
COLLEGE CATALOG

WELCOME

Sandhills Community College

3395 Airport Road, Pinehurst, NC 28374

Website: www.sandhills.edu

College Telephone Numbers

Administrative offices are open Monday through Friday from 8 a.m. until 5 p.m. During the summer sessions, some offices may have an abbreviated schedule. The summer schedule, the academic calendar, and a telephone directory of faculty and staff are available online at .

General Information	(910) 692-6185 / (800) 338-3944
Fax	(910) 695-1823
Admissions	(910) 695-3725
Business Office	(910) 695-3721 / (910) 693-2068
Director of Student Life	(910) 695-3858
Financial Aid	(910) 695-3743
Library	(910) 695-3819
Records and Registration	(910) 246-5373

Institutional Administration

President	Dr. Alexander "Sandy" Stewart	(910) 695-3701
Vice Provost for Instructional Programs	Michelle Bauer	(910) 692-3912
Vice President for Workforce Development and Corporate Partnerships	Dr. Fallon Brewington	(910) 246-2858
Vice President for Engagement and	Germaine Elkins	(910) 695-3706

Executive Director of SCC Foundation		
Executive Vice President	Dr. David "DJ" Farmer	(910) 695-3714
Chief Operating Officer	Dr. Ronald Layne	(910) 246-4109
Provost and Chief Academic Officer	Dr. Rebecca Roush	(910) 695-3704
Chief of Staff	Dr. Julie Voigt	(910) 695-3715

Accreditation

Sandhills Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Sandhills Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Sandhills Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Visitors

Sandhills Community College welcomes visitors to campus and encourages them to explore the gardens, to use the Katharine Boyd Library, and to attend various public college functions. The Campus Map on page 4 provides directions. It is important that visitors respect the educational mission of the College and the necessity for campus safety and tranquility. If disruptive visitors are observed, those noting the behavior are asked to relay that information to the switchboard located in the Dempsey Student Center (910) 692-6185 or (800) 338-3944. The College reserves the right to ask disruptive visitors to leave the campus.

Non-Discrimination Statement

Sandhills Community College does not and shall not discriminate in its educational programs, activities, and employment practices on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law, regulations and orders, including those that promote equal protection and equal opportunity for students, employees, and applicants. More detailed policies and procedures on this topic may be found in the Policies and Procedures Handbook accessible on our website.

President's Message

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-Tuesday)	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

2025-2026 Proposed Academic Calendar

(Subject to change; not official until approved in Spring 2025)

Fall Semester 2025

Date	Event
August 14 (Thursday)	Registration
August 15 (Friday)	Last Day 100% Refund - Traditional and First 8 weeks

College Catalog

August 18 (Monday)	First Day of Classes - Traditional and First 8 weeks
September 1-2 (Monday-Tuesday)	Labor Day Holiday
October 9 (Thursday)	End of First 8 weeks
October 13-14 (Monday-Tuesday)	Fall Break
October 15 (Wednesday)	Beginning of Second 8 weeks
November 3 (Monday)	Spring Semester Priority Registration
November 11 (Tuesday)	Veterans Day Holiday
November 26-28 (Wednesday-Friday)	Thanksgiving Holiday
December 10 (Wednesday)	End of Second 8 weeks
December 11-16 (Thursday-Tuesday)	Final Exam Period - Traditional
December 16 (Tuesday)	Semester Ends

Spring Semester 2026

Date	Event
January 8 (Thursday)	Registration
January 9 (Friday)	Last Day 100% Refund - Traditional and First 8 weeks
January 12 (Monday)	First Day of Classes - Traditional and First 8 weeks
January 19 (Monday)	Dr. Martin Luther King, Jr. Holiday
March 4 (Wednesday)	End of First 8 weeks
March 9-13 (Monday-Friday)	Spring Break
March 16 (Monday)	Beginning of Second 8 weeks
April 1 (Wednesday)	Summer and Fall Priority Registration
April 6-7 (Monday-Tuesday)	Easter Holiday
May 7-12 (Thursday-Tuesday)	Final Exam Period - Traditional and Second 8 weeks
May 12 (Tuesday)	Semester Ends
May 16 (Saturday)	Commencement

Summer Semester 2026

Date	Event
May 26 (Tuesday)	Registration Summer and Fall
May 27 (Wednesday)	First Day of Classes - Full and First Half Session
June 25 (Thursday)	End of First Half Session
June 29 (Monday)	Registration Second Half Session and Fall
June 30 (Tuesday)	First Day of Class - Second Half Session
July 3 (Friday)	Independence Day Holiday
July 30 (Thursday)	End of Full and Second Half Session

MISSION AND PROGRAMS

College History

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

To date, the College has had three Presidents. Following Dr. Stone’s retirement in 1989, Dr. John R. Dempsey was selected to serve as President of the College. In 2023, Dr. Alexander “Sandy” Stewart was named the third president in the College’s 60-year history.

In 1964, construction of facilities began on land given for the campus by Mrs. Mary Luman Meyer of Pinehurst. Temporary college offices were located in downtown Southern Pines. Classes began on October 1, 1965, in nine scattered locations. The first building on the Pinehurst campus was completed in 1965. Of the 20 building on the current campus, five were completed by 1966, including Meyer Hall for sciences, Stone Hall, Blue Hall, Sirotek Hall, and the President’s residence.

The College’s main campus in Moore County has expanded significantly since the 1960s. Kennedy Hall, the current home of the Art Department and most Health Science programs, was constructed in 1978 and completely renovated in 2023. The 1980s were a time of campus expansion with the addition of four new buildings, to include Causey Hall, Boyd Library, Owens Auditorium, and Wellard Hall. In 1997, Van Dusen Hall was opened to house Workforce Continuing Education, Public Services programs, and the Social and Behavioral Science Department.

The early and mid-2000s was a time of continued growth and renovation. The Ball Visitors Center opened in 2000 and continues to serve as a welcome and educational center for the community members visiting the Horticultural Gardens. Little Hall, a facility for culinary technology and the engineering and computer programs, and Dempsey Student Center opened in 2006. In addition, Steed Hall, home of the Landscape Gardening program, opened in 2010 to replace its former home, Huetten Hall. Logan Hall, a 36,000 square-foot general purpose office and classroom building, opened in 2012. Blue Hall, one of the earlier structures on campus, underwent a major renovation in 2012 and is now the home to Career Services, Planning & Research, Basic Law Enforcement Training, and Health and Fitness Technology classes. The 2012 opening of the McKean Campus Services Center allowed the old maintenance facility to become the focal point of Workforce Continuing Education advanced manufacturing programs. In 2022, Foundation Hall opened its doors for the first time and is home to the Nursing and Emergency Medical Science (EMS) programs.

The College's Hoke County Center in Raeford, opened a third classroom building in fall 2010 to house the SandHoke Early College High School, adding to Johnson and Upchurch Halls, in which Workforce Continuing Education and Curriculum classes are provided to Hoke County citizens. Mobile classroom cottages were added in spring 2013 to house an expansion of the SandHoke Early College High School.

The Caddell Public Safety Training Center serves as a hub for Workforce Continuing Education public safety and construction instruction. Caddell opened in 2011 with four buildings-control tower, drill tower, residential burn building, and a classroom facility. In 2021, a fifth building was added to provide space for Construction classrooms.

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

Mission Statement

The Mission of Sandhills Community College is to provide educational opportunities of the highest quality to all we serve.

Core Values

Integrity

The Mission of Sandhills Community College is to provide educational opportunities of the highest quality to all we serve.

Helpfulness

The faculty and staff of Sandhills are genuinely and eagerly helpful to the college's students and to each other. Going the 'extra mile' is expected behavior at Sandhills.

Excellence

Sandhills provides educational programs of the highest quality and then provides the support necessary to promote student success. Similarly, the college employs

faculty and staff who are exceptionally well-qualified to promote educational excellence and, in addition, encourages and supports them in the performance of their jobs.

Respect

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

Opportunity

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

Equity Statement

Sandhills is committed to advancing access and opportunity in an inclusive environment that creates a sense of belonging by actively dismantling equity barriers and eliminating disparities historically underrepresented students face.

College Goals**Access and Opportunity**

To ensure access for students of all abilities to credit and noncredit courses through various delivery modes; and to provide opportunities for students in curriculum studies and workforce training as well as in adult literacy and personal enrichment.

For-Credit Academic Programs

To educate and prepare students for professional and personal opportunities by providing relevant technical and transfer programs that include distinct general education competencies through a variety of course delivery modes.

Support Services

To provide comprehensive academic and student support services and resources that facilitate engagement, support student success, and help students meet their academic, career, and personal goals.

Economic Development

To provide training for local businesses and to contribute constructively to the economic well-being of the region.

Campus and Community Life

To foster an inclusive environment that encourages student involvement, celebrates faculty and staff, contributes to the cultural richness of the community, and promotes community service while honoring our core values.

Campus Resources

To ensure that the college has the necessary financial, technological, and physical and human resources to advance a culture of excellence and opportunity; to hire personnel of the highest quality who reflect its diverse community and exhibit its core values; and to create a welcoming campus with a sense of belonging.

Performance Measures and Standards, 2023-2024

North Carolina Community College System

The North Carolina Community College System released the most recent data in May 2023.

Basic Skills Student Progress

- Percentage of Basic Skills periods of participation (PoP) with a measurable skill gain (MSG) (program year of July 1 – June 30)
- Data Source: LEIS annual data file; Comprehensive Curriculum Student Report; Continuing Education data file
- System Average Band: 0.884 to 1.122
- SCC Performance: 1.016

Student Success Rate in College-Level English Courses

- Percentage of first-time associate degree-seeking and transfer pathway students passing a credit-bearing English course with a “C” or better within three years.
- Data Source: Comprehensive Curriculum Student Report; National Student Clearinghouse
- System Average Band: 0.934 to 1.074
- SCC Performance: 0.873

Student Success Rate in College-Level Math Courses

- Percentage of first-time fall associate degree-seeking and transfer pathway students passing a credit-bearing Math course with a “C” or better within three years.
- Data Source: Comprehensive Curriculum Student Report; National Student Clearinghouse
- System Average Band: 0.910 to 1.100
- SCC Performance: 0.843

First Year Progression

- Percentage of first-time fall credential-seeking curriculum students who graduate prior to or enroll in postsecondary education during the subsequent fall term.
- Data Source: Comprehensive Curriculum Student Report; Graduation Extract data file; National Student Clearinghouse
- System Average Band: 0.971 to 1.035
- SCC Performance: 1.101

Curriculum Completion

- Percentage of first-time fall credential-seeking students who have graduated, transferred, or are still enrolled during the fourth academic year with 42 successfully completed non-developmental hours.
- Data Source: Comprehensive Curriculum Student Report; Graduation Extract data file; National Student Clearinghouse

- System Average Band: 0.968 to 1.046
- SCC Performance: 1.022

Licensure and Certification Passing Rate

- Percentage of first-time test-takers passing licensure and certification exams within each exam. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners.
- Data Source: Licensing agencies
- System Average Band: 0.938 to 1.026
- SCC Performance: 0.930

Transfer Performance

- Percentage of community college students (Associate Degree completers and those who have completed 30 or more articulated transfer credits) transferring at a four-year university or college during the fall semester who remain enrolled at any four-year university or college the subsequent fall semester or graduate prior to.
- Data Source: Comprehensive Curriculum Student Report; Graduation Extract data file; National Student Clearinghouse
- System Average Band: 0.954 to 1.009
- SCC Performance: 1.026

Campus Services**Bookstore**

Students can purchase textbooks, digital course materials, laptops/tablets and school supplies through the online bookstore owned by eCampus.com.

Cafeteria

The Sandhills cafeteria, located in the Dempsey Student Center, is operated to provide a quality assortment of reasonably priced breakfast and lunch items for students, employees, and visitors. Food sales are supplemented by vending machine selections. Cafeteria hours and service availability may vary by semester.

Disability Services

Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Sandhills Community College is committed to equality of educational opportunity and ensures that no qualified person shall, by reason of a disability, be denied access to, participation in, or the benefit of any program or activity operated by the College. Each qualified person with a disability shall receive necessary, reasonable accommodations to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate.

