

Compliance Statements

Section 16 of the *General Catalog 2011-2012*, “Compliance Statements,” begins on the second page of this document, which is page 363 of the printed version, and continues through page 368.

Sandhills Community College is committed to the elimination of all discrimination based on race, color, national origin, religion, sex, age, or disability. The College is dedicated to the upward mobility and advancement of all people within its reach and seeks to comply with all federal, state, and local statutes, regulations, and orders, including those that promote equal protection and equal opportunity for students, employees, and applicants.

This section describes in detail Sandhills’ commitment to these principles in its mission and in its practices.

COMPLIANCE STATEMENTS

Sandhills Community College is committed to the elimination of all discrimination based on race, color, national origin, religion, sex, age, or disability. While aware that the College bears a significant responsibility for aggressively pursuing an equal opportunity policy designed to ensure the employment of qualified men and women, Sandhills Community College is also firmly committed to **day-by-day** policies that ensure that students, faculty, and staff members of any **religion, sex, age, or disability** will receive fair, courteous, and congenial treatment commensurate with the atmosphere of the College as a whole. Denial of such treatment to any individual on the Sandhills campus will not be tolerated.

In terms of hiring practices, the College has established policies and procedures to ensure that no person who is qualified shall be excluded from employment on the basis of **religion, sex, age, or disability**. In addition, **Sandhills has established a college-wide benchmark that states “the diversity of Sandhills’ faculty and staff will reflect the respective diversity in the college service areas of Moore and Hoke Counties.”** Employees should at least be equal to their proportionate representation in the relevant labor markets for faculty, administrative, and non-academic staff positions. This benchmark has been approved by the Trustees of the College. The President of the College shall oversee and monitor the implementation of this benchmark through the Director of Human Resources in cooperation with the faculty and staff.

Equal employment opportunity is viewed as an integral part of the mission and purpose of Sandhills Community College. The College is dedicated to the upward mobility and advancement of all people within its reach and seeks to comply with all federal, state, and local statutes, regulations, and orders, including those that promote equal protection and equal opportunity for students, employees, and applicants.

Statements of Compliance with Federal and State Laws

It shall be the policy of Sandhills Community College to comply with all federal and state statutes that are pertinent to the operation of institutions of higher learning. These statutes include but are not limited to those listed on the following pages.

Compliance with the Civil Rights Act of 1964: Sandhills Community College complies with the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, sex, and national origin in programs and activities.

Compliance with the Age Discrimination in Employment Act of 1967: Sandhills Community College complies with the Age Discrimination in Employment Act of 1967 (ADEA), which protects certain applicants and employees 40 years of age and older from discrimination on the basis of age in hiring, promotion, discharge, compensation, or terms, conditions or privileges of employment.

Compliance with Occupational Safety and Health Act of 1970: Sandhills Community College complies with the Federal Occupational Safety and Health Act of 1970 (PL 91-596). The College shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to college policies developed for the purpose of implementation of the Act.

Compliance with the Hepatitis B Vaccine Policy: Sandhills Community College complies with OSHA regulations requiring that college employees who may encounter occupational exposure to Hepatitis B through contact with blood and/or other bodily fluids be provided—at no cost—the Hepatitis B vaccine.

Compliance with Title IX of the Educational Amendments of 1972: Sandhills Community College complies with Title IX of the Educational Amendments of 1972 in assuring that no student or employee shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity of the College. In accordance with the requirements of Title IX of the Educational Amendments of 1972, Sandhills Community College ensures equality of treatment and access for all students and employees, female or male. Complaints related to sex discrimination or sexual harassment should be filed with the Vice President of Administrative Services, Director of Human Resources, Vice President of Student Services and Academic Support, or the Director of the Hoke Center. The Director of Human Resources is the designated Title IX Coordinator for Sandhills Community College.

Compliance with Section 504 of the Rehabilitation Act of 1973: Sandhills Community College provides equality of treatment and access for disabled students as required by Section 504 of the Rehabilitation Act of 1973, which guarantees protection of disabled persons against discrimination. Employees and students are expected to assist disabled students in ways that will facilitate their participation in campus life and their access to programs and activities.

