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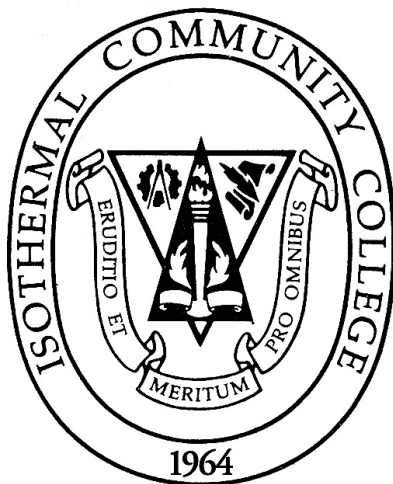
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Rutherford Campus Map	Back Cover

ISOTHERMAL COMMUNITY COLLEGE

www.isothermal.edu

Student Handbook 2017-2018



Rutherford Campus

286 ICC Loop Road, P.O. Box 804, Spindale, North Carolina 28160-0804
828-286-3636

Polk Center

1255 W. Mill Street, Columbus, North Carolina 28722-9445
828-894-3092

Rutherfordton Learning Center

134 Maple Street, Rutherfordton, North Carolina 28139
828-286-2218

Isothermal Community College provides educational and employment opportunities without regard to veteran status, race, color, religion, age, sex, national origin, or disability. Isothermal Community College is committed to this policy. Isothermal Community College supports the protection available to members of its community under all applicable Federal Laws including Title VI and Title VII of the Civil Rights Act of 1964, Equal Pay Act of 1963, Title IX of the 1972 Education Amendments, Executive Order 11246 as amended by 11375, Title VI (section 799A) and Title VIII (section 8451) of the Public Health Service Act, Age Discrimination Act, Americans With Disabilities Act of 1990, and the Rehabilitation Act of 1973.

Any member of the Isothermal Community College Community believing they have been discriminated against or desiring more information concerning these provisions and/or grievance procedures should contact:

Stephen Matheny, Vice President of Administrative Services
Isothermal Community College, P.O. Box 804, Spindale, NC 28160-0804 (828) 395-1293

The Student Handbook is provided for information purposes and is designed only to assist prospective students in planning. It does not establish contractual relationships. Every reasonable effort is made to ensure accuracy at time of publication; however, the College may make corrections to the contents and provisions of the student handbook at its discretion. The College reserves the right to change course offerings, programs, policies, regulations, or requirements from time to time, consistent with applicable laws, in order to fulfill its role and mission or to accommodate circumstances beyond its control. Changes to the student handbook may be implemented without prior notice or obligation and are effective immediately unless otherwise stated.



OUR MISSION

As an integral community partner, Isothermal Community College exists to improve life through learning by providing innovative, affordable educational programs and offering opportunities for personal, professional, economic, and cultural development.

VIVID DESCRIPTION

- Preparing learners for future success in a career, further education, and personal enrichment
- Providing cutting edge learning and technology
- Providing choices in support services and delivery methods
- Supporting professional development opportunities
- Involving the learner in his or her own learning process(es)
- Encouraging and modeling the effective and sustainable utilization of resources
- Working collaboratively with public education and the community in meeting local educational goals
- Establishing partnerships to advance excellence in learning
- Maintaining a reputation of excellence that ensures the prestige of our graduates
- Encouraging an entrepreneurial spirit across all levels of the College

VISION STATEMENT

To be the benchmark for excellence in learning, innovation, service, and economic development.

VALUES

In improving life through learning, we recognize and accept our pivotal leadership role by valuing:

- a shared commitment to the well-being and enrichment of individuals
- lifelong opportunities for personal and professional growth
- responsibility as a catalyst for positive economic development, innovation, community growth, creativity, and the arts
- a climate of integrity, accountability, and respect for individuals
- a culture of collaboration and communication
- achievement realized through perseverance, critical thinking, and personal responsibility for learning
- diversity and the exchange of ideas
- excellence in programs and services
- assessment and the spirit of reflection
- the elimination of barriers to learning
- the learning college culture

ACCREDITATION

Isothermal Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees.

Inquiries relating to the accreditation status of the College may be made to Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone number 404-679-4500 at <http://www.sacscoc.org>. As a requirement for on-going accreditation, member colleges must go through an accreditation reaffirmation process every ten years. This means that college personnel review policies and practices of the College to assure that operations are in compliance with SACSCOC principles.

QUALITY ENHANCEMENT PLAN

A Quality Enhancement Plan (QEP) is a required part of our 2016 Reaffirmation with the Southeastern Association of Colleges and Schools Commission on Colleges (SACSCOC). At its core, a QEP is both a process and a report that identifies a key student learning need and demonstrates that the College can initiate, set, and assess significant goals through a process involving broad-based input.

The focus statement of our QEP is to empower first-time college students to overcome barriers to completion through orientation, ACA within the first two semesters, and dynamic advising. To support our QEP, we have developed an Orientation that prepares all new students for Isothermal's policies, procedures, and culture. It also introduces students to the technology they will be using throughout their experience at Isothermal. Sometime during the first two semesters, students will take one of our enhanced ACA courses where they will clarify their educational goal and develop a semester-by-semester plan to achieve their goal. Recent research has shown that students who start their college experience with similar resources complete their goals more frequently and more quickly, hence our QEP's title "Start Strong. Finish Stronger." We will conduct our QEP from the Fall of 2016 to Spring 2020.

THE ISOTHERMAL DISTINCTION

Students who complete programs at Isothermal Community College are expected to be able to function effectively as contributing citizens of our society. Our programs, regardless of their content areas, are designed to enable graduates to achieve the following general competencies:

- Communicate effectively through writing, speaking, and through demonstration of information literacy
- Analyze problems and make valid conclusions
- Demonstrate quantitative skills
- Demonstrate basic technology skills
- Perform technical skills in their chosen occupations

We also value, promote, and emphasize the following soft skills:

- Demonstrate positive interpersonal skills through cooperative learning and group interaction
- Use critical listening skills to understand, evaluate, and respond appropriately to verbal communication
- Develop an awareness of global issues and the interconnectedness and interdependence of persons, places, and events on earth from a current, as well as historical, perspective

Achieving these competencies requires a commitment on the part of both Isothermal and its students to the satisfaction of certain goals and expectations.

WHAT STUDENTS CAN EXPECT OF ISOTHERMAL

In their commitment to learning and to the achievement of a true learning-centered community, Isothermal personnel will:

- Meet student needs by demonstrating professional, friendly, and courteous service in all aspects of student life
- Maintain high professional and academic standards
- Serve as role models in the development of leadership skills
- Respect diversity and treat all students fairly
- Be available to students and helpful with student problems
- Communicate clear learning objectives and expected outcomes
- Provide timely feedback in the assessment of learning outcomes
- Stay current in subject matter
- Practice effective teaching/learning strategies that promote critical thinking

WHAT ISOTHERMAL EXPECTS OF STUDENTS

In their commitment to learning, students will:

- Accept responsibility for learning
- Attend and participate in all classes
- Complete required exercises and assignments as directed
- Develop a time management plan that includes adequate time for study
- Maintain an open-minded attitude toward learning
- Strive to become independent critical thinkers
- Seek help as needed from appropriate sources
- Be respectful and considerate of others
- Assume responsibility for knowing and adhering to all college policies
- Acknowledge that learning how to learn is the ultimate objective of education
- Recognize that struggle and discomfort often precede the rewards that accompany goal completion and success

With this commitment on the part of all concerned, an exciting partnership will grow and thrive, thus creating a community of learners whose mission is *to improve life through learning*.

NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION

Isothermal Community College distributes consumer information to students through a variety of sources, including the College Catalog and Student Handbook. For the convenience of students, Isothermal has also created a web page to provide quick and easy access to institutional and financial aid information. This resource is available at www.isothermal.edu/current-students/consumer-information/index.html. Printed paper copies are available upon request in Student Services.

Welcome Message to Students

For more than 50 years, Isothermal Community College has been educating responsible, socially conscious members of our local and global communities through engaged learning, creative inquiry, and interpersonal leadership skill building endeavors. Throughout your time here, we encourage you to take time to reflect upon who you are and who you would like to become, to embrace the educational opportunities afforded to you, to venture beyond your comfort zone inside and outside of the classroom, and to engage meaningfully in campus life experiences.

The Student Handbook is designed to orient you to the College's expectations, policies, and procedures as you begin and continue your path to completion. It is important for you to become familiar with this information as it will guide you in reaching your goals.

It is our privilege to help you Start Strong and Finish Stronger at Isothermal Community College!

start
STRONG. finish
STRONGER.



ADMINISTRATIVE OFFICES

OFFICE OF THE PRESIDENT

President.....	Walter Dalton
Academic and Student Services.....	Dr. Dolly Horton, Vice President
Administrative Services.....	Stephen Matheny, Vice President
Community and Workforce Development, College Advancement and Director of Alumni Affairs.....	Thad Harrill, Vice President
Marketing and Community Relations.....	Mike Gavin, Director
Administrative Assistant to the President.....	DeeDee Barnard

ACADEMIC SERVICES

Academic Development.....	Debbie Puett, Dean
Applied Sciences and Engineering Technology.....	Joe Looney, Dean
Arts and Sciences.....	Dr. Kathy Ackerman, Dean
Assessment, Planning and Research.....	Anne Oxenreider, Director of Institutional Assessment and Accreditation
Business Sciences.....	Kim Alexander, Dean
Foothills Nursing Consortium.....	Dr. Kelly Jones, Director
Health and Public Services.....	Dr. Johnny Smith, Dean
Licensed Practical Nurse Program.....	Dr. Kim Amos, Interim Director
Polk County Early College.....	Tamara Black, Liaison
Rutherford Early College High School.....	TBD, College Liaison

STUDENT SERVICES

.....	Sandra Lackner, Dean
Enrollment Management/Admissions.....	Diane Dickerson, Director
Financial Aid.....	Pamela Ellis, Director
Financial Aid/Veteran Affairs.....	Lisa Bridges, Counselor
Financial Aid.....	Reagan Bowman, Counselor
Intramural and Athletics.....	Chuck Summey, Coordinator
Powers Scholarship Program.....	Ruth Hils, Coordinator
Registrar.....	Dr. Vanessa Capps
Student Activities.....	Ruth Colnot, Coordinator
Student Services Advisor and Technology.....	Joel Ekstrom, Coordinator
Student Services Specialist.....	Cheryl Lawter

ADVISING AND SUCCESS CENTER

.....	Kimberly Snyder, Director
Advising.....	Jessie Fletcher, Coordinator
Accessibility Support.....	Alfreda Lindsey, Counselor
Pre-Health Sciences.....	Tina Porter, Advisor
Success Coach.....	Lisa Courtney, Advisor
Assessment and Testing.....	Paula Rogalski, Coordinator
First in the World Grant.....	Marin Crosbie, Success Coach

WORKFORCE AND COMMUNITY EDUCATION

College and Career Readiness Amy Galla, Director
College and Career Readiness Transition Lauren Mooney, Coordinator
Continuing Education Donna Hood, Dean
Customized Training Mark Franklin, Director
Emergency Services Jonathan Bland, Coordinator
Grants and College Development and Fundraising Sarah Morse, Coordinator
Nursing Assistant and Allied Health Betsy Cuthbertson, Coordinator
Performing Arts and Conference Center Russell Wicker, Director
Polk Center Kate Barkschat, Director
Small Business Center Faye Bishop, Director

ADMINISTRATIVE AND SUPPORT SERVICES

Business Office Amy Penson, Controller
Campus Enforcement Officer Bob Davis
Officer Robert Owens
Campus Print Shop Susan Straw, Manager
Human Resources Amy Harper, Director
Information Technology Robby Walters, Director
Library Charles Wiggins, Director
Plant Operations and Maintenance Bill Doll, Director
WNCW Director of Radio Operations David Kester, Director

For complete college directory, visit www.isothermal.edu.

*Special thanks to the Advertising and Graphic Design students, **Julia Zeleskey**, whose cover design is featured for this handbook.
This Student Handbook is produced by the Campus Print Shop of Isothermal Community College.
7/2017/3,000/\$5,126.44@ \$1.70 per copy*

WHO TO SEE...

For:	Go to:	Located in:
Academic record.....	Student Services Office.....	Student Center
Academic advising.....	Advising and Success Center.....	Student Center
Academic advising.....	Your Advisor.....	All Buildings
Adult Equivalency/Diploma.....	College and Career Readiness.....	The Foundation
Books to purchase.....	Bookstore.....	Student Center
Campus safety.....	Campus Enforcement.....	Student Center
Career assistance.....	Advising and Success Center.....	Student Center
Career and College Promise.....	College Liaisons for High School Programs.....	Student Center
Change of major.....	Advising and Success Center.....	Student Center
Complaints/conduct concerns.....	Student Services Office.....	Student Center
Complete high school.....	College and Career Readiness.....	The Foundation
Counseling.....	Advising and Success Center.....	Student Center
Accessibility Support Services.....	Advising and Success Center.....	Student Center
Emergency assistance and emergency procedures.....	Campus Enforcement (828)289-5850, 9-911 if using campus telephone system.....	Student Center
English as a second language.....	College and Career Readiness.....	The Foundation
Financial aid.....	Financial Aid Office.....	Student Center
Food and drink.....	Vending.....	All Buildings
Graduation application.....	Student Services Office.....	Student Center
Graduation information.....	Your Advisor/Records Office.....	Student Center
Graduation orders.....	Bookstore.....	Student Center
Gym.....	Student Activities Coordinator.....	Student Center

WHO TO SEE...

For:	Go to:	Located in:
Hair and nail services	Cosmetology	Student Center
Human Resource Development.....	Continuing Education	The Foundation
In-state/out-of-state tuition	Admissions Office	Student Center
IT Help Desk.....	Library/Business Sciences.....	Library/Bus Sci
Name/address changes.....	Student Services Office.....	Student Center
Non-credit courses	Continuing Education	The Foundation
Organize a student activity.....	Student Activities Coordinator.....	Student Center
Pre-Health Sciences	Advising and Success Center	Student Center
Placement assessment and testing services.....	Advising and Success Center	Student Center
Registering/schedule adjustments	Advising and Success Center	Student Center
Registering/schedule adjustments	Your Advisor	All Buildings
Show tickets	Performing Arts Center/Box Office.....	The Foundation
Student Government Association	Student Activities Coordinator.....	Student Center
Transcripts.....	Student Services Office.....	Student Center
Transfer credit	Student Services Office.....	Student Center
Tuition, fees, payments.....	Business Office.....	Administration
Tutoring services	Academic Development	Administration
Veterans Affairs.....	Financial Aid Office	Student Center
Withdraw from college.....	Instructor/Records Office.....	Student Center
Writing Center.....	Room 211	Administration

2017-2018 ACADEMIC CALENDAR



Photos taken by
Harley Jenkins,
Advertising and
Graphic Design
student.

AUGUST 2017

Registration Open
June 26 - August 3 by appointment

							September		
S	M	T	W	T	F	S			
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			

1	Tuesday	• Student/Faculty Break - No Classes	
2	Wednesday	• Student/Faculty Break - No Classes	
3	Thursday	• Student/Faculty Break - No Classes • Registration closed until 8/16 • Payment due for registered courses	
4	Friday	• Student/Faculty Break • College Closed	Health Sciences Information Meeting August 3, 2017 at 10:00 am, Student Center, Rm 9
5	Saturday		
6	Sunday		
7	Monday	• Student/Faculty Break - No Classes	
8	Tuesday	• Student/Faculty Break - No Classes	
9	Wednesday	• Student/Faculty Break - No Classes	
10	Thursday	• Student/Faculty Break - No Classes	
11	Friday	• Student/Faculty Break • College Closed	
12	Saturday		
13	Sunday		
14	Monday	• Convocation - Faculty/Staff • College Closed	
15	Tuesday	• Faculty/Staff Workday	Final Registration August 16-17, 2017
16	Wednesday	• Final Registration for Fall Semester	
17	Thursday	• Final Registration for Fall Semester • Payment due for Final Registration	
18	Friday	• First Day of Classes • Schedule Adjustments	New Student Orientation August 17, 2017 at 9:30 am and 5:30 pm
19	Saturday		
20	Sunday		
21	Monday	• Schedule Adjustments	
22	Tuesday	• Advanced Placement Associate Degree Nursing deadline	
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday		
27	Sunday		
28	Monday		
29	Tuesday	• Last day to drop with a 75% refund for full session/ Financial Aid recalculation (census) date	
30	Wednesday		
31	Thursday		

SEPTEMBER 2017

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1	Friday	
2	Saturday	
3	Sunday	
4	Monday	• Labor Day Holiday - College Closed
5	Tuesday	
6	Wednesday	
7	Thursday	• Health Sciences information meeting at 6:00 pm, Student Center, Rm 9
8	Friday	• Advanced Placement ADN Challenge Exam
9	Saturday	
10	Sunday	
11	Monday	• Patriot Day
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	• Financial Aid Disbursement Day
16	Saturday	
17	Sunday	• Constitution Day
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	• Institutional Scholarship Deadline
30	Saturday	

Keep an eye on your student email for information regarding special event(s) planned for Constitution Day!

Don't forget to register to vote! See www.ncsbe.gov for more information

OCTOBER 2017

						November			
S	M	T	W	T	F	S	S		
			1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			
26	27	28	29	30					

1	Sunday	
2	Monday	• Spring 2018 class schedule available on Patriot Port
3	Tuesday	<u>Make an appointment with your advisor to plan your classes for next semester!</u>
4	Wednesday	
5	Thursday	• Health Sciences information meeting at 10:00 am, Student Center, Rm 9
6	Friday	
7	Saturday	
8	Sunday	
9	Monday	• Columbus Day
10	Tuesday	
11	Wednesday	
12	Thursday	• Professional Development Day for Faculty & Staff • College Closed
13	Friday	• Financial Aid Disbursement Day • Student/Faculty Fall Break - No Classes (see inclement weather policy)
14	Saturday	
15	Sunday	
16	Monday	• Group Advising Sessions for Pre-Health Science Students - make appointment with advisor
17	Tuesday	• Advising Day - No Classes • Group Advising Sessions for Pre-Health Science Students - make appointment with advisor
18	Wednesday	
19	Thursday	
20	Friday	• Last day to apply for 2017 Fall graduation
21	Saturday	
22	Sunday	
23	Monday	
24	Tuesday	• Advanced Placement ADN Final Selection Letter Due Out
25	Wednesday	• Grub Day
26	Thursday	
27	Friday	
28	Saturday	
29	Sunday	Registration Open Oct 30 - Dec 1 by appointment
30	Monday	• Spring 2018 Registration Opens • Go to Patriot Port for class schedule and registration
31	Tuesday	• Halloween • 60% point full term Fall 2017

NOVEMBER 2017

							December	
S	M	T	W	T	F	S		
	3	4	5	6	7	8		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
						31		

1	Wednesday	
2	Thursday	• Health Sciences information meeting at 6:00 pm, Student Center, Rm 9
3	Friday	<div style="background-color: black; color: white; padding: 5px; text-align: center;"> Registration Open Oct 30 - Dec 1 by appointment </div>
4	Saturday	
5	Sunday	<div style="background-color: #cccccc; padding: 5px; text-align: center;"> Advising remains available by appointment. </div>
6	Monday	• Advanced Placement RN Accepted Students - Medical forms due to advisor
7	Tuesday	• Election Day
8	Wednesday	
9	Thursday	
10	Friday	• Financial Aid Priority Deadline for Spring 2018 • Financial Aid Disbursement Day
11	Saturday	• Veterans Day
12	Sunday	
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	• Last Day to Drop with a "W" for full session
18	Saturday	
19	Sunday	
20	Monday	
21	Tuesday	
22	Wednesday	• Thanksgiving Holiday - College Closed
23	Thursday	• Thanksgiving Holiday - College Closed
24	Friday	• Thanksgiving Holiday - College Closed
25	Saturday	
26	Sunday	
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	• Learning College Student of the Semester Awards Ceremony

DECEMBER 2017

							January	
S	M	T	W	T	F	S		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					

1	Friday	• 2017 Spring Registration Closes; payment due for registered courses
2	Saturday	
3	Sunday	
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	• Health Sciences info meeting at 10:00 am, Student Center, Rm 9
8	Friday	• Financial Aid Disbursement Day
9	Saturday	
10	Sunday	
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	• Last Day of Classes
16	Saturday	
17	Sunday	
18	Monday	• Faculty End of Term - Check-out 11:00 a.m. • No Classes
19	Tuesday	• Student/Faculty Break - No Classes
20	Wednesday	• Student/Faculty Break - No Classes
21	Thursday	• Winter Break - College Closed
22	Friday	• Winter Break - College Closed
23	Saturday	
24	Sunday	
25	Monday	• Winter Break - College Closed
26	Tuesday	• Winter Break - College Closed
27	Wednesday	• Winter Break - College Closed
28	Thursday	• Winter Break - College Closed
29	Friday	• Winter Break - College Closed
30	Saturday	
31	Sunday	

Registration Open
Oct 30 - Dec 1 by appointment

Advising remains available by appointment.

JANUARY 2018

							February		
S	M	T	W	T	F	S			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28						

1	Monday	• New Years Day • College Closed
2	Tuesday	• Work Day - Faculty/Staff • No Classes
3	Wednesday	• Final Registration for Spring Semester
4	Thursday	• Final Registration for Spring Semester • Payment due for Final Registration • Last day 100% refund
5	Friday	• First Day of Classes • Schedule Adjustments
6	Saturday	
7	Sunday	
8	Monday	• Schedule Adjustments
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	
14	Sunday	
15	Monday	• Martin Luther King Holiday - College Closed
16	Tuesday	
17	Wednesday	• Last day to drop with a 75% refund for full session/FA census date • Associate Degree Nursing (RN) Deadline
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	• Health Sciences information meeting at 10:00 am, Student Center, Rm 9
26	Friday	
27	Saturday	
28	Sunday	
29	Monday	
30	Tuesday	
31		

FEBRUARY 2018

							March		
S	M	T	W	T	F	S			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

1	Thursday	
2	Friday	
3	Saturday	
4	Sunday	
5	Monday	• LPN to RN (Fast Track 1+1) Deadline
6	Tuesday	
7	Wednesday	
8	Thursday	• PSB Exam for ADN students (if notified)
9	Friday	
10	Saturday	
11	Sunday	
12	Monday	
13	Tuesday	
14	Wednesday	• Valentine's Day
15	Thursday	• Professional Development Day - Faculty/Staff • No classes for Students • College Closed
16	Friday	
17	Saturday	
18	Sunday	
19	Monday	• President's Day
20	Tuesday	
21	Wednesday	
22	Thursday	• Health Sciences information meeting at 6:00 pm, Student Center, Rm 9
23	Friday	• Top 80 RN Students will be notified to attend group meeting
24	Saturday	
25	Sunday	
26	Monday	
27	Tuesday	• Financial Aid Disbursement Day • Concept-Based (Fast-Track) LPN to RN deadline
28	Wednesday	

MARCH 2018

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1	Thursday	• Last day to apply for 2018 Spring graduation
2	Friday	
3	Saturday	
4	Sunday	
5	Monday	• Summer & Fall class schedule available on Patriot Port
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	
11	Sunday	
12	Monday	
13	Tuesday	• Advising Day for Current Students- No Classes
14	Wednesday	
15	Thursday	
16	Friday	
17	Saturday	• St. Patrick's Day
18	Sunday	
19	Monday	• Summer/Fall 2018 Registration Opens
20	Tuesday	
21	Wednesday	
22	Thursday	• 60% point full term Spring 2018
23	Friday	• Financial Aid Disbursement Day
24	Saturday	
25	Sunday	
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	• Spring Holiday - College Closed
31	Saturday	

Make an appointment with your advisor to plan your classes for Summer & Fall semester!

Registration Open
March 19 - April 27 by appointment

APRIL 2018

Registration Open
March 19 - April 27 by appointment

							May						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12							
13	14	15	16	17	18	19							
20	21	22	23	24	25	26							
27	28	29	30	31									

1	Sunday	
2	Monday	• Spring Holiday - College Closed
3	Tuesday	• Spring Break - Students Faculty • No Classes (see inclement weather policy)
4	Wednesday	• Spring Break - Students Faculty • No Classes (see inclement weather policy)
5	Thursday	• Spring Break - Students Faculty • No Classes (see inclement weather policy)
6	Friday	• Spring Break - Students Faculty • No Classes (see inclement weather policy)
7	Saturday	
8	Sunday	
9	Monday	• RN medical forms due to advisor
10	Tuesday	
11	Wednesday	
12	Thursday	• Last Day to Drop with a "W" for full session • Learning College Student of the Semester Awards Ceremony
13	Friday	• Last day to apply for Summer 2018 if participating in May graduation
14	Saturday	
15	Sunday	
16	Monday	
17	Tuesday	
18	Wednesday	• Sports Day
19	Thursday	
20	Friday	• Science Expo
21	Saturday	
22	Sunday	
23	Monday	
24	Tuesday	
25	Wednesday	
26	Thursday	• Health Sciences information meeting at 6:00 pm, Student Center, Rm 9
27	Friday	• 2018 Summer & Fall Registration Closes • Payment due for registered courses • Awards Day
28	Saturday	April 27, 2017 - Financial Aid Info. • Financial Aid Priority Deadline for Summer 2018 • Financial Aid Disbursement Day April 27 th
29	Sunday	
30	Monday	Advising remains available by appointment.

MAY 2018

							June	
S	M	T	W	T	F	S		
	3	4	5	6	7	8		
	10	11	12	13	14	15		
	17	18	19	20	21	22		
	24	25	26	27	28	29		
						30		

1	Tuesday	
2	Wednesday	• Acceptance Letters Mailed Out for Fast Track LPN to RN Program
3	Thursday	• Health Sciences information meeting at 10:00 am, Student Center, Rm 9
4	Friday	
5	Saturday	
6	Sunday	
7	Monday	
8	Tuesday	
9	Wednesday	• Last Day of Classes
10	Thursday	• Faculty End of Term - Check-out 11:00 a.m. • No Classes
11	Friday	• Student/Faculty Break • REaCH Graduation
12	Saturday	
13	Sunday	• Mother's Day
14	Monday	• Curriculum Graduation
15	Tuesday	• Adult High School and Equivalency Graduation • Final Registration for Summer • Payment due for Final Registration
16	Wednesday	• First Day of Classes • Schedule Adjustments
17	Thursday	
18	Friday	• Summer Hours Begin • College Closed
19	Saturday	
20	Sunday	
21	Monday	
22	Tuesday	• Last Day to Drop with a 75% refund for full session/Financial Aid census date
23	Wednesday	
24	Thursday	
25	Friday	• College Closed
26	Saturday	
27	Sunday	
28	Monday	• Memorial Day Holiday • College Closed
29	Tuesday	
30	Wednesday	
31	Thursday	

Final Registration
May 15

JUNE 2018

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1	Friday	• College Closed
2	Saturday	
3	Sunday	
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	• Health Sciences information meeting at 10:00 am, Student Center, Rm 9
8	Friday	• College Closed
9	Saturday	
10	Sunday	
11	Monday	
12	Tuesday	• Financial Aid Disbursement Day
13	Wednesday	
14	Thursday	• Last day to apply for 2018 Summer graduation
15	Friday	• College Closed
16	Saturday	
17	Sunday	• Father's Day
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	• Financial Aid Priority Deadline for Fall 2018
22	Friday	• College Closed
23	Saturday	
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	• College Closed
30	Saturday	

JULY 2018

							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30	31	

1	Sunday	
2	Monday	• 2018 Fall Registration Opens
3	Tuesday	
4	Wednesday	• Independence Day Holiday - College Closed
5	Thursday	
6	Friday	• College Closed
7	Saturday	
8	Sunday	
9	Monday	
10	Tuesday	
11	Wednesday	• Last Day to Drop with a "W" for full session
12	Thursday	• Financial Aid Disbursement Day
13	Friday	• College Closed
14	Saturday	
15	Sunday	
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	• Health Sciences information meeting at 10:00 am, Student Center, Rm 9
20	Friday	• College Closed
21	Saturday	
22	Sunday	
23	Monday	
24	Tuesday	
25	Wednesday	• Last Day of Classes
26	Thursday	• Faculty End of Term - Check-out 11:00 a.m. • No Classes
27	Friday	• College Closed
28	Saturday	
29	Sunday	
30	Monday	• Student/Faculty Break
31	Tuesday	• Student/Faculty Break

Registration Open
July 2 - August 2 by appointment

ACADEMIC POLICIES AND PROCEDURES

ACA Classes and Orientation
Academic Misconduct
Academic Standing and Appeals
Attendance
Auditing Courses
Awarding of Credit
Change of Major
Grading System
Graduation
Honors and Awards
Program Update
Records and Registration



Photos taken by
Iban Almeyda,
Advertising and
Graphic Design
student.

Academic Policies and Procedures

Isothermal Community College publishes academic policies and procedures that adhere to principles of good educational practice. These policies and procedures are disseminated to students, faculty, and other interested parties through the College Website and publications that are available in both digital and print format including the College Catalog and Student Handbook.

ACA COURSES AND ORIENTATION

Isothermal offers two student success courses, ACA 115: Success and Study Skills and ACA 122: College Transfer Success. These ACA courses provide an extensive orientation, not only to the College, but also to the first year college experience, with a focus on problem solving, goal-setting, educational planning, and career and college exploration. It is recommended that degree seeking students enroll in an ACA course within their *first two semesters*.

As part of our efforts to provide the best opportunity for our students to start strong, Isothermal requires students to participate in *mandatory orientation*. Students are encouraged to participate in a face-to-face orientation offered during the fall and spring semester. An online orientation is also available. Orientation familiarizes students with campus procedures and resources and offers information and assistance to help students succeed in college. A student may be exempt from orientation if the student is currently classified as a College and Career Promise (CCP), Early College, Occupational Education Associate (Lateral Entry), or Special Credit student. A student may also be exempt from participating in orientation if the student has graduated from an Isothermal program less than five years prior to enrolling in a new program. The latter exemption does not include prior CCP enrollment.