To obtain additional information or to read documentation guidelines and/or Policies and Procedures, please go to the Office of Disability Services web page at www.sandhills.edu/disability-services-sandhills-community-college-2/ or call us at (910) 246-4138.

SCC Website

Interested parties may visit the Sandhills Community College website at www.sandhills.edu for a wide range of information about the college and its services. In addition to information regarding SACSCOC and specific programs subject to accreditation, visitors to the website will find class schedules, admissions and registration information for both college credit and continuing education classes, and information pages for academic and extension departments and programs. Sandhills.edu also provides links to information about student resources and library services. A calendar of upcoming events and news articles related to the college are also accessible from the site.

The MySCC page is the portal for students and acts as the central location for valuable resources. To support that role it contains the links for students to log into their online courses, email and Self-Service. In addition, students can access other material that will allow them to plan and be successful in their academic courses. Current students should access this page often for time-sensitive college announcements.

Student Printing

As part of student technology fees, students are allotted \$10 toward printing on campus each semester. To print using a campus printer, students will enter their username and password and select the account they will use for the print job. If the student exhausts their allotment of copies, he/she will have the option of adding money to their account either using a credit card online or through cash kiosks located in various locations on campus. Black and white copies are \$0.05 each and color copies are \$0.15 each.

Technology fee funds expire at the end of each semester. There will be no refund/carryover of unused technology fee funds. Money added by the student to their printing account will carryover from semester to semester as long as a break in enrollment does not exceed two years.

Instructional Programs and Delivery

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

Credit Programs

University Studies Program

Courses that lead to the Associate in Arts, Associate in Arts in Teacher Preparation, Associate in Engineering, Associate in Fine Arts, Associate in Science,

and Associate in Science in Teacher Preparation degrees are offered at the freshmen and sophomore levels. Credits earned in college transfer courses may be transferred to senior colleges and universities where students may pursue a program of study leading to a baccalaureate degree. Advisors assist students in selecting courses that will be appropriate for baccalaureate degree programs at senior institutions.

Applied Science Programs

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

Diploma Programs

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

Certificate Options

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

General Education Program

The College offers a non-transferable general education degree for students who want a more flexible two-year college degree. General education students are assisted in the selection of courses that will meet their own special needs and are awarded the Associate in General Education degree upon completion of the program requirements. A program specific AGE degree is offered for each of the Health Science programs which allows students to complete all required general education and non-program specific courses prior to the application process for program entry.

In addition, the college offers the Associate in General Education in Nursing which is designed for students who wish to begin their study toward the Associate in Nursing degree and Baccalaureate degree in Nursing.

Special Credit Courses

The College encourages the enrollment of students who are not seeking a degree but wish to further their education by taking courses of special interest. Courses may be audited or taken for college credit. Students will qualify for special credit status only during the first 16 credit hours of course work. To enroll in additional course work, students must reapply to the college, declare a major, and meet enrollment requirements.

Workforce Continuing Education (WCE) Career Credit

Workforce Continuing Education (WCE) training programs are designed to provide training and certification for individuals to gain new or upgraded occupational skills. Training programs are delivered as a single course or bundled as a series of courses and are designed to provide instruction around skill competencies leading to a recognized credential (licensure, renewal, registry listing) and/or meeting local workforce labor needs.

WCE courses are offered on and off campus to meet the expressed needs of adults wishing to continue their education. The Workforce Continuing Education division awards Continuing Education Units (CEUs) for appropriate programs and courses.

Personal Enrichment

Personal Enrichment classes at Sandhills Community College are designed to enhance the intellectual, physical, and personal well-being of the Sandhills community. The Center for Creative Living and the Lifelong Learning Institute facilitates innovative programs that are designed to promote access to services and community resources and to encourage participation and collaboration with various community organizations and agencies.

Instructional Delivery

In addition to offering traditional classroom instruction, the College also offers classes in non-traditional formats and at non-traditional times. All courses use the college's LMS to support learning through online assignments and/or posted course information.

The College currently requires no additional fees related to verification of student identification in courses using the Learning Management System (currently OpenLMS). The student's identification is verified through the LDAP Authentication system each time the student enters the system. In addition, while completing instructional activities on the system, biometric and facial recognition technology is used to validate a student's identity. A proctoring system is also available for instructor use.

Hybrid Courses

College curriculum or continuing education courses in which the instruction for some course contact hours of instruction is delivered when the student and the instructor are separated by distance are classified as hybrid courses. Instructional delivery methods may include, but are not limited to, Internet, LMS, licensed instructional videos, CD, TV, DVD, instructional software, or other media. Hybrid courses are advertised in the class schedules and are designated with an H in the section number. The hours offered through the online format are listed on the course syllabi. Students enrolled in these classes must follow the regular admissions and registration process, pay regular tuition and fees, and meet all course prerequisites.

Online Courses

College curriculum or continuing education course in which 100% of the instruction is delivered via the Internet/online are classified as online courses. Courses may have proctored testing, but instruction is delivered online. Although there may not be specific access times, most online courses have a specific schedule of assignments with due dates. To establish enrollment, students must log into the course and submit the orientation assignment by the deadline designated by the instructor. Students are required to log into the course several times a week for the duration of the semester, and they must also meet course deadlines specified by the instructor, as would be the case in a traditional campus course. In some online sections, faculty use a conferencing application to meet virtually with the class at a specified time. This information is communicated on the posted online course schedule. Online courses are identified in the class schedules by an N in the section number. Students enrolled in these classes must follow the regular admissions and registration process, pay regular tuition and fees, and meet all course prerequisites. As noted earlier, information related to online student support and procedures is found in the Online Education at SCC guide available on the MySCC page of the website.

ADMISSION AND REGISTRATION

Admission to the General College

Sandhills Community College maintains an open-door admission policy for high school graduates and others 16 years of age or older who hold a high school equivalency or an adult high school diploma. Additionally, those who are at least 18 years of age but who do not have a high school diploma or equivalency may be accepted for admissions to an adult basic education or adult secondary education program; students may also enroll in continuing education classes or as a special, non-degree-seeking student. Admission to the College does not guarantee placement into a specific program of study.

Sandhills Community College reserves the right to deny admission or readmission to students whose presence on campus is construed by the administration as harmful or potentially harmful to Sandhills Community College students, faculty, and/or staff. Students admitted to the College must adhere to the Student Code

of Conduct, which prohibits conduct that significantly impairs the welfare or the educational opportunities of others in the college community.

Exceptions to the admissions policy may be determined after a conference with the Vice President of Student Service & Enrollment Management.

Admission to Continuing Education

Detailed information regarding enrollment into Continuing Education programs and courses is available in the “Continuing Education” section of this Catalog.

Admission to Curriculum Education

Non-Degree-Seeking Student (Special and Visiting Students)

Admission as a Special or Visiting Student requires the following:

- Submit a completed official admissions application form.
- Submit documentation supporting that any applicable course prerequisites have been met.

Special students may register for courses if course prerequisites are met and if space exists in the class. Further admission information concerning special and visiting students is available below in the “Student Classifications – Guidelines for Admission” section.

Degree-Seeking Student

Admission to associate’s degree, diploma, and certain certificate programs requires the following:

- Submit a completed official admissions application form.
- Submit an official high school transcript indicating graduation with a diploma, a high school equivalency certificate (HSE), an adult high school diploma, or college transcript(s) showing the award of an associate degree or higher from a regionally accredited institution.

NOTE: Applicants seeking admission into programs or placement into courses with pre-requisites met at the high school level are required to submit an official high school transcript.

- Submit official college transcripts from all previously attended institutions if:
 - Applying for veteran’s benefits
 - Applying to a health science program
 - Wishing to have previous college credit(s) evaluated for transfer credit to SCC
- Meet with your assigned College Navigator.

It is the responsibility of the student to make certain the required documents are sent; however, the Student Services & Enrollment Management Division will provide guidance with admissions and placement.

Further admission information concerning specific student populations is available in the “Student Classifications – Guidelines for Admission” section.

Placement Determination

Placement determination is required for students who plan to enter an instructional program; special students who enroll in English, mathematics, or other restricted courses; and high school students taking college courses.

- Students will be placed based on the highest of the following placement methods:
 - Unweighted GPA reflected on a high school transcript;
 - Qualifying minimum score on high school equivalency exam;
 - RISE, ACUPLACER, ASSET or COMPASS scores, or qualifying SAT or ACT scores;
 - College credits in English and mathematics awarded as transfer credit;
 - Associate degree or bachelor's degree.

Students who do not achieve college-level placement will be advised to enroll in transition courses to prepare them for future program placement. **Please note:** In some instances, students may challenge a course by passing a departmental exam and earning Credit by Exam (CE). Such requests must be made through the appropriate department chair.

For further details, contact the Office of Records and Registration at (910) 246-5373.

Program Placement

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

Registration for Curriculum Classes

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

Last Day to Register

Academic integrity dictates that the "last day to register" (as noted in the Academic Calendar), generally, is the final opportunity for previously enrolled or new students to register for classes in any given semester.

Student Classifications – Guidelines for Admission

New Students

New students enrolling in curriculum classes must meet the admissions requirements outlined above.

Readmitted Students

A student will maintain an active application status provided a break in enrollment does not equal or exceed 2 years. Students returning after an absence of 2 years, and those students who applied but never attended must be readmitted following this procedure:

- Submit a completed official admission application form.
- If a current high school diploma is not on file, students may be required to re-submit an official high school transcript indicating graduation with a diploma, a high school equivalency certificate (HSE), an adult high school diploma, or college transcript(s) showing the award of an associate degree or higher from a regionally accredited institution.

NOTE: Applicants seeking admission into programs or placement into courses with pre-requisites met at the high school level are required to submit an official high school transcript.

- Submit official college transcripts from all previously attended institutions if:
 - Applying for veteran's benefits
 - Applying to a health science program
 - Wishing to have previous college credit(s) evaluated for transfer credit to SCC
- Meet with your assigned College Navigator
- Meet the admission and graduation requirements of the Catalog in effect at the time of readmission.

In addition, students changing from Special Student status to Degree Seeking must submit an Enrollment Status Change eForm and submit any required documents to the Office of Records and Registration to become eligible for readmission.

Students returning to Sandhills after a break of two semesters may be required to submit a new residency application. Contact admissions for questions at [\(910\) 695-3725](tel:9106953725).

Foreign Students

Permanent Residents

Applicants must provide current valid documentation from the U.S. Citizenship and Immigration Service (USCIS) before being admitted and placed under regular admissions policies.

Other Visas

Applicants must provide current valid documentation from the U.S. Citizenship and Immigration Service (USCIS) before being admitted — as allowed — and placed under regular admissions policies.

F-1 Visas

The International Student Office located in Blue Hall 101 assists F-1 visa students and students who desire to apply for F-1 visas. The office assists F-1 visa students in communication with U.S. Citizenship and Immigration Services (USCIS) regarding appropriate employment authorization, extension of form I-20 expiration dates, foreign student transfer of Form I-20s from other colleges, and international student advising. Further, all F-1 students and other non-immigrant visa holders who wish to change to the F-1 student status are mandated by USCIS regulations to have a current record of local and international address on file with the college.

Applicants seeking an F-1 student visa must provide a satisfactory academic record. Further, an Affidavit of Support form and a letter from your sponsor's bank giving specific current account balance information or your bank statement giving specific current account balance information is needed. Please limit your bank documentation to no more than 10 pages. The minimum current balance should be at least \$8,000 (US dollars) available for your tuition, housing, meals, books, and other living expenses of one semester for an individual student. For dependents add \$2500 per semester. Applicants seeking an F-1 student visa must provide documentation showing graduation from a secondary school that is equivalent to secondary schools in the United States. English as a Foreign Language (EFL) students must submit a Test of English as a Foreign Language (TOEFL) score as evidence of ability to use English at a level of competence necessary for college level work. Students can view TOEFL exams and dates at <http://www.ets.org/toefl.html>. A minimum score of 68 is required for the internet-based TOEFL exam (iBT – with no less than 17 on each section), and a minimum score of 213 on the computer-based TOEFL exam (CBT). Applicants seeking an F-1 student visa should contact the College Navigators at Sandhills Community College for additional information. New F-1 students have 72 hours upon arrival in the state to report to the College Navigators – please bring your travel documents (i.e., passports, F-1 visas, I-94 card, Health Insurance card, and I-20). Additionally, F-1 students are required to make an appointment with the Principal Designated School Official (PDSO) within a week of arrival for an international student orientation. To schedule an appointment for orientation, please contact the PDSO, Rosa McAllister-McRae at 910.246.4944 or mcallisterr@sandhills.edu. All applicants seeking an F-1 student visa should contact the College Navigators for additional information.

