommend a decision and sanctions to the appropriate Vice President for a final determination.

"Cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

"College" or "ECC" means Edgecombe Community College. The College's policy prohibiting academic dishonesty and Student Code of Conduct apply to both of the College's campuses and students enrolled in a distance education course.

"College community" includes any person who is a student, faculty member, College employee, or any guest.

"College employee" includes any person employed by the College performing administrative or professional responsibilities.

“College property” includes all land, buildings, facilities, and all other property in the possession of or owned, used, or controlled by the College.

“Complainant” means any person who submits an allegation that a student has committed academic dishonesty or violated the Student Code of Conduct or submits a Student Complaint.

“Dean in Student Services” means person(s) authorized by the Vice President of Student Services to determine whether a student has violated the Student Code of Conduct and/or render a decision regarding a non-academic grievance and impose sanctions. Decisions made by the Dean in Student Services are final pending appeal to the Campus Appeals Committee.

“Faculty” means any person hired by the College to conduct classroom or teaching activities or otherwise considered by the College to be a member of its faculty.

“Plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

“Policy” means the written regulations of the College as found in, but not limited to, the policy prohibiting academic dishonesty, Student Code of Conduct, Student Handbook, General Catalog, College web page, and College computer use policy.

“Student” includes all persons taking courses at the College, either full-time or part-time. Persons who withdraw after allegedly committing academic dishonesty or violating the Student Code of Conduct, or who are not officially enrolled for a particular term but have a continuing relationship with the College, or have been notified of their acceptance for admission are considered “students.”

### **Student Academic Dishonesty**

Academic dishonesty, including but not limited to cheating, plagiarism, aiding and abetting others to cheat or plagiarize, or other forms of academic dishonesty, is a serious offense and is expressly prohibited. Each student is responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, diploma, or certificate. Any student found to have committed or to have attempted to commit any act of academic dishonesty is subject to the disciplinary sanctions outlined below. This policy applies to allegations of student’s academic dishonesty even if the student withdraws from school while a disciplinary matter is pending.

The President of the College has appointed the Vice President of Instruction to be responsible for matters of academic dishonesty and academic grievances, the development of policies for the administration thereof, and imposition of sanctions on any student(s) found to have committed academic dishonesty or failed to comply with academic policies. The Vice President of Instruction may authorize an Academic Dean or department chair to investigate allegations of academic dishonesty and/or academic grievances and make a determination regarding the facts and applicable sanctions. Decisions related to academic dishonesty and/or academic grievances made by the Vice President of Instruction, or Vice President of Student Services in the event that the Vice President of Instruction delegates such responsibility for a specific incident to him or her, are final.

### **Student Code of Conduct**

This Student Code of Conduct applies to conduct that occurs on College property, at College sponsored activities, and to off-campus conduct that adversely affects the College and/or the pursuit of its objectives as determined by the Vice President of Student Services. Each student is responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, diploma, or certificate. The Student Code of Conduct applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Any student found to have committed or to have attempted to commit any of the following misconduct is subject to the disciplinary sanctions outlined below:

- A. Falsification, forgery, alteration, unauthorized possession, or misuse of College documents, records, or identification, or knowingly furnishing false information to the College or to a College employee.
- B. Destruction, damage, unauthorized entry, possession, or misuse of private or College property.
- C. Theft or attempted theft of property or damage, other than accidental, to property of the College, members of the College community, or campus visitors or other personal or public property.
- D. Disruption or obstruction of teaching, administration, or any other function or activity of the College.
- E. Denial of or interference with any person's lawful right of access to, use of, or exit from any College property or with any other lawful right of any person on the campus.
- F. Verbal, physical, or psychological abuse, threats, intimidation, harassment, coercion, and/or other conduct, including but not limited to stalking or bullying, in person or by electronic means, which threatens bodily harm to self or another person or persons in the College community or endangers the health or safety of any person.
- G. Hazing of any kind, including acts directed against an ECC student by another student, or by a group of students which intimidates or subjects another student to indignity or humiliation. The express or implied consent, apathy, or acquiescence of the victim will not be a defense.
- H. Sexual harassment as defined by the College's Sexual Harassment Policy in the Student Handbook.
- I. Sexual violence or attempted sexual violence including physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.
- J. Engaging in any type of sexual activity on any College property.
- K. Conduct that is disorderly, lewd, or indecent; breach of the peace; or aiding, abetting, or procuring another person to breach the peace on College property or at a College activity.
- L. Conducting or participating in gang activity on the College's campuses or at any College sponsored event. This violation includes, but is not limited to, displaying of gang symbols and colors.
- M. Violation of the College's Tobacco-Free Campus Policy found in the Student Handbook.
- N. Possession, use, manufacturing, sale, or delivery of alcoholic beverages on College properties or violation of the College's Alcoholic Beverage, Drug, and Weapons policy in the Student Handbook.
- O. Possession, use, manufacturing, sale, or delivery of marijuana, narcotics, or other controlled substances or dangerous drugs or illicit drugs in violation of local, state, or

federal law or the College's Alcoholic Beverage, Drug, and Weapons policy in the Student Handbook.

- P. Being under the influence of alcohol or drugs.
- Q. Possession or use of firearms, illegal knife, dangerous weapons, explosives, and/or dangerous chemicals while on campus in violation of the College's Alcoholic Beverage, Drug, and Weapons policy in the Student Handbook. The appropriate use of chemicals in class is exempt from this policy.
- R. Malfeasance or misuse of elective or appointed office in a student organization which is injurious to the organization, its members, or the welfare of the College community.
- S. Failure to comply with the directions of College employees or law enforcement officers acting in the performance of their duties and/or to identify oneself to these persons when requested to do so.
- T. Violation of any College policy, rule, or regulation.
- U. Violations of any city, state or federal law.
- V. Theft or other abuse of computer facilities and resources, including but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another individual's identification and/or password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College employee.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Violation of the Acceptable Use Guidelines for College Computing Resources.
- W. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.
- X. Failure to report behavior that threatens the public safety of the College community.
- Y. Abuse of the Due Process for Students and Student Appeals process, including but not limited to:
  - a. Failure to obey the notice from an Academic Dean or Dean in Student Services or the Campus Appeals Committee to appear for a meeting or hearing as part of the Due Process for Students and Student Appeals process.
  - b. Falsification, distortion, or misrepresentation of information to an Academic Dean, Dean in Student Services, Vice President, or before the Campus Appeals Committee as part of the Due Process for Students and Student Appeals process.
  - c. Disruption or interference with the orderly conduct of a Campus Appeals Committee proceeding.
  - d. Submission of an allegation that a student has violated the College's policy prohibiting academic dishonesty or Student Code of Conduct in bad faith.
  - e. Attempting to discourage an individual's proper participating in, or use of, the Due Process for Students and Student Appeals process.
  - f. Attempting to influence the impartiality of a member of a Campus Appeals Committee prior to, and/or during the course of, a proceeding.

- g. Harassment (verbal or physical) and/or intimidation of a member of a Campus Appeals Committee prior to, during, and/or after a proceeding.
  - h. Failure to comply with the disciplinary sanction(s).
  - i. Influencing or attempting to influence another person to commit an abuse of the Due Process for Students and Student Appeals process.
- Z. Other violations determined by College authorities to warrant disciplinary action.

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct. The proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following any criminal proceedings at the discretion of the Vice President of Student Services and determinations made or disciplinary sanctions imposed without regard to the outcome of the criminal proceedings.

The President of the College has appointed the Vice President of Student Services to be responsible for the administration of the Student Code of Conduct and non-academic grievances, the development of policies for the administration thereof and imposition of sanctions on any student(s) found to have committed a violation of the Student Code of Conduct or failed to comply with any of the College's policies (other than academic policies). The Vice President of Student Services may authorize a Dean in Student Services to investigate allegations of violation(s) of the Student Code of Conduct and/or non-academic grievances and make a determination regarding the facts and applicable sanctions. Decisions related to the Student Code of Conduct and/or non-academic grievances made by the Vice President of Student Services, or Vice President of Instruction in the event that the Vice President of Student Services delegates such responsibility for a specific incident to him or her, are final.

#### **Student Academic Dishonesty and Code of Conduct Procedures**

Students are expected to be self-disciplined and display the qualities of courtesy, respect, and integrity at all times. Members of the college community may counsel a student about their need to exercise self-discipline and display these qualities at any time.

Faculty members are responsible for managing the classroom environment. Students who engage in misconduct that disrupts a class or college-sponsored activity may be directed by the faculty member to leave the class or activity for the remainder of the period. Such dismissal of a student from a class or activity should be reported as a complaint by the faculty member to the appropriate Dean in Student Services. Suspension from a class or activity for a longer period of time or administratively withdrawing a student for misconduct by a faculty member requires the approval of the Vice President of Student Services. The student may initiate a Formal Appeal by submitting a written appeal within ten class days of the date of the suspension or administrative withdrawal.

#### **Complaints**

Any member of the College community may file a complaint against a student alleging, in good faith, a violation of the College's policy prohibiting academic dishonesty and the Student Code of Conduct. Complaints alleging violations of the College's policy prohibiting academic dishonesty shall be in writing and directed to the appropriate Academic Dean. Complaints alleging violations of the Student Code of Conduct shall be in writing and directed to the appropriate Dean in Student Services on the campus on which the alleged violation occurred or where the student is registered or attends class. Complaints should be submitted as soon as possible after the event takes place or when it is reasonably discovered.

#### **Rights of the Accused Student**

The ECC Board of Trustees and the College are committed to providing all students with due process as provided in the Fourteenth Amendment to The Constitution of the United States of America.

Throughout the process of determining if a student committed academic dishonesty or violated the Student Code of Conduct, the Accused Student has the following rights:

- to seek information from the appropriate Dean about the Investigation and Resolution Process (outlined below);
- to be informed of the charge(s) and alleged misconduct set forth in the complaint;
- to be afforded a reasonable opportunity to offer a relevant response/defense;
- to be informed of and respond to the relevant evidence upon which the complaint is based;
- to remain silent with no inference of responsibility drawn;
- to be considered not responsible until proven responsible by a preponderance of the evidence;
- to appeal the decision of the appropriate Dean as outlined in the Formal Appeal Procedure (outlined below); and
- to waive any of the above rights.

#### **Investigation and Resolution Process**

The College's process for resolving allegations that a student committed academic dishonesty or violated the Student Code of Conduct utilizes an investigatory model, not an adversarial model, with the primary goal of uncovering the truth. The standard of proof is a preponderance of the evidence. An investigation begins when a complaint is forwarded to and the case is opened by the appropriate Dean. During the investigation, an Accused Student should continue to attend class and required College functions unless otherwise instructed by the Academic Dean or Dean in Student Services investigating the complaint.

