

Montgomery Community College



Student Handbook 2022-2023



Celebrating Student Success Since 1967

GENERAL INFORMATION

Welcome.....1
Governance.....2
Mission, Goals, & Core Values3
Student Services4

POLICIES AND GUIDELINES

Acceptable Use Policy5
Bookstore.....6
Cell Phones6
Change of Major6
Children on Campus.....6
Communicable Disease Policy6
Distance Learning7
Educational Records7-9
Food & Drink in the Classroom9
Food Service.....9
Health Services9
Identification Cards.....9
Lost & Found.....10
Message Center10
Parking & Vehicle Operations10
Personal Property11
Photocopies11
Plagiarism.....11
Schedule Changes11
Withdrawal from a Course.....11

Smoking & Use of Tobacco Products..... 11
Social Security Numbers..... 11

CAMPUS MAP12

STUDENT CONDUCT AND CODE

Student Rights & Responsibilities.....113
Student Code13-16
Disciplinary Action16-21
Discrimination and Harassment Policy21-30
Sexual Offense/Harassment Policy.....21-26
Unlawful Discrimination.....26-30
Student Grievance/Complaint Procedure
.....19-20
Drug and Alcohol Policy.....32-33

STUDENT GOVERNMENT ASSOCIATION

Membership33
Activities & Publications.....33
Procedures for Handling Funds33
Fundraising & Solicitation.....33-34
Clubs & Organizations34-39
Organizing New Clubs.....39
SGA Constitution40-43
Academic Calendar44-45

Welcome to Montgomery Community College!

Thank you for choosing Montgomery Community College for the next step in your education.

Dr. Dallas Herring, father of the North Carolina Community College System, framed the philosophy of the system, as the philosophy of total education; “a belief in the incomparable worth of all human beings” ... “we must take people where they are and carry them as far as they can go.”

Whether you are pursuing a degree, diploma, or certificate; taking a few classes to transfer; taking courses to enhance skills for a current job or learning skills for a new one; or just taking a class for the fun of it, MCC is here to help you reach your goal.

Our faculty and staff are here to help guide and assist you along your path. The College is committed to providing quality instruction and services to all of our students. Whether you’re taking classes on-campus or online, we are here to provide support, guidance, and encouragement.

Thank you, again, for choosing MCC and allowing us the opportunity to serve you.

R. Lee Proctor

R. Lee Proctor
Vice President of Instruction & Student Services

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Montgomery Community College issues this handbook to furnish information about the institution. The College makes every effort to meet the needs and desires of its students. However, special circumstances may require the College to cancel classes or programs due to insufficient enrollment or funding. MCC reserves the right to make such decisions as warranted. Therefore, the provisions set forth in this publication are not to be regarded as an irrevocable contract between the student and the College. The student is, however, responsible for being aware of and understanding the information found in this document. The College also reserves the right at any time to request that a student withdraw when such action is considered to be in the best interest of the student or the institution. The policies outlined in the *Student Handbook* are all based on policies approved by the MCC Board of Trustees. Students should also consult the MCC Catalog for other pertinent policies approved by the Board.

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Montgomery Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4501) to award associate degrees, diplomas, and certificates.

Affirmative Action Statement

Montgomery Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued thereunder. Under the Assurance, MCC is committed not to discriminate against any person on the grounds of race, creed, color, sex, age, handicap, or national origin in the admission policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, including the use of any building, structure, room, space, materials, equipment, facility or other property.

Montgomery Community College is an equal opportunity institution.

MISSION STATEMENT

Montgomery Community College provides life-long educational opportunities that prepare individuals for existing and emerging careers and personal growth.

GOALS

In accomplishing our mission, we commit our resources to serving our community in the successful achievement of its educational goals through the implementation of these strategic college goals:

Goal 1: Develop and implement **instructional programs and student support services**, in traditional and distance learning formats, consistent with the assessed needs of the constituent groups in the College's service area and with state, regional, and national standards.

Goal 2: Provide **facilities, technologies**, and information services that enhance student learning.

Goal 3: Support businesses, industries, and **community initiatives** through educational services that facilitate economic growth and workforce training.

Goal 4: Create a culture for employing and retaining **quality faculty and staff** to support student success.

Goal 5: Develop, and manage human, financial, and infrastructure resources essential to **fiscal stability** and meeting student and community needs.

Goal 6: Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and **institutional effectiveness**.

CORE VALUES

MCC C.A.R.E.S.

Collaboration

Montgomery Community College values working together in a cooperative manner to accomplish our mission and goals.

Accessibility

Montgomery Community College values providing quality educational opportunities and support services to individuals in convenient, user-friendly modes.

Respect

Montgomery Community College values a work environment characterized by mutual respect for others' views, culture, and/or abilities.

Excellence

Montgomery Community College strives for excellence in educational, student support, business, and community services.

Scholarship

Montgomery Community College supports formal and informal educational opportunities for its students, faculty and staff.

STUDENT SERVICES DIVISION

The mission of Student Services is to provide high quality educational support services to all students and constituents. Student Services professionals work in partnership with faculty and other college personnel to help ensure that student success, in a broad sense, is possible through strategies that develop knowledge, skills, good attitudes, self-determination and the ability to control one's environment. Student Services activities include: admissions, assessment, counseling (academic, career, and personal), registration and records, financial aid, veterans assistance, and recruiting and coordination of student activities. In essence, the objective of Student Services is to aid you in selecting, entering, progressing through, and completing a course of study as your goals indicate.

Student Services Staff

It is not unusual to feel a little apprehensive about enrolling in college. If you have questions, the Student Services staff is here to help. The Student Services Division is located in Blair Hall (Building 100). Stop by, e-mail, or call us at 910-898-9600. Following is a list of staff members and their primary areas of responsibility.

R. Lee Proctor 910.898.9660 proctorr3159@montgomery.edu
Vice President of Instruction & Student Services

Michelle Grit 910.898.9610. grito5347@montgomery.edu
Dean of Student Services

Phyllis Parsons, Administrative Assistant/Switchboard 910.898.9600 parsonsp5746@montgomery.edu
Carmen Simpson, Evening Receptionist 910.898.9600 simpsonc5945@montgomery.edu

Operates the college switchboard directing calls to the appropriate office; assists current and prospective students.

Visitors should report to the Information Desk in Blair Hall (Building 100) upon arrival

Vacant, College Registrar

910.898.9620

registrar@montgomery.edu

Coordinate registration and graduation processes; coordinate course adds/drops/audits/withdrawals; maintains educational records, grades, grade point averages; evaluates transfer credit; issues transcripts.

Lindsey Tedder, Assistant Registrar

910.898.9612

Tedderl5768@montgomery.edu

Assist the registrar with registration; processes changes of address, telephone number, major, or name; assists with student insurance. Produce local, state, and national reports to comply with all reporting regulations.

Diana Sanchez, Counselor/Title IX Coordinator

910.898.9619

sanchezd6577@montgomery.edu

Provides academic and personal counseling; assists with advising; coordinates special needs (ADA) and Title IX services for students; coordinates tutorial services; serve as a coach in Aviso early alert system.

Doni Hatchel, Director of Financial Aid

910.898.9613

hatcheld6985@montgomery.edu

Coordinates and oversees the college's financial aid programs (Pell Grant, work study, scholarships; childcare assistance; veterans' benefits)

Alicia Higgins, Financial Aid Specialist

910.898.9614

higginsa5656@montgomery.edu

Assists with financial aid processes; manages the childcare assistance grant and work study programs; serves as the college's Veterans Certifying Official.

Lynn Epps, Director of Admission and Retention

910.898.9616

eppsl3627@montgomery.edu

Plans, organizes and directs areas of recruitment, admissions, student success, CCP, and Early College; collaborates with cross-campus partners to coordinate initiatives supporting student retention and persistence.

Jessica Latham, Admissions Counselor/Recruiter

910.898.9617

lathamj1472@montgomery.edu

Coordinates admissions and recruitment services; assists with prospective students; assist with the Student Ambassador Program and Student Government Association.

Laura MacCoy, Student Success & Retention Specialist Coordinator of Student Life

910.898.9618

maccoyl5294@montgomery.edu

Promotes positive and successful learning experiences for students, familiar with the curriculum admission and enrollment processes. Works to counsel, motivate, and assess student needs, goals, and interest. Coordinates Student Ambassador Program and Student Government Association. Coordinate the Aviso early alert system

Shaquille Little, CCP Success & Retention Specialist

910.898.9621

little5046@montgomery.edu

Promotes positive and successful learning experiences for CCP students; Recruits, enrolls, and registers Early College and CCP students; Works to counsel, motivate, and assess student needs, goals, and interests 910.898.9508

Data Entry Clerk, vacant

@montgomery.edu

Manages application processes; assists with admissions, recruiting, and student activities.

POLICIES AND GUIDELINES

Acceptable Use Policy

College-owned computer stations with unfiltered Internet access in the Library and computer labs are available for research purposes for (1) use that is linked to legitimate MCC courses, programs or academic-related communications; and (2) use that supports MCC-related activities. Authorized users may use the Library and open computer lab for research and scholarly purposes and for official College business as long as it does not violate any law or College policy, interfere with the performance of College duties and work, or result in commercial gain or profit.

Unacceptable activity includes, but is not limited to:

- Deliberately downloading, uploading, creating, or transmitting computer viruses, malware, or other software intended to harm a computer or the College's network.
- Developing programs that infiltrate a computer or computing system, harass other users and/or damage software.
- Attempting to obtain unauthorized computer access or privileges or attempting to trespass in another individual's work.
- Using another person's password or sharing of one's own password. Users should not share their password with anyone and those who choose to do so are responsible for the outcomes resulting from the use of their password.
- Committing any form of vandalism on equipment, communication lines, manuals or software, or attempting to defeat or circumvent any security measures or controls.
- Using the College's computer resources and Network to engage in disruptive, threatening, discriminatory or illegal behavior or behavior that violates the Code of Student Conduct.
- Using finite resources such as large amounts of bandwidth including, but not limited to, downloading music, television shows, software programs, and/or movies.
- Violating copyright laws and/or fair use provisions through: a) illegal peer-to-peer file trafficking by downloading or uploading pirated or illegal material including, but not limited to, software and music files; and b) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright.

Individuals who have been granted access to MCC networks are responsible for the proper use of their accounts, including proper password protection. Accounts must not be used nor shared with others.

Students, faculty, and staff are encouraged to use the computing resources in the Library and open computer lab. Members of the general public are expected to use the computers in the Library. Priority of use will be:

1 st Priority:	Class instruction
2 nd Priority:	MCC students
3 rd Priority:	MCC faculty/staff
4 th Priority:	Other users/members of general public

Any computer user found to have violated the above policies may be subject to a full range of sanctions, including the loss of computer access privileges, disciplinary action, and/or dismissal from the College. Some violations may constitute criminal offenses, as defined in the General Statutes of North Carolina and federal laws.

Any individual sanctioned for misconduct has the right to an appeal process through the College's grievance policy. These Guidelines are based on the MCC policies found in the Board of Trustee's *Policy Manual*. Failure to follow the *Acceptable Use Guidelines* may result in the suspension or revocation of access accounts or other College disciplinary action.

Bookstore

The MCC Virtual Bookstore may be accessed through the college's website (www.montgomery.edu). Students place their textbook orders through the virtual bookstore and have the books delivered to their home address.

Cell Phones

Cell phones should be **TURNED OFF before** entering classrooms, labs, or other areas of the College such as the Library or Blair Teaching Auditorium.

Change of Major

Students wishing to transfer from one program to another must complete a "Change of Information Request Form" indicating the new program of study. The student will follow general admission procedures for a new program. NOTE: Transferring into another program while on probation or suspension requires approval of the Student Services Counselor. Students receiving financial aid or veteran benefits should consult with the Financial Aid Department staff before changing majors. See College Catalog for more details.

Children on Campus

To guard against the disruption of MCC's educational environment, children of students should NOT be brought to campus while the student is attending classes, labs, seminars, workshops, testing/orientation session, and computer or library labs/sessions. The College assumes no responsibility for children or for any injury incurred by children in an unsupervised situation not approved by the college administration.

Communicable Disease Policy

Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is advised for the health and safety of the individual or for the health and safety of other members of the college community.

Any student, college employee (either full-time or part-time), and any employee of contractors or contracted services who knows or has reasonable basis for believing that he/she is infected with a communicable disease has the responsibility of reporting this fact, on a confidential basis, to the appropriate administrator or supervisor.

Persons who know or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.

The determination of whether an infected college employee, student, or employee of contractors or contracted services shall be permitted to continue employment, enrollment, or participation in his/her present capacity with the College shall be made on a case-by-case basis after consultation with a team composed of the employee, student and his/her parents/guardians (when applicable), or the employee and his/her employer of contractors or contracted services, and appropriate health officials including the infected person's physician. The final decision will be made by college administration with particular attention being paid to minimizing the exposure of others to blood or body fluids or to behavior which may warrant a more restrictive environment.

The College will widely publicize and carefully observe the safety guidelines established by the U.S. Public Health Service and the Center for Disease Control for the handling of blood and other body fluids and secretions in all areas of the College where such fluids or secretions may be encountered. A comprehensive Exposure Control Plan is in place at the College. Copies may be obtained from the Vice President of Administrative Services or the Director of Evening Operations and Safety.

Distance Learning

Distance learning is an education delivery strategy in which all, or a majority of, instruction occurs when the student and instructor are not in the same place at the same time. This approach may include computer technologies, video, or audio feeds. Distance Learning at Montgomery Community College utilizes courses wholly or partly delivered via the internet.