Information sessions about Moodle and Patriot Port are available at the beginning of each semester to help students become familiar with Isothermal's technical resources and may be accessed through The Student Bridge located on Moodle. Also, Successful Entry and Transition (SET) Sessions are informational sessions offered at local high schools to help students transition to college and become familiar with campus resources.

ACADEMIC MISCONDUCT

All forms of academic misconduct may result in sanctions. For more information regarding academic misconduct and related sanctions and disciplinary procedures, please refer to Appendix A.

ACADEMIC STANDING AND APPEALS

Rules and regulations regarding academic standing, suspension, and length of suspension approved by the President (Board approved policy: Academic standing 401-02-00BP).

Academic Policies and Procedures

Academic Alert

Students whose grade point average (GPA) falls below a 2.0 are placed on academic alert. Students on academic alert may benefit from familiarizing themselves with two important college procedures: Academic Fresh Start and Course Repeat. Students who repeat courses are encouraged to review their transcripts carefully to ensure that previously earned lower grade(s) have been removed from grade point average calculation. Students on academic alert should also consider academic load as well as assistance available through Student Services, Supplemental Instruction, and academic advisors.

In order to alert faculty and staff advisors that students are struggling academically, the Records Office will flag records in Colleague as notification when students' GPAs fall below a 2.0.

Potential Consequences Related to Ongoing Academic Alert

There will be times when student academic performance is chronically poor, e.g., student is performing at or below 1.0 for consecutive semesters. Academic advisors may refer these students to the Dean of Students, who will evaluate the progress of the student, and may refer the student to the Committee on Admissions, Academic Continuation, and Records. This committee may (1) approve continued enrollment under specified circumstances or (2) suspend the enrollment of the student for a specified time frame. After observing the suspension period, the student must seek approval for enrollment from the Dean of Students. The Dean of Students may refer the decision to the Committee on Admissions, Academic Continuation, and Records prior to allowing re-entry.

Academic Standing

Guidelines may vary by program, e.g., Career and College Promise, Basic Law Enforcement Training (BLET), and health sciences. Information regarding academic standing guidelines by program is available in specific department areas.

Academic Standing Appeal

A student may appeal a decision on academic standing. An appeal should be submitted in writing to the Dean of Students. The Dean of Students may refer the appeal to the Committee on Admissions, Academic Continuation, and Records. The student may further appeal this decision to the Vice President of Academics and Student Services. The decision of the Vice President will be final.

Academic Policies and Procedures

ATTENDANCE

Regular class attendance is a student obligation and essential to receive maximum benefit from the educational experience. The student is expected to attend and be on time for all classes and lab, shop, work based learning, and/or clinic sessions. The student is also responsible for all work, including tests and written assignments, and for all class meetings.

Administrative Withdrawal

An instructor, in consultation with the appropriate instructional administrator, may administratively withdraw any student whose cumulative absences exceed 20% of the scheduled class hours for the semester. The withdrawal must be made by the drop deadline published in the Academic Calendar. The student will receive a grade of W#. In case of extenuating circumstances, a student who has been withdrawn from a course for excessive absences may be re-admitted to class with the permission of the instructor and the appropriate dean/director. Re-admission will be considered on a course-by-course basis. The instructor and/or department dean or director must notify the Records Office in writing requesting readmission.

Class Attendance Policies

Instructors establish their own class attendance policy. This attendance policy should be explained in detail at the beginning of the course and should include the relationship of absences to grades. Instructors maintain records for the full duration of each course to document student attendance. Students who stop going to class without officially withdrawing may receive a grade of "F" at the end of the semester (Reference Drop/Withdrawal Policy 401-02-04AP). It should be noted that some programs have outside regulatory bodies that require a minimum of course attendance hours (i.e. BLET, Cosmetology). Students whose cumulative absences exceed 20% of scheduled class hours for the semester may also be subject to administrative withdrawal.

School Absence for Religious Reasons

Isothermal Community College recognizes the right of students to be absent from class for religious reasons. Students may request a maximum of two excused class days per academic year for observations required by his/her faith. In accordance with this right, the President has established procedures for requesting, documenting and excusing religious absences.

Academic Policies and Procedures

Class Entry Prior to the Census Date

Students enrolled in any course regardless of delivery method must attend or complete the Mandatory Course Enrollment Activity by the 10% point (census) of the course. Students who fail to attend prior to the census date will be removed from the class roster and recorded as a "No Show" (NS).

“In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question” (Federal Student Aid Handbook 2013-2014, Volume 5, 5-60).

Failure to complete the Mandatory Course Enrollment Activity could result in receiving a grade of "No Show" (NS) for the course. Students enrolled in hybrid or web-assisted courses must enter the course prior to the census date either by attending the course during the scheduled face-to-face class time or by completing a Mandatory Course Enrollment Activity.

Curriculum Late Course Entry, Late Registration, and Schedule Adjustments

In support of the College's focus on learning, the College ensures that students have an opportunity to be academically successful in each course. The faculty and academic administrators are in the best position to make decisions concerning students' ability to complete coursework within an allotted time. Therefore, students will not be allowed to add/change sections after the schedule adjustments deadline listed in the Academic Calendar. In addition, a student will not be allowed to enter a course past the census date regardless of registration status.

Students may officially drop a course(s) without academic penalty and receive a grade of "W" if this drop is made before the drop deadline as published in the Academic Calendar. Courses that meet on a schedule other than a sixteen week semester may have a different drop deadline.

Following the Schedule Adjustment Period, students may formally withdraw from a course or the College by completing a withdrawal form which can be obtained from the Records Office or any academic department. Students should notify the course instructor(s) of their withdrawal and must meet with their advisor or dean before withdrawing.

Academic Policies and Procedures

Any individual course dropped after the published deadline must be approved by the Vice President of Academics and Student Services. The drop/add and drop deadlines are different for Academic Development and other courses that have non-standard beginning and ending dates and may not meet for the full duration of the semester.

AUDITING COURSES

If you wish to audit (take a course without credit), you must register through the regular procedure and must meet all course prerequisites and attendance requirements as other students. Audits will be charged the same fee as taking courses for credit. Notify your instructor when you begin the course. **AN AUDIT CANNOT BE CHANGED TO CREDIT OR CREDIT TO AUDIT.** Courses taken as an audit may be repeated for credit only. No curriculum course may be audited more than once.

AWARDING OF CREDIT

Transfer of credit for educational work taken at a regionally accredited institution may be accepted. Previous course work must be submitted on an official transcript. Credit will normally be allowed for applicable courses in which a grade of “C” or higher has been earned. Grades of previous enrollments will not be used in the grade point calculation of Isothermal Community College. Course work is evaluated according to the student’s selected program. Time and program selection may be factors in determining credit. Some technical credits older than five years may be subject to review by the Registrar’s Office and appropriate faculty/dean. Courses under the five year limitation are determined and reviewed by instructional deans, and a list is maintained in the Registrar’s Office. Students may be requested to provide prior course descriptions and/or documentation demonstrating required knowledge before credits are accepted. Note: Students requiring further math courses are **STRONGLY** advised to take a refresher course if it has been more than two years since completing their last math course. For students seeking transfer credit, college transcripts must be translated into English at the student’s expense by an agency approved by NACES such as World Evaluation Services (WES) or Global Credential Evaluators (GCE).

Results of the transfer of credit evaluation may be appealed to the Committee on Admissions, Academic Continuation, and Records.

Transfer students must earn 25% of the credits required for graduation in their particular program at Isothermal Community College (see Graduation Requirements). Any exceptions to this policy must be approved by the Committee on Admissions, Academic Continuation, and Records.

All transfer students will enter the College in good academic standing. Once enrolled, academic standing will be determined by grades on course work taken solely at Isothermal.

Academic Policies and Procedures

Transfer of Credit Within the Institution

Students transferring from one curriculum to another within the College may be handled in the same manner as transfer credits from another institution. Courses designed for satisfaction of North Carolina Community College System approved college transfer degree requirements may be accepted in Associate of Applied Science degree programs; however, courses designed for career preparation in Associate of Applied Science degrees, diploma, and certificates may not apply to above referenced college transfer degree programs. Cumulative grade point averages are normally continued when changing programs. The GPA for graduation is based only on the courses required in the program.

Other Credit

Credit may also be given in the occupational areas for noncollegiate and military educational experiences. Time and program selection may be factors in determining credit.

Credit by Examination

Any student at Isothermal Community College may receive course credit by examination through one of the following five methods: 1) Challenge Exam, 2) CLEP Exam, 3) Advanced Placement Exams, 4) North Carolina High School to Community College Articulation Agreement, or 5) Diagnostic Exam in Academic Development courses.

Challenge Exam

A student may request permission through the appropriate instructional dean to challenge a course through a comprehensive exam for credit. Only those courses for which tests have been developed and have been filed in the dean's office may be challenged. The procedure for challenging is as follows:

1. The student must be registered for the course, have paid proper tuition, and have approval of the instructor.
2. If the exam is failed, the student must continue the course.
3. A course may be challenged only once and must be done during the first week of class.
4. If the exam is passed, the student's grade must be submitted to the Student Records Office during the first two weeks of the semester. This grade will be recorded as a "CE". (Note: "CE" grades are not acceptable for the Comprehensive Articulation Agreement between the North Carolina Community College System and the UNC system.)

Academic Policies and Procedures

Advanced Placement (AP) and College Level Examination Program (CLEP)

College credit may be awarded if appropriate conditions are met by Advanced Placement (AP) or College Level Examination Program (CLEP) test scores. Isothermal academic credit will be granted to enrolled students who receive scores of 3 or higher on the AP tests offered by the College Board. CLEP is granted for scores of 50th percentile or higher. Credit may be considered only for those courses which are in the student's academic program. AP and CLEP credit accepted at other post-secondary institutions is not automatically transferred to Isothermal; however, is reviewed when official scores are received.

North Carolina High School to Community College Articulation Agreement

North Carolina high school graduates may be awarded college credits for certain high school courses when transferring to Isothermal Community College. Criteria is controlled by Department of Public Instruction and the NC Community College System and is subject to change without notice. The following criteria must be met to receive credit:

1. Grade of B or higher in the high school course
2. A scaled score of 93 or higher on the standardized VoCATS post-assessment
3. In order to receive articulated credit, students must enroll at Isothermal within two years of their high school graduation date.
4. Apply to Isothermal Community College in a related major

CHANGE OF MAJOR

Program changes should be initiated by the student in consultation with Advising and Success Center, an academic advisor, and Financial Aid Counselor (when applicable). Program changes must be recorded in the Admissions Office. Changing a major will update the catalog of record to the current catalog year.

Students are responsible for monitoring progress in their program of study and ensuring that they are taking courses within their major for the correct catalog year. Financial aid amounts dispersed to students are subject to reduction for any courses not required for their major. Students are encouraged to seek assistance from college personnel and Program Evaluation resources on Patriot Port to clarify program requirements.

Academic Policies and Procedures

GRADING SYSTEM (Current)

Instructors are responsible for establishing their own grading policy in accordance with the college's letter grade system with qualitative descriptions.

Grade	Significance	Grade Value
A	Excellence	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Failed	0
W	Withdrawn	0
I	Incomplete	0
R*	Expected Progress DMA class	0
Y	No-credit-Audit	0
NS	No Show	
CE	Credit By Exam	
CR	Transfer Credit	
*	Developmental Credit	
%	Granted an Academic Fresh Start	
#	Administrative Withdrawal	

Academic Fresh Start

Any Isothermal Community College student who has experienced a lapse in enrollment at the college for a period of at least three consecutive academic years may petition in writing to have grades older than three years old and below "C" disregarded in calculating the GPA. Following re-enrollment, the student must complete at least twelve (12) semester hours with a minimum grade point average of 2.0 prior to requesting an academic fresh start.

In some instances students who change majors and complete two (2) academic semesters with at least twelve (12) semester hours and a 2.0 GPA in the new major may petition for an academic fresh start even if there has not been a lapse in enrollment.

The student requesting a fresh start should complete an application for Academic Fresh Start that is available in the Student Services office. Students may be granted an academic fresh start only once. An academic review committee will consider the request and determine the student's eligibility for grade forgiveness. If the request is approved, the record of earlier course work will remain on the student transcript. However, these grades will be removed from GPA calculation. Students transferring to another college should contact the institution to determine the impact of Academic Fresh Start on transfer. Fresh start GPA calculations are not used in determining eligibility for student financial aid.

Academic Policies and Procedures

Credit Hour Determination & Definition

Isothermal Community College makes determinations regarding credit hours and credit awarded consistent with the NC State Board of Community Colleges policy 1G SBCCC 100.1. Course descriptions and credit hours, lab hours, clinical hours and contact hours are scheduled for course delivery consistent with the NC Community College System Combined Course Library. Credit hours awarded for each course and hours required for program completion are described in the college catalog.

Course Repeat

Courses with earned grades of “D” or “F” may be repeated. Courses with an earned grade of “C” or better may be repeated only by special permission from the Vice President for Academic and Student Services. When a course has been repeated, the higher grade will be counted. Physical education credit courses may not be taken for a grade of “audit.” Credit students may not receive more than five physical education credits. Exceptions for physical education majors may be granted by the Vice President of Academics and Student Services. Non-credit recreation courses offered through Continuing Education may be repeated at will. Courses taken as audit may be repeated for credit only. No course may be audited more than once. Students receiving Veterans educational benefits can only receive benefits for repeated courses if the prior grade is an “F”

Grade Appeals

A student, after conferring with the instructor concerned, may present a grade appeal in writing. See Appendix A for information regarding the grade appeal process.

Grade Changes

Instructors have total responsibility and authority for the assigning of grades. The policy regarding incomplete grades is stated in the College catalog. No other grade may be changed by an instructor once the grade has been given without the consent of the Vice President of Academics and Student Services.

Academic Policies and Procedures

Grade Point Average (GPA)

To compute your cumulative average, multiply credit hours times grade value to get total grade points for each course. Divide the total grade points for all courses by the total number of enrolled credit hours.

Grade Point Average Example:

Course	Credit hrs		Grade	=	Grade Points
English	3	x	C (2)	=	6
History	3	x	B (3)	=	9
Biology	4	x	A (4)	=	16
Math	5	x	D (1)	=	5
Spanish	3	x	F (0)	=	0
P.E.	<u>2</u>	x	A (4)	=	<u>8</u>
	20				44

Average for the semester $44 \div 20 = 2.20$

Grade Reports

Your final grade report will be available online through Patriot Port at the completion of each semester.

Incomplete Policy

A grade of "I" is assigned when the course work is incomplete. Unless the instructor has established an earlier time line for completion, this grade must be removed by completing the course before the end of the following semester or the grade automatically becomes an "F" on the permanent record. If a student is registered for a course that requires a pre-requisite with an assigned "I" incomplete grade, the student must complete the course by the census date of the current term. Otherwise, the student will be administratively dropped resulting in a reduced enrollment status and ineligibility of a tuition refund (Administrative approved policy: 401-02-03AP).

GRADUATION

Graduation exercises to award degrees, diplomas, and certificates to students in respective programs are held at the conclusion of spring semester. Students seeking to graduate **MUST** file a Graduation Application with the Records Office (Student Services). Students eligible to receive a degree, diploma, or certificate, are encouraged to participate in graduation exercises. See Academic Planner for deadlines.

Requirements

In order to qualify for a degree, diploma, or certificate in a program of study, the student must:

- 1) Complete all of the courses as outlined in the official Curriculum Standards,
- 2) Earn the minimum required total semester hours,
- 3) Maintain a grade point average of 2.0 or better in the program of study. Some programs also require a grade of “C” or better on required courses, and
- 4) Submit an application for graduation.

A student may receive a certificate, diploma, or degree from Isothermal Community College in accordance with the requirements stated in the catalog in effect at the time he/she enrolls in the Isothermal program of study. Students who interrupt their enrollment at the college for three consecutive semesters must update their admissions file and meet graduation requirements of the catalog in effect when they return. Students who interrupt their enrollment in the college for five years must reapply to the college and meet graduation requirements of the catalog in effect when they return.

Students are responsible for monitoring progress in their program of study and ensuring that they are taking courses within their major for the correct catalog year. Financial aid amounts dispersed to students are subject to reduction for any courses not required for their major. Students are encouraged to seek assistance from College personnel and Program Evaluation resources on Patriot Port to clarify program requirements.

In the case of students transferring to Isothermal Community College, at least 25% of the credits required for graduation must be earned at Isothermal Community College. Any exception to this policy must be approved by the committee on Admissions, Academic Continuation, and Records.

Academic Policies and Procedures

Course Substitutions

Course substitutions may be approved to fulfill graduation requirements provided the substitution is appropriate to the student's program and a comparable course is offered. In all cases course substitutions must be consistent with the program requirements as outlined in the Curriculum Standards published by the North Carolina Community College System. Each student is limited to nine (9) credit hours of substitutions; however, in cases where courses have been discontinued, additional substitutions may be approved. All course substitutions must be approved by the appropriate academic dean and the Vice President of Academics and Student Services and recorded in the Student Records Office.

Graduation Procedure

Students are expected to file graduation applications with the Student Records Office when they register for their final semester preceding the completion of degree requirements. Commencement is held at the conclusion of the spring semester. A diploma fee is charged to each graduating student who wishes to purchase a diploma. The specific date of the commencement exercise is listed in the College Calendar in front of this catalog. All students who have completed degree requirements since the previous commencement are invited to participate in graduation exercises. See The Academic Calendar for deadlines.

Graduation Orders

Graduation applicants will be notified by mail or email concerning orders for caps, gowns, diplomas, rings, and invitations. Orders are placed in the college bookstore.

Graduation With Honors

Students who complete a degree, diploma or certificate program with a program of study grade point average of 4.0 will graduate with High Honors. The student who earns a program of study grade point average of 3.50 to 3.99 will graduate with Honors.

HONORS AND AWARDS

Honors and awards are recognized in the following ways:

Awards Day

An annual assembly is held near the end of each spring semester to recognize students whose scholarship, leadership, citizenship, and service have been noteworthy.

Dean's List

Dean's List is designed to recognize all students whose academic performance is outstanding. In order to qualify, a student must complete at least twelve (12) semester hours of credit during the term and maintain a 3.25 grade point average for the semester. Academic Development courses (course number less than 100) do not count toward hours earned for the Dean's List.

Graduation Marshal

Two students will be selected to represent each academic division as graduation marshals. To be eligible for selection, students must be enrolled in a degree program, registered for six or more credits during the spring semester, have cumulative GPA of 3.75 or better, and have completed 32 or more credits. Graduating students will not be considered, as they are encouraged to participate in the commencement ceremony. Academic deans will select graduation marshals from their division.

Honors

Students will graduate with Honors if they have completed a degree, diploma or certificate program with a grade point average of 3.50 to 3.99 in their program of study.

High Honors

Students will graduate with High Honors if they have completed a degree, diploma, or certificate program with a grade point average of 4.0 in their program of study.

Academic Policies and Procedures

Outstanding Students

Each semester, students who display excellence in an aspect of college life are chosen from the Health and Public Services, Applied Sciences and Engineering Technology, Arts and Sciences, Business Sciences, and Academic Development program areas. These students are recognized as Learning College Students of the Semester in the fall and spring.

Each academic year, annual Outstanding Student Awards and program-specific awards are presented by each academic department. Additional awards or recognition may be provided for students with special achievement in regional, state, or national competitions. Nomination forms are submitted in the eighth week of each semester to the Vice President of Academics and Student Services, and awards are presented during the spring awards ceremony.

Who's Who Among Students in American Junior Colleges

Students are selected for the Who's Who Award by vote of the faculty based on academic achievement, service to the community, leadership in extracurricular activities, and potential for continued success. The Who's Who organization assigns a quota of nominees based on Isothermal's enrollment in order to recognize outstanding campus leaders for the year.

Robert Wendell Eaves Distinguished Teaching Award

Each year, students, faculty, administration, staff, and community members have an opportunity to nominate an outstanding instructor for the Robert Wendell Eaves Distinguished Teaching Award. Each year, recognition and a monetary award are given to the instructor selected. The winner is announced during the graduation ceremonies at the end of spring semester. To be eligible, the instructor must be a full-time employee of Isothermal Community College and must spend at least 25% of his/her employment in a teaching role. Nomination forms will be made available early each spring semester. They can be obtained at the college switchboard located at the Human Resource window in the Administration building, in Student Services, in the library, from departmental administrative assistants, at The Foundation, and on the college website.

Academic Policies and Procedures

PROGRAM UPDATE

To change one's major or update one's program, please see an assigned advisor or visit the Advising and Success Center. Program changes should be initiated by the student in consultation with an advisor and Financial Aid Counselor (when applicable). Program changes must be recorded in the Admissions Office. Changing a major will update the catalog of record to the current catalog year.

Students are responsible for monitoring progress in their program of study and ensuring that they are taking courses within their major for the correct catalog year. Financial aid amounts dispersed to students are subject to reduction for any courses not required for their major. Students are encouraged to seek assistance from college personnel and Program Evaluation resources on Patriot Port to clarify program requirements.

RECORDS AND REGISTRATION

Academic Load

Arts and Sciences

Applied Sciences and Engineering

Business Sciences

Health and Public Services



21 credit hours
(**maximum hours**)

Approval from the appropriate instructional dean is required to register for more than the maximum hours.

Drop/Withdrawal

All official withdrawals must:

1. Be made through the student's academic advisor or Dean by the deadline published in the Academic Calendar. Courses that have non-standard beginning and ending dates may have different withdrawal deadlines. Students in these courses should consult their course syllabus or their instructor for deadline information.
2. Be made in person if possible.
3. Be recorded by the Student Records Office to be official.
4. Receive a grade of "W." Students who leave class without officially withdrawing may receive a grade of "F." *Students whose cumulative absences exceed 20% of scheduled course hours for the semester may also be subject to administrative withdrawal. Students who are administratively withdrawn receive grades of W# in respective courses.*

Academic Policies and Procedures

Last dates of attendance are required for grades of W (Withdrawn), W# (Administratively Withdrawn), and F (Failed) grades. The official withdrawal date will be the last date of attendance in accordance with the Department of Education requirements. Students are urged to consult with Financial Aid and Veterans Affairs staff regarding the impact of course withdrawal and last date of attendance on financial aid and veterans benefits eligibility.

Withdrawals after the deadline published in the Academic Calendar must be approved by the Vice President of Academics and Student Services.

Mandatory Course Enrollment Activity and Census Rosters

Instructors must verify enrollment, attendance dates, beginning and ending dates, and hours and times the class meets. A student who has not attended or completed the mandatory course enrollment activity is listed as “No Show” and must be indicated as such on the roster. Audits and credit by exam grades are also included on these reports. Faculty teaching on-line, hybrid, and web-assisted courses must submit the graded mandatory course enrollment activity results with the census roster. Completed reports are signed, dated, and submitted to the appropriate dean/director for review. The reports are then returned to the Records Office for processing.

The enrollment data from these reports are used to report student hours of membership (North Carolina Administrative Code 2D.0323) which are used to calculate FTE (full time equivalents) for the college and affects subsequent funding. Accuracy of information is critical. These reports are subject to audit.

Registration/Advising Forms

Refer to Appendixes G and H for samples
Appendix G - Registration/Advising Form Student Worksheet
Appendix H - Student Registration Schedule

Registration Clearance

Students are responsible for obtaining registration clearance for unpaid fines or loans prior to registration. Students with other registration flags must also have clearance.

Student Classification

Freshmen have earned less than 30 credit hours.

Sophomores have earned 30 credit hours or more.

Full-Time students are enrolled for 12 or more credit hours.

Part-Time students are enrolled for less than 12 credit hours.

Academic Policies and Procedures

Student Privacy

Isothermal Community College, in the execution of its responsibilities to students, must maintain accurate and confidential student records. The Records Office maintains these records in accordance with existing state laws, college policy and the Family Educational Rights and Privacy Act of 1974 as amended. See Appendix B: Student Records Policy.

COLLEGE POLICIES AND PROCEDURES

Children on Campus
Communicable Disease
Complaint Policy and Procedures
Computer Resources/Internet
Conduct
Drug and Alcohol
Insurance
Parking
Signs and Announcements
Student Unlawful Harassment/Discrimination Policy
Telephone Calls
Theft or Loss
Tobacco Products
Vaccinations
Visitor Guidelines
Weather Emergencies



Photos taken by
Sebastian Streit,
Advertising and
Graphic Design
student.

College Policies and Procedures

For more information on college policies see the Learning College Manual, which may be found in the Rutherford Campus Library. For Student Rights, Responsibilities, and Judicial Procedures, see Appendix A.

CHILDREN ON CAMPUS

Students should not bring children to class without prior approval and permission of the classroom instructor. Children under the age of sixteen(16) should not be left unsupervised by the parent or guardian while they are on campus. For students enrolled in REaCH, the REaCH staff will qualify as the designated supervisor (Administrative approved policy: 802-02-03AP).

COMMUNICABLE DISEASE

Isothermal Community College shall not exclude individuals with communicable diseases unless a determination is made that the individual presents a health risk to self or others. It is the policy of the College to consider the educational or employment status of those with a communicable disease on an individual basis.

Communicable diseases as defined in this policy include, but are not limited to, human immunodeficiency virus (HIV), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis and whooping cough, and for purposes of this policy only, those communicable diseases which constitute a disability pursuant to the Americans with Disabilities Act.

A. Procedure

1. All information and records that identify a person as having a communicable disease shall be strictly confidential.
2. Disclosure of medical information shall be made by the President only to those on a need-to-know basis to protect the welfare of persons infected with a communicable disease or the welfare of other members of the College community.
3. Unauthorized disclosure of medical information by an employee of the College is prohibited. Violation of this prohibition may result in the suspension from or termination of employment.
4. A person who knows or has a reasonable basis for believing that he/she is infected with a communicable disease is expected to seek expert advice about his/her health circumstances and is obligated ethically and legally to conduct himself/herself responsibly toward other members of the College community.
5. Faculty and staff of the College and employees of contractors or contracted services who are infected with a communicable disease are urged to notify the appropriate Dean/Director so that the College can respond appropriately to his/her health needs. Students are urged to share information with the appropriate Dean/Director for the same reason.

College Policies and Procedures

6. A person infected with a communicable disease (including the HIV virus whether active HIV, HIV-Related Complex, or zero positive to virus) will not be excluded from enrollment or employment or restricted in his/her access to the College's services or facilities unless, in individual cases, the College administration determines that exclusion or other restrictions are necessary for the health and welfare of others at the College.
7. Included in making decisions in individual cases which restrict access to employment shall be the College President, Legal Counsel for the College, the Deans/Directors, the individual's personal physician, the local Health Director (or designee) and if necessary, another physician with expertise in managing communicable disease cases.
8. The College shall provide information regarding communicable diseases, especially HIV.
(Board approved policy: 601-02-06 BP)

COMPLAINT POLICY AND PROCEDURES

Students have the right to file informal and formal complaints regarding college employees or actions and to know the college's policy and procedure for responding to these complaints. Refer to Appendix K of this handbook for the Complaint Policy and Procedure (Board approved policy: 601-02-02BP). Out of state students taking online classes may also refer to the Distance Learning Complaint Process web page for additional information (<http://www.isothermal.edu/academics/distance-learning/complaint-process/index.html>).

COMPUTER RESOURCES/INTERNET

(Board approved policy: 602-03-01AP)

Purpose

Isothermal Community College strives to provide computer resources, Internet, and Network access in an environment in which access is shared equitably among users. This access is intended to be used in support of the research, educational, and administrative purposes of the College. College owned or operated computer resources are for the use of College employees, students, and other authorized individuals. The purpose of this policy is to protect the College's technology users and computer resources and to ensure equitable access and proper management of these resources.

Acceptable and Unacceptable Uses

The computer resources owned and operated by Isothermal Community College are intended for the use of its students, employees, and other authorized individuals for purposes related to instruction, learning, research, and campus operations. Users are expected to exercise responsible, ethical behavior when using all College computer resources. This policy makes no attempt to articulate all required or prohibited behavior by users of the computer resources of Isothermal Community College.

College Policies and Procedures

Unacceptable activity includes, but is not limited to, the following:

1. Deliberately downloading, uploading, creating, or transmitting computer viruses
2. Destroying or modifying directory structures or registries; or interfering or tampering with another's data or files
3. Developing programs that infiltrate a computer or computing system, harass other users, and/or damage software
4. Attempting to obtain unauthorized computer access or privileges, or attempting to trespass in the work of another individual
5. Using hardware or software sniffers to examine network traffic, except by appropriate College personnel to diagnose the network for bottlenecks or other problems
6. Using another person's password or sharing of one's own password; users who choose to share their passwords are responsible for the outcomes resulting from the use of their password
7. Committing any form of vandalism on equipment, communications lines, manuals, or software; attempting to defeat or circumvent any security measures or controls
8. Consuming food and/or beverages in computer labs, computer classrooms, library or in any other areas restricted to protect systems
9. Wastefully using finite resources, such as large amounts of bandwidth including but not limited to: downloading music, television shows, software programs, and/or movies.
10. Connecting personal network devices on the College's wired network. Connecting unsanctioned products (software or hardware) to the College network, or installing products for personal use. Special provisions may be made for visiting artists, lecturers, and trainers at the discretion of the Director of Information Technology. Information Technology support staff can offer assistance in gaining network access under these special circumstances, but the College cannot guarantee functionality, and assumes no responsibility for configuration of or damage to Non-College equipment.
11. Sending hate mail, chain letters, and anonymous or pseudonymous messages
12. Using, distributing, or making accessible profane, obscene, pornographic, or discriminatory images or remarks, or other content which reasonably may be considered to be offensive to another user; or participating in other antisocial behaviors
13. Using computer resources for political campaigns or distribution of political material
14. Using computer resources for fraud, financial gain, or for any commercial or illegal activity
15. Disclosing student information in violation of the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974
16. Violating copyright laws and/or fair use provisions through 1) illegal peer-to-peer file trafficking, i.e., by downloading or uploading pirated or illegal material, including but not limited to software and music files; 2) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright.