After the Dean receives a complaint, he/she will review the information to decide what process, if any, to initiate. The Dean may:

1. determine that the facts of the complaint or report, even if true, would not constitute academic dishonesty or a violation of the Student Code of Conduct;
2. resolve the situation through an informal resolution process including but not limited to mediation or a meeting between the Accused Student and a third party; or
3. initiate an investigation by gathering facts and meeting with the Accused Student.
  - a. If the Dean initiates an investigation, he/she may meet with the Complainant(s) and any witnesses to gather additional information.
  - b. The Dean will verbally notify the Accused Student of the complaint and his/her decision to investigate it and interview him/her to gather additional information.
  - c. Upon conclusion of the investigation, the Dean will render a decision, which will be communicated to the Accused Student in writing via the Student's College email address. If the Dean decides that the Accused Student committed academic dishonesty or violated the Student Code of Conduct, the notice of his/her decision will include a brief description of the findings, the relevant provision(s) of the academic dishonesty policy or Student Code of Conduct violated, a description of any disciplinary sanctions, and reference to the Formal Appeal process described below.

If the Dean does not render a decision satisfactory to the Accused Student, the Student may initiate a Formal Appeal by submitting a written appeal within ten class days of the Dean's decision to the Vice

President of Instruction if it relates to academic dishonesty or the Vice President of Student Services if it relates to a violation of the Student Code of Conduct.

### **Disciplinary Sanctions**

Sanctions are imposed when a student is found to have violated the College's policy prohibiting academic dishonesty, the Student Code of Conduct, or other academic or non-academic policies of the College. Sanctions are determined by the severity of the case and the disciplinary history of the student. A student will be given one of sanctions below. Sanctions may be imposed singly or in combination upon individuals, groups, or organizations.

Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions. Both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

The following sanctions by the College include, but are not limited to:

**Warning:** A warning is a written notice to the student or organization that the conduct in question violates College regulations. For organizations, a warning may include notification to the organization's president or adviser.

**Reduction in Grade or No Credit:** A reduction in a grade or no credit on an assignment, examination, or course in which an act of academic dishonesty occurred.

**Loss of Privileges:** The College may deem it appropriate to take away certain privileges from a student or organization for a specified period of time. This sanction may include, but is not limited to, limited access to or use of all or part of College property, participation in some or all College activities including educational or graduation exercises, removal from an elective or appointed office of a registered campus organization, removal of recognition, and ineligibility to represent the College.

**Imposition of Special Conditions:** The student(s) may be asked to perform certain tasks, or make restitution, whether monetary or by specific duties or assignments, or comply with a behavioral contract.

**Disciplinary Probation:** Disciplinary probation is levied for a specific time based on the seriousness of the violation and serves as a warning that any further violation of College regulations during the specific time may result in more serious consequences, including suspension or expulsion.

**Interim Suspension:** Interim suspension is a sanction levied by the Vice President of Student Services, or a designee, when she/he is satisfied that the continued presence of the student on the campus constitutes a threat to the security or emotional safety and well-being of members of the College community or College property.

**Suspension:** Suspension is the separation of the student or organizations from the College for a definite period of time or until written specified conditions are met, after which the student is eligible to return or readmission. Conditions for return or readmission may be specified by the appropriate Vice President.

**Expulsion:** Expulsion is the permanent separation of the student or organization from the College. A student expelled from the College is not eligible for readmission.

**Revocation of Admission and/or Degree:** Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

**Withholding Degree:** The College may withhold awarding a degree otherwise earned until the completion of the process set forth in the College's policy prohibiting academic dishonesty or the Student Code of Conduct, including the completion of all sanctions imposed, if any.

**Other sanctions** which are deemed appropriate by the College.

## **STUDENT COMPLAINTS**

### **Student Complaints – Academic and Non-Academic Grievances**

If a student has an academic or non-academic grievance, i.e., other than one related to the College's policy prohibiting academic dishonesty and the Student Code of Conduct, the student should attempt to resolve their concern with the member of the college community having direct responsibility for their concern. The student should discuss his/her concern with the student, faculty member, or College employee(s) involved and try to reach a mutually agreeable solution as soon as possible after the event takes place or when it is reasonably discovered but no later than the first ten class days of the academic term immediately following the term in which the alleged event occurred.

If the student's concern relates to a course of study, course, grade, faculty member or College employee(s), the faculty member or College employee(s) should meet with the student to discuss the concern within ten class days. In the event a faculty member or College employee(s) is unable or declines to meet with the student, the student may meet with the appropriate department head.

Every reasonable attempt should be made to resolve informally any dispute between students and the college at the level at which the dispute arises. Recognizing that such matters cannot always be resolved informally, ECC provides a formal process through which students can appeal the application of certain college rules and regulations and the assignment of a grade. In all cases, it is the intent of the College to assure the fair and equitable treatment of all students in the college community.

If the student is not satisfied with the response provided by the student, faculty member, or College employee(s) involved, the student may submit a complaint, in writing, to the appropriate Dean. Upon receipt of the complaint, the Dean reviews the facts of the complaint and may conduct further inquiry. The Dean will notify the student of his/her decision in writing within ten class days after receipt of the student's complaint. If the Dean does not render a decision satisfactory to the student, the student may initiate a Formal Appeal by submitting a written appeal within ten class days of the Dean's decision to the Vice President of Instruction if it relates to an academic grievance or the Vice President of Student Services if it relates to a non-academic grievance.

### **Formal Appeal Procedure for Student Academic Dishonesty, Student Code of Conduct, and Student Complaints**

1. The appropriate Vice President submits the Student's appeal to the Campus Appeals Committee Chair, within ten class days of his/her receipt, for consideration. *If the Vice President receiving the Appeal is implicated in it, that Vice President will forward it to the other Vice President for submission to the Campus Appeals Committee and final decision.*
2. The Campus Appeals Committee Chair schedules the hearing within ten class days from the date of his/her receipt of the Student's appeal from the Vice President. The hearing will be held not more than fifteen class days nor less than five class days after the Accused Student or Complainant has been notified of the hearing date unless the Chair extends the date for the hearing for good cause. If the appeal involves more than one Accused Student, the Chair may permit the hearing to be conducted jointly or separately in his/her sole discretion.
3. The Campus Appeals Committee Chair notifies the Accused Student or Complainant of the date, time, and place of the hearing. In addition, the Chair notifies the Accused Student or Complainant that he/she may submit any statements or documents that he/she wishes for the Chair to distribute to the members of the Campus Appeals Committee prior to the hearing, to arrange for witnesses to present pertinent information at the hearing, and may be accompanied at the hearing by an advisor. *The Accused Student and/or Complainant may be assisted by any advisor they choose, at their own expense. The advisor must be a Student or College employee and may not be an attorney. The Accused Student and/or Complainant must notify the Campus Appeals Committee Chair of the name and contact information of any witnesses and advisor not less than two class days before the scheduled hearing.*
4. The Campus Appeals Committee Chair may notify the Complainant, Dean, and other witnesses identified by the Accused Student, Complainant, or Committee of the date, time and place of the hearing and ask them to appear and/or provide relevant documents to be distributed to the Accused Student and/or Complainant and members of the Campus Appeals Committee prior to the hearing. The Committee will accommodate concerns for personal safety, well-being, and/or fears of confrontation of the Accused Student and/or Complainant or witnesses by using a visual screen, electronic communication, and/or written statement as determined appropriate in the sole discretion of the Chair.
5. The Campus Appeals Committee convenes the hearing.
  - a. The hearing is conducted by the Committee in private and in an informal and expeditious manner.
  - b. Only members of the Campus Appeals Committee, Accused Student and/or Complainant and their advisors, if any, and witnesses testifying before the Committee are permitted to attend the hearing. Admission of any other person to the hearing will be at the sole discretion of the Committee Chair. Only the Accused Student and/or Complainant and their advisors are permitted to attend the entire portion of the hearing (excluding the Committee's deliberations). If the Accused Student and/or Complainant does not appear at the hearing, the hearing will proceed, evidence considered, and decision made by the Committee.
  - c. At the hearing, the Accused Student and/or Complainant and witnesses may testify. The Accused Student and/or Complainant's advisor is not permitted to speak or participate directly in the hearing. The Accused Student and/or Complainant and witnesses may be questioned only by members of the Campus Appeals Committee. The Accused Student and/or Complainant may suggest questions to be asked of witnesses to the Committee Chair and he/she will decide whether the questions are appropriate to be asked of the witness.

- d. The Dean will present the information he or she received during the investigation.
  - e. The Committee Chair is empowered to rule on procedural matters and the relevance of witnesses and/or evidence.
  - f. After the portion of the hearing concludes in which all pertinent information has been received and the Accused Student and/or Complainant and advisors have been dismissed, the Campus Appeals Committee will determine (by majority vote) whether the Accused Student committed academic dishonesty or violated the Student Code of Conduct or its decision regarding the Student complaint.
  - g. A tape recording or other record of the hearing (excluding deliberations) is made and preserved for reference and review until the appeal is decided by the appropriate Vice President.
6. The Campus Appeals Committee Chair communicates the Committee's decision, in writing, to the appropriate Vice President. The Vice President reviews the decision of the Committee and sanction(s) and may accept, repeal, or amend the decision and/or sanction according to his/her best judgment. The Vice President will render a decision and notify the Accused Student or Complainant within ten class days of his or her receipt of the written decision by the Campus Appeals Committee. The decision of the Vice President is final and cannot be appealed.

**Composition of the Campus Appeals Committee**

- a. A chairperson appointed by the college President
- b. Two full-time faculty members nominated by the Vice President of Instruction
- c. Two Student Services staff members nominated by the Vice President of Student Services
- d. One student nominated by the campus Student Government Association
- e. One Dean/Administrator nominated by the college President

The college President has the authority to accept or reject the nominated members and alternates to the Campus Appeals Committee. The Campus Appeals Committee serves for a period of one academic year. *Two alternative faculty and Student Services staff members and one alternative student and Dean/Administrator will be nominated to serve on the committee in times when conflicts of interest are present.*

At least one representative from each group (student, faculty, staff/administrator) must be present at the hearing.

**MISCELLANEOUS INFORMATION**

**Transfer of Credits**

**Into the College**

The college allows transfer credit for students from other recognized and regionally accredited post-secondary institutions, provided that certain conditions are met:

- 1. The course is required for graduation at the college.
- 2. The course was passed with a "C" or better.\*
- 3. The course closely parallels the content of that which it replaces at the college.

\*Credits that transfer to the college are not included in students' overall grade point averages.

The college may grant credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's *Guide to the Evaluation of Educational*

*Experiences in the Armed Services* when consistent with students' program requirements. The college does not allow credit for experiential learning.

Transfer credit is awarded only upon approval by the department head. Applications for transfer credit are handled on an individual basis. Once an evaluation is completed, the Registrar sends a copy to the student, and one is kept in the academic file in Student Services. Advisors can view transfer credits on students in the Colleague file.

In order for students receiving transfer credits to graduate from ECC, you must have completed a minimum of 25 percent of the hours required in a particular curriculum program at this college.

