

- (2) **General Probation:** An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the **Student Code of Conduct** without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.
- (3) **Restrictive Probation:** Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally, the individual will not be eligible for initiation into any local or national organization and may not receive any college award or honorary recognition. The individual may not occupy a position of leadership with any College or student organization or activity. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate **SUSPENSION**.
- (4) **Restitution:** Paying for the damage, misuse, destruction, or loss of property belonging to the College, College personnel, or students.
- (5) **Interim Suspension:** Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- (6) **Loss of Academic Credit or Grade:** Imposed as a result of academic dishonesty.
- (7) **Withholding grade reports, diplomas, or right to register or participate in graduation ceremonies:** imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are met).
- (8) **Suspension:** Exclusion from class (es) and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the Vice President for Administrative Services before returning to the campus.
- (9) **Expulsion:** Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the Vice President for Academic and Student Affairs.
- (10) **Group Probation:** This is given to a College club or other organized group for a specific period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
- (11) **Group Restriction:** Removing College recognition during the term in which the offense occurred or for a longer period (usually not more than one other term). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
- (12) **Group Charter Revocation:** Removal of College recognition for a group, club, society, or other organizations for a minimum of two years. Re-charter after that time must be approved by the President.

### Student Dress Code

The Trustees of Fayetteville Technical Community College recognize the importance of maintaining an education environment which promotes rigorous academic studies, encourages critical thinking, and teaches students skills necessary to be successful in the workplace. The Trustees authorize individual educational programs to implement and enforce dress codes when required to protect the health and safety of students. Additionally, the Trustees hereby determine that all students not in such a program should be encouraged to dress, while on campus, in a manner appropriate for an educational environment.

Effective June 1, 2011

### Appeals and Due Process

Students subject to administrative decisions affecting their right to attend classes are entitled to due process. Due process includes, but is not limited to, the following considerations:

- (1) The student must be informed of any charges made against him/her that may result in administrative action.
- (2) The student must be advised in writing of the administrative action taken.
- (3) The student will be advised of corrective action required.
- (4) The student is entitled to an appeal as herein provided. The appeals process described in the following paragraphs must be followed.
- (5) The student is entitled to appear and present testimony at any committee meeting scheduled to hear an appeal from said student.

### Appeal of Disciplinary Sanction

The Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students) investigates charges of misconduct and determines the action to be taken. The decision of the Dean or Designee or Associate Vice President is presented to the student in writing within five (5) working days after the charge is filed. If the student is notified that a disciplinary sanction will be imposed, he or she may appeal the decision.

**Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on Student Handbook.**

- (1) If a student wished to appeal the decision, he or she must submit the appeal in writing within five (5) working days of receipt of the Dean's or Vice President's decision to the Student Appeals Committee through the Director of Counseling.
- (2) The decisions of the FTCC Student Appeals Committee are referred to the Associate for Student Services as recommendations. The Associate for Student Services will review the case, consider the recommendation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three (3) working days from the receipt of the recommendation of the Student Appeals Committee.
- (3) If the student wished to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.

### **Appeal of Attendance Problems**

The instructor, according to guidelines published in the Student Handbook, may drop students who have excessive absences.

- (1) Appeals of attendance decisions should be made first to the department chairperson and then to the program area Dean. Further appeals of administrative withdrawal from class for attendance will be made in writing no later than five (5) college days to the FTCC Student Appeals Committee through the Director of Counseling.
- (2) The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Student Services as recommendations. The Associate Vice President for Student Services will review the case, consider the recommendation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three (3) College days from the receipt of the recommendation of the Student Appeals Committee.
- (3) If the student wishes to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.
- (4) Students dropped for attendance problems may be allowed to continue attending class until the appeal has been resolved.

### **Appeal of Grades**

Grading is the prerogative of the faculty member. Appeals concerning grades given for a course must be directed to the faculty member assigning the grade and must be in writing. The faculty member assigning the grade and the student appealing the grade shall discuss the circumstances and attempt to resolve the appeal. Failing to reach a satisfactory resolution, the student may appeal in accordance with the specific procedures described below. The appeal of a grade must be initiated no later than the last day of the fourth full month after the course grade was assigned.