Compliance with the Family Educational Rights and Privacy Act of 1974: Under the Family Educational Rights and Privacy Act of 1974 (as amended), Sandhills Community College accords all the rights under the law to students who are declared independent (18 years of age or older). No one outside the institution shall have access to, nor will the institution disclose, any information from the student's education records without the written consent of the student except to:

- authorized personnel within the institution,
- authorized officials of other institutions in which students seek to enroll,
- persons or organizations providing student's financial aid,
- accrediting agencies carrying out their accreditation function,
- persons involved in an emergency situation in order to protect the health or safety of students or other persons,
- persons in compliance with a judicial order,
- federal, state, and local authorities involved in the audit or evaluation of compliance with educational programs,
- organizations conducting studies for or on behalf of educational institutions,
- parents of a dependent student,
- directory information being released,
- an alleged victim of a crime of violence, to whom the results of a disciplinary hearing may be disclosed.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable.

Education records include admissions, personal, financial, academic, cooperative education, and placement records. Education records do not include records of instructional, administrative, and educational personnel that are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute. Education records do not include records of the law enforcement unit, student health records, employment records, or alumni records.

Students may **not** inspect and review the following:

- financial information submitted by their parents,
- confidential letters and recommendations associated with admission,
- employment, job placement, or education records containing information about more than one student.

The Dean of Enrollment Management at Sandhills Community College has been designated by the institution to coordinate the inspection and review procedures for student education records. Students wishing to review their education records should contact the Dean of Enrollment Management for assistance. Local policy explains in detail the procedure to be used by the institution for compliance with the provisions of the Act.

In accordance with the Family Rights and Privacy Act of 1974, certain student information categorized as “directory information” may be provided to persons other than the student. Directory information includes the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, email address, grade level, photograph, degrees and awards received, and the most recent educational agency or institution attended by the student. A student who desires that any or all of the above-stated directory information not be released must sign a request in the Office of Records and Registration no later than two (2) weeks after the first day of class each semester.

Copies of the policy and appropriate forms may be found in the following offices:

- Vice President of Student Services and Academic Support
- Dean of Enrollment Management

The Age Discrimination Act of 1975: Sandhills Community College complies with the Age Discrimination Act of 1975, prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance. The Act, which applies to all ages, permits the use of certain age distinctions and factors other than age that meet the Act’s requirements.

Compliance with the Drug-Free Workplace Act and the Drug-Free Schools & Communities Act of 1988: In accordance with the Drug-Free Workplace Act of 1998 and the Drug-Free Schools and Communities Act of 1989 (Public Law 101–226), as well as the Underage Drinking Laws and the laws of the state of North Carolina, the College has endorsed the following drug and alcohol policy.

The abuse and use of drugs and alcohol are subjects of immediate concerns in our society. These problems are extremely complex and ones for which there are no easy solutions.

From a safety perspective, the users of drugs or alcohol may impair the well-being of all employees, students, and the public at large; drug and alcohol uses may also result

in damage to college property. Therefore, it is the policy of this College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the work place, on college premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

The specifics of this policy are as follows:

1. Sandhills Community College does not differentiate between drug users or sellers. Any employee* or student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person or manufactures a controlled substance while in the workplace, on college premises, or as part of any college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
2. 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, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and “crack.” They also include “legal drugs” that are not prescribed by a licensed physician.
3. If any employee or student is convicted of violating any criminal drug statute while in the workplace, on college premises, or as part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the College.
4. Each employee or 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 wherein such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court. Students may lose federal student aid eligibility as a result of drug violations. The institution must provide notice describing the ways in which the student can regain eligibility.
5. Convictions of employees working under federal grants, for violating drug laws in the workplace, on college premises, or as part of any college-sponsored activity, shall be reported to the appropriate federal agency. The Director of Human Resources must notify the U. S. government agency with which the grant was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The College shall take appropriate disciplinary action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
6. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
7. If an employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any

college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to successfully finish an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the College.

