



Sandhills
COMMUNITY COLLEGE

STUDENT HANDBOOK

LEARN • ENGAGE • BELONG

2024-2025

Fall 2024

Student Handbook 2024-2025



Sandhills Community College

3395 Airport Road

Pinehurst, North Carolina 28374

Phone (910) 692-6185 Fax (910) 695-1823

www.sandhills.edu

Sandhills Community College does not discriminate on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital or parental status, religion, age, ancestry, mental or physical disability, military status, or veteran status.

Table of Contents

2024-2025 Academic Calendar	7
Student Resources Directory	9
Student Conduct	10
Student Conduct in the Instructional Environment	10
Student Code of Conduct	10
Academic Honesty	14
Disciplinary Procedures	15
Student Grievance	16
Student Grievance Procedure	16
Student Grievance Procedure Steps	17
Academic Grievance	18
Sexual Harassment Policy	19
Information Technology	21
Information Technology Resources Acceptable Use Policy	21
Information Technology	21
User Agreement	21
General Responsibilities	21
Enforcement	23
Privacy	23
Network Access	23
Special Situations	23
Establishing Procedures	24
Intellectual Property, Copyright and Fair Use	24
Definitions	24
Ownership of Intellectual Property	25
Liability Issues	26
Disciplinary Action	26
Campus Police and Public Safety	27
Traffic Rules and Regulations	27
Automobile Registration	27
Parking Regulations	27
Parking Permit	27
Temporary Parking	27
Parking Violations	28
Fines	28

Identification Card	29
Campus Crime	29
Security and Access to Campus Facilities	29
Campus Law Enforcement Authority	30
Emergency Services	30
Reporting Crimes	30
Investigation of Crime Reports	30
Documentation of Crime Reports	31
Crime Statistics	31
Sexual Assault Policy	31
Reporting Sexual Assault	31
Disciplinary and/or Legal Actions Related to Sexual Assault	32
Medical and Psychological Support Services	33
Moore County	33
Hoke County	33
Telephone Calls	33
Lost and Found	33
Pets on Campus	34
Walking Track	34
Smoking Policy	34
Inclement Weather	34
Student Involvement in the Institution	35
Student Government Association (SGA)	35
Student's Role in Institutional Decision-Making	35
Student Publications	35
Student Publications Guidelines	36
Photo and Video Use	36
Supervisory Role of the Institution over Student Activities	37
Student Fundraisers	37
Student Life	38
Clubs & Organizations	38
ACES (Architecture, Construction, Engineering, and Surveying Club)	38
Alliance for Black Culture (ABC)	38
Astronomy Club	39
Athletics	39
Chess Club	39
Circle K Club	39

Computer Technology Club	40
Creative Writing Club	40
CRU	40
C-Step Club	41
Fellowship of Christian Athletes	41
Flying Club	41
GST*A (Gay, Straight, Transgender Alliance)	41
Horticulture Club	42
Intramurals	42
Latin X	42
Music Production Club	42
Phi Theta Kappa- Alpha Tau Beta	42
Pre-Health Club	43
Radiography Club	43
Sandhills Association of Nursing Students	43
Socio-Civic Club	44
Student Government Association	44
Students for Life	44
Tennis Club	44
Campus Maps	45
Pinehurst Campus	45
Hoke Center	46
Larry R. Caddell Public Safety Training Center	47

President's Message

President Alexander "Sandy" Stewart

Welcome to Sandhills Community College and thank you for taking the time to explore our website. Across this platform, I hope you will gain a sense of the breadth and scope of what Sandhills has to offer.

As North Carolina's first comprehensive community college, we offer associate degrees, diplomas, and certificates in a multitude of skills and careers, including workforce continuing education programs for more direct paths to employment and personal community enrichment opportunities. We have agreements in place with colleges and universities, both public and private, so that Sandhills can also be a gateway to higher education through advanced degrees.

Sandhills Community College is also an economic engine for Moore and Hoke counties as well as the surrounding region. Our graduates are valued employees who contribute to the economic prosperity of the region and state. To that end, we strive to work with our local businesses and industry to ensure a well-trained, competitive workforce which helps North Carolina to be consistently rated as the best state in which to do business in the country.

Our footprint in the community is large and contributes to the cultural well-being of Moore and Hoke counties through events on campus, especially at the Bradshaw Performing Arts Center and the Sandhills Horticultural Gardens. Add to that mix the NJCAA Sandhills Flyers whose competitive athletic teams, some of which have been crowned national champions at the junior college level, provide students with the full collegiate experience.

My name is Sandy Stewart, and I am honored to serve as just the third president in the history of Sandhills Community College. Since its founding in 1963, Sandhills has been guided by the able leadership of Dr. Raymond Stone and Dr. John Dempsey and the college's Board of Trustees. They have left their mark on the College and region. However, I believe both Raymond and John, as well as all the Trustees, would agree with me that the real work of the College is accomplished by the dedicated and talented faculty and staff who come to work each day with student success as their highest priority.

Hopefully, you have gained a sense that Sandhills Community College is a special place. It truly is. However, to understand fully and to see the beauty of our campus, I'd like to invite you to visit in person. I believe you will find a place where you can truly Learn, Engage, and Belong.



Dr. Alexander "Sandy" Stewart
President of Sandhills Community College



Student Government Association President

Haden Barnett

Hello students!

My name is Haden Barnett, and I am thrilled to serve as your SGA President for the 2024–2025 academic year.

For many incoming students, the transition from high school to college may seem less exciting when it involves a community college. However, I encourage you not to let this diminish your enthusiasm. Though it may not be a university, your time here can be immensely rewarding and pave the way for future success. Beyond attending classes, there are numerous opportunities to enrich your experience—meeting new friends, making valuable connections, and discovering unexpected opportunities.

We offer a diverse array of events, clubs, work–study programs, and athletic games that I urge you to take full advantage of. Don't hesitate to put yourself out there, even if it means starting with something as simple as visiting a table in one of our many buildings. Personally, I have formed lasting friendships at some of the most unexpected events and places on campus.

If you find yourself struggling to adjust or facing academic challenges, please don't hesitate to seek help. We have a dedicated staff committed to supporting you, along with free tutoring and counseling services. Two of my favorite staff members are Markell Lotharp, our men's assistant basketball coach, who can often be found in the game room located in the Dempsey Student Center, and Dana Cuellar, our Director of Student Life, whose office is located upstairs in Dempsey, room 223.

I wish you all a wonderful and successful year.