Undocumented Immigrants

According to North Carolina and federal legislation, community colleges are responsible for ensuring that a student who is lawfully present in the U.S. will always have priority for a space in a class or program of study over a student who is not lawfully present in the U.S., if there are space limitations. As such, Sandhills

Community College follows these admission requirements for undocumented immigrants:

- Colleges should neither enroll undocumented students into a class or program of study for which there are waiting lists, nor should colleges register undocumented students for classes until the conclusion of the last published registration period.
- Colleges shall admit an undocumented immigrant only if they attended and graduated from a U.S. public high school, private high school, or home school that operates in compliance with State or local law. Undocumented immigrants with a HSE diploma are not considered to have "graduated from a U.S. public high school, private high school, or home school" and therefore are not eligible to be admitted to a community college. An undocumented immigrant with a diploma from an Adult High School that is located in the U.S. and operates or operated in compliance with State or local law is eligible to be admitted to a community college.
- Undocumented immigrants may not be admitted into a program of study that requires a professional license since federal law prohibits states from granting professional licenses to undocumented immigrants.
- Undocumented immigrants will be charged out-of-state tuition whether or not they reside in North Carolina.

Foreign College Transcripts

Foreign college transcripts must be translated into English with a compressive course-by-course report before the Office of Records and Registration at Sandhills will evaluate these documents for potential transfer credits. Sandhills will accept official course-by-course foreign college transcript reports from companies that are members of the National Association Credential Evaluation Services (NACES). Current members are located on their website at www.naces.org/members.

Students must contact the company directly and instruct them to mail an official report directly to Sandhills. Students also must request a course-by-course evaluation. Document-by-document evaluations will not be accepted by Sandhills for transfer credit. The Office of Record and Registration at 910.695.3739, provides additional information.

Transfer Students

Transfer students must meet the same admission criteria as all new students. In addition to submitting all other application materials, transfer students must submit official transcripts of all post-secondary credits previously earned at other accredited institutions. Students will not be allowed to register beyond their first semester unless all required transcripts are received. These official transcripts become a part of the student's permanent record and cannot be sent to other institutions or returned to the student.

Sandhills Community College will consider granting credit for work done at other regionally accredited institutions of higher education. Courses accepted for transfer credit must parallel course offerings at Sandhills Community College as determined by the Director of Records and Registration, the Vice President of Instruction, and/or the appropriate Department Chair. The Higher Education Directory is used for verification that institutions are regionally accredited. This allows SCC to determine whether to accept transfer credits from that college.

Upon review of the approved transfer credits, the Director of Records and Registration enters course information for any transferred classes into Colleague. Transfer credits are indicated by TR in the student record. The Director then files the official transcript from the accredited college in the student's permanent academic file. Courses approved to satisfy the NCCCS Comprehensive Articulation Agreement general education, pre-major or elective course requirement will also be considered for acceptance as transfer credit. Transfer credit may be allowed only for courses in which a student has earned a grade of a "C" or higher. Transfer credit for master's level coursework is not transferrable. Any exception to this policy must be approved by the Vice President of Instruction.

Special Students

Any high school graduate or anyone 18 years of age or older who does not plan to earn a degree, diploma, or certificate but who wishes to enroll in a college credit course may be admitted as a special student. Special students may register for courses if course prerequisites are met and if space exists in the class. A current SCC student's registration may take precedence over a special student's registration. Exceptions to any of the above statements must be approved by the Vice President of Instruction.

Special students will be required to show proof of placement or course completion prior to enrolling in English, mathematics, or other restricted college-level courses. Students who have not met one of these requirements will be allowed to register only for non-restricted course.

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

After successfully completing 16 semester hours of course work, a special student should meet with a counselor or with a Transfer Center Advisor concerning possible placement into a curriculum. Upon a later decision to pursue a degree, diploma, or certificate at Sandhills Community College, the special student will be asked to complete a new application, submit proof of high school graduation, and meet certain placement criteria.

Special students planning to transfer credits to another institution are encouraged to obtain written permission with specific course information from the institution from which graduation is planned.

Home-Schooled Degree-Seeking Students

Students who have graduated from a home school must provide the following documentation for admission:

- Proof that the home school is listed with the NC Division of Non-Public Education. This can be verified by the admissions office at <http://www.ncdnpe.org/homechool.aspx> or a copy of the Certificate of Inspection issued by the State of North Carolina can be provided as verification.
- A final high school transcript, which includes the official school's name and the principal's signature. The transcript must also include the graduation date and both the state and home school established minimum scores required on a Nationally Standardized Test.

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

Career and College Promise

Career and College Promise offers structured opportunities for qualified high school juniors and seniors to enroll in community college courses. These provide pathways that lead to a certificate, diploma, or degree as well as provide entry-level job skills and industry certifications. Academic credits earned through Career and College Promise shall enable students who continue into postsecondary education after graduating from high school to complete a postsecondary credential in less time than would normally be required. Sandhills Community College offers three types of pathways: Career and Technical Education to include Workforce Continuing Education, College Transfer, and Cooperative Innovative High Schools Program.

Career Technical Education Pathways

The Career Technical Education Pathways lead to a certificate aligned with one or more high school Career Clusters. Additional information on these pathways is available online at the College Programs for High School Students at <https://www.sandhills.edu/programs/ccp/cte.html>.

The Workforce Continuing Education Pathways lead to credentials from national, state, or industry-recognized associations making them eligible to enter the workforce or continue to earn an advanced degree.

College Transfer Pathways

The College Transfer Pathway allows a student to complete 32-35 semester hours of transfer courses, including English and mathematics, for qualified junior and senior high school students. College Transfer Pathways are also open to freshman and sophomore high school students identified as academically or intellectually gifted in Math and English and who meet specific requirements. Additional information on these pathways is available online at <https://www.sandhills.edu/programs/ccp/ctp.html>.

Cooperative Innovative High Schools Pathway

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

Admissions and Registration Procedures revised January 11, 2024. See [previous procedure](#) if you applied prior to the revision.

TUITION AND FEES

Residence Status for Tuition Purposes

All residency determinations are made by the NC Residency Determination Service. The basis for determining the appropriate tuition charges is contingent upon whether a student is a resident or a nonresident for tuition purposes. To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident for at least twelve consecutive months immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, “twelve months legal residence” means more than simple abode in North Carolina. In particular, it means maintaining a domicile (permanent home of indefinite duration) as opposed to “maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.” The burden of establishing facts that justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification.

For more information and to obtain residency classification, go to www.ncresidency.org. The Admissions Office provides further information at (910) 695-3725.

Tuition

Tuition for all courses is set by the North Carolina General Assembly and subject to change by its actions. The in-state curriculum tuition rate for the year 2022-2023 for all college credit courses was set at \$76.00 per credit hour up to a maximum of \$1,216.00 for sixteen (16) or more credits during the fall and spring semesters and up to a maximum of \$912 for twelve (12) or more credits during the summer semester; however, at the time of publication of this document, the State of North Carolina had not set 2023-2024 tuition rates.

Out-of-state tuition for 2022-2023 was set at the rate of \$268.00 per credit hour each semester up to a maximum of \$4,288.00 for sixteen (16) or more credit hours for the fall and spring semesters and up to a maximum of \$3,216 for twelve (12) or more credits during the summer semester; however, at the time of publication of this document, the State of North Carolina had not set 2023-2024 tuition rates.

Student Activity and Technology Fees

The fee structure at Sandhills Community College is in accordance with policies established by the State Board of Community Colleges and is subject to change without notice. All students enrolled are charged a student activity fee of \$35.00, a technology fee of \$48, an a college access, parking, and security fee of \$25 each semester. The student activity fee covers the cost of a parking sticker, an I.D. card, accident insurance coverage, library and audiovisual privileges, activities sponsored by the Student Government Association, a diploma for graduates, intramural and intercollegiate athletics, the use of the college fitness center, and other ancillary student-related college expenditures. The technology fee covers the cost of maintaining the computer labs, providing student printing, and supporting software updates. The college access, parking, and security fee provides support for campus safety.

Special Program/Course Expenses

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

Programs Requiring Additional Expenses

- Architectural Technology
- Automotive Systems Technology
- Aviation Management & Career Pilot Technology
- Baking and Pastry Arts
- Basic Law Enforcement Training
- Building Construction Technology
- Business Administration
- Civil Engineering Technology
- Collision Repair & Refinishing
- Computed Tomography Imaging Technology
- Computer Engineering Technology
- Construction Management Technology
- Cosmetology
- Criminal Justice Technology
- Culinary Arts
- Emergency Medical Science
- Environmental Engineering Technology
- Geomatics Technology
- Health and Fitness Science
- Landscape Gardening
- Medical Laboratory Technology
- Medical Office Administration
- Nurse Aide
- Nursing
- Radiography
- Respiratory Care
- Surgical Technology
- Therapeutic Massage

Courses Requiring Additional Expenses

- ART-111, 122, 135, 231, 232, 281, 283, 284
- ASL-111, 112, 211, 212
- AST-111A
- BIO-094, 110, 111, 112, 120, 130, 140A, 163, 168, 169, 175, 275
- CHM-130A, 151, 152, 251, 252
- DRA-145
- ENG-111, 112
- GEL-111
- HEA-112
- HIS-111, 112, 121, 122
- HUM-120, 180, 220
- MUS-110, 112
- PED-125, 163, 170, 173, 181, 212
- PHY-110A, 131, 151, 152, 251, 252
- SCI-110

Students in Health Science and Nursing Programs (excluding Nurse Aide and Therapeutic Massage) will be assigned a \$28 fee for medical record tracking in their first curriculum course. This fee is required for clinical participation in these classes:

- CAT-225 CT Clinical Practicum
- EMS-121 AEMT Clinical Practicum
- EMS 122 EMS Clinical Practicum I
- MLT-110 Intro to MLT
- NUR-111 Introduction to Health Concepts
- NUR-214 Nursing Transition Concepts
- RAD-110 Rad Intro & Patient Care
- RCP-110 Intro to Respiratory Care
- SUR-110 Intro to Surgical Technology

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

Criminal Background Check and Drug Screen Testing

It is the procedure of Sandhills Community College Health Sciences and the Nursing Departments to adhere to all policies of clinical agencies with which the College contractually affiliates for student clinical learning experiences. Drug screens and criminal background checks are required by clinical healthcare affiliates in order to attend clinical rotations. Therefore, students admitted to programs with a clinical component are also required to pay for an official criminal background check and drug screen to meet the requirements of the clinical agencies.

Tuition Payments

Students have a number of options when paying tuition:

- They can pay online by accessing their account through Self-Service.
- They can make payments in person Monday-Friday during business office hours. Additional payment dates and times are located on or attached to the back of each student's registration form and are also posted online at .
- A drop box is located on the outside wall of Stone Hall and is available for payment twenty-four (24) hours a day, seven (7) days a week, unless otherwise posted.
- Students can mail payments to SCC, Attn: Business Office, 3395 Airport Road, Pinehurst, NC 28374.

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

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

Tuition and Fees Waivers for Qualified High School Students and Full-Time College Employees

Qualified students may receive a tuition or fees waiver, which will automatically post upon registration. High school students enrolled through one of the pathways of Career and College Promise will receive a waiver of tuition, activity fees, and technology fees for each fall and/or spring semester, subject to change by action of the North Carolina General Assembly. Full-time employees of Sandhills do not receive a waiver of tuition, but the college may pay for one class (up to 3 credits) each fall and/or spring semester.

Payment Responsibility

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

Graduation Fee

Graduating students are encouraged to participate in commencement exercises. All participating students are required to wear a cap and gown. These are available for purchase through the eCampus online bookstore website.

Refund of Tuition and Fees: State Refund Policy

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

Refunds will be processed within four weeks of the 10% date. Students should ensure that their address is correct with the Admissions Office so that they receive their refund check in a timely manner. Payments made by credit card will be refunded directly to the credit card account on file in the Business Office.