College Policies and Procedures

Reservation of Rights and Limits of Liability

1. Isothermal Community College reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.
2. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to E-mail or Internet sessions.
3. The College is not responsible for the accuracy, content, or quality of information obtained through or stored on the College network.
4. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.
5. The College reserves the right to limit the allocation of computer resources.
6. The College makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.
7. College funds may not be used to purchase personal network access or products.
8. The College shall not be liable, legally, financially, or otherwise, for the actions of anyone connecting to the Internet through College systems.

Wireless Internet Access

The College provides free wireless Internet access through a guest account (the only wireless access allowed for students and guests). Users of wireless access must abide by the Wireless Internet Access Guidelines as well as this policy. Connection to the wireless network at any given time is not guaranteed. The College does not accept liability for any personal equipment that is brought to the College and therefore will not assist with configuration, installation, trouble shooting, or support of any personal equipment.

Electronic Mail

The College provides free e-mail accounts to all students who are enrolled in a curriculum program. The use of College-provided e-mail accounts must be related to College business, including academic pursuits. Incidental and occasional personal use of these accounts is acceptable when such use does not generate a direct cost to the College.

The College will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College can assure neither the privacy of an individual's use of the College's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored.

College Policies and Procedures

The College does not monitor electronic mail routinely but may do so to the extent permitted by law as the College deems necessary. Students should not have any expectation of privacy with their electronic e-mail address provided by the College. Any user of the College's computer resources who makes use of an encryption device shall provide access when requested to do so by the appropriate College authority. The College reserves the right to access and disclose the contents of employees', students', and other users' electronic mail without the consent of the user. The College will do so when it believes it has a legitimate business need including, but not limited to, those listed below.

1. In the course of an investigation triggered by indications of misconduct or misuse;
2. As needed to protect health and safety of students, employees or the community at large;
3. As needed to prevent interference with the academic mission of the College;
4. As needed to locate substantive information required for College business that is not more readily available;
5. As needed to respond to legal actions; and
6. As needed to fulfill the College's obligation to third parties.

Electronic mail, including that of students, may constitute "education records" as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). See Student Handbook, Appendix B or College policy 601-02-07AP.

North Carolina law provides that communications of College personnel that are sent by electronic mail may constitute "correspondence" and, therefore, may be considered public records subject to public inspection under the North Carolina General Statutes, chapters 121 and 132.

Electronic files, including electronic mail, that are considered to be public records are to be retained, archived and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Resources or otherwise required by College policy.

College Policies and Procedures

Violations

Each individual is ultimately responsible for his/her own actions. Failure to exercise responsible, ethical behavior will result in disciplinary action as appropriate. Disciplinary action may include reprimand or denial of access. In severe cases, 1) students may be sanctioned according to procedures described in the Student Handbook; 2) other users may be barred permanently from using College computers and network access.

Certain activities violate Federal and/or NC State laws governing use of computer systems, and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.

Availability of Policies

College computer policies are accessible on the College website at <http://www.isothermal.edu/>, are included in various College publications, and are available from any College staff member.

Agreement

All users of Isothermal Community College computer resources must comply with appropriate computer policies. In using any of the College's computer resources, users agree to comply with the policies here-in and with other policies that may apply.

CONDUCT

The student assumes full responsibility for the consequences of his/her actions and behavior. It is the personal responsibility of each student to uphold the rules and regulations of Isothermal Community College. The College reserves the right to dismiss any student who, in its judgment, conducts him or herself in a manner that is not in compliance with the purposes of this institution. The complete policy for Student Rights, Responsibilities, and Judicial Procedures is available in the Student Services Office and detailed in Appendix A which is available in print and on the website.

It is the duty of the President to exercise full authority in the regulation of student services and discipline in the institution. Delegation of this authority is normally made to the Dean of Students. Nevertheless, it is the duty of the President to ensure to every student the right of due process. A complete policy of Student Rights, Responsibilities and Judicial Procedures is available for review in the Student Services Office and detailed in Appendix A which is available in print and on the website.

College Policies and Procedures

DRUG AND ALCOHOL

Isothermal Community College campuses have been designated as “Drug Free” and only under approved circumstances is the consumption of alcohol permitted. The possession and/or use of any non-prescribed controlled substance as defined in Chapter 90 of the General Statutes of North Carolina and federal laws are not permitted on the campuses of Isothermal Community College. The consumption of alcohol or the possession of an open container which contains alcoholic beverages is prohibited on the campuses of Isothermal Community College. Exceptions shall be made for the use of alcohol in instructional situations, e.g. cooking classes, laboratory experiments, or in conjunction with events at The Foundation Performing Arts and Conference Center meeting the requirements of the NC State ABC Codes and of nonexclusive catering services agreements. Appropriate disciplinary sanctions will be determined by the College on a case by case basis and may include expulsion and referral for prosecution. See Appendix I.

INSURANCE

Students are encouraged to provide themselves with insurance to cover illness/injury. Information regarding student accident insurance is available in Student Services. If an accidental injury involves an enrolled student on campus or as part of a related college activity, it may be at least partially covered by student accident insurance.

PARKING

There is sufficient parking to accommodate all vehicles driven by students. At times, you may not be able to use the parking area most convenient and may have to park in an area more removed from your destination. You are required to park in the parking areas assigned to students. Parking along the roadways and in the staff and faculty parking spaces is prohibited. Check the campus map for student parking areas.

Motor Vehicle Towing Guidelines

If a motor vehicle is parked in such a manner that it blocks a drive, blocks another person who is legally parked, or presents a public hazard, then the motor vehicle may be towed at owner's expense at the discretion of the College.

College Policies and Procedures

SIGNS AND ANNOUNCEMENTS

Students and community members may post signs and announcements on general bulletin boards provided that the item is no larger than 8 1/2 x 11, that it is clearly dated and is removed within two weeks of posting, and that it is not placed over other announcements. Attaching any poster or sign to walls and doors is prohibited. Affiliated groups or individuals will be allowed to post signs in provided enclosed bulletin boards located inside buildings, but permission must be obtained in advance from the appropriate building representative. Signs and announcements must not contain, encourage, or promote violations of public laws or regulations of the college. The College reminds all individuals or organizations posting materials to be aware of current laws concerning defamation, obscenity, fair labor practices, and other applicable law. At the same time, the college does not assume responsibility for the content of material posted or distributed (Administrative approved policy: 801-01-02AP).

STUDENT UNLAWFUL HARASSMENT/ DISCRIMINATION POLICY

Isothermal Community College is committed to providing and promoting an atmosphere in which students can fully engage in the learning process. Accordingly, forms of unlawful harassment, discrimination, and other violations of civil rights are prohibited. See Appendix L for policy details. For concerns regarding sexual harassment, please consult the Title IX information located in the Emergency Information section.

TELEPHONE CALLS

The College cannot accept incoming calls for students except in **extreme emergencies**. Let your family know that if a genuine crisis comes up, Student Services is the place to call to get in touch with you. The only person who can authorize interrupting a class to give you a message is the Dean of Students or an appropriate designee. Cell phones should be silenced in classrooms and in the library.

THEFT OR LOSS

Notify Campus Enforcement at (828) 289-5850 and Student Services as soon as possible. Found items should be turned in to Student Services or the Switchboard located at the Human Resource window in the Administration building for safekeeping until claimed.

TOBACCO PRODUCTS

The use of tobacco products of any kind inside the buildings of Isothermal Community College is prohibited. Smoking is prohibited within twenty-five (25) feet of all building entrances on the campuses of Isothermal Community College (Board approved policy: 802-02-10BP).

College Policies and Procedures

VACCINATIONS

Students at Isothermal Community College are not required to provide proof of immunization for general admission to the College. However, students admitted to the Associate Degree Nursing (A45110), Practical Nursing (D45660), and Surgical Technology (D45740) programs must complete the Health Program Medical form which requires proof of immunization from childhood diseases, tuberculosis, and hepatitis B, as well as a current flu shot and TD booster.

If you would like more information about the health program immunization requirements for Associate Degree Nursing (A45110), Practical Nursing (D45660), Surgical Technology (D45740), contact Tina Porter at 828-395-1621 or tporter@isothermal.edu.

VISITOR GUIDELINES

Isothermal Community College welcomes visitors. However, the College reserves the right to remove visitors who become disruptive to the learning environment. Disruptive visitors (including visitors who may be loitering) may be referred to college authorities or Campus Enforcement for warning, removal, trespass, or arrest.

WEATHER EMERGENCIES

Isothermal Community College relies on ICC Alert, a text and email message system, for alerting students and employees of campus emergencies and/or closures. Visit www.isothermal.edu/notify to register for ICC Alert.

The College website www.isothermal.edu will usually post closings in case of weather emergencies. Set your radio to our own **WNCW 88.7** station for cancellations due to inclement weather. Normally, local radio and TV stations will be notified between 5:45–6:30 a.m. the day of delay or closing. If possible, announcements will be made prior to 11:00 p.m. the night before the school hours are to be altered. Decisions are made based on actual conditions on campus and throughout the service area and are not generally made based on forecasted events. Since driving conditions vary from area to area, everyone is encouraged to always use caution. If you feel it is unsafe to travel, don't!

College Policies and Procedures

Inclement Weather Policy

In the event curriculum classes are canceled due to inclement weather or emergencies, time missed shall be made up by alternative assignments and documented with the appropriate dean's approval. If days canceled exceed five in a semester, break time may be rescheduled for class meetings (Administrative approved policy: 402-02-05AP).

TV Stations

WBTV (Channel 3), Charlotte

WLOS (Channel 13), Asheville

WSPA (Channel 7), Spartanburg

WHNS (Channel 21), Greenville

WYFF (Channel 4), Greenville

Radio Stations

WAGY 1320 AM, Forest City

WCAB 590 AM, Rutherfordton

WNCW 88.7 FM, Spindale

WOHS 730 AM, Shelby

WADA 1390AM, Shelby



FACILITIES AND SERVICES

Accessibility Support Services
Admissions and Change of Major
Advising and Success Center
Bookstore

Campus Enforcement and Campus Assistance
Career Services/Counseling

Computer Labs

Cosmetology

Distance Learning

Financial Aid

Food Services

The Foundation

High School Students

IT Help Desk

Library

Math Tutoring Lab

Patriot Port

Placement Assessment and Testing Services

Polk Center

Records Office

Rutherfordton Learning Center

Small Business Center

Student Activities

Student Center

Supplemental Instruction

Telephones

Transcript of Record

Tuition Payment

Tuition Rates

Veterans Affairs

Website

Wireless Internet Access Guidelines

Writing Center

Workforce Innovations And
Opportunity Act (WIOA)

Facilities and Services

ADMISSIONS AND CHANGE OF MAJOR

The Admissions Office is located in the Student Center. Admissions standards vary by program, and students requesting a Program Update should consult with Advising and Success Center, an advisor and a Financial Aid counselor (when appropriate). Program changes must be recorded in the Admissions Office. Also, the Admissions Office assists students and others with functions such as outreach and recruitment, international student enrollment, and in-state residency for tuition purposes.

ADVISING AND SUCCESS CENTER

The Advising and Success Center is located in the Student Center Building near the west entrance of the facility. Feel free to contact the Advising Center via phone (828) 395-1436 or email at advising@isothermal.edu.

The Advising and Success Center offers guidance and information related to:

- New student advising and registration
- Career and academic advising
- Mentoring/coaching
- Dropping a course or complete withdrawal
- Advising and information for pre-health sciences students
- Placement Assessment and Testing Services
- Connecting with your faculty advisor
- Stop Out students
- College Transfer Counseling

The Advising and Success Center also offers assistance with:

- Personal Counseling Assistance and Referrals
- Career Counseling
- Accessibility Support Services (Accommodations)
- Assessment Placement, Testing and High School Equivalency Testing
- WIOA - Workforce Innovations and Opportunity Act

Facilities and Services

BOOKSTORE

The campus bookstore is located in the Student Center. In addition to books and classroom supplies, the bookstore carries a large supply of notebooks, binders and apparel with the Isothermal logo, book bags, backpacks, and other specialty items. The Bookstore also has flash drives, earbuds, and some book rentals as well as some e-book options. Bookstore profits are used for college projects and services. The Bookstore has increased the used book selection. Please call (828) 395-1633 or (828) 395-1580.

Bookstore Hours

Fall & Spring Semesters
Monday, Wednesday & Thursday,
9:00 a.m.–3:30 p.m.
Tuesday, 9:00 a.m.–6:00 p.m.
Friday, 9:00 a.m.–1:00 p.m.
1st week of semester
Monday - Thursday
8:30 a.m.–6:00 p.m.
Friday
8:30 a.m.–1:00 p.m.

Summer Semester
Monday - Thursday,
9:00 a.m.–3:30 p.m.
1st week of semester
Monday - Thursday
8:30 a.m.–6:00 p.m.

**GRADUATION ORDERS ARE
PLACED IN THE BOOKSTORE**

CAMPUS ENFORCEMENT AND CAMPUS ASSISTANCE

For information regarding Campus Enforcement and Campus Assistance, refer to the "Emergency Information, Crime Awareness and Safety Tips" section.

CAREER SERVICES/COUNSELING

Career services are provided as a function of Advising and Success Center in the Student Center. These services include providing career and personality assessments for students, one-on-one discussions to link career results to related programs, and an investigation of resources that give an overview of the future of different types of careers.

Personal counseling services include timely support and relevant referrals for students dealing with personal issues and crises. Referrals are also made for students with drug and alcohol issues. Academic counseling services advise students on program choice, course selection, educational goals, course workload issues, and transfer information.

Isothermal Career and Development Center (ICDC)

The ICDC is located in Business Sciences building, room 117/120. It offers assistance to students with their resume development, job search, completing job applications, and interview skills. The phone number is (828) 395-1652.

Facilities and Services

COMPUTER LABS

Accounting Lab

The Accounting and Career Lab is available to provide assistance to students enrolled in many of the accounting, business, and computer courses offered at Isothermal Community College. The phone number is (828) 395-1652 and is located in Room 117/120 of the Business Sciences building on the Rutherford Campus.

Business Sciences

The Learning Lab, located in room 119 of the Business Sciences building, is open to all curriculum students. The computers have Microsoft Office installed as well as some specialized software for certain courses. Access to the Internet is also available. Hours vary by semester. Please check the available hours posted on the door or call (828) 395-8021.

Computer labs are available in the following locations:

Building	Room	Computers	Designated Use(s)
Library	Front	20	Public access computers
Business Sciences - Rutherford Campus	119	25	Open lab for curriculum students
Polk Center	108E	3	Open lab
Rutherfordton - Learning Center	310	25	Open lab for nursing students

COSMETOLOGY

The Cosmetology Department in the Student Center offers a variety of services from hair cutting, styling, and chemicals, to manicures, pedicures and facials at very reasonable prices. Faculty, staff and full time Isothermal students may receive a discount with a valid employee or student ID card. All work is done exclusively by students. The Cosmetology Department and Lab operate on the same semester schedule as the College. For your convenience, we offer appointments and walk-ins services. Appointments can be made with the student you wish to complete your service or by calling the desk at (828) 286-2319 or (828) 395-1439.

OPERATING SCHEDULE

Monday - Thursday 9:00 - 11:30 a.m. and 4:30 - 8:30 p.m.

Friday 8:15 - 10:30 a.m. No chemicals

Facilities and Services

DISTANCE LEARNING

Taking some or all of your courses in a distance learning format (online, web-assisted, or hybrid) may allow you to overcome some of the obstacles that prevent you from taking a seated/traditional class. For example, you may need to work a full-time job or stay at home with children while pursuing your degree at Isothermal Community College. Workloads for distance learning courses are comparable to traditional courses, but the delivery method utilizes a variety of technologies in an online environment.

Students enrolling in a program to take distance learning courses must complete the admissions requirements for the program first. Once the admissions steps are complete, students may then complete the registration process for the distance learning course. In order to facilitate the registration process, make sure all of the requirements to be an online student at Isothermal Community College are met. Please review the list of technical requirements, found online at the Distance Learning web page (<http://www.isothermal.edu/academics/distance-learning/index.html>). These are considered the basic skills required to be successful in a distance learning course. In some courses, specific technology is required to complete the course work. Contact the course instructor to identify technology needs in the course, such as specific products and versions.

After you register for the distance learning course, your instructor will make the course material available to you within Moodle on the first day of the semester. If course materials are not available on the first day of the semester, you should contact your instructor immediately (by email, by phone, in person, or an alternative method). If you do not hear from your instructor within 24 hours, contact the Help Desk at (828) 395-1437.

Types of Distance Learning:

Online courses, also referred to as Internet courses, give you access to content 24 hours-a-day, 7 days-a-week and students are not required to have a physical presence on campus to complete the course. Some online courses may require testing by proctor. Online courses are convenient, but they are not suitable for all students or situations. If you are considering taking an online course for academic credit, the Distance Education Questionnaire (located in Appendix E on the Distance Learning web page) will help you evaluate your suitability for online classes. Please consult your advisor or the instructor of the online course with this decision.

Web-assisted courses, also referred to as web-supported courses, are courses in which the content is primarily delivered by the instructor in a face-to-face setting and has an additional requirement that the students have Internet access for the online portion of the class. In a web-assisted course, you are required to meet at specific days and times with the course instructor in addition to completing assignments online.

Facilities and Services

Hybrid courses are courses in which the content is primarily delivered in an online environment and has an additional requirement for the student to meet with the instructor in a face-to-face setting. In a hybrid course, you are required to meet at specific days and times with the course instructor in addition to completing assignments online.

In addition to distance learning courses, many traditional courses at Isothermal Community College require computer skills, Internet access, and email communication to fulfill course requirements. Some traditional courses require students' to access and utilize Moodle, the learning management system utilized by the College. Isothermal Community College has computers with Internet access located in the Library and the Business Sciences building that are for students use. Curriculum students are issued student email addresses, Patriot Port accounts, and Moodle accounts. If you have difficulty accessing any of these accounts, please contact the Help Desk at 828-395-1437 or visit the Help Desk web page (<http://www.isothermal.edu/services/helpdesk/index.html>).

Facilities and Services

SECTION NUMBER ASSIGNMENTS

Sections 001-099	Day start at or before 7am until 5pm
Sections 100-149	Evening start at or after 5pm unless the class starts before 5pm but 50% or more of the assigned time is after 5pm
Sections 300-399	Courses offered at the Polk Center
Sections 400-424	Learning Community – Applied Sciences & Engineering
Sections 425-449	Learning Community – Arts and Science
Sections 450-474	Learning Community – Business
Sections 475-499	Learning Community – Developmental Education
Sections 500-549	Developmental Education Instruction (Day)
Sections 550-599	Developmental Education Instruction (Evening)
Sections 700-799	Internet – 100% of instruction is delivered through the Internet.
Sections 900-909	For High School Students Only – Chase
Sections 910-919	For High School Students Only – East
Sections 920-929	For High School Students Only – RS Central
Sections 930-939	For High School Students Only – Charter Schools
Sections 940-949	For High School Students Only – Polk
Sections 950-959	For High School Students Only – REaCH
Sections 960-969	For High School Students Only – Polk Virtual
Sections 970-979	For High School Students Only – Internet
Sections 980-989	For High School Students Only – On Campus
Sections 990-999	For High School Students Only – Other

Traditional	TR	The instructor and students meet face-to-face, according to designated dates, times, and location. [Note: Activities in the course may include online submission of assignments into Moodle, online research components, or other online resources.]
Traditional - Self Support	SR	Self-Support – College credit course where instructor and students meet face-to-face, according to designated dates, times, and location. [Note: Activities in the course may include online submission of assignments into Moodle, online research components, or other online resources.]
Traditional - Developmental	TA TB TC TD	First 4 weeks or First 8 weeks Second 4 weeks Third 4 weeks or Second 8 weeks Fourth 4 weeks
Internet or Online	IN	100% of instruction is delivered through the Internet. [Note: May include a required face-to-face orientation or proctored exams.]
Internet or Online - Self Support	SI	Self-Support – College credit course where 100% of instruction is delivered through the Internet. [Note: May include a required face-to-face orientation or proctored exams.]
Internet or Online - Developmental	IA IB IC ID	First 4 weeks or First 8 weeks Second 4 weeks Third 4 weeks or Second 8 weeks Fourth 4 weeks

Hybrid	HY	Primary instructional delivery is on-line with a requirement that students also meet in traditional face-to-face sessions as determined appropriate by the college. 51% or more of the instruction is delivered through the Internet. [Example: An online course with a requirement that students attend one or more face-to-face labs.]
Hybrid - Self Support	SH	Self-Support – College credit course where the primary instructional delivery is on-line with a requirement that students also meet in traditional face-to-face sessions as determined appropriate by the college. 51% or more of the instruction is delivered through the Internet. [Example: An online course with a requirement that students attend one or more face-to-face labs.]
Hybrid Developmental	HA HB HC HD	First 4 weeks or First 8 weeks Second 4 weeks Third 4 weeks or Second 8 weeks Fourth 4 weeks
Web-supported or Web-assisted	WB	Primary instructional delivery is via traditional face-to-face method with a requirement that students have Internet access as a supplemental part the course. 50% or less of the instruction is delivered through the Internet. [Example: A class that meets on a regular schedule, but students are required to access instructional material, submit assignments, and/or interact with the instructor and other students via the Internet.]
Web-supported	SW	Self-Support – College credit course where the primary instructional delivery is via traditional face-to-face method with a requirement that students have Internet access as a supplemental part the course. 50% or less of the instruction is delivered through the Internet. [Example: A class that meets on a regular schedule, but students are required to access instructional material, submit assignments, and/or interact with the instructor and other students via the Internet.]
Web-supported or Web-assisted - Developmental	WA WB WC WD	First 4 weeks or First 8 weeks Second 4 weeks Third 4 weeks or Second 8 weeks Fourth 4 weeks
Information Highway/ Two-way Video	IH	College credit course where 100% of the instruction is delivered by two - or more way video.
Cooperative Education	CP	Instruction consisting of the integration of traditional classroom learning with supervised work experience and where there is no Internet requirement.
Teleweb	TW	College credit course where the primary delivery of instruction is via telecourse and also requires Internet access as a supplemental part of the course.

Facilities and Services

FOOD SERVICES

Food and beverage vending machines are located in the Student Center and in various buildings around campus.

THE FOUNDATION - A Center for Learning and the Arts

The ground floor includes offices and classrooms for Basic Skills/Adult High School/Equivalency; Customized Training and Development; Continuing Education; Defensive Driving, Truck Driving; Small Business Center; Visitor Information.

Located on the second and third floors of The Foundation Building, the Performing Arts and Conference Center plays host to an array of events, from concerts to wedding receptions. Cultural events include a variety of performance disciplines including dance, theatre, popular and classical music, family friendly variety shows, plays produced specifically for young audiences, as well as lectures and seminars. Programming is presented by the College and by community and regional based promoters.

A listing of public events can be viewed on the facility web site www.FoundationShows.org

Some special student ticket pricing is available for select events. The facility box office (828) 286-9990 is located at the second floor entrance just off the North parking lot. The conference space is used for a variety of events including proms, weddings, seminars, trade shows, and reunions, as well as smaller meetings and retreats. For facility rental information call the Director at (828) 395-1454.



Facilities and Services

HIGH SCHOOL STUDENTS

Isothermal Community College serves a variety of high school students in its service region through Career and College Promise and early colleges in Rutherford and Polk Counties.

Career and College Promise (CCP)

The purpose of Career and College Promise is to provide flexible, seamless, student-centered educational opportunities for North Carolina high school students, which maximize the use of resources and educational opportunities not otherwise accessible. For more information, call (828) 395-1646.

Polk County Early College (PCEC)

PCEC is a hybrid (traditional and online) innovative high school that partners with Isothermal Community College in serving students from Polk County. Students enroll at the beginning of their ninth grade year and take a combination of high school and college courses and may graduate with both their high school diploma and an associate degree. For more information, call (828) 395-4159.

Rutherford Early College High School (REaCH)

REaCH is an innovative high school located on the campus of Isothermal Community College. Students enroll at REaCH at the beginning of their ninth grade year and continue through their twelfth grade year. While enrolled at REaCH, students take a combination of high school and college courses and may graduate with both their high school diploma and associate degree. For more information, contact (828) 395-1646.

IT HELP DESK

Getting Started

Isothermal Community College utilizes online tools to serve students. These tools include Outlook E-Mail, Moodle, and Patriot Port. If you have never logged in to one of these tools, go to the website at www.isothermal.edu and search for “Help Desk.”

Need Help Using a Tool?

Once you find the IT Help Desk at www.isothermal.edu, select the tool for specific assistance:



**Patriot
PORT**

**OUTLOOK
EMAIL**



Contacting the IT Help Desk

The IT Help Desk is located in the Library and Business Sciences. It operates Monday through Thursday, 8:00 a.m. to 3:00 p.m. Walk-ins are accepted. Messages and e-mails received after the hours of operation will be handled the next day of operation.

Phone: (828) 395-1437

E-mail: icchelpdesk@isothermal.edu

Sign-on Procedure for Moodle

When you applied to Isothermal Community College, you were given a Moodle account. On the first day of class you will be able to access your courses by logging into Moodle.

Moodle username format is as follows:

- First letter of first name, lower case
- Full Last Name, lower case
- Last 4 digits of the student ID
EX: John Q. Public with the student ID (046789)
Username: `jpublic6789`

Password format is as follows:

- First two letter of first name, with the first letter capitalized
- First two letters of last name, lower case
- An asterisk “*”
- Last 4 digits of Social Security Number (SSN)
EX: John Q. Public’s last 4 SSN digits are 1234
Password: `Jopu*1234`

* International students please contact the Help Desk for your initial password

If you need further assistance please call the Help Desk at (828) 395-1437 or email icchelpdesk@isothermal.edu.

Facilities and Services

LIBRARY

The college library is located near the center of campus overlooking the lake. It provides many materials and services you may need in support of your courses as well as a quiet place to study or relax. Public computers in the lobby provide access to Microsoft Office, the Internet, NC LIVE resources and other research databases. Passwords for off-campus access to online library resources are posted in Moodle or are available upon request, either in person or through the e-mail link on the library homepage. The library website (library.isothermal.edu) provides guidance for research, writing papers, and using documentation styles, as well as links to electronic resources. Free wireless internet access is provided throughout the library building.

Library Hours

Monday – Thursday 7:45 a.m. - 7:00 p.m.

Friday 7:45 a.m. - 4:30 p.m.

Holiday, Summer and Semester

Break hours as posted.

Telephone

Reference and Circulation Desk: (828) 395-1307

The CMC Library Consortium online catalog (www.cmclibraries.org) can be used to locate materials in the college library, in other areas of the college such as the Small Business Center, and in any of the public libraries in Rutherford and Polk counties. A free library card from any one of the member libraries allows the bearer to borrow materials from all locations. The library does not sell textbooks; please visit the College Bookstore to purchase books and other items. Additional information about policies, procedures, and services is in the *Library Handbook*, available on the library website.

The library staff is committed to helping our students recognize the value of information literacy, which is the ability to access, retrieve, evaluate, and use information effectively and ethically. According to the American Library Association, it is necessary for students to develop these critical skills in order to become “independent lifelong learners.” The library staff is dedicated to helping students learn these proficiencies, and is glad to assist anyone with questions or concerns about information literacy.

Association of College & Research Libraries.

"Introduction to Information Literacy." *Association of College & Research Libraries* (ACRL).

American Library Association, 27 July 2006. Web. 19 Apr. 2012.

MATH TUTORING LAB

The Open Math Tutoring Lab is available to provide assistance to students enrolled in many of the math courses at Isothermal Community College. This resource is provided by the Academic Development Department. The schedule and courses vary from semester to semester, so please check with your instructor to find out when help is available for your math course. For more information, you may call (828) 395-1481 or (828) 395-4212. The Open Math Tutoring Lab is located on the first floor of the Administration Building on the Rutherford Campus.

Facilities and Services

OFFICE OF ACCESSIBILITY (DISABILITY SERVICES)

Isothermal Community College is committed to providing equal access to education for persons with disabilities. However, it is the responsibility of the student to make his or her disability known and to request accommodations. Requests should be made in a timely manner, preferably thirty (30) days prior to registration, and submitted to the Accessibility Support Counselor. Every reasonable effort will be made to provide services.

In order to establish the student's eligibility for services, documentation of a disability is required of all students who request accommodations. Documentation must be provided from an appropriately licensed/certified professional and must be complete enough to establish the student's status as a person with a disability as well as establishing the need for any requested accommodations. The age of acceptable documentation is dependent upon the disabling condition, the current status of the student, and the student's specific request for accommodations. Necessary documentation to request accommodations/services, in general, should include the following:

- 1) Identification of the nature and extent of the disability including diagnosis
- 2) Specific information on the functional limitation as related to the academic environment
- 3) Description of the current course of treatment including medical side effects
- 4) Prognosis for the disability
- 5) Recommended reasonable accommodations

An Individualized Education Plan (IEP) may help to identify services that have been effective for the student, but will not be considered acceptable documentation of a disability. All documentation and records provided will be maintained in a confidential manner as outlined in the Family Educational Rights and Privacy Act of 1974. For information about disability services, contact the Accessibility Support Counselor, located in the Advising and Success Center located in the Student Center at (828) 395-1732.

Facilities and Services

PATRIOT PORT

Patriot Port is an important resource for curriculum students. This resource provides students with access to their unofficial transcript, course grades, financial information and more. Students may also register for courses and access critical information for registration and program completion.

