

DOCUMENT CONTROL ROUTING FORM

(PLEASE PRINT ON LIGHT BLUE PAPER)

Organizational Handbook

- Addition - Is this a new position?
(If so, attach job description and revised Organizational Chart.)
- Deletion
- Replacement (What position does it replace?)
- Correction, Revision, or Clarification

(Attach hard copy with "red-line" changes)

Nature of Revision:

- Change in Job Title
- Change in Job Description
- Change in Organizational Chart

Does change require re-point factoring?

- Yes No

If yes, signature approval by the Compensation Committee is required. * (see below)

Notes:

Other Handbooks/Manuals

- Administrative Procedures Manual
- Faculty Handbook
- Academic Procedures Manual
- Employment and Affirmative Action Manual
- Counseling Services Handbook
- SGA-Clubs & Organizations Procedures Manual
- Substantive Change Procedures Manual
- Online Standards Handbook
- Advisory Committee Handbook
- Credit for Prior Learning Handbook
- Standard Operating Procedures
- Other

College Catalog

- Addition (new) Deletion
- Replacement
- Correction, Revision, or Clarification

This is a change in:

- Procedure change only (Does not affect Board policy)
 - Board approved policy
- (If checked, approval by the Board of Trustees is required. ** see below)

SIGNATURES REQUIRED

DATE

Person Requesting _____

Supervisor _____

Handbook/Manual Proponent _____

President _____

BS NOT REQUIRED - Procedure Only

** Date of Board Approval _____

Forms

- Fill-in Forms (IEA website)
- Replace current form in Employment and Affirmative Action Manual
- Other form actions
(Add details in notes below)

- Addition (new) Deletion
- Form number assignment
- Replacement
- Correction, Revision, or Clarification

Notes:

Correcting grievance process and adding Title IX statement.

SIGNATURES REQUIRED

DATE

Person Requesting _____

Supervisor _____

Blank Form/Handbook/Manual Proponent _____

VP for Human Resources/Workforce Development and Institutional Effectiveness _____

After all approvals send copies to:
Personnel Manager for Initials

After all approvals send copies to:
Handbook/Manual Proponent
Office of Human Resources /Workforce Development and Institutional Effectiveness

After all approvals send copies to:
Blank Form/Handbook/Manual Proponent
Office of Human Resources /Workforce Development and Institutional Effectiveness

Form - Posted 3/31/15

Add this paragraph to College Catalog first thing in the section Student Rights, Responsibilities, and ~~Student Handbook~~ Judicial Process (Page 25)

SERVICES

Illegal Discrimination → (Title IX Reporting)

Thomas R. McLean Administration Building, Rooms 162-A or B
Phone: 910-678-8373 or 8246
Title IX Administrator/Coordinator: Carl Mitchell, mitchelc@faytechcc.edu
Alternate/Deputy Title IX Coordinator: Barbara Driscoll, driscolb@faytechcc.edu
Hours: Monday to Friday, 8 AM to 5 PM
FTCC prohibits sex discrimination, including sexual harassment, sexual violence, sexual assault, stalking, or intimate partner violence that interferes with or limits a student's ability to participate in or benefit from an educational program. The College will take necessary steps to stop such conduct using appropriate sanctions and remedies. Students that are experiencing any form of sexual discrimination at FTCC should report such activities to the Vice President for Human Resources, Workforce Development, and Institutional Effectiveness (Mr. Carl Mitchell) or the Personnel Manager (Ms. Barbara Driscoll) using the above telephone number or email addresses. In the event that students need to report sex discrimination activities hours the Human Resources Office may be closed, they can report the sex discrimination at the Office of Security and Public Safety located at:
General Classroom Building, Room 102
Phone: 910-678-8433
24 hours per day

This is in Student Handbook but not in the College Catalog

Bookstore
General Classroom Building, Room 104
Phone: 678-8342
Hours: Monday – Friday 7:30 am – 4:30 pm

Come in today and purchase: textbooks, school supplies, backpacks and bookbags.
Refunds may be given only under certain circumstances. See the Bookstore staff for further information.