Refund Policies for Financial Aid Students Who Withdraw from Courses

North Carolina Policy

If a student receives North Carolina grant aid and drops all of his or her classes, a state refund calculation must be performed to determine how much aid the student has earned. The earned amount is determined by calculating the number of class days prior to the date of withdrawal. The unearned portion must be returned. This may require repayment by the student of all or part of any State money that the student received. The return of State funds required by this policy will be applied in the following order up to the maximum amount of funds disbursed from each program:

1. Education Lottery Scholarship Program (ELS);
2. Institution-Specific State Grants:
 - a. UNC Need-Based Grant (UNC NBG);
 - b. North Carolina Community College Grant; or
 - c. North Carolina Need-Based Scholarship Programs (NBS);
3. North Carolina National Guard Tuition Assistance Program
4. UNC Campus Scholarships;
5. North Carolina School of Science and Mathematics Tuition Grant for UNC;
6. John B. McLendon Scholarship Fund.

Federal Refund Policy

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

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

1. Loans	2. Grants
Federal Unsub Direct loans	Federal Pell Grant
Federal Subsidized Direct loans	FSEOG
Federal Perkins loans	TEACH
Federal Direct PLUS loans	Iraq/Afghan Service Grant

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

Military Refund Policy

Upon request of the student, the College shall:

1. Grant a full refund of tuition and registration fees to military reserve and National Guard personnel called to active duty or active duty personnel

who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements; and

2. Buy back textbooks through the Colleges' bookstore operations to the extent allowable under the College's buy back procedures.
3. The College shall use distance learning technologies and other educational methodologies, to the extent possible as determined by the college, to help active duty military students, under the guidance of faculty and administrative staff, complete their course requirements.

STUDENT RECORDS

The personal records of students are supervised by the Director of Records and Registration. Material contained in students' personal file, with the exception of confidential letters of recommendation written prior to January 1, 1975, may be reviewed by students upon request to the Director of Records and Registration. In accordance with the Family Rights and Privacy Act of 1974, certain student information categorized as "directory information" may be provided to persons other than the student. Directory information includes the student's name, full address, county of residence, phone number, photograph, major field of study, participation in officially recognized activities and sports, dates of attendance, grade level, student email address, degrees and awards received, and the most recent educational agency or institution attended by the student. A student who desires that any or all of the above-stated directory information not be released must submit a Request to Block Directory Information through student eForms no later than two (2) weeks after the first day of class each semester. More information related to the privacy of student records can be found in the "Compliance" section of this Catalog.

A student's Sandhills Community College academic transcript is permanently retained by the Office of Records and Registration. An academic transcript includes, but is not limited to, courses, credit hours, grades, quality points, and degrees/diplomas/certificates awarded.

Name Change

Students must notify the College of any legal name change by completing the Name Change form online through eForms. When completing the eForm, you must attach a copy of your new Social Security Card with the updated name to this form. Name changes are completed in the College systems in between semesters.

Student may request to be identified by a chosen name by completing the Chosen Name Request form online through eForms. The College acknowledges the need and preference for those identifying by a first name other than their legal first name. A chosen name will be used where possible in college systems and records and in the course of college business and education, except when the use of an individual's legal name is required by law or state policy and as long as the use of a chosen name is not intended to avoid legal obligations, for misrepresentation, or as otherwise prohibited.

Address Change

Students must notify the College of any mailing address change by updating their address under User Profile in Self Service.

Grades

Students can view their grades online at the end of each semester through Self Service under Grades. If a student believes an error or omission has been made, the student should contact the instructor of the class as quickly as possible. All errors and any pursuant corrections must be reported to the Office of Records and Registration within two weeks of the close of the semester.

Grades are provided to other schools, parents, guardians, or others only with the written and signed authorization of the student. This authorization must be given to the Office of Records and Registration.

Graduation Requirements

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

To be eligible for graduation, all students must do the following:

- Successfully complete course requirements as prescribed in the Catalog in effect at the time of entry into the program. If students have an interruption in enrollment from their designated program of study of two or more years, they will be subject to the program requirements prescribed in the Catalog in effect upon their re-entry into the program.
- Earn a minimum of a 2.0 grade point average in the required courses of the program of study for which they are applying for graduation. ***With the exception of Health and Fitness Science, all health science, nursing, and transfer degree students must complete all courses required in their program of study for graduation with a letter grade of C or better. Health and Fitness Science students must earn a minimum grade of C or better for all HFS prefix courses.***
- Successfully complete a minimum of 25 percent of course credit hours of the certificate, diploma, or associate degree requirements at Sandhills Community College, with that 25 percent coming from **major and other major hours**, and not from general education hours, for the program of study. The Director of Records and Registration verifies completion of 25 percent as part of the graduation application process.
- In accordance with accreditation standards, all associate degree students must either place out of DMA-010 through 030 or MAT-003 or successfully complete DMA-010 through 030 or MAT-003 to demonstrate competence in fundamental mathematical skills.
- Meet with their advisor to review academic progress and verify eligibility for graduation in the 2024-25 academic year. Fall completers apply for graduation by November 1, 2024; Spring/Summer completers apply by February 6, 2025. To apply for graduation log into Self Service, then Graduation Overview to begin the process. In order to participate in the May commencement and be considered a 2025 Sandhills Community College candidate for graduation, all of the above academic requirements must be met by the end of the summer semester 2025. Those who submit late applications for graduation run the risk of not being included in the commencement

program. Honor distinctions for late applicants will not be recognized during commencement.

- Clear all financial obligations to the College.

Students are eligible to graduate with honors if their major GPA is a 3.5 or higher.

Students may apply to graduate with both a certificate and associate degree in the same program for the same academic year if the certificate contains technical electives not specified by course in the degree program.

Students cannot apply to graduate from both the Associate in Science and Associate in Arts degree programs for the same academic year. Students cannot apply to graduate from both the Associate in Engineering and either the Associate in Arts or Associate in Science degree programs for the same academic year.

Students cannot apply to graduate with the Associate of General Education degree if they are graduating or have graduated with another associate degree (A.A.S., A.A., A.A. Teacher Prep., A.E., A.F.A., A.S. or A.S. Teacher Prep.).

Students are required to wear academic regalia during commencement. Regalia (caps and gowns) can be purchased through the eCampus online bookstore website.

Transcripts

Transcripts are issued at the request of the student. Sandhills Community College has authorized the National Student Clearinghouse to provide transcript ordering via the web. Orders may be placed 24 hours a day, 7 days a week and transcripts can be sent by electronic exchange, electronic PDF, or mail. Sandhills Community College certifies that an electronic transcript issued by the National Student Clearinghouse is an official college transcript. The acceptability of an electronic transcript will be determined by the recipient in accordance with their policies and procedures.

For those who choose not to use the National Student Clearinghouse, orders may be placed in person in the Business Office located in Stone Hall. No official transcript will be issued to or for an enrolled or former student who is indebted to the College

FINANCIAL AID

Financial aid at SCC is available for degree-seeking students in qualified programs through grants, scholarships, and/or work-study employment. A student must apply for financial assistance and may be offered a single type of assistance or a combination package depending on the level of need and eligibility requirements. Aid may be provided by or through the college, federal and state agencies, foundations, or corporations. All policies pertaining to financial aid regulations and procedures are available for viewing in the Financial Aid Office and on our website.

Rights & Responsibilities of Students Receiving Financial Aid

Students have the right to know:

- The financial aid programs available at Sandhills Community College
- The policies and procedures necessary to be considered for financial aid.

- The method used for [calculating need](#) and the criteria used in selection of recipients.
- The various programs in the financial assistance package and how the amount was determined.
- The [refund](#) and [withdrawal](#) policies.
- The process for distributing financial aid to students and the frequency of those distributions.
- The school's procedure for facilitating eligible students to acquire necessary books and supplies by the seventh day of each payment period, along with the process for opting out.
- The special facilities and services available to those needing accommodations for disabilities.
- The right to know the [deadlines](#) for submitting the financial aid application and required documents.
- The right to request an explanation of the various [programs](#) in your financial aid package.
- The right to know how the Office of Financial Aid and Veterans Services determines whether you are making satisfactory academic progress and what happens if you are not.

Students are responsible for:

- Ensuring all required forms are completed accurately and submitted by designated deadlines, along with the accuracy of information provided in the financial aid application to the College.
- Keeping the Office of Financial Aid and Veterans Services informed of any changes in address, name, marital status, financial situation, or any additional changes in the student record.
- Reading and understanding all forms sent and/or signed and keeping copies of forms.
- Informing the Office of Financial Aid and Veterans Services about any scholarships, grants, or external resources obtained while receiving financial assistance from the College.
- Notifying the Office of Financial Aid and Veterans Services if the student withdraws from the College or changes enrollment status.
- Maintaining satisfactory progress to be considered for financial aid.
- Comply with the terms of any agreements that they must sign (ex. Work-study contract).
- Performing, in a satisfactory manner, the work that is agreed upon in a work-study position.
- Understanding the college's [refund policy](#) and the Office of Financial Aid and Veterans Services policies pertaining to the [return of federal and state funds](#).
- Completing a new Free Application for Federal Student Aid (FAFSA) every academic year.

Federal Aid Eligibility Requirements

To receive aid, a student must follow these guidelines:

- File a Free Application for Federal Student Aid (FAFSA) each academic year.
- Take only courses that are needed to fulfill graduation requirements.
- Enroll as a degree-seeking student in an eligible program.
- Submit an official high school transcript indicating graduation with a diploma, a high school equivalency certificate (HSE), or an adult high school diploma, or college transcript(s) showing the award of an associate degree or higher from a regionally accredited institution.

- Have all college transcripts on file with the Records & Registration Office within the timeframe required by college policy.
- Be a U. S. citizen or an eligible non-citizen.
- Demonstrate financial need.
- Make satisfactory academic progress.
- Not be in default on a federally subsidized education loan.
- Not owe a federal refund due to a withdrawal from all courses during a term of enrollment.

Financial Aid Programs

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student financial aid program. Pell grants are awarded to help undergraduates who are in curriculum programs pay for their education after high school. These grants may require repayment if the student does not fully complete the term. A student is eligible to receive the Federal Pell Grant for the equivalent of six (6) years or twelve (12) full-time semesters of combined enrollment at all institutions; enrollment is not limited to time spent at Sandhills. To apply for a Federal Pell Grant, students need to complete the Free Application for Federal Student Aid (FAFSA). The grant amount is determined by the federal government and awarded based on need. Students must complete the financial aid process prior to their last date of attendance in an academic year.

Federal Supplemental Opportunity Grant

Federal Supplemental Educational Opportunity Grants (FSEOG) are awarded to Federal Pell Grant recipients with exceptional financial need. These grants may require repayment if the student does not fully complete the term. Candidates for this grant are selected from applicants who have completed the FAFSA, and funding is limited.

Federal and Institutional Work-Study Program

The Federal and Institutional College Work-Study (WS) Programs provide jobs for students who need additional financial aid. WS gives students a chance to earn money to pay for their educational expenses and is a great way for students to gain valuable work experience. WS students are paid at a rate determined by the institution. [Current job descriptions](#) are listed on our website and are updated regularly.

The student must complete an online [application](#) through Etrieve. The WS Coordinator will then determine financial eligibility and send the application to the hiring supervisor. Hiring supervisors are responsible for conducting interviews and making candidate selections for their positions. Before beginning work, all participants must review the [Work-Study Handbook](#) and complete all required employment paperwork. WS students are required to complete a monthly timesheet and are paid at the end of the following month. Eligible students are placed in WS positions for each academic year based upon available funds.

Student Loans

Sandhills Community College does not participate in the Federal Direct Loan Program. Alternative loans may be available for curriculum students. Please contact the Financial Aid Office for more information.

Next NC Scholarship

The Next NC Scholarship is awarded to NC residents. These grants may require repayment if the student does not fully complete the term. Eligibility is determined by the State. Students enrolling at a North Carolina Community College with an Adjusted Gross Income (AGI) of \$80,000 or less and a Student Aid Index (SAI) of \$7,500 or less, as reported on the FAFSA, are guaranteed at least \$3,000 from combined federal and state aid. Consideration for funding is automatic once the FAFSA is filed. The FAFSA filing priority date is August 15 for North Carolina Community Colleges. Applicants completing the FAFSA after these dates may be denied if insufficient funds are available.

