

General Catalog

2009 - 2010



Issue No. 28/Fall 2009

Published by

SANDHILLS COMMUNITY COLLEGE

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The provisions of this publication are not to be regarded as an irrevocable contract between the student and Sandhills Community College. The College reserves the right to change any provision or requirement at any time within the student's term of residence or to add or withdraw course offerings. The College further reserves the right, at any time, to request that a student withdraw when such action is considered to be in the best interest of the institution.

College Telephone Numbers (Area Code: 910)

Administrative offices are open Monday through Friday from 8 a.m. until 5 p.m. During the summer sessions, some offices may have an abbreviated schedule. Check our website for the summer schedule.

General Information	692.6185
Admissions	695.3725
Business.....	695.3721 / 3951
Continuing Education.....	695.37668
Financial Aid	695.3743
Dean of Instruction.....	695.3708
Library.....	695.3819
Records & Registration	695.3740 / 3741 / 3734
Director of Student Life.....	695.3858
Vice President of Student Services.....	695.3736 / 3900

Accreditation

Sandhills Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404.679.4501) to award associate's degrees, certificates, and diplomas.

Visitors

The College welcomes visitors to campus and encourages them to explore the gardens, use the library, and attend various public college functions. It is important, however, that these visitors respect the educational mission of the College and the necessity for campus safety and tranquility. If disruptive visitors are observed, those noting the behavior are asked to relay that information to the switchboard located in the Dempsey Student Center (910.692.6185). The College reserves the right to ask disruptive visitors to leave the campus.

Non-Discrimination Statement

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

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President John R. Dempsey

Welcome to Sandhills Community College. This academic catalog contains much of the information you will need as you proceed with your education at Sandhills.

Catalogs, though, are pretty dry and formal. You can make this catalog “come alive” by visiting with your advisor or asking our faculty and staff here at Sandhills (including me) for help with your program. It is the people of Sandhills - those who teach here and who work here - who make it a special place. Don't hesitate to ask us to amplify the information in this catalog or to explain anything you don't understand.

We are here to help you succeed. We hope you will use this catalog to your best advantage. Your journey towards graduation begins today. Please call me (695-3700) or visit me in Stone Hall if I can help make that journey easier for you.

John R. Dempsey

Academic Calendar 2009-2010

Fall Semester – 2009

August 12 (Wednesday)	Faculty/Staff Meetings
August 13 (Thursday)	Registration
August 14 (Friday)	Faculty Retreat
August 17 (Monday)	First Day of Classes
August 18 (Tuesday)	Add Period Ends
September 7 (Mon)	Labor Day Holiday
October 5-6 (Mon-Tues)	Fall Break
October 14 (Wednesday)	Drop Period Ends
November 4 (Wednesday)	Priority Registration for Spring Semester
November 11 (Wednesday)	Veterans' Day Holiday
November 25-27 (Wed-Fri)	Thanksgiving Holidays
December 10-15 (Thurs-Tues)	Final Exam Period
December 15 (Tuesday)	Semester Ends

Spring Semester – 2010

January 7 (Thursday)	Registration
January 11 (Monday)	First Day of Classes
January 12 (Tuesday)	Add Period Ends
January 18 (Monday)	Dr. Martin Luther King Holiday
March 1-5 ((Mon-Fri)	Spring Break
March 15 (Tuesday)	Drop Period Ends
April 5-6 (Mon-Tues)	Easter Holiday
To Be Announced	*** Priority Registration for Summer & Fall Semesters
May 6-11 (Thurs-Tues)	Final Exam Period
May 11 (Tuesday)	Semester Ends
May 15 (Saturday)	Commencement

Summer Semester – 2010

To be announced

Proposed Academic Calendar 2010-2011

(Subject to change, not official until approved in spring 2010)

Fall Semester – 2010

August 11 (Wednesday)	Faculty/Staff Meetings
August 12 (Thursday)	Registration
August 13 (Friday)	Faculty Retreat
August 16 (Monday)	First Day of Classes
August 17 (Tuesday)	Add Period Ends
September 6 (Monday)	Labor Day Holiday
October 10-11 (Mon-Tues)	Fall Break
October 13 (Monday)	Drop Period Ends
November 11-12 (Thur-Fri)	Veterans' Day Holiday
November 24-26 (Wed-Fri)	Thanksgiving Holidays
To Be Announced	*** Priority Registration for Spring Semester
December 9-14 (Thurs-Tues)	Final Exam Period
December 14 (Tuesday)	Semester Ends

Spring Semester – 2011

January 6 (Thursday)	Registration
January 10 (Monday)	First Day of Classes
January 11 (Tuesday)	Add Period Ends
January 17 (Monday)	Dr. Martin Luther King Holiday
March 7-11 (Mon-Fri)	Spring Break
March 14 (Monday)	Drop Period Ends
To Be Announced	*** Priority Registration for Summer & Fall Semesters
April 25-26 (Mon-Tues)	Easter Holiday
May 5-10 (Thurs-Tues)	Final Exam Period
May 10 (Tuesday)	Semester Ends
May 14 (Saturday)	Commencement

Summer Semester – 2011

To be announced

Constitution and Citizenship Day: On September 17 of each year, Sandhills Community College commemorates the September 17, 1787, signing of the United States Constitution by holding a variety of educational programs for students, faculty and staff. This Congressional initiative is authorized by Section 111 of Division J of Pub. L. 108-447, the Consolidated Appropriations Act, 2005, "Dec. 8, 2004."

GENERAL INFORMATION

College History

Sandhills Community College was established in December 1963 under authority of the 1963 State Community College Act. Following the leadership of Representative H. Clifton Blue, Moore County citizens petitioned the State Board of Education for approval to establish a community college in the county and voted overwhelmingly for a one million dollar bond issue for construction and a tax levy for operation and maintenance of facilities. Before the end of 1963, a board of trustees had been named, an organizational meeting held, an architect selected, and Dr. Raymond Stone chosen as first President of the College.

In 1964, construction of facilities began on land given for the campus by Mrs. Mary Luman Meyer of Pinehurst. Temporary college offices were located in downtown Southern Pines. Classes began on October 1, 1965, in nine scattered locations.

Following Dr. Stone's retirement in 1989, Dr. John R. Dempsey was selected to serve as President of the College.

The College's main campus in Moore County is home to eighteen buildings, including a new facility for culinary technology and the engineering and computer programs as well as a student center that opened in 2005. In addition, a new classroom building to replace old Huette Hall is under construction. The College's presence and capabilities are also growing at its facility in Hoke County where a third classroom building is scheduled to begin construction in the current academic year.

Sandhills has been fortunate in attracting a highly competent faculty and staff. Experienced faculty members bring to the classroom a spirit of dedication to teaching and a willingness to advise students in course selection and academic planning. Professional counselors provide assistance with admissions, counseling, financial aid, and student life.

Mission Statement

The mission of Sandhills Community College is to provide educational opportunities of the highest quality to all the people of the Sandhills.

This mission is achieved by the accomplishment of the following goals:

1. To educate and qualify students for careers in technical fields and to assist them in securing employment in those fields;
2. To prepare students to transfer to baccalaureate institutions and to excel in their baccalaureate studies;
3. To provide challenging learning opportunities – developmental studies, basic skills, English as a second language, and high school equivalency – that prepare students for employment and/or for collegiate studies;
4. To provide the training needed to help recruit businesses to our community and to drive entrepreneurial growth; to promote workplace learning; and to enable local businesses to become more productive;
5. To provide opportunities for cultural enrichment and life-long learning for the people of the Sandhills, with a special effort to meet the needs of our retired population;
6. To foster an atmosphere of friendliness, civility, and respect and to provide support programs that promote student learning and success in traditional and nontraditional education settings;
7. To hire faculty and staff of the highest quality and who reflect our diverse community, to treat them with integrity and respect, to pay them well, and to provide ample opportunities for their professional development;
8. To ensure that the College raises the funds necessary to advance the excellence of its programs; that the institution is run efficiently; that modern technology is employed effectively in the college's operations; and that the campus is clean, safe, and beautiful;
9. To create and market quality educational programs, including programs delivered via distance learning, that excite and meet the needs of all segments of our service area;
10. To monitor program or service performance in each of the above areas and to use the data gathered to improve the college's effectiveness.

Sandhills Community College is a comprehensive community college chartered in 1963 and is a member of the North Carolina Community College System.

The Sandhills Community College mission statement was revised and approved by the Board of Trustees in February 2006.

Core Values at Sandhills Community College

Integrity

Sandhills treats its students, faculty, and staff fairly and stands behind the commitments that are stated or implied in its policy documents and promotional materials. The College demands academic work that is honest and rigorous and that meets the expectations of employers and baccalaureate-level institutions.

Opportunity

Opportunity is at the core of Sandhills' mission. The College provides educational opportunities to the students who enter through its open doors, opportunities for growth to the area's businesses and lifelong learners, and opportunities for professional and personal development to its faculty and staff.

Respect

The atmosphere of Sandhills Community College is one of respect, friendliness, and civility - values which are taught to students by the way in which faculty and staff interact with them and with each other.

Excellence

Sandhills provides educational programs of the highest quality and then provides the support necessary to promote student success. Similarly, the College employs faculty and staff who are exceptionally well-qualified to promote educational excellence and, in addition, encourages and supports them in the performance of their jobs.

Performance Measures and Standards North Carolina Community College System

All 8 measures are required for accountability

The most recent data is from NCCCS 2009 Critical Success Factors

Progress of Basic Skills Students

- __ Composite Measure
 - progressing within level
 - completing level entered or predetermined goal
 - completing level and advancing to next level
- __ Data Source: LEIS
- __ Standard: 75% SCC Performance: 81%

Progress of College Transfer Students After Transfer

- __ Percent of overall GPA of 2.0 + after one academic year at UNC institution.
- __ Data Source: UNC/GA Transfer Student Performance Report
- __ Standard: 83% SCC Performance: 83%

Passing Rates of Students in Developmental Classes

- __ Passing rates for all courses coded as developmental
- __ Data Source: Data Warehouse
- __ Standard: 75% SCC Performance: 80%

Passing Rates for Licensure & Certification Exams

- __ Passing rates-first time test takers
- __ Data Source: Licensing Agencies
- __ Standard: Aggregate Institutional Passing Rate of 80%
Exam program-specific rate of 70%
SCC Performance: 88%

Success Rate of Developmental Students in Subsequent College-Level Courses

- __ Pass rates in courses with developmental prerequisites of students who took a developmental English, mathematics, and/or reading course
- __ Data Source: Data Warehouse
- __ Standard: 80% SCC Performance: 86%

Curriculum Student Retention, Transfer, & Graduation

- __ Composite Measure: graduation rate, transfer, and retention rate
- __ Data Source: Enrolled students tracked fall to fall; this number divided by number in initial cohort = percentage reported
- __ Standard: 65% SCC Performance: 68%

Student Satisfaction/Completers and Non-Completers

- __ Satisfaction with quality of college programs
- __ Data Source: System Office Survey each February
- __ Standard: 90% SCC Performance: 99%

Business & Industry Satisfaction with Services Provided

- __ Client Satisfaction
- __ Data Source: System Office Survey each February
- __ Standard: 90% SCC Performance: 94%

INSTRUCTIONAL PROGRAMS AND DELIVERY

Both college credit and non-credit classes and programs are offered for citizens with varied educational needs and backgrounds using both traditional (classroom) settings and non-traditional instructional methods. Courses are taught day and evening throughout the year both on and off the main campus.

Credit Programs

University Studies Programs: Courses which lead to the Associate in Arts, Associate in Fine Arts, and Associate in Science degrees are offered at the freshmen and sophomore levels. Credits earned in college transfer courses may be transferred to senior colleges and universities where students may pursue a program of study leading to a baccalaureate degree. Advisors assist students in selecting courses that will be appropriate for baccalaureate degree programs at senior institutions.

Applied Science Programs: Two-year programs are offered leading to the Associate in Applied Science degree. These programs are comprised of specialized and related courses required for successful employment in business, industry, health, horticulture, and service occupations.

Diploma Programs: One-year diploma programs are offered, leading to employment in health, business, industry, and service occupations. These programs include occupational specialty and related courses selected to give students the knowledge and skills needed for successful employment.

Certificate Options: Several of the occupational education programs have a certificate option that includes specialized courses but omits related and general education courses. Students who complete these programs are awarded a program certificate. Students not seeking a college degree, diploma, or certificate may enroll in selected occupational courses as long as the specific course prerequisites are met.

General Education Program: The College offers a non-transferable general education degree for students who want a more flexible two-year college degree. General education students are assisted in the selection of courses that will meet their own special needs and are awarded the Associate in General Education degree upon completion of the program requirements.

General Occupational Program: The General Occupational Technology degree curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs. Special criteria must be met as described later in this catalog.

Developmental Education: Students whose placement test scores reveal a need to strengthen English, mathematics, reading, or study skills should enter developmental/pre-curriculum courses. These offerings are designed to prepare students for entrance into and success in curriculum programs.

Students whose placement test scores reveal the need for remediation in only one discipline may attempt college-level coursework in other disciplines. For additional information, see "Assessment, Program Placement, and Course Restrictions" on pages 31-32.

Students who need more than one developmental course may wish to register for a learning community, a block of prerequisite courses taught by a team of instructors and supported by tutoring, counseling, and off-campus learning experiences.

Special Credit Courses: The College encourages the enrollment of students who are not seeking a degree but wish to further their education by taking courses of special interest. Courses may be audited or taken for college credit.

Continuing Education (non-credit) Programs

The Division of Continuing Education offers a wide variety of courses designed to meet the needs and interests of the citizens of Moore and Hoke counties. Through the Division of Continuing Education, students may acquire basic academic skills and general knowledge, train and/or retrain for employment, and develop socially, culturally, and intellectually. Courses are offered on and off campus to meet the expressed needs of adults who wish to continue their education. A complete listing of the programs offered begins with page 187 of this catalog.

Instructional Delivery and Scheduling

In addition to offering traditional classroom instruction, the College also offers classes in non-traditional formats and at non-traditional times.

Evening/Weekend College: Evening/weekend courses are offered for students desiring to pursue degree, diploma, or certificate programs as well as areas of special interest or self-improvement. All student services are provided for evening students.

Hybrid Courses: Hybrid courses use a combination of Internet (see above) and traditional classroom instruction. A designated portion of the class is delivered in a traditional classroom format, and the remaining portion is delivered in the online environment. The predetermined portions will vary according to the needs of the particular class and the particular instructor. Hybrid courses are advertised in the class schedules. Students enrolled in these classes must follow the regular admissions and registration process, pay regular tuition and fees, and meet all course prerequisites.

Internet Courses: Sandhills Community College offers a number of courses that use the Internet as the primary method of communication between faculty and students. Students who enroll in Internet courses work independently and communicate with the faculty member and other students using email, list servers, discussion forums, and chat rooms. A variety of learning resources—textbooks, videotapes, materials prepared by the faculty member, and resources located at various Internet sites—will be used by the student. Internet courses are advertised in the class schedules. Students enrolled in these classes must follow the regular admissions and registration process, pay regular tuition and fees, and meet all course prerequisites.

Telecourses: Sandhills Community College offers a number of courses in the telecourse format for regularly enrolled students to meet program requirements or as stand-alone courses for those interested in taking a course in a particular subject area. Telecourse students work independently, watch television programs, and read printed materials at home with guidance from course faculty through a variety of communication and instructional techniques. Faculty members interact with students through a combination of

on-site classes, written assignments, telephone contacts, electronic mail, and mailings. Required class meetings are generally fewer than traditionally taught classes. Students who enroll in telecourses pay regular tuition and fees, have access to all student services, must follow the college's rules and regulations, and receive academic credit. Telecourses are advertised in the class schedules. Students enrolled in these classes must follow the regular admissions and registration process, and meet all course prerequisites.

RESOURCES FOR LEARNING AND SUPPORT

Advising Center: The Advising Center is available to assist students whose advisor may not be available or have a program code of T90990 special student. The Advising Center also assists students with administrative procedures, such as change of advisors, course withdrawal notices, audit procedures, and drop/add forms. Special evening advising hours are available during registration days. To ensure equal educational opportunities, the office also provides services for students with disabilities who qualify under ADA guidelines. For more information, contact Madie Ash, 695.3707.

Information Technology Resources: Sandhills Community College provides up-to-date information technology resources for students, faculty, staff, and community members. There are many on-campus microcomputer laboratories that are available for use by students and community members. All of the main buildings on the campus are networked, providing access to the Internet and the administrative computer center. A wide variety of software is available for use on these computers. (See Information Technology Resources Acceptable Use Policy on page 49 of this catalog.)

Library: The Katharine L. Boyd Library, including the Teresa Wood Reading Room, provides comfortable, pleasant surroundings for study and reading in a 26,000 square foot building. Library materials are selected to support and supplement academic programs and to assist students in becoming informed citizens. Materials are also selected to satisfy interests in various careers and to encourage reading as a leisure-time activity. Via a community patron card, Library and Inter-library loan privileges are available to Moore and Hoke County residents 18 years of age and older. The Library collection includes more than 85,000 items.