The mission of Distance Learning at MCC is to provide accessibility to educational options which are not bound by time or place. To accomplish this mission, Distance Learning continually works to:

- provide options for students who may not be able to come to campus regularly because of physical limitations, work and family commitments, or by preference;
- enable students who prefer to learn through nontraditional delivery to have access to educational content in different, yet comparable, formats; and
- have distance learning parallel and supplement traditional course offerings and include comparable course outcomes.

Online Courses. Courses offered through the internet allow students to do the course work and earn college credits from the convenience of their own homes or offices on a flexible schedule that meets the personal needs of each student. MCC's internet courses utilize state-of-the-art technology to deliver courses to students to meet their scheduling needs while maintaining personal interaction between the students and the instructor through Internet resources such as e-mail discussion boards and chat sessions.

Students enrolling in online courses should:

- ❖ Be familiar with basic hardware requirements;
- ❖ Be able to save and retrieve files;
- ❖ Have access to the appropriate software applications or plan to use one of the MCC computer labs;
- ❖ Have a working knowledge of Windows;
- ❖ Be familiar with e-mail, including how to attach files with e-mail messages; and
- ❖ Be able to navigate the Internet.

Educational Records **Family Rights and Privacy Policy Of MCC** **(FERPA, Public Law 93-380)**

Because MCC is a postsecondary school and most of its students are eighteen years or older, this policy will be addressed to students rather than parents. Students are notified of their rights annually by publication in the *Student Handbook*, through newsletter/email, and the College's website.

I. Educational records include records, files, documents, or any other materials containing information directly related to a student such as grades, test scores, attendance, etc. Not included are guidance records, medical and psychological reports, the financial records of the parents, confidential letters and statements of recommendations, if the student has signed a waiver. A student may obtain a copy of his/her transcript upon written request. There is no charge for a transcript if requested directly through MCC. National Clearinghouse request for transcripts is assessed a minimal fee by the agency. The curriculum student's permanent record is in the form of a transcript with a digital copy kept in a separate location. Veteran paperwork and financial records are kept in separate folders in the Financial Aid Office at the main campus. The Dean of Student Services is responsible for the maintenance of educational records. Records are housed in Student Services at the main campus. The College shall provide every student with an annual notice of their rights under FERPA. The Vice President of Instruction and Student Services or his/her designee is responsible for preparing and delivering this annual notice.

MCC reserves the right to deny transcripts or copies of records not required to be made available by the Family Educational Rights and Privacy Act (FERPA) in any of the following situations:

1. The student has an unpaid financial obligation to the College.
2. The student has any overdue library books, equipment, or materials belonging to the College.
3. There is an unresolved disciplinary action against the student.

MCC reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendations for which the student has waived his/her rights of access, or which were placed in file before 1-1-75.
3. Records connected with an application to attend MCC when the application is denied.
4. Records which are excluded from the FERPA definition of educational records.

II. RELEASE OF EDUCATIONAL RECORDS

1. The College will not release a student's educational records, aside from Directory Information, to any third-party unless the student consents to the release or a valid, legal exception applies.
2. Disclosures may be made to school officials which include any of the following when that person has a legitimate educational interest in having access to the information: 1) any administrator, certified staff member, or support staff member (including health, medical, safety, and security staff) employed by the College; 2) a member of the College's Board of Trustees; 3) a contractor, consultant, volunteer, or other party to whom the College has outsourced services or functions, such as, but not limited to: an attorney, auditor, cloud storage provider, consultant, expert witness, hearing officer, law enforcement unit, investigator, insurer/insurance company adjuster, investigator, or any other claims representative, medical providers or consultants, or counselors/therapists, provided that the person is performing a service or function for which the College would otherwise use employees, is under the direct control of the College with respect to the use and maintenance of education records, and is subject to FERPA requirements governing the use and redisclosure of PII from education records; and 4) a person serving on a committee appointed by the College, such as a disciplinary or grievance committee or other review committee.
3. In compliance with Title IX, the College may disclose the final results of campus disciplinary proceedings in which a student respondent is charged with a violent crime or non-forcible sex offense. Upon the request of the complainant, disclosure may be made regardless of whether the respondent was found responsible. Disclosures to third parties may be made only if the student respondent is found responsible. Disclosure in this situation is limited to the name of the violator, the type of student code violation found to have occurred, and the sanction imposed by the College.
4. The College shall release a student's educational records to the student's parents when requested by the parents and: i) the student is listed as a dependent on the parents' tax returns; ii) the student violated a law or the College's policies regarding drugs and alcohol and the student is under the age of 21; or iii) the disclosure is needed to protect the health or safety of the eligible student or other individuals in an emergency situation.

III. MCC will review academic records periodically and will remove records after five years of no enrollment. The MCC transcript will remain on file permanently. MCC follows guidelines for the retention and disposition of records as set forth by the North Carolina Community College System office and published in the *Public Records Retention & Disposition Schedule*.

IV. Public directory information relating to a student includes the following: name, city of residence, major field of study, dates of attendance, and credentials received. Directory information may be released. A student may request, in writing, that the College not release directory information on him/her.

V. The Solomon Amendment is a federal law that requires institutions to release student recruitment information to military recruiters. This information includes the student's name, address, telephone number, age, major, class level, and degree awarded.

- VI. A student at MCC has the right to inspect his/her individual educational records upon written request. The request shall be granted within 45 days after the day the college receives the request. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar to whom the request was submitted, the student will be advised of the correct official to whom the request should be addressed.
- VI. The procedure for challenging or correcting the content of the educational record is as follows. This procedure does not include a challenge to an assigned grade. A separate process is established for grade contesting.
 - 1. A student has the right to challenge an item in his/her records believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The student may file a grievance pursuant to the Student Grievance beginning at Step 3. If the final decision is that the information in the record is, in the College's determination, not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the Vice President of Instruction and Student Services shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the College's decision.
- VII. Grades are available for students to view through their individual secured Self-Service accounts and Aviso. Students are notified when grades have been posted. They may also view their MCC transcripts and their progress toward completion of their program of study.
- VIII. Students who believe their rights have been violated may file a complaint with the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington D.C. 20202. Complaint must be filed within 180 days of the date of the alleged violation or the date the student knew or should have known of the alleged violation.

Food and Drink in the Classroom

To keep college facilities clean and to protect computers and other equipment, food and drink are allowed only in designated areas.

Food Service

Vending machines containing a selection of snacks and beverages are available in several locations on campus.

Health Services

MCC maintains no health facilities and no oral medicines are dispensed by employees of the College. The responsibility for medical services rests with the students and/or their parents or legal guardians. The College is in proximity to a number of medical facilities. Students are referred to the emergency room of Montgomery Memorial Hospital when emergency treatment is needed. In the event that non-emergency treatment is required, Student Services should be contacted to obtain the name of the student's personal physician. The Student Services Division maintains all student records; therefore, emergencies involving students should be reported to Student Services within 24 hours.

Each shop is equipped with a first aid kit. Accident insurance is available for all students. MCC is not responsible for any liability or payment for any personal accident or injury in any school program, activity, or school-related function of the College.

MCC and their contractual externship facilities assume no liability financially or otherwise for illnesses and/or injuries incurred by students while performing required learning-centered, clinical/co-op externship activities.

Identification Cards

As part of the registration process, you will be issued a photo identification (ID) card. **You should carry this**

card with you at all times while on campus. This card will allow you to check out library books, utilize computer labs and other campus services, and participate in MCC activities. Additionally, students may be asked to show their identification card at random. Failure to comply may result in disciplinary action or the person being asked to leave campus.

Lost and Found

Students should take items “found” to the Switchboard at the Information Desk in Blair Hall (Building 100) in Student Services. Students should check for lost items at the Information Desk. Articles not claimed within 30 days are given to a charity.

Message Center

The College cannot accept incoming calls for students except in extreme emergencies. Let your family know that if a genuine crisis arises, they should call Student Services at 910-898-9600 to try to reach you. We do not have a paging system and it can be difficult to get messages to students. If you have a child in daycare or school, you should have an additional contact person listed with them in the event that you cannot be reached at MCC. If possible, emergency messages will be delivered to the classroom.

Parking and Vehicle Operation Regulations

MCC students should receive a parking permit during the registration process. **Permits should be placed at the bottom left of the back windshield of the vehicle.**

Students should use designated student parking lots. Special areas are designated for handicapped students and should not be used unless you have the proper legal identification on your vehicle. **Vehicles that are parked improperly will be ticketed by local law enforcement and may be towed at the owner’s expense.**

All of the provisions of Chapter 20 of the General Statutes relating to the use of highways of the State of North Carolina and the operation of motor vehicles thereon shall apply to the streets, roads, alleys, and driveways on the MCC campus. Any person violating any of the provisions of Chapter 20 of the General Statutes in or on the streets, roads, alleys, and driveways on the campus shall upon conviction thereof be punished as prescribed in and provided by Chapter 20 of the General Statutes relating to motor vehicles.

In addition to any of the provisions of Chapter 20 of the General Statutes, the following rules and regulations are applicable to the parking lots on the MCC campus:

1. Parking - Park only in a lined parking space and park between the lines. Handicapped spaces are marked by signs and are reserved only for handicapped individuals displaying a legally issued handicap tag on their vehicle. Visitor parking spaces and project vehicle spaces are marked and are not to be used by faculty, staff or students for parking their personal vehicles. Project vehicles are to be parked in project vehicle spaces only. Parking in any unlined area, alley, driveway, sidewalk, building entrance, grassed areas or reserved parking space for faculty, staff, visitors, and handicapped will be considered as a parking violation. In addition, leaving vehicles (except project vehicles) on campus after regular hours of operation will be considered a parking violation.
2. Speed Limit - The speed limit on any street, road, alley, driveway, or parking lot on the campus is 10 miles per hour as set by the MCC Board of Trustees.
3. Signs - All traffic signs must be obeyed.

The rules and regulations of the policy may be enforced by the College in the following manner:

1. The College may issue a warning notice to students and staff regarding parking violations.
2. The College may have any vehicle towed at the owner's expense, for any parking violation. The order to tow a vehicle must be given by the administrator in charge.
3. If the vehicle is parked illegally, law enforcement will be called.

MCC is not responsible for theft or damage to any vehicle parked or being operated on the campus or for any contents within such vehicles. The registered owners of towed vehicles are responsible for the payment of towing fees and storage charges assessed by towers. The registered owner is responsible for non-moving

violations regardless of who was operating the vehicle at the time of the violation. These regulations apply to any person operating and/or parking a vehicle on MCC's campus.

Personal Property

MCC is not responsible for any items of personal property left on the premises after the student has completed, terminated or interrupted his/her studies at MCC. The College shall dispose of the above-mentioned unclaimed property as it sees fit. Personal property shall include, but not be limited to tools, equipment, school supplies and materials, clothing and other personal property.

Photocopies

Photocopying services are available through a copier in the Library.

Schedule Changes (Drop/Add)

Beginning with the first day of each term, students wishing to drop and add classes must do so at the same time or incur a 25% penalty. Any changes in a student's schedule because of class conflicts, canceled classes, or dropping or adding a class must be submitted to the Registrar's office on a "Registration Change Notice Form" for the changes to be official, with all required signatures. This form is available in Student Services in Blair Hall. Students may not add a course without explicit permission by the Vice President of Instruction and Student Services once the class has progressed passed 10% of the term. See College Catalog for more details.

Withdrawal From a Course

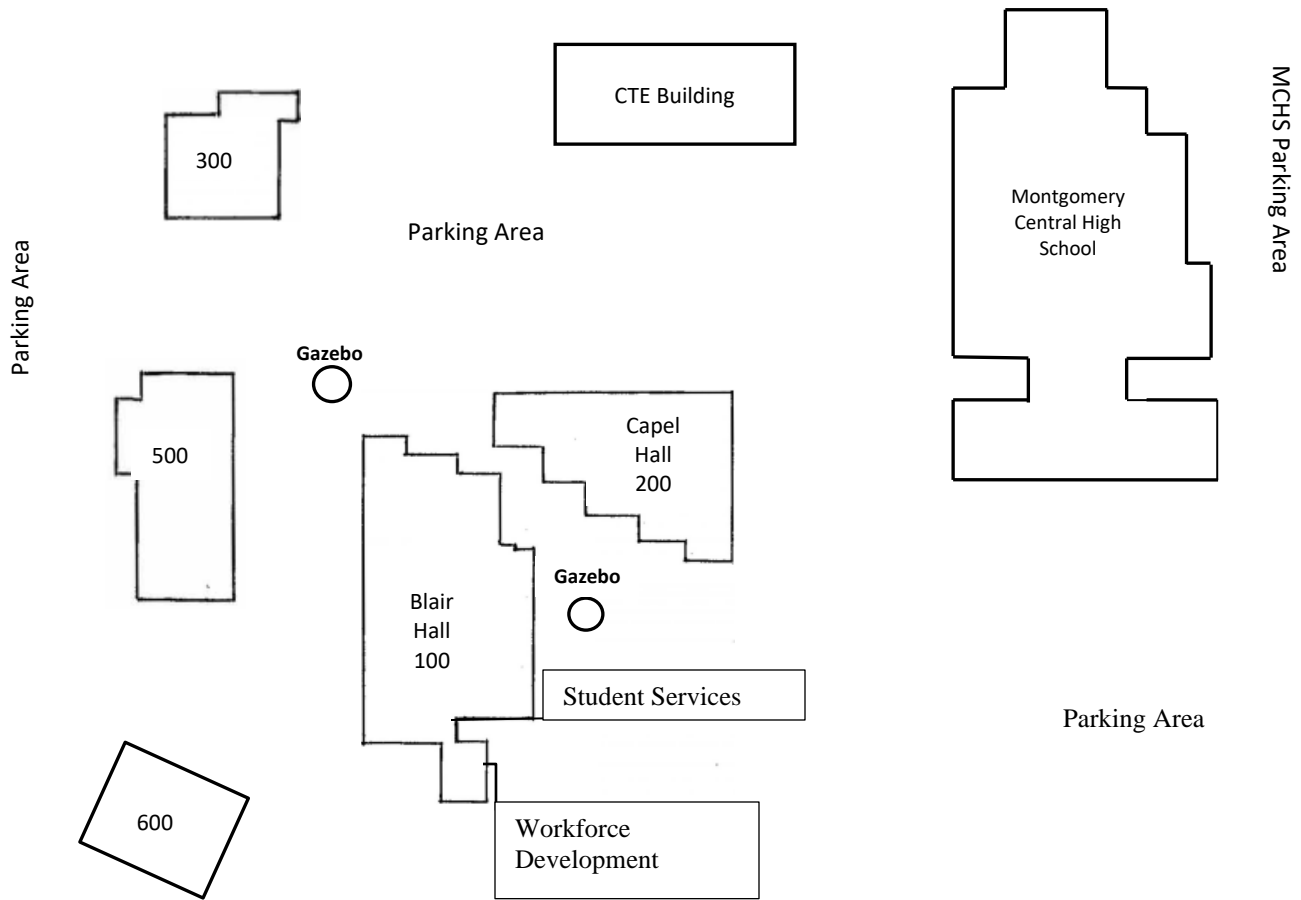
A student who wishes to withdraw from the College or from an individual course should complete a Registration Change Notice form from Student Services. The effective date of withdrawal is the date that the Registrar's Office receives the form. All required signatures should be obtained as indicated on the form. This will protect the student's scholastic standing, his/her right to re-enroll, and to transfer credits. Failure to officially withdraw may result in a grade of F or FA (failure due to attendance issues) for the student on all courses for which he/she is enrolled. If a student completes the official withdrawal process, the student may be given a grade of W for the course(es). Quality points will not be computed, nor credit given. A student who withdraws from a course or the College after the 75% point of the term may be given a grade of F or FA for each affected course. Quality points will be computed unless the withdrawal is due to circumstances beyond the student's control. When extenuating circumstances exist, the Vice President of Instructions and Student Services must approve the waiver of the grade of F/FA. No student will be allowed to officially withdraw from any classes after the term has ended. See College Catalog for more details.