Childcare Grants

Limited childcare subsidies are available to assist students with childcare needs. An application may be obtained online or in the Financial Aid Office. The open application period begins in June, and the process of awarding childcare subsidies starts in July. Applications are received on a continuing basis during the school year, and a waiting list is maintained until the following June. All students must re-apply for each academic year. A history of satisfactory academic progress is required, and the student must maintain satisfactory academic progress to continue receiving a childcare subsidy.

Endowed and Donor Scholarships

SCC offers many endowed and donor scholarships. A student completes a single application to apply for all SCC Scholarships. The application must be completed online at www.sandhills.edu beginning in November of each year. There are two deadlines for scholarships. The early consideration deadline is February 28, and the late consideration/final deadline is May 1. Selection of recipients is made by the College during the spring term for scholarship funds to be used for the upcoming school year beginning in the fall.

The Sandhills Promise Program

The Sandhills Promise Program is for Moore and Hoke County residents who graduate from a public/private high school or registered home school having completed four dual enrollment courses at Sandhills with a cumulative GPA of at least 2.0 and a 67% completion rate by the time of high school graduation. For students who qualify, the College will pay the tuition, technology, activity, and

CAPS fees up to the in-state rate for two years, including summer terms. The two years of eligibility begin in the fall semester after high school graduation and end following the summer semester of the second year. To apply, students must complete both the Free Application for Federal Student Aid (FAFSA) and the SCC Scholarship Application annually. For more information, students may contact the Sandhills Promise Office.

Other Funds and Outside Scholarships

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

Financial Aid Enrollment Intensity

The financial aid offer listed on the Offer Letter is a projected amount based on full#time attendance (12 or more credit hours per semester). A student's actual grant amount is based on their enrollment status at the [financial aid freeze date](#).

**NEXT NC Scholarship prorates based on enrollment intensity and requires enrollment in at least 6 credit hours.

Credit Hours	Enrollment Intensity
12 (or more)	100%
11	92%
10	83%
9	75%
8	67%
7	58%
6	50%
5	42%
4	33%
3	25%
2	17%
1	8%

Financial Aid Withdrawal (Return to Title IV) Policy

Federal funds shall be returned in accordance with federal policies at the time of withdrawal. The percentage of the period of enrollment or payment period for which federal aid was awarded is determined by dividing the total number of calendar days within the period of enrollment or payment period (excluding scheduled breaks of 5 days or more) into the number of calendar days completed as of the day of the student withdrew.

The percentage of aid earned during this period is equal to the percentage of the term completed. The percentage of unearned aid is determined by subtracting earned aid from 100%. The school is required to return the lesser of the unearned aid percentage applied to the institutional charges and the unearned percentage applied to the total federal aid received.

Once a student completes 60% of the payment period or period of enrollment, a student is considered to have earned all their financial aid and will not be required to return any funds.

Students withdrawing prior to completion of 60% of the payment period or period of enrollment may owe additional funds to the institution due to the loss of federal aid. Students are urged to contact the Office of Financial Aid to consider this factor prior to making the decision to withdraw from school.

Academic Progress Policy for Students Receiving Financial Aid

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

Students that receive financial aid through SCC must maintain a cumulative 2.0 grade point average, must complete 67 percent of all the credit hours attempted, and must complete their program of study within 1 1/2 times the normal credit hours required to complete the program. The Financial Aid and Veterans Services Office will check the students' grades and progress at the end of each semester to be sure they are meeting the standards. Students that do not meet the standards may be placed on a one semester warning period during which time they will need to meet the minimum standards or lose eligibility for financial aid until the standards are met. To access the complete policy, including how to appeal, contact the Financial Aid and Veterans Services Office or visit our [Rights and Responsibilities](#) page.

Veterans Benefits, Programs, and Guidelines**Veterans Services**

Sandhills Community College education programs are approved by the North Carolina State Approving Agency for the enrollment of persons eligible for

education assistance benefits from the U.S. Department of Veterans Affairs (VA). Those entitled to VA benefits are eligible veterans, participants in the Montgomery G.I. Bill® contributory program, active-duty military in voluntary education programs, drilling National Guard, drilling Reservists, and spouses and children of disabled or deceased veterans. The VA certifying official in the on-campus Veterans Center provides information and assistance to students applying for VA education benefits. The following is a general description of the veteran benefit programs available at SCC. Please see the VA certifying official regarding any specific questions regarding these programs.

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

Montgomery GI Bill® (MGIB)

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

Montgomery GI Bill® - Selected Reserve (MGIB-SR)

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

Post-9/11 GI Bill® (Chapter 33)

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

The Veterans Benefits and Transaction Act of 2018 (Public Law 115-407) provides provisions regarding GI Bill® processes. GI Bill® beneficiaries (Chapter 33) are allowed to attend their course(s) of education or training without paying tuition and fees out of pocket if the beneficiary provides the school certifying official a Certificate of Eligibility (CoE) or a valid VA Form 22-1990. The college will not impose a penalty or payment requirement on the beneficiary based on late (more than 90 days) payments from VA. However, the CoE or VA Form 22-1990 must be received no later than the first day of the program.

Forever GI Bill®

The Forever GI Bill® eliminates the 15-year time limitation for service members (and dependents) discharged on or after January 1, 2013. As with the Post-9/11 GI Bill®, the benefit may be used for approved degree and certification programs at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Survivors' and Dependents' Educational Assistance Program (DEA)

DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition or who died while on active duty or as a result of a service-related condition. The program offers up to 36 months of education benefits. These benefits may be used for approved degree and certificate programs at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Veteran Readiness and Employment (Chapter 31)

The Veterans Benefits and Transaction Act of 2018 (Public Law 115-407) provides provisions regarding Chapter 31 processes. VR&E beneficiaries (Chapter 31) are allowed to attend their course(s) of education or training without paying tuition and fees out of pocket if their assigned VR&E Counselor send the SCO an approved authorization letter. The college will not impose a penalty or payment requirement on the beneficiary based on late (more than 90 days) payments from VA. However, the authorization letter must be received no later than the first day of the program.

VA Work-Study Program

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

NC National Guard Tuition Assistance Program (NC TAP)

NC TAP is available to any student who is a member of the North Carolina National Guard and pays tuition/fees. Students who wish to apply for the benefits must do so through the website <http://nc.ng.mil/ESO/Pages/NCTAP.aspx>.

VA General Eligibility Requirements

To be eligible for educational benefits, the student must be enrolled in an approved curriculum, taking only those courses required for graduation in the chosen curriculum. Students must make and maintain academic progress in their program of study for their benefits to be continuously certified.

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

Academic Progress Policy for Students Receiving VA Educational Benefits

Students receiving VA Educational Benefits must maintain a cumulative grade point average (GPA) of 2.0. Failure to maintain a GPA of 2.0 will result in a warning status for the subsequent term of enrollment. If, at the end of the warning semester the student has not reached a 2.0 cumulative GPA, VA Educational Benefits will be terminated. The student will remain ineligible until the student regains satisfactory academic progress. Eligible veterans or dependents may appeal their termination of benefits by completing an appeal form in the Veterans Services Office.

VA Documentation

VA regulations governing institution-approved training of veterans and/or dependents of veterans require that certain documents be on file prior to certification of enrollment. Certification will not be made until the VA certifying official receives all documentation. It takes 60-90 days from the date of certification for benefits to start. Required documentation is as follows:

1. Application for admission with all required documentation.
2. Certificate of Eligibility or VR&E Approval or Purchase Order.
3. Copy of Member 4 of the DD-214 or National Guard form DD-2384 "NOBE" signed by the Unit Commander.
4. Official high school transcript or HSE scores and all academic transcripts from each college or trade school previously attended.

All veterans and dependents of veterans are required to submit a VA Certification Request form to the institution's Veterans Services office each semester. A student will not be certified for their enrollment until this form is submitted and approved.

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

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

STUDENT SERVICES

Campus Health and Safety

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

Campus Health and Safety Awareness Activities

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

Communicable Disease

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

Curriculum students should report a communicable disease condition to the Vice President of Student Services. Continuing Education students should report such conditions to the Vice President for Continuing Education and Workforce Development. The Director of Moore County Health Department will be immediately notified. At the Hoke Center, communicable disease conditions should be reported to the Associate Vice President of the Hoke Center who will then report them to the Vice President of Student Services and to the Hoke County Health Department.

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

This policy is one part of the College's on-going attempt to promote awareness, education, and counseling on communicable diseases. More information is available in the "Compliance" section of this Catalog.

Student Accident Insurance

Each year, the Student Government Association (SGA) purchases a student accident insurance plan, an excess policy that may cover medical expenses of students caused by accidental bodily injury during college-related academic and social activities. The provisions governing this policy are contained in the master policy issued to the school and may be viewed during the school's office hours. A brief description of the policy, which varies from year to year, will be available through the Office of Student Services at the beginning of each academic year. Students may obtain a brochure or file a claim with the Administrative Assistant to the Executive Vice President in Stone Hall, 105A, 695-3702.

Counseling and Career Services

Personal Counseling

At Sandhills Community College, your personal wellness is important. Licensed clinical mental health counselors are on campus and are available to assist all enrolled students with issues that may affect wellbeing. Our counselors provide a safe and confidential counseling space. Counseling sessions are scheduled by appointment and may last up to forty-five (45) minutes. Students are encouraged to schedule an appointment on the counseling services webpage.

Sandhills Community College does not charge students a fee for counseling sessions. For students who choose to seek professional counseling services from off-campus providers, our counselors can assist with appropriate referrals. Counselors are located in the Counseling Center on the Pinehurst campus in 229 Stone Hall and 100 Blue Hall (inside the Career Center). At the Hoke Center, the Counseling Center is located in 112 Johnson Hall.

High School students who are on campus for classes will be served by their assigned school counselor. If a crisis occurs, our counselors will assist and then follow up with the counseling department at the student's high school. For all other students under the age of 18 on campus, North Carolina law requires the consent of a parent or legal guardian in order to receive mental health services.

Exceptions include:

1. The student is married.
2. The student serves in the armed forces.
3. The student is legally emancipated.

Career Development

The Career Development professionals provide services that prepare college graduates for a successful transition into the workforce. Our staff provides

training to ensure competency in the following areas: oral/written communication skills, professionalism/work ethic, resume writing, interviewing skills and career management. The Career Resource Library provides career-related materials to assist students in further developing their career competencies

Career Services

Student career services are available for current, alumni, and prospective students. The services offered are career assessments, job searching strategies, career counseling, student engagement (career meetups/roundtable), career workshops, business referrals, networking, and a shared online job search link, www.collegecentral.com/sandhills/student.cfm. Our job link provides access to current job market information. Guidance related to student employment is available in Blue Hall, room 103.

Job Fairs

The SCC Career Center hosts two job fairs each year on campus, Fall and Spring semesters. Job Fairs provide an opportunity for a variety of employers to visit campus to provide networking and job considerations with our students. The Director of Career Development Services develops relationships with both local and regional employers to develop job opportunities for Sandhills Community College students.

Guarantee to Employers

Sandhills Community College guarantees that its graduates are proficient in the knowledge and skills covered by their educational programs. In the event that an employer finds a Sandhills graduate deficient in such an area, the employer should — within 90 days of the graduate's employment — contact the Senior Vice President of Academic Affairs. The Senior Vice President of Academic Affairs will arrange to re-enroll the graduate in up to three (3) courses at the College at no charge to the graduate or the employer. This guarantee applies to graduates of two-year associate in applied science degree programs and one-year diploma programs.

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.

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

- Ed Spitler, Little 163, 695-3797, spitlere@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)

- 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

- 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

- Mike Apple, Dempsey 107, 246-2864, appleml@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

- 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

- 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

- Paul Steel, Little 213, 695-3815, steelp@sandhills.edu
- Rick Hooker, Little 242, 695-3791, hookerr@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

- 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

- 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

- 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

- 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

- 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)

- 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

- 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

- 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

- Ana Casique, Logan 223, 695-3910, casiquea@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

- 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

- 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

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

- Robin Garner, Kennedy 158, 695-3916, garner@sandhills.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

- Laura Hassell, Foundation 1016, 695-3843, hasselll@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

- Heather Lyons, Van Dusen 219, 695-3731, lyonsh@sandhills.edu
- Dr. Craig Van Pelt, Van Dusen 228, 246-4979, vanpelc@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

- 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

- 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

- 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.