The library provides access via its website to a wide variety of online research databases both directly and via NC-LIVE for traditional and distance-learning students. The library also houses a microfilm edition of the New York Times dating from 1851. The non-print library collection contains over 1,000 titles including feature films, documentaries, musicals, operas, and plays in DVD and VHS formats. The Hastings Gallery, housed in the library, provides monthly exhibits of art, photographs, crafts, and other artifacts.

The Learning Resource Center: The Learning Resource Center (LRC) is located in Boyd Library. The LRC is a staffed student computer lab available for course requirement based Internet access, word processing, computer based tutorials, assistance with distance learning coursework and a wide variety of software applications. The LRC is restricted to use by students with valid ID's. The LRC is also the primary site for SCC placement testing.

D.L. "Doc" Furches Center for Life-Long Learning: The "Learning Center" is located in Van Dusen Hall and is open to individuals who desire to complete high school education or strengthen skills in a wide variety of subject areas. The center is staffed by instructors who help students find their present level of learning and work with those students in acquiring the skills needed to move to the next level or complete the GED Diploma. Students may prepare for the high school equivalency examination, improve skills used on the job, or increase their academic skills in order to make the transition to college or technical-level work easier. The center has both day and evening hours.

Project Promise: Project Promise is a Student Support Services federal TRIO program designed to help students achieve their potential in both academic and personal areas. "Promise" is an acronym for "Providing Real Opportunities to Make Individuals Successful in Education." This program helps qualified students deal effectively with all aspects of college life, from entrance through graduation and/or transfer to a four-year college or university. Since Project Promise is federally funded, students must apply to participate in the program and must meet certain eligibility requirements. Benefits of program participation include personal and academic counseling, specialized tutoring, field trips, cultural enrichment activities, support groups, career exploration, and free workshops. Project Promise services are offered free for students who meet eligibility requirements. The Project Promise offices are located in Kennedy Hall.

Testing: The College administers the General Education Development (GED) high school equivalency test, the Accuplacer test for students entering college programs, and a variety of academic achievement and screening examinations requested by instructional departments. GED testing is located in Van Dusen Hall. Those wishing to take the college placement test must see the assessment coordinator in Stone Hall Student Services.

Tutorial Services: An organized program of free tutorial assistance is provided to supplement the instruction given in the classroom. These services are provided by students and community volunteers. The Tutoring Center is located in Kennedy Hall (Room 149).

ADMISSION TO THE GENERAL COLLEGE

Admission: Sandhills Community College maintains an “open-door” admission policy for high school graduates and others 16 or older who hold a high school equivalency certificate (GED) or an adult high school diploma.

Admission to associate’s degree, diploma, and certificate programs requires submission of the official application form and one of the following: an official high school transcript indicating graduation with a diploma, a high school equivalency certificate (GED), or an adult high school diploma. It is the responsibility of the student to make certain that these documents are sent.

Applicants who are 18 or older but who do not have a high school diploma, GED, or adult high school diploma are accepted for admission to an adult basic education, high school equivalency, or adult high school program.

Admission to the College does not guarantee placement into a specific program of study. (See Program Placement on page 32 of this catalog.)

Sandhills Community College reserves the right to deny admission or readmission to students whose presence on campus is construed by the administration as harmful or potentially harmful to Sandhills Community College students, faculty, and/or staff. Students admitted to the College must adhere to the Student Code of Conduct, which prohibits conduct that significantly impairs the welfare or the educational opportunities of others in the college community.

Exceptions to the admissions policy, including the U.S. Department of Education Ability to Benefit provision and the Intellectually Gifted and Mature Student legislation [Session Law 2009-46, House Bill 65], may be determined after a conference with the Vice President of Student Services and Academic Support.

Concurrently Enrolled High School Students: In compliance with state law, Sandhills Community College will cooperate with public school superintendents, private school headmasters, and home schools in arranging for high school students to be concurrently enrolled in college courses.

High school officials will determine how, and if, students will be awarded high school credit for courses taken through the college. Concurrently enrolled students are not allowed to take any developmental courses.

Concurrently enrolled high school students must meet the same prerequisite and course admission requirements as adult college students. Upon completion of courses, college credit will be awarded, grades will be recorded, and permanent academic records will be established at the College.

High School Programs: Sandhills currently offers college-level courses for high school students in **four** ways. (Concurrently enrolled students are not allowed to take any developmental courses.)

1) *Dual Enrolled Program:* Dual students enroll in regular college-level classes with other college students on the Sandhills campus. Students must be age 16 or older and enrolled in at least two high school classes. Tuition and fees are waived for spring and fall semesters only. Students are responsible for purchasing books and supplies.

2) *Huskins Program:* Huskins students enroll in college-level classes scheduled specifically for high school students on the college or high school campus. (Offered spring and fall semesters only.) Students must be in grades 10-12 in Hoke County, must have completed English 2 in Moore County, and must be enrolled in at least one high school class. The cost for tuition, fees and books is waived.

3) *SandHoke Early College High School (SHECHS):* SandHoke represents a partnership between the Hoke County School System and Sandhills Community College to implement an early college high school. SHECHS is designed to introduce students to the college setting in their sophomore year of high school by taking Sandhills Community College courses along with honors level high school courses. The school offers a five-year program through which students have the opportunity to earn both their high school diploma and an Associate in Arts degree by successfully completing two years of transferable college credit.

4) *Learn and Earn Online (LEO):* LEO students enroll in college-level classes with other college students through distance learning. Students complete assignments via the Internet with Sandhills faculty. LEO students must be enrolled in at least one course in grades 9-12 in Moore County or Hoke County. Tuition and fees are waived, and the Department of Public Instruction reimburses the local public school for college textbooks.

Readmission: A student will maintain an active application status provided a break in enrollment does not equal or exceed two years. Students returning after an absence of two or more academic years and those students who applied but never attended should:

- complete an application for readmission.
- submit transcripts from all regionally accredited colleges or universities attended since attending or applying to Sandhills.
- meet the admission and graduation requirements of the catalog in effect at the time of readmission.

Students who have not attended Sandhills Community College in at least five years may be required to re-submit transcripts from all regionally accredited colleges or universities previously attended.

In addition, students changing from Special Student status to Degree Seeking must submit a new admissions application and submit any required documents to the Admissions Office to become eligible.

Admission of Foreign Applicants: Please note these guidelines.

Permanent Residents: Applicants must provide current valid documentation from the Citizenship and Immigration Service (CIS) before being admitted and placed under regular admissions policies.

F-1 Visas: Applicants seeking an F-1 student visa must provide satisfactory academic records and have a local sponsor. Other important factors are graduation from a secondary school that is equivalent to secondary schools in the United States. If EFL classes are not offered, applicants whose native language is other than English must submit TOEFL (Test of English as a Foreign Language) scores as evidence of ability to use English at a level of competence necessary for college work. (TOEFL test dates and further details may be viewed at www.ets.org.) A minimum score of 213 is required for the computer-based TOEFL exam, 550 for the paper-based exam, and 72 for the internet-based exam. Exceptions to the college policy may be granted in rare instances. Foreign applicants should contact the Admissions Office at Sandhills Community College for additional information. New international students must report to the Transfer and Residency Counselor in Stone Hall Student Services within 24 hours upon arrival to campus.

Other Visas: Applicants must provide current valid documentation from the Citizenship and Immigration Service (CIS) before being admitted—allowed—and placed under regular admissions policies.

Admission of Undocumented or Illegal Immigrants: Pending North Carolina state law affirmatively providing for the unrestricted admission of undocumented or illegal immigrants to our local community colleges, Sandhills Community College will follow the guidance provided in the December 21, 2001 Memorandum CC01-271.

Therefore, the College shall admit or enroll undocumented or illegal aliens only as follows:

Undocumented or illegal aliens who are high school students may enroll in college level courses consistent with the concurrent enrollment policy and the cooperative program agreement (Huskins Bill courses) policy. Note: Wherever “Huskins” or “concurrent enrollment” is listed, colleges should also include the following high school programs: Learn and Earn, Learn and Earn Online, alternative high school programs (Early College and Middle College High Schools), and Dual Enrollment. (December 21, 2001 Memorandum CC01-271).

Additionally, effective May 13, 2008, previously admitted undocumented or illegal immigrants (based upon the guidance in the November 7, 2007 Memorandum CC07-275) shall be permitted to complete their program of study at the out-of-state tuition rate.

Transfer Students: Transfer students must meet the same admission criteria as all new students. Sandhills Community College will consider granting credit for work done at other regionally accredited institutions of higher education. Courses accepted for transfer credit must parallel course offerings at Sandhills Community College as determined by the Director of Records & Registration, the Academic Dean, and/or the appropriate Department Chair. Courses approved to satisfy the NCCCS Comprehensive Articulation Agreement general education core, pre-major or elective course requirement will also be considered for acceptance as transfer credit. Transfer credit may be allowed only for courses in which a student has earned a grade of a 'C' or higher.

In addition to submitting all other application materials, transfer students must submit official transcripts of all post-secondary credits previously earned at other accredited institutions. Students will not be allowed to register beyond their first semester unless all required transcripts are received. These transcripts become a part of the student's permanent record and cannot be sent to other institutions. A transfer student may be exempt from the placement test if appropriate math and/or English courses have been completed with a grade of "C" or better. The Director of Records & Registration will determine if placement testing is required.

Foreign College Transcripts: Foreign college transcripts must be translated into English with a comprehensive course-by-course report before the Office of Records and Registration at Sandhills will evaluate these documents for potential transfer credits. Currently, World Educational Services, Inc. (WES) is the only company from which Sandhills will accept comprehensive course-by-course foreign college transcript reports.

Students must contact WES directly and instruct them to mail an official report directly to Sandhills. Students also must request a course-by-course evaluation. Document-by-document evaluations will not be accepted by Sandhills for transfer credit. Contact the Office of Records & Registration, 910-695-3739, for further information.

World Educational Services, Inc.
P.O. Box 745 Old Chelsea Station
New York, NY 10113-0745
Phone: (212) 966-6311
Fax: (212) 966-6395
Toll Free: 1-800-937-3895

For information/application forms visit: www.wes.org

Special Students: Any high school graduate who does not plan to earn a degree, diploma, or certificate but who wishes to enroll in a college credit course (not a continuing education class) may be admitted as a special student. Special students may register for courses if course prerequisites are met and if space exists in the class. A current SCC student's registration may take precedence over a special student's registration. Exceptions to any of the above statements must be approved by the Dean of Instruction.

For admission to Sandhills Community College, a special student must complete an application form, which is available in the Admissions Office or online at www.sandhills.edu. Upon a later decision to pursue a degree, diploma, or certificate at Sandhills Community College, the special student will be asked to fill out another application, submit proof of high school graduation, and meet certain placement criteria.

Special students will be required to make a satisfactory score on the college placement test or show proof of course completion with a college transcript prior to enrolling in English, mathematics, or other restricted college-level courses. Students who have not met at least one of these requirements will be allowed to register only for ENG 075, MAT 060, and other non-restricted courses.

Special students are not eligible to receive financial aid or veterans' benefits.

After successfully completing 16 semester hours of course work, a special student should meet with a counselor concerning possible placement into a curriculum.

Home-Schooled Degree-Seeking Students: These students must provide the following documentation for admission:

1. A copy of the Certificate of Inspection issued by North Carolina which will identify that the home school is listed with the NC Division of Non-Public Education.
2. A final high school transcript which includes the official school name and the principal's signature. The transcript should include the home school established minimum scores required on a Nationally Standardized Test.

If the above criteria cannot be met, home school applicants may also elect to take and pass the GED exam in lieu of a high school diploma.

Visiting Students: A visiting student is a student who is pursuing a degree at another institution but who is taking courses at Sandhills Community College with the intent of transferring credit for those courses to the home institution. A visiting student will be classified as a special student and may register for courses only if course prerequisites are met and if space exists in the classes. A current SCC student's registration may take precedence over a visiting student's registration. A visiting student must submit an application and is encouraged to obtain written permission of the institution from which graduation is planned.

Residence status for tuition purposes: The basis for determining the appropriate tuition charges is contingent upon whether a student is a resident or a nonresident for tuition purposes. To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident for at least twelve consecutive months immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, “twelve months legal residence” means more than simple abode in North Carolina. In particular, it means maintaining a domicile (permanent home of indefinite duration) as opposed to “maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.” The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification. Being classified a resident for tuition purposes is contingent on the students seeking such status and providing all information that the institution may require in making the determination.

The Office of Admissions has the authority and responsibility for determining residence status for tuition purposes. To make residency determination, the office uses the resource: *Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. A copy of this manual is on reserve in the Boyd Library. Residence applications may be obtained in the Admissions Office.

Any student who wishes to appeal the residency decision may originate an appeal with the Sandhills Community College Residency Committee.

Students intending to transfer from Sandhills Community College should explore the residency practices of the college or university to which they intend to transfer.

PAYMENT INFORMATION

Tuition: Fall and spring semester tuition for all courses is set by the North Carolina State Legislature and subject to change by its actions. The in-state curriculum tuition rate for the year 2009-2010 for all college credit courses is set at \$50.00 per credit hour up to a maximum of \$800.00 for sixteen (16) or more credits during the fall and spring semesters.

Out-of-state tuition is set at the rate of \$241.30 per credit hour each semester up to a maximum of \$3,860.80 for sixteen (16) or more credit hours for the fall and spring semesters.

The summer term at Sandhills Community College is self-supported. Therefore, the rate is determined by the Sandhills Community College Board of Trustees and may differ from that set for the fall and spring semesters. The tuition for summer term is not subject to any tuition waivers.

Student Activity and Technology Fees: The fee structure at Sandhills Community College is in accordance with policies established by the State Board of Community Colleges and is subject to change without notice. All students enrolled for fall and/or spring semester are charged a student activity fee of \$32.50 and a computer usage fee of \$16. The student activity fee covers the cost of a parking sticker, an I.D. card, accident insurance coverage, library and audiovisual privileges, activities sponsored by the Student Government Association, a diploma for graduates, intramural and intercollegiate athletics, the use of the college fitness center, and other ancillary student-related college expenditures. The computer usage fee covers the cost of maintaining the computer labs.

Special Program/Course Expenses: Some programs and courses require miscellaneous expenses for supplies, tools, uniforms, equipment, or travel. The schedule of classes or the class instructor for the following programs will provide specific information about such costs:

Architectural Technology	Landscape Gardening
Associate Degree Nursing	Medical Laboratory Technology
Automotive Body Repair	Nursing Assistant
Automotive Service Technician	Physical Education
Baking and Pastry Arts	Physical Fitness Technology
Civil Engineering Technology	Polysomnography
Cosmetology	Psychology
Criminal Justice Technology	Practical Nursing
Culinary Technology	Radiography
Emergency Medical Science	Respiratory Care
Esthetics	Surgical Technology
Human Services Technology	Surveying Technology
English & Humanities	Therapeutic Massage
- HUM 120, HUM 220, SPA 161	

In addition, students enrolled in courses that take part in personal service or medical-related situations, such as clinical experiences, will be required to pay a fee of \$18 per course for professional liability insurance.

Tuition Payments: Students have a number of options when paying tuition. They can make payments **in-person** Monday – Friday during business office hours. Additional payment dates and times are located on or attached to the back of each student’s registration form.

A **drop box** is located on the outside wall of Stone Hall and is available for payment twenty-four (24) hours a day, seven (7) days a week. Students can **mail** payments to SCC, Attn: Business Office, 3395 Airport Road, Pinehurst, NC 28374.

Students may also process payments **electronically** via <http://www.sandhills.edu> by entering the E-Cashier site. E-Cashier allows students to arrange full or scheduled tuition payments. The E-Cashier option requires a \$2 charge for full payments or a \$25 charge for scheduled payments.

Students should not make out checks in advance as payment is required in full and cash refunds are not given. When making or scheduling payments, the student must include fines and fees in the entire balance. A balance on an account can cause a student's schedule to be cleared of classes.

Students with account balances after the "last payment day" will be dropped from their classes.

Waivers: Qualified students may receive a tuition or fee waiver which will automatically post upon registration.

Huskins, Dual-enrolled, Senior Citizens (65 and older) and Learn and Earn Online (LEO): These students will receive a waiver of tuition, activity fees, and technology fees (fall and spring semesters only). Full-time employees of Sandhills will receive a waiver of tuition for one class (up to three credits) each fall or spring semester. Tuition waivers do not apply for summer or for self-supported classes.

Payment Responsibility: Students are responsible for payment on classes from which they do not officially withdraw. If financial aid is removed or the third party sponsor does not pay due to a student's lack of attendance, the student is liable for the tuition and/or fee charges. It is important that official withdrawal occur if a student does not plan to attend class so that the class seat is available for other students.

Graduation Fee: Graduating students are expected to participate in commencement exercises. All students participating in commencement exercises should order a cap and gown from the bookstore. The cost of the cap and gown is approximately \$35.00.

Refund of Tuition and Fees:

State Refund Policy: The refund policy is set by the North Carolina State Legislature and is subject to change by its actions. A pre-registered curriculum student who officially drops one or more classes prior to the first day of the semester will be eligible for a one hundred percent (100%) tuition refund. The student activity and technology fee will also be refunded if the student drops all classes prior to the first day of the semester. Thereafter, a refund of seventy-five percent (75%) of only the tuition will be made through the ten percent (10%) date of the semester. Students do not qualify for a refund of fees after the one hundred percent (100%) date. All tuition will be refunded if a class is canceled. The 100% and 75% dates are published on or attached to the back of the schedule form.