Tobacco Free Campus

The College is a tobacco product free campus. The use of tobacco products is prohibited in any College buildings, facilities, vehicles or property owned, leased or operated by the College including all outside areas. The sale or free distribution of tobacco products, including merchandise, is also prohibited.

Social Security Numbers

Providing your Social Security Number is voluntary and will be used internally for record identification purposes only. In addition, each student is assigned a college identification number upon application to the college. This college ID number will be used on all of your MCC records and your photo ID card (which will permit you to utilize campus services and programs.) Note: Your Social Security number is required for all financial aid programs and services.



Montgomery Community College & Montgomery Central High School Campus Buildings

- 100 - Blair Hall - Information Desk, Business Office/Cashier's Window, Career Readiness (high school equivalency), Workforce Development Center/Continuing Education, Small Business Center, Student Services (admissions, registration, financial aid, counseling), auditorium, computer labs, general classrooms, science labs, vocational shops/labs
- 200 - Capel Hall - Library, Distance Learning, Montgomery County Early College, computer labs, general classrooms, President's Office
- 300 - Pottery/arts & crafts classes
- 500 - BLET & Public Safety
- 600 - Forestry Management
- CTE -Montgomery County Schools & Montgomery Community College facility: AC/Heating/Refrigeration, Automotive Systems, Computer Integrated Machining, Culinary Arts, Electrical Systems, Facility Maintenance, Masonry, Carpentry, Plumbing, Industrial Systems, Masonry, Sustainable Ag, Welding, Mechatronics

Student Code of Conduct

Overview of Student Rights

The following is an overview of basic student rights. For more specific information concerning these and other rights, students are directed to review the specific policy or procedure dealing with the issue of concern. The provisions and language contained in specific policies and procedures control over this Policy. For more details on Policies contained below please review complete policies at <https://www.montgomery.edu/policies-procedures-section/5/>.

A. Students are free to pursue their educational goals. The College shall provide appropriate opportunities for learning in the classroom and on the campus. Student performance will be evaluated solely on an academic basis and not on opinions or conduct in matters unrelated to academic standards. For more information regarding attendance and academic standards, see polices contained in the [Policy Manual, Section 5.2 – Attendance and Academics](#).

B. Students have the right to freedom of expression, inquiry and assembly without restraint or censorship, subject to reasonable and non-discriminatory rules and regulations regarding time, place and manner. For more information, consult [Policy 2.3.5 – Campus Free Speech, Distribution of Material and Assembly](#).

C. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees and College offices.

D. The Family Educational Rights and Privacy Act of 1974 (“FERPA”) provides safeguards regarding the confidentiality of and access to student records and the College shall adhere to the FERPA laws and regulations. Students and former students have the right to review their official records and to request a grievance if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved or if a legal exception applies. [For more information, consult Policy 5.4.3 – Student Records – FERPA](#).

E. No disciplinary sanctions, other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. For more information concerning student due process rights with respect to disciplinary situations, consult [Policy 5.3.2 – Student Code of Conduct](#).

F. Students have the right to voluntarily withdrawn from courses under certain criteria.

For more information, consult [Policy 5.2.2 – Withdrawal from Courses](#).

G. Students have the right to be free from discrimination, harassment and sexual violence while attending the College and accessing the College’s programs and opportunities. For more information, consult [Policy 5.3.4 Discrimination and Harassment](#).

Student Code of Conduct

The College makes every effort to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student’s conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and

morality. The purpose of these standards is not to restrict student rights but to protect the rights of individuals in their academic pursuits. The following regulation sets forth offenses for which disciplinary proceedings may be initiated. Violation of one or more of the following code provisions may result in one of the sanctions described in [Procedure 5.3.2.1 – Discipline and Appeals Procedures for Academic-Related Violations and/or Procedure 5.3.2.2 – Discipline and Appeals Procedures for Nonacademic Related Violations](#).

Academic-Related Violations

1. Plagiarism – The intentional theft or unacknowledged use of another’s work or ideas. Plagiarism includes, but is not limited to: a) paraphrasing or summarizing another’s words or works without proper acknowledgement; b) using direct quotes of material without proper acknowledgment; or c) purchasing or using a paper or presentation written or produced by another person. If a student is uncertain about what constitutes plagiarism, he/she should discuss with the class instructor.
2. Cheating – Using notes or other material on an exam or class work without permission from the class instructor; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting someone else’s work as one’s own; or having someone take one’s exam and submitting it as his/her own.
3. Aiding Acts of Academic Dishonesty – Providing information to another student when it is known, or when there is a reasonable expectation of knowing, that the student intends to use the information for cheating or other deceptive purposes.

Non-Academic Related Violations

1. Theft and Property Damage – Students shall not steal or damage College property or another individual’s property. Students who are caught stealing or damaging said property will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.
2. Trespass to Property – Students are trespassing if in an unauthorized area of the College campus; present on the College campus after closing hours (without permission); or remaining on the College campus after having been directed to leave by a College official.
3. Drugs and Alcohol – Students shall not unlawfully possess, use, be under the influence of, manufacture, dispense, sell or distribute alcohol, illegal or unauthorized controlled substances or impairing substances at any College location. In addition, students may not use tobacco of any form or e-cigarettes on campus.
4. Lewd and Indecent Behavior – Students shall not engage in lewd or indecent behavior, including public physical or verbal action or distribution of obscene material based on reasonable community standards. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct constitutes lewd and/or indecent behavior.
5. Mental/Physical Abuse – Students shall not mentally or physically abuse any person on the College premises or at a College-supervised function, including verbal or physical actions which threaten or endanger the health or safety of any such persons.
6. Assault – Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching or striking.
7. Sexual Harassment and Sexual Violence. Students shall not engage in sexual harassment and/or sexual violence. For more specific information and definitions of prohibited activities, consult [Procedure 5.3.4.1 – Sexual Harassment and Sexual Violence](#).
8. Unlawful Discrimination. Students shall not engage in unlawful discrimination. For more specific information and definitions of prohibited activities, consult [Policy Manual Procedure 5.4.3.2 – Unlawful Discrimination](#).
9. Communicating Threats – Students shall not verbally, in writing, through a third party or by any other means threaten to physically injure another person or that person’s child, sibling, spouse or dependent, or willfully threaten to damage the property of another.
10. Bullying – Students shall not intimidate or threaten with harm any other individual. Bullying is defined as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on the College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her property; or (b) creates, or is certain to create, a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits or a College’s employee’s ability to perform the essential functions of

his/her job.

11. Disorderly Conduct and Disruption – Students shall not obstruct or disrupt any teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on or off College premises. Students shall not occupy or seize, in any manner, College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use. Students shall not participate in or conduct an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; hold rallies, demonstrations, or any other forms of public gathering without prior approval of the College based on reasonable time, place and manner restrictions; remain at the scene of such an assembly after being asked to leave by a representative of the College staff.
12. [Possession of Weapons](#) – Students may not have a weapon of any kind, including but not limited to, a knife, stun gun or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by N.C.G.S. § 14-269.4. Handguns are permitted under these circumstances: a) the person has a concealed handgun permit that is lawfully issued; b) the handgun is in a closed compartment or container within the person’s locked vehicle; c) a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; and d) the vehicle is locked at all times.
13. Tampering with Fire Alarms – Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment, may result in disciplinary action.
14. Gambling – Students may not gamble on campus or at any College-affiliated activities or events.
15. Traffic Violations – Students shall not violate College regulations regarding the operation and parking of motor vehicles.
16. Providing False Information – Students shall not present to the College or its employees false information as part of an investigation, inquiry, hearing or in other matters related to College activities; neither may a student knowingly withhold information which may have an effect on their enrollment or their status with the College.
17. Disobedience/Insubordination – Failure to comply with instructions of College officials acting in performance of their duties may result in disciplinary action. Failure to adhere to the terms of any disciplinary action already in place may result in additional reprimands.
18. Financial Impropriety – Financial impropriety such as failure to pay College levied fines, failure to repay College-funded loans, misuse or failure to properly account for club or student organization funds, or the passing of worthless checks, drafts or orders to College officials may result in disciplinary action.
19. Public Laws – Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as College discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student’s continued presence on campus constitutes a threat to the safety and order of the campus.
20. Failure to Report Criminal Activity – Failure to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on a College location may result in disciplinary action. For more information
21. Unauthorized Access to College Records – Students may not access, view, copy or change official College records without expressed authority to do so.
22. Animals on Campus – Students may not have an animal of any kind on campus. This includes animals left within a vehicle. Service animals are permitted and any student with a service animal should report the use of a service animal to the College’s Disability Services Coordinator. For more information regarding service animals, [see Policy 5.4.5 – Service Animals and Other Animals on Campus](#)
23. Improper Use of the College Network/Technology – Students are prohibited from engaging in any activities prohibited under [Policy 7.1.2 – Internet and Network Acceptable Use](#).
24. Violation of Policies and Procedures – Students are expected to be familiar with the College’s policies and procedures. Students may be disciplined for failure to follow the College’s policies and procedures.
25. Violations of Normal Classroom Behavior – Not complying with reasonable rules issued by an instructor, causing disruption in the classroom or being disrespectful to classmates or the instructor may result in disciplinary action. The conduct must be objectively severe or pervasive enough that a reasonable person

- would agree that the conduct is disruptive or disrespectful not based on content or viewpoint discrimination.
26. Student Assessment Team – Not complying with a recommendation or directive of the Behavioral Intervention Team pursuant to [Policy 5.3.3 Behavioral Intervention](#) may result in disciplinary action.

Discipline and Appeal for Academic Violations-

I. Overview

The Vice President of Instruction and Student Services (“Vice President”) is responsible for implementing student discipline procedures for academic dishonesty. The College is committed to providing an excellent educational experience for all students. Academic integrity is an essential component to this level of education. The academic penalty for academic-related violations should be clearly stated by the instructor in each course syllabus and review at the beginning of the first class meeting.

II. SANCTIONS FOR VIOLATIONS

The following sanctions may be imposed for academic violations:

- i. Re-complete the assignment;
- ii. Additional course work;
- iii. Loss of credit for the assignment; or
- iv. Loss of credit for the class.

III. INSTRUCTOR’S INVESTIGATION AND DETERMINATION

A. INSTRUCTOR’S INVESTIGATION: *An instructor suspecting an incident of an academic-related violation shall follow these steps to address the concern:*

- i. The instructor suspecting the alleged violation shall first present concerns to the student and provide an opportunity for the student to explain or refute the concerns.
- ii. The student will be allowed to comment on the evidence or to present evidence to clarify the issue in question.
- iii. Based on the evidence presented and the student’s comments, the instructor shall determine whether or not an academic violation has occurred. This determination will result in one of the following findings:
 1. An academic-related violation did not take place and the issue is resolved.
 2. An act of academic dishonesty did occur in the instructor’s opinion.

B. INSTRUCTOR’S DETERMINATION: The instructor will communicate his/her findings via email to the student’s official College email address within five (5) business days of the initial meeting with the student. If an email address is not available, the instructor shall send his/her written findings to the student’s mailing address on record with the College. The findings must contain, with specificity, the evidence supporting the instructor’s determination. The instructor shall also inform the student of the imposed academic sanctions. The sanction will remain in place unless modified or overturned on appeal.