### **Between Programs at the College**

Credit for subjects earned with a grade of "D" or better at the college is accepted in cases when students transfer from one curriculum to another within the college. Courses transferred must be comparable in content and contact hours to the courses for which credit is given. Transfer of credits from one curriculum to another is granted under the following conditions:

1. The course(s) is/are required for graduation in both programs.
2. Those credit hours designated "elective" in the major curriculum may be transferred from one curriculum area to another; this policy applies only to the number of credit hours designated as elective hours in those curriculum areas into which students transfer.
3. When students re-enter a curriculum in which they have been previously enrolled, all previous grades earned (including "F"s) in that curriculum are included in the cumulative grade point average at the time of re-entry.
4. Corporate and Community Development courses may be transferrable to curriculum programs pending approval of the Vice President of Instruction.
5. The Nursing Program has separate policies for transfer of courses between programs.

### **Incomplete Grades**

A grade of "I" may be awarded only when students have not completed the requirements of a course. If a grade of "I" is not removed within the following semester, the "I" grade is automatically changed by the Registrar to a grade of "F."

At the time a grade of "I" is awarded, the instructor completes a "Notice of Requirements for Removal of an 'Incomplete' Form". That form includes the following information:

1. Specific requirements for the completion of the course.
2. The student's grade standing at the time the "I" grade is awarded.
3. The time period allowed by the instructor for the completion of the course.

It is the student's responsibility to contact the instructor concerning the removal of an "I" grade. The form for the removal of incompletes is approved by the appropriate instructor and the Vice President of Instruction. No additional tuition is paid when the "I" grade is replaced with a permanent grade.

**Privilege to Attend Class**

Only those individuals officially enrolled are allowed to be in the classroom during class hours, except for invited guests of the instructor or student(s) when present on official business. For example, children of students are not permitted to attend classes with their parent(s). Children also are not allowed to be on campus unattended while their parent(s) is in class.

**Visitors**

Visitors who have official business at the college are welcome. Visitors should secure a visitor pass from either the reception area on the Rocky Mount campus or from the receptionist in Building A on the Tarboro campus. Persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities. Loitering is strictly prohibited.

**Transportation**

Since ECC is a commuter college, transportation is not provided for students; however, if transportation is a concern, students should contact the Student Support Specialist in the Student Services Department for assistance.

**Student Dress Code**

Edgecombe Community College expects all students to dress in a manner keeping with the serious academic intent of the college and the community in general. The college invites business leaders and industry representatives on campus throughout the academic year. Therefore, students should always keep in mind that they may have an unexpected opportunity to meet prospective employers, and first impressions are lasting impressions.

In view of these considerations, students are expected to use good judgment in dressing appropriately within the generally accepted boundaries of good taste. Although the college does not intend to impose upon individual style or creativity, students are prohibited from wearing clothing that is sexually suggestive or revealing, which includes exposing undergarments. Students will not be permitted to dress in a manner which disrupts the educational environment.

Though students may dress casually, they should present a clean and hygienic appearance while on campus or attending an ECC sponsored activity, function, or event off campus. Shirts and shoes are required on campus at all times. Displaying gang colors or symbols, offensive, lewd comments, and/or profanity are prohibited. As a general rule, caps, hats, and doo rags should not be worn in any classroom. Students are expected to dress in a manner appropriate to their major area of study. Certain curricula, such as the allied health programs, may require special attire for clinical and laboratory work. When this requirement is not met, students may not attend clinicals or laboratories.

Students who fail to adhere to the guidelines stated above are not allowed in any ECC facility and are subject to disciplinary action which may include suspension and/or expulsion.

**Food and Drinks**

The college provides vending machines in the student lounge that dispense cakes, cookies, soft drinks, and other sundries. A grill with hot sandwiches is available on the Tarboro campus. No food or drink is allowed in classrooms or computer labs.

**Use of College Telephone**

A public telephone is provided for student use and is conveniently located on each campus. Students are cautioned against having parents and friends call during class time as students are called out of class only to receive emergency calls from the following institutions: hospitals, day care centers, and public schools.

**Cellular Phones**

For the respect of fellow classmates and instructors, all cell phones should be off or on "silent" during class, in the college library, and in all other learning environments on campus.

**Children on Campus**

Children are not allowed to be unattended in any campus facility at any time. Children are strictly forbidden from attending class.

**Parking Fee**

Students must have valid parking decals on their vehicles. Students must park in the designated student parking areas on both campuses.

**Abuse of College Property**

The property of the college must not be abused or removed from the place where it belongs. Students who destroy or abuse the buildings or furnishings are permanently dismissed from the college. Students are held liable for the damages. Computer use must be limited to educational purposes only.

**Donations and Solicitations**

Requests for donations or solicitations from the business, industrial, or public sector of the community should be forwarded as a written proposal stating the purpose of the request to the Vice President of Student Services. Final approval of requests for donations or solicitations is then the decision of the Vice President of Student Services and the President.

**Continuing Education and Lifelong Learning**

Continuing Education and Lifelong Learning promotes the lifelong learning process by offering a wide range of programs and services. These programs and services are designed to meet the needs and interests of adults, regardless of their educational background. Some courses and services are offered on a continuing basis while others begin as a result of specific requests by individuals, professional or civic groups, and/or business and industry.

Courses can be developed on or off campus, day or night, whenever or wherever there is an interest expressed by a sufficient number of people. Courses and services are usually designed to assist in the following areas:

- To prepare for entry into an occupation
- To upgrade or retrain employed individuals
- To provide cultural awareness
- To provide self-improvement opportunities

The broad areas of Continuing Education and Lifelong Learning are College & Career Readiness, Hispanic/Latino Initiatives, Human Resources Development, Lifelong Learning, Customized Training, Business and Industry Services, Career Readiness Certification, Public Safety Programs, Small Business Center, and NC Works/Career Center. Requests and suggestions for additional courses are welcome!

### Contact Information

DEPARTMENT	NAME	PHONE	EMAIL
Business and Industry Services	George Anderson	(252) 823-5166, ext. 197	<a href="mailto:andersong@edgecombe.edu">andersong@edgecombe.edu</a>
Career Readiness Certificates	Sylvia Hinton-Grant	(252) 823-5166, ext. 166	<a href="mailto:grants@edgecombe.edu">grants@edgecombe.edu</a>
	Brittany Harrelson	(252) 823-5166, ext. 113	<a href="mailto:harrelsonb@edgecombe.edu">harrelsonb@edgecombe.edu</a>
College & Career Readiness / Adult High School Equivalency / LEIS	Jerry Harper	(252) 823-5166, ext. 379	<a href="mailto:harperi@edgecombe.edu">harperi@edgecombe.edu</a>
	Viola Harris	(252) 823-5166, ext. 385	<a href="mailto:harrisv@edgecombe.edu">harrisv@edgecombe.edu</a>
	Dalanda Bond	(252) 823-5166, ext. 271	<a href="mailto:bondd@edgecombe.edu">bondd@edgecombe.edu</a>
Community Theatre	Roberta Cashwell	(252) 823-5166, ext. 218	<a href="mailto:cashwellr@edgecombe.edu">cashwellr@edgecombe.edu</a>
Customized Training for Business	George Anderson	(252) 823-5166, ext. 197	<a href="mailto:andersong@edgecombe.edu">andersong@edgecombe.edu</a>
Education to Go – Online Courses	Gwen Hyman	(252) 823-5166, ext. 357	<a href="mailto:hvmang@edgecombe.edu">hvmang@edgecombe.edu</a>
Fire and EMS	Robert Whistler	(252) 823-5166, ext. 120	<a href="mailto:whistlerr@edgecombe.edu">whistlerr@edgecombe.edu</a>
Health Occupations	Laura Clark	(252) 823-5166, ext. 322	<a href="mailto:clarkl@edgecombe.edu">clarkl@edgecombe.edu</a>
Hispanic / Latino Programs	Lynn Cale	(252) 823-5166, ext. 249	<a href="mailto:calel@edgecombe.edu">calel@edgecombe.edu</a>
Historic Preservation	Monika Fleming	(252) 823-5166, ext. 241	<a href="mailto:flemingm@edgecombe.edu">flemingm@edgecombe.edu</a>
Human Resources Development	Shelia Shaw	(252) 823-5166, ext. 243	<a href="mailto:shaws@edgecombe.edu">shaws@edgecombe.edu</a>
Introduction to Electronics Manufacturing	Laura Otrimiski	(252) 823-5166, ext. 121	<a href="mailto:otrimiskil@edgecombe.edu">otrimiskil@edgecombe.edu</a>
Introduction to Tire Manufacturing	Laura Otrimiski	(252) 823-5166, ext. 121	<a href="mailto:otrimiskil@edgecombe.edu">otrimiskil@edgecombe.edu</a>
Law Enforcement/BLET	Bernie Taylor	(252) 823-5166, ext. 175	<a href="mailto:taylorbh@edgecombe.edu">taylorbh@edgecombe.edu</a>
Lean Six Sigma	George Anderson	(252) 823-5166, ext. 197	<a href="mailto:andersong@edgecombe.edu">andersong@edgecombe.edu</a>
Lifelong Learning Programs: Effective Teacher Training, Notary Public, etc.	Gwen Hyman	(252) 823-5166, ext. 357	<a href="mailto:hvmang@edgecombe.edu">hvmang@edgecombe.edu</a>
Real Estate Programs	Gwen Hyman	(252) 823-5166, ext. 357	<a href="mailto:hvmang@edgecombe.edu">hvmang@edgecombe.edu</a>
Small Business Center / Entrepreneurship	Tina Parker	(252) 823-5166, ext. 220	<a href="mailto:parkertm@edgecombe.edu">parkertm@edgecombe.edu</a>
Sustainability	George Anderson	(252) 823-5166, ext. 197	<a href="mailto:andersong@edgecombe.edu">andersong@edgecombe.edu</a>
General Information (Rocky Mount)	Sharon Green	(252) 823-5166, ext. 356	<a href="mailto:greens@edgecombe.edu">greens@edgecombe.edu</a>
General Information (Tarboro)	Rhonda Wells	(252) 823-5166, ext. 265	<a href="mailto:wellsr@edgecombe.edu">wellsr@edgecombe.edu</a>
Assistant to the Associate VP of Instruction	Rhonda Wells	(252) 823-5166, ext. 265	<a href="mailto:wellsr@edgecombe.edu">wellsr@edgecombe.edu</a>
Administrative Assistant	Sharon Green	(252) 823-5166, ext. 356	<a href="mailto:greens@edgecombe.edu">greens@edgecombe.edu</a>
Associate VP of Instruction	Lynn Cale	(252) 823-5166, ext. 249	<a href="mailto:calel@edgecombe.edu">calel@edgecombe.edu</a>
Vice President of Instruction	Dr. John Enamait	(252) 823-5166, ext. 249	<a href="mailto:enamaiti@edgecombe.edu">enamaiti@edgecombe.edu</a>
Dean of Arts & Sciences	Dr. Harry Starnes	(252) 823-5166, ext. 221	<a href="mailto:starnesh@edgecombe.edu">starnesh@edgecombe.edu</a>
Dean of Health Sciences & Public Safety	Robin Pigg	(252) 823-5166, ext. 384	<a href="mailto:piggr@edgecombe.edu">piggr@edgecombe.edu</a>

DEPARTMENT	NAME	PHONE	EMAIL
Dean of Business, Industry, & Technologies	Michael Starling	(252) 823-5166, ext. 164	<a href="mailto:starlingm@edgecombe.edu">starlingm@edgecombe.edu</a>

**TUITION AND FEES**

Students who enroll in curriculum classes are subject to tuition and fees which are due and payable at the time of registration. Student tuition included in this handbook is determined each year by the North Carolina Board of Community Colleges and the General Assembly.