For example, you can do the following with a required login:

- Check your grades
- Get your grade point average (GPA) by term
- Access an unofficial copy of your transcript
- Run a degree audit to check your progress in your program of study use the “what if” to select program
- Access your placement assessment information
- View your class schedule
- Verify your student profile information
- Email your advisor and instructors
- Register for courses
- Review communications from Admissions and Financial Aid

For more information regarding Patriot Port, consult with the Help Desk, your advisor, and/or Records Office staff. Keep an eye on your student email for information regarding additional “self-services” which are added via Patriot Port. Contact the Help Desk at (828) 395-1437 or icchelpdesk@isothermal.edu.

PLACEMENT ASSESSMENT AND TESTING SERVICES

Testing services are provided as a function of the Advising and Success Center in the Student Center. These services include the administration of assessments, high school credentialing tests, and the HESI, TEAS, PSB, and Challenge Exams for applicants to health sciences programs. Many students (with the exception of some certificate applicants) are required to take a placement test prior to admission to Isothermal Community College. Placement assessments measure students’ skill levels in writing, reading, basic mathematics, and algebra. The placement assessments provide valuable assistance in initial course placement. Other services include processing of test transcript requests and proctoring for students taking courses at other collegiate institutions. There is a \$20 fee for proctoring services.

Facilities and Services

POLK CENTER

Polk Center offers a wide variety of non-credit courses (continuing education) ranging from self-enrichment courses to those that offer training to volunteer firemen, rescue personnel, and certifications in allied health occupations. Courses to improve occupational skills are offered as well. Adult Basic Education, Adult High School, Dilpoma, and Adult High School Equivalency) programs are available. English as a Second Language (ESL) classes are offered for persons whose native language is not English.

Library services for the Polk Center are provided by the Polk County Public Library in cooperation with the Isothermal Community College Library.

The Polk Center is fortunate to have dedicated volunteers actively participating in the Polk Center ICC Foundation. The Foundation has a significant role in fundraising, provides scholarship aid, and promotes Isothermal Community College in the community.

Bulletins listing courses and special events are mailed out every three months and news releases of curriculum offerings and special events are placed in local newspapers. Polk Center Preview appears weekly in the *Tryon Daily Bulletin*.

Polk Center is a vital part of the community. Non-profits, civic, and government agencies utilize the facility for meetings. Special events, including musical concerts, are offered to the public free of charge at least once a month. A Holiday Open House is held each year in mid-December.

The Polk Center is located at 1255 West Mills Street, Columbus, North Carolina. A continuous art exhibit of student work is displayed in the gallery. Regular hours of operation: Monday through Thursday, 8:00 a.m.–9:00 p.m., Friday, 8:00 a.m.–4:00 p.m. and other prearranged times including weekends. Additional information may be obtained by visiting the campus, calling (828) 894-3092, or visiting our website at www.isothermal.edu/polk/.

Facilities and Services

RECORDS OFFICE

The Records Office oversees a wide range of functions and implements many policies and procedures necessary to move students from enrollment to completion. The Records Office is responsible for maintaining student records in accordance with existing college policies, state and federal laws, the USA Patriot Act, Solomon Amendment, Clery Act, and the Family Educational Rights and Privacy Act of 1974 as amended.

Students are notified annually of their rights through orientation, the website, the Student Services Newsletter, and this publication. The full Student Records Policy may be found in Appendix B. The office is located in the Student Center. The Records Office assists students with functions such as Academic Fresh Start, name and address change, transcript requests, transfer of credit, registration, withdrawal from courses, schedule adjustments, and graduation application. To contact the Records Office by phone, call (828) 395-4215 or email registrar@isothermal.edu.

Registration

The college operates on the semester system. Registration dates are listed in the Academic Calendar section. Class schedule information is available on Patriot Port. For more information, contact your advisor or the Advising and Success Center at (828)395-1436 or advising@isothermal.edu.

Facilities and Services

RUTHERFORDTON LEARNING CENTER

The newest Isothermal Community College learning space is the Rutherfordton Learning Center. This facility is located at 134 Maple Street, Rutherfordton, North Carolina, five miles from the Rutherford Campus. The Center offers a variety of non-credit courses (continuing education) and the Associate Degree Nursing (ADN) and Practical Nursing Education (PNE) programs. The location is ideal for nursing programs due to its proximity to the county's hospital. The hospital partners with the College in providing clinical rotations for nursing students. Nursing students attend classes at this location only after gaining admission to the ADN or PNE program. Both programs require the completion of the majority of general education courses prior to entering the nursing program. Both the Director of the Foothills Nursing Consortium and the Director of the Practical Nursing Program are located at the Rutherfordton Learning Center along with their respective support personnel.

Nursing students must complete their General Education requirements prior to entering the nursing curriculum. Since these courses continue to be offered on the Rutherford Campus, students first access financial aid, admissions and pre-health science advising services on the Rutherford Campus. Once admitted into the nursing program, the nursing staff serve as advisors for the nursing students. The nursing staff have offices at the Rutherfordton Learning Center, and they are available at the off campus site.

The Rutherfordton Learning Center provides access to a variety of learning resources. Because the College currently leases another portion of this location for Continuing Education classes, some administrative staff are on-site during normal office hours. A maintenance staff person is also on site during the evening for added security. The campus security staff is available and visits this site on a regular basis.

In addition to the services provided at the physical site, other college services are available for students to access online. Students have access to library services, student services, the bookstore, College Catalog, Student Handbook, Patriot Port, and many other resources from the college website homepage. Student Services including Office of Accessibility (Disability Services), Financial Aid, Assessment and Testing, Admissions, and Career Counseling information are available at www.isothermal.edu. The college webpage also provides information including admissions requirements, an employee directory, student activities, and instructions for accessing student email, Moodle, and Patriot Port.

Students at the Rutherfordton Learning Center have access to a wide variety of online library resources, including NC LIVE. Members of the library staff can be reached for assistance by telephone or email during regular library hours, and they are also available to visit classes at the Center for orientation to library services that are targeted toward their area of study. For the telephone number, hours, and more information refer to the "Library" section.

Facilities and Services

SMALL BUSINESS CENTER

If you are considering a new business venture, thinking about expanding your current business, or need help in developing a business plan, Isothermal Community College's Small Business Center can work with you. Generally designed for companies with fewer than 100 employees, the Small Business Center provides additional training, one-on-one confidential counseling, access to a state-wide network of business experts, and the professional contacts and information needed by small businesses. All services through the Small Business Center are free. Our resource center also provides the latest literature.

STUDENT ACTIVITIES

The Student Activities Office is located in the Student Center. Student Activities staff and students work together to offer Isothermal students many opportunities to get involved on campus through clubs, organizations, Student Government Association, sports and recreational activities, campus events, etc. The Student Activities Office is also a great resource for any student or student organization interested in organizing an event or fundraiser, updating their organization's information, or seeking budgetary funds to support their efforts. Would you like to join an organization or start your own? The Student Activities Office can help you find a way to get involved on campus. To contact the Student Activities Office by phone, call (828) 395-4196.

STUDENT CENTER

The hub of student activity is the Student Center. A media center featuring important campus information and news is available, and open gym time, intramurals, and vending machines are nearby. Just outside the Student Center are two tennis courts that may be used at any time outside scheduled tennis classes. Enjoy walking the beautiful route around the lake, relax at the benches and picnic tables along the path, or play the 9-hole disc golf course. Discs are available in the Student Activities Office.

Student Center hours in the Fall and Spring semesters are 8:00 a.m. - 6:00 p.m. Monday through Thursday. Summer hours are 7:30 a.m. - 5:30 p.m. Monday through Thursday.

SUPPLEMENTAL INSTRUCTION (SI)

Supplemental Instruction (SI), a peer tutorial program, is available in courses which are historically difficult for students, such as chemistry, anatomy and physiology, Spanish, and mathematics. This resource is provided by the Academic Development Department. SI Leaders are students who have previously excelled in the course and then sit through the course again, take notes, and work homework along with the students to prepare for the SI sessions they lead outside of class. SI Leaders typically facilitate two sessions per week and students who are enrolled in a course that has this service may attend as many sessions as they wish. Ask your advisor or call (828) 395-1463 for more information concerning this free service.

Facilities and Services

TELEPHONES

Courtesy Phones

Available for your convenience in the following locations:

Administration	First floor
Business Sciences	Hallway
Applied Science	Lobby
Information Technology	Hallway

Pay Phone

Foundation	First Floor Hallway
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TRANSCRIPT OF RECORD

The transcript is a statement of the official academic record of the student while attending college. The College will only release an official transcript after all tuition, fees, and other obligations due to the College have been cleared. Students may access unofficial transcripts through Patriot Port.

How to Request an Official Transcript

To order transcripts, all steps must be completed.

Step 1. Complete a request form

Isothermal Transcripts must be requested by submitting a Transcript Request Form. Download a request form from <https://www.isothermal.edu/current-students/records/assets/transcript-request.pdf>.

Step 2. Pay for a Transcript

IMPORTANT: Do not pay for a transcript until you have completed Step 1 above by completing a Transcript Request Form. Transcripts will not be released if a student owes money to the college.

After completing the Transcript Request Form, you must pay a \$3 per transcript fee. Payments can be made online by clicking the link below, in person at the Business Office and Bookstore, or by mail.

Step 3. Submitting your request

The form can be submitted four different ways.

- You can deliver/fill out request form in person
- Mail the form with check, money order, or confirmation of online payment to:
Isothermal Community College
Attn: Record's Office
P.O. Box 804
Spindale, NC 28160.
- You can email a signed and scanned form with confirmation of online payment to transcript@isothermal.edu
- You can fax the form with confirmation of online payment to 828-286-8109

Facilities and Services

Unofficial Transcripts from Patriot Port

Unofficial transcripts are available to view and print in Patriot Port for students who have attended in the last three semesters. After logging in, click "Students" then "Transcript" under "Academic Profile."

If you are experiencing difficulty accessing your account, contact the Helpdesk at 828-395-1437.

TUITION PAYMENT

Tuition payment deadlines are published on the College's website. For students who register or make schedule adjustments during Final Registration just before classes begin, payment is due the day of registration.

Students registering for fall classes during the spring semester or the summer semester prior to July 1 pay tuition after July 1. Keep an eye on your student email for important information related to registering for fall in the spring or early summer prior to July.

Course registration will be canceled for non-payment of tuition. Students taking classes on campus should go to the Business Office, located in the Administration Building, to pay tuition and fees or may pay online through Patriot Port. (This includes students who are receiving financial assistance such as Pell, WIA, or TAA.) A fee of \$10.00 will be charged for returned checks. For further information, contact the Business Office at (828) 395-1298. Isothermal accepts Visa, MasterCard, and Discover.

Tuition Refunds

See Appendix C for further information.

Facilities and Services

TUITION RATES*

In-State		Out-of-State	
1 hour	\$ 76.00	1 hour	\$ 268.00
2	152.00	2	536.00
3	228.00	3	804.00
4	304.00	4	1,072.00
5	380.00	5	1,340.00
6	456.00	6	1,608.00
7	532.00	7	1,876.00
8	608.00	8	2,144.00
9	684.00	9	2,412.00
10	760.00	10	2,680.00
11	836.00	11	2,948.00
12	912.00	12	3,216.00
13	988.00	13	3,484.00
14	1,064.00	14	3,752.00
15	1,140.00	15	4,020.00
16	1,216.00	16	4,288.00

* Tuition rates are set forth by the NC General Assembly and are the same at all community colleges in the state. The rates are subject to change effective July 1, 2017.

ACTIVITY FEE*

Fall and Spring Semesters

1 - 4 credit hour	\$20.00
5 - 8 credit hours	\$25.00
9 or more credit hours	\$30.00

*No Fee for Summer Semester

TECHNOLOGY FEE*

Fall and Spring Semesters

1 - 5 credit hour	\$ 8.50
6 - 8 credit hours	\$12.50
9 - 11 credit hours	\$16.50
12 + credit hours	\$25.00

*No Fee for Summer Semester

*Technology fees are non-refundable.

All students are charged activity fees and technology fees during fall and spring sessions only with the exception of Career and College Promise Pathways High School Program.

Note: Isothermal Community College does not charge any fee or other charge related to the verification of student identities in distance learning courses.

OTHER FEES*

Books	<i>Approx. \$1,000.00</i> <i>(full-time student for one semester)</i>
Graduation	<i>Approx. \$50.00</i>
Returned Check	\$ 10.00
LPN Testing	\$675.00
ADN Testing	<i>Approx. \$740.00</i>
ADN Uniforms	<i>Approx. \$100.00</i>
ADN Immunization	
Tracking	\$15.00/yr
OSHA Card	\$ 8.00
	<i>(Charged first semester of entry into ADN program)</i>
	<i>*LPN/ADN Fees are non-refundable if student drops.</i>

SENIOR CITIZENS

Effective Fall semester 2013 there is no longer a senior citizen waiver. Seniors must pay the same rate as other students.

Facilities and Services

VETERANS AFFAIRS

For information regarding Veterans Affairs, refer to the "Financial Aid" section of the Student Handbook and the College website.

WEBSITE

The College website is located at www.isothermal.edu. The website is your online information resource for: admissions procedures, calendars, catalogs, financial aid, forms, schedules, scholarships, and much more.

WIRELESS INTERNET ACCESS GUIDELINES

Access

- Free wireless Internet access is provided at Isothermal Community College. The college's wireless "ICC-GUEST" network is open to all visitors and does not require a special password.
- Wireless service is available to all users at this institution during normal operating hours, but the college does NOT guarantee connection to the Internet.
- In accessing the College's wireless Internet service, all users agree to abide by the terms of the Isothermal Community College Computer Resources/Internet policy. (See "College Policies.")
- To protect its network and users, Isothermal Community College reserves the right to terminate a connection at any time or to withdraw wireless access entirely.

Note: College staff cannot accept liability for personal equipment brought to the college and therefore cannot assist with configuration, installation, trouble shooting, or support of wireless devices, including but not limited to laptops and other electronic devices.

Rules of the Computer Resources/Internet Policy apply.

In addition:

- Users are not permitted to tamper with any equipment belonging to the College (e.g. disconnecting equipment in order to use outlets or network cables).
- Laptop computer users are expected to be considerate of those nearby and use headphones when playing sound files.
- Users desiring filtered access should purchase and install filtering software for their personal laptop; the College does not filter wireless access.
- While using the wireless network, users may not damage or disrupt service on the College's computer networks or utilize any means to intercept other users' data.
- The College does not provide the ability to print from the wireless network. Files must be saved to a laptop or storage device, such as a flash drive, and printed at a later time.

Facilities and Services

WRITING CENTER

The Writing Center is a support service provided by the Academic Development department for all Isothermal Community College students. The center offers help with all types of writing, research, paper formatting, study skills, reading comprehension, public speaking, and test proctoring. It is not limited to helping students in English courses; it is for all students in all courses who may need help with language arts. All students taking courses through Isothermal Community College are enrolled in the Writing Center Moodle course which allows them access to the resources posted there, including online help for students in online or off-campus classes.

The Writing Center, located in Room 211 of the Administration Building, is walk-in (no appointment necessary), but students do need to sign in as they arrive and sign out when they leave. Computers are available for students who are utilizing the center for additional help; however, this lab is not an open computer lab.

If you have questions about the Writing Center, email writingcenter@isothermal.edu or call (828) 395-1740.

WORKFORCE INNOVATIONS AND OPPORTUNITY ACT (WIOA)

WIOA provides federal job training funds to qualifying students who are involved in a technical or vocational program. For more information, please contact a WIOA case manager at (828) 395-4213, (828) 286-3042, or stop by the Advising and Success Center, located in the Student Center.

FINANCIAL AID

Financial Aid Programs
Financial Aid Rules and Regulations
Veterans Affairs



Photos taken by
Syed Zaidi,
Advertising and
Graphic Design
student.

Financial Aid

FINANCIAL AID PROGRAMS

If you need help paying for your college education at Isothermal Community College, financial assistance may be available. For further information on how to apply for the various forms of assistance please visit the Financial Aid Office in the Student Center and/or refer to the financial aid section of the website. For more information about all of our Financial Aid programs (including Powers and institutional scholarships, Federal and North Carolina State Grants), please visit <http://www.isothermal.edu/current-students/financial-aid/index.html>.

Financial Aid Priority Deadlines

In order for aid to be available for a particular semester, the financial aid file and admissions file must be complete by a specific date. It is the student's responsibility to ensure his or her file is complete by following the steps outlined below to secure financial aid at the time of registration.

1. Apply for admission, submit all high school or equivalency transcripts, college transcripts and complete the placement assessment, if needed.
2. Complete and submit the FAFSA at least **two weeks prior** to the deadline. Applications are available online at fafsa.ed.gov.
3. Complete and return all forms requested by the College Financial Aid Office by 4:30 p.m. on the priority deadline date.

Students who complete a financial aid file after the deadline date may experience delays receiving aid and should be prepared to pay for tuition out-of-pocket. Qualifying students may receive reimbursement at a later date. For these dates please see below or refer to the "Dates and Deadlines" section on the Financial Aid website.

Priority Deadline Dates:

Fall 2017: June 22, 2017

Spring 2018: November 10, 2017

Summer 2018: April 27, 2018

FINANCIAL AID RULES AND REGULATIONS

There are many rules and regulations associated with financial aid eligibility, and students should familiarize themselves with the detailed financial aid content on the college website at www.isothermal.edu. Students should review specific information regarding topics such as Satisfactory Academic Progress, Cumulative Grade Point Average (GPA), Progression Rate, Reinstatement of Financial Aid, How to Appeal Financial Aid Suspension, Return to Title IV, Maximum Time Frame, Effects of Academic Development Coursework and Previous Credits, Post-Withdrawal Disbursements, Veterans Affairs, Scholarships, etc.

To contact the Financial Aid Office by phone, call (828) 395-4198. Students may also email financialaid@isothermal.edu, and/or stop by the Financial Aid Office in the Student Center.

VETERANS AFFAIRS

Isothermal Community College Veterans Affairs Office located in the Student Center, provides information and assistance to eligible veterans and dependents of disabled or deceased veterans in applying for educational benefits. The Department of Veterans Affairs offers several programs (Chapters):

- Chapter 30—Montgomery G.I. Bill
- Chapter 31—Vocational Rehabilitation
- Chapter 33—Post 9/11 G.I. Bill
- Chapter 35—Survivors & Dependents Educational Assistance
- Chapter 1606—Montgomery G.I. Bill Selected Reserve

Eligibility, length of eligibility, number of months benefits can be received, and amount of assistance are determined by the Department of Veterans Affairs. Rates are determined by your Chapter based on the number of semester credit hours registered for in a given semester.

Before you can receive Veterans Benefits, you must complete all Isothermal admission and Department of Veterans Affairs (DVA) requirements listed below:

- Complete Application for Benefits
- Submit copy of DD-214 (discharge papers) or NOBE (Notice of Basic Eligibility) and/or approval from the DVA depending on Chapter
- Complete the Application Process at Isothermal Community College
- Choose a program of study - not all programs are eligible for DVA benefits. Check with Isothermal Community College Veterans Office
- Submit registration information each semester

Students receiving benefits from the DVA must report any schedule changes to the Veterans Affairs office to prevent overpayment. If any changes have been made in your enrollment, entrance, re-entrance, program of study, hours of credit, address, name, etc., notify the Isothermal Community College Veterans Affairs Office immediately.

The Department of Veterans Affairs will only pay for courses required in your program of study. They will not pay for courses previously passed, audited courses, credits by exam or dropped courses. You will receive payment for remedial courses only if you placed in those courses based on your placement assessment scores. A student must maintain satisfactory progress to continue to receive benefits. For more information, please refer to our website at <http://www.isothermal.edu/current-students/financial-aid/veteran-affairs/index.html> or contact the Veterans Coordinator at (828) 395-1434.

STUDENT ACTIVITES

Campus Events
Constitution Day
Grub Day and Sports Day
Chartered Clubs and Organizations
Identification Cards
News Stories and Announcements
Publications
Student Government Association
Voter Registration



Photos taken by
Lynn Starr-Vaisquez
Advertising and
Graphic Design
student.

Student Activities

CAMPUS EVENTS

The Student Activities Office is dedicated to the task of offering a variety of events for students. Topics for events include (but are not limited to) the United States Constitution, drug and alcohol awareness, voter education and registration, student leadership, and Title IX. The office also specializes in fun by treating students to music, games, and food/drinks throughout the year at sponsored welcome back events, holiday socials, diversity celebration, and more.

Constitution Day and Citizenship Day

Constitution Day and Citizenship Day is observed each year on September 17 to commemorate the signing of the Constitution on September 17, 1787, and recognize all who have become citizens of the United States. This commemoration had its origin in 1940, when Congress passed a joint resolution authorizing and requesting the President to issue annually a proclamation setting aside the third Sunday in May for the public recognition of all who had attained the status of American citizenship. The designation for this day was "I Am An American Day."

In 1952 Congress repealed this joint resolution and passed a new law moving the date to September 17 to commemorate the signing, on September 17, 1787, of the Constitution of the United States. The day was still designated as "Citizenship Day" and retained its original purpose of recognizing all those who had attained American citizenship. This law urged civil and educational authorities of states, counties, cities and towns to make plans for the proper observance of the day. In 2004 under Senator Byrd's urging, Congress changed the designation of this day to "Constitution Day and Citizenship Day" and added two new requirements in the commemoration of this Day. The first is that the head of every federal agency provide each employee with educational and training materials concerning the Constitution on September 17th. The second is that each educational institution which receives Federal funds should hold a program for students on or near September 17th.

Each year on or near September 17, Isothermal Community College holds an event to appropriately commemorate Constitution Day and Citizenship Day. Information regarding this event is available through the college website, flyers on campus, etc.

Website: <http://www.loc.gov/law/help/commemorative-observations/constitution-day.php>
Law Library of Congress, September 14, 2011.

Grub Day and Sports Day

The biggest events sponsored by the Student Activities Office are the cherished traditions of Grub Day and Sports Day. Typically, classes are suspended from 11:00 a.m. until 6:00 p.m. on these days. Students who have paid the student activity fee join Isothermal's faculty and staff in enjoying a free picnic lunch or dinner and engaging in a variety of ever changing games and activities. Grub Day and Sports Day are the only two days of the year when fishing is allowed at Lake Imogene from sunup to sundown.

Student Activities

CHARTERED CLUBS and ORGANIZATIONS (Clubs and organizations that may receive SGA funding)

The College encourages participation in student organizations and activities. Students are encouraged to express their views on matters of interest to the student body through participation on a variety of standing college organizations. (Board approved policy: 601-01-00BP Student Activities)

Students who participate in student organizations report a higher level of satisfaction with their college experience. Are you looking for an organization to join? Clubs and organizations at Isothermal Community College demonstrate interest and cultivate awareness in many areas such as culture, student writing, various professions, and special interests such as chess or karate. If you have an idea for a new organization, visit the Student Activities Office in the Student Center to make your idea a reality.

Cosmetology Club

The purpose of this club is to provide activities relevant to the changing fashion industry and to bring to the campus outstanding artists in all aspects of the field of Cosmetology. Information about career opportunities is provided for those newly entering the field.

Foothills Nursing Consortium Student Nurses' Association

The purpose of this club is to provide programs representative of fundamental and current professional interests and concerns and to aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

Intramural Sports

This program gives students an opportunity to engage in various types of physical activity.

The National Society of Leadership and Success

The Society is the nation's largest leadership society. It's open to all students with a GPA of 2.0 or better and who have completed at least one semester of college at Isothermal. The National Society of Leadership and Success achieves profound results in helping students discover and attain their goals, offering life changing lectures from the nation's leading presenters, and a community where students help one another succeed. The Society provides a step-by-step program for members to build their leadership skills through participation at their campus or online. Upon completion of the program, members receive their leadership certificate and take their place among top student leaders at their campus and across the country.

Student Activities

National Technical Honor Society

The National Technical Honor Society (NTHS) currently serves approximately 80,000 active members and nearly three quarters of a million since its inception in 1984. Over \$200,000 in scholarships is awarded annually to its members. NTHS honors the achievements of top career and technical education students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. For over 30 years, NTHS has been the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Isothermal Community College students who meet the following criteria are invited to join the College's honor society each year:

1. Must be a current student at Isothermal Community College
2. Must have completed at least six credit hours in an associate of applied science program
3. Must have a 3.25 GPA or higher.

Phi Beta Lambda

The Omega Theta Chapter is open to all students interested in the field of business and who are enrolled in a business program. Members are required to maintain a minimum GPA of 2.0. The purpose of this club is to help the student develop competent, aggressive business leadership, strengthen self-confidence, create interest in and understanding of business occupations, and improve and establish standards for entrance into business occupations.

Phi Theta Kappa

This International Honor Society for two-year colleges recognizes students of top academic standing at Isothermal Community College. Our chapter is Sigma Chi. Students must have accumulated twelve (12) hours of course work within an Associate of Arts, Associate of Sciences or Associate of Applied Sciences degree program and have a cumulative GPA of 3.5 or higher. They must also be a currently enrolled student at Isothermal Community College.

Student Government Association (SGA)

All students who pay a student activity fee are members of the SGA, which promotes the interests of the students, improves facilities, plans functions, and assists other student organizations. To find out more information about SGA, contact the Student Activities Coordinator in Room 16 of the Student Center Lobby or visit the website at <http://www.isothermal.edu/current-students/student-activities/sga/index.html>.

Student Practical Nurses' Club

This organization's purpose is to promote a professional and social atmosphere for students in the Practical Nursing Education (PNE) program, and also to enhance character and professionalism in men and women.

Student Activities

Uncommon Leaders Program

The primary purpose of the Uncommon Leaders program is to increase personal engagement with faculty members, staff, and college life; provide academic and personal skills development and enrichment focused on the leadership experience; and to develop programming focused on minorities that is appropriate for the entire college community.

OTHER RECOGNIZED CLUBS and ORGANIZATIONS

(Clubs and organizations that are recognized by the SGA, but are not eligible for funds)

Please visit Student Activities office for a complete list of active clubs and their contact information or check us out at our website: www.isothermal.edu

A.C.T.S. (Achieving Connection Through Service)
Cinematic Society of Isothermal Community College
Computer Design and Photography Club
Debate Club
Fitness Club
RPM “Machining” Club
Student Writers Association
Welding Club

Our clubs are student-led and are as active as the students who lead them. If you have an idea for a club that doesn't already exist, please see Student Activities for information on how to start a club. If one exists but is not active, please consider taking the leadership role and activate the club.

IDENTIFICATION CARDS

Students who are enrolled in curriculum course work during fall and spring semesters are required to pay the student activity fee. Identification (ID) cards are offered to students who pay the student activity fee. Students seeking a college issued ID should be prepared to provide proof of identification such as a valid driver's license. Students are responsible for any additional expenses associated with verification of student identity. For current information regarding fees associated with the issuance of state identification cards, students should refer to www.dmv.org.

The card provides students with their student identification number. We strongly encourage students to memorize this number, because it is frequently requested across campus by advisors, financial aid staff, bookstore staff, and the Business Office. Please note that this number is to be used in lieu of a Social Security number as it is more secure.

Student Activities

1. Only students who have paid the student activity fee may receive a student ID card. Career and College Promise (CCP) students are not eligible for student IDs card as they do not pay the student activity fee.
2. This official identification card should be carried by the student at all times on the college campus.
3. The card must be presented when requested by College officials or at college activities on and off the college premises.
4. The card is not transferable to another person. There will be a charge of \$5.00 for ID card replacement. If the student would like his or her picture remade, there is a charge of \$5.00 as well.
5. The card may not be altered in any way.
6. This card is the property of Isothermal Community College. If found, please return to Student Services.
7. Students may elect to have their cards reprinted yearly without a card replacement charge.
8. ID cards are made during the first few weeks of the fall and spring semester by the Student Services staff. Students who have lost or broken their ID cards must wait to pay the card replacement fee and have their cards remade after the published date.

The ID card provides the following:

- Automatic membership in the Student Government Association of Isothermal Community College, which allows students to run for officer or senator in the SGA and to vote in the election
- Free admission to some activities sponsored by the College
- Discounts at some local stores, restaurants, and Isothermal Cosmetology Services

NEWS STORIES AND ANNOUNCEMENTS

You can access the latest College news releases, feature stories, photography, and coming events announcements from the College's website at www.isothermal.edu. On the homepage, simply select the News link to go to news events and features. Most news found at this location will be posted for approximately one month. News announcements are also posted in a variety of locations on the Isothermal website, emailed to student accounts, and posted on Facebook and Twitter.

Isothermal Community College news announcements and feature stories can be found on a regular basis in The Daily Courier newspaper (Rutherford County) and The Tryon Daily Bulletin (Polk County). A spotlight on Isothermal news can also be found in "Inside Isothermal," a feature in The Daily Courier, a publication by the Public Information Office.

None of these publications may contain, encourage, or promote violations of public laws or regulations of the college.

Student Activities

Isothermal Community News (ICN)

Students in the Broadcasting and Production Technology program provide ongoing news, announcements, and information through ICN. To view each edition, keep an eye on your student email and subscribe to Isothermal TV.

PUBLICATIONS

The Anuran is an annual literary journal that showcases the exceptional work of Isothermal students and the community. *The Anuran* is the culmination of a yearly contest in poetry, essay, photography, and cover design. All publications of Isothermal Community College must abide by state and federal laws governing proper journalistic behavior as well as local College regulations.

The College publishes important information through a variety of sources including (but not limited to):

Notice of Availability of Institutional and Financial Aid Information

Isothermal Community College distributes consumer information to students through a variety of sources including the College Catalog and the Student Handbook. For the convenience of students, Isothermal has also created a web page to provide quick and easy access to institutional and financial aid information. This resource is available at <http://www.isothermal.edu/current-students/consumer-information/index.html>. Printed paper copies are available upon request in Student Services.