IV. APPEAL PROCEDURES

A. APPEAL TO THE VICE PRESIDENT OF INSTRUCTION AND STUDENT SERVICES

- i. A student who disagrees with the instructor’s decision may appeal to the Vice President. This appeal must be submitted in writing within three (3) business days of receipt of the instructor’s decision and describe, with specificity, why the student believes the instructor’s findings to be in error.
- ii. The Vice President will conduct an “on the record review” examining the instructor’s written findings and student’s written appeal. The Vice President

may require the student, the instructor and any other necessary party to provide additional documents as needed, including written statements, or provide written clarification to submitted documents.

- iii. After considering the evidence presented, the Vice President will affirm, modify or overturn the instructor's decision.
- iv. The Vice President will inform the student via the student's official College email address of the decision within ten (10) business days of the receipt of the student's appeal. If an email address is not available, the instructor shall send his/her written findings to the student's mailing address on record with the College.
- v. The Vice President's decision is final.

Discipline and Appeal for Non-Academic Violations:

- I. **Overview:** The Vice President for Instruction and Student Services ("Vice President"), or designee, is responsible for implementing these Procedures. These Procedures apply to non-academic violations defined in [Policy 5.3.2 – Student Code of Conduct](#). For academic-related violations, see [Procedure 5.3.2.1 – Discipline and Appeal for Academic Violations](#). For issues regarding sexual harassment and sexual violence, see [Procedure 5.3.4.1 – Sexual Harassment and Sexual Violence](#) and for issues related to other forms of unlawful discrimination, see [Procedure 5.3.4.2 – Unlawful Discrimination](#).
- II. **SANCTIONS FOR VIOLATIONS:** The following sanctions may be imposed for non-academic violations:
 - A. Reprimand. A reprimand is written communication which gives official notice to the student that any further disciplinary offense will carry heavier penalties because of this prior infraction.
 - B. Disciplinary Probation. Disciplinary probation results in loss of good standing and becomes a matter of record. While on disciplinary probation, the student will not be eligible for initiation into any local or national organization and shall not receive any College award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any College or student organization, publication or activity. This sanction prohibits the student from officially representing the College or participating in any extracurricular activities including intramural competitions. Disciplinary probation will be in effect for not less than two (2) semesters including the current semester. Any further disciplinary offenses while under disciplinary probation will result in the student's immediate suspension.
 - C. Restitution. Restitution is paying for damaging, misusing, destroying or losing property belonging to the College, College employees or students. Restitution may take the form of financial payment or appropriate service to repair or otherwise compensate for such damages.
 - D. Withholding Academic Records and/or the Right to Register. Withholding transcripts, diplomas or the right to register or participate in graduation ceremonies is imposed when a student's financial obligations are not met or the student has a disciplinary case pending final disposition.
 - E. Temporary Suspension. Temporary suspension is the exclusion from all College property and all College activities pending the resolution of a disciplinary proceeding.
 - F. Disciplinary Suspension. Discipline suspension is the exclusion from all College property and all College activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than disciplinary probation. A student under disciplinary suspension must receive specific written permission from the Vice President before returning to campus. Disciplinary suspension appears on the student's academic transcript.
 - G. Expulsion. Expulsion is dismissing from the College. The student may be readmitted to

the College only with the approval of the President. Expulsion appears on the student's academic transcript.

- H. Group Probation. Group probation is given to a College club or other organized student group for a specified period of time. If group violations are repeated during the term of probation, the charter may be revoked or activities restricted.
- I. Group Restriction. Group restriction is removing College recognition during the semester which the offense occurred, or for a longer period (usually not more than one other semester). While under restriction, the group may not seek to add members, hold or sponsor events in the College community or engage in other activities as specified.
- J. Group Charter Revocation. Revocation is the removal of College recognition for a group, club, society or other organization for a minimum of two (2) years. Recharter after that time must be approved by the President.

In addition to the above stated sanctions, the College may require counseling. The student may be required to attend one or more counseling sessions with a licensed professional counselor. The student may be required to complete counseling before returning to the College after a period of suspension or expulsion. The student must provide written documentation from the licensed professional that the requirement has been met. Additionally, if required by the Vice President, the student must also provide a statement from the licensed professional that the student is able to return to class based on his/her professional judgment. The student may be referred to the College's licensed professional counselor at no charge or elect to use his/her own licensed professional counselor and bear the cost.

- III. IMMEDIATE REMOVAL FROM CAMPUS: If an act of misconduct threatens the health, safety or well-being of any member of the academic community and/or seriously disrupts the function and good order of the College, an instructor will immediately notify any College Vice President or Dean who will immediately meet with the student and direct the student to cease and desist such conduct and advise the student that failing to cease and desist will result in an immediate removal from campus. If the student(s) fails to cease and desist, or if the behavior is such that the student(s) needs to immediately be removed from campus, the College Vice President or Dean may then immediately have the student(s) removed from campus. The College Vice President or Dean invoking the removal shall notify the Vice President in writing of the student involved and the nature of the infraction as soon as possible but no more than one (1) working day following the incident. Upon receipt of the College Vice President or Dean's written notice, the Vice President shall meet with the student as soon as possible to allow the student to present his/her side. If, in the Vice President's opinion, the student behavior threatens the health, safety and well-being of the College community, the Vice President shall place the student on temporary suspension pending the outcome of the disciplinary matter. Temporary suspension may be imposed only: (a) to ensure the safety and well-being of members of the College; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a direct threat of disruption or interference with the normal operations of the College.
- IV. DISCIPLINARY PROCEDURES: In order to provide an orderly system for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:
 - a. Incident Report: Any College employee or student may file written charges with the Vice President against any student or student organization for violations of the Student Code of Conduct. The individual(s) making the charge must complete and submit an Incident Report within five (5) business days of the incident given rise to the alleged violation.
 - b. Investigation and Determination: The Vice President shall conduct an investigation into the charges and allegations. Within ten (10) business days after receipt of the incident report, the Vice President shall complete his/her investigation of the charges and shall meet with the student (or student representative(s) on behalf of a student organization), present the results of the investigation and provided the student (or student representative(s)) with an opportunity to present his/her side. After discussing the alleged infraction with the student, the Vice President may act as follows:

- i. Drop the charges;
- ii. Impose a sanction; or
- iii. Refer the student(s) to a College office or community agency for services.

All disciplinary actions should be progressive in nature and should take into account the totality of the situation; however, depending on the severity of the infraction, even first-time offenses could result in suspension or expulsion.

- c. Notification: The Vice President shall provide the student with his/her written decision and instructions governing the appeal process. Such notice shall be given in person or sent to the student's College email address or mailing address of record.

V. DISCIPLINARY APPEAL PROCEDURE:

- a. Appeal to the Disciplinary Review Committee: A student who disagrees with the Vice President's decision may request an appeal before the Disciplinary Review Committee ("Committee"). This request must be submitted in writing to the Vice President within three (3) working days after receipt of the Vice President's decision. The Vice President shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student(s) against whom the charge has been filed, and the relevant facts revealed by the Vice President's investigation. The Vice President's decision is not tolled pending an appeal.

- i. Committee Composition: Membership of the Disciplinary Review Committee shall be composed of the following:

- 1. Three faculty/staff members appointed by the President.
- 2. Three student members appointed by the Student Government Association and approved by the President
- 3. One administrator appointed by the President to serve as Committee Chairperson who will vote only in case of a tie.
- 4. At least two faculty/staff members and two students plus the Chairperson must be present in order for the Committee to conduct business.
- 5. Committee members will serve one (1) year from the beginning of fall semester through summer semester with replacements appointed by the President or SGA if necessary.

- ii. Committee Hearing Procedures

- 1. Pre-Hearing Procedural Responsibilities of the Vice President – The Committee must meet within ten (10) working days of receipt of the student's request for a hearing. At least five (5) working days prior to the date set for the hearing, the Vice President shall send notification to the student(s) with the following information:
 - i. A restatement of the charge or charges.
 - ii. The time and place of the hearing.
 - iii. A statement of the students' basic procedural rights.
 - iv. A list of witnesses that the Vice President or designee plans to present.
 - v. The names of the Committee members

At least two (2) days prior to the hearing, the student(s) will provide the Vice President with a witness list and whether or not the student will be represented by legal counsel. Failure to notify the Vice President regarding legal counsel could result in the hearing being continued until such time that the College can have its legal counsel present. Should the College's legal counsel attend, he/she shall serve as the procedural officer for the hearing.

- 2. The following due process rights shall apply to the Committee hearing:
 - i. The right to counsel. The role of the person acting as

- counsel is solely to advise the student(s). The counsel shall not address the Committee.
- ii. The right to produce witnesses on one's behalf.
 - iii. The right to request, in writing, the President to disqualify any member of the Committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint replacement to be approved the President.
 - iv. The right to present evidence.
 - v. The right to know the identity of the person(s) bringing the charge(s).
 - vi. The right to hear witnesses on behalf of the person(s) bringing the charge(s).
 - vii. The right to testify or to refuse to testify without such refusal being detrimental to the student.
3. The following hearing procedures shall apply:
- i. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - The student(s)
 - Counsel(s)
 - Committee Members
 - Vice President, or designee
 - ii. Witnesses shall only be present in the hearing room when giving their testimony.
 - iii. The Vice President, or designee, shall present evidence and witnesses to support his/her decision. Committee members may ask questions to the witnesses.
 - iv. The student(s) will then have an opportunity to present evidence and witnesses. Committee members may ask questions to the witnesses.
 - v. Each side will have an opportunity to make a short, closing argument. The hearing will be audio recorded. Recordings will become the College's property and access to the recordings will be determined by the Committee Chairperson. All recordings will be filed in the office of the Vice President. The Chairperson shall establish the record at the close of evidence.
 - vi. Upon completion of a hearing, the Committee shall meet in closed session to affirm, reverse or modify the Vice President's decision.
 - vii. Committee decisions shall be made by majority vote.
 - viii. Within two (2) working days after the hearing, the Chair shall notify the student(s) and Vice President, in writing, with the Committee's decision.
- b. Appeal to the President: If the Vice President or student disagrees with the Committee's decision, either may request an appeal to the President. This request must be submitted in writing to the President within three (3) working days after receipt of the Committee's decision. The President will conduct an "on the record review" of the record presented to the Committee. The President shall provide a written decision to the student and Vice President within ten (10) business days from receipt of the student's appeal.
- VI. Student Voluntary Withdrawal: If a student is accused of violating the Student Code of Conduct and voluntarily withdrawals prior to the conclusion of the disciplinary matter without the consent

of the Vice President, the student will not be allowed to re-enroll to the College unless reasonable re-entry restrictions, as determined by the President, are satisfied. For students who withdrew prior to a determination regarding alleged misconduct that threatened the health, safety or well-being of any member of the academic community and/or seriously disrupted the function and good order of the College, in addition to other reasonable re-entry restrictions, the student must provide proof from a psychiatrist or licensed psychologist, at the student's expense, that the student no longer poses a direct threat.

Discrimination and Harassment Policy

The College is fully committed to providing a learning and work environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation or veterans' status in the administration or in any of its academic programs and employment practices.

Sexual Offense/Harassment Policy

For issues related to all other types of unlawful discrimination and harassment, see Procedures Section B listed below – Unlawful Discrimination and Harassment. 2020 Legal Reference: Title VII of the Civil Rights Act of 1964; The Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination in Employment Act of 1967; Equal Pay Act of 1963; Title II of the Genetic Information Nondiscrimination Act of 2008; Title IX of the Higher Education Amendments of 1972; Lily Ledbetter Act; NC Equal Employment Practices Act; NC Retaliatory Employment Discrimination Act; Jeanne Clery Disclosure Act of Campus Security Policy and Campus Statistic Act of 1990; Campus Sexual Assault Victim's Bill of Rights of 1992; Violence Against Women Act of 1994; Campus Sexual Violence Elimination Act of 2013.

The College strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to College policy, the College prohibits discrimination in its activities, services and programs based on sex, gender and gender identity. Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex or gender in any federally funded education program or activity. Under Title IX, discrimination on the basis of sex or gender also includes sexual harassment, stalking, dating and domestic violence, or sexual violence, such as rape, sexual assault, sexual battery, sexual coercion. The College's Title IX Coordinator has oversight responsibility for handling Sexual Misconduct complaints and for identifying and addressing any patterns and/or systemic problems involving Sexual Misconduct. All allegations involving Sexual Misconduct should be directed to the College's Title IX Coordinator or, in the case of actions solely between employees, the College's Director of Human Resources. If the alleged incident involves both an employee and a student, the Title IX Coordinator shall take the lead but shall work cooperatively with the Director of Human Resources.

If a student wishes to keep the details of an alleged incident confidential, he/she should speak with a Confidential Employee, health service provider or off-campus counselors in order to maintain confidentiality. Campus counselors are available to help students free of charge and can be seen on an emergency basis through MYgroup. For information on the College's counseling services, contact Counseling Services at 910-898-9616.

Reports of sexual and gender-based harassment and sexual-based violence should be made to the College's Title IX Coordinator: Diana Sanchez Counselor
Montgomery Community College, 1011 Page Street, Troy, NC 27371, 910-898-9619.