- (1) The student shall present the appeal in writing to the chairperson or coordinator of the department within which the protested grade was earned. The chairperson or coordinator shall, by conferring with the student and the faculty member, seek resolution by mutual agreement. If applicable, the student should continue to attend classes throughout the appeals process.
- (2) If the student wishes to appeal the final decision of the chairperson or coordinator, the student must appeal in writing to the appropriate Academic Dean or Director. If, after conferring with the student, the Instructor, and the Department Chairperson, the matter remains unresolved, the Dean shall convene with the Academic Review Committee.
- (3) The Academic Review Committee will consist of the convening Dean or Director and four FTCC faculty members, at least one of whom, if possible, shall be qualified to teach the course. The committee will be appointed by the Dean or Director. The faculty member assigning the grade shall not be appointed to the Academic Review Committee. During the appeal process, the appropriate Department Chairperson and/or faculty member will provide all relevant information to the appeal committee. The student's written appeal will be provided to the committee and, if requested by the student, the student shall be afforded the right to personally appear and provide testimony to the committee and to ask questions of anyone providing evidence to the committee. Upon receiving all relevant evidence presented, the committee shall determine whether the grade assigned by the instructor shall be upheld. If the grade is not upheld, the committee shall make a decision as to how a grade shall be assigned to the student. The Dean will notify, in writing, the faculty member, the student, and the Department Chairperson of the committee's decision within five working days. The resulting grade must be submitted within College guidelines and may not be further appealed.

### **Financial Obligations**

The Business Office uses telephone, email and/or letters to make contact with students regarding their financial obligations. When students register for classes, their registration statement serves as their notice of tuition/fees due. If a student registers

online via WebAdvisor, they can also view their account in WebAdvisor for the tuition/fees due. As payment deadlines approach for the upcoming semester, the Business Office sends email notices to remind students of the deadline to pay. After the semester begins, if a student incurs a debt related to tuition/fees or repayment of financial aid, the Business Office will send an email and letters to notify the student of the debt.

For returned checks, the Business Office will call the student and/or check maker, then follow-up with a certified letter giving 10 days to clear the returned check. If after 15 days the check is not cleared, the debt is submitted to the Cumberland County District Attorney's Office Worthless Check Program. The debt may also be submitted for other collection action.

For student loans, the promissory note states payment is due in three (3) installments beginning thirty (30) days after the start of the semester and then each thirty (30) days thereafter. If the student fails to make payments as scheduled, the Business Office will send a letter advising of the past due payment. Unpaid loans will be submitted for collection action.

Debts owed to FTCC may result in the student being dropped from classes that have not started within the same semester and will prevent the student from registering for any future semesters. Transcripts and diplomas/certificates/degrees will not be released until the debt is paid.

Debts owed to FTCC are required to be submitted to the North Carolina Department of Revenue's Setoff Debt Collection Program per the Debt Collection Act. This allows FTCC to claim a part or all of a student's income tax refund to apply against the debt. Debts owed FTCC may also be submitted to an outside collection agency.

Financial indebtedness to FTCC may be appealed through the Appeal of Student Tuition/Fees process. This allows the student to submit an appeal for the current term and/or immediate prior term only.

### Appeal of Student Tuition/Fees

Students are **responsible** for charges and payments to their student tuition/fee account.

A dropped class will result in a change in enrolled credit hours, which could generate a refund or a requirement to repay financial aid. Please contact the Financial Aid Office with any questions regarding your financial aid prior to submitting a drop for a class or withdrawal from all classes.

Certain mitigating circumstances may qualify for a refund of tuition and fees paid to FTCC. Mitigating circumstances may consist of the following:

- Death of an immediate family member. A copy of the death certificate is required.

- Medical emergency which results in the inability to attend class. Medical documentation is required. Please attach medical documentation including the dates of illness or admission to the hospital and/or a signed letter from the doctor.
- Unanticipated military service, including TDY, training, activation for deployment and unanticipated reassignment. Proof of orders is required.

For mitigating circumstances, students should complete and submit the Student Tuition/Fee Appeal form with all supporting documentation. Requests for a tuition refund will be reviewed by the Student Tuition/Fee Appeal committee. Appeals are reviewed on the third week of every month. A letter will be mailed within a week after the Appeals Committee meeting.

Appeals for the current and/or immediate prior term only will be considered and reviewed. No other appeals will be considered. Decisions of the Appeal Committee are final. Book charges may not be appealed.

### Admissions Decisions

Initial decisions to approve a student or potential student to enter a program or a student re-entering a program are made by the counselor conducting the admissions interview. Appeals of admissions decisions are referred to the Director of Admissions. Decisions of the Director of Admissions may be initially appealed in writing no later than ten (10) College days after the date of the Director of Admissions' letter to the Associate Vice President for Student Services. The Associate Vice President for Student Services will confer with the Department Chairperson and respond to the student within five (5) working days. Decisions of the Associate Vice President for Student Services are final.

### Financial Aid Students

A dropped class will result in a change in enrolled credit hours, which could generate a refund or a requirement to repay financial aid. Please contact the Financial Aid Office with any questions regarding your financial aid prior to submitting a drop for a class or withdrawal from all classes.