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 Provost or the Safety and Student Conduct Officer (curriculum students), or the Vice Provost for Instructional Programs (continuing education 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 Student Services.

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.

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- 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:
 1. To declare the case closed immediately for lack of evidence and to notify in writing the accused and the accuser.
 2. To refer the case to the Behavior Intervention Team (BIT) for review and recommendation.
 3. To issue warning that repeated violation of the Code of Conduct may necessitate further disciplinary action.
 4. To reserve the right to deny admission or readmission to any student whose presence on campus is disruptive to other students.
 5. To invoke penalties. A student may be placed on probation, suspended, or expelled from the College for conduct or personal behavior that is in violation of the Student Code of Conduct. The 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.
6. As a general rule, the status of a student accused of a violation of these regulations should not be altered until a final determination has been made in regard to the charges. Interim suspension may be imposed, however, upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or any other member of the institution's community or its guests, poses a threat of destruction of property, or shows a potential for substantial disruption of classroom or other campus activities.

Student Grievance

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.

Non-Academic Student Grievance Procedure

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 or Vice Provost for Instructional Programs. 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, Vice Provost for Instructional Programs, or Provost). 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, Vice Provost for Instructional Programs or Provost'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.
1. • 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 Procedure

Student grievances resulting from academic practices or learning environment activities should be referred to the attention of the Provost (curriculum students), or Vice Provost for Institutional Programs (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 Provost of Instruction Programs to seek a resolution. Based on the decision of the Vice Provost of Instructional Programs, the student may elect to continue the appeal to the Provost. If a satisfactory resolution is achieved at any point, the academic grievance process stops. The Provost'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 Vice Provost of Institutional Programs to seek a resolution. Based on the decision of the Vice Provost of Institutional Programs, the student may elect to continue the appeal to the Provost. If a satisfactory

resolution is achieved at any point, the academic grievance process stops. The Provost'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>.

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 fees 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	\$50
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 p.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/>.

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

FirstHealth 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](tel:9102462865) to hear a recorded message indicating whether the College will have a delayed opening or will be closed.

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 grants 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 inquiries 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:
 - a. The work is the result of individual initiative, not requested by the college.
 - b. The work is not the product of a specific contract or assignment made as a result of employment or enrollment at the college.
 - c. The work is not prepared within the scope of the employee's job duties or the student's enrollment.
 - d. 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:
 - a. The work is prepared within the scope of the employee's job duties or the student's enrollment.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. The College owns all rights to its logo, seal, and other related materials.
 - g. 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.
 - h. 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.

POLICIES AND PROCEDURES

Academic Advising

Upon enrollment at Sandhills, all regular students are assigned an academic advisor to assist in course scheduling, registration, and program planning, as well as to evaluate academic progress periodically.

Classes selected by first semester students must be approved by the academic advisor prior to registration. After the first semester, students may register in Self Service but are encouraged to consult with their assigned advisor. It is the intent of the advisor to place students receiving financial aid into only classes required for their program of study. Once the semester begins, the advisor must also approve registration changes, such as dropping and adding classes. Students receiving financial aid should always consult with a financial aid staff member prior to dropping or adding a class.

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

Academic Freedom and Integrity

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

College General Education Requirements

Sandhills Community College faculty has identified three primary goals of general education: reading comprehension, communication, and critical thinking. For each of these three goals, competencies have been developed to assess student attainment. Course-embedded assessments are used to measure the three competencies in the appropriate general education courses. The general education courses used for assessment are selected from various disciplines (humanities, science, mathematics, etc.) to capture a variety of ways to assess each of the core general education goals. Standard rubrics are used to assess student attainment of competencies.

Reading Comprehension

Reading comprehension is the ability to understand, dissect, and apply the meaning of a body of written text(s).

Demonstrated competencies:

- Students will be able to read and demonstrate comprehension of written materials.

Communication

Communication is the ability to apply college-level language skills individually and collaboratively to discover, organize, and convey information, ideas, and arguments in a manner appropriate to audience and purpose.

Demonstrated competencies:

- Students will demonstrate college-level language skills.
- Students will create and present original work using discipline specific material.

Critical Thinking

Critical Thinking is the ability to use appropriate inquiry to reach a reasoned conclusion.

Demonstrated competencies:

- Students will demonstrate analytical reasoning abilities by drawing inferences.

General education outcomes assessment results will be reported in the aggregate because the results represent the college and not individual students or faculty. In addition, assessment results will be shared with faculty, staff, and students. The assessment results are to be regularly and systematically considered by the faculty, staff, and administrators in order to take action to improve student learning. General education assessment tools (tasks and scoring rubrics) and the process will be reviewed every four years to improve process validity and efficiency.

Alternative Methods for Achieving Course Credit

Credit by Examination

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

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

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

Students who wish to receive credit by examination through CLEP or USAFI should submit such certifications to the Office of Records and Registration. The Office of Records and Registration will award credit for exams that have received approval and meet the minimum score requirements. Other exams may be accepted pending consultation and approval from the appropriate department chairperson.

Currently approved CLEP exams:	
CLEP Exam Name	SCC Equivalent Course
America Government	POL-120
Analyzing & Interpreting Literature	ENG-131
College Mathematics	MAT-143
History of the United States I	HIS-131
History of the United States II	HIS-132
Human Growth and Development	PSY-241
Humanities	HUM-211
Introductory Psychology	PSY-150
Introductory Sociology	SOC-210
Principles of Macroeconomics	ECO-252

Principles of Microeconomics	ECO-251
Spanish Language Level 1	SPA-111 and SPA-112
Spanish Language Level 2	SPA-111, SPA-112, and SPA-211
Western Civilization I	HIS-121
Western Civilization II	HIS-122

Upon the student's successful completion of credit by examination, the symbol "CE" will be shown on academic transcripts, and credit hours will be awarded; however, no quality points will be assigned. Students should note that, typically, credit by examination hours do not transfer.

Workforce Continuing Education to Curriculum Prior Learning Credit

In some instances, Workforce Training courses in workforce continuing education (WCE) allow for matriculation to curriculum credit (CU) into A.A.S. programs through a prior learning WCE-to-CU Crosswalk review. Every WCE-to-CU Crosswalk is developed in coordination with the Senior Vice President of Academic Affairs, the Vice President of Instruction, and the Vice President of Workforce Continuing Education.

Credit can be awarded when WCE subject matter experts provide clear documentation outlining course content in training programs that contain parallel course content and class/lab hours to CU courses offered in SCC curriculum programs. In such instances, the WCE Program Director prepares a WCE-to-CU Crosswalk for a specific WCE course and submits the WCE-to-CU Crosswalk to the Vice President of Workforce Continuing Education for further review.

The Vice President for Workforce Continuing Education reviews the crosswalk to ensure that the workforce training has parallel content and hours to NCCCS Common Course Library courses required in CU certificate, diploma, and/or degree programs offered at SCC.

After review, the Vice President of Workforce Continuing Education submits this crosswalk to the Senior Vice President of Academic Affairs and the Vice President of Instruction. The Vice President consults with program coordinators and department chairs to review subject matter content to ensure parallel student learning outcomes and course requirements. The Senior Vice President of Academic Affairs then approves the WCE-to-CU Crosswalk to be used as documentation for this and future requests for each identified WCE-to-CU course considered for matriculation. These WCE-to-CU Crosswalks are housed in the Office of the Vice President of Instruction.

The Vice President of Instruction provides the Registrar with a WCE-to-CU Crosswalk approval for awarding credit for prior learning to be added to the student's record as a TR grade for the appropriate curriculum course(s).

As is the case with all instances of alternatives credit, the student is responsible for initiating the request based on information provided students upon enrollment to the college.

ACA Credit by Exam

The College requires most incoming first-year students to take one of two first-year student orientation courses: (1) ACA-115 for students pursuing the A.A.S. degree, or (2) ACA-122 for students pursuing the A.A., A.A.T.P., A.E., A.F.A., A.G.E.-Nursing, A.S., and A.S.T.P. transfer degrees. Students who have earned an A.A.S. or higher may be eligible for Credit by Examination for ACA-115 and should see their academic program advisor. Students who have earned credit for ACA-122 may be eligible for an Academic Petition for ACA-115 and should see their academic program advisor. Students who transfer in 18 or more hours from an accredited four-year college or university may be eligible for Credit by Examination for ACA-122 and should contact the Coordinator of University Studies. Exceptions to the credit by exam requirement may be determined after a conference with the Senior Vice President of Academic Affairs.

Advanced Placement Courses

Students who have taken any of the following Advanced Placement courses in high school and who have made the appropriate score on the AP exam can receive credit for the courses as part of the general education courses under the Comprehensive Articulation Agreement (CAA). The AP exam must be administered by the College Board and an official score report must be submitted to the SCC Office of Records and Registration. It is the responsibility of the student to contact the College Board to request that exam scores be sent to SCC. The Director of Records and Registration will verify AP examination scores and record appropriate credit on the student's transcript. One exception to this policy is the AP Art and Design course. Determination of credit for AP Art and Design will be made by the appropriate department chair with approval by the Vice President of Instruction. **Please note:** Students should be aware that if they receive AP course credit at Sandhills Community College but “do not complete the associate in arts or associate in science degree” before transferring to a UNC university, their AP scores will be evaluated on the “basis of the receiving institution's AP policy,” according to the CAA. For the Associate in Engineering, the Associate in Fine Arts (Music, Theatre, Visual Arts), the Associate in Arts Teacher Preparation, and the Associate in Science Teacher Preparation degrees, AP course credits “awarded for a score of three or higher, are acceptable as part of a student's successfully completed degree” under its respective agreement.

AP Course	College Course and Required AP Exam Score
Art and Design	ART-121, ART-122, or ART-131, based upon portfolio
Art History	ART-114 and 115 with a score of 5; ART-114 only with a score of 3 or 4
Biology	BIO-111 and 112 with a score of 5; BIO-111 only with a score of 3 or 4
Calculus AB	MAT-271 with a score of 3, 4, or 5
Calculus BC	MAT-271 and MAT-272 with a score of 3, 4, or 5

AP Course	College Course and Required AP Exam Score
Chemistry	CHM-151 and 152 with a score of 5; CHM-151 only with a score of 3 or 4
Computer Science A or Computer Science AB	CIS-115 with a score of 3, 4, or 5
Macroeconomics	ECO-252 with a score of 3, 4, or 5
Microeconomics	ECO-251 with a score of 3, 4, or 5
English Language	ENG-111 with a score of 3, 4, or 5
English Literature	ENG-112 with a score of 3, 4, or 5
Environmental Science	BIO-140 with a score of 3, 4, or 5
French Language	FRE-211 with a score of 3, 4, or 5
French Literature	FRE-212 with a score of 3, 4, or 5
Comp Government & Politics	POL-210 with a score of 3, 4, or 5
U.S. Government & Politics	POL-120 with a score of 3, 4, or 5
Human Geography	GEO-111 with a score of 3, 4, or 5
Music Theory	MUS-114 with a score of 3, 4, or 5
Physics 1	PHY-151 with a score of 3, 4, or 5
Physics 2	PHY-152 with a score of 3, 4, or 5
Physics C: Mechanics	PHY 251 with a score of 3, 4, or 5
Physics C: Electricity and Magnetism	PHY 252 with a score of 3, 4, or 5
Pre-Calculus	MAT 171 and MAT 172 with a score of 5; MAT 171 only with a score of 3 or 4
Psychology	PSY-150 with a score of 3, 4, or 5
Spanish Language	SPA-211 with a score of 3, 4, or 5
Spanish Literature	SPA-212 with a score of 3, 4, or 5
Statistics	MAT-152 with a score of 3, 4, or 5
U.S. History	HIS-131 and HIS-132 with a score of 5; HIS-131 only with a score of 3 or 4
World History	HIS-112 only with a score of 3, 4, or 5

College Credit for High School Career and Technical Education (CTE) Courses

Students who successfully completed high school CTE courses with a grade of B or higher in the course and a score of 93 or higher on the course post-assessment may receive credit for Sandhills Community College courses that cover the same content or skills development as identified in the North Carolina High School to Community College Articulation Agreement. For some college courses, students must also demonstrate proficiency of course knowledge and skills by passing an examination administered by college personnel. To receive articulated credit, students must enroll in the community college within two years of their high school graduation date.