College Catalog

The College Catalog is Isothermal's primary source of information regarding curriculum programs and class descriptions, other educational programs, administrator and faculty credentials, general educational competencies, and educational facilities.

Student Handbook

The Student Handbook for curriculum students provides information regarding what every college student needs to know in order to successfully navigate the college experience at Isothermal.

Other Publications

Each student is responsible for observing the procedures, regulations, and requirements of the College as they are announced here and in other official college publications. Information, policies, and procedures may vary by program, e.g., Career and College Promise (CCP), health sciences programs cosmetology, and Basic Law Enforcement Training (BLET). Information regarding specific programs is available in departmental areas.

Student Activities

STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA at Isothermal Community College seeks to serve as a voice for Isothermal students. This body of elected students strives to promote the interests of the student population, plan activities for students, improve facilities used by students, promote student leadership development, and sponsor important student learning opportunities and activities such as Constitution Day, voter registration, and blood drives. All students who pay a student activity fee are eligible to become members of SGA, and they are also eligible to vote in SGA elections that are held on Sport's Day each year.

VOTER REGISTRATION

Isothermal Community College encourages students to become informed about the political process and exercise their right to vote. Opportunities for voter registration are offered periodically on campus. For more information, see your Student Activities Office or visit <http://www.eac.gov/>.

EMERGENCY INFORMATION

Campus Enforcement and Campus Assistance
Commitment to Safety
Crime Awareness And Statistical Report
Emergency Information
Emergency Notifications
Basic Emergency Procedures
Specific Emergency Response Guidelines
Registered Sex Offenders
Reporting a Concern/Silent Witness Procedure
Reporting Criminal Activity
Resource Phone Numbers
Safety Tips
Sexual Assault Response Team
Sexual Harassment and Violence
Title IX
Weapons on Campus



Photos taken by
Amber Duncan,
Advertising and
Graphic Design
student.

CAMPUS ENFORCEMENT AND CAMPUS ASSISTANCE

Isothermal Community College Rutherford Campus, Polk Center and Rutherfordton Learning Center are open to students and visitors on a regularly scheduled basis Monday-Friday. Some classes and special events are scheduled on weekends.

Campus Assistance staff secure all buildings after regularly scheduled activities have ended for the day. The Rutherford Campus has officers on duty five days a week, and the Polk Center has campus assistance personnel Monday-Friday. Campus Assistance staff is available to help with locking and unlocking of buildings, mail delivery, and other campus duties. Campus Assistance can be contacted at (828) 289-1393.

Campus Enforcement is staffed by the College's resource officers, Cpl. Bob Davis and Cpl. Robert Owens of the Rutherford County Sheriff's Department. These deputies are available to respond to situations involving classroom safety and security, drug and alcohol policy violations, harassment, and other potential criminal activity. Please contact one of them immediately in the event of any kind of campus emergency. Campus Enforcement may be contacted at (828) 289-5850 or (828) 447-0055.

COMMITMENT TO SAFETY

The safety of the students who attend Isothermal Community College and the staff and faculty who work here is of the highest importance. We hope that what you read here will cause all of you to join with us in making safety a high priority. Be alert, be aware.

We, at the College, want to know your concerns, and we ask that you not hesitate to report any concerns you have. We want everyone to join together in making Isothermal Community College as safe as we possibly can.

The students and employees of Isothermal Community College are our most important assets, and every effort will be made to protect them by providing a safe and healthy place to learn. In order to complete this mission most effectively, the campus community needs to be informed of the fundamental safety and emergency procedures of the College. We realize that most people do not prepare for emergencies until they personally experience an emergency or tragedy. However, taking time now to prepare for emergencies, even the most basic, will help the campus community respond more quickly and efficiently should the need ever arise.

CRIME AWARENESS AND STATISTICAL REPORT

As required by the Crime Awareness and Campus Security Act of 1990, Isothermal compiles a Crime Awareness Statistical Report on the Rutherford Campus, Polk Center, and Rutherfordton Learning Center. This report is updated and published annually on the college's website and through the Human Resources Office. The report covers the three complete previous years.

The Safety Coordinator, located in the Administration building, maintains a crime log that records, by date reported, all reportable campus crimes. The crime log is available to the public during business hours. To contact the Safety Coordinator, call (828) 395-4192.

The Safety Coordinator also publishes an annual Security Report containing campus security disclosures and statistics.

EMERGENCY INFORMATION

Although there are set guidelines and procedures for various types of emergencies, no one set of responses can cover every possibility. Accordingly, in an emergency situation, two general guidelines should be remembered: **Remain calm and Call 911** if you need emergency help. Remember **if dialing from a college phone, dial 9-911** to be directed to a call center. Clearly state the location of the emergency to be connected to the local communications center. If possible, send someone to the closest entrance to advise emergency responders to enter there. When an emergency occurs, such as accidents resulting in serious injury or sudden illness, which requires emergency medical attention, call 911 or 9-911 from a campus phone.

Accidents and First Aid

For minor medical needs, first aid supplies are available in each building, the Physical Education Office, and the shop classrooms. The College has no facilities for medical treatment other than for minor first aid and can assume no responsibility for treatment of injuries or illness of students.

Students suffering from acute illness or injury requiring more than minor first aid are asked to seek medical treatment. The student is responsible for costs incurred in such treatment.

Students are encouraged to provide themselves with medical insurance to cover illness/injury. Information regarding student accident insurance is available in Student Services. If an accidental injury involves an enrolled student on campus or as part of a related activity, it may be at least partially covered by student accident insurance.

EMERGENCY NOTIFICATIONS

During an emergency incident, Rutherford County Communications and/or Isothermal officials will seek to alert the campus community through at least one or all of the following methods, depending on the severity of the incident:

1. Outdoor Warning System (Rutherford Campus)
2. Fire Alarms
3. ICC Alert (participants must be registered)
4. College Phone Intercom System
5. College e-mail
6. Isothermal webpage, Facebook page, and Twitter

Outdoor Warning System (Rutherford Campus Only): An emergency warning may be broadcasted over the tower if there is an imminent, life-threatening emergency such as a weather-related emergency issued in the close vicinity of the College, a major chemical spill, or an armed or dangerous person on campus. An emergency tone will sound, followed by a message describing the type of emergency and the necessary actions to be taken immediately. Should an emergency warning be broadcasted, take the following steps:

1. Listen carefully to the tower message and any Isothermal personnel's directions.
2. Take immediate action to ensure your safety. See "Basic Emergency Procedures" below for more information.
3. Stay secure until an all clear message is communicated.
4. The outdoor warning system is intended for outdoor use only; instructions from this system may not be clearly heard inside a building on Rutherford Campus.

Fire Alarms (Rutherford Campus and Centers): In the event of a fire, the fire alarm will sound indicating the need to evacuate a building or if the building does not have a fire alarm system or audible system malfunctions, a verbal message is made to each classroom and office in the building. Also, an emergency warning may be broadcast over the tower. Should fire notification be given, take the following steps:

1. Evacuate and move quickly to a safe distance from the building and emergency vehicle access areas.
2. Remain out of the building until an all clear notification is given by proper authorities. Do not re-enter the building unless advised to do so.
3. Never assume it is a false alarm and stay in the building. Law requires all occupants to evacuate the building when fire notification is given.

EMERGENCY INFORMATION

ICC Alert (Participants Must Be Registered): In the event that there is an imminent, life-threatening emergency such as a weather related emergency in the close vicinity of one of the campus locations, a major chemical spill, or an armed or dangerous person on campus, an emergency alert message may be sent to registered users of the ICC Alert system. The message may describe the type of emergency and the necessary actions to be taken immediately.

To receive these types of messages, employees and students must register at www.isothermal.edu/notify.

College Phone Intercom System (Rutherford Campus and Centers): In the event that there is an imminent, life-threatening emergency such as a weather related emergency in the close vicinity of one of the campus locations, a major chemical spill, or an armed or dangerous person on campus, an emergency alert message may be broadcast over the phone system. The message may describe the type of emergency and the necessary actions to be taken immediately.

College Email (Rutherford Campus and Centers): In the event that there is an imminent, life-threatening emergency such as a weather related emergency in the close vicinity of one of the college locations, a major chemical spill, or an armed or dangerous person on campus, an emergency alert message may be sent to those with college email accounts. The email may describe the type of emergency and the necessary actions to be taken immediately.

Website/Facebook/Twitter (Rutherford Campus and Centers): In an emergency situation, Isothermal will post safety-related announcements through www.isothermal.edu and Isothermal's Facebook Page. Please remember that it may take time for authorities to investigate the situation, verify the facts, and provide the campus with instructions or updates. **Use the 911 number for emergencies only.** *Do not call 911 or Campus Enforcement for general information.*

An informational message will be issued via the College website if a situation is not an emergency and does not pose an immediate threat but is of significant interest to the campus. These messages are intended to inform people of a particular situation. Examples include inclement weather notifications and important announcements regarding events critical to the operation of Isothermal. An informational message will be sent via email prior to alarm testing conducted on campus.

BASIC EMERGENCY PROCEDURES

There are four basic emergency procedures. A description of each is available below. Please take time to familiarize yourself with these procedures as well as the other safety procedures of the College. Although it is unlikely that you will ever have to use this information, it is always best to be prepared. If you are informed that a basic emergency response is necessary, please cooperate with the proper authorities. Non-compliance may put you at greater risk.

Evacuation

Evacuate the building in an orderly fashion and wait for proper authorities to give the all clear to return inside the building.

Shelter in Place/Lock Out

A situation may occur at Isothermal where the safest action will be to shelter in place.

- Do not leave the building. Find a safe place within the building to stay and wait for further information.
- Follow procedures to protect yourself from the specific hazard. For example, if a tornado has been sighted, report to an interior room on the lowest floor. If a hazardous materials spill has occurred, close all doors and windows.
- If you have information about the hazard that can aid emergency responders, report it immediately by calling 911 (9-911 from a campus phone).
- Remain in the building until an "all clear" has been given by proper authorities.

Lockdown

- If you are informed of a lockdown situation, please cooperate with proper authorities. Leaving the classroom or building in such a situation may put you at greater risk.
- A lockdown is similar to sheltering in place, except that it is an imminent life threatening situation, like an active shooter that has been sited on campus and requires individual decisions and a survival mindset.
- Interior doors including classroom and office doors should be locked or barricaded.
- Turn off lights, radios, TVs, close blinds, and silence cell phones.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Wait for the "all clear" to be given before leaving safe shelter.

SPECIFIC EMERGENCY RESPONSE GUIDELINES

Guidelines for responding to specific types of emergencies that could potentially occur may be found below. Please take time to review the information, but keep in mind that these situations are incident specific. Each individual will have to make decisions based on the available information that they have at that time.

Active Shooter

If you are made aware that there are reports of an active shooter on campus, but the shooter is not inside your building and a lockdown has not been officially announced:

If it is possible to escape the building safely and avoid danger, do so by the nearest exit. Please remember that these situations are incident specific. Each individual will have to make a decision based on the available information that he or she has access to at the time. If at all possible, call 911 (9-911 from a campus phone) from a safe location to notify emergency officials of the event.

Remember the following:

1. **Gunfire may sound artificial.** Assume that any popping sound is gunfire.
2. **Figure out your course of action immediately.** In the initial moments, decide what is occurring and which option listed below will provide the greatest degree of security.

Get Out - If there is **considerable distance** between you and the gunfire, quickly move away from the sound of the gunfire and find a secure place to hide or at least a place that will provide protection from gunfire or explosions such as a brick wall, trees, or buildings.

Call Out - When you reach a safe location, call the emergency number, **911 or 9-911 from campus phone.** DO NOT assume that someone else has reported the emergency. The information that you are able to provide law enforcement officers may be critical, e.g. number of shooters, physical description, number and type(s) of weapons, and location of the shooter.

Hide Out - If the shooter is in close proximity to your location, use the **lockdown** procedures and hide within the room.

Keep Out - Barricade doors with any heavy objects available.

Spread Out - If there are two or more persons in the same place when an active shooting begins, you should spread out in the room to avoid offering an easy target.

Take Out - If discovered or confronted by an active shooter, an attempt to overpower the shooter may be your only option.

Do the best you can - Choose to survive.

EMERGENCY INFORMATION

Bomb and Bomb Threat

- If anyone receives information about a bomb or bomb threat immediately call 911 or 9-911 from campus phone and (828) 289-5850 to immediately notify Campus Enforcement Officers.
- If an evacuation of the building is ordered, take the information recorded with you and give it to law enforcement.

If You Find a Suspicious Device

- Do not touch, move or disturb any suspicious object you feel might be a bomb.
- Keep people away from the area where the suspicious object is and call Campus Enforcement Officers at (828) 289-5850.
- Be sure to include the location and description of the device.

Explosion

- Take cover under sturdy furniture.
- Evacuate if safe and you are directed to do so by emergency responders.
- Stay away from windows.
- Do not utilize lighters or matches or create any spark or open flame.
- Move away from the hazard site to a safe location.
- If instructed to evacuate, use the stairs. Do not use the elevators.

Fire

- In case of a fire, activate the pull stations, give verbal notification when exiting the building, and leave the building quickly but in an orderly way. Use the exit route posted in the hallway of each building.
- Immediately notify the fire department by calling 911 (9-911 from a campus phone) from a safe location to provide details of the situation.
- If you have been trained and it would not place you in any immediate danger, use a fire extinguisher to extinguish the fire.
- Evacuate as quickly and as safely as possible. On your way out, warn others.
- Close doors and windows, if time permits, to delay the spread of the smoke and fire.
- Feel closed doors for heat before opening. Do not open them if they are hot.
- Use the stairs to evacuate. Do not use elevators.
- If you encounter smoke, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Once outside, go to your building's evacuation area, tell those in charge there that you are out of the building, and report injured or trapped persons and any signs of building damage you observed.
- Wait for instructions from emergency responders. Do not re-enter the building until the all clear is given by proper authorities.

EMERGENCY INFORMATION

If unable to leave the building, find a location away from the smoke and heat where you can signal for firefighter assistance.

- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, slightly open the window.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth; breathe through your nose only.
- Signal for help. Call 911 (9-911 from a campus phone) or hang an article of clothing out the window to help signal for help.

If you or your friend inadvertently set clothing on fire, remember to stop, drop, and roll to extinguish the flames.

Note: Sounding the alarm when there is no fire is against the state law of North Carolina.

Hazardous Materials

- Call 911 (9-911 from a campus phone) immediately.
- Move away from the release area, informing others as you go.
- If spilled material is combustible or flammable, turn off ignition sources as you leave.
- Close doors to the affected area(s).
- Provide information to emergency personnel.
- Leave the area and warn others.

High Winds and Earthquake

In case of high winds or an earthquake warning, you will be instructed to take cover in the designated areas of each building. Most high wind and earthquake related deaths are caused by head injuries from flying debris. So, if you are outside during threatening weather, immediately enter the nearest building to shelter in place safely.

Tornado / High Winds / Hurricane

- Stay indoors.
- If possible, move to the lowest level of the building.
- Move to shelter weather areas in the building or interior room or hallway
- Do not use elevators, electrical equipment or telephone.
- Crouch against an interior wall, lower and cover head with your arms.
- Remain in area until an "all clear" has been given by proper authorities.

EMERGENCY INFORMATION

Earthquake

- Stay indoors.
- If you can safely evacuate the building do so quickly moving away from the building, utility poles, and utility lines.
- If unable to evacuate drop under a desk or table; cover your eyes and hold on. Stay away from windows, shelves, filing cabinets, book cases, light fixtures, and heavy objects that could fall, tip over or shatter.
- Do not use elevators, electrical equipment or telephone.
- Be prepared for aftershocks.

Medical Emergencies

- Dial 911 (9-911 from a campus phone) and tell the dispatcher that you require medical assistance. Be prepared to provide the following information:
 1. Location of injured person (e.g. which room, number, etc.)
 2. Type of injury or problem
 3. The individual's present condition
 4. The sequence of events leading to the emergency
 5. Medical history and name of injured person's doctor, if known
 6. The phone number where you are

Remember:

1. Do not move victim unless it is necessary to remove them from a dangerous location or situation.
2. If trained, use pressure to stop bleeding.
3. If trained, use CPR if there is no pulse and the victim is not breathing. Call for an AED and begin following the device's instructions. Currently, AEDs are located in the Student Center Building, The Foundation, Library, Performing Arts Center, Administration Building, Business Science Building, Polk Center, and Rutherfordton Learning Center. Campus Enforcement Officers carry portable AEDs in their vehicles as well.
4. If possible, send someone to the closest entrance to advise emergency responders to enter there.

For minor medical needs, first aid supplies are available in each building, the Physical Education Office, and the shop classrooms. The College has no facilities for medical treatment other than for minor first aid and can assume no responsibility for treatment of injuries or illness of students.

Psychological Crisis

A psychological crisis may occur as a result of emergencies, disasters, or other critical incidents such as suicide, sexual assault, violence, deaths, serious accidents, fires, explosions, bomb threats, threats to the public welfare, or other traumatic or tragic events affecting the campus community.

EMERGENCY INFORMATION

For an unusual or potentially dangerous situation:

- Never try to handle a dangerous situation by yourself.
- Call Campus Enforcement at (828) 289-5850, and they will notify a counselor.
- Clearly state that you need immediate assistance. Give your name, your location, and state the nature of the problem.
- All suicide attempts should be reported to Campus Enforcement so that proper procedures might be followed to ensure the safety of those involved.

Assisting Persons with Disabilities in an Emergency

Persons Using Wheelchairs

When assisting a person in a wheelchair:

- Always ask what assistance is needed first.
- Individuals at ground floor locations may exit without help.
- In multi-level buildings, move the person to the nearest fire safe exit stairwell or elevator. (Contact Campus Assistance at 828-289-5850 immediately to give the location of the person needing assistance. Emergency responders will determine if the elevator can safely be used.)
- Never try to move a person in a wheelchair down a stairway in his or her wheelchair. Evacuation chairs are available in the LLC, Rutherfordton Learning Center, Administration Building, and Performing Arts and Conference Center. Employees of the College are familiar with the location and proper usage of these chairs.
- If a wheelchair is left behind, DO NOT leave it in the exit path or doorway. This may block other people exiting the area and increase the chance of accidents.

Persons with Mobility Impairments

These individuals may use crutches, canes or walkers. Ask the individual if they need assistance and if they are able to use the stairs. If the person is unable to use stairs, follow the procedure for persons using wheelchairs (see above).

Persons Who Are Deaf or Hard of Hearing

Most buildings are equipped with both audio and visual fire alarm systems. In locations where no visual alarms are present, or notification has been given to evacuate or move to a safe location in the building, two methods of alerting hearing impaired individuals are:

- Turn room lights on and off to gain the persons attention. Follow with hand gestures to show the person the direction to evacuate.
- Write a note and hand it the hearing impaired person or write a message on the white board, i.e. "Fire Alarm, Please Go!"

EMERGENCY INFORMATION

Persons Who Are Blind or Visually Impaired

Most persons who are blind or visually impaired will be familiar with their surrounding area and routes during normal activities on campus. In an emergency:

- Announce the type of emergency to the visually impaired person.
- Offer to guide the person by letting him or her take your arm.
- Tell the person where you are and any obstacles you encounter as you walk.
- When you reach the designated area, let the person know and ask if further assistance is needed.
- If the individual has a guide dog, let him or her direct you on how to assist them.

REGISTERED SEX OFFENDERS

G.S. 14-208.18(a)(3) makes it unlawful for anyone on the sex offender list to knowingly be at any place where minors gather for regularly scheduled educational, recreational, or social programs. Registered sex offenders needing further guidance are encouraged to seek information from Rutherford County's Sheriff's Office.

General information regarding registered sex offenders in the local region may be obtained by contacting the Rutherford County Sheriff's Office at (828) 287-6247 or at the website: <http://sexoffender.ncsbi.gov/>.

REPORT A CONCERN/SILENT WITNESS PROCEDURE

If you are aware of a campus crime, emergency, threat, or issue of concern, you are personally responsible for reporting information to the proper authorities. Should you witness a crime or emergency on campus, please call 911 or 9-911 from a campus phone as well as Campus Enforcement at (828) 289-5850.

If you would like to report a concern electronically and anonymously, you may submit a "Report a Concern" form located on the Campus Safety page on the College website. Please know that any information you submit will be handled confidentially with the purpose of assisting the student, faculty, or staff person you have named. Although we accept anonymous reports, we encourage you to provide your name and contact information, so that we can follow-up should we need additional information. Keep in mind that our ability to respond may be more limited when concerns are reported anonymously. Also, it is important that you provide as many details as possible to assist us in further exploring your concern.

REPORTING CRIMINAL ACTIVITY

Anyone who is a victim of, or a witness to, a criminal action at the Polk Center, Rutherfordton Learning Center, Rutherford Campus of Isothermal Community College, on any property that is controlled or owned by Isothermal, or any property adjacent to and accessible from campus should notify appropriate law enforcement authorities by dialing 911 or 9-911 from campus phone. In addition, all incidents should be reported by completing an incident report.

Each year students are informed of the security procedures and what they should do if they are a victim or witness to a criminal action. This information, other safety measures, and statistics on campus crime are presented in the Student Handbook and discussed in ACA classes. The Student Handbook is distributed widely in print and made available on Isothermal Community College's website. Also, safety oriented workshops and activities are offered on campus.

Monitor your student email and Isothermal's Facebook or Twitter page for information regarding these opportunities. You may also sign up to follow Isothermal on Twitter and Facebook.

Visit the college website or contact Human Resources for further information on crime statistics for Rutherford Campus, Polk Center, and Rutherfordton Learning Center. If crimes are reported to appropriate authorities that are considered to represent a continuing threat to the campus community, timely warning will be provided to the campus community.

Students who are involved in criminal activity (on campus or through college sponsored activities) or other activities that violate the student code of conduct may be subject to college judicial procedures and possibly referred to local authorities for prosecution. For further information on students' rights, responsibilities, and judicial procedures (includes information on disciplinary proceedings and related sanctions), see Appendix A.

As required by the Crime Awareness and Campus Security Act of 1990, information regarding campus crime statistics is available on the college website and Human Resource Office. Isothermal uses the Federal Bureau of Investigation's crime definitions. These statistics do not identify a victim or person accused of committing a crime.

EMERGENCY INFORMATION

RESOURCE PHONE NUMBERS

24-Hour Crisis Line (SMC)	1-800-849-6127
Alcohol and Drug Info. (National)	1-800-662-HELP
	1-800-662-4357
Alcoholics Anonymous (Regional)	(704) 865-1561
Alcohol/Drug Council of NC (State-wide)	1-800-688-4232
Alcohol-Drug Treatment Referral (National)	1-800-454-8966
Blue Ridge Counseling Services (Rutherford)	(828) 286-0501
Cleveland County Abuse Prevention Council	(704) 481-0043
Columbus Police Department (Polk)	(828) 894-5464
Families Together Inc (Rutherford)	(828) 258-0031
Family Preservation Services (Polk)	(828) 859-6661
Family Preservation Services (Rutherford)	(828) 287-7945
Family Resources of Rutherford County, Inc (Rutherford)	(828) 247-1440
Home Care Management (Rutherford)	(828) 247-1700
ICC Campus Enforcement	(828) 289-5850
ICC Safety Coordinator	(828) 395-4192
Insight Psychiatric Resource (Rutherford)	(828) 287-3928
Institute for Family Centered Services (Rutherford)	(828) 287-7505
Ledford Miracle, and Ledford (Rutherford)	(828) 286-7967
Lifeline Counseling Center by Jeff Wells (Rutherford)	(828) 289-0574
Lifespan Psychological Services (Polk)	(828) 894-2300
Mobile Crisis (Rutherford/Polk)	1-888-573-1006
National Suicide Prevention Hotline (National)	1-800-273-8255
NC State Highway Patrol (State-wide)	1-800-445-1772
NC State-wide Automated Victim Assistance and Notification Service (SAVAN)	1-877-NCSAVAN
	1-877-627-2826
New Hope Counseling Center (Polk)	(828) 894-2238
Noah's House, Children's Shelter (Rutherford)	(828) 245-5437
PATH, Domestic Violence Resource Center and Shelter (Rutherford)	(828) 245-8595
Parkway Behavioral Health (Rutherford)	(828) 288-8773
Pavilion International, Substance Abuse Treatment (Polk)	(828) 694-2300
Police/Fire/Emergency	911
(If calling from a campus phone, dial 9 then 911.)	
Polk Wellness Center	(828) 894-2222
Polk County Health Department	(828) 894-8271
Polk County Social Services	(828) 894-2100
Polk County Sheriff's Office	(828) 894-3001
Preferred Choice Healthcare (Rutherford)	(828) 248-4403
Quality Mental Health, Inc. (Rutherford)	(828) 245-2688
RHA Health Services, Inc. (Rutherford)	(828) 287-9913
Rutherford County Health Department	(828) 287-6100
Rutherford County Social Services	(828) 287-6165
Rutherford County Sheriff's Office	(828) 287-6247
Rutherford County Transit (TARC)	(828) 288-1830
Rutherford Hospital	(828) 286-5000
Rutherford Psychiatric Associates (Rutherford)	(828) 288-0002
Steps to Hope, Domestic Violence Resource Center and Shelter (Polk)	(828) 894-2340
St. Luke's Hospital (Polk)	(828) 894-3311
United Way Help Access & Referral Line	211 or nc211.org
Vaya Health (Regional Mental Health/Substance Abuse/Developmental Disabilities Services)	1-800-849-6127
Woodridge Psychological Association/ Preferred Choice Healthcare (Rutherford)	(828) 287-7806

SAFETY TIPS

Taking responsibility for your own safety is the first proactive step you can take to maintain your personal safety. Being vigilant and taking some common-sense precautions are the best self-protection practices. Trust your instincts, avoid dangerous situations, and work with law enforcement officials. Remember the three basic elements necessary for a crime to occur: desire, ability, and



opportunity. A criminal has the DESIRE and the ABILITY to commit a crime. A victim provides the OPPORTUNITY for the criminal to act. Minimize opportunity, which is the easiest of the three elements to control, and you minimize your risk of becoming a victim of crime.

Cyber Safety Tips

In the past few years, social networking sites, such as Facebook, have become a rite of passage on college campuses. The best prevention tool for the dangers that students may face on these sites is education. The National Campus Safety Awareness Month organization recommends the following to keep yourself and your identity safe:

- Watch what you post on the Internet (especially sites such as Facebook). You never know who is looking at your information. It could be stalkers, future employers, or family members. You can't control who accesses information about you that you post. Be careful.
- Only shop with companies you know. Always use a secure browser. NEVER give out bank account numbers, your social security number, or any other personal information that is not absolutely needed.
- Watch what you download. Don't ever download anything that could possibly harm your computer or invade your privacy.
- Never rush out to meet someone. If someone is trying to rush a meeting, then be suspicious. Make sure to talk on the phone before meeting, meet in a public place, and bring a friend.

Dating and Acquaintances Tips

These are some basic strategies to use to help make you less vulnerable to sexual assault while dating:

- Know whom you are dating.
- Let someone know where you are going and how long you expect to be gone.
- Realize that you do not have to accept any unwanted sexual attention.
- Learn to communicate clearly what you want and what your limits are. Be assertive.

More than one-half of all reported sexual assaults occur in a residence, usually that of the victim, and involve an attack by an acquaintance--someone known to the victim.

EMERGENCY INFORMATION

- Act immediately when something happens that you do not like.
- Trust your feelings.
- Limit the use of alcohol and drugs.

Safety Habits While Driving

- Keep your car in good running condition with at least a quarter tank of gas at all times.
- Keep some money hidden in your car in case of unexpected problems.
- Learn how to change a flat tire.
- Keep your car doors locked and windows rolled up at all times.
- Park in well-lit, well-traveled areas. Ask for an escort to your car if you feel at risk.
- Have your keys ready so that you can get in your car as quickly as possible.
- Before entering your car, visually check inside, under and around it.
- If someone tries to enter your car, honk the horn, yell and attract attention.
- If you are being followed or harassed, drive to the nearest safe place.
- Don't hitchhike or pick up hitchhikers.
- Don't text while driving.

Opportunities Carjackers Look For

- Intersections controlled by stop lights or signs
- Garages and parking lots for mass transit, shopping malls, and grocery stores
- Self-service gas stations and car washes
- ATMs (automated teller machines)
- Residential driveways and streets as people get into and out of cars
- Highway exit and entry ramps, or any place else that drivers slow down or stop

Warning Signs

How You Can Help Prevent Violence On Campus

Often people who act violently have trouble controlling their feelings. They may have been hurt by others, and may think that making people fear them through violence or threats of violence will solve their problems or earn them respect. This isn't true. People who behave violently lose respect. They find themselves isolated or disliked, and they still feel angry and frustrated.

If you see these immediate warning signs, violence is a serious possibility:

- Loss of temper on a daily basis
- Increase in risk-taking behavior
- Frequent physical fighting
- Detailed plans to commit acts of violence

EMERGENCY INFORMATION

- Significant vandalism or property damage
- Announcing threats or plans for hurting others
- Increase in use of drugs or alcohol
- Enjoying hurting animals
- Carrying a weapon

If you notice the following signs over a period of time, the potential for violence exists:

- A history of violent or aggressive behavior
- Serious drug or alcohol use
- Gang membership or strong desire to be in a gang
- Access to or fascination with weapons, especially guns
- Threatening others regularly
- Trouble controlling feelings like anger
- Withdrawal from friends and usual activities
- Feeling rejected or alone
- Having been a victim of bullying
- Poor school performance
- History of discipline problems
- Feeling constantly disrespected
- Frequent run-ins with authority
- Failing to acknowledge the feelings or rights of others

Source: American Psychological Association

If you ever feel endangered or threatened at any time on campus, we ask that you immediately contact Campus Enforcement (828) 289-5850, an instructor or an employee of the college for assistance.