- I. **DEFINITIONS** - The following definitions shall apply to this Procedure and shall be collectively referred to herein as "Sexual Misconduct". The definitions are not intended to

operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment. In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

- ii.) **Confidential Employee** – is not a Responsible Employee and is not required to report incidents of Sexual Misconduct to the College's Title IX Coordinator if confidentiality is requested by the student. Campus counselors are considered Confidential Employees. If a student is unsure of someone's duties and ability to maintain one's privacy, the student should ask the person before s/he speaks to him/her.
- iii.) **Consent** – explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual: i) is forced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.
- iv.) **Dating Violence** – crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship. D. Domestic Violence – crimes of violence against a current or former spouse or intimate partner, a person with whom the student shares a child in common, a person with whom the student cohabitates or has cohabitated as a spouse, a person similarly situated to the student as a spouse, a person who is related to the student as a parent, child or person who is related to the student as a grandparent or grandchild.
- v.) **Rape** – as stipulated by the Federal Bureau of Investigation's (FBI) updated definition in the UCR Summary Reporting System means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any sex of victim or Perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
- vi.) **Responsible Employee** – a College employee who has the authority to take action to redress sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX Coordinator or other appropriate designee; or who a student reasonably believes has this authority or duty. The College's Responsible Employees include all College administrators (Deans, Directors, Coordinators and Vice Presidents). If a student is unsure of someone's duties and ability to maintain one's privacy, the student should ask the person before s/he speaks to him/her.
- vii.) **Sexual Assault** – subjecting any person to contact or behavior of a sexual nature or for the purposes of sexual gratification without the person's expressed and explicit consent.

- viii.) **Sexual or Gender-Based Harassment** – unwelcome sexual advances, requests for sexual favors and other verbal, physical, or electronic conduct of a sexual nature that, from the perspective of a reasonable person, creates a hostile, intimidating, or abusive environment; involve verbal, physical, or electronic conduct based on a person’s sex, gender, or sex-stereotyping that, from the perspective of a reasonable person, creates a hostile, intimidating, or abusive environment, even if those acts do not involve conduct of a sexual nature; or include harassment for displaying what is perceived as a stereotypical characteristic for one’s sex or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, gender identity, or gender expression of the person(s) involved.
- ix.) **Stalking** – engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress by placing that person in fear of death, bodily injury or continued harassment.
- x.) **Standard of Evidence** – the College uses clear and convincing as the standard for proof of whether a violation occurred. In the student due process hearing and employee grievance process, legal terms like “guilt, “innocence” and “burden of proof” are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the alleged Perpetrator either “responsible” or “not responsible” for violating these Procedures.

II. REPORTING

A. Reporting to Local Law Enforcement: Individuals may report Sexual Misconduct directly to local law enforcement agencies by dialing 911. Individuals who make a criminal allegation may also choose to pursue College disciplinary action simultaneously. A criminal investigation into the matter does not release the College from its obligation to conduct its own investigation (nor is a criminal investigation determinative of whether Sexual Misconduct has occurred). However, the College’s investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the College must take interim measures when necessary to protect the alleged Complainant and/or the College community.

Individuals may choose not to report alleged Sexual Misconduct to law enforcement authorities. The College respects and supports individuals’ decisions regarding reporting; nevertheless, the College may notify appropriate law enforcement authorities if required or warranted by the nature of the allegations.

B. Reporting to College Officials

Students Complaints: The College’s Title IX Coordinator oversees compliance with these Procedures and Title IX regulations. Questions about these Procedures should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to Sexual Misconduct may do so by reporting the concern to the College’s Title IX Coordinator. For Sexual Misconduct incidents between students and employees, the Title IX Coordinator will work in partnership with the Director of Human Resources to investigate and resolve the allegations.

The College’s Title IX Coordinator is: Diana Sanchez, Title IX Coordinator for Students.

III. INITIAL INVESTIGATION:

As these Procedures apply to both students and employees as either the Complainant or the Respondent, the administrator receiving the incident report will determine if the case should be handled by: 1) the Title IX Coordinator (student/student); 2) the Director of Human Resources (employee/employee); or 3) both (student/employee). For incidents involving students and employees, the College will utilize the process for both the student investigation and the employee investigation sections as applicable

A. Investigation:

Students filing complaints (“Complainants”) are urged to do so in writing as soon as possible

but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Title IX Coordinator shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the College's Director of Human Resources. During the course of the investigation, the Title IX Coordinator may consult with other relevant College administrators and the College Attorney.

During the investigation, the Title IX Coordinator shall meet with the Complainant and the Respondent separately and give each party an equal opportunity to provide evidence, including informing the Title IX Coordinator of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

During the investigation process, the Title IX Coordinator may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to complete coursework); or the directives that include no contact between the involved parties.

A confidential file regarding the complaint shall be maintained by the Title IX Coordinator. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under these Procedures.

The Title IX Coordinator shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Title IX Coordinator may have an additional ten (10) calendar days to complete the investigation. The Title IX Coordinator shall notify the parties of this extension.

Upon making the complaint, Complainants will be immediately notified that they have the right to seek additional assistance from law enforcement and have the right to seek, among other things, judicial no-contact, restraining and protective orders. Complainants will also be notified of available counseling services and their options of changing academic situations and other interim protective measures.

IV. RECOMMENDATION AND APPEAL

1. After the investigation is complete, the Title IX Coordinator will put forward a recommendation of finding, based on the Standard of Evidence, and sanctions, if warranted. If the recommendation is accepted by both parties involved, the recommendation and sanction(s) will become effective. The Title IX Coordinator will submit to each party a final outcome letter that will include, but not limited to, the following:
 - a. Determination if the Respondent is responsible or not responsible for violating these Procedures.
 - b. Sanctions, if appropriate.
 - c. Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together (the Title IX Coordinator will assist in this process).
 - d. Short-term College counseling services available to each party.
2. If the Title IX Coordinator's recommendations are not accepted by either the Complainant or the Respondent, both may appeal and request a formal hearing. If the Title IX Coordinator recommends sanctions that s/he cannot impose (i.e., expulsion), the matter shall automatically be set for a hearing. The President will preside over the hearing as the Presiding Officer. The process for the hearing is outlined below:
 - a. Prior to the hearing, the Complainant and the Respondent have the right to review all

evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply. The Standard of Evidence shall apply for the hearing.

- b. Written notice including the date, time, and location of the hearing will be sent to all parties.
- c. At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.
- d. The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officer. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the Presiding Officer at least three (3) College business days prior to the hearing date. In this case, the College Attorney will also be present.
- e. Both parties have a right to a written notice of the hearing outcome.

V. Sanctioning- The following sanctions may be imposed for those who have violated these Procedures:

1. Verbal or Written Warning
2. Probation
3. Administrative withdrawal from a course without refund
4. Required Counseling
5. No Contact Directive
6. Suspension
7. Expulsion (President must impose)
8. Other consequences deemed appropriate

VI. PROTECTION AGAINST RETALIATION

The College will not in any way retaliate against an individual who makes a report of Sexual Misconduct in good faith or who assists in an investigation. Retaliation includes, but is not limited to: any form of intimidation, disciplinary action, reprisal or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate action against any employee or student found to have retaliated against another in violation of these procedures.

VII. PROVIDING FALSE INFORMATION

Any individual who knowingly files a false report or complaint, who knowingly provides false information to College officials or who intentionally misleads College officials involved in the investigation or resolution of a complaint may be subject to disciplinary action including, but not limited to expulsion or employment termination. The College recognizes that an allegation made in good faith will not be considered false when the evidence does not confirm the allegation(s) of Sexual Misconduct.

VIII. LIMITED IMMUNITY

The College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of various policy violations. It is in the best interest of this College that as many Complainants as possible choose to report to College officials and that witnesses come forward to share what they know. To encourage reporting, the College offers Sexual Misconduct Complainants and witnesses amnesty from minor policy violations.

IX. EMPLOYEE AND STUDENT RELATIONSHIPS

Romantic or sexual relationships between College employees and students are prohibited if the employee and the student have an academic relationship. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any College activity involving the student, including work study or organizational/club/sport activities. This prohibition shall continue until the student or the

employee is no longer affiliated with the College. Employees engaging in inappropriate relationships will be subject to disciplinary action up to and including termination of employment. Students engaging in inappropriate relationships may be subject to disciplinary action up to and including expulsion. Romantic or sexual relationships between College employees and students not in an academic relationship that impairs the College employee's effectiveness, disrupts the workplace/learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment or expulsion from the College.

X. SUSPENDING PROCEDURES

In cases of emergency or serious misconduct, the College reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

XI. STUDENT AND EMPLOYEE EDUCATION AND ANNUAL TRAINING

All new students and all employees shall be required to participate in a primary prevention and awareness program that promotes awareness of Sexual Misconduct. This program will be held annually at the beginning of each fall semester.

At this annual training, students and employees must receive training in the following areas:

- A. Information about safe and positive options for bystander intervention skills;
- B. What "consent" means with reference to sexual activities.
- C. Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks;
- D. How and to whom to report an incident regarding discrimination, harassment and sexual based violence;
- E. The importance of preserving physical evidence in a sexual-based violent crime; and
- F. Options about the involvement of law enforcement and campus authorities, including the alleged victim's option to: i) notify law enforcement; ii) being assisted by campus authorities in notifying law enforcement; iii) declining to notify law enforcement; and iv) obtaining "no-contact" or restraining orders.

Each year, all students and employees will receive an electronic copy of these Procedures sent to their College email address of record. These Procedures will be maintained online in the College's website and a hard copy will be kept on file (in English and Spanish) in the Title IX Coordinator's office and the Director of Human Resources' office. Other translations will be made available upon request.

Unlawful Discrimination

The College strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations = and pursuant to College policy, the College prohibits discrimination in its activities, services and programs based on race, color, national origin, religion, pregnancy, disability, genetic information, age, political affiliation or veterans' status.

I. DEFINITIONS

The following definitions shall apply to this Procedure and shall be collectively referred to herein as "Unlawful Discrimination".

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student's

speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

A. Discrimination: any act or failure to act that unreasonably differentiates treatment of others based solely on their Protected Status and is sufficiently serious, based on the perspective of a reasonable person, to unreasonably interfere with or limit the ability of that individual to participate in, access or benefit from the College's programs and activities. Discrimination may be intentional or unintentional.

B. Harassment: a type of Discrimination that happens when verbal, physical, electronic or other behavior based on a person's Protected Status interferes with a person's participation in the College's programs and activities and it either creates an environment that a reasonable person would find hostile, intimidated or abusive or where submitting to or rejecting the conduct is used as the basis for decisions that affect the person's participation in the College's programs and activities. Harassment may include but is not limited to: threatening or intimidating conduct directed at another because of the individual's Protected Status; ethnic slurs, negative stereotypes and hostile acts based on an individual's Protected Status.

C. Protected Status: race, color, national origin, religion, pregnancy, disability, genetic information, age, political affiliation or veterans' status.

D. Standard of Evidence¹ – the College uses the clear and convincing as the standard for proof of whether a violation occurred. In the student due process hearing and employee grievance process, legal terms like “guilt,” “innocence” and “burden of proof” are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the alleged Perpetrator either “responsible” or “not responsible” for violating these Procedures.

II. STATEMENTS OF PROHIBITION

A. Prohibition of Retaliation.

The College strictly prohibits punishing students or employees for asserting their rights to be free from Unlawful Discrimination. Retaliation against any person participating in connection with a complaint of Unlawful Discrimination is strictly prohibited. Reports of retaliation will be addressed through this procedure and/or other applicable College procedures. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figures or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against any employee or student found to have retaliated against another.

B. Prohibition of Providing False Information.

Any individual who knowingly files a false report or complaint, who knowingly provides false information to College officials, or who intentionally misleads College officials involved in the investigation or resolution of a complaint may be subject to disciplinary action including, but not limited to expulsion or employment termination. The College recognizes that an allegation made in good faith will not be considered false when the evidence does not confirm the allegation(s) of Unlawful Discrimination.

III. REQUESTING ACCOMMODATIONS

A. Students.

Students with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the

College's Office of Student Services located in Blair Hall. Information provided by students is voluntary and strict confidentiality is maintained. All requests for accommodations will be considered following the appropriate federal and state laws.

The College will also provide reasonable accommodation of a student's religious beliefs/practices provided such expression/practice does not create a hostile environment for other students and employees and/or the accommodation does not cause an undue hardship for the College.

B. Employees.

Employees with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the College's Office of Human Resources located in Blair Hall. Information provided by employees is voluntary and strict confidentiality is maintained.

The College will also provide reasonable accommodation of an employee's religious beliefs/practices provided such expression/practice does not create a hostile environment for other employees and students and/or the accommodation does not cause an undue hardship for the College.

IV. REPORTING OPTIONS

A. Student Complaints.

Any student wishing to make a report relating to Unlawful Discrimination may do so by reporting the concern to the College's Office of Student Services located in Blair Hall.

For Unlawful Discrimination incidents between students and employees, the Vice President Instruction and Student Services will work in partnership with the Director of Human Resources to investigate and resolve the allegations.

B. Employee Complaints.

Any employee wishing to make a report related to Unlawful Discrimination may do so by reported the concern to the College's Director of Human Resources located in Blair Hall.

V. INITIAL INVESTIGATION

As these Procedures apply to both students and employees as either the Complainant or the Respondent, the administrator receiving the incident report will determine if the case should be handled by: 1) the Vice President of Instruction and Student Services, or designee (student/student); 2) the Director of Human Resources, or designee (employee/employee); or 3) both (student/employee). For incidents involving students and employees, the College will utilize the process for both the student investigation and the employee investigation sections as applicable.

A. Student Investigation.

1. Students filing complaints ("Complainants") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Vice President shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the College's Director of Human Resources. During the course of the investigation, the Vice President may consult with other relevant College administrators and the College Attorney.
2. During the investigation, and if applicable to the complaint, the Vice President shall meet with the Complainant and the alleged Perpetrator ("Respondent") separately and give each party an equal opportunity to provide evidence, including informing the Vice President of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.
3. During the investigation process, the Vice President may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of

all parties involved. The temporary actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to complete coursework); or the directives that include no contact between the involved parties.

4. A confidential file regarding the complaint shall be maintained by the Vice President. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under these Procedures.