Respectfully,
Haden Barnett
Barnetthj969@mail.sandhills.edu



ACADEMIC CALENDAR

2024-2025 Academic Calendar

Fall Semester 2024

Date	Event
August 15 (Thursday)	Registration
August 16 (Friday)	Last Day 100% Refund- Traditional and First 8 weeks
August 19 (Monday)	First Day of Classes- Traditional and First 8 weeks
September 2-3 (Monday-Thursday)	Labor Day Holiday
October 10 (Thursday)	End of First 8 weeks
October 14-15 (Monday-Tuesday)	Fall Break
October 16 (Wednesday)	Beginning of Second 8 weeks
November 4 (Monday)	Spring Semester Priority Registration
November 11 (Monday)	Veterans Day Holiday
November 27-29 (Wednesday-Friday)	Thanksgiving Holiday
December 11 (Wednesday)	End of Second 8 weeks
December 12-17 (Thursday-Tuesday)	Final Exam Period- Traditional
December 17 (Tuesday)	Semester Ends

Spring Semester 2025

Date	Event
January 9 (Thursday)	Registration
January 10 (Friday)	Last Day 100% Refund- Traditional and First 8 weeks
January 13 (Monday)	First Day of Classes- Traditional and First 8 weeks
January 20 (Monday)	Dr. Martin Luther King, Jr. Holiday
March 5 (Wednesday)	End of First 8 weeks
March 10-14 (Monday-Friday)	Spring Break
March 17 (Monday)	Beginning of Second 8 weeks
April 1 (Tuesday)	Summer and Fall Priority Registration
April 21-22 (Monday-Tuesday)	Easter Holiday
May 8-13 (Thursday-Tuesday)	Final Exam Period- Traditional and Second 8 weeks
May 13 (Tuesday)	Semester Ends
May 17 (Saturday)	Commencement

Summer Semester 2025

Date	Event
May 27 (Tuesday)	Registration Summer & Fall
May 28 (Wednesday)	First Day of Classes- Full and First Half Session
June 26 (Thursday)	End of First Half Session
June 30 (Monday)	Registration Second Half Session & Fall
July 1 (Tuesday)	First Day of Classes-Second Half Session
July 4 (Friday)	Independence Day Holiday
July 31 (Thursday)	End of Full & Second Half Session

2024-2025 Student Resources Directory

Athletics	Michael Apple - 910-246-2864- Dempsey 107
Business Office	910-695-3971- Stone Hall 100
Childcare Assistance	Cynthia Thomas - (910) 695-3844- Stone 221B
College Navigators	Kimberly Aliago - 910-695-3738- Stone 120 April Ikner - 910-695-3765- Stone 121 Sandy McKay - 910-695-3974- Stone 118 Emily Waldrop - 910-695-3730- Stone 119
Counseling Services	Main Campus- Anita Mashburn - 910-695-3968- Stone 229 Hoke Center- Rosa McAllister-McRae - 910-878-5804- Johnson 112
Disability Services	Shali Russell - 910-246-4138- Stone 125
Financial Aid	910-695-3743- Stone 221
Fitness Center	Ryan Riggan - (910) 246-4121- Dempsey 232
Grades/Graduation	Registrar's Office - (910) 246-5373- Stone Hall
Hoke Center	Kelly Peele - 910-875-8589 or Ext. 5800- Upchurch Hall
Identification Cards/Lost & Found/ Parking Permits	Dempsey Student Switchboard- 910-692-6185
Learning Resource Center	Boyd Library - 910-695-3833
Library	Boyd Library - 910-695-3819
Sandhills Promise/Scholarships	910-246-5366- Stone 220C
Security	910-695-38310- Wellard Hall 910-690-2762- Weekends
Student Life/ SGA/Clubs	Dana Cuellar - 910-695-3858- Dempsey 223
Transcripts	Registrar's Office - 910-695-3740- Stone Hall
Transfer Center	910-246-4969- Stone 220B
Tuition and Fees	910-695-3721- Stone 100
Tutoring Center	910-695-3948- Logan 119
Veterans Affairs	910-246-5371- Boyd Library 122
Work Study	910-695-3952

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. It is expected that students conduct themselves in a manner that does not disrupt the learning and teaching environment. The faculty and administration reserve the right to remove a student from a course or a program or to deny his or 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, and
- where students are allowed to bring guests (including children) only with the expressed permission of the professor.

Part of Sandhills Community College's responsibility is to prepare students for the world of work, where they will be expected to dress appropriately. Students at Sandhills are therefore expected to dress in a manner that reflects generally accepted standards of modesty and good taste. Faculty members have the right to establish dress standards for their classrooms, and – after appropriate counseling – to ban or remove students who do not meet those standards.

In certain educational settings, such as work-based learning, practicum courses and clinical, student grades are determined, at least in part, based on student behavior. Therefore, violation of the student code of conduct may result in a failing grade as outlined in individual program handbooks.

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 Vice President of Instruction or the Safety and Student Conduct Officer (curriculum students), Associate Vice President for Continuing Education and Workforce Development (continuing education students), or the Associate Vice President of the Hoke Center (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. Moreover, Sandhills Community College may refuse to admit any applicant **during any period of time that the student is suspended or expelled from any other education entity**. 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 college may disclose educational information (which includes disciplinary information/ records) with postsecondary institutions where the student seeks to enroll, intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Students may request a copy of their records by contacting the Vice President of Enrollment Management.

The Student Code of Conduct has one purpose: to ensure the existence at Sandhills Community College of opportunities and conditions that 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 and Student Handbook published online at www.sandhills.edu.
2. Students who lose, damage, deface, destroy, sell, vandalize, 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 students be in possession of alcoholic beverages, narcotics, or illicit drugs on college property or at college sponsored events on or off campus. This includes athletic events, field trips, and conferences. 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 alcohol and 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. To regain eligibility, students must provide to the Safety and Student Conduct Officer documentation of a minimum of six months rehabilitation and an ongoing plan to remain drug or alcohol-free.

4. Acts such as stealing, fraud, forgery, falsifying documents, gambling, fighting, and destruction of property will not be permitted. Any violation of this regulation may result in expulsion from the College on the FIRST offense.

5. Under no condition will the possession of a dangerous weapon, including but not limited to handguns, be permitted on college property. Such acts of possession may result in expulsion from the college on the first offense.

6. The College will comply fully with existing North Carolina laws that 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.

7. 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.

8. Smoking is permitted only in the following locations on the main campus: Picnic Shelter near Causey Hall; and parking lots. The use of tobacco is prohibited by students, staff, faculty, or visitors in all campus buildings at all campus locations and in any college owned vehicles. For purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, e-cigarettes, pipes, smokeless or spit tobacco, or snuff.

9. Students are not to bring children, or anyone not enrolled to class except under exceptional circumstances and with prior approval of the faculty member.

10. Pets, except for service animals, are not allowed on campus to include classrooms.

11. 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.

12. 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.

13. True threats directed at a student or faculty/staff member are prohibited. Any or all verbal, written, or physical injury from violence to oneself or others will be taken seriously.

14. Prospective students visiting campus must report to Student Services or the Continuing Education Division upon arrival. Those failing to do so may be asked to leave.

15. The Dempsey Student Center and other campus facilities are for student use and for authorized activities. Thus, unauthorized individuals may be asked to leave.

16. 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.

17. Language or behavior that is harassing that rises to the level of severe or pervasive is prohibited by Sandhills Community College.

18. Faculty and students at Sandhills Community College – on the main campus or off-campus locations, including online – have the right to an instructional environment that is conducive to study, thought, and full concentration on study topics. Student behavior that substantially disrupts learning and teaching activities—including unauthorized use of technology—will be subject to disciplinary actions.

19. Part of Sandhills Community College's responsibility is to prepare students for the world of work, where they will be expected to dress appropriately. Students at Sandhills are therefore expected to dress in a manner that reflects generally accepted standards of modesty and good taste. Faculty members have the right to establish dress standards for their classrooms, and – after appropriate counseling – to ban or remove students who do not meet those standards.

20. If, in the opinion of college officials, clothing and/or behavior (including droops or the presence of gang colors, signs, and/or symbols) is deemed obscene or incites an immediate breach of peace, sanctions may be imposed immediately.

21. For the safety of all concerned, the college campus is open during the following hours: Monday through Thursday, 6 a.m. to 12 a.m.; Friday, 6 a.m. to 10 p.m.; Saturday, 7 a.m. to 7 p.m.; Sunday, 7 a.m. to 5 p.m. The college is closed during holidays and times not listed above, except for special events. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.