**In-State Tuition**

Students who are classified as in-state residents must have established a legal residence in North Carolina for 12 consecutive months before the date of enrollment. Current tuition is \$76.00 per credit hour for in-state students. The maximum tuition for in-state students for a semester is \$1252.00. Fees are subject to change due to any legislative increases that may occur.

**Out-of-State Tuition**

Current tuition is \$268.00 per credit hour for out-of-state students. The maximum tuition for out-of-state students for a semester is \$4,288.00. Fees are subject to change due to any legislative increases that may occur.

**Student Activity Fee**

This fee is \$.75 per semester hour of credit. The maximum semester student activity fee is \$12.00 for up to 16 or more credit hours for in-state and out-of-state students.

**Computer Use and Technology Fee**

The fee is \$1.00 per credit hour for up to 12 credit hours.

**Parking**

This fee is \$1.00 per credit hour for up to 12 credit hours.

**Health Sciences Fee**

The Health Science fee is \$30.00 per semester. Malpractice insurance is \$8.50 per semester.

**Books and Supplies**

The cost of books and supplies varies according to the course of study.

**Graduation Fees**

Candidates for graduation are charged a \$50.00 fee to cover costs of the diploma and cap and gown purchase. This fee is non-refundable.

**Insurance**

ECC assumes no responsibility for student injuries or losses. An opportunity is provided at the time of registration for all students to obtain accident insurance. The college strongly recommends that students who enroll in occupational programs or who plan to take physical education activity courses purchase accident insurance.

### **Health Science Programs**

All students enrolling in Associate Degree Nursing, Practical Nursing, Nursing Assistant, Radiography, Respiratory Care, Medical Assisting, Surgical Technology, and Health Information Technology are required to have malpractice insurance. Such insurance may be purchased through the college's Business Office.

All persons who enroll in any ECC program in which they could be exposed to blood borne pathogens are recommended to receive the Hepatitis B vaccination series at their own expense prior to participating in clinical or similar training events.

### **Tuition Refunds**

Students who enroll in curriculum classes are subject to tuition and fees which are due and payable at the time of registration. Student tuition and fees included in this handbook is determined each year by the North Carolina Board of Community Colleges and the General Assembly. Fees are subject to change due to any legislative increases that may occur. Edgecombe Community College is operating under the current refund policy in effect at the time of this publication.

A refund is made under the following circumstances:

1. A 100 percent refund of tuition and fees is made if the student officially withdraws prior to the first day of class (es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund of tuition and fees if the class in which the student is officially registered is canceled due to insufficient enrollment.
2. A 75 percent refund of tuition and fees shall be made if the student officially withdraws from the class (es) prior to or on the official 10 percent point of the semester.
3. For classes beginning at times other than the first week (eight calendar days) of the semester, a 100 percent refund of tuition and fees is made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund of tuition and fees is made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
4. A full refund of tuition and fees is granted to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina, thus making it impossible for them to complete their course requirements. The college will use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this rule.

### **FINANCIAL AID**

The philosophy at ECC is that any individual who wishes to attend the institution should not be prohibited from doing so because of a lack of financial resources. Although the primary responsibility for financing an education remains with students and their families, the college participates in financial aid programs designed to supplement a student's or family's contribution when there is documented financial need. Students who complete the financial aid application process are considered for all types of federal and state financial aid for which they may be eligible. ECC Scholarships are awarded to students based on academic promise or achievement. Federal and state financial aid is awarded to students without regard to their sex, sexual orientation, race, color, disability, or national origin.

Students always have the right to accept or decline all or any specific type of financial assistance they are offered.

## **Federal and State Financial Aid Programs**

### **Federal Pell Grant Program**

Federal Pell Grants are awarded to eligible students based on demonstrated financial need. Students must successfully complete high school or earn a GED to be considered. The Federal Pell Grant program is the cornerstone of all of the federal student aid programs. During the 14-15 school year, approximately 2200 students received Federal Pell Grants that helped pay for their tuition and books at ECC. Pell Grants are not subject to repayment unless recipients do not complete their respective terms of enrollment.

Federal Pell Grant awards are calculated based on a federal formula that takes into consideration the students' family financial circumstances, and the students' Costs of Attendance (COA) as determined by ECC. In addition the award amount is based on the number of hours in which the student enrolls. In order to apply for a Federal Pell Grant, students must complete the Free Application for Federal Student Aid (FAFSA). The Department of Education processes the applications and sends Student Aid Reports (SAR) directly to students or instructs them on how to access their SARs online. ECC receives an electronic confirmation of the SAR. The SAR provides a calculated Expected Family Contribution (EFC). A student's Pell eligibility is based on a combination of ECC's costs and the family contribution.

Per federal regulations, a student may only receive Pell Grants for the equivalent of 12 semesters of full-time enrollment, or until the student completes the requirements for a Bachelor's degree - whichever comes first. Students are advised to monitor the number of semesters they receive Pell Grants, particularly if they plan to pursue four year degrees after leaving ECC.

### **Federal Supplemental Educational Opportunity Grant (FSEOG) Program**

Students who receive Pell Grants may also be eligible to receive Supplemental Educational Opportunity Grants. FSEOGs are not subject to repayment unless recipients do not complete their respective terms of enrollment. The amount of the grant is based on student financial need, and the availability of funds. The minimum award is \$300.00. Students are not required to be enrolled full-time to receive an FSEOG. Priority for FSEOG must be given to students with the lowest Expected Family Contributions (EFC) per federal regulation. To be considered for FSEOG, students should complete the FAFSA as soon after January 1 as possible. For example, to apply for the 16-17 school year that begins in the fall students need to complete the FAFSA after January 1, 2016.

### **Federal Work-Study (FWS) Program**

The Federal Work-Study Program provides jobs for eligible students to earn money to help pay college expense while attending classes at least part-time. Students participating in the program are employed in the library, laboratories, administrative and faculty offices, and various departments of the college. On average, students work approximately 10 to 15 hours per week, earning \$7.50 per hour. Student's employed under the FWS program are expected to be responsible and reliable. Students interested in FWS should contact an ECC Financial Aid Office on either the Tarboro or Rocky Mount campuses to discuss the application process. [Work-Study applications are available online.](#)

### **Federal Direct Student Loan (FDSL) Program**

Students can borrow in the FDSL programs to help meet their costs of attending ECC. All prospective

borrowers must complete FAFSAs and have the results released to ECC. Loan eligibility is determined after a student's eligibility for non-repayable types of aid is considered. Subsidized FDSLs are need-based. The maximum amount a first year student may borrow ("first year" is defined as having successfully completed 32 credit hours or less) in subsidized loan is \$3,500 per year. For a second year student ("second year" is defined as having successfully completed a minimum of 32 hours) the subsidized loan maximum is \$4,500. Students must be enrolled in a minimum of 6 credit hours for the semester to receive FDSLs. **Since this is a loan that must be repaid** students are required to complete promissory notes and take part in counseling interviews before the loans can be disbursed. Loan repayment begins 6 months after students cease to be enrolled in at least 6 hours. This includes students who withdraw from the college or graduate. While borrowers are in school, the interest for subsidized loans is paid by the federal government.

[View more information about an Unsubsidized FDSL Program.](#)

### **Other Sources of Assistance**

#### **Vocational Rehabilitation**

North Carolina residents who have a disability should contact the Vocational Rehabilitation Division of the Department of Health and Human Services in Raleigh, N.C. Out of state residents with disabilities should contact their local Vocational Rehabilitation Counselors. Eligible students may be able to receive financial assistance through Vocational Rehabilitation to help them attend ECC.

#### **N.C. Veterans Scholarship**

The Department of Veterans' Affairs offers scholarship assistance to North Carolina children of deceased or disabled veterans. In addition this, scholarship support can be extended to dependents of certain veterans who are listed as POW/MIA. Eligible students can visit the [North Carolina Division of Veterans Affairs website](#) or write to the North Carolina Division of Veterans Affairs, Assistant Secretary, 1315 Mail Service Center, Albemarle Building Suite 1065, Raleigh, NC 27699, for information. They may also contact a local Veterans Service Officer in their county of residence.

#### **Veterans' Affairs**

ECC provides training under Public Law 358, G.I. Bill effective June 1966; Public Law 634, the children of deceased or disabled veterans; Public Law 894, disabled veterans; and Public Law 98-525. If you or your spouse is a veteran, veterans' educational benefits may be available. Information is available [online](#) or by calling 1-888-442-4551 or contact the Veterans' Affairs counselor at the college.

#### **Workforce Investment Act (WIA)**

Financial assistance is offered through WIA. All individuals must meet WIA eligibility requirements to be enrolled and receive financial assistance. The WIA program is designed to assist individuals who require additional occupational skills training for employment. Services provided by the WIA program may include financial assistance with tuition, fees, books, equipment, and supplies, as well as personal services such as counseling, job development, job coaching, and follow-up assistance. Participants are required to follow strict program guidelines and regulations.

#### **North Carolina Community College Grant (NCCCG) Program**

This is a need - based financial aid program offered by the state to North Carolina residents. In addition to being state residents, students must meet the following criteria: (1) be admitted to an eligible

program of study, (2) be federal student aid applicants (3) meet satisfactory academic progress requirements as defined by the ECC Financial Aid Office and (4) meet other criteria as may be required by the program. (5) students must be enrolled in at least 6 hours and be a NC resident to be eligible.

#### **North Carolina Education Lottery Scholarship**

This is a need- based state funded program for North Carolina residents. Students must meet the following criteria: (1) be admitted to an eligible program of study, (2) be federal student aid applicants, (3) meet satisfactory academic progress requirements as defined by the ECC Financial Aid Office, (4) meet other criteria as required by the program, (5) students must be enrolled in at least 6 hours and be a NC resident to be eligible.

#### **North Carolina Targeted Assistance Program**

This program provides funding for North Carolina residents who 1) enroll or intend to enroll in high demand/low enrollment programs or 2) who enroll in less than 6 hours for a semester To be considered, students must complete a FAFSA and have an Estimated Family Contribution (EFC) of 800-4000. Students are limited to receiving \$30 per credit hour in this program.

#### **ECC Emergency Loan Program**

This program provides short-term loans to students who need assistance paying their ECC tuition and fees. Loans must be repaid prior to the end of the term in which they are received. Generally speaking, students are required to complete FAFSAs before requesting emergency loans.

#### **Scholarships**

The college offers scholarships each year, totaling more than \$75,000. Requirements for scholarships vary; however, the primary criteria include financial need, scholastic ability, specified program of study, residency status, and participation in community activities. [Scholarship applications are available on-line.](#)

Application forms must be returned to a financial aid office by the established deadline available in the financial aid offices. Students who submit incomplete applications are not considered. Most scholarships are awarded during the fall, and the initial scholarship disbursements are made during the fall semester. The following is a listing of scholarships currently offered by the college. Scholarship opportunities may be added after the Student Handbook is published. If that is the case, new scholarship information will be publicized on campus. .