Where Can You Go For Help?

Crime and personal safety are issues we all must face. We must do everything we can as individuals to reduce our risk of becoming victims of crime. Victims are vital reminders of our own vulnerability. On the Rutherford Campus of Isothermal Community College, you will find resources, classes, and workshops, which are designed to promote a safer campus and community. The Continuing Education Division of the College offers many “personal protection” classes: Firearm Safety and Home Defense for Women are just a couple of examples. There are also several agencies in the county that can help with any type of problem or criminal action.

SEXUAL ASSAULT RESPONSE TEAM

Isothermal Community College has taken a proactive stance for safety and security by designating a Title IX Coordinator to investigate complaints, oversee the complaints (grievance) procedure, and keep certain records. Title IX Deputy Coordinators assist the Title IX Coordinator and may be responsible for investigating a specified population. The Sexual Assault Response Team (SART) is also available to assist those reporting sexual violence as well as the Title IX Coordinator and Deputies. SART has developed procedures for responding to persons who report they are victims of sexual assault or harassment. Any representative of SART as well as counseling staff may provide students with information regarding community assistance programs that supplement college services in areas such as personal safety, domestic violence, sexual assault, etc. Also, educational programs and materials are made available to assist students in managing personal safety and sexual assault prevention. For more information, contact Student Services and/or Campus Enforcement.

SEXUAL HARASSMENT AND VIOLENCE

Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination and is prohibited by Title IX Education Amendments of 1972, 2001, and 2010. Sexual harassment is unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a person can deny or limit, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program (2001 OCR Guidance). "Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, include rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX" (April 4, 2011 Dear Colleague Letter).

EMERGENCY INFORMATION

TITLE IX

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs and activities that receive federal financial assistance. The Title IX regulation describes the conduct that violates Title IX. Examples of the types of discrimination that are covered under Title IX include sexual harassment, sexual violence, and discrimination based on pregnancy. To enforce Title IX, the U.S. Department of Education maintains an Office for Civil Rights, with headquarters in Washington, DC and 12 offices across the United States.

Reports of sexual violence at Isothermal Community College will be handled by the Sexual Assault Response Team, consisting of the Title IX Coordinator, Deputy Coordinators, representatives for the Campus Enforcement, and counseling departments as appropriate. These people are the primary resources for the student, employee, or community member. An incident report will be filed by one of the members of the team. This incident will be included in the Annual Crime Report and disclosed in compliance with federal guidelines. The complainant will be informed of his or her option to notify law enforcement to pursue criminal charges. Campus authorities and/or other appropriate agencies may assist in this process. The Title IX Coordinator and Deputy Coordinators may take action from a campus judicial standpoint if the respondent is a current student, and the complainant is willing to file a formal complaint. However, whether or not the complainant files a formal complaint, an investigation and intermittent measures may be pursued to enable the complainant to have equal access to his or her educational program. Campus Enforcement will then be notified, and actions to increase safety on campus may be taken.

At Isothermal Community College, personnel have been designated as Title IX Coordinators. Any concerns or complaints regarding Title IX should be directed to one of the designated coordinators including:

Contact	Population Served	Contact Information
Amy Harper , Title IX Coordinator	Employees, Community Members, and Coordinators all Title IX Issues	828-395-1294 aharper@isothermal.edu
Sandra Lackner , Title IX Deputy Coordinator	Curriculum Students	828-395-1429 slackner@isothermal.edu
Donna Hood , Title IX Deputy Coordinator	Continuing Education Students	828-395-1404 dhood@isothermal.edu
Jeremiah McCluney , Title IX Deputy Coordinator	REaCH Students	828-395-4164 jmcclun@rcsnc.org

Confidential reporting may be made to designated counselors in the Advising and Success Center located in the Student Center. Call (828) 395-1732 or (828) 395-1660 to speak with a counselor.

EMERGENCY INFORMATION

Helpful Resources

Path Shelter

Rutherford County
(828) 245-8595

NC SAVAN: North Carolina Statewide Automated

Victim Assistance and Notification
877- NC SAVAN, (877) 627-2826

Steps to Hope Shelter

Polk County
(828) 894-2340

National Sexual Assault Hotline

<https://ohl.rainn.org/online/>
(800) 656-HOPE, (800) 656-4673

North Carolina Coalition Against Sexual Assault

<http://www.nccasa.org/>

WEAPONS ON CAMPUS

For information regarding current laws relating to weapons on campus, contact Campus Enforcement at (828) 289-5850. Weapons used in class or as part of a ceremony are permitted with prior approval of the appropriate academic dean.

APPENDICES

Appendix A

Student Rights, Responsibilities,
and Judicial Procedures

Appendix B

Student Records Policy

Appendix C

Tuition Refund Procedures

Appendix D

Crime Awareness and
Statistical Report

Appendix E

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Questionnaire

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Registration/Advising Form
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Appendix I

Drug and Alcohol Policy

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and Procedures

Appendix L

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Appendix M

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Intellectual Property Rights Policy



Appendix A

STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCEDURES

(Board approved policy: 601-02-00BP)

I. PRINCIPLES

Isothermal Community College exists to improve life through learning. Free inquiry and free expression are essential to the attainment of this goal. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline may be initiated when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

II. STUDENT RIGHTS

1. Constitutional Rights- All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.
2. Freedom of Speech and Assembly- 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.
3. Student Representation in Governance- 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.
4. Privacy-The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records and this Act will be adhered to by the college. (See Appendix B: Student Records Policy)
5. Due Process-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. (See Section V: Disciplinary Procedures)

III. STUDENT CODE OF CONDUCT

Isothermal Community College reserves the right to maintain a safe and orderly educational environment for students, faculty, and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the learning environment (to include physical campus and facilities, online, web-based or remote locations) appropriate disciplinary action will be taken. The purpose of this code is not to restrict student rights but to protect the rights of all individuals in the academic community.

Students in certain programs may be expected to follow additional guidelines. Examples include (but are not limited to) Basic Law Enforcement Training Standards, guidelines associated with health sciences programs, and policies associated with Rutherford County Schools (e.g., REaCH) or Polk County Schools. The Students enrolled in adult basic education (ABE), adult high school (AHS), English as a second language (ESL), or high school equivalency preparation are also expected to follow both the *Basic Skills Code of Conduct* and the *Student Code of Conduct*.

CODE OF CONDUCT RULES AND REGULATIONS

The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violations of one or more of the following regulations may result in one of the sanctions described in Section VI.

Infringement of the rights of others is defined to include, but not limited to, the following:

- A. Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
- B. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material. This includes inappropriate public displays of affection, obscene language, gestures, etc.
- C. Mental or physical abuse or assault of any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred, racial prejudice, or discrimination. (Refer to Communicable Disease Policy 601-02-06BP) This includes, but is not limited to, acts of intimidation, harassment, discrimination, or acts intended to threaten the safety of others.
- D. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment. (Refer to Sexual Harassment Policy 601-02-05BP)
- E. Forcible or non-forcible sex offenses including rape and acquaintance rape. (Students should be aware that minors are present on campus, and they should be cognizant of applicable laws related to age of consent, etc.)
- F. Direct threat - Students who are a direct threat to themselves or others while on the campus or engaged in college activities.
- G. Any other violation of local, state or federal law while on the College campus or participating in an off-campus College activity that infringes on the rights of other members of the College community.

Other unlawful or disruptive acts which call for discipline include, but are not limited to:

- A. Intentional obstruction or disruption of teaching, research, administration, or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises. This includes any inappropriate behavior that interferes with the peace and order of the college.
- B. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- C. Participating in or conducting an assembly or demonstrating or gathering in a manner which threatens or causes injury to person or property, interferes with ingress or egress of college facilities; or is harmful, obstructive or disruptive to the educational process or institutional functions of the college; or remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.
- D. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or supervised functions off campus or in college-owned vehicles. Possession, use, distribution, or manufacture of any illegal drugs or drug paraphernalia, including prescription drugs in which the user does not possess a legally obtained prescription, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions. (Refer to Drug and Alcohol Policy 601-02-01BP)
- E. Possession or use of firearm, incendiary device or explosive, except in connection with the college-approved activity. This also includes unauthorized use of any instrument or weapon designed to inflict serious bodily injury to any person. (Refer to Weapons on Campus Policy 902-02-00)
- F. 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.
- G. Gambling.
- H. The use of tobacco products in the buildings on the campuses of Isothermal Community College is prohibited. Smoking is prohibited within 25 feet of all building entrances. (Refer to Policy 802-02-01BP)

- I. Violation of college regulations regarding the operation and parking of motor vehicles. (See Parking – Student Handbook)
- J. Forgery, alteration, or misuse of college documents, records or instruments of identification with intent to deceive, or the presentation of false information to the college with the intent to deceive.
- K. Failure to comply with the instructions of college officials acting in performance of their duties.
- L. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
- M. Fiscal irresponsibility such as the failure to pay college-levied fines, failure to repay college-funded loans or the passing of worthless checks to college officials.
- N. Violation of a local, state or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.
- O. Revocation of sponsorship for students in Basic Law Enforcement Training
- P. Unauthorized solicitation
- Q. Violation of the College's Computer Resources, Internet, and Network Use Policy.
- R. Any other violation of local, state or federal law while on the College campus or participating in an off-campus College activity that disrupts College activities.

Note: Students are encouraged to report any concerns or information regarding violations of law or College policy or other behavior perceived to be a threat to the community

IV. JURISDICTION

In the following regulations and procedures, the Dean of Continuing Education will review and enforce all policies and regulations for continuing education students, adult basic education (ABE), adult high school (AHS), English as a second language (ESL), and (GED) students. All other student regulations and procedures will be referred to the Dean of Students. Campus Deputies or other duly constituted authorities may enforce all laws and regulations as part of their sworn duty independent of college disciplinary action. In certain program areas, code of conduct responsibilities may be enforced by other officials as appropriate.

V. CODE OF CONDUCT DISCIPLINARY PROCEDURES

A. Immediate Suspension

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct the student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in removal from class. If the student(s) fails to cease and desist, the instructor or administrative officer may temporarily remove the student from the class until a resolution of the matter can be made.

The instructor or administrative officer invoking such suspension shall notify the Dean of Student Services/Dean of Continuing Education in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two days following the incident.

Upon reasonable belief that a student's continued presence on campus presents a danger to the community, the Dean of Student Services/Dean of Continuing Education may immediately suspend the student during the course of disciplinary procedures. At any time, the Dean of Student Service/Dean of Continuing Education immediately suspends a student because of a belief that the student's presence on campus constitutes a threat to others, the Dean may initiate an assessment of the situation and/or student by the college Threat Assessment Group.

The Dean of Student Services/Dean of Continuing Education shall resolve the matter in a timely fashion utilizing the steps outlined below in Section B.

- B. Formal charges that do not require immediate suspension
In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:
1. Charges:
 2. Any administrative official, faculty member, or student may file charges with the Dean of Student Services/Dean of Continuing Education against any student or student organization for violations of college regulations. The individual(s) making the charge must complete a charge form (available from the office of the Dean of Student Services/Continuing Education), stating:
 - a. name of the student(s) and/or organization involved,
 - b. the alleged violation of the specific code of conduct,
 - c. the time, place, and date of the incident,
 - d. names of person(s) directly involved or witnesses to the infractions,
 - e. any action taken that related to the matter, and
 - f. desired solution(s)

The completed charge form should be forwarded directly to the Dean of Student Services Dean of Continuing Education.

2. CODE OF CONDUCT DUE PROCESS AVENUES OF ACTION

Steps	Violations of Student code	Guidelines for response or action
1	Charge: A charge form shall be forwarded to Dean of Students or Dean of Continuing Education	2 working days
2	Investigation: The Dean or designee shall complete a preliminary investigation of the charge and shall discuss the charge and investigation with the student. Actions: After seeking and documenting information from the student the Dean may take the following actions: a. Drop the charges b. Impose a sanction consistent with those shown in Section VI. c. Refer the student to another college office or community agency for services	10 working days (If necessary, time may be extended by the Vice President of Academic and Student Services and Institutional Assessment)
3	Notification: The decision of the Dean of Student Services/Dean of Continuing Education shall be presented to the student in writing following the meeting with the student. In instances where the student cannot be reached for a discussion or where the student refuses to cooperate, the Dean of Student Services/Dean of Continuing Education shall send a certified letter to the student's last known address with a list of the charges, the Dean's decision, and instructions governing the appeal process (Section VII).	5 working days

VI. CODE OF CONDUCT SANCTIONS

- A. Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- B. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two(2) important implications: the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if he/she errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters.
- C. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community or require specified activities such as participation in a drug education or counseling program. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college of student organization, publication,

- or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate SUSPENSION.
- D. Restitution: Paying for damaging, misusing, destroying or losing property belonging to the college, college personnel, or students.
 - E. Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
 - F. Withholding transcript, diploma, or right to register: Imposed when financial obligations are not met.
 - G. Suspension: Exclusion from class (es), and/or all other privileges or activities of the college for a period of time specified by the appropriate dean. After the specified time has elapsed, the student may request that the suspension be lifted. The student should submit a written request addressing how s/he has or intends to alter conduct that contributed to the suspension and his /her reason for desiring to return to campus. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the Dean of Student Services/Dean of Continuing Education before returning to campus.
 - H. Expulsion: Dismissing a student from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the college only with the approval of the President. Students who wish to be readmitted after the expulsion should submit a written request addressing how s/her has or intends to alter conduct that contributed to the expulsion and his/her reason for desiring to return to campus.
 - I. Group Probation: This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
 - J. Group Restriction: Removing college recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester). While under restriction the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.
 - K. Group Charter Revocation: Removal of college recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the President.
 - L. Referral to local authorities for prosecution
 - M. Presence on campus prohibited or Trespass Order (For more information see Appendix M.)
 - N. Removal from Basic Law Enforcement Program due to loss of sponsorship
 - O. Denial of access to the College's computer resources, Internet, and networks
 - P. Other directive imposed in conjunction with any of the above sanctions as deemed necessary by the Dean of Student Services/Dean of Continuing Education.

In situations regarding student organizations, the Dean of Student Services/Dean of Continuing Education, in his or her discretion, may administer disciplinary action against the organization as well as individual members.

Disclosure:

- A. Students should be aware that code of conduct violations and related sanctions may be disclosed to outside parties with the written consent of the student. Examples of parties who may require this information are future employers and educational institutions.
- B. On an annual basis, the Dean of Students/Dean of Continuing Education will review code of conduct violations based upon factors such as severity and length of time since sanctions were imposed. This deliberative process will involve the appropriate vice president and may result in an update of student conduct records.
- C. Isothermal Community College must, upon written request, disclose to the alleged victim of any crime of violence or a nonforcible sex offense, the results of any disciplinary proceeding conducted by the college against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

VII. CODE OF CONDUCT APPEALS PROCEDURE

A student who disagrees with the decision of the Dean of Student Services/Dean of Continuing Education may request a hearing before the Disciplinary Review Committee.

Steps	Appeals Procedure	Guidelines for response or action
1	After being notified of disciplinary action for violations of the Student Code of Conduct a student may request a hearing before the Disciplinary Review Committee. The request must be made in writing.	3 working days after notification of disciplinary sanction
2.	The Review Committee must convene. The Dean shall submit to the committee a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Dean's investigation	15 working days of the receipt of a request for a hearing
3	The Dean of Student Services/Dean of Continuing Education shall send a letter to the student's last known address. The letter shall include the following information: a. A restatement of the charges. b. The time and place of the hearing. c. A statement of the student's basic procedural rights. d. The hearing will take place as scheduled unless a written and reasonable request to change the date and time is received by the student and subsequently approved by the committee chair.	5 days prior to the date set for the hearing On written request of the student and approval by the appropriate college administrator, the hearing may be held prior to the expiration of the 5 day notification period, if the Dean of Student Services/Dean of Continuing Education concurs with this change.
4.	Upon completion of the hearing, the Committee shall convene in private to render a decision. The Committee may uphold, overturn or modify the Dean's original decision.	
5	The Dean of Student/Dean of Continuing Education shall send a letter to the student's last known address providing the student with the decision.	2 working days after a decision by the Committee.
6	A student who refuses to accept the findings of the Committee may appeal in writing to the President.	5 working days after the Dean mails the letter
7	The President shall have the authority to: 1. Review the findings of the proceedings of the Committee. 2. Hear from the student, the Dean of Student Services/Dean of Continuing Education and the members of the Committee before ruling on an appeal 3. Approve, modify, or overturn the decision of the Committee. 4. The President's decision is final.	The President shall inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

*Under extenuating circumstances, e.g., safety or health concerns, the President has the authority to modify procedures accordingly.

- A. Disciplinary Review Committee. In the event of a student appeal, the Disciplinary Review Committee shall be composed of the following:
1. Four members appointed by the President who may include faculty as well as staff, and/or students.
 2. One administrator appointed by the President to serve as committee chairperson and who may vote either to make or break a tie.
 3. At least two committee members appointed by the President plus the chairperson must be present in order for the committee to conduct business.

In cases involving sensitive matters, such as sexual assault or harassment, the President may exclude student members from the Disciplinary Review Committee to maintain the confidentiality of the parties involved.

If a charged student fails to appear for a disciplinary review hearing, the hearing will proceed as planned and committee members will deliberate and reach a decision based on available information and the testimony of any witnesses who appear.

- B. Basic procedural rights of students include the following:
1. The right to counsel at the student's expense.
 2. The role of counsel is to advise the student. That counsel does not address the Committee or question witnesses.
 3. The right to produce witnesses on one's behalf relevant to the charge.
 4. The right to present evidence.
 5. The right to know the identity of the person(s) bringing the charge(s).
 6. The right to hear witnesses testimony if presented at the hearing and/or review witness statements.
 7. The right to testify or to refuse to testify without such refusal being detrimental to the student.

8. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing, stating the reason for the appeal, and it must be made within 5 working days after the dean mails the letter containing the Committee's decision.
- C. Conduct of the Committee Hearings
1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - a) The student.
 - b) Attorneys representing parties to the hearing.
 - i. Student must notify the College at least two days in advance of the hearing if they are bringing counsel and provide the name of the attorney or firm.
 - ii. The attorney may only be present during the proceedings when the student is present.
 - c) Witnesses who shall:
 - i. Give testimony singularly and in the absence of other witnesses.
 - ii. Leave the committee meeting room immediately upon completion of the testimony.
 - iii. Provide only testimony that is relevant to the charge.
 - d) The hearing will be recorded. Recordings will become the property of the College, and access to them will be determined by the Chairperson of the Committee and the Dean of Student Services/Dean of Continuing Education. All recordings or transcripts will be filed in the office of the Dean of Student Services/Dean of Continuing Education.
 - e) The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
 - f) The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
 - g) Upon completion of the hearing, the Committee shall convene in private to render a decision. The Committee may uphold, overturn or modify the Dean's original decision. Decisions of the Committee shall be made by majority vote.
 - h) The charged student will be notified of the outcome of the disciplinary hearing by a letter to the last known address. The student is responsible for providing the College with a correct address.

VIII. ACADEMIC CODE OF CONDUCT AND APPEALS

A. ACADEMIC MISCONDUCT:

All forms of academic misconduct including, but not limited to, cheating, plagiarism, collusion, and falsification of information may result in sanctions. Alleged violations will be handled according to the procedures described in this section.

Definitions:

1. Cheating is defined to include the following:
 - a) Using materials or equipment to complete an assignment or a test not authorized by the administrator of the assignment or test.
 - b) Collaborating with any other person on an assignment or a test without permission from the instructor.
 - c) Knowingly obtaining, using, buying, selling, transporting, sharing, or soliciting in whole or in part the contents of an assignment or a test prior to its administration.
 - d) Substituting for another student or permitting any other person to substitute for oneself.
 - e) Falsifying information in order to be granted additional time to submit assignments.
 - f) Cooperating or aiding in any of the above.
 2. "Plagiarism" is defined as the appropriation of another person's work, language, thoughts, ideas or expressions, and representing it as one's own work.
 3. "Collusion" is defined as knowingly assisting another person in an act of academic misconduct.
 4. Falsification is defined as altering or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
- B. Disciplinary Procedures and Documentation of Violations
- Academic misconduct threatens the academic integrity and disrupts the function and good order of the College. An instructor or administrator may direct the student(s) involved in academic misconduct to cease and desist such conduct and/or may advise them that appropriate sanctions are warranted. However, if the instructor or administrator should

determine that the misconduct was unintentional and that the student would benefit from instruction regarding academic integrity, the instructor or administrator may forego sanctions and conduct or arrange for appropriate instruction. The instructor or administrator shall notify the appropriate Dean/Director of the individual(s) involved, the nature of the infraction and the action taken by submitting an academic misconduct incident report form as soon as possible but no more than two days following the sanction or instruction.

C. Sanctions Imposed by Instructor

An act of academic misconduct may result in a written or verbal warning, a failing grade on the assignment, and/or a failing grade for the course. (In accordance with guidelines for certain programs, academic misconduct may result in removal from the program.)

D. Appeals Procedure

A student, after conferring with the instructor concerned, may present in writing to the appropriate instructional Dean/Director an appeal of a decision concerning academic misconduct. Academic misconduct appeals should be made within five (5) business days of the sanction. The Dean/Director will review the decision and respond to the student in a timely manner. The student may appeal the decision of the Dean/Director to the Vice President of Academic and Student Services. The decision of the Vice President of Academic and Student Services and Institutional Assessment is final in all cases involving academic misconduct.

E. Grade Appeals

A part of faculty responsibility at the College is the assignment of student grades according to methods which are professionally acceptable, communicated to everyone in the class, and applied to all students equally.

A student who has a disagreement with an instructor's professional judgment in grading should attempt to resolve the matter through discussion with the instructor who issued the grade. The College believes that the preservation of the institution's academic integrity requires that the College ordinarily refrain from review of or participation in an instructor's evaluation of student performance in cases where the instructor is using his or her professional judgment.

However, the College acknowledges that on occasion circumstances may arise in which a student should have the opportunity to appeal a grade. In these circumstances, the student should first discuss the concerns with the instructor. If desired, the student may further appeal to the Dean of the Academic Department. Appeals to the Dean must be submitted in writing within the first four weeks of the succeeding semester. If the student determines that an appeal of the Dean's decision is warranted the student may further appeal to the Vice President of Academic and Student Services and Institutional Assessment. The decision of the Vice President is final in all cases involving grade appeals.

The following examples are provided to clarify when a grade appeal is warranted. These examples are not intended to include all instances which may or may not warrant an appeal.

Examples that do merit a grade appeal:

- The instructor miscalculated a grade.
- The instructor has violated the grading policies outlined in the syllabus without reasonable cause or explanation.
- The instructor has not provided a reasonable explanation of how the student's work was evaluated.

Examples that do not merit a grade appeal:

- The instructor's grading policies differ from other instructors in the Department or College.
- The instructor's attendance policy differs from other instructors in the Department or College.
- The instructor's Late Work policy differs from other instructors in the Department or the College.
- The grade distribution in the class in question is lower than in other sections of the same course.
- The grade in the course is significantly lower than grades the student earned in similar courses.
- The grade in question will trigger Probation, Suspension, or loss of Financial Aid.
- The grade is the result of enforcement of College and/or instructor's Academic Integrity policies.

Appendix B

STUDENT RECORDS POLICY

(Administrative approved policy: 601-02-07AP)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An eligible student under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) FERPA also provides parents with certain rights with respect to their child's K-12 education records. However, once a student reaches the age of 18 or enters college, the rights previously held by the parent transfer exclusively to the student. Isothermal Community College students are notified annually of their rights under this law through the Student Handbook, which is available across campus in print and on the college website. (Further information regarding the policy and procedures used to enforce it are available in Student Services.) These rights include:

1. A student has the right to inspect and review the student's education records within 45 days after the day the College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar or designee 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 Records Office, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. A student has the right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. A student has the right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or complaint review committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College also may disclose education records, including disciplinary records, without consent to officials of another school in which a student seeks or intends to enroll. FERPA does not require that the College notify a student when records are disclosed to institutions where the student seeks or intends to enroll, and the College reserves the right to disclose these records without consent or notification.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from student education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. The College may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within the College whom the College has determined to have legitimate educational interests. This includes contractors, early college officials, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. §99.31(a)(1)
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, such as high school personnel, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. §99.31(a)(2)
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. §99.31(a)(3) and 99.35
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. §99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the College has designated as directory information under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

At its discretion, the College may disclose directory information in accordance with the provisions of FERPA to include: student name; major field of study; dates of attendance; degrees, honors, and awards received; college email address; photograph; participation in officially recognized activities; enrollment status; and previous schools attended.

STUDENT RECORDS DEFINITIONS & PROCEDURES

Family Educational Rights and Privacy Act

To fulfill the basic requirements for compliance with the Act, Isothermal Community College will safeguard disclosure of personally identifiable information about students, provide opportunity for challenge of the contents of education records, and maintain adequate records of requests and disclosures as detailed in this section. The College also has the responsibility for maintaining student records in accordance with existing state laws, college policy, the U.S. Patriot Act, and the Solomon Amendment. The retention and disposition of records is governed by the Public Records and Disposition Schedule published by the North Carolina Community College System.

An understanding of key terms is essential to the interpretation of the Act and the final regulations for its implementation. Some definitions which carry substantive meaning for understanding the Act are listed here. Also, it is important for students to understand procedures associated with their records and the disclosure of their records.

A. DEFINITION OF TERMS

Act: means the General Education Provisions Act. Title IV of Public Law 90-247, as amended.

Attendance: includes but is not limited to (a) attendance-in person or by correspondence study (program) and (b) the period during which a person is working under a work-study (cooperative) program.

Dates of Attendance: The term means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester, or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

Directory Information: Includes informational items that the College may disclose without student approval or consent. Directory information may include the following student information: student's name, major fields of study, participation in officially recognized activities and sports, enrollment status, dates of attendance, degrees, honors, and awards received, college email address, photograph, and/or other similar information as allowed by FERPA.

Disclosure: is defined as permitting access to or the release, transfer, or other communication of education records of the student or the personally identifiable information contained therein, orally, in writing, by electronic means, or previous schools attended.

Educational Institution: means any public or private agency or institution which receives funds from any Federal program under the administrative responsibility of the Secretary of Education. The term refers to the institution as a whole, including all of its components.

Education Records: means those records which are (1) directly related to a student and (2) maintained by the institution or by a party acting for the institution. Exceptions to "education records" include, but are not limited to:

- a) sole possession records of the maker,
- b) records created and maintained by a law enforcement unit for a law enforcement purpose,
- c) employment records (unless contingent on attendance, e.g., work study),
- d) medical records made and maintained in the course of treatment and disclosed only to those individuals providing treatment, and
- e) records that only contain information about a student after he or she is no longer a student at that institution (e.g., alumni records).

Eligible Student: means any individual who is 18 years of age or older or has been in attendance at a post-secondary institution.

Financial Aid: means a payment of funds to an individual (or a payment in kind of tangible or intangible property to the individual) which is conditioned on the individual's attendance at an educational agency or institution.

Institution of Post-secondary Education: means an institution which provides education to students beyond the secondary school level; "secondary school level" means the educational level (not beyond grade 12) at which secondary education is provided.

Legitimate Educational Interest: means the demonstrated need to know by those officials of an institution who act in the student's educational interest, including faculty, administration, clerical and professional employees and other persons who manage student record information.

Parent: includes a parent, a guardian, or an individual acting as a student's parent in the absence of a parent or a guardian.

Party: means an individual, agency, institution, or organization.

Personally Identifiable: means data or information which includes (1) the name(s) of the student, the student's parent, or other family members; (2) the address of the student or student's family; (3) a personal identifier (such as a social security number or student number); or (4) an indirect identifier (date and place of birth, mother's maiden name); (5) information that alone or in combination that is linked or linkable to a specific student that would allow a reasonable person (with or without personal knowledge of the circumstances) to identify the student.

Record: means any information maintained in any way, including, but not limited to: handwriting, print, video or audio tape, film, microfilm, microfiche, and computer media.

School Officials: are those members of an institution who act in the student's educational interest within the limitations of their need to know, which may include faculty, administration, clerical, and professional employees and other persons who manage student record information.

Student: includes any individual with respect to whom an educational institution maintains education records. The term does not include an individual who has not been in attendance at the institution.

B. PROCEDURES

DISCLOSURE OF EDUCATION RECORD INFORMATION

1. The College shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must:
 - a. specify the records to be released,
 - b. state the purpose of the disclosure,
 - c. identify the party or class of parties to whom disclosure may be made, and
 - d. be signed and dated by the student.

A student academic record includes courses taken; grades; hours attempted; hours earned; quality points; quality point averages; courses and credits transferred (if applicable); academic standing; and degrees, diplomas, and/or certificates earned. Transcripts of official academic records may be released or obtained by the student upon written request to the Records Office in Student Services. An official transcript will not be released unless all tuition, fees, and other obligations due to the College have been satisfied. When a student requests access to education records for their own use, the student may be asked to authenticate their identity.

2. The College may disclose education records or components thereof without written consent of students to parties indicated in the Student Records Policy.
3. The College may release at its discretion without written consent those records identified as public or Directory Information for students who are currently enrolled, provided the following conditions are met prior to disclosure:
 - a. that the institution inform the students of categories designated as public or Directory Information,
 - b. that students be given opportunity to refuse disclosure of any or all categories, and
 - c. that the students be given a reasonable period of time to request nondisclosure of Director Information in writing.

A student may withhold directory information by notifying the Records Office in writing within two weeks after the first day of class for any semester. A student request to opt-out of directory information disclosure is perpetual unless the student rescinds the opt-out request in a written request to the Records Office. A request to opt-out of directory information disclosure may not prevent the College from disclosing or requiring the student to disclose the student's name, identifier, or college email address in a class in which the student is enrolled. FERPA does not give students a right to complete anonymity in class. Also, students have responsibility for managing the privacy of their personal information. This includes (but is not limited to):

- 1) privacy settings, 2) usernames, and 3) passwords.