22. Failure to abide by the SCC Acceptable Use Policy for Information Technology Resources may lead to disciplinary action, including loss of computer privileges, dismissal from the College, and/or criminal prosecution. The college expects and requires ethical and responsible behavior of individuals using information services.

23. Providing false information or fraudulent documents to college officials or procuring any money, goods, or services under false pretense is prohibited.

24. Rudeness and lying to school officials as well as failing to comply with instructions of college officials acting in performance of their duties are subject to disciplinary action.

25. Coed accommodations on any club, class, or SCC sponsored trip is prohibited in the interest of civility, privacy, and safety.

26. For the student's and public's safety, wheeled vehicles, to include but not limited to mopeds, bicycles, roller skate/blades, skateboards, hoverboards, etc., are prohibited for use on sidewalks and pedestrian walkways. Failure to comply may result in disciplinary action.

27. Any and all other offenses that may need the attention of the Safety and Student Conduct Officer or Vice President of Instruction (all curriculum students), the Associate Vice President for Continuing Education and Workforce Development (all continuing education students), or the Associate Vice President of the Hoke Center (all students taking classes at the Hoke Center) are subject to this code.

Student Code of Conduct - Academic Honesty

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

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 that come from someone other than the author of the paper or the exam.

4. Use of advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall E-2, etc.), books, notes and/or electronic devices in examinations without the explicit permission of the professor.

Penalties for academic dishonesty may include the following:

1. Zero grade on the test or assignment on which cheating occurs.
2. Failing grade of an F or FW for the course depending on the point in the semester as well as immediate dismissal from the course.
3. For repeated breaches of academic honesty, a student may be suspended or expelled from the college.

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, however, while the accusation of academic dishonesty may be appealed, the penalty may not. The appeal shall be in accordance with the Student Grievance Procedure

Disciplinary Procedures

1. Report of offenses: Students, faculty members, staff or administrators should immediately report incidents that violate the Student Code of Conduct to the Safety and Student Conduct Officer or the Vice President of Instruction (all curriculum students), Associate Vice President for Continuing Education and Workforce Development (continuing education students) or Associate Vice President of the Hoke Center (all students taking classes at the Hoke Center). When possible, the report should be documented through the Report a Concern icon on the homepage (via the Tools tab on the top left section of the homepage)
2. The Safety and Student Conduct Officer/Vice President/AVPs will confer with all parties involved and decide on one of the following options:
 - To declare the case closed immediately for lack of evidence and to notify in writing the accused and the accuser.
 - To refer the case to the Behavior Intervention Team (BIT) for review and recommendation.
 - To issue warning that repeated violation of the Code of Conduct may necessitate further disciplinary action.
 - To reserve the right to deny admission or readmission to any student whose presence on campus is disruptive to other students.
 - 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 Safety and Student Conduct Officer/Vice President/AVP 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.

- 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

Student grievance is defined as a matter of student concern or dissatisfaction within the control of the College. Items that do not fall under the Student Grievance Procedure include:

- Academic matters including grades, attendance policies, course and academic program dismissal which fall under the Academic Grievance procedure.
- matters involving Title IX, which are addressed elsewhere in this Catalog and published online at www.sandhills.edu;
- residency classification, which is subject to the residency appeal process outlined by the North Carolina Residency Determination Service (RDS); and
- Financial Aid awards and eligibility, which is subject to review by the Financial Aid Appeals Committee with a final ruling by the Vice President of Student Services.

Student Grievance Procedure

The purpose of the Student Grievance 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 practice of addressing all grievances informally prior to resorting to formal procedures, it is expected that, prior to embarking on the formal Student Grievance Procedure, students will initially address problems and matters of concern informally with the faculty and/or staff members involved. However, the College recognizes that not all student grievances will be satisfactorily settled on an informal basis. Therefore, this Student Grievance Procedure has been adopted and applies to all appeals of disciplinary actions, appeals regarding student records and privacy rights. Appeals based on charges of discrimination will be handled by the Title IX coordinator in Human Resources. 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 Student Conduct Officer, Vice President of Instruction, or the SCC website.

Student grievances resulting from academic practices or learning environment activities other than disruptive student behavior should be referred to the attention of the Student Conduct Officer (curriculum students), Associate Vice President for Continuing Education and Workforce Development (continuing education students), or Associate Vice President of the Hoke Center (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 Student Conduct Officer (curriculum students), Associate Vice President for Continuing Education and Workforce Development (continuing education students), or Associate Vice President of the Hoke Center (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: In non-academic disciplinary issues initiated by the student of the college, the informal grievance procedure begins with a meeting with the Student Conduct Officer, Associate Vice President of Continuing Education and Workforce Development, or the Associate Vice President of the Hoke Center (all Hoke Center students). In academic disciplinary issues, the student must meet with the instructor and department chair and, if needed, the Vice President of Instruction to seek an informal resolution. If a satisfactory informal resolution is achieved at any point, the grievance process stops.

2. Formal Resolution: If an informal resolution is not achieved, the student may elect to pursue a formal grievance.

- The student obtains the Grievance Appeal Form using the eForms icon located on the MySCC Student Portal landing page. Within the eForms portal, the student should select Etrieve Central, select Forms, and then choose the Grievance Appeal Form within the Student Affairs section.
- When completing the Grievance Appeal Form, the students must select whose decision they are appealing (Student Conduct Officer, Associate Vice President or Continuing Education and Workforce Development, Associate Vice President of the Hoke Center (all Hoke Center students), or Vice President of Instruction). Additionally, they must provide the nature of their appeal.

- Students must submit the Grievance Appeal Form within three (3) business days of the Student Conduct Officer, Associate Vice President of Continuing Education and Workforce Development, Associate Vice President of the Hoke Center (all Hoke Center students), or Vice President of Instruction's resolution decision.

3. Student Grievance Committee Hearing: Upon submission of the Grievance Appeal Form by the student, the form is routed to the Student Grievance Committee Chair.

- The Student Grievance Committee reviews the appeal, meets with the student (and others) if applicable, and renders a decision within ten (10) business days. (The Student Grievance Committee may choose to discontinue a hearing if the student fails to attend two or more scheduled meetings.)

4. President's Review: Based on the decision of the Student Grievance Committee, the student may elect to continue the appeal to the College President

- Students intending to appeal to the College President must submit the Grievance Appeal Form within three (3) business days of being notified of the Student Grievance Committee's decision.
- The College President reviews the appeal, meets with the student (and others) if applicable, and renders a decision within ten (10) business days.
- The President's decision is final.

5. Final Resolution: The College President will indicate the final decision on the Grievance Appeal Form.

- Upon making the final decision, the Grievance Appeal Form will route back to the student's college email inbox notifying the student of the final resolution decision and effectively ending the student grievance procedure steps.

Academic Grievance

Student grievances resulting from academic practices or learning environment activities should be referred to the attention of the Vice President of Instruction (curriculum students), or Associate Vice President for Workforce Continuing Education (continuing education students) after the student has met with the faculty member or department chair and attempted an informal resolution of the problem.

Curriculum: In academic disciplinary issues in curriculum courses, the student must meet with the instructor and department chair, and if needed, the Vice President of Instruction to seek a resolution. Based on the decision of the Vice President of Instruction, the student may elect to continue the appeal to the Senior Vice President of Academic Affairs and Institutional Planning. If a satisfactory resolution is achieved at any point, the academic grievance process stops. The Senior Vice President's decision is final.