#### **EDGE scholarship**

The Edge scholarship covers tuition, books, and fees for the recipients, who must be U.S. citizens. By meeting the requirements and remaining in good standing, EDGE Scholarship students will graduate with a debt-free community college degree.

To qualify for the EDGE Scholarship, a student must have a 2.6 grade point average (GPA for high school and/or college credits) and file the Free Application for Federal Student Aid (FAFSA). Recipients must maintain a minimum 2.6 GPA, remain enrolled at ECC, file the FAFSA annually, and make continuous progress toward a degree.

Students with a 3.5 GPA or greater may receive additional honors as EDGE Scholars. Beyond free in-state tuition, books, and fees, EDGE Scholars will enjoy priority registration and book pick-up services, opportunities for service learning, and invitations to selected college events, performances, and programs.

Perhaps even more prestigious than these advantages, EDGE Scholars will receive recognition on their

transcripts and wear the EDGE Scholar cord at graduation.

#### **Golden Leaf Scholarship**

This program provides funding for students or their immediate families who are adversely affected by economic circumstances or conditions. Applications are available in the financial aid office. Funds are limited.

#### **Wells Fargo Scholarship**

Applicants must be full-time (taking a minimum of 12 credit hours), second-year students enrolled in technical curriculums. The successful applicants must also demonstrate financial need and scholastic promise. Applications are available in the financial aid office. Funds are limited.

#### **Private Scholarships**

The college offers numerous private scholarships each year, totaling more than \$100,000 awarded annually. Requirements for scholarships vary; however, the primary criteria include financial need, scholastic ability, specified program of study, residency status, and participation in community activities. To apply for scholarships, students must obtain application forms from the college's Financial Aid Office. Application forms indicating the scholarships for which students are eligible must be returned to that office by the announced deadline. Incomplete applications are not considered. Most scholarships are awarded during the fall months, and the first award payments are made during the fall semester. Students should see the Financial Aid Office for the deadlines. Listed below are the scholarships available to eligible applicants as of publication of this catalog.

#### **Named Endowed Scholarships**

***ACT 1 Endowed Scholarship.*** Established in 1996 to honor the John and Elretha Bryant family from Tarboro, this scholarship is awarded to students in Business Administration, Business Computer Programming, and Microcomputer Systems Technology.

***Mike Alford Memorial Endowed Scholarship.*** This scholarship was established in 2002 to honor local resident and author, Mike Alford, whose personal challenges with cancer and an amputation serve as an encouragement to students in the Allied Health field.

***ALLTEL Communications Endowed Scholarship.*** Established in 1996 when the company was known as 360 Communications, this scholarship is awarded to students in Business Administration.

***Berry L. Anderson, Sr. Memorial Endowed Scholarship.*** Established in 1988 by the Anderson family, this scholarship is awarded to students in any curriculum. Mr. Anderson was a founder of ECC and served on the Board of Trustees for 19 years.

***T. Wes Bailey Memorial Endowed Scholarship.*** Established in 2012 by Jean Bailey in memory of her late husband, this scholarship emphasizes the importance of excellence in manufacturing to students in a manufacturing curriculum.

***Guy E. and Alice A. Barnes Memorial Endowed Scholarship.*** This scholarship was established in 1997 to honor Mr. Barnes and his 25 years of service on the Board of Trustees. He was also a founder of the college and served the community in many civic, political, and religious endeavors. The scholarship is awarded to students in any curriculum.

**Robert E. Barnhill, Sr. Memorial Endowed Scholarship.** Established in 2000, this scholarship honors a founding member of ECC and a great community leader. Mr. Barnhill was instrumental in establishing the structure and bylaws of ECC. He developed one of the largest privately owned businesses in North Carolina, Barnhill Contracting Company. He was a modest man and helped his community by also establishing the Tarboro Community Outreach Center and working for the Boy Scouts of America. This scholarship is awarded to students in any curriculum.

**Baker Mabrey Bass Jr. Memorial Endowed Scholarship.** This scholarship was established in 2002 by the Edgecombe-Tar River Foundation and Mabry's brother, Bill Bass, to honor Mr. Bass' 40 years as editor of the local paper, *The Daily Southerner*. He contributed many humorous columns over the years and especially loved and worked to promote and preserve the Tar River. This scholarship is awarded to students in any curriculum.

**Kim Bell, RHIA, Health Information Technology Endowed Scholarship.** Established in 2010 to aid a student in the Health Information Technology Program.

**Francis E. Blackwell Memorial Endowed Scholarship.** Established in 2000 to honor a local businessman and ECC trustee, this scholarship is awarded to students in Business Administration or Allied Health.

**Joel K. Bourne/Edgecombe County Veterans Memorial Endowed Scholarship.** Established in 2002 by Joel Bourne to honor past, present, and future military service men and women from Edgecombe County, this scholarship is awarded to students in any curriculum.

**JoAnn Brown Endowed Scholarship.** This scholarship was established in 1997 by Mrs. Brown's husband, the Honorable Frank R. Brown, and ECC at the time of her retirement. After teaching in the Tarboro public schools for 16 years, Mrs. Brown served as executive director of the Edgecombe Community College Foundation from 1986 until 2000. This scholarship is awarded to students in any curriculum.

**A. R. Burnette Family Memorial Endowed Scholarship.** Established in 1995 by Mr. Archie R. Burnette, Jr., this scholarship honors his parents, Mr. and Mrs. A.R. Burnette, and his sister, Doris. This family was outstanding in farming, civic affairs, and education in Edgecombe County. Doris Burnette was a teacher in the Tarboro City and Edgecombe County schools her entire professional life and was recognized and respected as one of the best educators of her time. This scholarship is awarded to students in any curriculum.

**Johnna Poulos Cannon Memorial Endowed Scholarship.** This scholarship was established in 2004 by family, friends, and co-workers to honor the memory of a much loved and devoted instructor at ECC. The scholarship is awarded to students in a math-related curriculum or college transfer students with the intent of majoring in math.

**John Cherry Memorial Endowed Scholarship.** This scholarship was established in 2004 by the Tarboro Association of Saltwater Sportsmen to honor the memory of John Cherry, son of Police Chief and Mrs. Robert Cherry. The scholarship is awarded to students in any curriculum.

**Robert "Bob" Cole Memorial Endowed Scholarship.** Established in 2003 to honor the memory of ECC

math/science instructor Bob Cole, the scholarship is awarded to students in Radiography, Respiratory Care, Magnetic Resonance Imaging Technology, Medical Transcription, or College Transfer with intent to major in Biology.

***Glen and Patricia Daughtride Endowed Scholarship.*** This scholarship was established in 2013 to financially assist an ECC student in his or her educational endeavors. Mr. Daughtride's mother, a first grade teacher who taught over 500 students to read, instilled in him the importance of education and helping others. Patricia Daughtride was also an educator for many years. A student in any curriculum may receive this scholarship.

***Stanley L. Daughtride Memorial Endowed Scholarship.*** This scholarship was established by Mrs. Stanley L. Daughtride in 1997. Mr. Daughtride taught at South Edgecombe High School for 9 years and then worked for 28 years for the United States Soil Conservation Service. He served in many professional and civic organizations. The scholarship is awarded to students in any curriculum.

***Emily "Mimi" Havens Edmondson Memorial Endowed Scholarship.*** This scholarship was established by family in 1999 to honor her memory. A native of Tarboro, "Mimi" gave unselfishly of her time and energy in helping others. The scholarship is awarded to students in Respiratory Care.

***Ronald G. Ellis, Jr. Endowed Scholarship.*** Established in 2008 by Earl Roberson, this scholarship is awarded to a student in any curriculum. This scholarship honors Mr. Ellis' many years of unselfish service to others.

***Erich Family Endowed Scholarship.*** This scholarship was established in 2014 by the family of ECC instructor Fred Erich to assist a financially struggling student at ECC.

***Jason Iam Erich Memorial Endowed Scholarship.*** Established in 2009 by parents Norma and Fred Erich and friends, this scholarship is awarded to students in any curriculum.

***Cindy Fiore Memorial Endowed Scholarship.*** Established in 1993 by family and friends to honor the life of a very special student and nurse, this scholarship is awarded to a second-level nursing student.

***Fleetwood Endowed Scholarship.*** Established in 2015, by Mrs. Ruth Fleetwood, this scholarship supports an ECC student in Early Childhood Education or College Transfer/Education pathway.

***Dr. Thomas S. Fleming Memorial Endowed Scholarship.*** Established in 1999 by Dr. Fleming's wife, Louise Fleming, this scholarship is awarded to students in any curriculum. Dr. Fleming, who died in July 2007, joined the ECC Board of Trustees in 1971 and served as its chairman from 1978 until his death.

***Judge George M. Fountain Memorial Endowed Scholarship.*** This scholarship was established in 1998 by Judge Fountain's wife, Nellie Lanier Fountain. A native of Tarboro, Judge Fountain began his law practice with his father in 1935. After serving in WWII, he continued to practice law and was appointed Special Superior Court Judge. He was later elected to Resident Superior Court Judge of the 7th Judicial District, where he served until his retirement in 1982. He was the first Superior Court judge to serve in all 100 counties of North Carolina and became known as one of the best judges to serve this state. The scholarship is awarded to students in the Criminal Justice program.

***Nina W. Fountain Memorial Endowed Scholarship.*** This scholarship was established in 2000 to honor the long service and dedication of Mrs. Nina W. Fountain to the college in many ways. Mrs. Fountain served as President of the ECC Foundation Board of Directors from its establishment in 1982 until 2004. This scholarship is awarded to students in any curriculum.

***Dr. Hartwell H. Fuller, Jr. Memorial Endowed Scholarship.*** Established in 1998, this scholarship honors Dr. Fuller, a lifelong educator who taught at Rocky Mount Senior High School, Wilson Technical College, and Pitt Community College. In 1968, Dr. Fuller joined ECC as Director of Adult Education. In the years that followed, he also served as Dean of Instruction and Vice President. In 1994, he was named President of ECC, where he served until his retirement in 2004. This scholarship is awarded to students in any curriculum.

***Dr. Hartwell H. Fuller, Jr. Endowed Merit Scholarship.*** Established in 2011, these scholarships are awarded by merit to two Edgecombe County public high school scholars. These students, one entering an allied health program and one entering the college transfer program, receive the full cost of an associate's degree, including in-state tuition, books, and a laptop computer.

***Annie Louise Gaynor Memorial Endowed Scholarship.*** This scholarship was established by family in 1989. Miss Gaynor became known as the "Red Cross Nurse" because of her deep commitment and service to the Rocky Mount Chapter from 1933 until her death. After her retirement, Miss Gaynor continued to serve others and in 1982 was the first recipient of the Distinguished Service Award of Nash General Hospital Volunteer Association. The scholarship is awarded to a second-level nursing student.

***Vivian B. Godwin Memorial Endowed Scholarship.*** This scholarship was established by her family in 1996 to honor Mrs. Godwin, one of the first employees at ECC. This scholarship is awarded to students in the Cosmetology program.