Refunds will be processed within four weeks of the 10% date. Students should ensure that their address is correct with the Admissions Office so that they receive their refund check in a timely manner.

Federal Refund Policy: The Federal Refund Policy applies to all students receiving federal financial aid funds, including those who qualify for the state refund policy mentioned above. This policy requires the school to determine the amount of Title IV aid a student has earned. The earned amount is determined by calculating the number of class days prior to the date of withdrawal. The unearned portion must be returned. This may require repayment by the student of all or part of any federal money that the student received.

Refunds will be allocated by law according to the following order:

- | | |
|----------------------|--------------------|
| 1. Loans | 2. Grants |
| Federal Unsubsidized | Federal Pell grant |
| Federal Subsidized | ACG |
| Federal PLUS | FSEOG |

Students may obtain further information regarding these refund policies and refund calculations from the Financial Aid Office located in Stone Hall.

Students are responsible for payment on classes from which they do not officially withdraw.

STUDENT RECORDS

The personal records of students are supervised by the Director of Records & Registration. Material contained in students' personal folders, with the exception of confidential letters of recommendation written prior to January 1, 1975, may be reviewed by students upon request to the Director of Records & Registration. 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 & Registration's no later than two (2) weeks after the first day of class each semester. For more information related to the privacy of student records, refer to the Compliance section of this catalog.

REGISTRATION FOR CURRICULUM CLASSES

Registration dates for each semester are listed in the academic calendar located in the front of this catalog. Admission and program placement requirements must be met before students may register. Students are not officially registered for classes until tuition and fees have been paid.

LAST DAY TO REGISTER POLICY

Academic integrity dictates that the “last day to register” as noted in the academic calendar is the final opportunity for previously enrolled or new student to register for classes in any given semester.

GRADES

Grades are mailed directly to the student. Grades are provided to other schools, parents, guardians, or others only with the written authorization of the student. This authorization must be given to the Director of Records & Registration.

GRADUATION

Graduation Requirements: Upon recommendation of the faculty and the approval of the Director of Records & Registration, degrees, diplomas, and/or certificates will be awarded to students successfully completing the requirements of the program in which they are enrolled.

All students must:

- Complete course requirements as prescribed in the catalog in effect at the time of entry into the program. If students have an interruption in enrollment from their designated program of study of two or more years, they will be subject to the program requirements prescribed in the catalog in effect upon their re-entry into the program.
- Earn a minimum of a 2.0 grade point average in the required courses of the program of study for which they are applying for graduation. **All health science students must maintain a 2.0 in all courses required for their program of study.**
- Successfully complete the required minimum hours for their program of study at Sandhills Community College:
 - 18 hours for an associate’s degree
 - 12 hours for a diploma
 - 6 hours for a certificate
- Apply for graduation with their faculty advisor by March 16, 2010. Graduation applications may be picked up in the Office of Records & Registration. In order to participate in the May commencement and be considered a 2010 Sandhills Community College graduate,

all of the above academic requirements must be met by the end of the summer semester 2010.

- Clear all financial obligations to the College.

Students are eligible to graduate with honors if their major GPA is a 3.5 or higher. See page 68 for details.

Students cannot apply to graduate with **both** the certificate and associate degree in the same program for the same academic year.

Students cannot apply to graduate from **both** the Associate in Science and Associate in Arts degrees programs for the same academic year.

Students are required to wear academic regalia during commencement. Regalia (caps and gowns) should be purchased from the Sandhills Community College Bookstore located in the Dempsey Student Center.

TRANSCRIPTS

Transcripts will be issued only upon a student's written and signed request to the Office of Records & Registration. There is a \$3 fee for each official transcript mailed within two to three business days and a \$5 fee for transcripts requested "on demand." Payment of this fee is required before transcripts can be mailed or picked up. There is no charge for unofficial copies of transcripts issued to the student. Transcripts are not faxed. No official transcript may be issued to or for an enrolled or former student who is indebted to the College.

FINANCIAL AID INFORMATION

Financial assistance at SCC is available for degree-seeking students in qualified programs through grants, scholarships, and/or work-study employment. A student must apply for financial assistance and may be offered a single type of assistance or a combination package depending on the level of need and eligibility requirements. Aid may be provided by or through the college, federal and state agencies, foundations, or corporations. The student or the student's family is considered primarily responsible for paying for educational expenses. Financial assistance from the College and other sources should be considered only as a supplement to the efforts of the student or family. All policies pertaining to financial aid regulations and procedures are available for viewing in the Financial Aid Office. Most financial aid is awarded on a first-come, first-served basis, so students are encouraged to apply for financial aid as early as possible.

FINANCIAL AID PROGRAMS AT SCC

Federal PELL Grant: The Federal Pell Grant Program is the largest federal student financial aid program. Pell grants are awarded to help undergraduates who are in curriculum programs pay for their education after

high school. These grants do not have to be repaid. To apply for a Federal Pell Grant, students need to complete the Free Application for Federal Student Aid (FAFSA). The grant amount is determined by the federal government and awarded based on need. Students must complete the financial aid process prior to their last date of attendance in an academic year.

Federal Supplemental Educational Opportunity Grants: Federal Supplemental Educational Opportunity Grants (FSEOG) are awarded to undergraduates with exceptional financial need (with priority given to Pell Grant recipients) and do not have to be repaid. Candidates for this grant are selected from applicants who have completed the FAFSA. Funding is limited and eligible applicants are funded in the order in which they are received.

North Carolina Community College Grant: The North Carolina Community College Grant is granted to NC residents and follows guidelines similar to the Federal Pell Grant Program. Candidates for this grant are selected from applicants who have completed the FAFSA. NCCCG is only available in the fall and spring semesters. Funding is limited and eligible applicants are funded in the order in which they are received.

North Carolina Student Incentive Grant: The North Carolina Student Incentive Grant is awarded by the state to the neediest students. Candidates for this grant are selected from applicants that have their FAFSA processed by March 15th prior to the next academic year.

Academic Competitiveness Grant: The Academic Competitiveness Grant is awarded to first- and second-year low-income college students. Candidates for this grant must have met Pell Grant requirements and must have successfully completed a rigorous secondary school program in the prior year.

NC Education Lottery Scholarship and the Education Access Rewards North Carolina Scholars Fund: The NC Education Lottery Scholarship and the Education Access Rewards North Carolina Scholars Fund (EARN) provide grants to certain eligible NC resident students. Candidates for these funds are selected from applicants for the FAFSA and must meet certain eligibility requirements based on need and Expected Family Contribution (EFC). These funds are available fall and spring semesters only.

Scholarships: SCC offers many endowed and donor scholarships. A student completes a single application to apply for all SCC Scholarships. The application must be completed online at www.sandhills.edu beginning in January of each year. Selection of recipients is made by the College during the spring term for scholarship funds to be used for the upcoming school year beginning in the fall.

Federal and Institutional Work-Study Programs: The Federal College Work-Study (FWS) Program and the Institutional Work-Study Program provide jobs for students who need additional financial aid. FWS gives students a chance to earn money to pay for their educational expenses. FWS students work an average of ten (10) hours a week at a rate determined by the institution. After federal aid eligibility has been determined, the student must complete a Work-Study Application in the Financial Aid Office located in Stone Hall. Students may also print an application and review job descriptions and the Work-Study Handbook at the financial aid link on the Sandhills' website (www.sandhills.edu). Students must take at least 6 credit hours to participate in any work-study program. Placement is based upon job availability and student skills. When a student is placed in a position, a supervisor is assigned to monitor the work performed. Work-study students are required to complete a monthly time sheet and are paid at the end of the following month. Eligible students can be placed in work-study positions up to April 1st for each academic year based upon funds available. Work-study is a great way for students to gain valuable work experience.

Hope Scholarship Tax Credit: The Hope Scholarship Tax Credit is a tax incentive that may reduce the amount of taxes paid by the student or the parents of community college students. This credit may be claimed for two (2) taxable years for each eligible student. A credit of up to \$1800.00 for qualified tuition and related fees is possible for each eligible student in a family. For more information on this benefit, see IRS Publication 970, or visit the Financial Aid Office.

Lifetime Learning Credit: A nonrefundable tax credit is available to individuals who file a tax return and owe taxes. A family may claim a tax credit of up to \$2,000 per tax year for the taxpayer, the taxpayer's spouse, or any eligible dependents for an unlimited number of tax years. The amount of the Lifetime Learning Credit is 20% of the first \$10,000 of qualified educational expenses paid for all eligible students. The Lifetime Learning Credit is available for all years of postsecondary education and for courses taken to acquire or improve job skills, unlike the Hope credit which is only available for two years.

Other Fund Resources and Outside Scholarships and Funds: There are other outside scholarships and funds available to assist students. Some of these include employer- paid tuition, the Workforce Investment Act through the Employment Security Commission, Vocational Rehabilitation, Department of Social Services, and Veterans Administration. Please see the appropriate agency to determine qualification for any of these programs.

Alternative loans may also be available for curriculum students. Please see the Financial Aid Office for more information.

Childcare Grants: Limited childcare subsidies are available to economically disadvantaged students. An application may be obtained from

the Childcare Coordinator in the Financial Aid Department. The open application period begins in June and the process of awarding childcare subsidies starts in July. Applications are received on a continuing basis during the school year, and a waiting list is maintained until the following June. At that time, continuing students receiving subsidies are re-certified. Re-certification is not guaranteed. Students not receiving previous subsidies may re-apply and new students may apply. A history of satisfactory academic progress is required, and the student must maintain satisfactory academic progress to continue receiving a childcare subsidy.

FEDERAL AID ELIGIBILITY REQUIREMENTS

To receive aid, a student must follow these guidelines:

- File a Free Application for Federal Student Aid (FAFSA) application each school year.
- Only take courses that are needed to fulfill graduation requirements.
- Enroll as a degree-seeking student in an eligible program.
- Have an official high school or GED transcript on file with the Admissions Office.
- Have all college transcripts on file with the Admissions Office.
- Be a U.S. citizen or an eligible non-citizen.
- Demonstrate financial need.
- Make satisfactory academic progress.
- Not be in default on a federally subsidized education loan.
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant.
- Not have been convicted of a drug-related offense within the past year.

FEDERAL AID DETERMINATION OF ENROLLMENT STATUS

The determination of enrollment status (full, 3/4, 1/2, or less) is, by federal regulations, different for the following programs of study:

- Autobody Repair (D60100)
- BLET-Basic Law Enforcement Training (C55120)
- Cosmetology Instructor (C55160)
- Esthetics Technology (C55230)
- Practical Nursing (D45660)

This determination of enrollment status is different because the programs have one or more courses that cannot be used toward a two-year degree program. Enrollment status determination for the above programs involves totaling the clock/contact hours for each course a student takes each semester. The total hours are then divided by 30 to obtain the converted credits. The converted credits are then used to determine the enrollment status.

VETERANS EDUCATIONAL BENEFITS, PROGRAMS AND GUIDELINES

Veterans Affairs: Sandhills Community College education programs are approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U.S. Department of Veterans Affairs (VA). Those entitled to VA benefits are eligible veterans, participants in the Montgomery G.I. Bill contributory program, active duty military in voluntary education programs, drilling National Guard, drilling Reservists, and spouses and children of disabled or deceased veterans. The VA certifying official in the Financial Aid Office provides information and assistance to students applying for VA education benefits. Following is a general description of the veteran benefit programs available at SCC. Please see the VA certifying official regarding any specific questions regarding these programs.

Sandhills Community College is a member of the Service Members Opportunity Colleges (SMOC) and a participant in the Concurrent Admissions Program (ConAP).

The Montgomery GI Bill (MGIB): The MGIB program provides up to 36 months of education benefits. This benefit may be used for approved degree and certificate programs at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following an individual's release from active duty. This program is also commonly known as Chapter 30.

The Montgomery GI Bill-Selected Reserve (MGIB-SR). The MGIB-SR program may be available to a student if he/she is a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for approved degree and certificate programs here at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

The Post-9/11 GI Bill: The Post-9/11 GI Bill provides up to 36 months of education benefit. This benefit is for eligible individuals who served on active duty after 09/10/01. This benefit may be used for approved degree and certificate programs at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 15 years following an individual's eligibility date. There is a transferability component for eligible individuals to transfer this benefit to spouse or dependents. This program is known as Chapter 33.

Reserve Education Assistance Program (REAP): REAP supports a member of a reserve component who served on active duty for a contingency operation after September 11, 2001, and who served at least 90 or more

consecutive days. Benefits are paid at a percentage of the Chapter 30 pay rate based on the time served and the rate during the year the educational training occurred. See the VA certifying official or www.gibill.va.gov for more information on the application process and rates of pay for REAP.

Veterans Educational Assistance Program (VEAP): VEAP is available if the student first entered active duty between January 1, 1977, and June 30, 1985, and elected to make contributions from his/her military pay to participate in this education benefit program. With VEAP, the Government matches contributions on a \$2 for \$1 basis. This benefit may be used for approved degree and certificate programs at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Survivors' and Dependents' Educational Assistance Program (DEA): DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition or who died while on active duty or as a result of a service-related condition. The program offers up to 45 months of education benefits. These benefits may be used for approved degree and certificate programs at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Work-Study Program: Work-study is available on a limited basis to students receiving VA education benefits and attending school at least three-quarter time. An individual working under this program may work at the school veterans' office or at approved state employment offices. Work-study is paid at the minimum wage rate, and students can work up to 25 hours a week.

NC National Guard Tuition Assistance Program (TAP): TAP is available to any student who is a member of the North Carolina National Guard and pays tuition/fees. Students who wish to use TAP must submit a completed OTAGNC Form 621-100 from their Commanding Officer. This form must be completed prior to the beginning of each semester.

General Eligibility Requirements: To be eligible for educational benefits, the student must be enrolled in an approved curriculum, taking only those courses required for graduation in the chosen curriculum. Students must maintain Satisfactory Academic Progress under the same standards as Financial Aid Recipients.

The VA will not pay for enrollment in the following: (1) course audits, (2) repeated courses previously passed, (3) credit by examination, (4) courses not required in chosen curriculum, (5) continuing education classes, and (6) dropped or withdrawn classes.

Documentation: VA regulations governing institution-approved training of veterans and/or dependents of veterans require that certain documents be on file prior to certification of enrollment. Certification will not be made until

the VA certifying official receives all documentation. It takes 60-90 days from the date of certification for benefits to start. Required documentation is as follows:

1. Application for admission with all required documentation;
2. Proper Application for VA benefits (form 22-1990, 22-5490, or 28-1990) and all required supporting documentation, including but not limited to the following items:
 - (a) Copy of Page 4 of the DD-214 or National Guard form DD-2384 "NOBE" signed by the Unit Commander;
 - (b) Copy of marriage certificate (if applicable);
 - (c) Copy of divorce decree (if applicable);
 - (d) Dependent children's birth certificates (if applicable);
3. Official high school transcript or GED scores and all academic transcripts from each college previously attended.

If VA benefits have been received for prior training, the student must submit form 22-1995, Change of Program or Place of Training.

All veterans and dependents of veterans are required to submit a copy of their class schedule to the VA certifying official each semester. A student will not be certified for benefits until this schedule is submitted.

Students receiving VA benefits must notify the VA certifying official of any changes in class load, attendance, or enrollment status within three days of the change. Failure to notify the VA certifying official of these changes may result in termination of benefits and certification of future benefits at the end of the subsequent term upon receipt of the student's official grade report.

ASSESSMENT

Placement testing is required for all students who plan to enter an instructional program and all special students who enroll in English, mathematics, or other restricted courses. The placement test is designed to assess academic abilities in the areas of reading, writing, and mathematics. Students who do not meet these test scores may be advised to enroll in developmental courses to prepare them for program placement at a later date. Placement test results are good for three (3) years and are used by counselors and academic advisors to place students in the courses that are appropriate to their academic needs. Placement testing is conducted on-demand through the Learning Resource Center located in Boyd Library. Students requiring placement testing will be issued a testing ticket upon admission to the college. Submission of SAT or ACT scores taken within three (3) years may exempt a student from placement assessment.

Students who do not make a satisfactory score on the placement test may be allowed to retest. In addition, in some instances, students may challenge a course by passing a departmental exam and earning Credit by Exam (CE).

PROGRAM PLACEMENT

Students who desire to enter a specific instructional program and who meet the testing and placement criteria will be placed in the program of their choice as long as vacancies exist. Placement of qualified candidates into the programs will be made according to the published program admission requirements, which may include the date by which the candidates successfully meet testing and placement criteria and the date by which all required records are received by the college. Program placement requirements and special program requirements are outlined on program sheets that can be obtained in the Division of Student Services.

COURSE RESTRICTIONS

Students placed into ENG 075 and ENG 085 who wish to enroll in college courses will be limited to the following courses until they have successfully completed ENG 085 or are exempted by re-testing.