4. Institutions may release without written consent those items identified as public or Directory Information on any student not currently enrolled.
5. Under the U.S. Patriot Act, and FERPA, the U.S. Attorney General may apply for an ex parte court order permitting the Attorney General to assess education records without eligible student consent or notice for investigations or prosecution of an act of domestic or international terrorism.

Disciplinary Records

While student disciplinary records are protected as education records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without the student's consent in compliance with FERPA and the Clery Act. Also, FERPA permits college officials to disclose any and all education records, including disciplinary records, to another institution at which the student seeks or intends to enroll.

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires postsecondary institutions to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data be collected, reported, and disseminated to the campus community and to the Department of Education annually. The Clery Act is intended to provide students and their families with accurate, complete, and timely information about safety of campuses so that they can make informed decisions. Such disclosures are permitted under FERPA.

Campus Enforcement

Investigative reports (including records created by surveillance cameras) and other records created and maintained by law enforcement units are not considered education records subject to FERPA. Accordingly, the college may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without student consent.

The College may, at its discretion, inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance. Campus Enforcement is the College's designated law enforcement unit.

C. CHALLENGE OF THE CONTENTS OF EDUCATION RECORDS

1. The College provides students with an opportunity to challenge the contents of their education records which the students consider to be inaccurate, misleading, or other rights.
2. Officials who receive challenge requests must decide within a reasonable period of time whether or not corrective action consistent with the students' request will be taken. Students must be notified of the decisions. If the decisions are in agreement with the students' requests, the appropriate records must be amended.
3. Students who are not provided full relief sought by their challenges will be informed by the appropriate official of their rights to a formal hearing on the matter.
4. Student requests for a formal hearing must be in writing. Within a reasonable period time after receiving the requests, the appropriate official (Dean of Students) must inform students of the date, place, and time of the hearings.
5. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. Students may be assisted or represented at the hearing by one or more persons of their choice, including an attorney at such students' expense.
6. Hearing may be conducted by any party, including an official of the institution, provided such person does not have a direct interest in the outcome of the hearing.
7. Decisions of the Colleges will be final, will be based solely on the evidence presented at the hearings and will consist of written statements summarizing the evidence and stating the reasons for the decisions which will be delivered to all parties concerned.
 - a. Institutions will correct or amend any education record in accordance with the decision of the hearing panel if the decision is in favor of the student.
 - b. Should the decision be unsatisfactory to the student, the appropriate official (Dean of Students) must inform the student that:
 - (1) the student has the opportunity to place with the education record a statement commenting on the information in the record, or a statement setting forth any reason for disagreeing with the decision of the hearing panel.
 - (2) the statement placed in the education record by the student will be maintained as part of the record for so long as the record is held by the institution.
 - (3) this record, when disclosed to an authorized party must include the statement filed by the student.
8. Rights of the challenge cannot be used to question substantive educational judgments which are correctly recorded. These rights of challenge are not intended to allow students to contest, for example, a grade in a course because it is felt a higher grade should have been assigned.

D. RECORDS OF REQUESTS AND DISCLOSURES

The College is required to maintain a log of each request for access to and each disclosure from an education record. The records of disclosures and requests for disclosures are considered a part of students' education records; therefore, they must be retained as long as the education records to which they refer are retained by the institutions.

This log must:

- a. be maintained as long as record is maintained
- b. include the parties who have requested or received information from education records
- c. include the legitimate interest parties had in receiving information
- d. include the names of federal, state, or local agencies/officials that have requested and received the student's records and who may make further disclosures without first obtaining consent.

Records of requests and disclosures need not be maintained for:

- a. those requests made by students for their own use
- b. those disclosures made in response to written requests from students.
- c. those made by school officials for a legitimate educational purpose.
- d. those specified as Directory Information.
- e. those made by a party with a law enforcement subpoena or court order which specifies that the existence or contents of the subpoena or court order not be disclosed
- f. ex parte orders obtained by the U.S. Attorney for disclosures under the U.S. Patriot Act exception

For further information about FERPA, contact:

Family Policy Compliance Office - U.S. Department of Education
400 Maryland Ave, SW, Washington, DC 20202

Additional information is available at <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Appendix C

TUITION REFUND PROCEDURES

A refund shall not be made **except** under the following circumstances:

- (1) (a) A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the course in which the student is officially registered is cancelled due to insufficient enrollment.
- (b) 75 percent refund shall be made if the student officially withdraws from the course(es) prior to or on the official 10 percent point of the semester.
- (c) For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws from the course prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the course prior to or on the ten(10) percent point of the course.
- (2) To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in the Rule.
- (3) Where a student having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to estate of the deceased.
- (4) Tuition refunds will not be issued until after the 10% date. The Tuition Refund Policy is governed by the State of North Carolina. See 1ESBCCC 900.98.

MILITARY TUITION REFUND PROCEDURES

- (a) Upon request of the student, each college shall:
 - (1) Grant a full refund of tuition and registration fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and
 - (2) Buy back textbooks through the colleges' bookstore operations to the extent allowable under the college's buy back procedures.
- (b) Colleges shall use distance learning technologies and other educational methodologies, to the extent possible as determined by the college, to help active duty military students, under the guidance of faculty and administrative staff, complete their course requirements. See IE SBCCC 900.4.

Appendix D

CRIME AWARENESS AND STATISTICAL REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and VAWA's SaVE Act provision requires colleges across the United States to disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus, and at certain non-campus facilities. Primary reporting locations for Isothermal Community College are the Rutherford Campus, Rutherfordton Learning Center, and the Polk County Center. The crime awareness statistical report may be found on the college website at www.isothermal.edu by using the search box to find information regarding campus safety and crime awareness and the Human Resource Office located in the Administration Building.

The Safety Coordinator maintains a crime log that records, by date reported, all campus crimes reported to the Safety Coordinator. The crime log is available to the public during business hours. TO contact the Safety Coordinator, call 828-395-4192.

In compliance with federal guidelines, all reports indicating a crime must be forwarded to the Safety Coordinator. The designated Campus Security Survey Administrator (CSSA) for the College is Cindy Moore. For information regarding campus crime reporting, contact Campus Enforcement at (828) 289-5850. Information regarding types of reportable crimes and definitions are available under the topic of Campus Safety on the college website at www.isothermal.edu. The College uses the Federal Bureau of Investigation's crime definitions.

Appendix E

DISTANCE EDUCATION QUESTIONNAIRE

Are you new to distance learning? Curious about what to expect from an online course?

Then read these...**Tips for Successful Online Learning**

Reprinted by permission of University of Wisconsin-Stevens Point

In general, online learners should strive to possess the following qualities:

1. **Be open-minded about sharing life, work, and educational experiences as part of the learning process.** Introverts as well as extroverts find that online learning requires them to utilize their experiences. This forum for communication eliminates the visual barriers that hinder some individuals in expressing themselves. In addition, the learner is given time to reflect on the information before responding.
2. **Be able to communicate through writing.** In the virtual classroom, nearly all communication is written, so it is critical that learners feel comfortable in expressing themselves in writing.
3. **Be self-motivated and self-disciplined.** With the freedom and flexibility of the online environment comes responsibility. The online process takes a real commitment and discipline to keep up with the flow of the process.
4. **Be willing to “speak up” if problems arise.** Many of the non-verbal communication mechanisms that instructors use in determining whether learners are having problems (confusion, frustration, boredom, absence, etc.) are not possible in the online paradigm. If a learner is experiencing difficulty on any level (either with the technology or with the course content), she/he must communicate this immediately. Otherwise the instructor will never know what is wrong.
5. **Be willing and able to commit to five(5) to ten(10) hours per week per course.** Online is not easier than the traditional educational process. In fact, many learners say it requires much more time and commitment.
6. **Be able to meet the minimum requirements for the program.** The requirements for online are no less than that of any other quality educational program. The successful learner will view online as a convenient way to receive their education, not an easier way.
7. **Accept critical thinking and decision making as part of the learning process.** The learning process requires the learner to make decisions based on facts as well as experience. Assimilating information and executing the right decisions requires critical thought.
8. **Have access to a computer and a modem.** The communication medium is a computer, phone line, and modem; the learner must have access to the necessary equipment.
9. **Be able to think ideas through before responding.** Meaningful and quality input into the virtual classroom is an essential part of the learning process. Time is given in the process to allow for the careful consideration of responses. The testing and challenging of ideas is encouraged; you will not always be right, just be prepared to accept a challenge.
10. **Feel that high quality learning can take place without going to a traditional classroom.** If the learner feels that a traditional classroom is a prerequisite to learning, she/he may be more comfortable in the traditional classroom. Online learning is not necessarily for everybody. An online learner should expect to:
 - Participate in the virtual classroom three(3)-five(5) days a week
 - Respond to classmates' ideas and questions
 - Be able to use the technology properly
 - Be able to complete assignments on time
 - Enjoy communicating in writingThe online learning process is normally accelerated and requires commitment on the learner's part. Staying up with the class and completing all work on time is vital. Once a learner gets behind, it is very difficult to catch up. Basically, the learner needs to want to be there, and needs to want the experience.
11. **Participate!** Contribute your ideas, perspective, and comments on the subject you are studying, and read about those of your classmates. Your instructor is not the only source of information in your course--you can gain great insight from your peers and they can learn from you as well.
12. **Take the program and yourself seriously.** Elicit the support of your colleagues, family, and friends before you start out on your online adventure. This built-in support system will help you tremendously since there will be times when you will have to sit at your computer for hours at a stretch in the evenings and on weekends. When most people are through with work and want to relax is most likely when you will be bearing down on your course work. It helps to surround yourself with people who understand and respect what you are trying to do.

13. **Make sure you have a private space where you can study.** This will help lend importance to what you are doing as well. Your own space where you can shut the door, leave papers laying around, and work in peace is necessary. If you try to share study space with the dining room or bedroom, food or sleep might take priority over studying.
14. **Become a true advocate of distance learning.** Discuss the merits of the process with whoever will listen. In order to be successful in this new educational environment, you must truly believe in its potential to provide quality education which is equal to, if not better than, the traditional face-to-face environment. In discussing the value of online learning, you will reinforce its merits for yourself.
15. **Log on to your course every single day....**or a minimum of three(3)-five(5) days a week. Once you get into the online system, you will be eager to see who has commented on your posting and read the feedback of your instructor and peers. You will also be curious to see who has posted something new that you can comment on. If you let too many days go by without logging on to your course discussion group, you will get behind and find it very difficult to catch up.
16. **Take advantage of your anonymity.** One of the biggest advantages of the online format is that you can pursue your studies without the judgments typical in a traditional classroom. Unless you are using video conferencing, no one can see you--there are no stereotypes and you don't have to be affected by raised eyebrows, rolled eyeballs, other students stealing your thunder, or people making other non-verbal reactions to your contributions. You don't have to feel intimidated or upstaged by classmates who can speak faster than you because you can take all of the time you need to think your ideas through and compose a response before posting your comments to your class.
17. **Be polite and respectful.** Just because you are anonymous, doesn't mean you should let yourself go. Remember, you are dealing with real people on the other end of your modem. Being polite and respectful is not only common sense, it is absolutely obligatory for a productive and supportive online environment. In a positive online environment, you will feel valued by your instructor, valued by your classmates, and your own work will have greater value as well.
18. **Apply what you learn.** If you are able to apply everything you learn as you learn it, you will remember it more readily. If it is possible, take the things you learn in your online course today and use them in your workplace tomorrow. Also, try to make connections between what you are learning and what you do or will do in your job. Contributing advice or ideas about the real-world as it applies to the subject matter you are studying helps you to internalize what you are learning. Your classmates may also say that it counts for them, as they will gain valuable insight from the experiences you share.

Technical Requirements for Online Learning

To be successful in taking online courses, students should:

Be able to perform basic computer operations such as:

- Copying, saving, moving and deleting files on your computer
- Installing new software
- Using a web browser such as Firefox, Chrome, Internet Explorer, etc.
- Using word processing software such as MS Word
- Using email for communication and to exchange files

Have access to:

- a computer with Internet connection (or be able to come to campus computer labs)
- email. Students are required to use the free student email available at Isothermal.
- required software. This will vary by course - check with your instructor. Nearly all courses will require common software such as a web browser and MS Word.
Many courses will require JAVA, Adobe Flash, and Adobe Reader which are all free downloadable software.

NOTE: While even very old computers may be able to connect to the Internet, many machines more than three(3)-four(4) years old may not be able to run required software. Check with your instructor if you think your computer may be too slow to run special software required for some courses.

Appendix F

COPYRIGHT INFRINGEMENT

LEGAL PROTECTION OF COPYRIGHTED WORKS

United States Copyright Law (Title 17 U.S. Code) provides authors of original literary, dramatic, musical, artistic, and certain other intellectual works the ability to control how their work is used by others. Section 106 of the copyright law gives the author exclusive right to:

- * reproduce the copyrighted work,
- * prepare derivative works based upon the copyrighted work,
- * distribute copies of the copyrighted work by sale or loan,
- * perform or display the copyrighted work publicly,
- * perform the copyrighted work publicly by means of a digital audio transmission.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of these exclusive rights granted to the author. Under the current law, copyright protection is automatic at the moment the work is "fixed" in a "tangible medium" - no registration or copyright notice is required. The author may transfer ownership of copyright to another party such as a publisher, or choose to grant a license (give permission) to another to exercise one or more of these rights. For more information about copyright see Copyright Basics or the U.S. Copyright Office's FAQ page at www.copyright.gov/help/faq.

PEER-TO-PEER FILE SHARING

Peer-to-peer (P2P) file sharing is a convenient way for people to share files directly between computers using an online service. Normally, for a file to be available for download it would first need to be uploaded onto a web server, a computer designed specifically to "serve" content on the Web. The file sits on the server available for download at any time to anyone who is allowed to access it. P2P networking software bypasses the need to upload a file to a web server by allowing a user to search through certain files that the other users' have on their computers and download them directly from the other users' computers. When a file is shared through P2P, the computer that the file comes from is uploading the file at the same time the computer receiving the file is downloading the file.

File sharing through a P2P network is not illegal so long as the person responsible for uploading the file has the legal right to distribute that file. However, since authors have the exclusive right to reproduce and distribute copies of their own work, sharing copyrighted music, videos, movies, articles, eBooks, or images without an author's permission is an infringement of the author's copyright.

P2P networking and file sharing carries certain risks for you and your computer. If you have P2P software installed on your computer and do not have it configured properly you could be exposing parts of your hard drive to the P2P network that you did not intend to be visible. This could result in a whole series of problems ranging from unknowingly uploading copyrighted material to having your identity stolen.

COLLEGE POLICES REGARDING COPYRIGHT AND PEER-TO-PEER FILE TRAFFICKING

The College's "Computer Resources/Internet Policy," beginning on page 40, outlines unacceptable uses of the college's computer resources, including peer-to-peer file sharing. Sanctions for violations of college policies may be found in Appendix A, "Student Rights, Responsibilities, and Judicial Procedures."

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. See 18 U.S.C. §§ 2319(b); 3571(b)(3).

For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.


LEGAL ALTERNATIVES TO ILLEGAL DOWNLOADING

The Higher Education Opportunity Act requires all colleges and universities to offer legal alternatives to unauthorized downloading. EDUCAUSE maintains a list of Legal Sources of Online Content to fulfill this purpose at www.educause.edu/legalcontent. No endorsement or evaluation of any of the linked resources, on the part of EDUCAUSE or Isothermal Community College, is intended.

More information on copyright is available at the Isothermal Community College Library's web site, <http://library.isothermal.edu/copyright/intro>

Appendix G

REGISTRATION/ADVISING FORM STUDENT WORKSHEET

Educational Planning Form		Department: _____ Priority Status: _____	1. Are you planning to graduate at the end of the 2017 Fall semester? YES NO 2. Are you planning to graduate at the end of the 2018 Spring semester? YES NO 3. Are you planning to graduate at the end of the 2018 Summer semester? YES NO
 Name _____ ID # _____ Phone _____ Major _____ Advisor _____ Term: Fall 2017 Email _____		Phone/Address Correct in Datatel (Check SPRO) Yes or No <input type="checkbox"/> STAC <input type="checkbox"/> PSPR <input type="checkbox"/> PERC _____ <input type="checkbox"/> STRK	
Class Schedule Preference (check all that apply) <input type="checkbox"/> Full Time <input type="checkbox"/> ONLINE <input type="checkbox"/> DAY <input type="checkbox"/> Anytime <input type="checkbox"/> Part Time <input type="checkbox"/> HYBRID <input type="checkbox"/> EVENING		Developmental Classes Needed: DMA: _____ DRE: _____	

	SUBJ/CRSE/SECT	TITLE	DAYS	TIME	STATUS
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
	Alternat :				
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

Payment:
 Students are required to pay for the classes by **DECEMBER 4th, 2015** unless stated otherwise. Exceptions include: Last Chance Registration and some holidays. If you receive financial aid, please check to make sure your aid is available. (Student Initial) _____

Dropping a Class:
 If you choose to drop a class, you must fill out a withdrawal form. Failure to complete the proper forms may result in a failing grade for the class. Forms can be found in Student Services and the Advising Center. (Student Initial) _____


Census Date:
 Students must attend their classes by the census date (10% date) to remain in the class. If you fail to attend classes by this date, complete the syllabus quiz or first assignment in an online class, you will not be able to complete the course. Therefore, you will not be eligible for a refund. (Student Initial) _____

Waitlists
 Waitlists are updated using an automated notification system. Permissions are given to students via their Isothermal student email accounts. Email permissions are given for a 24-hour period, and provide registration information to be used via Patriot Port. Students should also verify their profile information is correct in Patriot Port. Updates may be made in Student Services. (Student Initial) _____

Student Signature _____	Date _____	Advisor Signature _____	Date _____
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Appendix H

STUDENT REGISTRATION SCHEDULE



ISOTHERMAL
COMMUNITY COLLEGE

LOG OUT

MAIN MENU

STUDENTS MENU

HELP

CONTACT US

Schedule

Term

Fall Semester 2017

Total Registered Credits 14.00

Course Name and Title	Status	Meeting Information	Credits	CEUs	Pass Aud	Start Date
PHIL115-0101TR (65701) College Library	New	08/22/2017-12/14/2017 Classroom Hours Tuesday, Thursday 02:00PM - 03:20PM, Lab/Shop Learning Center, Room 228	3.00			08/18/17
ART-115-700N (6559) Art History Survey II	New	08/18/2017-12/15/2017 Classroom Hours Days to be Announced, Times to be Announced, Room INTERNET	3.00			08/18/17
MAT-152-0201B (6559) Statistics I	New	08/18/2017-12/15/2017 Classroom Hours Monday, Wednesday 11:00AM - 12:15PM, Lab/Shop Learning Center, Room 230 Announced, Times to be Announced, Room INTERNET	4.00			08/18/17
BIO-115-0101TR (6511) General Biology I	New	08/18/2017-12/15/2017 Classroom Hours Monday 08:00AM - 10:30AM, Administration, Room 217 Announced, Times to be Announced, Room 223	4.00			08/18/17

OK

LOG OUT

MAIN MENU

STUDENTS MENU

HELP

CONTACT US

WebAdvisor
POWERED BY EDUCATION

Appendix I

DRUG AND ALCOHOL POLICY

(Board approved policy: 601-01-00BP)

Isothermal Community College campuses have been designated as “Drug Free” and only under approved circumstances is the consumption of alcohol permitted. The possession and/or use of any non-prescribed controlled substance, as defined in Chapter 90 of the General Statutes of North Carolina and federal laws, is not permitted on the campuses of Isothermal Community College. The consumption of alcohol or the possession of an open container which contains alcoholic beverages is prohibited on the campuses of Isothermal Community College. Exceptions shall be made for the use of alcohol in instructional situations, e.g. cooking classes, laboratory experiments, or in conjunction with events at The Foundation Performing Arts and Conference Center meeting the requirements of the NC State ABC Codes and of the non exclusive catering services agreement. Appropriate disciplinary sanctions will be determined by the College on a case-by-case basis and may include expulsion and referral for prosecution. See student code of conduct for expectations and due process procedures. (Student Handbook-Appendix A) The specifics of this policy are as follows:

1. Isothermal Community College does not differentiate between drug users, drug pushers, or sellers. Any student or guest who unlawfully possesses, uses, sells, gives, or manufactures a controlled substance while on College premises, or as part of any activity initiated by the College, will be subject to disciplinary action up to and including expulsion and prosecution.
2. When there is evidence that a student or guest of the College is impaired by alcohol or another substance (including controlled substances), disciplinary measures may be taken up to and including expulsion and prosecution. Alternatively, the College may require the student to obtain a substance abuse evaluation from a certified or licensed substance abuse treatment professional and successfully complete any drug education counseling and aftercare recommended, consent to regular drug testing at his/her expense, and other conditions and restrictions as a precondition for enrollment at the College. Evidence of impairment may be determined by behavior and/or appearance and includes but is not limited to: dilated pupils, a lag in response to verbal request(s), staggering or unsteadiness, the smell of alcohol, and/or incoherent communication. In the event that a situation arises, it is the responsibility of the student to provide contact information for transporting purposes. If no other transportation is available, law enforcement may be called. 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.
3. The term “controlled substance” means any drug 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, it means any drugs, which have a high potential for abuse. Such drugs include, but are not limited to heroin, marijuana, cocaine, PCP, GHB, and crack. They also include legal drugs which are not prescribed by a licensed health care provider. Furthermore, any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs, are also considered a violation of the drug and alcohol policy.
4. If any student is convicted of violating any criminal drug or alcohol statute while on College premises, or as part of any activity initiated by the College, he or she will be subject to disciplinary action up to and including expulsion. Furthermore, students or guests who are in violation of alcohol and drug laws may suffer legal consequences ranging from fines up to criminal prosecution. Alternatively, the College may require the student to obtain a substance abuse evaluation from a certified or licensed substance abuse treatment professional and successfully complete any drug educational counseling and aftercare recommended, consent to regular drug testing at his/her expense, and other conditions and restrictions, including community service, as a precondition for continued enrollment at the College.
5. Each student is required 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 where such violation occurred while on College premises, or as part of any activity initiated by the College. A conviction means the entry in a court of law or military tribunal of (1) a plea of guilty, nolo contendere, no contest or the equivalent; (2) a verdict of guilty; or (3) a prayer for judgement continued or a deferred prosecution.
6. A student employed by the college is considered to be an employee of the college and is subject to the Drug-Free Work Place policy.
7. Any student who unlawfully possesses, uses, sells, or transfers alcohol while in the workplace, on College premises, or as part of any activity initiated by the College, will be subject to disciplinary action up to and including expulsion and prosecution.
8. The term alcoholic beverage includes any beverage containing at least .5% alcohol, including malt beverages, wine, spirituous liquor, mixed beverages and any other beverages listed in Chapter 18B of the General Statutes of North Carolina.
9. Visitors and/or guests are subject to College policies and sanctions and state and federal law. Violators will be dismissed from campus and could be referred for local prosecution.
10. Students in certain programs including health sciences may be subject to additional requirements related to drugs and alcohol. Students should be advised that alternative institutional sites and future employers may also require drug testing, criminal background checks, etc.

Note: Drug and Alcohol Policy violations are handled by College Administrators, contracted Rutherford County Sheriff's Deputy and/or local law enforcement when necessary.

Dissemination To Students And Employees

A copy of the drug and alcohol prevention program will be distributed annually to each student taking one or more classes of any kind for academic credit regardless of the student's program of study.

Policy Review

The College will review this drug and alcohol program in even numbered years beginning with the year 1992.

COUNSELING, TREATMENT, REHABILITATION, AND RE-ENTRY PROGRAMS

The Office of Learning Support and Retention maintains a list of public and private treatment agencies, many of which are listed below. This list is subject to change. Students may contact College counselors for more information on these services.

Local Help Agencies:

Blue Ridge Counseling Services	(828) 286-0501
Family Preservation Services	(828) 288-8773
Lifeline Counseling Center	(828) 289-0574
*Life Span Psychological Services	(828) 894-2300
*New Hope Counseling Center	(828) 894-2238
Mobile Crisis.....	(888) 573-1006
Polk County Community Mental Health & Wellness Center	(828) 864-2222
RHA Health Services, Inc.	(828) 287-9913
Vaya Health	(888) 573-1006
Preferred Choice Healthcare	(828) 287-7806
<i>*Located in Polk County</i>	

Hotlines:

Alcoholics Anonymous - Western Piedmont Intergroup (for Rutherford meetings)	(704) 865-1561
Alcoholics Anonymous - N.C. Mountain Central Office (for Polk meetings)	1-800-524-0465
Alcohol/Drug Council of NC.....	1-800-688-4232
Crisis Line	1-800-951-3792
National Drug and Alcohol Treatment	
Referral Routing Service	1-800-662-4357

SUBSTANCE ABUSE EDUCATION PROGRAM

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. The Student Activities Coordinator supports an overall coordination of the Drug-Free School Program. However, many services are the responsibility of other areas of the institution. These include:

Alcohol and Drug Education: College Counselors, Employee Assistance Program, College Health courses, Orientation classes.

Counseling Services: College Counselors, Employee Assistance Program.

Referral Services: College Counselors, Employee Assistance Program.

College Disciplinary Actions: Dean of Students, HR Director, REaCH Principal, PCEC, Dean of Continuing Education.

HEALTH RISKS

Health risks, associated with the use of illegal drugs and the abuse of alcohol, are wide ranging and varied depending on the specific substance involved and individual abuse pattern. These risks include but are not limited to psychological and physical addiction; respiratory depression; depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension; brain damage; damage to unborn fetus; impotence at high dosage levels; liver disease. Even low doses significantly impair judgment and coordination required to drive and operate equipment safely and may increase the incidence of a variety of aggressive acts. Moderate to high doses can cause marked impairments in higher mental functions, severely altering the ability to learn and remember for the user. For more information on the health risks associated with drug and alcohol abuse, consult the National Institute on Drug Abuse website at www.drugabuse.gov.

LOCAL, STATE AND FEDERAL LEGAL SANCTIONS

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by contracted Campus Enforcement Officers as well as local law enforcement. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. For the most recent and complete Federal Trafficking Penalties information, visit the U.S. Drug Enforcement Administration webpage. North Carolina Controlled Substances Act describes state specific penalties at http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_90/GS_90-95.pdf.

ALCOHOL: TYPES AND LAWS

TYPES OF ALCOHOL

As currently defined in Chapter 18B of the General Statutes of North Carolina, "alcoholic beverage" 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.

NORTH CAROLINA LAWS: TO PURCHASE, OR ATTEMPT TO PURCHASE; TO SELL OR GIVE

Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the North Carolina General Assembly. Malt beverages, Unfortified wine, Fortified wine, Spirituous liquor, or Mixed Beverages to anyone under twenty-one (21) years old: Maximum Penalty: Imprisonment for a term not exceeding 120 days or a fine, or both, in the discretion of the court (misdemeanor); however, to possess, consume, attempt to purchase, or purchase by 19 or 20 year old is a Class 3 misdemeanor.

NORTH CAROLINA GENERAL STATUTES DEFINES AIDER AND ABETTOR AS:

1. By any person who is under (21) years of age to purchase and who aids or abets anyone to attempt to purchase, or to possess, sell or give shall be guilty of a Class 2 misdemeanor punishable by imprisonment for not more than sixty days and/or a fine up to one thousand dollars (\$1,000).
2. By any person over (21) years of age to purchase and who aids or abets another to attempt to purchase, or possess, sell or give shall be guilty of a Class 1 misdemeanor punishable by imprisonment for not more than 120 days and/or a fine determined by the court.

Additionally, some violations may result in possible driver's license revocation.

Types of Drugs	Health Risks
Schedule I Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), Other Hallucinogens, Methaqualone (Quaaludes), Phencyclidine (PCP) and MDA, Fentanyl, Ecstasy, GHB	Psychologically and physically addictive, depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallucinogens; possible damage to unborn fetus
Schedule II Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Secondal, Nembutal, Cocaine, Amphetamines, Hydrocodone, Hydromorphone Oxycodone, Doriden, and any other opium and opium extracts and narcotics	Psychologically and physically addictive, withdrawal symptoms, convulsions, respiratory failure, frequent accidents, possible damage to unborn fetus; death; cocaine and amphetamines increase blood pressure which can lead to irregular heartbeat and death; amphetamines can cause agitation, increase in body temperature, hallucinations, convulsions, possible death
Schedule III Certain barbiturates such as amobarbitol and codeine containing medicine such as Fiorinal #3, Tylenol #3, Empirin #3, and codeine-based cough suppressants such as Tussionex; Hydrocodone, and all anabolic steroids	Psychologically and physically addictive, potential liver damage, nausea and vomiting, dizziness, disorientation, shallow breathing, cold and clammy skin, coma, possible death; withdrawal symptoms include anxiety, tremors, insomnia, convulsions, possible damage to unborn fetus
Schedule IV Barbiturates, narcotics, and stimulants including Valium, Talwin, Librium, Equanil, Placidyl, Tranzene, Serax, Ionamin (yellow jackets), Xanax	Psychologically and physically addictive; drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus
Schedule V Compounds that contain very limited amounts of codeine, opium, and atropine, Robitussin AC	Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness, withdrawal symptoms including runny nose, watery eyes, panic, chills, cramps, irritability, possible damage to unborn fetus
Schedule VI Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol	Psychologically addictive; increased risk of lung cancer, bronchitis, and emphysema; contributes to heart disease, fatigue, paranoia, possible psychosis; withdrawal symptoms including insomnia, hyperactivity and decreased appetite; depression of the immune system; decreased sperm count in men and irregular ovulation in women

Appendix J

TEXTBOOK PURCHASES - FREQUENTLY ASKED QUESTIONS

1. Why are textbooks so expensive?

The answer is two-fold: 1) Publishing authoritative works of non-fiction is a labor-intensive process and the costs of this labor must be recovered for the publisher to continue offering those titles. 2) Textbook publishers understand that their primary customer, the student, is not in charge of the choice to buy or not to buy their book. They know that the instructor makes that choice. Further, an instructor is usually limited to choosing from a few suitable titles and often they are all expensive. This means the publishers have very little incentive to be more competitive and reduce prices, and that instructors have little leverage to force publishers to compete. The college bookstore, faculty, and administration are working on ways to provide students with lower cost or no cost options whenever reasonably possible.