***Ernest and Helen Goff Memorial Endowed Scholarship.*** This scholarship was established in 2012 by sons Julian and Milton Goff to honor their parents and help financially struggling students.

***Jack Havens Memorial Endowed Scholarship.*** Established in 1991, this scholarship is awarded to students in any curriculum. Mr. Havens was a founding father of ECC and served as the first chairman of the ECC Board of Trustees.

***Dan E. Herring Endowed Scholarship.*** This scholarship was established in 2014 to assist a student from the Conetoe area.

***John R. and Yantus S. Jenkins Endowed Scholarship.*** This scholarship was established in 2015, for a student in the Electrical Systems Technology, Automotive Technology, Industrial Systems, or Facility Maintenance Worker Program.

***Dr. Geraldine Jordan Memorial Endowed Scholarship.*** Established by Dr. Jordan in 1997, this scholarship is awarded to a second-level nursing student. Dr. Jordan chaired the Nash, Edgecombe, Wilson, and Halifax Associate Degree Nursing Program from 1975 to 1983.

***Carolyn Weeks Kalamajka Memorial Endowed Scholarship.*** This scholarship was established in

1996 by family, friends, and coworkers to honor Mrs. Kalamajka, an employee of Nash General Hospital for almost 19 years. Before joining the hospital, Mrs. Kalamajka attended and graduated from ECC in 1977. The scholarship is awarded to students in the Nursing program.

***Major Linwood Thomas Lewis, Sr. Memorial Endowed Scholarship.*** This scholarship was established in 2000 by Major Lewis's daughter, Judy Silveri. He was a well-recognized and much-admired member of the Tarboro Police Department. The scholarship is awarded to students in Criminal Justice or other law enforcement programs.

***Gladys C. Harrison Matthewson Memorial Endowed Scholarship.*** This scholarship was established in 2002 by Mrs. Matthewson's daughter, Gladys Harrison Matthewson, and the Union Baptist Church. Mrs. Matthewson, born in 1896 in Princeville, was a kind, gentle, and compassionate woman. She valued education and taught in the Edgecombe County Negro School System until 1930. This scholarship is awarded to students in the Early Childhood curriculum.

***Lacy and Grace G. McBryde Endowed Scholarship.*** Established in 1997 to encourage students to pursue their educational goals, this scholarship is awarded to students in the College Transfer or Nursing program.

***Charles B. McIntyre Memorial Endowed Scholarship.*** Established in 1995 by family and friends, this scholarship is awarded to students in any curriculum.

***Norman T. Parker, Jr. Endowed Scholarship.*** Established in 2002 by Mr. Parker's daughter and son-in-law, this scholarship is awarded to students in any curriculum.

***Berry Pittman, Jr. Memorial Endowed Scholarship.*** Established in 2010 by the Pittman family to honor the memory of Berry Pittman, Jr., a third generation farmer in Edgecombe County, who dedicated his life to the family farm, this scholarship is awarded to a student in Collision Repair & Refinishing Technology.

***General Henry Hugh Shelton Endowed Scholarship.*** Established in 1999, this scholarship is awarded to students in any curriculum. A native of Speed, General Shelton became the 14th Chairman of the Joint Chiefs of Staff in 1997.

***Charles Sherrick, Sr. Memorial Endowed Scholarship.*** This scholarship was established by Mrs. Sherrick in 2011 to help a student in the Facility Maintenance Worker, Automotive, or Electrical curriculum.

***Tony and Judy Silveri Endowed Scholarship.*** This scholarship was established in 2014 by Mr. and Mrs. Silveri, to fulfill their desire to help area students reach their educational goals. They realize that going to school, often while working and raising a family, creates great financial stress. They hope this scholarship aids in reducing this stress and encourages them to persevere.

***Vivian Patterson Smith Memorial Endowed Scholarship.*** This scholarship was established for disabled students.

***Carl W. Stephens, Jr. Memorial Endowed Scholarship.*** This scholarship was established in 1995 on

the untimely death of the hard-working 28-year-old radiography student, Carl Stephens, Jr. This endowment funds an annual scholarship for a deserving student in the Radiography program.

***Mary Thigpen Strickland Memorial Endowed Scholarship.*** This scholarship was established for a student in the first-year Associate Degree Nursing program.

***Tarboro Lions Club Endowed Scholarship.*** Established in 1987, this endowed scholarship was formed to demonstrate the Lions Club's appreciation for public participation in the Club's fund raising projects. This scholarship is awarded to students in any curriculum, but students who are blind or/and visually impaired or children of the blind or visually impaired are given first consideration.

***Tarboro Student Aid Association Endowed Scholarship.*** Established in 1998, this scholarship is awarded to students in any curriculum. This association was established in the 1940s by civic and fraternal clubs and organizations to provide loans to graduates of Tarboro High School who planned to attend college. When this group dissolved in 1998, members established this endowed scholarship at ECC.

***Fred Lewis Tolson Memorial Endowed Scholarship.*** This scholarship was established in 2014 by his wife, Amy Dunn Tolson, to honor a well-known Edgecombe county born architect. Mr. Tolson was the founder and president of Architects Tolson Associates in Raleigh for more than 30 years and designed the Thomas Fleming Building on the Tarboro campus. A student in the Electrical Systems Technology program may receive this scholarship.

***Vidant Edgecombe Hospital Endowed Scholarship.*** This scholarship was established in 2000 to support the pursuit of training in the Allied Health field.

***Eddie Walker Memorial Endowed Scholarship.*** Established in 1990 to honor a former Business Administration instructor at ECC, this scholarship is awarded to students in the Business Administration program.

***Veryl Wood Memorial Endowed Scholarship.*** This nursing scholarship was established in 1992 to honor this exceptional nurse.

***Sylvia "Red" Baker York Memorial Scholarship.*** This scholarship was established by family and friends in 1999 to honor Mrs. York, a Tarboro native who spent most of her professional career in Raleigh and became the senior loan officer with Crestar Mortgage. She was recognized as one of the most productive and respected loan officers in the Raleigh area. The scholarship is awarded to students in any curriculum.

#### **NAMED COMMUNITY SCHOLARSHIPS**

***Thomas L. Boyette Memorial Scholarship.*** Established in 2004 to honor Mr. Boyette's 38 years of service to Superior Essex. This scholarship is awarded to students in the Electrical Electronics program.

***Buchan Club Scholarship.*** New in 2014, this scholarship comes from a group of retirees from Lowes Company, Inc., who provide scholarships to deserving community college students in selected schools in North Carolina. Members are proud to help recipients gain skills to enable them to enjoy the same

success so many Lowe's retirees have enjoyed.

**Corporate Scholarships.** Each year the Edgecombe Community College Foundation conducts a golf tournament to raise much needed scholarship dollars. These scholarships are awarded to students in any curriculum.

**Bobby Gene DeMuth, Jr. Memorial Scholarship.** Established in 2015 by Thomas W. Hatchel, Jr., to honor his friend, North Carolina State Highway Patrol Officer Bobby Gene DeMuth, Jr., who was killed in the line of duty in 2013. This merit based scholarship will pay the full cost of an earned diploma, including tuition and books, to a first year student in the Criminal Justice Program.

**Edgecombe-Nash Retired School Personnel.** This scholarship is awarded to a second-year college transfer student with intent to major in elementary or secondary education.

**JnR Gallagher Scholarship.** This scholarship was established in 2014 to support students in the Radiography program. Mrs. Raquel Gallagher graduated in Radiography several years ago and wants to encourage other Radiography students to work hard and not get discouraged.

**Gravely Scholarships.** One of the oldest private scholarship funds in the twin county area, this scholarship provides funding for students at ECC, Nash Community College, and Wesleyan College.

**Hammer Chiropractic, Tarboro, Scholarship.** Radiology plays a large part in the diagnosis of chiropractic care. For this reason, Dr. Dimpel Patel wants to support the radiology program at ECC by awarding this scholarship to a radiology student.

**Thomas W. Hatchel, Sr. Memorial Scholarship.** Affectionately known as the "Sparkplug Scholarship," this scholarship was established in 2014 by Thomas Hatchel, Jr. and family in memory of his father, to provide full funding for a student in the Automotive Systems Technology program. This scholarship provides tuition and books for the three semester diploma program. Upon completion, the student will receive a tool kit to help as he/she enters the workforce.

**Mary Ferebee Howard Memorial Nursing Scholarship.** This scholarship was established in 2013 to provide a nursing scholarship for an ECC student. Miss Howard, born in 1913, attended St. Mary's College in Raleigh and joined the American Red Cross in 1942. Upon returning home to Tarboro after WWII, she wrote her book, "No Drums, No Trumpets," recounting her adventures. She went back to school and received her Bachelor of Science and Master of Art degrees from East Carolina University and taught school for many years in Tarboro and Rocky Mount.

**Kieya Shantay Hyman Memorial Scholarship.** This scholarship was established in 2013 when Kieya lost her battle with breast cancer at the age of 26. Kieya Hyman was a huge supporter of higher education and always encouraged friends and family to pursue education and training whenever possible. This scholarship is for a student in the Cosmetology program.

**Charles Johnson Memorial Scholarship.** This scholarship was established in 2014 to honor a Tarboro police officer who served his community for 24 years before being tragically killed in an accident. This scholarship is awarded to a student in the Criminal Justice Program.

**Junior Guild of Rocky Mount Scholarship.** Established in 1995, this service club scholarship is awarded to a woman in any curriculum.

**Medical Assisting Merit Scholarship.** This scholarship was established in 2012 to recognize a high achieving Medical Assisting student. This student is hardworking, diligent, and strives to excel in the rigors of the medical assisting program.

**Murdock Webbing Scholarship.** Established in 2003 to recognize the importance of education and training in obtaining good jobs and supporting families, this scholarship is awarded to students in any curriculum.

**Dorothy Pope Memorial Scholarship.** Established in 2010 by family and friends in honor of Mrs. Pope's dedication to the education and training of young children. This scholarship goes to an Early Childhood Education student who would like to make a difference in the lives of young children.

**Alicia Dupree Revis Surgical Technology Scholarship.** This scholarship was established in 2010 to support a Surgical Technology student at ECC.

**Nancy C. Robbins, RN, Memorial Scholarship.** Established in 2015 to honor a remarkable nurse who graduated from the ECC Nursing Program, this scholarship is presented to a Nursing student from Edgecombe County.

**Rocky Mount Business and Professional Women's Organization Scholarship.** This scholarship is awarded to women who are 25 years old or older and are going back to school to enter a new field or better their careers.

**Rocky Mount Garden Club Scholarship.** This scholarship is awarded to students in any curriculum.

**Rocky Mount Kiwanis Club Scholarship.** Established in 1992, this scholarship is awarded to students in any curriculum. A focus on education by this club results in an annual scholarship to ECC.

**State Employees Credit Union Scholarships.** Established in 2005, these scholarships encourage excellence by supporting student achievement.

**Larry N. Stroud Academic Scholarship for Information Technology Studies.** This scholarship was established in 2007 upon Mr. Stroud's retirement from ECC as the Director of Computer Services. This scholarship is an academic scholarship which recognizes excellence by a student in the Information Technology Studies.