Workforce Continuing Education: In academic disciplinary issues in workforce continuing education courses, the student must meet with the instructor and program director, and if needed, the Associate Vice President of Workforce Continuing Education to seek a resolution. Based on the decision of the Associate Vice President of Workforce Continuing Education, the student may elect to continue the appeal to the Vice President of Workforce Continuing Education. If a satisfactory resolution is achieved at any point, the academic grievance process stops. The Vice President's decision is final.

Sexual Harassment Policy

Sexual harassment is unacceptable behavior and a violation of the law. Language or behavior that is sexually harassing and rises to the level of severe, persistent, and pervasive is prohibited by Sandhills Community College. The College prohibits any form of harassment of employees and/or students based upon age, race, sex, color, creed, handicap/disability, religion, national origin, political affiliation, gender identity, genetic information, and marital status. 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 Safety and Student Conduct Officer; Continuing Education students should contact the Associate Vice President of Continuing Education and Workforce Development; students at the SCC Hoke Center should contact the Associate Vice President of the Hoke Center. The administrator will then contact the Title IX coordinator in the Human Resources Department. Any student who feels uncomfortable going to the Safety and Student Conduct Officer or AVPs should go directly to Human Resources Office or the Executive Vice President. Grievances regarding sexual harassment will be handled by the Title IX coordinator and Title IX investigators.

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.

Students may reference information about sexual violence on the Safe at SCC website, <http://www.sandhills.edu/title-ix>.

Information 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 procedure applies to all users including faculty, students, staff and visitors using College computing and network resources and to all systems owned by the College and any systems connecting to the College's network. Use of College systems signifies your understanding and agreement with these terms.

Information Technology

Information technology (IT) includes but is not limited to all computers, tools, instruments, or facilities which enable individuals to access or interact with information available through the library system, the internet, or local campus networks. Resources may be individually controlled or shared, stand-alone or networked. Included in this definition are classroom technologies, computing and electronic communication devices and services, email, telephones (including cellular), voice mail, multimedia, instructional materials, and related supporting devices or technologies.

User 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 malicious software into computer systems, and other unlawful intrusions. When individuals accept College issued user accounts, they agree to comply with this and all other computing related policies.

General Responsibilities

All users of the College's computing resources are presumed to have read and understood the following standards.

The College's information technology acceptable use standards require that each user:

- **Respect software copyright laws.** Software licensed by the College must only be used in accordance with the applicable license agreements.
- **Abide by all security provisions.** Users are not permitted to share authentication details or provide access to their college accounts to anyone else. The owner is responsible for all usage on their assigned account.
- **Respect the rights of others to have freedom from harassment or intimidation.** Sending abusive or unwanted materials is a violation of college policies, may violate the law and is prohibited. Targeting another person, group or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is harassment. Personal attacks or other actions to threaten, intimidate or embarrass an individual, group or organization, or attacks based on a person's race, color, national origin, creed, disability, religion, gender, veteran status, sexual orientation, age, arrest record, or marital status are prohibited.
- **Identify yourself clearly and accurately in electronic communication.** Anonymous or pseudo-anonymous communications do not dissociate any user from responsibility for their actions and are inappropriate. Communication under a false name or designation or a name or designation which the user is not authorized to use, including instances in conjunction with representing that the user is somehow acting on behalf of or under the auspices of Sandhills Community College is prohibited.
- **Recognize the College reserves the right to access, review, and monitor the use of computing resources.** This includes but is not limited to equipment and usage, as well as the data that is stored or transmitted.
- **Observe proper online etiquette.** Online networks shall be used only as permitted by the College, only in accordance with applicable College policies and only for lawful purposes. Any conduct that in the College's discretions restricts or inhibits others from using an online network or violates College policies or applicable law is not permitted. Users are prohibited from posting on or transmitting through any online network any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or ethnically demeaning or threatening or otherwise objectionable material of any kind, including without limitation, any material which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable law or college policies. Transmission of chain letters and pyramid schemes of any kind are prohibited. Use of any online network to send unsolicited advertising, promotional materials or other forms of solicitation to others is prohibited. The College reserves the right to restrict and/or interrupt communications through or by use of any College computers or information technology services, which the College believes to be harmful to the College or to others.
- **Refrain from using applications that inhibit or interfere with the use of the network by others.** This includes but is not limited to applications which use an unusually high portion of network bandwidth for extended periods of time.

Enforcement

Violations of this policy shall be cause for discipline. Alleged violations of this policy shall be subject to the College's existing disciplinary procedures. Sandhills Community College treats access and use violations of information technology resources seriously. Unauthorized or improper use will lead to the possible revocation of a user's access. The College may also require restitution for any use which is in violation of the usage guidelines. Sandhills Community College will pursue criminal and civil prosecution of violators when appropriate.

Privacy

Users should recognize that limitations to the privacy of electronic documents. The College cannot guarantee privacy of any accounts. Violation of this policy grant the operator of the system the right to review a user's usage and waives all rights of privacy the user (including students, faculty, staff, and community members) may claim or may have. The College retains the right to release the names of users to appropriate authorities in accordance with college procedures.

Network Access

All equipment attached to the College network, including wireless networks, must be approved by the Chief Information Officer except in specifically identified public access areas.

Special Situations

Additional limitations or prohibitions may exist in departmental facilities. Individuals are responsible for adhering to these policies and observing posted guidelines. Refer all inquires to the specific department. 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.

The user agrees to indemnify and hold harmless Sandhills Community College, its Board of Trustees, and college employees from and against any claim, lawsuit, cause of action, damage judgement, loss, expense, or liability resulting from any claim, including reasonable attorney's fees, arising out of or related to the use of the College's hardware, software, and network facilities. This indemnity shall include without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

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.

Please note: College adherence to North Carolina State Information Technology Policies (and any subsequent revisions) is located at: <https://it.nc.gov/resources/state-it-policies>. The College will reference the North Carolina State Information Technology Policies in developing any procedures related to any user's system access and data management.

Intellectual Property, Copyright and Fair Use

As a public, non-profit institution, the College recognizes that its resources must be used for the express purpose of the college mission, must be allocated wisely, and must recover the cost for use of its resources. This policy supports the College's mission while it encourages and supports the intellectual property rights of the faculty, staff, and students at the College, including its facilities, equipment, and all other resources. Sandhills Community College complies with all federal and state laws governing the educational use of copyrighted material. It is the policy of Sandhills Community College to comply with the U.S. Copyright Act of 1976. All Sandhills Community College faculty, staff, and students are expected to act as responsible users of the copyrighted works of others which includes making informed decisions based on the fair use exemptions to the copyright laws.

Sandhills Community College provides an environment that supports the academic activities of the faculty, staff, and students. The College encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of the College and/or to enhance the teaching/learning environment. It is the intent of the College to maintain a positive atmosphere for scholarly development.

Definitions

As used in this Policy, the following words shall have the following meanings:

1. Intellectual property: Intellectual property is defined as intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, etc. Intellectual Property includes any materials specifically created for use in a distance education course. These materials could include, but are not limited to study guides, software, videotaped lectures, databases, lectures, transparencies, visual aids, lab manuals, syllabi, bibliographies, glossaries, tests, assignments, course documents, and other instructional materials.

2. Copyrightable work: Copyrightable work includes all creative work that is protectable under the copyright laws of the United States or other countries. Copyright protection is available for most literary, musical, dramatic, and other types of creative works, including but not limited to computer software, teaching materials, multimedia works, proposals, and research reports.

3. Significant college support: Significant college support means the use of specialized, experimental equipment, or computer facilities; or the use of any College resource in a way that leads to an appreciable expenditure of college funds if that expenditure would not otherwise have occurred. Occasional use of office or classroom space, libraries, or general computer hardware and software will not ordinarily constitute significant use.