5. The Vice President shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Vice President may have an additional ten (10) calendar days to complete the investigation. The Vice President shall notify the parties of this extension.

6. Complainants will be notified of available counseling services and their options of changing academic situations and other interim protective measures.

B. Employee Investigations.

1. Employees filing complaints (“Complainants”) are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Director of Human Resources shall fully investigate any complaints. During the course of the investigation, the Director of Human Resources may consult with other relevant College administrators and the College Attorney.

2. During the investigation, and if applicable to the complaint, the Director of Human Resources shall meet with the Complainant and the alleged Perpetrator (“Respondent”) separately and give each party an equal opportunity to provide evidence, including informing the Director of Human Resources of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

3. During the investigation process, the Director of Human Resources may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The Director of Human Resources may suspend an employee with pay pending an investigation if such action is in the College’s best interest.

4. A confidential file regarding the complaint shall be maintained by the Director of Human Resources. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under this Procedures.

5. The Director of Human Resources shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Director of Human Resources may have an additional ten (10) calendar days to complete the investigation and shall notify the parties of this extension.

6. Complainants will be notified of available counseling services and other interim protective measures.

VI. RECOMMENDATION AND APPEAL

A. Students.

1. After the investigation is complete, the Vice President will put forward a recommendation of finding, based on the Standard of Evidence, and sanction(s) to both the Complainant and Respondent. If the recommendation is accepted by both parties involved, the recommendation and sanction(s) will become effective. The Vice President will submit to each party a final outcome letter that will include, but not limited to, the following:

- a. Determination if the Respondent is responsible or not responsible for violating these Procedures;
- b. Sanction;
- c. Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together (the Vice President will assist in this process).
- d. Short-term College counseling services available to each party.

2. If the Vice President's recommendations are not accepted by either the Complainant or the Respondent, both may appeal and request a formal hearing. If the Vice President recommends sanctions that s/he cannot impose (i.e., expulsion), the matter shall automatically be set for a hearing. The President will preside over the hearing as the Presiding Officer. The process for the hearing is outlined below:

- a. Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply. The Standard of Evidence shall apply for the hearing.
- b. Written notice including the date, time, and location of the hearing will be sent to all parties.
- c. At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.
- d. The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officer. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the Presiding Officer at least three (3) College business days prior to the hearing date. In this case, the College Attorney will also be present.
- e. Both parties have a right to a written notice of the hearing outcome.

C. Sanctioning.

The following sanctions may be imposed for those who have violated these Procedures.

1. Students.

- a. Verbal or Written Warning
- b. Probation
- c. Administrative withdrawal from a course without refund
- d. Required Counseling
- e. No Contact Directive
- f. Suspension
- g. Expulsion (President must impose)
- h. Other consequences deemed appropriate

2. Employees.

- a. Verbal or Written Warning
- b. Performance Improvement Plan
- c. Required Counseling
- d. Required Training or Education
- e. Demotion (President may impose)
- f. Suspend with or without Pay (President must impose)
- g. Termination (President must impose)
- h. Other consequences deemed appropriate to the specific violation

Grievance Overview

In order to maintain a harmonious and cooperative environment between and among the College and its students, the College provides for the settlement of problems and differences through an orderly grievance procedure. Every student shall have the right to present his/her problems or grievances free from coercion, restraint, discrimination or reprisal. This Policy provides for prompt and orderly consideration and determination of student problems and grievances by College administrators and ultimately the President. A grievance is any matter of student concern or dissatisfaction with the College's control except: (a) student discipline matters regarding academic and non-academic violations ([Policy 5.3.2 – Student Conduct](#)); (b) discrimination and unlawful harassment, including sexual harassment and sexual violence ([Policy 5.3.4 – Discrimination and Unlawful Harassment](#)); (c) a grade appeal ([Policy 5.2.5 – Grade Appeal](#)); or (d) any other matter that has a specific grievance process outlined in that policy or procedure.

I. Grievance Process

- A. **Informal Grievance – Step One** In the event the alleged grievance lies with an instructor/staff member, the student must first go to that instructor/staff member and attempt to informally resolve the matter. Both the student and instructor/staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the grievance at this level. In the event that the student is unsatisfied with the resolution reached at the informal conference, he/she may proceed to Step Two within five (5) business days after the informal conference. Not proceeding to Step Two within the time period will result in the grievance not being heard and the matter being closed. If the grievance concerns issues unrelated to a particular instructor/staff member (for example, an issue with College policy), the student can skip the informal process and proceed to Step Two.
- B. **Formal Grievance – Step Two** If the grievance is not resolved at Step One (or, given the nature of the grievance, Step Two begins the process) the student may file a written grievance with the Vice President for Student Services (“Vice President”). The written grievance must contain, with specificity, the facts supporting the grievance and the attempt, if applicable, to resolve the grievance at the information level. The Vice President (or, depending on the nature of the grievance, another appropriate Vice President) shall review the written grievance and conduct whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the grievance. The Vice President shall provide his/her written decision within ten (10) business days after receipt of the grievance. In the event that the student is unsatisfied with the resolution reached by the Vice President, he/she may proceed to Step Three within five (5) business days after receipt of the Vice President’s written determination. Not proceeding to Step Three within the time period will result in the grievance not being heard and the matter being closed.
- C. **Appeal – Step Three** If the student is not satisfied with the Vice President’s determination, the student may appeal to the President. The appeal must be in writing, must provide a written summary of the specific facts and must contain any other documentation pertinent to the matter. The President will conduct an “on the record” review and conduct any further investigation that is necessary to ascertain the facts needed to make a determination. The President may, at his/her discretion, establish a committee to further investigate the matter and make a recommendation to the President. At the conclusion of the investigation and not later than fifteen (15) business days after receipt of the student’s appeal, the President shall provide a written decision to the student. The President’s decision is final.

Appeal for Sexual Offense or Discrimination:

If a student desires to appeal the results of the Presidential investigation for a sexual offense or discrimination decision, he/she may do so in writing within five (5) business days to the Chairperson of the Board of Trustees. The Chairperson of the Board of Trustees will appoint a special committee of three Trustees to investigate and make a recommendation to the full Board within ten (10) business days. The President will administer the recommendations of the Board of Trustees.

Drug and Alcohol Policy

Prohibition- All students shall adhere to the following:

All students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or impairing substances at any College location.

1. Controlled Substance means any substance listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, the term means any drug which has a high potential for abuse and includes, but is not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, and crack. This term also includes any drugs that are illegal under federal, state or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption.
2. Alcohol means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages.
3. Impairing Substances means any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.
4. College Location means in any College building or on any College premises; in any College-owned vehicle or in any other College-approved vehicle used to transport students to and from College or College activities; and off College property at any College-sponsored or College-approved activity, event or function, such as a field trip or athletic event, where students are under the College's jurisdiction.
5. Reasonable Suspicion is the legal standard required before the College can require a student to take a drug or alcohol test. Some of the factors that constitute reasonable suspicion are: a) direct observation of drug use or possession; b) direct observation of the physical symptoms of being under the influence of drugs; c) impairment of motor functions; d) pattern of abnormal or erratic conduct or behavior; or e) reports from reliable sources or credible sources (anonymous tips may only be considered if they can be independently corroborated).

Student use of drugs as prescribed by a licensed physician is not a violation of Policy; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.

Students may be required to be tested for substances, including controlled substances or alcohol, based on individualized, reasonable suspicion. The required observations for reasonable suspicion testing shall be made by an administrator, supervisor or other trained official and the person who makes the determination that reasonable suspicion exists shall not be the same person who conducts the test. This section does not apply to law enforcement officers serving the College through the local sheriff's department. Law enforcement officers must adhere to their normal standards when conducting a search.

The College does not differentiate between drug users, drug pushers or sellers. Any student in violation of Section A herein will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

A student who violates the terms of this Policy will be subject to disciplinary action in accordance with Policy 5.3.2 – Standards of Student Conduct. At his/her discretion, the Vice President of Student Services may require any student who violates the terms of this Policy to satisfactorily participate in a drug abuse

rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the College.

- I. Each student is required to inform the College, in writing, within five (5) days after he/she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on or at a College location. Failure to do so could result in disciplinary action.
- II. In addition to this Policy, students employed by the College, including students employed under the College's Work Study Program, shall adhere to the requirements in [Policy 3.4.4 – Alcohol and Drugs on Campus](#).
- III. Drug and Alcohol Abuse Awareness Prevention Program: The College operates a drug abuse awareness prevention program for all students and employees. Counseling, information, and referral services are provided by appropriate staff members. The Counselor is available to talk with anyone concerning drug/alcohol use and may be contacted directly or indirectly. Persons requesting anonymity may telephone the Counseling Center for information without disclosing their names. Referrals to external agencies may be appropriate in some situations. Drug/Alcohol prevention and intervention information is available in the Counseling Center. Persons are encouraged to go by and pick up this free information. The College may sponsor speakers who have expertise on drug and/or alcohol use and offer other activities to create awareness of the effects of drugs and alcohol, and how these behaviors affect learning and working.

STUDENT GOVERNMENT ASSOCIATION

Membership

All curriculum students at MCC are members of the Student Government Association (SGA) and have the opportunity to participate in the organization and control of student affairs. The SGA is the official governing agency representing the students. Students receive experience in responsible citizenship through participating in student government activities.

The SGA of Montgomery Community College is the official governing agency representing the students. SGA goals are:

1. To promote mutual goodwill and understanding between the student body and the officials of MCC;
2. To further, support, and protect the interests of MCC;
3. To act as representatives of and ambassadors for MCC; and
4. To encourage student participation in school functions, both formal and informal.

Activities/Publications

Activities such as sports, picnics, socials, and student publications are supervised and approved by the SGA, the Coordinator of Student Life, the

Director of Admissions and Retention, and the Dean of Student Services. Final approval of SGA activities come from the Vice President of Instruction and Student Services with input from the President's Administrative Cabinet of the College. Appeals concerning the decisions may be made in accordance with provisions set forth in the SGA Constitution.

Procedures for Handling Funds

All chartered student organizations including the SGA must utilize the same purchasing procedures established by the Business Office for all college departments and divisions. Student organizations soliciting funds in the name of the College must deposit these funds through the Business Office. The Coordinator of Student Life and the Dean of Student Services must approve any solicitation of funds, goods, or services by any club or organization affiliated with the MCC Student Government Association.

Fundraising and Solicitation

College buildings or campus spaces may not be used to raise funds for individuals or organizations except for officially recognized college projects or organizations that have obtained prior approval from the President or her designee.

Classes, clubs, or other college groups planning to solicit contributions or to sell goods or services must request approval in writing from the Coordinator of Student Life and the Dean of Student Services **before** the fundraising activity takes place.

Political candidates or their representatives may set up a table in the Student Lounge or just outside the Lounge to talk with interested persons. Candidates or their representatives must obtain prior approval from the college President prior to coming on campus. No posters should be used to announce their coming or presence except those that can be attached to the table they are using. Campaign literature may be distributed at the specified locations to persons visiting the candidates or their representatives.

SGA Clubs and Organizations

<u>Club/Organization</u>	<u>Advisor</u>
Alpha Beta Chi (Early Childhood).....	Amy Frieary
Beta Xi Omicron Chapter of Phi Theta Kappa	Sam Britt
Criminal Justice Club	Tracey Wyrick
Dental Assisting Club.....	Lori McAllister
Forestry Club.....	Dylan Hurley
Gunsmithing Society	Mark Dye
Human Services Club.....	Amy Frieary
Medical Assisting Club	Ashleigh Thompson
Minority Male Mentoring Club	Mike Collins
Phi Beta Lambda	Mike Collins
Practical Nursing Club	Wendy Vaughn
Student Ambassadors	Laura MacCoy
Student Government Association.....	Laura MacCoy
Veteran’s Club.....	Alicia Higgins

2022-2023 SGA Officers

President.....	Reagan Hunsucker
Day Vice-President	TBD
Evening Vice-President.....	TBD
Secretary-Treasurer.....	TBD
Public Information Officer.....	TBD

2022-2023 Student Ambassadors

Mario Clegg
Aubrey Epps
Katie Johnson
Erica Shank

SGA CLUBS & ORGANIZATIONS

..... **Alpha Beta Chi (Early Childhood) Club**

The organization shall be known as the MCC Alpha Beta Chi Club (Early Childhood Club). Active membership in Alpha Beta Chi is voluntary and shall be open to full and/or part-time students and employees of MCC of every race, creed, color, national origin, sex or handicap, regardless of their course of study, career or other club affiliations. The club offers advisory, honorary and alumni memberships in addition to its active member. Dues for the Alpha Beta Chi Club will be determined by the members at the first meeting of each academic year. Dues will be paid by each prospective member within 14 academic days of the first meeting of each term.

The goals and objectives of the club are:

1. To promote extracurricular educational opportunities and activities for club members;
2. To provide an organization for post-classroom fellowship among members during both formal and informal Early Childhood related activities;
3. To provide available resources for community service in Montgomery and surrounding counties in the area of Early Childhood;
4. To provide opportunities for club members to become advocates for families and young children;
5. To provide job related work experience in the field of Early Childhood; and
6. To raise funds through various fundraising events and community service projects so that the above goals and objectives can be met.

.....**Beta Xi Omicron Club (Phi Theta Kappa)**

The name of this chapter of Phi Theta Kappa Honor Society shall be Beta Xi Omicron. The purpose of the Beta Xi Omicron Chapter of Phi Theta Kappa at MCC shall be the promotion of scholarship, the development of leadership and service and the cultivation of fellowship among qualified students of the college.