Career Center
Center for Business and Industry, Room 120
Phone: 678-8205/8422
Hours: Monday – Thursday 8:00 am – 5:00 pm
Friday 8:00 am – 12:00 pm

FTCC suggests that when you enter as a freshman, you should plan and prepare for your career, as recommended in the following steps:

- Gather information about yourself through inventories and computerized career exploration programs in the Career Center.
- Investigate the world of work as you explore current career information about trends, training requirements, and salary potentials.
- Evaluate the career possibilities that fit you best, then explore the training preparation required for the career of your choice.
- Attend College Transfer Day and College Job Fairs

Admissions

General Classroom Building, Room 115
Phone: 678-8473
Hours: Monday-Thursday 7:30 am – 5:30 pm
Friday 7:30 am – 12:00 pm

Students are admitted to Fayetteville Technical Community College without regard to race, sex, color, creed, age, physical disability, religion or national origin.

The services provided by this office cover admission information, applications, testing, recruitment, program admission, and residence appeals. To be admitted to a curriculum program, applicants must have a high school diploma or the equivalent (GED).

All American Veterans Center

General Classroom Building, Room 202
Phone: 678-8395

The Veterans Service Office (VSO) serves as the interface for veterans and eligible family members seeking access to educational benefits provided by the Veterans Administration. As such, it is the responsibility of the VSO to provide counseling, clarification of VA regulations, and certification for pay to the appropriate Department of Veterans Administration office.

Counseling Services

General Classroom Building, Room 115
Phone: 678-8419/8277
Hours: Monday, Tuesday, and Thursday 7:30 am – 5:30 pm
Wednesday 7:30 am – 7:30 pm
Friday 7:30 am – 12:00 pm

The Counseling staff at FTCC is available to students and potential students through the College's Student Center. They are available by appointment and walk-in. Services available include:

- Individual and group counseling
- academic counseling
- educational planning
- personal counseling & referrals
- student advocacy

Workshops are offered throughout the year on topics such as: interpersonal relationship skills

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Services.

submitted to the North Carolina Debt Set-Off Program for collection.

The Debt Collection Act entitles FTCC to claim a part or all of the student's income tax refund to apply against the debt.

Financial indebtedness to FTCC can only be appealed through the Business Office until the matter is submitted to local and state legal authorities.

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 ~~concerning alleged discrimination on the basis of age, sex, race, disability, or other conditions~~. *Listed below are the steps to filing a grievance.*

Academic Appeals

~~Appeal of admissions decisions, individual grades, academic probation and/or suspensions, attendance problems, disciplinary sanctions, and dismissal shall not be considered under this policy, unless illegal discrimination is alleged. Such appeals shall be considered according to the guidelines set forth in the Catalog.~~

Sexual Harassment Complaints

~~Sexual harassment complaints shall be directed to the Associate Vice President for Student Services, unless the alleged harasser is the Associate Vice President. In that case, the complaint shall be directed to the Vice President for Academic and Student Services or to the President. Upon receiving the complaint, the Associate Vice President for Student Services shall refer the sexual harassment complaint to the Vice President for Human Resources, Workforce Development and Institutional Effectiveness, who will investigate the complaint following the procedures outlined in the College's Sexual Harassment Policy and Procedures.~~

~~If the student is not satisfied with the outcome of the investigation, 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.~~

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, Workforce Development 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, Workforce Development 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.

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.
5. Students in violation of this policy shall be suspended for a minimum of 120 days and shall not be permitted on any property owned or used by the College. A student is identified as any person currently enrolled in continuing education class(es) or curriculum class(es), whether the person is an adult or minor.
6. Students in violation of this policy may be placed on a permanent expulsion when one of the following occurs:
 - a. Illegal possession of a firearm on campus;
 - b. Repeat offense on campus or any FTCC class site, activity or program;
 - c. Subsequent conviction of a violation of the law; or,
 - d. Use of weapon to harm or threaten another individual.