ARC	111
ART	121, 131
AUB	all courses
AUT	all courses
CIS	115, 147
CIV	by permission of the instructor
CJC	111
CUL	all 100-level courses
EDU	by permission of the instructor
EGR	115
ENG	any course indicated by placement
HRM	all 100-level courses
MAT	any course indicated by placement
	<i>All associate's degree students must either place out of MAT 060 or successfully complete MAT 060 to meet the SACS requirement for demonstration of competence in fundamental mathematical skills.</i>
MUS	110, 111, 113
	By permission of instructor: MUS 131-136, 141, 142, 151, 152, 231-236, 241, 242, 251, 252
OST	OST 131, 132, 134, 141, 142, 148
PED	all courses
PHY	110/110A - by permission of instructor

All AAS degree-seeking students are required to enroll in ACA 115, except ADN and RCP. All Transfer degree-seeking students are required to enroll in ACA 122.

CAMPUS SERVICES

Bookstore: Students can purchase textbooks, school supplies, sportswear, and other accessories at the college bookstore located in the Dempsey Student Center. Bookstore hours of operation are posted on the college website (www.sandhills.edu) and posted in the Dempsey Center. During registration (and during the add/drop period), the bookstore will keep hours comparable to those of day and evening registration.

Cafeteria: The Sandhills cafeteria, located in the Dempsey Student Center, offers a quality assortment of reasonably priced breakfast and lunch items for students, employees, and visitors. Food sales are supplemented by vending machine selections. For special college events, the cafeteria provides professional catering services.

Students with Disabilities: The College strives to provide an equal educational opportunity to all applicants and encourages students with disabilities to enroll. The College makes every effort to comply with the Americans with Disabilities Act, and reasonable accommodations will be made for all who demonstrate a legitimate need. The campus is largely barrier-free and accessible. Faculty and staff are available to assist where feasible. Students in need of special assistance should contact the Director of Student Success in the Advising Center in Stone Hall at their earliest convenience. Refer to the Compliance section in this catalog for more information.

SCC Web Page: Interested parties may visit the Sandhills Community College website at www.sandhills.edu for a wide range of information about the college and its services. Visitors to the website will find class schedules, admissions and registration information for both college credit and continuing education classes, and information pages for academic and extension departments and programs. The SCC homepage also provides information about student services and library services. Students may use electronic mail to contact counselors, advisors, faculty, and financial aid and registration personnel. In addition, through the Sandhills website, students have access to all distance learning courses and programs, along with helpful links to search engines and resource materials on the Internet.

STUDENT SERVICE INFORMATION

Campus Health and Safety

Sandhills Community College is committed to maintaining a safe, healthy, and positive work and learning environment. Toward that end, in a good faith effort to ensure the safety and welfare of all the campus community, the college has adopted codes, statements, and policies which are detailed in the college's Catalog and the Personnel and Policy Manual, as well as being posted on the college's website, www.sandhills.edu.

Campus Health and Safety Awareness Activities: Guest speakers, hosted by Student Services, provide workshops on such topics as alcohol/substance abuse, campus security, crime and crime prevention, stress management, financial awareness and credit management, and safety issues. Referrals are made, as needed, to local agencies such as hospitals, mental health centers, social services, Friend-to-Friend, private counselors, self-help groups. Literature on many health and safety issues is provided in the Dempsey Student Center and in the Counseling Center in Blue Hall. Every other year, the Safety and Environmental Committee hosts a health fair for all faculty, staff, students, and the public.

Communicable Disease Policy: Any individual who knows or has a reasonable basis for believing that he or she is infected with a communicable disease (including but not limited to chickenpox, hepatitis, measles, Acquired Immune Deficiency Syndrome [AIDS], meningitis, mononucleosis, and whooping cough) has an obligation to protect himself or herself and others from the ramifications of the disease. Specifically, such individuals should report this information to the appropriate person (see below). Every effort will be made to try to keep the matter confidential. Only persons with a need to know will be informed and only with prior direct knowledge of the individual who is or believes he or she may be infected.

Curriculum students should report a communicable disease condition to the Vice President of Student Services and Academic Support who will contact the Senior Vice President. Continuing education students should report such conditions to the Dean of Continuing Education who will contact the Senior Vice President. The Director of Moore County Health Department will be immediately notified. At the Hoke Center, communicable disease conditions should be reported to the Hoke Center Director who will then report them to the Senior Vice President and to the Hoke County Health Department.

The Senior Vice President will take appropriate steps to ensure the medical safety of the student and the college community; if deemed necessary for the good of all, the student may be asked to remove himself or herself from the campus until a necessary evaluation of the condition is completed and the President of the College issues a final ruling concerning the enrollment status of the student.

This policy is one part of the College's on-going attempt to promote awareness, education, and counseling on communicable diseases. Refer to the Compliance section of this catalog for more information.

Student Accident Insurance: Each year, the SGA purchases a student accident insurance plan, an excess policy that may cover medical expenses of students caused by accidental bodily injury during college-related academic and social activities. The provisions governing this policy are contained in the master policy issued to the school and may be viewed

during the school's office hours. A brief description of the policy, which varies from year to year, will be available through the Office of Student Services at the beginning of each academic year. Students may obtain a brochure or file a claim with Jean Blue, Administrative Assistant to the Vice President of Business and Administrative Services, in Stone Hall, 105A, 695.3702.

Counseling and Career Services

Personal Counseling: Professional counselors are available to assist students with concerns or difficulties they may experience while attending college, such as developmental or personal issues, mental health concerns, and career choices. Counseling sessions normally are scheduled by appointment (although drop-ins are welcome) and may last up to fifty (50) minutes. These sessions provide opportunities for students to explore their issues with a counselor, to share concerns about college life, and to gain important tools to foster success in an academic environment. The College does not charge students a fee for counseling sessions. Counselors can also refer students who wish to seek counseling services off-campus to local mental health providers. Counseling services are found in the Division of Student Services in Blue Hall and Stone Hall.

Career Services: Career development professionals provide counseling and guidance in the areas of self-awareness, career exploration, job search skills, and employment opportunities. These services are available to all enrolled students, alumni, and prospective students of the college. The professional staff includes a career counselor and a career development facilitator. Career Services are located in Office 111 in Blue Hall on the Pinehurst campus. For more information or to schedule an appointment, please call 695.3968 or 950.3735.

Career Development: The College's Career Development Program provides numerous resources to enrolled and prospective students as they explore career opportunities and educational programs. The career counselors use counseling skills, testing instruments, and computer-based programs to assist students in choosing career paths and education programs to prepare them for their chosen careers.

Career Resource Library: The Career Resource Library has several career-related books, videos, and publications available for use while visiting Career Services. Students can explore occupations using a computerized career development software program.

Guarantee to Employers: Sandhills Community College guarantees that its graduates are proficient in the areas of knowledge and skill covered by their educational programs. In the event that an employer finds a Sandhills graduate deficient in such an area, the employer should – within 90 days of the graduate's employment – contact the Vice President of Student Services

and Academic Support at the College. The Vice President of Student Services and Academic Support will arrange to re-enroll the graduate in up to three (3) courses at the College at no charge to the graduate or the employer. This guarantee applies to graduates of two-year associate in applied science degree programs and one-year diploma programs.

Job Fairs: The Student Employment Office sponsors job fairs on campus during the fall and spring semesters. Job fairs provide an opportunity for many types of employers to visit campus and talk with students about career opportunities. The student employment coordinator works closely with both local and regional employers to develop job opportunities for Sandhills Community College students.

Student Employment Services: These services are available for currently enrolled students and recent graduates of Sandhills Community College. Services include job listings, job search assistance (resume writing, networking, interviewing, job fairs) and job referrals. Job openings are posted on the college website at www.sandhills.edu/sccjobs. The career services website also provides a variety of career and employment links for students to access current job market information. Alumni of SCC are eligible to receive placement assistance for up to five (5) years after graduation. The Student Employment Office is located in Blue Hall.

Student Involvement in the Institution

Student Government Association (SGA): Many student activities at Sandhills Community College are sponsored by the Student Government Association (SGA). Efforts are made to provide students with cultural, social, recreational, and service-oriented activities. Activities sponsored by the SGA include free food days, the annual Spring Fling, holiday festivities, coffee and doughnuts during exams, student accident insurance, and scholarships and awards.

The SGA is always looking for new ideas and new “ambassadors.” To become an ambassador, students must complete a simple two–page application, maintain at least a 2.0 GPA, contribute at least two hours per week to SGA activities, and possess high motivation. Every student on campus is a member of the SGA, and the SGA acts as the students’ voice at SCC. Not only does the SGA sponsor fun events and activities, but it also presents student comments and concerns to the administration and the Board of Trustees. In fact, the SGA President is a trustee of the College.

The SGA office is located upstairs in the Dempsey Student Center.

Student’s Role in Institutional Decision-Making: By statutory requirement, the President of the Student Government Association serves *ex officio* on the Board of Trustees, the governing body of the College.

Students are appointed to the following standing committees: Safety and Environmental, Scholarships, and Student Affairs. In these committees, students have opportunities to study and comment on proposed policies and procedures and to rule on appeals related to student disciplinary cases.

Most significantly, the Student Government Association gives students experience in representative government. Officers are elected by the student body. Students interested in serving on the SGA can get information directly from the Sandhills website or the Director of Student Life located in the Dempsey Student Center.

Policy on Student Publications: Although the College has no systematic schedule of student publications, the Student Government Association periodically produces an in-house bulletin written by and designed for students.

This bulletin, when it is published, is overseen by the SGA President and the Director of Student Life, with content by members of the SGA and the student body. While it is an informal publication, this bulletin, like all student publications, is expected to observe the policy guidelines for student publications.

The Policy

Student publications at Sandhills Community College are expected to represent the student body at its best. The content of such publications must be in concert with the college Student Code of Conduct. Specifically, all contributors to such publications are bound by the elements of this code:

- Writing that is threatening and creates an atmosphere of fear and/or intimidation is prohibited.
- Writing which includes any element of a sexually suggestive or harassing nature is prohibited.
- Writing which involves libelous charges or which constitutes an attack on another member of the college community is prohibited.
- Writing which makes use of obscene language and/or expletives is prohibited.

Because this is an educational institution, writing which appears in student-created publications is expected to be clear, correct, and well-reasoned. Documents should be well-designed and inviting to the reader.

All materials for student publications must be approved prior to publication by the Director of Student Life. Any disputes about content may be taken to the Vice President of Student Services and Academic Support for resolution in concert with the Director of Student Life, the SGA President, and the student-writer. There is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.

Supervisory Role of the Institution over Student Activities: While Sandhills Community College takes very seriously its commitment to creating an atmosphere that encourages maximum student self-governance and a range of stimulating activities, the College is also mindful of its responsibility to oversee student life in a responsible and proactive fashion. The supervision of student activities is a function of the Division of Student Services. The Director of Student Life is charged by the Vice President of Student Services and Academic Support to direct student activities and serve as advisor to the Student Government Association (SGA). The Advisor attends all SGA meetings and sponsored activities and serves as a liaison between the SGA and the Vice President of Student Services and Academic Support. A description of the supervisory role of the SGA Advisor over the SGA and student activities is found in the *Student Government Association Constitution and Bylaws*.

The SGA is the official sanctioning body for all campus clubs and organizations. The SGA Constitution and Bylaws notifies students of their responsibility in initiating and participating in a student club or organization, which must be recognized as such in order to be permitted to use college facilities. Each club or organization has a faculty or staff member who serves as advisor and meets regularly with the group.

Student activities at Sandhills Community College are evaluated regularly through student surveys. Results provide insight into student needs, interests, satisfaction, and level of participation. These insights are used in determining appropriate student activities.

Procedures for Student Fund-Raisers: All student fund-raiser events must be approved by the Director of Student Life prior to the event. Proper scheduling will help prevent the possibility of two events occurring on the same day. Activities limited to campus may be cleared informally by phone or email. Requests for activities soliciting prizes, donations, or funds from the public must be submitted in writing. Before approval is given, the development office will be consulted to ensure the activity relates directly to the purpose of the College and does not conflict with other fund-raising activities or plans (See “Fund-raising Policies and Procedures” in the *Personnel and Policy Manual*.)

Student Life

There’s something special for everyone at SCC. Sandhills Community College sponsors a wide variety of organizations and clubs designed to enhance the educational opportunities available to our students.



Athletics

Contact: Aaron Denton, Dempsey 222, 246.4121, dentona@sandhills.edu

Sandhills Athletics works to support the mission and purpose of Sandhills Community College. As a member of the National Junior College Athletic Association (NJCAA) athletics provide opportunities for development and competition that support the educational goals of the College. Athletics were founded to serve the individual student as well as to enrich the college environment for all students, faculty, and staff. The athletics department works with students to promote leadership and involvement within our community. While many of our athletes will likely continue competing at a four-year college or university, it is our purpose to inspire all student athletes to better themselves academically, socially, and physically.

Baking and Pastry Club

Contact: Martin Brunner, Little 113, 695.3932, brunnerm@sandhills.edu

The Baking and Pastry Club is an organization which provides the opportunity for students to further hone their baking and decorating skills beyond the skills taught in the curriculum. Key elements include the exposure of members to pastry competition and to train members to compete in such events. Members are exposed to new and upcoming pastry techniques from a variety of SCC culinary/pastry instructors.

Cosmetology Club

Contact: Sally Thompson, Causey 109, 695.3970, thompsons@sandhills.edu

The Cosmetology Club is designed to benefit those enrolled in the Cosmetology Program at SCC. All Cosmetology students are encouraged to participate.

Criminal Justice Club

Contact: Teresa Hall, Van Dusen 230, 695.3931, hallt@sandhills.edu

The Criminal Justice Club is for students who have been or plan to be involved in the field of criminal justice. It promotes professional awareness and standards, a unified professional voice, high standards of conduct, fellowship, community service, and professional development. The mission of the organization includes such personal and professional goals as (1) not judging others, (2) being unified in service, (3) being professional, (4) working as a team, (5) using integrity in all efforts, (6) creating new ideas, and (7) upholding educational standards.

Esthetics Club

Contact: Robin Curlee, Causey 111, 693.2068, curleer@sandhills.edu

The Esthetics Club is designed to benefit those enrolled in the Esthetics Program at SCC. All Esthetics students are encouraged to participate.

Horticulture Club

Contact: Dee Johnson, Little 241, 695.3883, johnsond@sandhills.edu

One of the oldest and most renowned organizations on the SCC campus is the Sandhills Horticulture Club. The club's primary purpose is to provide a vehicle to support outside activities and competitions in which the Landscape Gardening students participate. An annual Halloween weekend called "Haunted Gardens," bedding plant sales, and other creative projects support student trips, competitions, and student career days.

Hospitality Club

Contact: Ted Oelfke, Little 105, 695.3756, oelfket@sandhills.edu

This organization is comprised of Hotel/Restaurant Management and Culinary students, who plan activities to raise funds for students in need, to develop and to promote fellowship among the members, to offer career-enhancing experiences and to provide opportunities for students to network with professionals in their field.

Human Services Club

Contact: Trish Harris, Van Dusen 219, 695.3871, harrist@sandhills.edu

The purpose of this organization is to support the activities and project of SCC, to further civic, campus, professional and social activities of interest to its members, and to promote community awareness through service.

Intramurals

Contact: Rick Oelfke, Dempsey107, 695.3786, oelfker@sandhills.edu

The Intramural Sports Program at Sandhills is designed to serve the recreational needs of current students. The program offers a variety of sports and activities for every type of student. Intramurals bring together the entire campus community to participate in friendly athletic competition.

Optimist Club

Contact: Deborah Ashby, Boyd Library 108, 695.3821, ashbyd@sandhills.edu

The Optimist Club conducts positive service projects in the community aimed at providing a helping hand to youth. With their upbeat attitude, Optimist Club members empower young people to be the best they can be.

Outdoor Club

Contact: Nathan McGraw, Dempsey 107, 246.4122, mcgrawn@sandhills.edu

The purpose and objective of the Outdoor Club is to provide the members of the SCC community with the opportunity to socialize and participate with others sharing an interest in rock climbing, boating, hiking, camping, and other outdoor activities that promote physical fitness. It will also assist in educating members in technique and safety procedures essential for these activities. Outdoor Club leaders provide a continuation of skills development to members related to physical education teaching and instructional methods.

Outdoor Adventure Program

Contact: Rick Oelfke, Dempsey 107, 695.3786. oelfker@sandhills.edu

The goal of the program is to provide a wide range of outdoor activities at a variety of skill levels for the SCC community. Participants have the opportunity to develop lifetime recreational skills, learn about safety and proper technique, gain an appreciation and concern for our natural environment, meet new people, and have a great time!

Pep Squad

Contact: Alfreda Stroman, Kennedy 175, 695.3872, stromana@sandhills.edu

The purpose of the SCC Pep Squad is to support and promote Sandhills Community College athletics. The SCC pep squad also creates public awareness of upcoming games.

Phi Theta Kappa- Alpha Tau Beta

Contact: Jackie Babb, Little 207, 695.3802, babbj@sandhills.edu

Phi Theta Kappa is the international honor society for two-year schools. Membership is available to students by invitation only and requires a 3.7 GPA based on 16+ hours of college credit courses. Invitees who choose to join are inducted in either spring or fall semesters. The hallmarks of Phi Theta Kappa are scholarship, leadership, fellowship, and service. Members are involved in many activities and services on campus, in the surrounding communities, and across the nation. Kappans serve as hosts for the college lecture series, as marshals at graduation, and as assistants with on-campus service activities such as blood drives and new student registration.