2. Why doesn't the library have textbooks that I can check out?

The library book budget is not large enough to support the purchase of textbooks in sufficient quantity to meet the needs of hundreds of students. Also, many textbooks include CDs with pass codes and workbooks with copyright restrictions that limit use to one person.

3. When textbooks are bundled with CDs, workbooks, etc., do I have a choice of buying the textbook alone?

The bookstore orders textbooks one semester at a time based on faculty order lists. If instructors request unbundled options (textbook separate from any CDs, workbooks, etc.) the textbook alone will be available for purchase. If you have no choice but to purchase the textbook bundled, it may be because that's the only option the publisher provides, or the instructor has determined that the bundled items are needed.

4. Why do instructors change textbooks so often?

Instructors try to change textbooks no more than once every three years. Specialized fields such as computer technology, nursing, law enforcement, broadcasting, and others may require more frequent text book changes. Book publishers change editions frequently. Instructors often change editions when the previous edition is no longer available. All textbook changes made at the college must have the approval of the Executive Vice President.

5. What is the college doing to help reduce textbook costs to students?

The college supports and follows the guidelines proposed by the NC Community College Student Government Association Bookstore Resolution. The bookstore charges only a minimal markup to help offset operating expenses, and the manager takes advantage of opportunities to reduce costs by placing orders when publishers have special offers such as free freight. But, because of limited volume, the bookstore cannot compete with the discount prices charged by other retail sources. Instructors do everything they can to reduce textbook costs to students without compromising educational content.

The bookstore is also carrying many more used books and offering a rental program.

6. Does financial aid cover the cost of textbooks?

This depends on the amount of aid a student is eligible to receive. Aid is applied to the student's account, and tuition and fees are deducted. Any aid that is remaining after these items have been covered can be used to purchase books and supplies. You must use the college bookstore if you use financial aid funds to purchase textbooks. If you wish to use alternative book sources, you must use your own funds to purchase books.

7. Do I have alternatives to buying textbooks from the college bookstore?

Yes, but keep in mind that financial aid may be used only for purchases made through the college bookstore (see #6). Otherwise, a number of online sources are available for new and used textbooks. And, of course, buying used textbooks from other students may be an option. In all situations, be sure that you are buying the correct edition. If CDs or workbooks are needed, buying used textbooks may not be the best option.

8. How can I find other Isothermal students who want to buy or sell textbooks?

There are many public bulletin boards available at the college where you may post books for sale or search for books to buy. Undated advertisements may be removed, so be sure to date items that you post. You may also check with friends or acquaintances who have taken the course and may know of someone who has books for sale. Students who wish to buy or sell textbooks also are welcome to do so outside the college bookstore at the beginning of each semester. Also check on Facebook (Textbooks for Sale ICC).

9. Is there a used bookstore at the college?

No, not at this time but the bookstore is carrying a large selection of used books

10. Will the college bookstore buy back my used textbooks?

A national textbook buyer comes to the college twice per semester, usually one day at beginning and end of each semester. This company will pay cash for current college level textbooks used at Isothermal or at other colleges and universities, but at a reduced rate. Watch for posters giving the exact location and time. The bookstore also has a year-round buyback (except January, August) where we send your books to 3rd party outsourced companies. We seek out the best price for your books and mail you a check upon receipt. This can take up to eight weeks.

11. What is the bookstore's refund / exchange policy on new textbooks?

The bookstore will refund your cost or exchange new textbooks within two weeks of purchase provided that you have your cash register receipt and the book is in new condition. Restrictions apply on some items, so check the Refund/Exchange Policy which is posted in the college bookstore.

Appendix K

COMPLAINT POLICY AND PROCEDURES

(Board approved policy: 601-02-02BP)

WRITTEN STUDENT COMPLAINT POLICY

Isothermal Community College students and members of the public have the right to file informal and written complaints regarding Isothermal Community College personnel or actions and to know Isothermal Community College's policy and procedures for responding to these complaints. As such the President will establish and publish procedures for filing and responding to informal and written complaints. Accordingly, the Written Student Complaint Policy is located in Appendix K of the Student Handbook which is available in print and in electronic form on the website. The Student Handbook is available in various campus offices, including Student Services and Advising and Success Center, and disseminated via orientation, ACA courses, reminder student email, etc.

COMPLAINT PROCEDURES (As established and approved by the President)

Given the variety of situations in which complaints might arise, the response to concerns will follow either the informal or written process. In order to make the process as clear as possible the following definitions will be used:

Informal Complaint: Complaints are considered informal when they are expressed verbally. In these cases the procedure for informal complaints is to be followed.

Written Student Complaint: The Written Student Complaint Policy should be followed for any student complaint received in writing.

Other Student Complaints: The College complies with all Federal and State regulations regarding complaints and establishes procedures for responding to the concerns of students.

This policy does not apply to (a) student grade appeals, (b) all human resource policies, (c) all appeal and grievance policies and procedures explicitly described in the Isothermal Community College Learning Manual, (d) any formal appeal or grievance covered by another Isothermal Community policy e.g., code of conduct, etc. Information regarding Student Rights, Responsibilities, and Judicial Procedures is available in Appendix A of the current Student Handbook.

Procedure for Informal Complaints

Informal (verbal) complaints by students or members of the public are to be dealt with through a discussion between the complainant and the initial college contact. If the complaint involves an instructor the complainant should first discuss the issue with the instructor prior to initiating a conversation with the instructor's supervisor. If the complainant has a compelling reason not to discuss the issue with the instructor, he or she may take the issue directly to the instructor's supervisor. If through this process a mutually satisfactory resolution of the complaint cannot be reached, the complainant may put the complaint in writing and move to the policy and procedure on written complaints (see below). Otherwise the complaint will be considered inactive.

It is the responsibility of the administrator involved in an informal complaint to write a memorandum for the record detailing the nature of the complaint and the resolution. The administrator is to retain such memoranda in a file accessible to his/her supervisor upon request. Files must be maintained for a period of five years.

Procedure for Written Student Complaints

1. Written complaints by students or members of the public are to be dealt with by the responsible college administrator supervising an area. Faculty and staff who receive a written student complaint should forward it to the supervisor of the area(s) involved in the complaint.
2. The administrator handling the complaint is to gather information as necessary. Information must be gathered from the complainant.
3. A written response (hard copy or e-mail) must be sent to the complainant. A copy of the complaint, information regarding how the complaint was investigated, and the written response must be maintained by the administrator. A brief description of the nature of the complaint, the name and contact information of the student filing the complaint, a description of the steps involved in researching the complaint, and the date of the response will be sent to the Dean of Students who will maintain a record of the

complaint including the date of the College's response. The Dean of Students will examine the complaint record on an ongoing basis for patterns related to student complaints. If a pattern of student complaints is identified, this information will be communicated to the appropriate vice president immediately. If a pattern of written student complaints directly involves an action(s) of a vice president, this information will be referred to the President.

APPEAL PROCEDURE FOR WRITTEN STUDENT COMPLAINTS

The complainant may appeal the decision reached as a result of the aforementioned investigation with the appropriate vice president. The vice president will render a decision or convene a review committee. Disagreement with the responsible college administrator's findings or determination, by itself, is not grounds for an appeal. If a review committee is convened, the following will apply:

1. The committee will be composed of the appropriate vice president or designee, who serves as chair, faculty, staff, and/or administrators.
2. The complainant will be invited to the review committee meeting, but the meeting will proceed as planned if the complainant fails to appear. The complainant may have an advisor present during the review committee meeting. However, the complainant must inform the vice president in writing at least two days prior to the meeting that an advisor will be present.
3. The responsibility of the committee will be limited to:
 - a) A review of the investigation to determine whether or not any procedural or policy error(s) occurred which may change the outcome of the decision;
 - b) A review of substantive and relevant new information that was not available at the time of complaint investigation that may change the outcome of the decision.

A written response (hard copy or email) from the review committee chair should be sent to the complainant. A copy of the complaint, minutes from the review committee meeting, information regarding the specific steps undertaken in the review process, and the written response must be maintained by the vice president. A brief description of the nature of the complaint, the name and contact information of the student filing the complaint, a brief description of the committee review process, and the date of the response will be sent to the Dean of Students who will maintain a record of the complaint including the date of the College's response.

If the complainant is not satisfied with the decision of the review committee, the complainant may appeal within five working days through a signed, written statement to the President of the College. The decision of the President will be final. A record of the date of this final response will be sent to the Dean of Students who will maintain a record of the response. Ordinarily, processes associated with the written student complaint policy and related appeals should be handled by the College within six weeks from the date of receipt.

For more information regarding "Other Student Complaints," see www.isothermal.edu and use the search box to find "written student complaint policy."

Appendix L

STUDENT UNLAWFUL HARASSMENT/DISCRIMINATION POLICY

(Board approved policy: 601-02-05BP)

Isothermal Community College (“College”) is committed to providing and promoting an atmosphere in which students can engage fully in the learning process. Accordingly, forms of unlawful harassment, discrimination, and other violations of civil rights are prohibited by this Policy.

I. PURPOSE

The purpose of the student unlawful harassment and discrimination policy is to provide a system to channel student complaints against faculty, staff, and others in the college community concerning sexual harassment, gender harassment and other unlawful harassment or discrimination. Student complaints involving harassment or discrimination against another student will be addressed under the student code of conduct (Appendix A: III)

II. DEFINITIONS

A. Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment. Examples of sexually harassing conduct include, but are not limited to:

1. deliberate, unwelcome touching of a sexual nature or that takes on sexual connotations;
2. suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity;
3. continued or repeated offensive sexual flirtations, advances or propositions;
4. continued or repeated verbal remarks of a sexual nature;
5. sexually degrading words used towards an individual or to describe an individual;
6. the display of sexually suggestive objects or pictures ; or
7. use of personal or College electronic communications to convey sexually inappropriate words, pictures or images. Electronic communications include, but are not limited to, email, text messaging, instant messaging, chat rooms, blogging, website and social networking websites (e.g., Facebook or MySpace).

Furthermore, conduct will constitute harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic status;
2. any such proposals are made under circumstances implying that one’s response might affect the academic or employment decisions that are influenced by the person making such proposals;
3. such conduct is abusive of others and implies a discriminatory hostility toward their personal or professional interests because of their sex or sexual orientation;
4. such conduct has the purpose or effect of unreasonably interfering with an individual’s work;
5. learning performance or creating an intimidating, hostile, or offensive working or learning environment; or
6. the sexual attention is unwanted, regardless of consequences and relationships

In addition, sexual harassment can occur between members of the opposite sex or the same sex.

B. Gender Harassment

Gender harassment is defined as behavior that targets someone for offensive, hostile, degrading or insulting treatment because of their gender.

The following are examples of conduct that may constitute gender harassment:

1. Using derogatory, gender-based terms;
2. Making derogatory jokes about gender-specific traits or based on negative gender stereotypes;
3. Suggesting that students of one gender should not engage in certain activities because of their gender;

4. Impeding the educational progress of a person of one gender either explicitly or implicitly, such as by questioning an employee's or student's ability because of his/her gender or suggesting that it is abnormal for a person of that gender to hold a particular interest;
 5. Limiting or denying employees or students of one gender access to educational opportunities;
 6. Using sexist humor in the classroom;
 7. Use of personal or College electronic communications (as defined herein) to convey inappropriate gender-based remarks, pictures or images; or
 8. Using verbal, graphic or physical conduct which threatens, ridicules, or demeans an individual because of gender.
- C. Other Unlawful Harassment/Discrimination

Other unlawful harassment may consist of verbal or physical conduct that excludes, denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, age, national origin, disability, creed, sexual orientation, political affiliation or any legally protected status not listed herein, or that of his/her relative, friends or associates, and has the purpose or effect of creating an intimidating, hostile or offensive work or learning environment; has the purpose or effect of interfering unreasonably with an individual's work or academic performance; or otherwise adversely affects an individual's employment or educational opportunities.

Other unlawful harassment may include but is not limited to:

1. Threatening or intimidating conduct directed at another because of the individual's race, color, religion, age, national origin, disability, veteran's status, creed, sexual orientation, political affiliation, or any legally protected status not listed herein;
2. Jokes, name calling, or rumors based upon an individual's race, color, religion, age, national origin, disability, veteran's status, creed, sexual orientation, political affiliation, or any legally protected status not listed herein; or
3. Ethnic slurs, negative stereotypes and hostile acts based on an individual's race, color, religion, age, national origin, disability, creed, sexual orientation, political affiliation or any legally protected status not listed herein.
4. Stalking, which purposes of this Policy, is when a person intentionally and repeatedly follows or harasses another person and who makes a credible threat, either expressed or implied, with the intent to place that person in reasonable fear of death or bodily harm.
5. The exclusion of a student in a College activity based upon an individual's race, color, religion, age, national origin, disability, veteran's status, creed, sexual orientation, political affiliation, or any legally protected status not listed herein.

III. REPORTING AND COMPLAINTS PROCEDURE

Students may report complaints of sexual, gender, or other unlawful forms of harassment to the Dean of Student Services or Dean of Continuing Education. The College will investigate the complaint and take appropriate action as outlined in the college personnel policies, including but not limited to disciplinary action, if warranted. Complaints about the Dean of Student Services or Dean of Continuing Education should be made directly to the Vice President of Academic and Student Services and Institutional Assessment. Complaints about the Vice President of Academic and Student Services and Institutional Assessment may be made directly to the President. The College may disclose to the alleged victim the result of the investigation within the bounds of state and federal law.

If the student making the complaint of harassment is not satisfied with the Dean of Student Services or Dean of Continuing Education's decision, s/he may appeal that decision to the Vice President of Academic and Student Services and Institutional Assessment. Student grievances that directly involve an action of the President shall be referred to the Chair of the Board. No one who makes a complaint testifies as a witness, assists, or participates in any investigation, proceeding, or hearing on a complaint of sexual harassment will be retaliated against, nor will they be coerced, intimidated, threatened, or interfered with in the exercise of any rights under Title VII of the Civil Rights Act of 1964, as amended. This policy also applies to volunteer faculty and staff.

Appendix M

TRESPASSING POLICY

(Administrative approved policy: 802-02-04AP)

Isothermal Community College is open to its faculty, staff, students, and legitimate visitors. Legitimate visitors would include those who come to visit the College or people here, to see the sights and those who drive across the campus from one place to another. Under the Laws of North Carolina (GS 14-159.12 and 14-159.13), Isothermal Community College has the right to forbid a person to come on its property, in order to maintain an atmosphere in which people in the college community can go about their varied activities. No person has the right to be on the college campus unless he or she is there to conduct some type of business or is invited by college personnel. The College President has authorized officers from the Rutherford County Sheriff's Department to issue a trespass notice and to enforce as necessary the rights of the College under the statutes cited. Persons to whom the campus is open do not always have the "right" to be in specific areas at any time. (Example: student center, classrooms, business offices, etc.) Therefore, any person can be trespassing from specific parts of the campus, and the rest of the campus may remain open to him or her. The following procedures have been established when an officer has observed incidents involving person(s) who are a nuisance, a perceived threat, or a disruption to the learning environment. As a contracted officer for the College, should a situation arise dealing with a person(s) that is unruly, a nuisance, or is threatening, the officer may either advise this person that he or she should leave the premises or the officer may issue an OFFICIAL TRESPASS NOTICE as authorized by the College President. Refusal of the person to comply with the request by an officer may result in his or her arrest for trespassing.

GROUNDS FOR A TRESPASS NOTICE

It is necessary that the grounds for such warnings be consistent and that warnings be given and documented adequately whenever possible. Therefore, the following guidelines should be followed when such trespassing warnings are necessary.

Trespass Notice - In order to issue a trespass notice, there must be a reason based upon the individual's action(s), or the location and time of day. The person's race, age, or appearance cannot enter into the reason for the trespass warning. All faculty and staff are encouraged to notify the Campus Officers promptly when any of the reasons for trespass are observed. Reasons a person may be issued a trespass warning include, but are not limited to, the following reasons:

- Prowling around buildings or parking lots without explanation
- Committing any crime on campus
- Being a nuisance to any member of the College community
- Refusing to identify him or herself
- Behaving suspiciously or in a disorderly manner
- Violation of the Student Code of Conduct

Arrest - When a trespass warning has been given it is hoped that an arrest will not be necessary; however, arrest may be necessary in some cases. The following situations clearly indicate that an arrest is indicated:

- A person has been warned but refused to leave the campus.
- A person is stopped and records indicate that the person has received a previous trespass warning.

Process for Requesting a Release of Trespass

1. A request for releasing a trespass will not be considered by the President within six months of the trespassed date. The form should be requested from the Dean of Student Services, Dean of Continuing Education or a Campus Officer.
2. Prior to submitting the request for release of the trespass, if the individual has been suspended by the Dean of Student Services or Dean of Continuing Education, the trespassed individual must communicate with the appropriate Dean the desire that the suspension be lifted. A REQUEST FOR LIFTING A SUSPENSION IS COMPLETELY SEPARATE FROM A CONTINGENCY RELEASE OF TRESPASS. IF A SUSPENSION IS LIFTED THERE IS NO EXPECTATION OR IMPLICATION THAT A CONTINGENCY RELEASE OF TRESPASS WILL BE GRANTED.

3. The trespassed individual must submit to the President's Office via direct mail the form requesting a Contingency Release of Trespass with a written request attached addressing the following items:
 - i. how the individual has or intends to alter behavior(s)/actions that contributed to the initial trespass
 - ii. the reason for desiring to return to campus
4. Upon receipt of the request, the President will consult with the appropriate Campus Enforcement Officer(s) and Administrator(s) for a recommendation to proceed or deny the request.
5. The President will review the recommendations and determine whether to proceed with the process or deny the request.
6. If the determination is made by the President to proceed, the trespassed individual will be required to meet with the Campus Enforcement Officer(s) and the appropriate Administrator(s) to discuss, identify, and document the restrictions and stipulations of the release.
7. The recommendation with outlined restrictions and/or stipulations will be forwarded to the President.
8. The appropriate Vice-President will review the documentation and make a recommendation to the President.
9. A determination will then be made by the President whether a meeting with the trespassed individual and the appropriate Vice-President is desired prior to rendering a decision.
10. Following the review and the meeting, if applicable, the president will render the decision and notify the requesting party using the information provided on the request form. The decision of the President is final.
11. To be effective, the request for release process must be completed in totality with the appropriate signatures.
12. FAILURE TO COMPLY WITH THE STATED RESTRICTIONS AND/OR STIPULATIONS MAY RESULT IN THE REINSTATEMENT OF THE TRESPASS OR FURTHER SANCTIONS.

Appendix N

INTELLECTUAL PROPERTY RIGHTS POLICY

(Board approved policy: 306-02-09BP)

Isothermal Community College in its effort to improve life through learning encourages the development of intellectual property which may enhance the learning process or environment.

A college employee or student owns all rights to copyrightable or patentable independent works created by that employee or student with out college support. However, unless otherwise provided for in a rights agreement, the college asserts that all intellectual property created by faculty, staff or students while using college resources or as a result of employment with the college will belong to the institution.

Intellectual property may be defined as any intellectual or creative works that can be copyrighted or patented. Such works may include but are not limited to literary, musical, dramatic or artistic works, computer software, multimedia presentations or inventions.

The following conditions and criteria will be used by a committee appointed by the President to determine the ownership of a copyright or patent and to determine the distribution of any benefits arising from any such intellectual property.

1. Ownership shall reside primarily with the employee or student if the following criteria are met:
 - a. The work is the result of an individual initiative, not requested by the college.
 - b. The work is not the product of a specific contract or assignment.
 - c. The work was not produced as a part of the employee's normal job duties as detailed in their job description.
 - d. The work involves less than 50% use of college facilities, time, and/or other resources and was not produced as a result of a previously existing college-owned copyright or patent.
2. Ownership shall reside primarily with the college if the above criteria are not met and/or if the following criteria apply:
 - a. The work is prepared within the scope of an employee's job duties.
 - b. The work is the product of a specific assignment made as a part of that employee's position with the college.
 - c. The development of the work involved more than 50% use of facilities, time and/or other resources. These resources may include, but are not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment or other materials.
3. Both the student and the college will retain portfolio rights to the works that may result from student assignments.
4. The college and the employee/student may enter into an agreement for joint ownership, sharing of royalties or reimbursement to the college for its resources and support. When it can be foreseen that copyrightable or patentable property may be created, an agreement for ownership of the sharing of benefits should be established before the creation of the property. In all cases the college will maintain the right to use the work without compensation to the individual for such use.
5. If an employee is granted full or partial leave, with pay, such as release time or educational leave, the employee and the college will share in any financial gain, and the college's share will be negotiated prior to the time the leave is taken. Earned annual leave is exempt from this provision.
6. In the case of a work created under the provisions of a grant, the terms of the grant will determine the ownership and benefits distribution of the property created.

GLOSSARY

To help you with words used by Isothermal Community College faculty and staff, here is a list of frequently used terms and their definitions.

ACA 115 and 122: ACA courses provide an extensive orientation, not only to the College, but also to the first year college experience, with a focus on problem solving, goal-setting, educational planning, and career and college exploration. Refer to the course description as found in the College Catalog for more details.

Academic Advising: an ongoing, learning-centered partnership dedicated to helping students define educational goals and achieve academic success

Academic Advisor: Program-specific experts, many of whom are full-time instructors, student-driven and committed to the Learning College mission who deliver program-specific educational plans.

Academic Alert Status: If your grade point average falls below 2.0, you will be put on academic alert. You will be required to meet with your advisor prior to registration.

Academic Development: A department that helps students enhance their academic success by offering courses in math, reading, and English along with a variety of support services, such as math tutoring, the Writing Center, and Supplemental Instruction.

Academic Standing: This is determined by the credits earned and grades received.

Accreditation: Various professional agencies appoint teams of evaluators who periodically study programs and services to ensure they meet standards of quality that are relevant to the College's purpose.

Adult Continuing Education: This program provides non-credit courses for citizens who are 18 years old or older. The opportunities are based on individual need and previous educational achievement

Advisor: A person who guides the selection of courses for your chosen field of study and is usually a faculty member.

Artifact: This is an example of class work that demonstrates competence in a specific skill. An artifact can be a paper, test, project report, lab report, video tape, web page, etc.

Assessment: A collection of information to determine if a student is achieving the desired outcomes of his/her educational experiences

Associate in Applied Science (A.A.S.): A technical degree program that prepares the student for the job market and may permit transfer to a four-year institution.

Associate in Arts (A.A.): The Arts and Sciences degree program concentrates on humanities and social sciences for those planning to continue in a bachelor's degree curriculum in a college that offers bachelors degrees.

Associate in Science (A.S.): An Arts and Sciences degree program that concentrates on mathematics and science for those planning to continue in a bachelor's degree curriculum in a senior college.

Audit: This is a course for which students pay tuition and fees, but do not receive credit. Students should notify your instructor when you begin the class.

Catalog: The College Catalog is Isothermal's primary source of information regarding curriculum programs and course descriptions, other educational programs, administrator and faculty credentials, general educational competencies, and educational facilities.

Census Date: This is the date on which a course has met 10 percent of the required class time for the semester. Failure to participate in a course, whether it is traditional or online, before this date may result in you receiving a status of No Show (NS) for this course. No refund will be issued for this course due to a student's failure to participate.

Certificate Program: A curriculum generally requiring one year or less of course work.

College Culture: A community of learners that includes but is not limited to faculty/staff/student interaction and expectations, community service, and the "Learning College" philosophy (see the first section of the Student Handbook).

College Life: opportunities for student engagement in activities that include but are not limited to clubs and organizations, intramurals, cultural events, and mentoring.

College Resources: support services available to help remove barriers to student success that include but are not limited to financial aid, library resources, computer labs, technology help desk, counseling, and tutoring.

Comprehensive Educational Planning: a collection of strategies aimed at improving student learning and success. These strategies include taking orientation before the second semester, completing ACA during the first two semesters, and connecting regularly with an advisor throughout the college experience.

Contact or Lab Hours: The actual number of hours in class or lab per week, per course.

Counselor: A person who provides you with personal, academic, vocational, or career counseling.

Credit Hours: Every class is worth a value in units of a credit hour. Every degree, diploma, or certificate program requires you to take a certain number of credit hours.

Curriculum: The program of courses required to receive a degree, diploma, or certificate in your chosen area of study.

Criteria: Pre-determined guidelines that identify requirements for demonstrating competence in a designated skill.

Diploma Programs: These are vocational curricula usually taking three semesters to complete. Courses are not usually designed to transfer to a four-year school. Adult High School is a program that allows adults to complete high school courses and credits for an Adult High School diploma. GED is a series of tests that correspond to most high school curricula. People who have not completed high school may choose to take these tests.

Discipline: A specific field of study, such as English, biology, math, economics, electronics, etc.

Distance Learning: A formal education process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. See more about Distance Learning in the “Facilities and Services” section of this handbook.

Drop/Add: This term refers to adjusting your schedule by dropping and/or adding courses. The Drop/Add period is limited and is indicated on the calendar.

Educational Plan: Individualized course sequence designed for college completion.

Electives: This is a course which is not specifically named in your curriculum but is required for graduation. Check with your academic advisor before choosing an elective.

Financial Aid: Monies available to eligible students in the form of grants, scholarships, and work study funding. The monies come through federal, state government, or private donations.

Full-time Student: This term refers to a student who is taking at least 12 credit hours. A student who is registered for 11 credit hours or fewer in one semester is a part-time student. Completion of a degree within two years, however, may require more than 12 hours per semester.

Grade point average (GPA): This is the average of your grades for all courses taken at Isothermal. It is calculated by adding all earned quality points and dividing by the number of credit hours taken.

IC3Connect: Is a resource fair where students get connected with resources and services on campus. There will also be music, games, giveaways, and a cool treat, ICEEs, as part of the activities.

Independent Study: A credit course, allowed only in special circumstances, in which you work individually with a faculty member.

Master Academic Plan (MAP): a student's educational goal(s) and semester-by-semester plan.

Orientation: This is an interactive on-campus or online experience, prior to the second semester's registration, focusing on the mechanics of the college experience including but not limited to email, Moodle, Patriot Port, Advising, Bookstore, Financial Aid, and other support services and campus involvement opportunities.

Patriot Port: Patriot Port provides students with many important support services via the college website such as admissions and financial aid information, access to final grades, unofficial transcript, course look up, and online registration. Look for Patriot Port at www.isothermal.edu.

Placement Tests: Standardized tests in math, reading, and English, which are used to place students in appropriate courses in these academic disciplines.

Plagiarism: This term refers to using ideas or words of another as your own instead of crediting the source. Plagiarism is a violation of academic integrity.

Portfolio: This is a method of presenting data for academic assessment. A portfolio contains artifacts arranged and organized by a student to demonstrate skills designated by the College that are important to success.

Practicum: A course that offers hands-on experience in the workplace.

Prerequisites: These are preliminary skills, knowledge or courses which are required before enrollment in a particular course. Prerequisites are listed in the course description section of the college catalog.

Program Outlines – program outlines are designed to help students with educational planning by providing information about course prerequisites, semesters in which courses are typically offered, and how the courses apply to a certificate, diploma, or degree. Program outlines can assist students in creating their Master Academic Plan or MAP along with the program evaluation tool on Patriot Port.

Rubric: A term used for a rating sheet based on pre-determined criteria for success at demonstrating a designated skill.

Special Credit Student: A student who is taking one or more curriculum credit courses, but who is not enrolled in a specific curriculum.

Student Activity Fee: The fee curriculum students pay that supports club activities, and school-wide events.

Student Government Association (SGA): SGA is the student organization that promotes the interests of students through a variety of events and sponsorships. All students who pay an activity fee are members of SGA.

Syllabus: This is a document provided by instructors in every course, which contains information about course requirements, attendance, textbooks, grading, and learning objectives.

Transcript: This is a record of every course you've taken at Isothermal and the grades you've received. Official transcripts may be obtained from the Student Services Office. Unofficial transcripts are available to students through Patriot Port.

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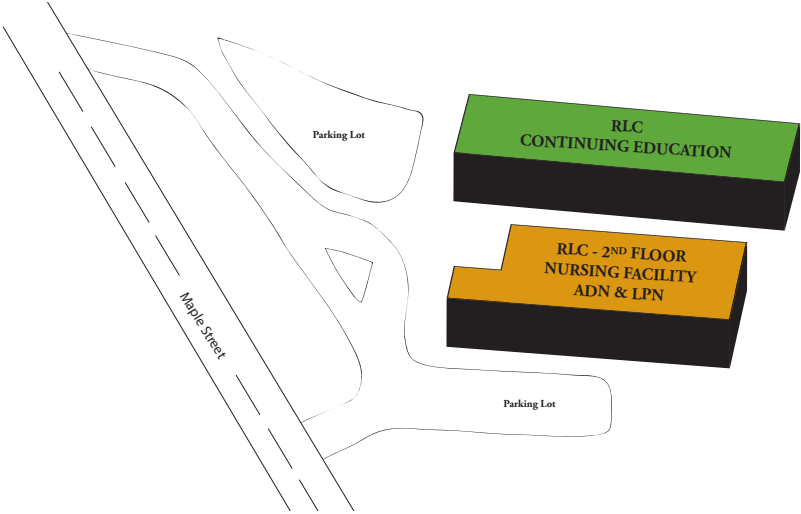
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