Types of membership in Beta Xi Omicron shall consist of member, provisional member, alumni member, and honorary member as defined in Article IV, Section 1, of the Phi Theta Kappa Constitution and Bylaws. Initial member

qualifications are as follows: In addition to meeting membership eligibility requirements as stated in Article IV and Chapter 1 of the *Phi Theta Kappa Constitution and Bylaws*, each candidate for membership must have completed 12 semester hours of associate degree course work, with a Grade Point Average of 3.5 on a 4.0 scale, and adhere to the school conduct code and possess recognized qualities of citizenship. Grades for courses completed at other institutions will not be considered when determining membership eligibility. Courses taken at MCC that are more than ten years old will not be considered when determining membership eligibility. Failure to maintain the required cumulative Grade Point Average will result in the member being removed from good standing as stated in the *Phi Theta Kappa Constitution and Bylaws*.

3. Failure to meet good standing requirements as stated in the *Phi Theta Kappa Constitution and Bylaws* will cause membership and all membership privileges to be revoked.

Finances for this chapter will be raised by projects voted on by a majority of the members. Payment of the international membership fee, local fee, and regional fee must be received by the chapter treasurer before members can be inducted.

.....**College Transfer Club (currently inactive)**

The organization shall be known as the MCC College Transfer Club. Active membership in this organization is voluntary and shall be open to all students registered and active in any MCC curriculum who are planning to transfer to a four-year institution. All members are subjected to the Constitution and by-laws of the Club. Membership in the club shall be open to all MCC students despite race, color, creed, handicap, sex, sexual orientation, religion or national origin.

The primary objective of the Club is to make

the transfer process as smooth as possible, and to share information with others about each of the colleges that members are planning to attend, to make trips to tour the various campuses to gain a better understanding of the school, and to help gather information for the students who haven't yet decided which school is best for them.

Other goals and objectives of the club include:

1. To promote college transfer opportunities and activities for club members.
2. To provide an organization for post-classroom fellowship among the members during formal and informal college transfer activities.
3. To raise funds for the above goals and objectives to be met. This will be accomplished through various fund-raising events.

.....**Criminal Justice Club**

The organization shall be known as the MCC Criminal Justice Club. Active membership in this organization is voluntary and shall be open to all students registered and active in the Criminal Justice curriculum. Membership in the Club shall be open to all registered students in the Criminal Justice curriculum despite race, color, creed, sex, sexual orientation, religion or national origin. Membership will also be open to all local law enforcement officers in Montgomery and surrounding counties. There is a one-time fee of \$4 for membership.

The goals and objectives of the club are:

1. To promote the professional relationship of Criminal Justice students;
2. To provide additional career supportive opportunities;
3. To better the community and the college relationships with local law enforcement agencies;
4. To better the community and the college relationships with local law enforcement agencies; and
5. To stimulate student participation.

.....**Dental Assisting Club**

The organization shall be known as the MCC Dental Assisting Club. Active membership in this organization is voluntary and shall be open to full and/or part-time students registered in the Dental Assisting curriculum and to MCC employees. Membership in the club shall be open to every race, creed, color, national origin, sex or handicap. Membership may be open to Dentists and Dental Associations from the local area and

surrounding counties. Dues for Club members are \$10 per semester and are due within 14 academic days of the first meeting of each term. Officers for the Club will be elected by members at the first meeting each academic year.

The goals and objectives of the club are:

1. To promote the extracurricular educational opportunities and activities for club members;
2. To provide opportunities for post-classroom fellowship among the members during both formal and informal dental assisting-related activities;
3. To provide an organization that can offer and provide its available resources for community service in the area of Dental Assisting; and
4. As a member of the Dental Assisting Club, one must uphold the honor and high principles of the profession. If the honor code is broken, officers of the club may take disciplinary actions on behalf of the club.

.....**Forestry Club**

The organization shall be known as the MCC Forestry Club. Membership is open to full and/or part-time students and employees at MCC. Membership in the club shall be open to all MCC students despite race, color, creed, handicap, sex, sexual orientation, religion or national origin. Dues for the club will be determined by the members at the first meeting of each fall term. Meetings for the club members will be established at the first meeting of the officers.

The goals and objectives of the club are:

1. To promote extracurricular educational opportunities and activities for club members;
2. To provide an organization for post-classroom fellowship among the members during both formal and informal forestry related activities;
3. To provide an organization that can offer and provide its available resources for community service in the area of forestry; and

4. To raise funds so the above goals and objectives can be met. This will be accomplished through various fund-raising events and through the conducting of forestry related community service projects.

..... **Gunsmithing Society**

The organization shall be known as the MCC Gunsmithing Society. Membership is voluntary and shall consist of full and or part-time students and employees of MCC. All members shall pay dues on a semester or annual basis. Membership is open to all students and MCC employees regardless of race, creed, color, national origin, sex, or handicap. Dues and meeting dates will be established at the first meeting of each fall term.

The goals and objectives of the club are:

1. To promote extracurricular educational opportunities and activities for society members;
2. To provide an organization for post-classroom fellowship during both formal and informal Gunsmith-related activities;
3. To provide an organization that can offer and provide its available resources for community service in the area of Gunsmithing; and
4. To raise funds so the above goals and objectives can be met through various fundraising events and Gunsmithing related community service projects.

..... **Human Services Club**

The organization shall be known as the MCC Human Services Club. Active membership in this organization is voluntary and shall be open to registered, active students enrolled in the Human Services curriculum. Membership in the Club shall be open to every race, creed, color, and national origin. Each member must be in good academic standing with a minimum GPA of at least a 2.00.

The goals and objectives of the club are:

1. To promote the general welfare of the Human Services students;
2. To provide additional career supportive opportunities;
3. To better school and community relations; and
4. To stimulate student participation.

..... **Medical Assisting Club**

The organization shall be known as the MCC Medical Assisting Club. Membership is voluntary and shall be open to all full and/or part-time students and employees of MCC after application and payment of club dues. Membership is open to all students and

MCC employees regardless of race, creed, color, national origin or sex. Dues for the club will be determined by the first meeting of each fall term. Club officers as well as tentative meeting dates and times will be established at the first club meeting.

The goals and objectives of the club are:

1. To promote the profession of Medical Assisting in Montgomery County and surrounding areas;
2. To provide an organization for post-classroom fellowship among members during formal and informal medical assisting related activities;
3. To participate in service activities focused on the improvement of the health and well-being of the community;
4. To raise funds for the Medical Assisting Program/Club so that goals can be met; and
5. To uphold the honor and high principles of the profession.

..... **Minority Male Mentoring Club**

The organization shall be known as the MCC Minority Male Mentoring Club. Membership is voluntary and shall be opened to all full and/or part-time students of MCC, as well as faculty, staff and alumni. Membership is open to all students regardless of race, creed, color, national origin, sex, or handicap. Club officers, dues, and tentative meeting dates will be determined at the beginning of each semester. Each member must be in good academic standing, maintaining a minimum of at least a 2.00 GPA.

The goals and objectives of the club are:

1. To promote the general welfare of the Minority Male students;
2. To provide an organization for post-classroom fellowship among members during formal and informal mentoring related activities;
3. To provide additional career supportive opportunities;
4. Promote positive personal and social development;
5. To participate in service activities focused on the understanding diversity; and

6. To raise funds through various fundraising events so the above goals can be met.

..... **Phi Beta Lambda**

The organization shall be known as the MCC Phi Beta Lambda (PBL) Club. Membership is voluntary and shall consist of full and or part-time students and employees of MCC. Membership is open to all students and MCC alumni and employees of the College regardless of race, creed, color, national origin, sex, or handicap.

Payment of the federal, state, and local annual dues will be discussed at the beginning of the semester. Any individual joining the PBL Club will be encouraged to participate in the club community service project on a semester basis.

The goals and objectives of the club are:

1. To promote extracurricular educational opportunities and activities for club members;
2. To provide an organization for post-classroom fellowship among the members during both formal and informal business related activities;
3. To provide an organization that can offer and provide its available resources for community service in the area of business;
4. To provide an organization that can offer and provide its available resources for community service in the area of business;
5. To provide an organization that can offer and provide its available resources for community service in the area of business;
6. To raise funds so the above goals and objectives can be met. This will be accomplished through various fundraising events and through the conducting of business related community service projects;
7. Each member of the Club is encouraged to participate in all fund-raising activities; and
8. Anyone wishing to join the PBL Club during the academic year may do so and will be considered a member in good standing until the end of that academic year.

..... **Practical Nursing Club**

The organization shall be known as the MCC Practical Nursing Club. Membership is open to full and part-time students and employees of MCC. Dues for the club will be determined by the members at the first meeting of each fall semester. Officers will be elected at the first meeting each academic year. Meeting dates for the year will be established at the

first meeting of the officers. Membership in the club shall be open to all MCC students despite race, color, creed, handicap, sex, sexual orientation, religion or national origin.

The goals and objectives of the club are:

1. To promote extracurricular educational opportunities and activities for club members;
2. To provide an organization for post-classroom fellowship among members during both formal and informal practical nursing related activities;
3. To provide an organization that can offer and provide its available resources for community service in the area of practical nursing; and
4. To raise funds through various fundraising events and through practical nursing related community service projects so the above goals and objectives can be met.

..... **Student Ambassadors**

Student Ambassadors are an honorary group of students who participate in public relations activities for the College. They provide a service to the College by serving as liaisons between the College, the students, and the community. Student ambassadors provide direct leadership with student activities for the College's Student Government Association. Membership in the club shall be open to all MCC students despite race, color, creed, handicap, sex, sexual orientation, religion or national origin.

..... **Veterans Club**

The organization shall be known as the MCC Veterans Club. Membership is open to employees and registered students who are military veterans. Appointed or elected officers must have served honorably in the United States Armed Services and must be of good standing in the community and sound moral character. The club will have no rules, policies, or practices that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

The goals and objectives of the club are:

1. To provide a network or support to military veterans, their families, and civilian supporters;
2. To educate the college community about the experiences of military veterans;
3. To work with the college administration to meet the needs of student veterans and prospective student veterans;
4. To address student veterans' concerns through scheduled meetings, advocacy, social, and recreational activities; and
5. To foster esprit de corps among student veterans and promote an understanding of student veterans issues.

**Organizing and Securing Approval for
New Campus Clubs/Organizations**

1. The proposed club or organization submits a petition to the SGA Board for recognition and recommendation to the SGA as a campus organization. The petition must include:
 - a. A copy of the club's proposed constitution or by-laws;
 - b. The names of the club's organizers; and
 - c. The name(s) of the club's advisor(s). The advisor must be a full-time MCC employee who will be responsible for supervising all club activities.
2. The SGA Executive Board reviews the petition and makes its recommendation

for/against approval to the Coordinator of Student Life and the Dean of Student Services.

3. The Coordinator and Dean shall review the petition and recommendations of the SGA Executive Board and make a final decision for/against approval after consultation with the President of the College.
4. Clubs and organizations approved to operate on the campus are required to:
 - a. Adhere to the College's non-discriminating policy. Membership must be on a non-discriminatory basis. An open membership statement shall reflect that persons will be considered for membership regardless of race, creed, national origin, sex, or handicap.
 - b. Submit annually the names of its officers and advisor(s) to the Coordinator of Student Life.
 - c. Request approval of the Coordinator of Student Life and Dean to conduct all special events, social functions, fundraising drives, or other activities.
 - d. Maintain written minutes of all meetings and file one copy with the Student Services Office.

SGA CONSTITUTION

Name and Membership

The official student governing body shall be known as the Student Government Association (SGA) of MCC. Membership shall consist of full- and part-time students who have registered for curriculum courses. All members shall have paid the required activity fee set for students by the institution. Any student registering for curriculum classes may join the SGA by paying the required activity fee. Membership is open to all students regardless of race, creed, color, national origin, sex, or handicap. Participation, however, is voluntary.

Objectives

- ❖ To form a strong responsive student body and enhance the learning process at MCC.
- ❖ To support and protect the interests of MCC.
- ❖ To develop an official means of communication between the student body and officials at MCC.
- ❖ To encourage student participation in school functions, both formal and informal.

Article I: Executive Board

The Executive Board shall consist of the elected officers of the SGA, the Coordinator of Student Life, and the Vice President of Student Services.

Article II: Officers

The Student Council shall be composed of a President, Day Vice-President, Evening Vice-President, Secretary-Treasurer, curriculum and club elected senators, the Coordinator of Student Life (SGA Advisor), and the Dean of Student Services. The Dean of Student Services shall be considered a member in good standing of the Student Council of the SGA at all times. All SGA activities must be approved by the Coordinator of Student Life and the Dean of Student Services. Appeals concerning decisions made by the Coordinator and Dean shall be in accordance with Article XII, Section G.

Article III: Nominations for Offices

Section A. Nominations of candidates may be from the floor in an open meeting of the SGA curriculum and club senators to the Student Council.

Section B. The SGA meeting for the election of officers shall be sufficiently advertised at least five (5) days prior to the actual meeting.

Section C. Eligible candidates shall be composed of full-time and part-time curriculum students selected as a curriculum or club senator to the Student Council.

Section D. A candidate must be a student in good standing as defined by the College.

Article IV: Election of Officers

Section A. Election of officers shall be held within thirty (30) academic days after the opening of the fall term except the SGA

Presidential Election, which will be held in Spring Semester each year.

Section B. Election shall be by secret ballot.

Section C. A candidate will be declared winner by a simple majority of the votes cast.

Section D. In the event of a tie vote, a run-off election shall be held within five (5) days following the day of the initial election.

Section E. A recount of votes cast may be demanded, after showing due cause, by a candidate within five (5) academic days following an election. The recount shall be completed within ten (10) academic days following the regular election.

Section F. A special election by the Student Council will be held to fill any occurring vacancy on the Executive Board of the SGA. Public notice will be posted five (5) school days prior to the election.