Radiology Technology Club

Contact: Pat Brannan, Kennedy 108, 695.3841. brannanp@sandhills.edu

The Radiology Technology Club is made up of students who are currently enrolled in the SCC Radiography Program. Club members host fundraisers to offset the costs associated with attendance at conferences and workshops and to fund an annual graduation party. This organization provides opportunities for students to extend their education beyond the classroom and is of great benefit to anyone who aspires to be a radiologist.

Rotaract

Contact: Mary Brideschge, Stone 107A, 695.3708, brideschgem@sandhills.edu

Rotaract is a service organization sponsored by the Rotary Club of the Sandhills and other area Rotary Clubs. The Rotaract motto is "Service above self." Rotaract is open to all students and inducts new members throughout the academic year. This organization meets monthly and is involved in many community service projects.

Sandhills Association of Nursing Students

Contact: Heather Cox, Kennedy 123, 695.3852, coxh@sandhills.edu

Sandhills Association of Nursing Students (SANS) seeks to introduce participants to the nursing profession through their professional organization and to provide a setting for professional socialization. Active membership is available to all ADN (Associate Degree Nursing) students. SANS also promotes and encourages participation in community affairs and activities related to improving healthcare. SANS provides opportunities for state and national networking with their professional organization. Fundraisers, service projects, social events, educational programs, and mentoring and recruitment opportunities are all part of the experience available to SANS members.

Student Government Association

Contact: Jennifer Yauger, Dempsey 224, 695.3858, yaugerj@sandhills.edu

The student activities program at SCC is sponsored by the Student Government Association. Members of the SGA make a concerted effort to provide students with cultural, social, recreational, and service-oriented activities. Activities sponsored by the SGA include free food days, the annual Spring Fling, holiday festivities, doughnuts during exams, student accident insurance, and scholarships and awards. The SGA is always looking for new ideas and is your voice at SCC.

Therapeutic Massage Club

Contact: Samantha Allen, Meyer 116, 695.3966, allens@sandhills.edu

The Student Massage Therapist Association was founded to allow students to develop professional connections within the program and in the community. The club's motto is "changing the world through touch." It is the club's belief that the power of touch has the ability to make transformations in people's lives. Students in the club participate in chair massage events to share the healing aspects of massage and gain real-world experience working with customers. Monies generated by club activities are used to provide scholarships, purchase supplies, and cover licensing fee requirements.

Turfgrass Club

Contact: Mike Ventola, Meyer 215C, 695.3941, ventolam@sandhills.edu

Golf Course/Turfgrass Management students participate in the Turfgrass Club at SCC. Club activities are designed to develop students' business and interpersonal skills. Fellowship activities are scheduled throughout the year to assist in this effort.

Ultimate Frisbee Club

Contact: Rick Oelfke, Dempsey 107, 695.3736, oelfker@sandhills.edu

Played much like football and soccer combined, “Ultimate” is a transition game in which players move quickly from offense to defense on turnovers that occur with a dropped pass, an interception, a pass out of bounds, or when a player is caught holding the disc for more than ten seconds. Ultimate is governed by Spirit of the Game, a tradition of sportsmanship that places the responsibility for fair play on the players rather than referees. Since 2005, Sandhills Community College has sponsored its own club, the Sandfleas, to participate in local tournaments and expose its students to this exciting game.

Student Conduct

Student Conduct in the Instructional Environment: Faculty teaching courses for Sandhills Community College and students taking courses at Sandhills Community College have the right to an instructional environment that is conducive to study, thought, and full concentration on study topics selected by the instructor. Student behavior which threatens such an atmosphere and disrupts learning and teaching activities or creates an atmosphere of fear and intimidation of a student or faculty member will not be tolerated. The faculty and administration reserve the right to remove a student from a course or a program or to deny his/her admission to a course or a program if the student’s behavior is determined to be detrimental to the teaching environment.

The Sandhills Community College faculty, staff, and administration expect student behavior that assures an instructional environment:

- Where students arrive and depart on time,
- Where there is no disruptive behavior,
- Where the rights of others are respected and where students treat each other with politeness and respect,
- That is free from menacing or threatening language or disrespectful behavior directed at either the professor or other students,
- Where a student’s attire is within the generally accepted bounds of good taste and does not disrupt the learning process,
- Where students are allowed to bring guests (including children) only with the expressed permission of the professor.

Student Code of Conduct: Students are adults and are, of course, expected to know what constitutes “acceptable” behavior. The College prefers to emphasize counseling and guidance in promoting good student conduct. However, when this approach fails, our only option is disciplinary action. If a student has any questions concerning appropriate conduct, he/she should see a College Counselor, the Dean of Instruction or Vice President for Student Services and Academic Support (curriculum students), Dean of Continuing Education (continuing education students), or the Hoke Center Director (Hoke Center/SandHoke students).

Sandhills Community College reserves the right to deny admission or readmission to students whose presence on campus is construed by the administration as harmful or potentially harmful to Sandhills Community College students, faculty, and/or staff. Students admitted to the College must adhere to the Student Code of Conduct, which prohibits conduct that impairs significantly the welfare or the educational opportunities of others in the college community.

The statement, policies and procedures contained in the Student Code of Conduct have one purpose: to ensure the existence at Sandhills Community College of opportunities and conditions which are conducive to effective learning, teaching and living together. This document is the product of the cooperative thought and dialogue of students, instructors and administrators of the College.

The following Code of Conduct applies to all students enrolled in courses with Sandhills Community College. The code should not be considered an exclusive list of acceptable and unacceptable behavior.

1. Each student is held responsible for information in the college *Catalog* found on the college's website at www.sandhills.edu.
2. Students who lose, damage, deface, destroy, sell, or otherwise dispose of college property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
3. Under no conditions will alcoholic beverages, narcotics, or illicit drugs be permitted on college property or at college-sponsored events. Students under the influence of or possessing alcohol or drugs will be in violation of this policy and subject to disciplinary action. The College will comply fully with local and state laws concerning the possession of and/or sale of drugs. *In addition, students might not be able to receive federal student aid if they are or have been convicted of selling or possessing illegal drugs, if the drug offense for which they are/were convicted occurred while they were receiving federal student aid.*
4. Such acts as stealing, fraud, forgery, falsifying documents, gambling, fighting, and possession of dangerous weapons of any kind, including concealed handguns, will not be permitted. Any violation of this regulation may result in expulsion from the College on the FIRST offense.
5. The College will comply fully with existing North Carolina laws which make possession of firearms or explosives on campus a Class I Felony and ALL weapons on campus unlawful. Sandhills Community College will immediately report ANY and ALL violations to local authorities.
6. In the interest of protecting students, faculty, staff, or property from harm, the College reserves the right to take disciplinary action in response to behavior off-campus that violates college expectations and policies or could be detrimental to the College.

7. Smoking is prohibited in the interiors of all campus buildings. In addition, smoking is not allowed within 25 feet of any campus entrance.
8. Students are not to bring children to class except under exceptional circumstances and with prior approval of the faculty member.
9. All vehicles must be properly registered, display appropriate stickers and abide by posted and announced parking and traffic regulations. Violators of traffic and parking regulations are subject to fines, wheel locks, towing, or possible revocation of campus parking privileges. Student records may also be withheld until fines are paid.
10. Fiscal irresponsibility such as failure to pay college levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials is subject to disciplinary action.
11. Behavior which creates an atmosphere of fear and/or intimidation of a student or faculty/staff member is prohibited. Any and all verbal, written, or physical threats of violence will be taken seriously and dealt with appropriately.
12. Prospective students visiting campus must report to Student Services or the Division of Continuing Education upon arrival. Those failing to do so may be asked to leave.
13. The Dempsey Student Center and other campus facilities are for student use and for authorized activities. Thus, unauthorized individuals may be asked to leave.
14. All curriculum students are required to have and to carry a student ID. Students may be asked to show their ID at random. Failure to comply may result in disciplinary action.
15. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with an employee's or student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited by Sandhills Community College.
16. Faculty and students at Sandhills Community College—on the main campus or off-campus locations, including online—have the right to an instructional environment which is conducive to study, thought, and full concentration on study topics. Student behavior which threatens such an environment and disrupts learning and teaching activities will not be tolerated and will be subject to disciplinary action.
17. Appropriate attire, including shoes, must be worn at all times.
18. For the safety of all concerned, the campus will be closed from 12 midnight to 5 a.m.
19. Failure to abide by the SCC Information Technology Resources Acceptable Use Policy may lead to disciplinary action, including loss of computer privileges, dismissal from the College, and/or criminal prosecution.
20. Providing false information or fraudulent documents to college officials or procuring any money, goods, or services under false pretense is prohibited.
21. Failure to comply with instructions of college officials acting in performance of their duties is subject to disciplinary action.

22. In the interest of civility, privacy, and safety, coed accommodations on any club, class, or SCC sponsored trip is prohibited.
23. Any and all other offenses that may need the attention of the Vice President for Student Services and Academic Support or Dean of Instruction (all curriculum students), the Dean of Continuing Education (continuing education students), the Director of the SCC Hoke Center (all students taking classes at the Hoke Center) are subject to this code.

Academic Honesty: Sandhills Community College believes that the pursuit of knowledge requires honesty. Academic dishonesty includes but is not limited to:

1. Copying the work of another.
2. Collaboration – working with another person on a test, examination, or paper without expressed authorization and without indicating that collaboration has occurred.
3. Plagiarism – the representation of the work of another person as one’s own; the failure to cite the source of an idea, information, or words which come from someone other than the author of the paper or the exam.
4. Use of books, notes and/or electronic devices in examinations without the explicit permission of the professor.

Penalties may include:

1. Zero grade on the test or assignment on which cheating occurs.
2. Failing grade for the course.
3. Failing grade and immediate dismissal from the course.

When a student is accused of academic dishonesty, the resolution of the accusation is between the professor and the student. If the solution is unsatisfactory, there is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.

Disciplinary Procedures:

- A. Report of offenses: Students, faculty members, staff or administrators should immediately report incidents that violate the Student Code of Conduct to the appropriate Vice President for Student Services and Academic Support or the Dean of Instruction (all curriculum students), Dean of Continuing Education (continuing education students) or Hoke Center Director (all students taking classes at the Hoke Center). When possible, the report should be documented through email or written report.
- B. The Vice President/Dean/Director will confer with all parties involved and decide on one of the following options:
 1. To declare the case closed immediately for lack of evidence and to notify in writing the accused and the accuser.
 2. To refer the case to the risk assessment team for review and recommendation.

3. To issue warning that repeated violation of the Code of Conduct may necessitate further disciplinary action.
4. To reserve the right to deny admission or readmission to any student whose presence on campus is disruptive to other students.
5. To invoke penalties. A student may be placed on probation, suspended, or expelled from the College for conduct or personal behavior that is in violation of the Student Code of Conduct. The Vice President/Dean/Director will, in writing, identify the claimed misconduct and present a statement of any penalty imposed. There is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.
6. As a general rule, the status of a student accused of a violation of these regulations should not be altered until a final determination has been made in regard to the charges. Interim suspension may be imposed, however, upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or any other member of the institution's community or its guests, poses a threat of destruction of property, or shows a potential for substantial disruption of classroom or other campus activities.

Student Grievance Procedure: Grievance is defined as any matter of student concern or dissatisfaction within the control of the College, *except* for the following:

- Grades, which shall be subject to the decision of the professor unless related to some type of suspected discrimination,
- Attendance policies and matters of a purely academic nature, which shall be adjudicated through the Dean of Instruction,
- Matters involving allegations of sexual harassment, which are addressed elsewhere in the college *Catalog*, www.sandhills.edu, and this agenda,
- Residency classification, which shall be subject to final ruling at the campus level by the Residency Committee.

The purpose of the Student Appeal Procedure is to assure students of Sandhills Community College that their grievances will be considered fairly, rapidly, and in a non-threatening atmosphere. This process is designed to be used by students, not their surrogates. In keeping with the college policy of addressing all grievances informally prior to resorting to formal procedures, it is assumed that prior to embarking on the formal Student Appeal Procedure, students will initially address problems and matters of concern informally with the student(s), faculty, or staff members involved.

However, the College recognizes that not all student grievances will be satisfactorily settled on an informal basis. Therefore, this Student Appeal Procedure has been adopted and applies to all appeals of disciplinary actions,

appeals regarding student records and privacy rights, and appeals based on charges of discrimination. Students should follow these procedures first in all applicable situations.

Any student electing initially to pursue a grievance outside of these procedures has thereby waived the ability to pursue his or her grievance hereunder. A complete copy of the Student Grievance Procedure may be obtained from the Vice President for Student Services and Academic Support or Dean of Instruction's Office.

Student grievances resulting from academic practices or learning environment activities other than disruptive student behavior should be referred to the attention of the Dean of Instruction (curriculum students), Dean of Continuing Education (continuing education students), or Hoke Center Director (Hoke Center students) after the student has met with the faculty member or department chair and attempted an informal resolution of the problem. Student grievances that affect an individual's welfare and are not directly related to academic or classroom activities of the College should be brought to the attention of the Vice President for Student Services and Academic Support (curriculum students), Dean of Continuing Education (continuing education students), or Hoke County Director (Hoke Center students) after the student has made every effort to resolve the problem in an informal basis through conversation with the individuals involved.

Student Grievance Procedure Steps

1. Informal Resolution – The student discusses grievance(s) with the appropriate Vice President/Dean/Director, who renders a decision within five (5) business days. The student may elect to continue the appeal in accordance with the following:
 - a. Curriculum students will proceed to step 2 of the Student Grievance Procedure and appeal to the Student Affairs Committee.
 - b. Continuing education students may appeal within three (3) business days to the Vice President for Instruction and Student Services. A decision will be rendered in ten (10) business days. The decision of the Vice President is final. Exceptions to the procedure include continuing education certificate programs: BLET and NA. These students should proceed in accordance with step 2.
2. Student Affairs Committee Hearing – The student submits a formal Grievance Form to the Student Affairs Committee Chair within three (3) business days of the Vice President's/Dean's/Director's decision. The Student Affairs Committee renders a decision within ten (10) business days. Following s discussion by the Student Affairs Committee, the student may elect to continue the appeal to step 3. [The Student Affairs Committee may choose to discontinue a hearing if the student fails to attend two or more scheduled meetings.]
3. President's Review – The student submits a written request for review to the college President within three (3) business days after the Student Affairs Committee's decision. The President renders a decision within

ten (10) business days. The President's decision will be final except in cases of sexual harassment or discrimination. In those cases, the student may elect to continue the appeal to step 4.

4. Hearing Committee of the Board of Trustees – The student submits a written request for a hearing by the Board of Trustees within five (5) business days of the President's decision. This request is submitted to the Executive Assistant to the President. The decision of the Board of Trustees in sexual harassment and discrimination cases is final.

Sexual Harassment Policy: Sexual harassment is unacceptable behavior and a violation of the law. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited by Sandhills Community College. Students have the responsibility to bring any such incident (via written as well as verbal report) to the attention of an administrator so that the matter can be resolved informally. Curriculum students should contact the Vice President for Student Services and Academic Support; continuing education students should contact the Dean of Continuing Education; students at the SCC Hoke Center should contact the Center Director. The administrator will then contact the Vice President of Business and Administrative Services or the Director of Human Resources. Any student who feels uncomfortable going to the Dean/Director should go directly to the Human Resource Director or the Vice President of Business and Administrative Services.

There are two categories of sexual harassment:

1. Sexual harassment in which a person in authority makes sexual demands upon another individual in exchange for favors, and
2. Sexual harassment in which a hostile or uncomfortable college environment is created by unwelcome or offensive sexual conduct.

Thus, it is important to understand that sexual harassment does not require physical contact. A hostile environment may be created by, but certainly is not limited to, the following unwelcome and offensive behaviors: repeated and unwelcome sexual advances, comments, contact, jokes, flirtations or any abuse of a sexual nature.

TECHNOLOGY

Information Technology Resources Acceptable Use Policy

Purpose: To enhance its educational, cultural, and economic missions in service to the community, Sandhills Community College provides students, faculty, staff, and community members with computers, tools, instruments, and facilities that provide access to campus and global information resources. The College expects and requires ethical and responsible behavior of individuals using information resources. This policy statement identifies

acceptable uses of these resources and includes circumstances in which the interests and rights of others must be protected and preserved.

This policy applies to all Sandhills Community College students, faculty, and staff as well as members of the community who use or access college information technology resources.

Definition: The term “information technology resources” includes all computers, tools, instruments, or facilities which enable individuals to access or interact with information available through, but not limited to, the library automation system, the Internet, the World Wide Web, or local campus networks. Resources may be individually controlled or shared, stand alone, or be networked. Included in this definition are classroom technologies, computing and electronic communication devices and services, modems, electronic mail, phone access, voice mail, fax transmissions, video, multimedia and hyper media information, instructional materials, and related supporting devices or technologies.

Use Agreement: By using college-supplied information technology resources, individuals, groups, or organizations agree to abide by all policies and procedures adopted by Sandhills Community College as well as all current federal, state, and local laws. These include college policies and procedures against harassment, plagiarism, and unethical conduct—as well as local, state, and federal laws prohibiting theft, copyright infringement, insertion of viruses into computer systems, and other unlawful intrusions.