Please note that notwithstanding the following information and conditions; a student retains portfolio rights to works created by the student as a class assignment or as part of a pro-bono commission approved as a student project by an instructor. A pro-bono commission is work that an instructor may approve for students to undertake as a skill-building opportunity. Students may receive token payments provided by the person or group that commissions such a work.

The ownership of a copyright resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

Ownership of Intellectual Property

1. Ownership resides with the employee or student: Ownership resides with the employee or student if the following criteria are met:

- The work is the result of individual initiative, not requested by the college.
- The work is not the product of a specific contract or assignment made as a result of employment or enrollment at the college.
- The work is not prepared within the scope of the employee's job duties or the student's enrollment.
- The work involves no use of significant college support including facilities, time, and/or other resources.

2. Ownership resides with the College: Ownership resides with the College if the following criteria apply:

- The work is prepared within the scope of the employee's job duties or the student's enrollment.
- The work is the product of a specific contract or assignment made in the course of the employee's employment with the college or the student's enrollment.

- The development of the work involved significant college resources including the use of facilities, time, and/or other resources of the college including, but not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment or other materials, or financial assistance.
- The college and the employee or student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the college for its costs and support. When it can be foreseen that commercially valuable property will be created, the college and the employee or student shall negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, the agreement shall provide that the college will have a perpetual license to use the work without compensation to the employee or student for such use.
- If an employee is granted full or partial leave with pay (e.g. release time or educational leave), to write, develop, produce, or invent intellectual property, the employee and the college will share in any financial gain, and the college's share will be negotiated prior to the time the leave is taken.
- The College owns all rights to its logo, seal, and other related materials.
- The College, at its sole discretion, may release its rights of ownership in Intellectual Property. However, the College shall retain a royalty-free license to use said Intellectual Property for research and education.
- Notwithstanding the provisions of this policy, in the case of a work created under a grant accepted by the college, the ownership provisions of the grant shall prevail.

Liability Issues

All College faculty and staff will ensure that the intellectual property created by them are original except for such materials from copyrighted sources that are reproduced with the written permission of the copyright holder; that the intellectual property in no way constitute a violation of or an infringement upon any copyright belonging to any other party; that the intellectual property will contain no information previously published or copyrighted by the faculty member unless such information is noted in the material; and that the it contains no matter which is libelous or in any way contrary to law

Disciplinary Action

Individuals are responsible and liable for their own actions in the creation, use, and distribution of intellectual property. Violations of this policy may also result in disciplinary action by the College including expulsion from the College and/or termination of employment.

Campus Police and Public Safety

Traffic Rules and Regulations

All students, faculty, and staff are required to adhere to all rules and regulations related to vehicle use on campus. The complete guide to those rules and regulations can be found on the SCC Homepage under the quick links to Security.

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 fee payable at registration.

Parking Regulations

Students are required to park in paved parking spaces that are not reserved for visitors or for faculty/staff. Reserved parking applies to vehicles 8 a.m.-3 p.m., Monday-Friday, after which time anyone may park in these spaces. This does not apply to visitor parking. 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.

Parking Permit

All students are required to obtain a permit that enables them to park at the College. Students must register for the permit through the MySCC page prior to pick up in the Dempsey Center. **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.

Temporary Parking

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.

Parking Violations

Violations of parking regulations will result in fines and/or the vehicle's 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:

Fines

The Business Office is hereby authorized to collect a \$25.00 fine for any of the following violations:

- Parked in visitor space
- Parked in faculty space
- Parked in student space
- Failure to display current parking decal
- Failure to register vehicle
- Improper display of parking decal

The following violations shall be considered infractions. The Business Office is hereby authorized to collect fines at the rates noted below for any of the following violations:

Driving in a hazardous manner/ speeding/careless and reckless	\$100
Driving wrong way in drives lane	\$25
Exceeding a safe speed	\$25
Failure to heed a stop or yield sign	\$25
Parking incorrectly in a parking space	\$25
Parked in driveway/access	\$50
Parking in manner creating a hazard	\$50
Parking in more than one space	\$25
Parked in no parking space/area	\$25
Parked in unauthorized/handicap space	\$100
Unsafe movement	\$25
Any traffic violation (not listed)	\$25

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 may be subject to other disciplinary action.**

Identification Card

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! ID cards issued during a student’s initial enrollment should be used during the student’s entire academic career at Sandhills Community College. This card allows students to checkout library books, use the Learning Resource Computer Lab, use college equipment, and participate in SCC activities. Financial aid recipients will be able to purchase books more easily from the Logan Bookstore using an ID card. Curriculum students may receive one card per school year at no charge. A replacement card costs \$10. A paid receipt and a valid government photo ID or passport are necessary to have an ID made. 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. Students that are enrolled for the fall semester do not need to renew their card for the spring semester. **Please note:** Online students use their assigned student ID number to gain their password-protected user account that then allows them to access campus resources and services via electronic means. Online students are encouraged to obtain an ID card upon their first visit to campus.

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. The “Compliance” section of this Catalog provides more information.

Security and Access to Campus Facilities

The college campus is open during the following hours:

Monday through Thursday	6 a.m. to 12 a.m
Friday	6 a.m. to 10 p.m.
Saturday	7 a.m. to 7 p.m.
Sunday	7 a.m. to 5 p.m.

The college is closed during holidays and times not listed above, except for special events. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.

Campus Law Enforcement Authority

Sandhills Community College retains its own police department. Campus police officers have full police powers on Sandhills Community College property and all public property immediately adjacent to the college property. Campus officers are responsible for all law-enforcement-related matters on campus property to include the enforcement of applicable North Carolina criminal and traffic laws.

Campus police personnel work closely with local, state and federal police agencies and have direct radio communication with Moore County "911."

Emergency Services

Campus police, security and maintenance employees are the primary First Responders. They respond to campus emergencies such as injury, illness, fire, and tornadoes. 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.

Reporting Crimes

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

- **Main [Moore County] Campus:** To report a crime/emergency, individuals should 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 Hoke Center police Officer or the Associate Vice President of the Hoke Center (910-875-8589). After hours, individuals should contact "911."

- **Off-Campus Crimes:** Students in off-campus classes 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, individuals should call 911. Campus Police and Public Safety is to be notified of the details of the incident as soon as possible.

Investigation of Crime Reports

All reasonable efforts will be made to maintain confidentiality. Upon receiving the report, an investigation into the incident will begin immediately, involving Campus Police and Public Safety, who will determine if other law enforcement authorities should be involved. The Campus Police and Public Safety Director and the Chief Operating Officer 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 (as noted in "Student Code of Conduct"). There is an inherent right to appeal.

Documentation of Crime Reports

Campus Police and Public Safety will maintain a daily log documenting all crimes reported to Campus Police and Public Safety or other 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 ((910) 692-6185) or the Associate Vice President of the Hoke Center ((910) 875-8589). Information can also be found online at www.sandhills.edu/security.

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 online at www.sexoffender.ncdoj.gov. Students may reference information about sexual violence on the Safe at SCC website, [http:// www.sandhills.edu/safety-security/what-is-sexual-assault/](http://www.sandhills.edu/safety-security/what-is-sexual-assault/).

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: Campus Police and Public Safety ((910) 695-3831 or "0"), Vice President for Continuing Education and Workforce Development ((910) 695-3767), Vice President of Instruction ((910) 695-3715), or Vice President of Enrollment Management (910) 695-3714), who will also contact the Title IX coordinator in the Human Resources Department.