### Dismissal

Fayetteville Technical Community College reserves the right to dismiss any student when it believes such action is in the best interest of the College, the students, the faculty, the staff, or the student him/herself. In all cases, the right of due process is the student's prerogative.

### Student Grievance Policy and Procedure

Fayetteville Technical Community College encourages the prompt and fair settlement of grievances. A student may present a grievance without fear of coercion, restraint, interference, penalty, or reprisal.

The purpose of the student grievance policy and procedure is to provide a system to resolve student complaints against faculty, staff, or other students. Listed below are the steps to filing a grievance.

**Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on Student Handbook.**

## Grievance Procedure

This procedure applies to all students of FTCC.

### Step 1:

The student is encouraged to go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five (5) working days of the incident which generated the complaint.

### Step 2:

If the grievance is not resolved, the student may file a written grievance. The student must present the written grievance to the appropriate Associate Vice President within thirty (30) days of the incident giving rise to the grievance. The student and the Associate Vice President will meet within three (3) working days following the presentation of the grievance to discuss the grievance fully, and to attempt informal resolution. The Associate Vice President will investigate the grievance and will ask the employee against whom the grievance was filed to respond in writing to the allegation. The Associate Vice President will provide a written decision on the grievance not later than ten (10) working days following this meeting.

### Step 3:

If the student is not satisfied with the decision, he or she may, within five (5) working days, file the grievance in writing with the Vice President for Academic and Student Services. The Vice President for Academic and Student Services will notify the President. Depending on the nature of the allegation, the Vice President for Human Resources and Institutional Effectiveness, may be asked to investigate. After reviewing the facts of the case, the Vice President for Academic and Student Services and/or the Vice President for Human Resources and Institutional Effectiveness, will make a recommendation to the President. The student will receive written notification within ten (10) working days of filing the complaint with the Vice President.

## Further Appeal Procedure

If the student is not satisfied with the decision, he or she may, within ten (10) working days, file the grievance in writing with the President. The chain of appeal goes then from the President to the Board of Trustees. Decisions of the Board of Trustees are final. There is an expanding reliance on electronic communication among students, faculty, staff, and administration at Fayetteville Technical Community College (FTCC). This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using Email rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, Email is considered an official form of communication between the College and its applicants and students. Students should maintain the confidentiality of their email account as the college sends confidential information to students by email. Implementation of these procedures ensures that students have access to this critical form of communication. All applicants or students are assigned an Email account hosted by Google.

## State Student Complaint Process

All institutions, except tribal and Federal Institutions, are required to provide a process for students to initiate a complaint against a post-secondary institution offering programs in the state of North Carolina after all other forums at the institutional level have been exhausted.

Students may utilize the application form provided by the UNC General Administration Office of Post-Secondary Education Complaints ([http://faytechcc.edu/financial\\_aid/pdf/updatedjuly2015titleivconsumerinfo.pdf](http://faytechcc.edu/financial_aid/pdf/updatedjuly2015titleivconsumerinfo.pdf)) to submit these complaints for processing. Submit all relevant information and supporting documentation regarding your complaint to the University of North Carolina General Administration, 910 Raleigh Rd, Chapel Hill, NC 27515 or email to [studentcomplaint@northcarolina.edu](mailto:studentcomplaint@northcarolina.edu). Once received by the UNC General Administration office, complaints against any of the 58 community colleges will be forwarded to the North Carolina Community College System.

## WEAPONS ON CAMPUS POLICY

### Possession of Weapons on Campus

Illegal possession of weapons on campus or at any FTCC class, site, activity, or program is a violation of College policy.

1. It shall be a violation of college policy for any person to illegally possess, whether openly or concealed, any of the following items while on FTCC campus or at the site of any FTCC class, activity or program:
  - a. Any gun or firearm, including, but not limited to a rifle, pistol, BB gun, air pistol, or air rifle;
  - b. Any powerful explosive device, including, but not limited to, dynamite cartridge, bomb, grenade, or mine;
  - c. Any knife or other sharp-pointed or edged instrument, such as, but not limited to, a bowie knife, dirk, dagger, switchblade knife, razor, or razor blade; or
  - d. Any slingshot, leaded cane, blackjack, or metallic knuckles.
2. The possession of any item listed above shall not be in violation of College policy if the possession is permitted by law. Current law permits those who have valid concealed weapon permits and those exempt from obtaining such permits to have handguns secured, as described by law, in their vehicles. The law also permits weapons on campus solely for uses associated with approved educational programs.
3. Instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance on campus are exempted from this policy.
4. Any person, other than an FTCC student, found to violate this policy shall be removed from campus and shall not be permitted to return to campus for 120 calendar days.