In the event of violation of any of these policies, procedures, or laws, the College will follow established disciplinary policies, including those regulating the provision of information to law enforcement authorities. The College shall not examine or disclose the contents of electronic files except when authorized by the owner of the information, when approved by an appropriate institutional official, or as required by law.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against users of information technology resources.

User Responsibilities: Anyone using college information technology resources is responsible for:

1. Recognizing and honoring the intellectual property rights of others, making attribution as appropriate;
2. Refraining from any illegal and improper intrusions into the accounts of others or into any college information technology resources or systems;
3. Taking all reasonable steps to insure the accuracy and the security of information compiled, accessed, or provided;

4. Being ethical and respectful of the rights of others and of the diversity of the college community, including the rights to privacy and all other legal requirements and restrictions regarding access to and use of information; and refraining from acts that waste resources and prevent others from having broad access to college information technology resources;
5. Abiding by all other applicable college policies and standards relating to information technology resources. These policies and standards include, but are not limited to, software, wireless, remote access and email.

Network Access: All equipment attached to the college network, including wireless networks, must be approved by the Network Administrator except in specifically identified public access areas.

Establishing Procedures: Individual organizations within the College may establish and define procedures or conditions for use of information technology resources under their control. Established procedures or conditions must be consistent with this overall policy but may provide additional detail, guidelines, or restrictions. In addition, all interactions outside the College are subject to the acceptable use policies of the outside agencies such as network access providers, telecommunications companies, or software developers.

PHOTO AND VIDEO USE

Sandhills Community College does not collect photo/video release forms. Instead, the College assumes that faculty, staff, and students are the best resources for marketing the College and welcome student involvement in these activities.

Still or video photo shoots may be informal (candid photos of campus scenes, athletic events, performances, events, or activities) or formal (planned visits to classrooms, headshots or video shoots on campus). All photographic/video images become the property of Sandhills Community College. Marketing and Public Relations staff members add the photos or video footage to the College's library of images (maintained by Marketing & Public Relations), which becomes a resource for the website and college publications.

The Marketing and Public Relations Department attempts to inform the campus when far-reaching photography projects are planned (all user e-mail notice to faculty and staff, announcements on campus TV monitors, etc).

Students participating in a formal photo shoot (*Career Focus*, billboards, schedules, etc.) are giving their permission for their image to be used as the College sees fit. Students may opt out if that is their choice. If a student does not wish to be photographed but fails to identify himself or herself to the photographer, it will be very difficult to exclude that person from the resulting images.

Concerns about the uses of individual images may be communicated to the Marketing & Public Relations Department, who will try to resolve individual complaints while still meeting the institutional goals of visually representing the College. Expense is sometimes a consideration in the ability to change a photograph; usually an inventory of printed publications must be exhausted before the change can be implemented.

ACADEMIC POLICIES AND PROCEDURES

Academic Advising: Upon enrollment at Sandhills, all regular students are assigned a faculty advisor to assist in course scheduling, registration, and program planning, as well as to periodically evaluate academic progress. Students who place into first-level developmental courses (zero prefix courses) may be temporarily assigned to an advisor in the Developmental Education Department who will guide them through prerequisite coursework in English, math, and reading.

Courses selected by students must be approved by the faculty advisor or Advising Center prior to registration. It is the intent of the advisor and the Advising Center to place students receiving financial aid only into courses required by their program of study. The advisor or the Advising Center must also approve registration changes, such as dropping and adding courses, unless the student is merely changing sections of the same course. Students receiving financial aid should always consult staff in the Financial Aid Office located in Student Services when dropping and/or adding courses.

Although the faculty advisor will help students become familiar with degree and diploma requirements in a chosen field, each student is ultimately responsible for the proper completion of his or her academic program, for familiarity with the college *Catalog*, for maintaining the grade average required, and for meeting all other degree requirements. The advisor will advise, but the final responsibility remains that of the student. In addition, college transfer students should know the requirements of both Sandhills Community College and the transferring institution.

Students whose advisors are not available or who are designated “special” or “dual enrolled” may receive advising help in the Advising Center located in Stone Hall.

Academic Freedom and Integrity: The faculty and staff at SCC recognize that student learning lies at the heart of all we do. To support student learning, we abide by the principles of academic freedom and integrity. Faculty and students must be free to examine all pertinent data, question assumptions, be guided by the evidence of scholarly research, and teach and study the substance of their discipline. Instructors are afforded the freedom to manage the learning environment of their courses. At the same time, students will be afforded a quality educational experience where learning is

encouraged, evaluations are substantive and meaningful, and grades are awarded fairly.

Credit by Examination: Students enrolled in Sandhills Community College may have developed knowledge and skills which match the knowledge and skills to be achieved in certain courses in the College. These achievements may be the result of work experience, military experience, or informal study.

To receive credit by examination, students must demonstrate proficiency by taking challenge examinations developed by departmental faculty, or a standardized examination such as the College Level Examination Program (CLEP) or the United States Armed Forces Institute (USAFI).

Although any faculty advisor or counselor may initiate a credit by examination request, the specific courses to which credit by examination applies will be determined by the instructional departments. Students who decide that credit by examination is appropriate for their situations must obtain permission from the chairperson of the department in which the course is offered. The chairperson will arrange for the examination to be administered. The Dean of Instruction must approve all credit awarded by challenge examination.

Students who wish to receive credit by examination through CLEP or USAFI should submit such certifications to the Director of Records & Registration. The Office of Records & Registration will evaluate the certifications in consultation with the appropriate department chairperson.

Upon the student's successful completion of credit by examination, the symbol "CE" will be shown on academic transcripts, and credit hours will be awarded; however, no quality points will be assigned.

ACA Credit by Exam: The College requires incoming freshmen to take one of two freshman orientation courses:

1. ACA 115 for students pursuing the AAS degree or ACA 122 for students pursuing the AA, AS, or AFA transfer degree.
2. Students who transfer in 18 or more hours from an accredited college or university or who have accumulated 18 hours of credit at SCC prior to 2006 may be eligible for Credit by Exam.

Students who believe they are eligible should contact the ACA Coordinator or the Department Chair for Developmental Education.

Advanced Placement: Students who have taken any of the following Advanced Placement courses in high school and who have made a score of three (3) or higher on the AP exam will be accepted as part of a student's successfully completed general education core under the Comprehensive Articulation Agreement (CAA). Credit for two successive courses can be

awarded only with a score of five. For example: a student who receives a score of three (3) on the AP Biology exam would receive credit for BIO 111. A student who receives a score of five (5) would receive credit for BIO 111 and 112. Only one course of credit (MAT 271 for four [4] credit hours) may be awarded for the AP Calculus AB exam with a score of three (3), four (4), or five (5); two courses of credit (MAT 271 and 272 for eight [8] credit hours) may be awarded for the AP Calculus BC exam with a score of three (3), four (4), or five (5). The Director of Records & Registration will verify AP examination scores and record appropriate credit on the student's transcript. One exception to this policy is the AP Art Studio course. Determination of credit for AP Studio Art will be made by the appropriate department chair with approval by the Dean of Instruction. Note: Students should be aware that if they receive AP course credit at Sandhills Community College but "do not complete the general education core" before transferring to a UNC university, their AP scores will be evaluated on the "basis of the receiving institution's AP policy," according to the CAA.

Approved AP Courses: Art History (ART 114 and 115), Biology (BIO 111 and 112), Calculus AB (MAT 271), Calculus BC (MAT 271 and MAT 272), Chemistry (CHM 151 and 152), Computer Science A or Computer Science AB (CIS 115), Macroeconomics (ECO 252), Microeconomics (ECO 251), English Language (ENG 111), English Literature (ENG 112), Environmental Science (BIO 140), French Language (FRE 211), French Literature (FRE 212), Comp Government & Politics (POL 210), U.S. Government & Politics (POL 120), Human Geography (GEO 111), Music Theory (MUS 114), Physics B (PHY 151 and 152), Physics C (PHY 251 and 252), Psychology (PSY 150), Spanish Language (SPA 211), Spanish Literature (SPA 212), Statistics (MAT 151), Studio Art (ART 121, ART 122, or ART 131, based upon portfolio), U.S. History (HIS 131 and HIS 132), and World History (HIS 111 and HIS 112).

College Credit for College Tech Prep Students: Students who successfully completed high school College Tech Prep courses may receive credit for Sandhills Community College courses that cover the same content or skills development as identified by college faculty statewide articulation agreements. In most cases, the student must demonstrate mastery of course knowledge and skills by passing the VOCATS tests or an examination administered by college personnel.

Credit for Experiential Learning: Students registered in degree, certificate, or diploma programs who have had career experience which they believe duplicates that required for a course may apply for credit by contacting the Admissions Coordinator. The student will document the career experience, which will be forwarded to the appropriate faculty member for evaluation. The faculty member will recommend credit be given for courses for which required knowledge and skills have been demonstrated. Credit will be awarded upon approval by the appropriate Department Chair and the Dean

of Instruction. The symbol "EL" on academic transcripts will indicate credit earned for experiential learning. Credit hours will be awarded for such credit; however, no quality points will be assigned. The College periodically validates the evaluation process for awarding credit for experiential learning by reviewing the performance of students receiving such credit in follow-on courses or their program of study.

Credit for Military Training: Credit may be awarded to enrolled students for educational experience in the armed services. The student must submit an official transcript from the Army/American Council on Education Registry Transcript System (AARTS). The Director of Records & Registration will evaluate the transcript and determine any applicable credit. Credit hours will be awarded for such credit; however, no quality points will be assigned. The Dean of Instruction must approve all credit for military educational experience.

Academic Petition/Course Substitution: Students may, under unusual circumstances, petition that one course substitute for another in a curriculum program. The academic petition form must have the approval of the faculty advisor, the Program Coordinator, the Department Chair, and the Dean of Instruction.

Enrollment in courses designated as unique to concentration programs: Some programs in the North Carolina Community College System have “concentrations” identified, such as the Golf Course Management concentration of the Turfgrass Management Technology, the E-Commerce concentration of the Business Administration program, and the Substance Abuse concentration of the Human Services Technology program. Each concentration has certain “concentration courses” identified that must be unique to the concentration. These courses are identified by a sentence in the course description that reads, “This course is a unique concentration requirement of ...”

Students who are not enrolled in the particular concentration program may enroll in and take for credit unique concentration courses if the students are otherwise eligible to participate in the class by, for example, meeting pre- and co-requisite requirements. Such classes may be counted as elective credits for other applied science programs. Students not enrolled in the concentration program must receive approval from the instructor of the course, who will indicate approval by signing the students’ “Course Planning” or “Course Change” form and will document such approval on the course roster

Independent Study: Under unusual circumstances, a student may have a need to enroll in a course of independent study under the guidance of an instructor. A student must first substantiate the need and then secure the written approval of the instructor and advisor. Next, an independent study contract form must be prepared by the instructor with whom the work will be done. Finally, written approval must be obtained from the chairperson of the

department in which the course is requested. One copy of the signed independent study contract should be given to the student, one copy retained by the instructor, and one copy attached to the registration form. The registration form should also indicate the course will be taken by independent study. The registration process cannot be initiated unless a copy of the contract accompanies the registration form. Enrollment in more than one independent study course per semester will be allowed only under exceptional circumstances.

Auditing Courses: Those who do not desire credit or a grade may audit any course for which prerequisites are met. Students who wish to audit a course must complete an audit permission form and submit the form to the Director of Records & Registration prior to the end of the drop period. Requirements for auditing will be determined by the instructor. Auditors will register and pay the same tuition and fees as students who take the course for credit. Students with a recorded audit grade for a course may repeat the course one time on an audit basis.

Honors Courses: Sandhills may offer honors courses (designated with an “H” on the semester class schedules) for exceptionally well-qualified students. These courses are invitational and highly selective. The objectives of honors courses are to develop outstanding and independent student achievement, to enrich the educational experience of the student in breadth and depth, and to enable and encourage the superior student to work to maximum potential. Successful completion of twelve (12) hours or four (4) honors courses will be noted on the student’s diploma.

External Instruction: The College maintains full responsibility for the academic requirements and standards of students who participate in credit courses that require work-site experiences, such as clinical or internship courses. Each program using such courses will provide written policies and requirements to students and will maintain reporting and monitoring procedures that are consistent with program standards.

Course Load Policy: Depending on the program, the usual course load for students is 12 to 18 semester hours during fall and spring terms. The usual course load for students during any entire summer session (two five-week sessions or one ten-week session) is 6 to 12 semester hours. Registration for more than 18 hours in the fall and spring or 12 hours for the entire summer (7 semester hours for a single five-week session) must carry the approval and signature of the Advisor and the Dean of Instruction.

Classification of Students: For purposes of administration, the following student classifications have been specified:

- Full-time student: the student enrolled in 12 or more credit hours
- Part-time student: the student enrolled in fewer than 12 credit hours

- Freshman: the student who has successfully completed 32 or fewer semester hours
- Sophomore: the student who has successfully completed more than 32 semester hours

Drop/Add Policy and Procedure: Students should follow these practices.

Adding and Dropping Courses: A student may add a course with permission of the advisor through the second day of the semester. After that point, permission of the advisor and the instructor is needed in order to add a course. A student may drop a course at any time during the first eight weeks of the semester (or half-way through a summer session) by completing a course change form, obtaining the signatures of the advisor and the instructor, and filing the form with the Office of Records & Registration.

Fall and Spring Semesters: To drop/add a class, a student must: 1) meet with the assigned advisor to complete and to sign a course change form, 2) obtain an instructor's signature for all classes dropped/added, 3) submit this form to the Registrar's Office for approval, and, 4) submit the form to the Business Office.

Students should familiarize themselves with these basic guidelines:

1. Students who drop a class during the first eight weeks (or 50%) of a semester may do so without academic penalty. If the course is dropped during the first ten (10) days of class, the student will not receive a grade for the class and no record of enrollment in the class will appear on the student's transcript. If the student drops the course after the tenth day of class and prior to the end of the eighth week of class (50%), the class will be listed on the student's transcript with a grade of "DR." The "DR" grade will not be computed in the calculation of the student's grade point average.

2. Emergency situations which make it necessary for a student to withdraw from a course, a program, or the College may arise after the no-penalty drop period. In this case, the student may officially withdraw from the course by completing the withdrawal portion of the Drop/Add Form. This form must be signed by the instructor of the course and the student's advisor, and then submitted to the Registrar prior to the end of the semester. If the student is passing at the time of withdrawal, the student will receive a grade of "WP" (withdraw passing). If the student is failing, the student will receive a grade of "FW" (failing withdrawal). The "WP" grade will not be computed in the calculation of the student's grade point average. The "FW" grade will be computed in the calculation of the student's grade point average and will have the same effect as a grade of "F."

3. Students who stop attending class but fail to officially drop or withdraw may receive an “F” in the course.

Summer Semester: During the summer semester, the same drop/add policy will be in effect. However, the last day to drop will vary, depending on the length of the summer semester session(s). The last day to drop and other enrollment information will be listed in the college *Catalog*.

Adding a Course: Through the second day of the semester, a student may add a course with the permission of the advisor. After that point, both the advisor’s and the instructor’s permission are needed in order to add a course. Students who stop attending class without officially dropping the course may receive a failing grade in the course and will not receive a refund.

Instructor-Initiated Drop or Withdrawal: An instructor may drop or withdraw a student from a course under any of the following conditions:

- student misses more than five consecutive class hours, or the student fails to meet the attendance policy of the course
- student fails to post in an online class within the time period prescribed in the online syllabus
- student is absent from the final exam without the instructor’s permission;
- student misconduct.

Withdrawal from a Course, Program, or the College: As noted above, emergency situations may arise after the no-penalty drop period whereby students must leave involuntarily. In this case, students may withdraw from the course by completing a course change form. Students must obtain signatures from their advisor and instructor on the drop/add form. This form must be completed and filed with the Office of Records & Registration and shared with the Financial Aid Office.

Students who are passing at the time of withdrawal may receive a grade of “WP.” Students who are failing at the time of withdrawal may receive a grade of “FW.” Students who stop attending class without officially withdrawing from the course may receive a failing grade in the course.

Attendance Policy: Because the College realizes that academic success is tied to regular attendance, students are expected to attend all class sessions, laboratories, and clinical experiences. Faculty members are responsible for informing students in writing at the first class meeting of attendance expectations and identifying all classes, laboratories, and clinical experiences which must be attended at the scheduled times. Faculty members will inform students at the first class period if tardiness is to be computed as an absence. Absence from class must be satisfactorily explained to and/or documented for the instructor, and the student is held responsible for all work missed. Unsatisfactory attendance may adversely affect a student’s grade for the

course. Any student who violates the attendance policy of the course during the first eight weeks (or half-way through a summer session) of the semester may be required to drop the course. Any student who violates the attendance policy of the course during the last eight weeks of the semester may be required to withdraw from the course with a grade of “WP” or “FW,” depending upon his or her grade in the course at the time of withdrawal. Attendance policies for online courses are detailed in the course syllabi for the individual courses. Generally, these attendance policies reflect the instructor’s expectations regarding the frequency of posted interactions.

Class sessions that are missed by late-enrolling students may be counted as absences.

Students will not be charged when an absence is due to participation in an activity approved by the Dean of Instruction or the Dean of Student Services.