**Sunshine Hair Design Scholarship.** This scholarship was established in 2004 by business owner Renee Owens. Ms. Owens completed her cosmetology training at ECC and was able to establish a thriving business in this community shortly after completion. Ms. Owens wishes to support other cosmetology students by this annual scholarship.

**Tarboro Kiwanis Club Scholarship.** The Kiwanis Club is an international service organization of men and women who share the common goal of community and world improvement. Established in 1990, this scholarship is awarded to students in any curriculum.

**Tarboro Pilot Club Scholarship.** This nursing scholarship was established in 1997 by the Tarboro Pilot Club. This active service club focuses on the education and prevention of brain injuries. The Pilot Club conducts many activities throughout the year, such as blood drives, an Autism Camp, and programs at nursing homes and in classrooms. This scholarship is awarded to first or second year nursing students.

**Telco Credit Union Scholarship.** Telco Credit Union recognizes the importance of education and rewards a member who is a student at ECC in any curriculum.

**Vidant Edgecombe Hospital Aux. Volunteers Scholarship.** This volunteer organization provides not only many needed services for patients at Vidant Edgecombe Hospital but also a scholarship each year for a deserving nursing student. The first scholarship was awarded in 2002.

**Joe Webb Memorial Scholarship.** Established in 2002 to honor a 30 year instructor at ECC, this scholarship will aid a student in any curriculum.

**Wells Fargo Bank Scholarship.** Established in 1970, this scholarship provides financial assistance to students in any curriculum.

**Woodmen of the World Scholarship.** Established in 1994, this scholarship is awarded to second-year nursing students.

### **Eligibility Requirements**

Financial aid is awarded primarily on the basis of need. In addition, financial assistance depends on the availability of financial resources. To be considered for financial aid, applicants must meet the following criteria:

1. Be enrolled or accepted for enrollment in an eligible program of study at ECC on at least a half-time basis (In some cases, students may receive financial aid for less than half-time enrollment.)
2. Be citizens or eligible non-citizens of the United States with a valid Social Security number
3. Demonstrate financial need
4. Have a high school diploma or GED certificate
5. Be making satisfactory progress in the course of study being pursued

If students qualify for financial aid, they receive an award letter. The award letter is not a guarantee of funds; therefore, it is important that students understand the terms and conditions of the award. They should review the award carefully.

## **Application Procedure**

### **Currently Enrolled Students**

Financial aid awards are made for one academic year at a time; therefore, it is necessary for students to reapply for federal aid each year. In order to remain eligible for aid, they must meet the following criteria:

1. Submit the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1.
2. Maintain Satisfactory Academic Progress (SAP). Students are required to complete at least 67 percent of all attempted hours of course work and must maintain a cumulative grade point average (GPA) of 2.0 – a “C” average.

### **Deadlines for Submitting the Free Application for Federal Student Aid (FAFSA)**

Students should submit their FAFSA early. For priority consideration, submit the application by March 15th of each year. Awards offered to students meeting the priority deadline and determined eligible, may receive the North Carolina Student Incentive Grant and/or the Federal Supplemental Educational Opportunity Grant or both in addition to the federal Pell Grant.

### **Notification of Award Decisions**

Students are notified of award decisions for the academic year typically in the summer (usually June). Awards for students beginning in semesters other than fall are generally made a few weeks prior to the start of that semester.

### **Financial Aid Refunds**

Students who have been awarded financial aid, may have credit balances after their tuition, fees, books, supplies, and other required charges have been paid for the semester. For those students, refunds will be processed each semester. Please visit the [Financial Aid Disbursements web page](#) for additional information.

### **Satisfactory Academic Progress Policy (SAP)**

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) towards the completion of eligible degree, diploma or certificate programs. This policy applies to Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal Direct Student Loans (Subsidized, and Unsubsidized). In addition, the SAP policy applies to the North Carolina State Grant program as well.

SAP is reviewed at the end of each semester to determine financial aid eligibility for the next semester of enrollment. All hours previously attempted are considered in determining SAP; therefore a student's complete academic history is reviewed even if the student did not previously receive financial aid. Students who have never received financial aid may be placed on financial aid warning based on having a Cumulative GPA below a 2.0, or having completed less than 67% of the hours previously attempted. Students who have attempted more than 150% of the hours required to complete their current active, academic program go into a Suspension status.

Transfer students are required to submit official transcripts from ALL previously attended colleges, regardless of whether or not they have received financial aid. Official transcripts must be submitted to the Edgecombe CC Office of Admissions. Unofficial transcripts will not be accepted.

You are encouraged to familiarize yourself with the details of the [ECC SAP Policy on our website](#).

### **Appeal Process for Probationary Semester**

Any student whose financial aid eligibility has been suspended has the right to appeal. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance.

The student should submit a written appeal to the Financial Aid Office using the SAP Appeals form. The forms are available in the Office of Student Financial Aid or [online](#).

1. Answer all questions accurately and as thoroughly as possible.
2. Clearly state how the student intends to meet progress standards.
3. Include a copy of the student's proposed schedule.
4. Students are strongly advised to submit third party documentation supporting significant mitigating circumstances. For example, in case of significant medical issues, documentation may require medical reports and signed statements by physicians regarding the circumstances.

The appeal form and supporting documentation submitted by the student will be forwarded to the Financial Aid Appeals Committee. A student who wants to make his/her presentation to the committee personally must request in writing by a letter submitted with the appeal form.

The Financial Aid Appeals Committee will deny an appeal submitted without adequate documentation.

Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid.

The Financial Aid Appeals Committee reviews the appeal in 7 business days. Students will be notified of the committee's decision. The preferred method of notification is electronic; the decision notice is sent to the student's MyEdge e-mail account. The decision of the Financial Aid Appeals Committee is final, and no further appeals are allowed.

If the appeal is denied, the student may reestablish financial aid eligibility for subsequent semesters ONLY by taking courses, without benefit of financial aid, until she/he complies with all components of the ECC satisfactory academic progress policy (67% completion rate and 2.0 minimum cumulative GPA).

If the appeal is approved, the student regains financial aid eligibility for one probationary semester. During the probationary semester and all subsequent semesters, the student must achieve a 67% completion rate and maintain a term GPA of 2.0. Failure to do so will result in suspension of financial aid after which the student will regain eligibility ONLY by taking courses, without benefit of financial aid, until she/he complies with all components of the ECC satisfactory academic progress policy (67% completion rate and 2.0 minimum cumulative GPA).

### **Composition of the Financial Aid Committee**

- a. Three full-time faculty members nominated by the Vice President of Instruction.
- b. One Student Services Counselor nominated by the Vice President of Student Services.
- c. The Director of Financial Aid as an ex-officio member.

The President has the authority to accept or reject the nominated members and alternatives to the Financial Aid Committee. The Financial Aid Appeals Committee serves for a period of one academic year. Alternative faculty and/or counselors will be nominated to serve if a conflict of interest exists. The President of the College will appoint a Chair for the committee from the three faculty members or the

Student Service Counselor. One faculty member will represent each academic division. As an ex-officio member, the Director of Financial Aid will not vote.

## **HOW TO**

### **Change a Major**

All students must get a "Change of Major Form", found on the College's website through the Student Portal tab under forms. The current advisor and new advisor sign the form, and the office of Financial Aid. Students can submit the completed form to the Student Services Department for the official change.

Students are strongly advised to see a counselor before changing their program of study. Changes made during registration will be effective immediately. Changes made after the drop/add period will not be effective until the next semester. The changes do not become effective until this form is completed and returned to Student Services, and Student Services staff have approved the changes and entered the information.

### **Request a Transcript**

Students must submit in writing to the Registrar a request for release of their transcript. The college charges \$1.00 per copy for the transcript.

### **Get a Class Schedule**

After the first semester of enrollment, students should see their academic advisor to secure a schedule for the following semesters. Advisors can be contacted by phone, email, or in person. Advisors' office hours are posted on the office doors.

### **Get an ID Card**

All students must have an ID card while on campus. ID cards are made in the Student Services Department at various times scheduled each semester. Students should contact the Student Services Department if they need an ID card or replacement. ID cards are free for the initial picture and \$5.00 for a replacement.

### **Get a Parking Sticker**

Parking stickers are issued from Student Services on both campuses. Parking stickers should be displayed on all vehicles.

### **Locate Lost and Found Items**

Generally, the main reception area in each building and the Student Services Department maintain lost and found items. If students lose an item, they should report the loss to the Student Services Department.

### **Get Photocopies**

The libraries on both campuses provide photocopying for a nominal fee.

### **Change an Address/Phone Number**

All students should maintain a current address and phone number in their records. To update address and phone information students should submit a Student Information Update form found on the College's website through the Student Portal tab under forms.

**Withdraw from a Class or Classes**

Students wishing to withdraw from a class or classes must complete an official withdrawal form found on the College's website through the Student Portal tab under forms. All instructors from the class (es) the student is withdrawing must verify the final grade and the last date of attendance. The withdrawal is effective on the date the registrar receives this verified information from the instructor.

**Drop/Add Classes**

To make class adjustments (drop/adds or section changes) once classes start, students must get assistance through the Advising Centers on either campus. These changes must be made during the first five class days of the fall or spring semesters and during the first three class days of the summer semester.

**Get a College ID Number**

This number is assigned to all students during the admissions process. All students should remember their ID number, for it is used for all transactions at the college. Student ID numbers or other confidential student information cannot be given out over the telephone. The Student ID number is also displayed on the student registration form.

**Get a Tutor**

Students should contact the Curriculum Learning Center (CLC) on either campus for individual and/or group tutoring.

**Apply for Graduation**

All students must apply for graduation at the beginning of their final semester. Students must meet with their advisor and complete the application process and exit evaluation. Graduates are notified that they have completed all requirements and sent appropriate information for graduation.

**DISTANCE LEARNING****Introduction**

Distance Learning at Edgecombe Community College (ECC) includes those classes that individuals can take anytime and anywhere for which classroom attendance is not required. The classes include curriculum college-credit courses, Continuing Education non-credit courses, and the online GED/Adult High School Diploma program. The distance learning classes are best suited for mature, self-motivated students who have good study skills and do not need to be reminded to study and complete their assignments. Student support services, such as the library, student services, and financial aid, are available without being on campus. Changing lives with quality instruction and a genuine concern from instructors is an integral part of Distance Learning at ECC.

**Available Courses/Programs****Curriculum Courses**

Two types of distance learning curriculum courses are offered at the college: online courses and hybrid courses.

**Online**

Online courses can be taken anytime and anywhere, provided individuals have access to the Internet. Classroom attendance is not required. The online curriculum classes compare to traditional classroom

courses in that they earn the same credit, have the same quality and standards, are fully accredited, and have the same course objectives.

### **Hybrid**

Hybrid courses combine the traditional classroom and the Internet. Therefore, depending on the instructor, students must meet on campus at certain times during the semester. Lessons are completed online. As with online classes, hybrid courses earn the same credit and have the same quality and standards as face-to-face courses. Likewise, support services are available online for hybrid students.

A [schedule of curriculum course offerings](#) (online and hybrid) can be found online.