Individuals at the Hoke Center should follow the same procedures; however, they may feel more comfortable making the initial report to one of the following: Hoke Center Police Officer or the Associate Vice President of the Hoke Center (910) 875-8589). Reports may also be made online on the website at <https://www.sandhills.edu/incident-reporting/>.

In an emergency or after hours, students should call 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. Students may reference information about sexual violence on the safety-security webpage, <http://www.sandhills.edu/safety-security/what-is-sexual-assault/>.

Disciplinary and/or Legal Actions Related to Sexual Assault

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 the Title IX team. 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 college is required to inform both the accuser and accused in writing of the final results within one business day of the outcome of the investigation.

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.

Medical and Psychological Support Services

MOORE COUNTY

First Health Moore Regional Hospital	(910) 715-1000
Emergency Room	(910) 715-1111
Friend-to-Friend	(910) 947-3333
Moore County Emergency	911
Moore County Department of Social Services	(910) 947-2436
Moore County Health Department	(910) 947-3300
Daymark Recovery Services	(910) 295-6853
Sandhills Community College Counseling Center	(910) 695-3968

HOKE COUNTY

Cape Fear Valley Medical Center	(910) 615-4000
Daymark Recovery Services	(910) 875-8156
First Health Family Care Center	(910) 904-2350
Hoke County Department of Social Services	(910) 875-8725
Hoke County Health Department	(910) 875-3717
Hoke County Sheriff's Department	(910) 875-5111
Sandhills Community College Counseling Center	(910) 878-5804

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 office to call to contact that student. The College does not have a paging system; therefore, it is difficult to deliver 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 College Receptionist in the Dempsey Student Center 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. In addition, pet owners should not leave unattended pets in vehicles during their time on campus. Pets, except for service animals, are not allowed in campus buildings.

Walking Track

For student and public safety, the track is for walking or jogging. Wheeled vehicles – mopeds, bicycles, roller skates/blades, skateboards, hoverboards, etc. – are prohibited.

Smoking Policy

Smoking is permitted only in the following locations on the main campus: Picnic Shelter near Causey Hall and parking lots. The use of tobacco is prohibited by students, staff, faculty, or visitors in all campus buildings at all campus locations, in any college-owned vehicles, or in other posted locations. For purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, smokeless or spit tobacco, snuff, and “vaping” with e-cigarettes.

Inclement Weather

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 that 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 Numbered Memo March 8, 1996.

When severe weather forces a departure from regular scheduling, announcements will be posted on the SCC homepage and the MySCC page. Students enrolled in eLearning and hybrid courses are also notified via the Internet course delivery system (Open LMS). The College also notifies students of inclement weather via telephone or text message through its ReGroup system.

Students may also call the College at (910) 246-2865 to hear a recorded message indicating whether the College will have a delayed opening or will be closed.

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, national days, the annual Fall Fest and Spring Fling, holiday festivities, coffee and doughnuts during exams, and a variety of other events.

The SGA is always looking for new ideas and new Senators. To become a Senator, students must complete a simple online application via an Outlook form, maintain at least a 2.0 GPA, contribute at least four 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, inside the Ewing Leadership Wing.

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 Grievance Committee. 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 in the SGA can get information directly from the Sandhills website or the Director of Student Life located in the Dempsey Student Center.

Student Publications

The Student Government Association produces an in-house, weekly bulletin written by and designed for students.

This bulletin, published weekly, and sent via SCC student email accounts, is overseen by the SGA Public Information Officer and the Director of Student Life, with content by members of the SGA, the student body and SCC Faculty/Staff. While it is an informal publication, this bulletin, like all student publications, is expected to observe the guidelines for student publications.

Student Publications Guidelines

Student publications guidelines 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 communicates a true threat to an individual or group is prohibited.
- Writing that communicates harassment that rises to the level of severe or pervasive is prohibited.
- Writing that involves libelous charges is prohibited.
- Writing that makes use of obscene language and/or expletives is prohibited.

Because this is an educational institution, writing that 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 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.

Photo and Video Use

Sandhills Community College does not collect photo/video release forms. Instead, the College assumes that faculty, staff, students and those visiting our campus are the best resources for marketing the College and are willing to participate in college promotions.

All photographic/video images become the property of Sandhills Community College. Marketing and Public Relations staff members will add the photos or video footage to the College's library of images (maintained by Marketing & Public Relations), which becomes a resource for the College's online and print publications. These images and videos may be used for years after obtaining. The College reserves the right to release images for use by outside agencies for publication by news outlets, magazines, and digital outlets as the College sees fit.

In addition to print use, images may be posted to the college's social media outlets (Facebook, Twitter, Instagram and others).

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 photo/video shoots on campus).

Students participating in a formal photo shoot (flightPath magazine, billboards, viewbooks, etc.) are giving their permission for their image to be used. Students may opt out of a photo. If a student does not wish to be photographed but fails to identify himself or herself to the photographer, it will be 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, which 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.

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 Vice President of Student Services charges the Director of Student Life 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. 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 full-time faculty or staff member who serves as advisor and meets regularly with the group. Additional information may be found in the Student Club and Advisor Handbook which may be obtained through the Director of Student Life.

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

Student Fundraisers

All student fundraiser 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 on campus, including requests for donations or funds, must be submitted in writing using the Fundraising Request Form via Outlook Forms.

Before approval is given for soliciting prizes, funds, or donations from the public, the Director of Student Life will consult the Sandhills Community College Foundation Office to ensure the activity relates directly to the purpose of the College and does not conflict with other fundraising activities or plans (More information is available under "Fundraising Procedure" in the Club Handbook.)

Student Life

There is 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. If you do not see a club that interests you and would like to know more about starting a new club on campus, contact our Director of Student Life at 910-695-3858.

CLUBS & ORGANIZATIONS

ACES (The Architecture, Construction, Engineering and Surveying Club)

ADVISORS:

Ed Spittler, Little 163, 695-3797, spittlere@sandhills.edu

Matthew Sheffield, Little 170, 246-4940, sheffieldm@sandhills.edu

Ginny Ferguson, Steed 114, 695-3882, fergusonv@sandhills.edu

Mike Sassano, Little 153, 695-3940, sassanom@sandhills.edu

The Architecture, Construction, Engineering and Surveying Club, otherwise known as the ACES Club, extends learning opportunities about these and other related fields outside of the classroom. Each year, the ACES members participate in the Experience Industry Project, through which students explore exciting projects and sites related to their industries. Students have toured the Washington Nationals Baseball Stadium construction, the Freedom Tower construction, the Brooklyn Bridge, the Smithsonian Air & Space Museum, the Skyscraper Museum, the Hoover Dam, the Chunnel, the Big Dig, as well as many other interesting sites.

Alliance for Black Culture (ABC)

ADVISORS:

Kimberly Aliago, Stone 115A, 695-3738, aliagok@sandhills.edu

Tonelli Hackett, Stone 228, 695-3737, hackettto@sandhills.edu

The Alliance for Black Culture (ABC) promotes global diversity, equity and inclusion starting with our community. All races are cordially invited to join this organization. We strive to service our community, learn about Black history and culture, and increase success of Black graduate at Sandhills Community College.

Astronomy Club

ADVISOR: Dr. Jeanne Morse, Meyer 104, 695-3762, morsej@sandhills.edu

The Astronomy Club encourages students to investigate astronomy and astrology related topics outside of a purely academic context. Any currently enrolled student may join.

Athletics

ADVISOR: Mike Apple, Dempsey 107, 246-2864, applem@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), SCC 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 through public service outreach. The Flyers have won NJCAA regional and district titles in volleyball, men's basketball, men's and women's cross country/track and field, and men's and women's golf. The Flyers have won national titles in men's basketball and men's golf. 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.