Credit for Experiential Learning

Students enrolled in degree, certificate, or diploma programs that have had career experience that they believe duplicates that required for a course may apply for credit by contacting the Director of Records and Registration and requesting the form on which the students will document the career experience. The Director of Records and Registration assesses the career experience in consultation with faculty in a program and the Vice President of Instruction. In some instances, that assessment includes a review of state, regional, or national certifications that verify a student's knowledge in content parallel to a course.

If these parties determine that the experience duplicates the knowledge required for a course, the faculty member will recommend credit be given for courses for which required knowledge and skills have been demonstrated. Credit will be awarded by the Director of Records and Registration upon approval by the appropriate Department Chair and the Vice President of Instruction. The symbol "EL" on academic transcripts will indicate credit earned for experiential learning. Credit hours will be awarded for such credit; however, no quality points will be assigned. In determining experiential credit for coursework completed in continuing education non-credit coursework, the college references the NCCCS Continuing Education Master Course Listing and Business and Industry Guidelines.

The College periodically validates the evaluation process for awarding credit for experiential learning by reviewing the performance of students receiving such credit in follow-on courses or their program of study.

Credit for Military Training

Sandhills Community College prides itself in being a military friendly institution. The college recognizes prior military training and is often able to award college credit based on recommendations from the American Council on Education. Students seeking credit for military experience should request a Joint Services Transcript (JST). To find out more information on how to request a JST, please visit <https://jst.doded.mil/>, or contact our Veterans Affairs Office at 910-695-3902. For Air Force transcripts, visit <http://www.au.af.mil/au/ccaf/transcripts.asp>. Upon receipt of the transcript, the Director of Records and Registration will evaluate the transcript and determine any applicable credit. Credit hours will be awarded for such credit; however, no quality points will be assigned.

Academic Petition/Course Substitution

Students may, under unusual circumstances, petition that one course substitute for another in a curriculum program. The Academic Petition form via eForms must have the approval of the academic advisor, the Program Coordinator, the Department Chair, and the Vice President of Instruction.

Course Prerequisite Waiver

A student who has not completed the prerequisite or corequisite courses may satisfy those requirements by demonstrating that he/she has the appropriate knowledge and skills required for admission to the course. The student's advisor must submit the Prerequisite Waiver form via eForms with supporting documentation attached. The form will route to the Director of Curriculum Operations and Leadership Development and the Director of Records and Registration for review and registration of the student. The form will then route to the Vice President of Instruction and Senior Vice President of Academic Affairs and Institutional Planning for final approval. If approval is not granted the waiver will be revoked and the student will be dropped from the class.

Waitlist

Waitlisting is available on certain courses in a semester. Students may opt to be added to the waitlist on these courses to be notified if a seat becomes available. Students will receive an email notifying them of their option to register within 24 hours of notification. If the first student does not register for the seat, the next student on the waitlist will be notified. Waitlisting does not guarantee a seat in the course.

Special Course Enrollment

Enrollment in Courses Unique to Concentration Programs

Some programs in the North Carolina Community College System have "concentrations" identified, such the Hospitality Management concentration of the Business Administration program. Each concentration has certain "concentration courses" identified that must be unique to the concentration. These courses are identified by a sentence in the course description that reads, "This course is a unique concentration requirement of...."

Students who are not enrolled in the particular concentration program may enroll in and take unique concentration courses for credit if the students are otherwise eligible to participate in the class by, for example, meeting prerequisite and corequisite requirements. Such classes may be counted as elective credits for other applied science programs. Students not enrolled in the concentration program must receive approval from the instructor of the course. The instructor

will indicate consent by approving a student's Course Plan in Self Service or forwarding an electronic Course Change Form.

Independent Study

Under unusual circumstances, a student may have a need to enroll in a course of independent study under the guidance of an instructor. A student must first substantiate the need to the instructor. Next, an Independent Study Contract must be prepared by the instructor with whom the work will be done. The contract will be sent to the Department Chair and student for electronic signatures and then will be processed in the Curriculum Office and the student will be enrolled. Enrollment in more than one independent study course per semester will be allowed only under exceptional circumstances.

Auditing Courses

Students who do not desire credit or a grade may audit any course for which prerequisites are met. Students who wish to audit a course must submit an Audit Permission form through student eForms prior to the end of the drop period. Requirements for auditing will be determined by the instructor. Auditors will register and pay the same tuition and fees as students who take the course for credit. Students with a recorded audit grade for a course may repeat the course one time on an audit basis.

Senior Citizen Waiver

Students at least 65 years of age may be eligible for a waiver of tuition and registration fees. Qualified students will be responsible for local fees. Classes that are waived will receive a grade of SR (senior audit) which indicates attendance only. All pre-requisites must be met. Registration for applied music classes and restricted program classes is not permitted. A student may utilize a senior waiver on a space available basis after final registration is complete. Eligible students should contact the Admissions Department for verification of eligibility.

External Instruction

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

Course Load

Depending on the program, the usual course load for students is 12 to 18 semester hours during fall and spring terms. The usual course load for students during any entire summer session (two five-week sessions or one ten-week session) is 6 to 12 semester hours. Students must be registered by their advisor for more than 18 hours in the fall and spring or 12 hours for the entire summer (7 semester hours for a single five-week session).

Students enrolling in 8-week courses may take **no more than three 8-week courses per session**. Students may combine 8-week courses with the regular 16-week sessions.

Classification of Students

For purposes of administration, excluding financial aid, the following student classifications have been specified:

- Full-time student: The student is enrolled in 12 or more credit hours. During the summer semester, a full-time student must be enrolled with 9 or more credit hours.
- Part-time student: The student is enrolled in fewer than 12 credit hours. During the summer semester, a part-time student is enrolled in fewer than 9 credit hours.
- First-year student: The student has successfully completed 32 or fewer semester hours.
- Sophomore: The student has successfully completed more than 32 semester hours.

Attendance Procedures

Entry into Courses

Students must complete an assignment/activity as directed by the instructor for the course during the first 10 percent of the semester to be considered entered into the course for academic and financial aid purposes. Students in a traditional, fully seated course must also attend class during the first 10 percent of the semester. If a student does not meet this criterion, the student will be recorded as having never attended (NA) the course and will be ineligible for course completion and no refund will be given.

Attendance

Because the College realizes that academic success is tied to regular attendance, students are expected to attend all class sessions, laboratories, and clinical experiences. A student who fails to attend two consecutive weeks worth of class is in violation of the college's attendance policy and will be dropped or withdrawn from the course. Faculty members are responsible for informing students in writing at the first-class meeting of additional attendance expectations and identifying all classes, laboratories, and clinical experiences that must be attended at the scheduled times. Faculty members will inform students at the first-class period if tardiness is to be computed as an absence. Absence from class must be satisfactorily explained to and/or documented for the instructor, and the student is held responsible for all work missed.

Unsatisfactory attendance may adversely affect a student's grade for the course. Any student who violates the attendance policy of the course before the 65% point of a semester (or summer session) may be required to drop the course. Any student who violates the attendance policy of the course after the 65% point of the semester (or summer session) may be required to withdraw from the course with a grade of "WP" or "FW," depending upon his or her grade in the course at the time

of withdrawal. Attendance policies for online courses are detailed in the course syllabi for the individual courses. Generally, these attendance policies reflect the instructor's expectations regarding the frequency of posted interactions.

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

Sandhills Community College will excuse two days each academic year for religious observances required by the faith of a student. Students must provide a written notice to the instructor at least two weeks prior to the absence. Students are required to make up work missed due to absences.

Students will not be charged when an absence is due to participation in an activity specifically approved by the Vice President of Instruction or the Vice President of Student Services and Enrollment Management.

Excused Absences for Military Service

Students in the United States Armed Forces or the National Guard on State active duty during an academic term will have their absences excused if they are reassigned temporarily or permanently due to military operations. They will be allowed to make up any missed tests or assignments.

- When feasible, students may opt to continue their classes and coursework online while on active duty.
- Students can receive a temporary grade of "incomplete (IN)" or "absent from the final exam (AB)" for courses they could not complete due to active duty. They must fulfill course requirements within a specified period outlined by the instructor of the course to avoid a failing grade.
- Students have the option to drop courses they could not complete due to active duty without penalty.
- Students can also drop courses without financial penalty if they could not complete them due to their excused absences.

Schedule of Last Class Sessions

The last four days of each semester are used to provide classes with a concluding session used for final examinations or for other activities that are designed to bring the course to a successful conclusion. Meeting times for classes during the last four days of the semester are provided in the final exam schedule which is posted on the Sandhills website at www.sandhills.edu. The last class sessions meet the requisite contact hours for the course. Last class sessions must meet whether or not a final examination is to be given.

Grading Policies and Procedures

Grading

Grading the performance of students in course work is the responsibility of individual faculty members.

Grade Categories for Completing a Course

Categories of institutional grades and symbols for students who have met minimum course requirements are as follows:

Course Completion Grade Chart		
Superior	A	Superior academic performance
Good	B	Good academic performance
Average	C	Average academic performance. Students in zero-prefix courses must earn a "C" or better to enter subsequent foundation or curriculum course(s).
Passing	D	Academic performance that has met minimum course requirements and that will allow students to enter the subsequent course or courses in a series, unless a higher grade is specified in the course prerequisite. Students who make a "D" grade in a zero-prefix course may not progress to the next course. Credits for courses in which a "D" is earned do not transfer.
Pass	P	Proficiency (Math and English co-requisite courses only)
Pass	P1-P3	Level of Proficiency (MAT 003 and ENG 002 courses only)
Credit by Examination	CE	Credit earned by examination procedures of the College
Experiential Learning	EL	Credit earned for life experience
Transfer Credit	TR	Credit earned from courses taken at other accredited educational institutions or military

Course Completion Grade Chart		
		education experiences in the armed services
Audit	AU	Participation as an auditor of a course
Senior Audit	SR	Participation as a senior citizen auditor with tuition waived

Grade Categories for Not Completing a Course

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

Course Non-Completion Grade Chart		
Failure to Meet Course Requirements	F	Student performance judged to require repetition of the course. Students who make an "F" grade in a zero-prefix course may not progress to the next course.
Re-enroll	R	Non-punitive grade used when: <ul style="list-style-type: none"> the student fails to make at least an 85% on the Tier 1 Test. (MAT 003 courses only) the student fails to make at least an 80% on the Tier 1 Test and Essay. (ENG 002 courses only)
Drop	DR	Courses dropped during the first 10% of the class will not appear on the transcript. Between the 10% and 65% date, the class will be listed on the transcript as "DR."
Withdraw Passing	WP	Used to indicate that a student currently passing a course has withdrawn or been withdrawn from a course after the 65% date of the semester.

Course Non-Completion Grade Chart		
Withdraw Emergency	WE	Used to indicate that a student has withdrawn from the course due to an emergency such as a pandemic or natural disaster.
Failing Withdraw	FW	Used to indicate that a student currently failing a course has withdrawn or been withdrawn from a course after the 65% date of the semester. FW grades may also be given prior to the 65% date in cases of violation of the student code of conduct.
Incomplete	I	Punitive grade used when the instructor determines that at least the minimum course requirements may be met by a student during the next consecutive semester without repeating the course.
Incomplete Emergency	IE	Used to indicate that a student received an incomplete due to an emergency such as a pandemic or natural disaster.

Removing Incomplete "I" Grades

1. When grades are reported, it is the responsibility of the instructor and the student to determine the work to be completed and the timeframe of completion within the next consecutive semester (fall/spring) for the removal of the "I" grade.
2. When removing an "I" grade during the next consecutive semester, a student should continue working under the instructor's direction and should not re-register for the course.
3. If a student has not removed the "I" grade by the end of the next consecutive semester, it may be necessary to re-register and re-take the course. "I" grades not removed during the next consecutive semester will be converted to an "F". "I" grades have the same effect as "F" grades while on the transcript.
4. When a student performs the work that allows the removal of the grade of "I", the instructor will submit a grade change form and the "I" will be deleted from the transcript, and the new grade will be entered.