Schedule of Last Class Sessions: The last four days of each semester are used to provide classes with a concluding session related to the final assessment activity the instructor has designed. Meeting times for classes during the last four days of the semester are provided in a schedule of last class sessions that is published and distributed prior to the four-day period. The last class sessions are used for final examinations or for other activities that are designed to bring the course to a successful conclusion. Last class sessions must meet whether or not a final examination is to be given.

Grading Policy: Grading the performance of students in course work is the responsibility of individual faculty members. Categories of institutional grades and symbols for students who have met minimum course requirements are:

Superior	A – superior academic performance
Good	B – good academic performance
Average	C – average academic performance. Students in zero-prefix courses must earn a “C” or better to enter subsequent developmental or curriculum course(s).
Passing	D – academic performance that has met minimum course requirements and that will allow students to enter the subsequent course or courses in a series, unless a higher grade is specified in the course prerequisite. Students who make a “D” grade in a zero-prefix course may not progress to the next course.
Credit by Examination	CE – credit earned by examination procedures of the College

Experiential Learning	EL – credit earned for life experience
Transfer Credit	TR – credit earned from courses taken at other accredited educational institutions or military education experiences in the armed services
Audit	AU – participation as an auditor of a course

Categories of institutional grades and symbols for students who have not met minimum course requirements are:

Failure to Meet Course Requirements	F – student performance judged to require repetition of the course. Students who make an “F” grade in a zero prefix course may not progress to the next course.
Drop	DR – courses dropped during the first 10% of class will not appear on transcript. Between the first 10% and prior to the 50% of class, the class will be listed on the transcript as “DR.”
Withdraw Passing	WP – used to indicate that a student currently passing a course has withdrawn or been withdrawn from a course.
Failing Withdraw	FW – used to indicate that a student currently failing a course has withdrawn or been withdrawn from a course.
Incomplete	I – used when the instructor determines that at least the minimum course requirements may be met by a student during the next consecutive semester without repeating the course.

Removing Incomplete “I” Grades: These guidelines apply.

1. When grades are reported, it is the responsibility of the instructor to inform the appropriate department chairperson in writing of the reasons for an “I” grade and the conditions that must be met to remove it.
2. It is the student’s responsibility to contact the instructor or department chairperson regarding work to be completed for the removal of the “I” grade.
3. When removing an “I” grade during the next consecutive semester, a student should continue working under the instructor’s direction and should not re-register for the course.
4. If a student has not removed the “I” grade by the end of the next consecutive semester, it may be necessary to re-register and re-take the

course. “I” grades not removed during the allowed time may remain on the student’s record.

5. When a student performs the work that allows the removal of the grade of “I,” it will be deleted from the transcript, and the new grade will be entered.
6. If a student receives an “I” and the instructor is not at the institution the next consecutive semester, the student should meet the requirements of the course under the supervision of the department chairperson.
7. A grade of “I” may be replaced by a grade of “F” if a student, in attempting to remove an “I,” completes the work required but averages an “F” in the course.

Grade Point Average: Grade point averages are based on points assigned as follows:

Grade	Grade Points
A	4
B	3
C	2
D	1
F	0
FW	0
I	0
WP	Not Computed
DR	Not Computed

A minimum major grade point average of 2.0 is required for graduation. In addition, students enrolled in health science programs will be required to achieve a minimum overall average of “C” (or 2.0) in all required specialty and clinical courses.

In the computation of the grade point average for determining graduation eligibility, only grades for courses required for the completion of the current program of study will be computed. All other grades will remain on the student’s record but will not be computed. Grades earned in developmental courses (indicated by numbers ranging from 060 through 095) will not be used in the computation of the grade point average for graduation, but those grades will be included in the grade point average to determine academic progress.

Students who plan to transfer to a four-year college/university should be aware that many four-year colleges/universities re-compute the grade point average based on all college-level hours that the student attempts. Students who have a cumulative grade point average of less than 2.0 may not be accepted by the University of North Carolina System institutions.

Course Repetition Policy: A student who has earned a grade of “C” or better in a course may repeat the course one time in an effort to earn a higher grade or to add to his/her mastery of course content. A student who has not

earned a grade of “C” or better may repeat the course as many times as necessary in order to earn a higher grade. When a course is repeated, only the higher grade will be counted in determining the hours earned and the grade point average at Sandhills Community College.

Students planning to transfer should realize that universities do not have consistent policies regarding grade forgiveness. University admissions personnel will review the transcripts of transfer applicants and may re-compute grade point averages and could include forgiven low grades. The Comprehensive Articulation Agreement (CAA) with the University of North Carolina System requires that a student earn a grade of “C” or better in each transfer course completed.

Students with a recorded “Audit” for a course may repeat the course one time on an “Audit” basis. Exceptions to this policy must be approved by the Dean of Instruction.

Inter-curricular Transfer of Credit: When a student transfers from one curriculum program to another within the College, all courses with passing grades that are applicable to the new program will be transferred and included in the computation of the student’s grade point average.

Re-entry into a Program: When a student wishes to be considered for re-entry into a program which has special placement requirements or enrollment limitations, these procedures will be followed:

1. The student should confer with a counselor.
2. The counselor may recommend to the appropriate department chairperson that the student be permitted to re-enter the program. Such recommendation should be based upon the student’s demonstration that remedial action has been taken which would prevent a repeat of earlier failure to succeed in the program.
3. The department chairperson will have responsibility for approving a student’s re-entry into a program within the department.
4. Nursing and Health Science students should consult the department chair and/or program coordinator to review specific re-entry requirements as detailed in the program policy manual that applies.

Students who interrupt their program of study will be subject to the program requirements of the *Catalog* in effect at the time of their re-entry into the program.

Change of Major: Students are never “locked into” a program of study for longer than one semester. Any time a student considers making a change, the student should immediately schedule a visit a counselor, instructor, or advisor to discuss the advantages and disadvantages of the proposed change. Students should explore all program offerings at SCC, and Career Counseling located in Blue Hall is prepared to help in that exploration.

If the advisor feels that a student is not making satisfactory progress or has reason to doubt the validity of the program placement of the student, the advisor may refer the student to Student Services, located in Stone Hall, for a change of major.

If a student wishes to change from one instructional program to another, the student must complete a Change of Major form. This form is available in the Advising Center in Stone Hall. Students may change their major at any time during the academic year, but the students who are on financial aid should seek counsel from a Financial Aid official in Stone Hall.

Forgiveness/Special Readmission Policy: A student who has not been enrolled in curriculum courses for 36 consecutive months may request readmission under the special readmission policy. Under this policy, the following conditions apply:

1. The student's entire academic record at Sandhills Community College will be recorded on any subsequent transcript.
2. For courses attempted prior to readmission, only courses with a grade of "C" or better will count toward fulfilling graduation requirements.
3. Subsequent grade point averages of students readmitted under this policy will be computed without inclusion of previous coursework in which a grade below "C" was received. However, this work will be included in calculations for consideration for honors.
4. A student may be readmitted under this policy only one time.
5. This forgiveness policy is used for academic purposes only. This policy does not supersede Federal Regulations for financial aid purposes.

Academic Progress: Students who enroll in curriculum programs, or who enroll as special students, are expected to maintain satisfactory academic progress.

Academic Probation and Suspension: Following the first ten semester hours of coursework at Sandhills Community College, a student who does not attain a semester grade point average (GPA) of 2.0 may be placed on academic probation. The semester GPA is based on all courses taken during a single semester for which a grade is given.

The purpose of the probation program is to identify when students are having academic difficulties that might jeopardize their reaching their educational goals. Since a 2.0 GPA in a program is required for completion, students who fall below this standard in any given semester are placed on academic probation and are required to seek advice or counseling to identify ways to improve their academic achievement. Advisors may recommend that the student continue with his/her current program or they may recommend that the student interview with a counselor to consider other academic or program options.

Students on academic probation will not be permitted to participate in early or pre-registration without approval from an advisor or the Dean of Instruction.

Students will be returned to normal academic status upon attaining a 2.0 or better semester GPA or upon returning to the College after an absence of at least one semester.

Students who continue on probation for a second semester may be suspended from their program and must attend an advising session with the Dean of Instruction. Suspended students may remain in their programs with permission from the individual program coordinator.

Students who are suspended from a second program may be suspended from the College. To be readmitted, the student must interview with a counselor and obtain permission from the Dean of Instruction.

Academic Progress Standards for Students Receiving Financial Aid:
The Financial Aid office can provide further information on the standards imposed in awarding financial aid.

Purpose: All financial aid recipients are required to meet satisfactory academic progress (SAP) according to Federal regulations and policies set by Sandhills Community College. The intent of these policies is to ensure that students who are receiving financial aid are making measurable progress toward completion of an approved degree, diploma, or certificate program in a reasonable period of time and within a reasonable number of credit hours attempted in their program of study.

Scope: Regulations require a student's progress for financial aid purposes to be measured both quantitatively and qualitatively. In addition to a student's **cumulative** grade point average, students are also required to pass a percentage of all attempted coursework and to complete their program of study within the maximum time frame established by the institution. To reasonably measure a student's satisfactory academic progress for financial aid, the student's academic record will be evaluated including credit hours earned at other post-secondary institutions and transferred into the student's program of study at SCC. This requirement applies to all students who apply for financial assistance from Federal, State and institutional aid.

Standards of Progress: To receive financial aid, the student must maintain satisfactory academic progress toward an eligible program of study. There are two standards in the Financial Aid office standards of progress that any student receiving financial aid must meet in order to maintain satisfactory academic progress:

Qualitative Standard - The minimum cumulative grade point average (GPA) requirement the student must maintain to receive and/or continue receiving financial aid assistance is 2.0. This includes all degree, diploma and certificate programs.

Quantitative Standard - 67 % Completion Rate and 150% Maximum Time Frame

The student must maintain the minimums as listed below:

Completion Rate Requirement:

The student must successfully complete 67% of the cumulative credit hours attempted to meet the minimum requirement. Example: if the student attempts 60 credit hours during enrollment, the student must successfully complete 40 credit hours (60 hours attempted x 67% = 40 hours). Successful completion is defined as receiving a grade of A, B, C, D.

Maximum Time Frame:

The maximum timeframe for a student to complete a program is 150% of the published length of the program. Example: if 75 credit hours are required to complete a degree, the student may attempt a maximum of 113 credit hours before the student exceeds his eligibility for financial aid (75 credit hour program x 150% = 113). One academic year of credit (30 credit hours) may be added for required remedial coursework.

Treatment of Selected Grades: Students should be aware of the terminology related to grading.

Withdrawals/Drops: Credit hours in which a student receives a grade of "FW," "WP" or "DR" are included in the number of attempted hours, but do not count toward successfully completed hours. Students who withdraw may have difficulty meeting the satisfactory academic progress requirements.

Incompletes: Credit hours in which a student receives a grade of "I" are included in the number of attempted hours, but do not count toward successfully completed hours. Students with "incompletes" may have difficulty meeting the satisfactory academic progress requirements at the time of evaluation, but may request reevaluation upon completion.

Transfer Credit: Students transferring from another college will be considered making satisfactory progress at the time of enrollment at SCC. A student's maximum time to receive financial aid will be reduced by the equivalent transfer of credit hours towards his/her degree.

Audit and Never Attend: An audit (AU) or never attend (NA) grade is not considered attempted course work. It is not included in the grade point average or completion rate determinations. A student cannot receive

financial aid for courses that he/she audits or is considered a no show (AU or NA).

Repeat Courses: For financial aid purposes, all hours attempted will continue to be counted in the student's cumulative total of hours.

Credit by Exam: While credit by exam (CE) is not included in enrollment status for purposes of awarding financial aid, the attempted and completed credits are counted in each component of the quantitative standard.

Summer Session: Credit hours attempted and earned during summer session will be included in the calculation of satisfactory academic progress, just as they would in any other enrollment period.

Complete Academic Record: In order to measure a student's satisfactory progress toward degree, diploma, or certificate requirements, the student's total academic record at Sandhills Community College must be evaluated whether or not the student received financial aid for the entire time of enrollment. When students complete course work for more than one major, college and financial aid academic progress standards must be met in order for the student to receive student financial aid.

Eligibility Status: The following terms are used in reporting eligibility status.

Satisfactory: Satisfactory status is achieved when all criteria explained above is met.

Financial Aid Probation: Students (those who are not currently on probation) who do not have the required grade point average and/or have not successfully completed 67% of their attempted credit hours will be placed on probation for the following semester. Satisfactory progress will be monitored at the end of the semester to determine if the student met the standards of progress and is eligible to continue to receive financial aid.

Financial Aid Suspension: Students on financial aid probation who have not attained at least a cumulative 67% completion rate and/or earned the minimum required grade point average listed above will have their financial aid suspended at the conclusion of the probation period. Students who have attempted the maximum allowable credit hours for their program of study will have their financial aid suspended.

Notification of Financial Aid Probation or Suspension: The Financial Aid Office will send a warning letter to any student who is placed on financial aid probation or a suspension letter to any student who is no longer eligible to receive financial aid.

Regaining Eligibility: Students on suspension for financial aid who attend SCC may regain financial aid eligibility by achieving a 67% completion rate

and earning the required GPA based on hours attempted. A student may request reconsideration of eligibility for financial aid by submitting a written request to the Financial Aid Office once all requirements are met.

Students who exceed the maximum allowable timeframe to complete a program of study must appeal and provide a graduation plan signed by their academic advisor. If the plan is considered reasonable, the student may receive financial aid on probation for one or more semesters until the degree is completed, as long as the conditions set forth are met.

Appeal of Satisfactory Academic Progress Standards: Students who have been disqualified from receiving financial aid may petition the Financial Aid Office to waive the satisfactory progress requirements only when there are special circumstances. A student may submit written documentation to the Financial Aid Office that explains unavoidable circumstances that have affected academic performance. Supporting documentation must be presented. Circumstances may include, but are not limited to these: illness of student or immediate family member or the death of a family member. If a student is allowed to continue based on mitigating circumstances, the student will be given an additional, clearly defined increment of time to meet the standard requirements.

Returning students are evaluated on a continuing basis from the first enrollment at SCC unless a mitigating circumstance is considered. Returning students who were previously enrolled under an academic progress policy other than the current academic progress policy will be required to meet the standards of the current policy upon returning.

Appeals Process: A student not eligible for financial aid may appeal financial aid eligibility. The process for appeal is as follows:

- 1) A student may appeal in writing to the Director of Financial Aid explaining why satisfactory academic progress requirements were not met. Supporting documentation for the extenuating circumstance is required. The Director of Financial Aid then submits the student's appeal request and documentation to the Financial Aid Appeals Committee for review. A decision will be rendered in five (5) business days to the Director of Financial Aid, who will inform the student of the appeal decision by letter.
- 2) If a student disagrees with the determination by the Financial Aid Appeals Committee, he/she may appeal the decision to the Vice President of Student Services and Academic Support. This appeal must be submitted in writing within five (5) business days from the date of documented notification from the Financial Aid Appeals Committee. The decision of the Vice President of Student Services and Academic Support is final.

Academic Progress Standards for Students in Health Science Programs: To remain in good academic standing, students in health science

programs must not only satisfy the general academic progress requirements of the College but must also maintain 2.0 or higher average for all required specialty courses and meet the required prerequisites for each specialty course. Any student earning less than an overall 2.0 GPA may be suspended or placed on probation or not be allowed to continue; students must confer with the program coordinator or department chair to review policies for a specific health science program.

Academic Progress Standards for Students in Nursing Programs: To remain in good academic standing, students in nursing programs must not only satisfy the general academic progress requirements of the College but must also achieve a letter grade of “C” or better in all required nursing specialty courses and corequisite courses with the course prefixes BIO, PSY, and SOC. Students who do not achieve this will not be allowed to progress and will be subject to program suspension.

Academic Progress Standards for Students in Therapeutic Massage Program: In the event that a student withdraws from the program due to academic shortfall or life circumstance, the Therapeutic Massage program follows these guidelines for readmission:

Students who receive a “C” or better in one portion of the curriculum but who fails out or leaves the program during subsequent semesters must demonstrate proficiency in completed courses in order to be given credit for the courses taken earlier.

President’s List: The names of students who have achieved a 4.0 grade point average (for all non-developmental courses attempted) on twelve or more semester hours of college-level work during the semester will be placed on the President’s List. Developmental courses (indicated by prefix number 060-095) are not considered college-level work and will not be included in the computation of the grade point average for the President’s List. The list will be published following the reporting of semester grades for the fall and spring academic semesters.

Dean’s List: The names of students who have achieved a grade point average of 3.5 or higher (for all non-developmental courses attempted) on twelve or more semester hours of college-level work during the semester will be placed on the Dean’s List. The student can have no grade below a “C” on any college-level course. Developmental courses (indicated by prefix number 060-095) are not considered college-level work and will not be included in the computation of the grade point average for the Dean’s List. The list will be published following the reporting of semester grades for the fall and spring academic semesters.

Honors Graduates: Students who will receive a degree or diploma and have a grade point average of 3.5 or higher in their major will be recognized

during graduation exercises for having achieved one of the following honors designations, which will also be noted on their diploma:

1. *Cum Laude* – grade point average between 3.5 and 3.74
2. *Magna Cum Laude* – grade point average between 3.75 and 3.89
3. *Summa Cum Laude* – grade point average between 3.9 and 4.0

Developmental courses (indicated by prefix number 060-095) are not considered college-level work and will not be included in the computation of the grade point average for honors designation.