Section G. Eligible voters shall be composed of full-time students and part-time curriculum students who have been selected as curriculum or club senators from each day and evening curriculum and club at the College.

Article V: Limitations of and Resignation from Elected Offices

Section A. An individual may not hold more than one elective office concurrently.

Section B. Any elected officer may, upon presentation of a resignation to his/her fellow Student Council Officers, formally resign from elective office. The resignation does not require any signature other than the individual officer. The student body shall be notified of any changes in the Student Council as a result of the above resignation actions.

Section C. An individual may not hold any elective office while being directly employed on a permanent part-time or full-time basis by the College.

Article VI: Term, Qualifications and Duties of the President of the SGA

Section A. Term - The term of office shall be from inauguration to inauguration with election for the President of the SGA being held in Spring Semester of each year.

Section B. Qualifications - The President shall be a student in good standing enrolled in a curriculum with not less than two (2) semesters of study remaining.

Section C. Duties -

1. Be familiar with parliamentary procedure and preside at all SGA and Student Council meetings, using appropriate procedures for the occasion.
2. To select members for special committees as required to fulfill the responsibilities of the SGA.
3. To call unscheduled, special meetings of the Executive Board, the Student Council, or the SGA upon approval of the Coordinator of Student Life.

4. To act as the official representative of the SGA in all matters concerning the student body.
5. The President shall have no veto power.
6. In Executive Board meetings, the President will vote only to break a deadlock or tie vote.
7. Serve as an ex-officio, non-voting member of the Board of Trustees at the College.
8. To appoint representatives to attend meetings or serve on committees as necessary.

Article VII: Term, Qualifications, and Duties of the Day Vice-President of the SGA

Section A. Term - The term of office shall be from inauguration to inauguration with election for this office being held in Fall Semester of each year.

Section B. Qualifications - The Day Vice-President shall be a student in good standing enrolled in a curriculum with no less than two (2) semesters of study remaining.

Section C. Duties -

1. To assume the duties of the SGA President in the event of the President's absence for any cause or removal or resignation from office.
2. To serve on all standing committees as a non-voting member except in case of a tie vote or deadlock.
3. To perform all functions lawfully delegated to him/her by the SGA President.
4. To serve as a bond between the day and evening students in coordination with the Evening Vice-President.

Article VIII: Term, Qualifications, and Duties of the Evening Vice-President of the SGA

Section A. Term - The term of office shall be from inauguration to inauguration with election of this office being held in Fall Semester of each year.

Section B. The Evening Vice-President shall be an evening student in good standing enrolled in a curriculum with no less than two (2) semesters of study remaining.

Section C. Duties -

1. To serve as a bond between the evening and day students.
2. To assume all duties during the evening hours of the SGA President in the event of the President's absence for any cause.
3. To perform all functions lawfully delegated by the SGA President.
4. To assume duties of the SGA President in the event of the President's or Day Vice-President's resignation or removal from office.

Article IX: Term, Qualifications, and Duties of the Secretary/Treasurer of the SGA

Section A. Term - The term of office shall be from inauguration to inauguration with election of this office being held in Fall Semester of each year.

Section B. Qualifications - The Secretary shall be a student in good standing enrolled in a curriculum with a duration of not less than two (2) semesters of study remaining.

Section C. Duties -

1. To keep the minutes of all meetings up-to-date and to provide copies of the minutes to all members of the Student Council and the Coordinator of Student Life at each regular monthly scheduled SGA meeting. A copy of the minutes will be placed on file in the Coordinator's office.
2. To be responsible for all correspondence of the Council.
3. To keep an accurate financial report of SGA funds.
4. Provide data concerning the financial status to the Student Council at its regular meetings.
5. To oversee all financial disbursements approved by the Student Council.

Article X: Curriculum and Club Senators

Section A. Election - Nominations for curriculum and club senators will be held during the first fifteen (15) days of each Fall Semester in individual class meetings. One senator will be elected within each curricula and club. Day and evening curricula shall have separate senators. Election of senators shall be on an annual basis, except to fill vacancies that may occur during the academic year.

Section B. Duties -

1. To represent each curriculum or club in Student Government Council meetings thus giving students a voice in all SGA elective functions.
2. To return to respective curricula or club and report contents of each SGA meeting and allow open discussion and class or club input.
3. To serve on committees as approved by the SGA President and be actively involved in Student Government affairs.
4. As a member of the Student Council, vote the desires of a majority of the group he/she represents concerning all voting matters.
5. Present to the Executive Board any business matters by his/her curriculum or club to be considered by future Student Council meetings or SGA meetings.

Section C. Attendance In Meetings - Upon two consecutive absences by the curriculum or club senator at scheduled SGA meetings, he/she may be dismissed from the Student Council and the curriculum or club will receive a notice to this effect and be asked to elect another senator, except in the nature that a valid excuse can be submitted by the said senator to the Coordinator of Student Life, the Vice President of Student Services, and members of the Student Council. Meetings shall be called by the Student Council with approval of the Coordinator.

Article XI: SGA Advisor

The SGA Advisor shall be a full-time employee and member of the Student Services or Academic Affairs staff. The advisor shall have

no voting power nor veto power. The advisor shall make recommendations as to the course of action to be taken by the SGA in accordance with College policies and guidelines.

Article XII: The Student Council

Responsibilities:

- A. To establish committees.
- B. To establish the time of SGA Council meetings in accordance with clearance from the Dean of Student Services.
- C. To regulate campus elections for SGA offices.
- D. At each meeting; a simple majority shall constitute a quorum.
- E. Meeting shall be open meetings and may be attended by any interested persons affiliated with MCC.
- F. The Student Council shall have the final decisions in all matters concerning the SGA. Decisions on all matters shall be made by a simple majority vote of the Executive Board. A quorum must have been established.
- G. Upon a fifty-one percent (51%) vote of the SGA or majority vote of the Student Council, a petition for redress of grievances shall be presented first to the Coordinator of Student Life and the Dean of Student Services. If rejected by those two individuals, the Student Council has the authority to direct the petition to the President of the College. If the President rejects the petition and the Student Council is not in agreement with this action, they may request that the President of MCC direct the petition to the Board of Trustees for their decision. The decision of the Board of Trustees shall be final. Upon decision of a petition to the Board of Trustees, a representative from the SGA Executive Board shall be present and shall be allowed to express the views of the SGA regarding the content of the petition.
- H. No monies shall be authorized for expenditures without the consent of the Student Council. Written authorization shall be made to the Business Office. Written authorization shall bear the signatures of an SGA Officer, the Coordinator of Student Life, and the Dean of Student Services.
- I. To recommend approval of new clubs or organizations to the Coordinator of Student Life and the Dean of Student Services.
- J. To approve by majority vote the call for a campus wide vote on any issue or matter related to SGA affairs.

Article XIII: Standing Committees & Special Committees

Section A. Appointment - List of Officers

Standing Committees may be appointed by the SGA President and shall consist of members in good standing. Special Committees are approved for short-term special assignments. Any member of any committee shall be subject to denial or removal upon majority recommendation of the Student Council. A list of all committee members will be furnished for the student body. Committees that may be

formed include, but are not limited to, those listed below.

Section B. The Election Committee

The Election Committee shall have the duty of establishing and monitoring election procedures, including the duties and responsibilities of setting election dates, counting the votes, establishing meeting time for the nomination and petitions of recount. The Election Committee shall be appointed by the SGA President and shall consist of five (5) Student Council senators. From the five members, a chairperson shall be selected. All election procedures shall be handled by this Committee.

Section C. The Calendar Committee

The Calendar Committee shall have the duties and responsibilities of working with the Coordinator of Student Life and the Vice President of Student Services in establishing a school calendar of events, both formal and informal, curriculum or non-curriculum. The Calendar Committee, by its very nature, will be required to work very closely with other committees in establishing a calendar of events and specifying dates for the events.

Section D. The Publicity Committee

The Publicity Committee shall have the duties and responsibilities of publicizing any and all SGA functions. The Publicity Committee may be called upon from time to time to aid the faculty and staff of MCC in advertising campaigns and publicity.

Section E. The Social Committee

The Social Committee shall have the duties and responsibilities of deciding upon formal and informal events of a social nature affecting the students. The Committee shall also have the responsibility for planning, organizing and carrying out the events under its jurisdiction, and shall be held responsible for the precise management of the events.

Section F. The Budget Committee

A Budget Committee shall be appointed by the SGA President from members of the Student Council. This committee shall draw up a budget and present it to the Student Council. Upon majority vote by members present, the budget shall be forwarded to Coordinator of Student Life and the Vice President of Student Services for approval.

Article XIV: Impeachment

A. Against SGA Officers

Impeachment proceedings may be started by petition signed by fifty-one percent (51%) of the SGA members as defined under the "Name and Membership" section or two thirds (2/3) of the Student Council. This petition must be presented to the Secretary who will present it at the next regular meeting of the Student Council. After the petition is read at the Student Council meeting the council shall have five consecutive school days to reach a verdict. Verdict of conviction by two thirds (2/3) secret vote of the Student Council shall call for removal from office only. No further

action shall be taken against the defendant by the SGA.

B. Against Elected Curriculum or Club Senators

Any senator shall be removed from office by a majority vote in favor of removal by the Student Council. Verdict of conviction by two thirds (2/3) secret vote of the Student Council shall call for removal from office only. No further action shall be taken against the defendant by the SGA.

Article XV: Power of Veto by MCC Board of Trustees

- A. The Board of Trustees of MCC shall have and are granted final authority under and in keeping with this constitution to over-rule action take in the Student Council. This action by the Board of Trustees is looked upon as a last resort action and will be used only in the direst circumstances.
- B. If the Board of Trustees of MCC overrules action taken by the Student Council as representatives of the SGA, they (the Board of Trustees) shall submit, within fourteen (14) days, in written form, their reasons for over-ruling the action. The written form shall be submitted directly to the President of MCC.

Article XVI : Amendments

Amendments to this constitution will be necessary. When the SGA and the Student Council deem it necessary, the constitution may be completely revised or amended. Revision or amendment shall require two thirds (2/3) majority vote of the members present at a special called meeting of the SGA. A Constitution Study Committee shall consist of at least five (5) members of the Student Council. The Constitution Study Committee will elect one member as chairperson. Revisions or amendments of this constitution must be approved by the SGA, the Coordinator of Student Life, and the Dean of Student Services; then presented to the MCC Board of Trustees by the Vice President.

Article XVII: Budget

An annual budget shall be prepared and approved by the Student Council prior to being forwarded to the Coordinator of Student Life and the Dean of Student Services for review and approval.



2022-2023 ACADEMIC CALENDAR

Montgomery Community College

2022-2023 Academic Calendar

Fall 2022

March 14 - March 25	Fall Priority Advising/Registration (continuing students)
March 28 - July 21	Fall Advising/Registration (all students)
August 11	Late registration for Fall
August 15	Classes begin
August 22	15-week session begins
August 24	Last day to drop classes with a 75% tuition refund
August 29	14-week session begins
September 5	Labor Day Holiday
September 12	12-week session begins
October 10 - 11	Fall break
October 12	Mid-terms
October 13	2 nd 8-week session begins
October 13 - 29	Spring 2022 Priority Advising/Registration (current students)
October 31 - November 14	Spring 2022 Advising/Registration (all students)
November 1	Financial Aid priority deadline for Spring Semester
November 15	Fall Graduation application deadline
November 16	Last day to withdraw with a grade of "W"
November 23 - 26	Thanksgiving holiday break
November 30	Spring tuition due date
December 12	Term ends
December 14 - January 3	Holiday Break

Spring 2023

January 2	New Year Holiday
January 5	Late registration for Spring
January 9	Classes begin
January 16	Rev. Dr. Martin Luther King, Jr. holiday
January 17	15-week session begins
January 19	Last day to drop classes with a 75% tuition refund
January 23	14-week session begins
January 30	13-week session begins
February 6	12-week session begins
March 6	Mid-terms
March 7 - 11	Spring break
March 13	2 nd 8-week session begins
March 13 - March 24	Priority Advising/Registration opens for Summer & Fall (current students)
March 14	Spring/Summer Graduation application deadline
March 27 - April 14	Advising/Registration opens/continues for Summer (all students)
March 27 - July 20	Advising/Registration opens/continues for Fall (all students)
April 1	Financial Aid priority deadline for Summer Session
April 10	Last Day to withdraw with a grade of "W"
April 10	Spring break
April 30	Summer tuition due date
May 8	Term Ends
May 9	Grades Due
May 10	Graduation Commencement Ceremony for Fall 22, Spring 23, and Summer 23

Summer 2023

May 17	Late registration for summer
May 17	Classes begin
May 19	Last day to drop classes with a 75% tuition refund
May 29	Memorial Day holiday
June 14	Mid-terms
June 28	Last Day to withdraw with a grade of "W"
July 1	Financial Aid priority deadline for Fall Semester
July 3 - 8	Independence Day holiday break
July 19	Term ends
July 31	Fall tuition due date

2022 – 2023 Academic Session Dates

Fall 2022:

16-weeks	August 15 – December 12
15-weeks	August 22 – December 12
14-weeks	August 29 – December 12
12-weeks	September 13 – December 12
1st 8-weeks	August 15 – October 12
2nd 8-weeks	October 13 – December 12

Spring 2023:

16-weeks	January 10 – May 8
15-weeks	January 17 – May 8
14-weeks	January 23 – May 8
13-weeks	January 30 – May 8
12-weeks	February 6 – May 8
1st 8-weeks	January 9 – March 6
2nd 8-weeks	March 13 – May 8

Summer 2023:

8-weeks	May 17 – July 19
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Tuition refunds will be made each term in accordance with legislative guidelines; details are available in Student Services.