### **Degree Online Programs**

Edgecombe Community College has five (5) totally online degree programs: Business Administration, College Transfer, Criminal Justice, Early Childhood and Health Information Technology. Students never have to come on campus to receive a degree in these programs; the courses are all online.

### **Ed2Go**

The [Ed2Go](#) non-credit online courses are informative, fun, convenient, and highly interactive. These courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas (chat rooms), and supplementary links. All courses run for six weeks with a two-week grace period at the end.

These courses begin every month and can be completed from the home or office during the day or evening. Twenty-four (24) contact hours in length, they generate 2.4 Continuing Education units (CEUs). These courses require Internet access, email, and a Web browser, such as Internet Explorer or Netscape Navigator. The courses are approved for teacher renewal. Upon successful completion of a course, students receive an official certificate issued by the Division of Lifelong Learning. For further information, interested persons should call (252) 823-5166, ext. 357.

### **Adult High School Equivalency/Adult High School Online**

Students can prepare for the Adult High School Equivalency exam or the Adult High School Diploma at home, using the Internet. Both programs are free of charge and are fully accredited. However, there are some state exam fees charged once the student is ready to test.

An on-campus orientation is mandatory for these online programs. Students would later be required to come onto their nearest campus to take post assessments and state exams.

For more information on the Adult High School Equivalency/Adult High School Diploma Online program, interested persons should call (252) 823-5166, ext. 229 (Tarboro) or ext. 342 (Rocky Mount).

### **Characteristics of Successful Distance Learning Students**

Extensive research has shown that there are certain qualities distance learning students should have in order to be successful in this type of instruction. These qualities include, but are not limited to, the following:

1. Are mature, self-directed, and goal-oriented
2. Are disciplined and organized
3. Are dependable and responsible
4. Know how to work independently and keep up with assignments

5. Have the necessary college reading and writing skill levels
6. Are able to think critically and solve problems
7. Have completed the necessary prerequisites for the course
8. Know basic word processing
9. Have the required computer hardware and necessary software
10. Are familiar with sending and receiving email

Distance learning students should be willing to participate in a course orientation session, when applicable; begin course activities within the first week of the course; on a routine basis set aside an adequate amount of time for study; and contact the course instructor promptly with questions about aspects of the course.

### **Computer Requirements**

Students must have easy access to a Microsoft Windows computer connected to the Internet, a Web browser such as Netscape Navigator/Communicator, Firefox, Safari, or Internet Explorer 6.0 or later, an email address, and the Microsoft Word processing software. Some online classes may also require Microsoft PowerPoint.

### **Software Used by the College**

Moodle is the software used by the college for all curriculum online and hybrid courses. For more information about Moodle or to review an online orientation, you may visit the Moodle link under the Student Portal tab found on the College's homepage.

### **Moodle Login Information**

1. Go to the [ECC Moodle site](#) through the Student Portal link on the ECC home page
2. Use the following information to login:

#### **Username:**

Your Moodle user login name is your first initial, last name, and first four digits of your date of birth.

Example - John Smith Born May 18, 1988, the username would be: jsmith0518.

#### **Password:**

The password for *Moodle*, *Webadvisor*, and *MyEdge* email accounts is the same. Please use the following instructions to create your password for *Moodle*, *Webadvisor*, and *MyEdge* email accounts.

1. Go to [Webadvisor](#) through the Student Portal tab on the ECC home page.
  - Verify you can access login with your UserID (which is the same as your UserID you have for your *MyEdge* email account). The UserID is your first initial last name month & day you were born. Example: Joe Smith born on August 2 would be jsmith0802. Your default password is the last 6 digits of your social security number. Example: If your SSN is 123-45-6789, your password would be 456789.
  - Once logged in, you will be forced to change this password. First, enter your UserID and your password (last 6 digits of your SSN). You will be prompted to enter a new password. The new password must be between 6 and 9 characters and contain both letters and numbers. Submit & logout. Please log back into *Webadvisor* to make sure your new password is working. Note: If you ever want to change your password, go to the *EdgeID* link under the Student Portal tab.

2. Once your *Webadvisor* login is working (with new password), you **must** go to the *EdgeID* link under the Student Portal tab to activate and enroll your ID and password. The activation must be done by everyone (even those who already had a *Webadvisor* account).
  - To activate your UserID/Password, click on “Enroll”.
  - Enter your UserID and password (you just created in *Webadvisor*).
  - You will be prompted to answer 3 security questions. Enter your answers. Answers to security questions are case sensitive.
  - Click on “Enroll”
3. Check immediately your *Webadvisor* and *MyEdge* email accounts to be certain your new password has been accepted.

### **Moodle Support/Report Problems**

For technical support and to report problems, please contact Mr. Arnold Worsley, Moodle Administrator: [worsleva@edgecombe.edu](mailto:worsleva@edgecombe.edu) or (252) 823-5166, extension 281. You may access Moodle from your web browser at [moodle.edgecombe.edu](http://moodle.edgecombe.edu).

### **Tutorial Support**

Edgecombe Community College also offers online tutorial support through ***Smarthinking***, a leading provider of online tutoring and academic support. The free software offers live tutoring anytime, from anywhere, 24/7. Students are provided a link to ***Smarthinking*** in their Moodle course.

### **Student E-Mail**

MyEdge is a free service for ECC students and alumni powered by Google. Your MyEdge account is automatically created for you within 24 hours of you registering for your first class with ECC. Once your MyEdge email is established all other official communication will be forwarded to this address only.

The login for MyEdge is the same as for Moodle and Webadvisor. Please refer to the login instructions for “Moodle Login”.

If you need help with MyEdge, [create a support ticket](#).

### **Student planning through Webadvisor**

Student Planning enables students to search and plan for courses, register for classes, communicate with advisors and more. Students must use Student Planning to get their grades after each semester. All students are issued a WebAdvisor account when they register for their very first class. Students can access Student Planning by logging in through WebAdvisor. Please refer to the “Moodle Login” instructions for the Webadvisor login instructions. If you have technical questions about Student Planning, [create a support ticket](#).

**ALL STUDENTS MUST MEET WITH OR CONTACT THEIR ACADEMIC ADVISOR PRIOR TO REGISTERING THROUGH STUDENT PLANNING.**

**IF YOU ARE RECEIVING FINANCIAL AID AND YOU REGISTER FOR A COURSE YOU DO NOT NEED IN YOUR PROGRAM OF STUDY, YOU WILL BE SUBJECT TO WITHDRAWAL AND/OR REPAYMENT OF THE TUITION.**

## **CURRICULUM ONLINE/HYBRID CLASS REGISTRATION PROCEDURE**

### **New Students**

New students should follow these procedures:

1. [Apply to Edgecombe Community College](#)
2. Forward official transcripts to the Registrar's office at Edgecombe Community College.
3. Contact a Counselor in Student Services at (252) 823-5166.

### **Returning Students**

Returning students should follow these procedures:

1. Contact your faculty advisor who will register you for your classes.
2. Take the Registration form to the Business Office and to the Bookstore.

State authorization is required for all out-of-state students enrolling in online/hybrid classes. Please contact the Distance Learning Coordinator for further information.

## **AVAILABILITY OF SUPPORT SERVICES**

Support services are available to distance students just as they are to traditional classroom students. These resources include the following:

### **Student Services**

1. Career Counseling
2. [Personal Counseling/Student Support](#)
3. Academic Counseling
4. Financial Aid Counseling
5. Veterans' Services
6. [Student Organizations](#)

### **Library**

All research and collection databases are available at the link below. Contact information for library staff members can be obtained [on our website](#).

### **Bookstore**

Students can view the required books for a course and the cost of books [on our website](#).

### **Student Email**

A student [MyEdge email account](#) is created for students when they first register for classes at ECC.

**Assistance**

Students needing assistance should contact Student Services on either campus at 252-823-5166, ext. 255 (Tarboro) or ext. 333 (Rocky Mount).

**LIBRARY SERVICES GENERAL INFORMATION**

Both Tarboro and the Rocky Mount campuses have libraries. Each library houses a general collection of books and eBooks, including reference, subject area, and fiction titles. All books may be checked out except reference. The total number of books between the two campuses is approximately 37,000. Books in the general collection are selected to provide information on a wide variety of topics; however, the bulk of the collection focuses on curriculum topics. Both current and back issues of a number of journals, newspapers, and magazines are available on each campus for in-library use. Interlibrary loans are available for materials that are not located in the ECC collection.

The 5700-square foot Tarboro library has 20 computer workstations networked to a single printer. Wireless access is available on both campuses for students who bring their own laptops. A self-serve copier is available on both campuses. There is a ten cents per page print or copy charge and a twenty-five cents per page charge for color. The Rocky Mount library with 3800 square feet of space has 21 computer workstations networked in the same manner. Both libraries are equipped with computer desks that will accommodate wheelchairs. Additionally, ergonomic mice, large print keyboards, and Zoom-Text software are available on two computers on each campus. The aisles between bookshelves are wide enough to accommodate wheelchairs.

Both campus libraries have a variety of audiovisual equipment available for staff use and for students with staff supervision. Tape recorders and video cameras may be used for class presentations. DVD/VCR/TV combos are available on both campuses to facilitate customer use of audio visuals. Audio visual equipment and instructional DVDs are available for faculty use and may only be taken from the library by students for class presentations with faculty supervision. Small audio visual viewing rooms are available on the Tarboro campus for patrons. A small audio books collection is housed on both campuses. Audio books are available for checkout.

Students may access the [library web page](#). From the library webpage, patrons may access the card catalog, online journals, and online data bases. The web page has tutorials to assist students in using library resources and general library information tutorials. Additionally, the web page includes hours of operation, information about library use and a staff roster. A variety of electronic reference materials are offered on both campuses and remotely via the LRC website. Electronic reference resources include NCLive, SIRS, Literary Resource Center, Gale Virtual Reference Library, Credo, CQ Press, NC Knows and Anatomy TV. All of these data bases are available through the ECC Library website.

**Hours of Operation**

The Library is open from 7:30 a.m. to 9:00 p.m. Monday through Thursday. The library closes at 4:00 p.m. on Friday. During summer hours, the library is closed all day on Friday. Library hours are subject to change during semester breaks and student holidays.

**Telephone Contact Information**

Students may call 252-823-5166 and then use the following extensions to access the library staff:

Extension 211 - Director of Library Services  
Extensions 244 or 323 for Interlibrary loan  
Extensions 211 or 341 for Reference questions  
Extensions 244 or 323 for Audio Visual services

**Conduct in the Library**

To facilitate study and research, a quiet atmosphere is maintained. The library staff will assist students in finding facilities for small group collaboration. Students should refrain from the use of cell phones, eating or drinking while in the library. Students should adhere to all school behavior policies while in the library. Students should review and adhere to the ECC Acceptable Use Policy before using the internet in the library. When students are waiting for computers, patrons who are not students will be asked to vacate computers. Students who are not using computers for school work will be asked to vacate computers for students who need to complete school assignments.

**Library Cards**

The official ECC identification badge is the library card. **The official ECC badge should be displayed at all times while students are in the library.**