Honors graduates must have completed at least one-half of the credit hours required for their degree or diploma at Sandhills Community College.

CAMPUS SECURITY AND SAFETY

Automobile Registration: All students who park vehicles on campus must register their vehicles at the time of course registration. The cost of parking stickers is included in the student fees payable at registration.

Parking Regulations: Students are required to park in paved parking spaces, which are NOT reserved for visitors or for faculty/staff. Reserved parking applies to vehicles from 8 a.m.–3 p.m., Monday-Friday, after which time anyone may park in these spaces. A one-hour time limit applies to all visitor spaces. When paved parking spaces are filled, the College will provide designated unpaved areas for temporary student use. Restricted parking, including handicapped parking, is marked with appropriate signs.

At registration, all students are required to obtain a permit that enables them to park at the College. **The permit must be affixed to the left rear bumper or displayed in the left rear window of the vehicle.** This permit will also enable staff to notify the student in the event of an emergency (e.g., **someone hits the car**). If a student temporarily drives a vehicle without a permit, he/she must obtain a temporary permit from the switchboard receptionist in Dempsey Hall. Vehicles parked on campus without permits will be in violation. Repeated violations of the campus parking regulation will be considered an offense of the Student Code of Conduct. Disabled students may receive handicapped parking permits after presenting appropriate DMV documentation to the campus switchboard receptionist. Campus parking lots have designated areas for the disabled.

For the first few days of the fall/spring semesters, staff members may need to direct vehicles into temporary parking areas. Students should follow the instructions given during this time period.

Violations of parking regulations will result in fines and/or the vehicle being towed. Violations that are potentially dangerous, such as speeding and reckless driving, are subject to disciplinary action in addition to any fines levied. Violations for which citations may be issued include, but are not limited to the following:

Improper display of parking permit	\$5
No valid parking permit	\$5
Parking in handicap area/space	\$25
Parking in “no parking” area/space	\$5
Parking in reserved/designated area	\$5
Parking in two spaces	\$5
Blocking driveway or access	\$5
One-way street violation	\$5
Unsafe movement	\$5
Parking on a curb	\$5
Any violation of NC Motor Vehicle laws	\$5

The student is responsible for any violation incurred by individuals who bring the student to campus. Payments of fines should be made to cashier in Stone Hall. Failure to pay parking tickets will result in the fines’ being added to the student registration fees. **Persons who have received five (5) or more tickets may have the vehicle towed or other disciplinary action may be taken.**

Identification Cards: During registration, the student will need to obtain a student ID. *An ID is required—the student must carry it at all times on campus!* This card allows students to checkout library books, use the learning resource center, use college equipment, and participate in SCC activities. Financial aid recipients will be able to purchase books more easily from the bookstore using an ID card. Curriculum students receive one card per school year at no charge. A paid receipt is necessary to have the ID made. A replacement card costs \$10. ID cards are made 8 a.m.-9 p.m. Monday-Thursday and 8 a.m.-4 p.m. Friday in the Dempsey Student Center during fall and spring semesters.

College Policy on Campus Crime: In accordance with the Student Right-to-Know, Campus Crime Security Act of 1990, and the Clery Act, SCC exhibits “zero tolerance” toward violence on campus, including sexual assault, aggravated assault, physical confrontations of any kind, verbal threats of intent to cause harm, harassment designed to intimidate another, hate crimes, robbery, burglary, and property crimes such as destruction, theft, and sabotage. For more information regarding this policy, refer to the Compliance section of this catalog.

Security and Access to Campus Facilities: The college campus is closed from 12 midnight to 5 a.m., Monday through Sunday, and on holidays. Electronic security systems and surveillance cameras are located throughout both campuses; however, cameras are not monitored constantly. No SCC student organizations have off-campus locations. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.

Campus Law Enforcement Authority: SCC retains its own Security Department; however, Security holds no law enforcement authority. In

situations where law enforcement authority is required, the main campus contacts the Southern Pines Police Department; the Hoke Center contacts the Raeford Police Department; the Westmoore Center contacts the Moore Co. Sheriff's Office.

Emergency Services: Security and maintenance employees are the primary First Responders. They respond to campus emergencies such as injury, illness, fire, tornadoes, etc. In the event of an emergency, students and campus visitors should follow the instructions of college officials. In addition, emergency instructions are posted throughout the campus.

Emergency Phones: In case of an emergency, emergency phones are located at strategic points around campus. To use one of these phones, students should push the red emergency button. During college operational hours, the call goes to Security. When the College is closed, the call is automatically sent to "911."

Emergency Code Blue Boxes: The SGA donated funds to purchase two Code Blue boxes. These emergency boxes provide users with a simple way to call for emergency assistance by pressing the large red button and speaking clearly into the telephone. During college operational hours, the call goes to Security. When the College is closed, the call is automatically sent to "911."

Reporting Crimes: Because the College operates in multiple venues, these specific instructions apply when reporting crimes.

Main [Moore County] Campus: During the hours of operation, individuals may report a crime/emergency by calling the switchboard operator "0," or by calling Campus Security at 910.695.3831. After hours, individuals may call "911." Sandhills Community College encourages accurate and prompt reporting of incidents.

Hoke Center: During hours of operation all crimes/emergencies are to be reported to Security or the Director of the Hoke Center. (910.875.8589). After hours, individuals should contact "911."

Westmoore Center: During hours of operation, all crimes/emergencies are to be reported to Security or the Dean of Continuing Education. (910.695.3974). After hours, individuals should contact "911."

Off-Campus Crimes: Students in classes located off-campus should follow the same procedures outlined above for reporting crimes. Immured students are encouraged to review and follow emergency procedures specific to their institution of residence. After College hours, call "911." Campus security is to be notified of the details of the incident as soon as possible.

Investigation: All reasonable efforts will be made to maintain confidentiality. Upon receiving the report, an investigation into the incident

will begin immediately, involving Campus Security, who will determine if local law enforcement authorities should be involved. The Security Director and the Vice President for Business and Administrative Services will determine if a campus and/or community alert should be issued in the interest of public safety.

Students who participate in campus violence will be subject to disciplinary actions up to and including expulsion (see “Student Code of Conduct”). There is an inherent right to appeal.

Documentation: Campus Security will maintain a daily log documenting all crimes reported to Campus Security or local law enforcement agencies. The information found in this report shall be open for public knowledge within two business days, except when the release of the information is prohibited by law or would jeopardize an investigation or the victim’s confidentiality.

Crime Statistics: In accordance with the Student Right-to-Know, the Campus Crime Security Act of 1990, and the Clery Act, the College is required to provide information about serious crimes on campus, as defined by the acts, which have occurred during the last three (3) calendar years. This report is updated annually to the U.S. Department of Education, in accordance with the law, in October of each year. Copies of the Campus Crime Statistics Report and Annual Security Report may be obtained by contacting the main campus switchboard (692.6185) or the Director of the Hoke Center (910.875.8589). Information can also be found on the college’s website at www.sandhills.edu/downloads/security/AnnualSecurityReport2008.pdf.

Sexual Assault Policy: In accordance with the U.S. Department of Education requirements of Section 485 of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. Section 1092), SCC recognizes that sexual offenses, forcible and non-forcible, are violent, demeaning crimes and will not be tolerated. SCC will support this policy and increase awareness through educational prevention seminars, special literature, and counseling. Services and resources for victims will also be provided. The State Bureau of Investigation maintains a registry of convicted sex offenders that can be accessed through its website—ncfindoffender.com.

Reporting Sexual Assault: The College encourages all victims of sexual offenses to report the incident as soon as possible. The College understands the sensitive issues involved with this type of crime; therefore, the following individuals may be contacted : Security 910.695.3831 or “0”, Telecommunications Services “0”, Dean of Continuing Education 910.695.3767, Dean of Instruction 910.695.3715, and/or Vice President of Student Services and Academic Support 910.695.3900.

Individuals at the Hoke and Westmoore centers should follow the same procedures; however, they may feel more comfortable making the initial report to one of the following: Security or the Director of the Hoke Center (910.875.8589), or the Dean of Continuing Education. (910.695.3974).

In an emergency or after hours, students should use the emergency telephones or the CODE BLUE devices to contact the switchboard or “911.” They should contact the designated college officials as soon as possible if assistance is needed. The College emphasizes the importance of preserving all evidence for the proof of a criminal offense.

Options: There are several options and resources for individuals who have been sexually assaulted. Seeking assistance does not require the victim to take further legal or disciplinary actions; it allows the victim to receive private and confidential treatment and emotional and psychological support.

Resources: Listed below are medical, emotional, or psychological support services for Moore and Hoke Counties.

MOORE COUNTY

FirstHealth Moore Regional Hospital	715-1000
Emergency Room	715-1111
Pinehurst, NC 28374	

Friend-to-Friend	947-3333
111 McNeill Street	
Carthage, NC 28327	

Moore County	911
Carthage, NC 28327	

Moore County Department of Social Services	947-2436
1036 Carriage Oak Drive	
Carthage, NC 28327	

Moore County Health Department	947-3300
705 Pinehurst Avenue	
Carthage, NC 28327	

Sandhills Center for Mental Health	295-6853
205 Memorial Drive	
Pinehurst, NC 28374	

Sheriff’s Department	947-2931
101 Dowd Street	
Carthage, NC 28327	

HOKE COUNTY

Sandhills Mental Health	875-8156
Health Department	875-3717

Police Department	875-4251
Sheriff's Department	875-5111
Cape Fear Valley Medical Center	609-4000
FirstHealth Family Care Center	904-2350

Disciplinary and/or Legal Actions: The process against the alleged assailant will begin immediately. An investigation will be conducted in a timely manner. All parties will be treated with confidentiality and respect. Both the accuser and the accused will be given equal opportunity to present their views of the incident. A determination will be made by either the Vice President for Student Services and Academic Support or the Vice President for Business and Administrative Services. Both parties involved will be informed of the determination or outcome and will have the right to appeal. With the final determination, the appropriate corrective actions will be implemented. The College reserves the right to make changes to either party's academic situations if deemed necessary or if the request is a reasonable option. Disciplinary actions may include expulsion from the College. The College will retain as confidential all documentation of allegations, investigations, and determinations. **In addition, both parties must maintain the confidentiality of all aspects of the incident, disclosing no information whatsoever without the written consent of the other party.**

The victim has the option to report the assault to the appropriate law enforcement authority. Reporting an assault does not obligate the victim to proceed with legal prosecution. It is the victim's right to decide whether or not to continue with or to halt legal proceedings.

College personnel will assist the victim with whatever services or support is available, as appropriate.

Telephone Calls: The College cannot accept incoming calls for students except in extreme emergencies. Students should let their families know that, if a genuine crisis arises, Student Services is the place to call to get in touch with that student. The College does not have a paging system; therefore, it is difficult to get messages to students. **If a student has a child in daycare or school, it is essential to have an additional contact person listed with the daycare or school in the event that the SCC student cannot be reached.**

Lost and Found: The switchboard receptionist in the Dempsey Student Center keeps all items found on campus. Students should see the receptionist if they have lost any belongings while on campus.

Pets on Campus: The campus is not an appropriate place for the pets of students or for the pets of faculty/staff members. For the safety of the pets and the campus community, the College requires that pets not be on campus during regular hours of operation. Pets, except for guide animals, are not allowed in campus buildings.

Walking Track: For the student's safety, the track is for walking or jogging. Wheeled vehicles—mopeds, bicycles, roller skates/blades, skateboards, etc.—are prohibited.

Inclement Weather Policy: Decisions to close the College for adverse weather and other emergency situations will be made by the college administration. Missed classes and assignments will be made up in accordance with the best judgment of college officials and the guidelines promulgated by the North Carolina Community College System Office.

“Colleges have an obligation to deliver the instructional services for which students pay tuition and fees. Therefore, curriculum and continuing education classes which are missed or not held for any reason, including inclement weather, should be rescheduled or the instruction should be made-up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the college's administration. It is assumed that alternative arrangements for making-up missed class time will be made by the College.” NCCCS memorandum of March 8, 1996.

When severe weather forces a departure from regular scheduling, announcements will be issued by local and regional radio and television stations. Below is a list of those stations contacted by the College.

WTVD-TV (11)	Durham	WUVC-TV (40)	Fayetteville
WFMY-TV (2)	Greensboro	WGHP-TV (8)	High Point
WRAL-TV (5)	Raleigh	WNCN-TV (17)	Raleigh
WLSL-TV (22)	Raleigh	WECT-TV (6)	Wilmington
Carolina 14-TV (14)	Raleigh	WFLB-FM 96.5	Fayetteville
WSPC-AM 1010	Albemarle	WKXU-FM 101	Burlington
WZKY-AM 1580	Albemarle	WKML-FM 95.7	Fayetteville
WQNX-AM1350	Aberdeen	WQSM-FM 98.1	Fayetteville
WUKS-FM 107.7	Fayetteville	WZFX-FM 99.1	Fayetteville
WAZZ-AM 1490	Fayetteville	WFNC-AM 640	Fayetteville
WKDX-AM 1250	Hamlet	WPTF-AM 680	Raleigh
WMFA-AM 1400	Raeford	WQDR-FM 94.7	Raleigh
WZTK-FM 101.1	Raleigh	WDCG-FM 105.	Raleigh/Durham
WTEL-AM 1160	Red Springs	WJSG-FM 104	Rockingham
WAYN-AM 900	Rockingham	WIOZ-FM 102.5	Southern Pines
WWGP-FM 105.5	Sanford	WEEB-AM 990	Southern Pines
WABZ-FM 100.9	Albermarle		

Additionally, students may call the College 910.692.6185 to hear a recorded message indicating whether the College will have a delayed opening or will be closed or access information via the college's website at www.sandhills.edu. Students enrolled in distance learning and hybrid courses are also notified via the internet course delivery system.



Ball Garden Visitor's Center

Blue Hall

- Career Services
- Student Employment

Boyd Library

- Archives
- English Classroom
- Learning Resource Center
- Library

Causey Hall

- Continuing Education
- Cosmetology
- Development Office
- Emergency Medical Science

Dempsey Student Center

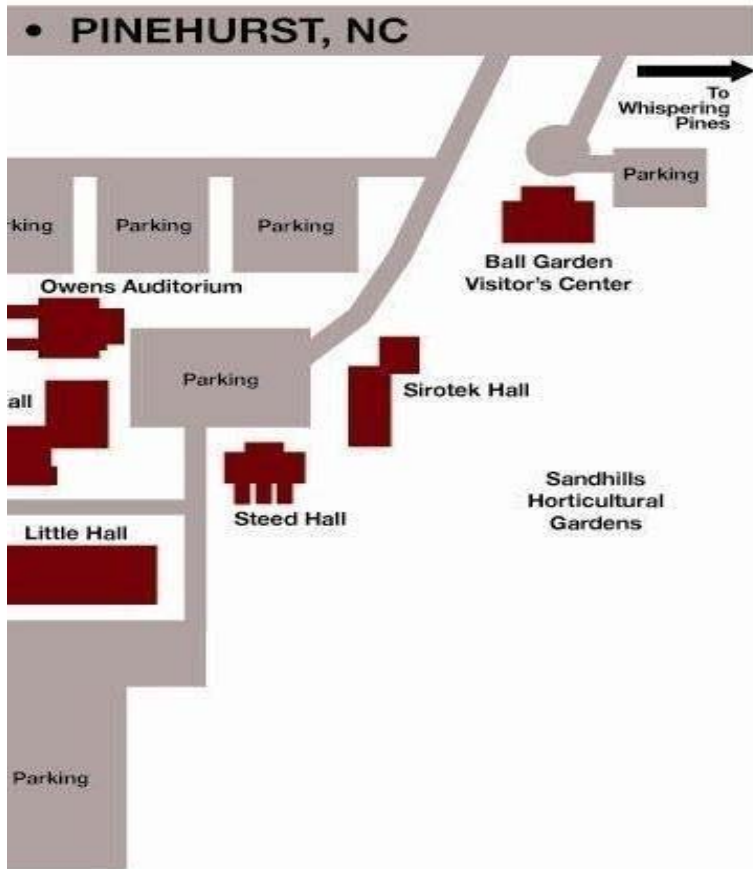
- Athletics
- Bookstore
- Cafeteria
- Gym
- Fitness Center
- Intramurals
- Marketing
- Minority Male Mentoring
- Student Life
- Student Government Assn.

Heutte Hall

- Landscape Gardening

Kennedy Hall

- Developmental Education
- Languages
- Nursing & Health Sciences
- Print Shop
- Project Promise
- Tutoring Center



Little Educational Center

- Computer Technologies
- Culinary Arts
- Engineering Technologies

Maintenance Building

Meyer Hall

- Director's Auditorium
- Sciences
- Massage Therapy

Owens Auditorium

Sirotek Hall

- Transportation Technologies

Stone Hall

- Administration
- Advising Center
- Management & Business Tech.
- Mathematics
- Information Services
- Student Services

Van Dusen Hall

- Continuing Education
- Dedman Business Center
- Furches Learning Center
- McCaskill Public Service Center
- Humanities/Social Sciences

Wellard Hall

- Music
- Audiovisual Services