Chess Club

ADVISOR: TBA

The SCC Chess Club provides an opportunity for students to socialize, learn, and grow through playing chess. Alongside regular meetings, the Chess Club also hosts opportunities for students to teach the game of chess to their fellow peers and holds chess tournaments (for charity). Our main objectives are to teach, learn, and to play chess - and to help people out along the way.

Circle K Club

ADVISORS:

Tammy Stewart, Boyd 107, 695-3821, stewartt@sandhills.edu

April Ikner, Stone 121, 695-3765, iknera@sandhills.edu

The SCC chapter of Circle K International will be a prominent, inclusive, and impactful student-led organization helping to improve the quality of life for the people in the Sandhills and SCC students through service, leadership, and fellowship.

Computer Technology Club

ADVISORS:

Paul Steel, Little 213, 695-3815, steelp@sandhills.edu

Rick Hooker, Little 242, 695-3791, hookerre@sandhills.edu

Will Jones, Little 208, 246-5365, jonesjw@sandhills.edu

The Computer Technology Club gives students the opportunity to meet others with similar interests in computer technology. The club facilitates communication, discussion and dispersion of information relating to computer applications, services and technologies. The club includes students from all areas of computer instruction offered on the campus including, but not limited to, computer programming, computer engineering, digital media, networking, and simulation and game development. Club members are encouraged, through outreach programs, to give back to the SCC campus community and the Sandhills community at large. Above all else this club is open to all who WANT to know more....

Creative Writing Club

ADVISOR: Renee Whitmore, Logan 133, 695-3867, whitmores@sandhills.edu

The Creative Writing Club is all about writing creatively. Writing is one of those niche interests that only a small percentage of people take part in. As such, finding like-minded individuals who share a literary passion can be a challenge. The Creative Writing Club makes that challenge negligible. All that a literature-loving student will have to do to get involved with other writers is join up! Members of the club will be given the opportunity to share their work with others, and, naturally, have others' work shared with themselves. Peer reviews have been instrumental in my come-up as a writer, and it goes both ways. When my work is analyzed, I get to see what I did right and what I did wrong: perfect information for improvement. When analyzing another's work, I get to see what they did right and what they did wrong: perfect information for improvement.

CRU

ADVISOR: Emily Waldrop, Stone 119, 695-3730, waldrope@sandhills.edu

CRU is a caring community passionate about connecting people to Jesus Christ. The purpose of CRU is helping to fulfill the Great Commission in the power of the Holy Spirit by winning people to faith in Jesus Christ, building them in their faith and sending them to win and build others and helping the body of Christ to do evangelism and discipleship through a variety of creative ways.

C-Step Club

ADVISOR: Matthew Dial, Meyer 218, 695-3960, dialm@sandhills.edu

Students that are accepted into the UNC-CH Student Transfer Excellence Program (C-STEP) at Sandhills Community College are eligible to be members of this organization. The club will educate student interested in applying to the program, provide support to students currently in C-STEP, and participate in campus and community events to provide leadership opportunities for members.

Fellowship of Christian Athletes

ADVISORS:

J.P. Easterly, McKean 117, 695-3812, easterlyj@sandhills.edu

Lauren Easterly, Logan 216, 695-3855, easterlyl@sandhills.edu

FCA is a Christian community that is led by those who serve FCA's mission as its representatives, including all of FCA's directors, officers, employees and volunteer leaders, each of whom is an integral part of the community (and are described in this Manual as "FCA representatives"). Both of FCA's mission and the association of FCA's representatives are an exercise and an expression of FCA's Christian beliefs. The mission of the Sandhills Community College Fellowship of Christian Athletes is "to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church."

Flying Club

ADVISOR: Keith Davies, Little 243, 693-2076, daviesk@sandhills.edu

The purpose of the club is to provide SCC students access to a growing industry and bridge the gap between the establishes Ground Training Aviation Program at SCC and Flight Training opportunities. The club will educate students on how to take their ground training learned at SCC to the skies and connect them with local Flight Training facilities.

GST*A (Gay, Straight, Transgender Alliance)

ADVISORS:

Sue Senior, Kennedy 145, 695-3922, seniors@sandhills.edu

Jami Dandridge, Stone 126, 693-2072, dandridgej@sandhills.edu

GST*A is a support group for the LGBT community and allies. The club offers a unique setting in which students, faculty, and staff at SCC can share their true identities. We offer support through weekly meetings as well as scheduled activities throughout the Fall and Spring semesters. GST*A participates in many of the events held on campus to ensure that SCC maintains a friendly and helpful space for all people attending the college as well as people residing in the community. GST*A also supports numerous campus events as well as promoting awareness and education that pertain to LGBT issues

Horticulture Club

ADVISOR: Hilarie Blevins, Steed 209, 695-3885, blevinsh@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. The club hosts special events such as bedding plant sales and other creative projects to support student trips, competitions, and student career days.

Intramurals

ADVISOR: Dana Cuellar, Dempsey 223., 695-3858, cuellard@sandhills.edu

Interested in starting a club sport? Club sports that have been popular in the past include soccer, tennis, and sand volleyball. Sandhills club sports are student led meaning students assume the role of captain or co-captain and assist with the recruitment of other students to play. Students of all levels/abilities are encouraged to start a sport and/or participate.

Latin X

ADVISOR: Ana Mujunen, Logan 111, 695-3910, mujunena@sandhills.edu

Latin X is a club dedicated to raising awareness about the Latin X and Hispanic culture by providing resources for our campus community. Club participants do not need to identify as Latino/a/x in order to join as we aim to actively participate in the expression and inclusion of diversity among campus. The club welcomes anyone and everyone! Our objective is to educate the student body on traditions and cultures they may not be familiar with, along with raising awareness and celebration for marginalized groups on campus.

Music Production Club

ADVISOR: Abbe Allen, Van Dusen 205, 695-3854, allena@sandhills.edu

The Music Production Club is here to give students the opportunity to create music using music software as well as various kinds of instruments. We would also love to teach students how to make music. Any currently enrolled student may join.

Phi Theta Kappa - Alpha Tau Beta

ADVISORS:

Jackie Babb, Little 207, 695-3802, babbj@sandhills.edu

Scott Robinson, Little 206, 695-3869, robinsons@sandhills.edu

Phi Theta Kappa is the international honor society for two-year colleges. Membership is available to students by invitation only and requires a 3.7 GPA based on 16+ hours of college credit courses (100 level or higher) in a degree-granting program.

Invitees who choose to join are inducted in the spring or fall semesters. The hallmarks of Phi Theta Kappa are scholarship, leadership, fellowship, and service. Kappans serve as hosts for the college lecture series, as marshals at graduation, and as assistants with on campus activities.

Pre-Health Club

ADVISOR: Matthew Dial, Meyer 218. 695-3960, dialmesandhills.edu

The Pre-Health Club plans on hosting guest speakers that specialize in different areas of the healthcare field once a month. As of now, the planned speakers include a medical doctor, a nurse practitioner, a radiologist and the Director of Health Programs at SCC. Any currently enrolled student may join.

Radiography Club

ADVISOR: Robin Garner, Kennedy 158, 695-3916, garnerresandhills.edu

The Radiography Technology Club includes students that are enrolled in SCC's Radiography Program. Club members are encouraged to give back to the community through school and community sponsored events. Club members also host fundraisers to support workshops and attendance at State Radiography conferences, where students are encouraged to network, build relationships with peers, reach for higher professional goals, and support patient safety initiatives. This club provides opportunities for students to get involved in school, community, and professional initiatives to give back and raise standards affecting our healthcare profession. Students host fundraising events to provide funding for NCSRT conference and ARRT Registry preparation.