8. The term “alcoholic beverage” includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.
9. Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity.

* Students employed under the College Work Study Program are considered to be employees of the College, if the work is performed for the College in which the student is enrolled. For work performed for a federal, state, local public agency, a private non-profit or a private for-profit agency, students are considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer.

Educational Programs & Activities: The College provides a variety of opportunities for students to learn more about the dangers of alcohol and drug abuse.

- Annual written notification during registration informing every student of the college policy concerning alcohol and substance abuse.
- A variety of special events, speakers, workshops, and programs that address current issues as related to alcohol and substance abuse.
- Academic courses in health, physical education, and wellness.
- Academic courses in drug abuse prevention, chemical dependency, and family therapy.
- Academic courses in student success.

Counseling Provisions: In addition to providing counseling for students with alcohol/drug-related problems by members of the counseling staff of the Division of Student Services, the College also provides the following assistance to those with abuse issues.

- Referral resource for students requiring long-term counseling or hospitalization
- Schedules for area meetings of AA, NA, Al-Anon support groups
- Schedule AA meeting on campus upon request
- Materials for dissemination on related topics

Compliance with the Student Right-to-Know, the Campus Crime and Security Act of 1990, and the Jeanne Clery Act, 1990, amended 1992, 1998, 2000: Sandhills Community College complies with fully with the disclosure and reporting requirements of these Acts. These requirements include graduation or completion rates, campus security policies and procedures, and statistical reports on security matters. The Jeanne Clery Act expands on the security requirements and affords victims of campus sexual assault certain basic rights. SCC stands in full compliance with this Act.

The SCC sexual assault policy is detailed in the Sandhills Community College *Catalog* and in the *Personnel and Policy Manual*. It is also published online at www.sandhills.edu. For further information or copies of this policy, please call 910-692-6185.

The College endeavors to provide an environment that is safe for all students, faculty, staff, and visitors. Under the reporting provisions of the Student Right-to-Know, the Campus Crime and Security Act, and the Clery Act, the College is required to provide information about serious crimes on campus, as defined by the Act, that have occurred within the last three years. A full copy of the college's annual report on this subject is available free of charge to all students, potential students, and other interested parties. Those interested are invited to call the College at 910-692-6185. The full annual security report is also published online at www.sandhills.edu

IPEDS Graduation Rate: To determine its graduation rate, Sandhills Community College used the Federal cohort of students who entered fall **2006** as first-time diploma or degree seeking full-time students and who graduated by **August 2009**. This graduation rate was **19%**.

This rate is comparable with those of other community colleges. Students enrolled in community colleges often take several years to complete a degree as they balance studies with employment and other activities. Some choose to transfer instead of completing a degree. Sandhills does not collect transfer-out data.

Compliance with the Americans with Disabilities Act (ADA): Sandhills Community College seeks to comply fully with the Americans with Disabilities Act (ADA), enacted July 26, 1991, as an extension of the Civil Rights Act of 1964 to the disabled. The College is committed to removal of physical barriers, psychological barriers, and policies or procedures that hinder full access to enrollment or employment opportunities.

The Director of Student Success/ADA Coordinator also manages services for disabled students. Responsibilities of this office include advising the administration concerning academic barriers, advising concerning the adequacy of policies and procedures for protecting and providing access for disabled students and prospective students, planning and developing training for ADA awareness concerning accommodations for the disabled; and providing suggestions for "reasonable accommodations" to faculty and staff members.

The College expects that all students and employees will be aware of, and sensitive to, the needs of persons with disabilities and that the administration and staff will make every effort to make those "reasonable accommodations" that permit disabled persons to participate in the various programs and services offered by the College.

Procedure for Complaints of Discrimination: In accordance with Federal and State Office of Civil Rights guidelines, any staff member or student who believes that a Sandhills Community College employee has discriminated against him/her on the basis of race, color, national origin, gender, age, or disability may file a grievance. To file a grievance, complainants should follow the Sandhills Community College Grievance Procedures governing informal and formal resolution described elsewhere in this catalog.