Sandhills Association of Nursing Students

ADVISOR: Laura Hassell, Foundation 1016. 695-3843, hassell@sandhills.edu

The 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.

Socio-Civic Club

ADVISORS:

Heather Lyons, Van Dusen 219, 695-3731, lyonsh@sandhills.edu

Dr. Craig Van Pelt, Van Dusen 228, 246-4979, vanpeltc@sandhills.edu

The Socio-Civic Club provides students with the opportunity to engage in conversations regarding worldwide and local issues using reliable information from credible sources. We invite all students to attend. Any currently enrolled student may join.

Student Government Association

ADVISOR: Dana Cuellar, Dempsey 223, 695-3858, cuellard@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 experiences. Activities sponsored by the SGA include free food days, national days, the annual Fall Fest and Spring Fling, holiday festivities, exam fuel during exams, student accident insurance, and scholarships and awards. The SGA is always looking for new ideas and is the students' voice at SCC.

Students for Life

ADVISOR: Ginny Ferguson, Steed 114, 695-3885, fergusonv@sandhills.edu

Members of Sandhills Students for Life work to save lives threatened by induced abortion, euthanasia, and the destruction of human embryos for research. In furtherance of these goals, members seek to promote respect for life at Sandhills and on a local, state, and national level, to educate on life issues, to help those in need so that life is a promising choice, and to work with others who share common goals.

Tennis Club

ADVISOR: Alicia Riggan, Dempsey 114, 246-4122, riggana@sandhills.edu

The Sandhills Tennis Club provides an inclusive environment where students can feel welcome while enjoying the game of Tennis. College life can at times seem overwhelming and every now and then college students may feel the need to have a break from their typical school day. The tennis club is open to all students regardless of experience in playing tennis.

Campus Maps

Pinehurst Campus



Buildings Directory

Blue Hall

- BLET
- Career Center
- Health & Fitness Science
- Planning & Research

Boyd Library

- Cole Children's Library
- Hastings Gallery of Art
- Learning Resource Center
- Ryan Veterans Center
- Wood Reading Room

Causey Hall

- Cosmetology Program
- Foundation Offices
- Aviation Program

Dempsey Student Center

- B&N Bookstore
- Chuck Priest Kitchen
- Clement Dining Room
- Ewing Leadership Center
- Game Room
- Heins Gymnasium
- Peterson Dining Commons
- Russell Fitness Center

Foundation Hall

- Emergency Medical Sciences Program
- Nursing Program

Kennedy Hall

- Fine Arts Program
- Health Sciences Programs

Little Hall

- Culinary Arts Programs
- Computers Programs
- Construction Programs
- Engineering Programs

Logan Hall

- English & Humanities
- Kelly Tutoring Center
- Mathematics

McKean Hall

- Print Shop
- Receiving

Meyer Hall

- Therapeutic Massage Program
- Science Department

Palmer Trades Center

- Advanced Manufacturing

Sirotek Hall

- Automotive Programs

Steed Hall

- Landscape Gardening Programs

Stone Hall

- Administrative Offices
- Business Office
- Management & Business Programs
- Student Services

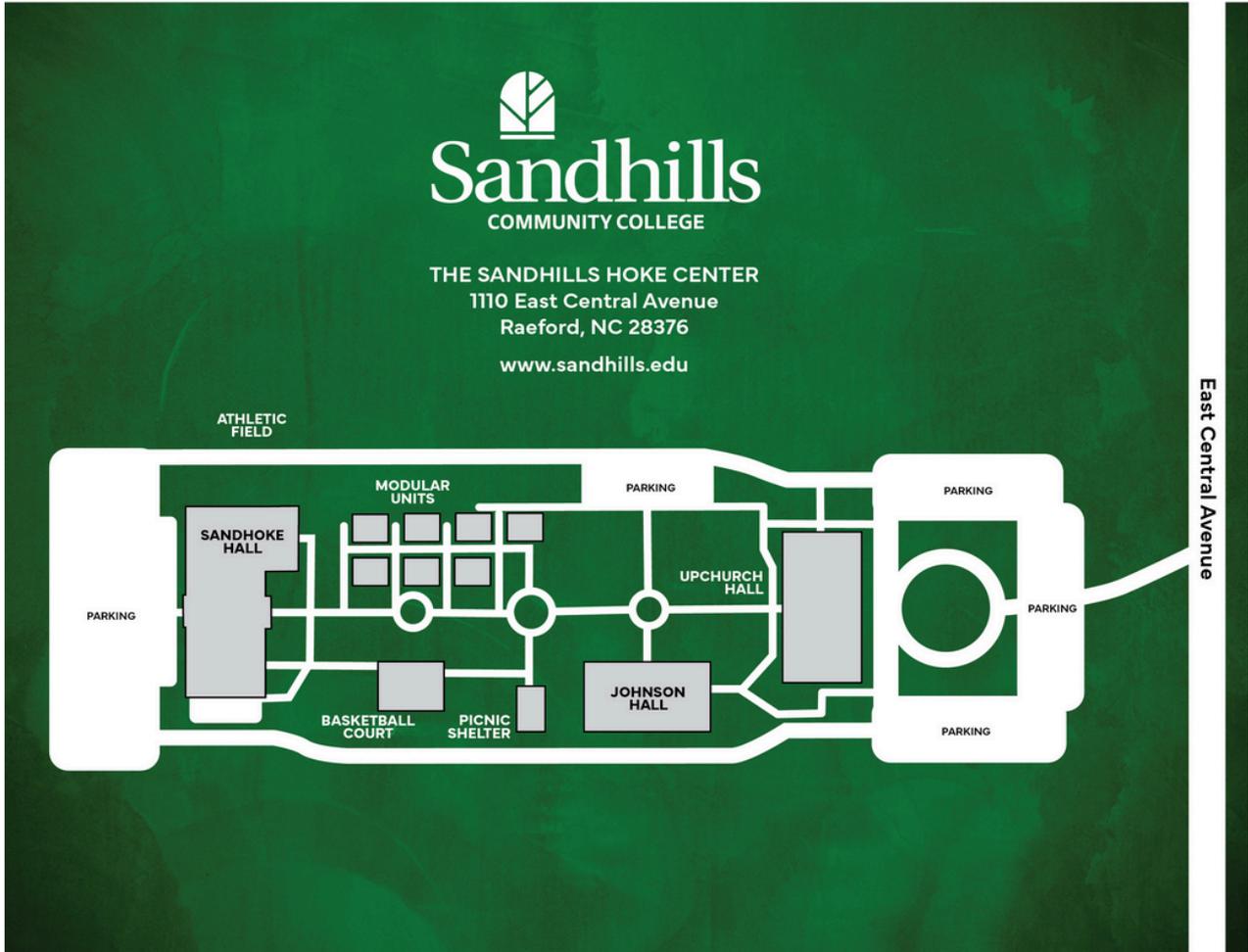
Van Dusen Hall

- Continuing Education
- Early Childhood Education Program
- English & Humanities
- Criminal Justice Program
- Fire Protection Program
- Small Business Center

Wellard Hall

- Audio Visual Department
- Music Programs
- Police Department

Hoke Center



Larry R. Caddell Public Safety Training Center





LEARN • ENGAGE • BELONG

Sandhills Community College

3395 Airport Road
Pinehurst, North Carolina 28374
www.sandhills.edu