5. If a student receives an "I" and the instructor is not at the institution the next consecutive semester, the student should meet the requirements of the course under the supervision of the department chairperson.
6. A grade of "I" may be replaced by a grade of "F" if a student, in attempting to remove an "I", completes the work required but averages an "F" in the course.

Grade Point Average

Grade point averages are based on points assigned as follows:

Grade	Grade Points
A	4
B	3
C	2
D	1
F	0
FW	0
I	0
WP	Not computed
DR	Not computed
P	Not computed
P1 - P3	Not computed
R	Not computed

A minimum major grade point average of 2.0 is required for graduation. In addition, students enrolled in health science programs will be required to achieve a letter grade of "C" or better in all required courses of the student's program of study with the exception of the students in the Health and Fitness Science program of study. All transfer degree students must earn a "C" or better in all courses applied toward the degree requirements.

In the computation of the grade point average for determining graduation eligibility, only grades for courses required for the completion of the current program of study will be computed. All other grades will remain on the student's record but will not be computed. Grades earned in foundation courses (indicated by numbers ranging from 002 through 098) will not be used in the computation of the grade point average for graduation, but those grades will be included in the grade point average to determine academic progress.

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

Course Repetition

A student who has earned a grade of “C” or better in a course may repeat the course one time in an effort to earn a higher grade or to add to his or her mastery of course content. A student who has not earned a grade of “C” or better may repeat the course as many times as necessary in order to earn a higher grade. When a course is repeated, only the higher grade will be counted in determining the hours earned and the institutional grade point average at Sandhills Community College. Both the original grade and the grade when the course was repeated count in the grade point average calculation for financial aid purposes.

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

Students who earn a grade of “P1” in a transition-level course may repeat the course two times in an effort to earn a higher grade or to add to his or her mastery of course content. If the student does not successfully complete the transition course, he or she may repeat the course as many times as necessary to achieve a higher grade.

Students with a recorded “Audit” (or grade of “AU”) for a course may repeat the course one time on an “Audit” basis. Exceptions to this must be approved by the Vice President of Instruction.

Inter-Curricular Transfer of Credit

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

Course Change Procedures

Self-Service

Students can utilize Self-Service to make adjustments to their course schedule during authorized time periods. Typically, students can add courses to or delete courses from an upcoming semester between the opening of registration and the date published as the “last day to pay tuition”. After this date, students must utilize the electronic Course Change form to add or drop courses. Online students as well as on-campus students will have access to electronic forms via the MySCC webpages.

Adding Courses

Once the first day of the semester has begun, a student must use the electronic Course Change form to request adding a course. The student will initiate the form, indicating the course section to be added. The form will be routed to the instructor. If approved, the Office of Records and Registration will enroll the student in the section. The student will be notified by email once processing

is complete. If the instructor does not approve the request, the student will be notified by email of the denial. No registration will be permitted after the 10% census date of the semester.

Dropping or Withdrawing from Courses

Instructor permission and the student's last date of attendance (LDA) are required before a drop can be processed; therefore, students must use the electronic Course Change form to request to be dropped from a class. A student can request to drop (DR) a course at any time during the first 65% of the term. After the 65% point, a student can request to withdraw (WP or FW) from a course. See "Important Guidelines" below for more details. After the student initiates the form, it will be routed to the instructor to provide the required information, then forwarded to the Office of Records and Registration for processing, the student will be notified by email once processing is complete.

Please note: If the semester has begun and a student would like to drop a class but replace it with a different class (or a different section of the class) prior to the 10% census date, an electronic Course Change form must be submitted, and it must include both the course to be dropped and the course to be added. Failure to include the drop and add on the same form may result in forfeiting any applicable refund.

Important Guidelines

Students should familiarize themselves with these important guidelines for dropping/withdrawing from a class. Any questions regarding the impact on financial aid due to dropping one or more classes should first be addressed with the Financial Aid Department before initiating the electronic form.

1. If a course is dropped during the first 10% of the semester, the student will not receive a grade for the class and no record of enrollment in the class will appear on the student's transcript.
 2. If the student drops the course after the 10% census date, but prior to the 65% point of the term, the class will be listed on the student's transcript with a grade of "DR". The "DR" grade will not be computed in the calculation of the student's grade point average. Instructor initiated drops during this time period, due to a violation of the student code of conduct may result in an "FW".
 3. Emergency situations may arise that make it necessary for a student to withdraw from one or more courses after the 65% point of the semester. In this case, the instructor will assign a grade of "WP" or "FW"; the grade will not be a "DR" for drop. If the student is passing at the time of withdrawal, the student may receive a grade of "WP" (withdraw passing). If the student is failing, the student may receive a grade of "FW" (failing withdrawal). The "WP" grade will not be computed in the calculation of the student's grade point average. The "FW" grade will be computed in the calculation of the student's grade point average and will have the same effect as a grade of "F".
- In addition to regular, 16-week Fall and Spring semesters, the college offers other abbreviated terms such as 8-week modules in Fall and Spring semesters and Summer A, B, and C Sessions. The drop/add procedure will be the same, however, refund dates, add periods and drop periods for each of these sessions will vary. Specific dates for each session will be published in the Catalog.

Instructor-Initiated Drop or Withdrawal

An instructor will drop a student if the student has failed to attend two consecutive weeks' worth of class. Additionally, an instructor may drop or withdraw a student from a course under any of the following conditions:

- Student fails to meet the attendance policy of the course, if that policy is more restrictive than what is stated above.
- Student fails to meet the course requirements as established by the instructor including attendance, class participation, and/or completion of assignments in the classroom or in the online environment.
- Student is absent from the final exam without the instructor's permission.
- Student violation of the student code of conduct.

Withdrawal from a Course, Program, or the College

As noted above, emergency situations may arise after the no-penalty drop period (after the 65% point) whereby students must leave involuntarily. When withdrawing from a program and/or the college, students must officially request to withdraw from all their courses by initiating the electronic Course Change form. This form will be routed to instructors for approval and to the Office of Records and Registration for processing. This information will also be shared with the Financial Aid Office.

Change of Major, Re-entry, and Readmission**Change of Major**

Students are never "locked in" a program of study for longer than one semester. Any time a student considers making a change, the student should immediately meet with a counselor, instructor, or advisor to discuss the advantages and disadvantages of the proposed change. Students should explore all program offerings at SCC, and The Purpose Center is prepared to help in that exploration.

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

Re-entry into a Program

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

1. The student should check with the Admissions Office to see if his or her application is current. If necessary, a new advisor will be assigned at that time.
2. The student should schedule an appointment with the assigned advisor to discuss re-entry into the desired program.
3. The advisor may recommend to the appropriate department chairperson that the student be permitted to re-enter the program. Such recommendation should be based upon the student's demonstration that remedial action has

been taken that would prevent a repeat of earlier failure to succeed in the program.

4. The department chairperson will have responsibility for approving a student's re-entry into a program within that department.
5. Nursing and Health Science students should consult the department chair and/or program coordinator to review specific re-entry requirements as detailed in the program policy manual that applies.
6. Students who interrupt their program of study will be subject to the program requirements of the Catalog in effect at the time of their re-entry into the program.

Academic Forgiveness

A student may request academic forgiveness for grades lower than a "C," if the following conditions are met:

1. The student has not been enrolled in curriculum courses for 36 consecutive months.
2. During the previous enrollment period, the student experienced extenuating circumstances that contributed to grades lower than a "C."

The student requesting academic forgiveness must contact the Vice President of Instruction and verify conditions 1 and 2 above.

If a student is granted academic forgiveness, the following conditions apply:

1. The student's entire academic record at Sandhills Community College will be recorded on any subsequent transcript.
2. The subsequent institutional grade point average of a student who is granted academic forgiveness will be computed without inclusion of previous coursework in which a grade below "C" was received. However, unless the courses are completed with a better grade, this work may be included in calculations for consideration for honors.
3. A student may be granted academic forgiveness only one time.
4. This forgiveness policy is used for academic purposes only. Due to federal regulations, the Financial Aid Office is required to count all courses listed on a student's transcript when calculating financial aid eligibility.

Academic Progress

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

Academic Probation and Suspension

The purpose of the academic probation and suspension program is to identify when students are having academic difficulties that might jeopardize the reaching of their educational goals. Since a 2.0 GPA in a program is required for completion, students who fall below this standard are placed on academic probation.

At the end of Fall and Spring semesters, a student's cumulative and semester grade point averages are examined. The semester GPA is based on all courses taken during a single semester for which a grade is given. The cumulative GPA is based on all courses taken at SCC. Curriculum students who have a cumulative

grade point average below a 2.0 after a total of ten credit hours have been attempted at the college will be placed on academic probation. When a student is placed on probation, they are notified in writing.

Students on academic probation will not be permitted to participate in early or pre-registration through Self-Service without approval from an assigned advisor.

Any student on academic probation must complete all required interventions to maintain enrollment. Possible interventions include meetings with the appropriate program coordinator, academic advisor, and/or counselor. Failure to comply may result in academic suspension.

Students will be returned to normal academic status upon attaining a 2.0 or better cumulative GPA. Students on probation who achieve a 2.0 or greater semester GPA following being put on probation, but whose cumulative GPA is not 2.0 or greater, will remain on probation.

Curriculum students on probation who fail to make satisfactory improvement in their grade point average by earning at least a 2.0 semester grade point average will be suspended and must attend an advising session with the Vice President of Instruction, who will determine the limits to be placed on their registration of curriculum courses the following semester including not enrolling in any classes that semester. To be readmitted, the student must interview with a counselor and obtain permission from the Provost.

Academic Progress Policy for Students Receiving Financial Aid

Purpose

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

Scope

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

For students receiving financial aid, Satisfactory Academic Progress will be reviewed at the end of each semester of enrollment. Students who have attended SCC in the past without receiving financial aid will be evaluated for SAP based on their prior academic record, and subsequently, at the end of each semester

of enrollment. Returning students are evaluated on a continuing basis from the first enrollment at Sandhills. Returning students who were previously enrolled under a Satisfactory Academic Progress Policy other than the current Satisfactory Academic Progress Policy will be required to meet the standards of the current policy upon returning. There is no requirement in the federal regulations for institutions to notify students who are not applying for or receiving Title IV, HEA aid of their eligibility under SAP.

Standards of Progress

To receive financial aid, the student must maintain Satisfactory Academic Progress toward an eligible program of study. There are two standards in the Financial Aid Office's standards of progress that students receiving financial aid must meet in order to maintain Satisfactory Academic Progress:

1. **Qualitative Standard:** The minimum cumulative grade point average (GPA) requirement the student must maintain to receive and/or continue receiving financial aid assistance is 0. This includes all degree, diploma and certificate programs.
2. **Quantitative Standard:** 67 % Completion Rate and 150% Maximum Time Frame. (Normal rounding rules apply. Example: 66.5% = 67%)

The student must maintain the minimums as listed below:

- **Completion Rate Requirement:** The student must successfully complete 67% of the cumulative credit hours attempted to meet the minimum requirement. Example: if the student attempts 59 credit hours during enrollment, the student must successfully complete 40 credit hours (40 hours completed ÷ 59 hours attempted = .67 or 67%). Successful completion is defined as receiving a grade of A, B, C, D, or P (Pass).
- **Maximum Time Frame:** The maximum timeframe for a student to complete a program is 150% of the published length of the program. Example: if 75 credit hours are required to complete a degree, the student must complete the program, prior to the maximum of 113 credit hours before the student exceeds his eligibility for financial aid (75 credit hour program x 150% = 113). One academic year of credit (30 credit hours) may be added for required remedial coursework. If a student is pursuing more than one program of study, maximum time frame standards of 150% will be applied toward each program for all attempted hours. If a student should need additional periods of enrollment to complete their program or if the student has a valid reason for pursuing an additional program of study, appeal procedures noted within this Satisfactory Academic Progress policy may be applied.

Please note: Both pace and maximum time frame are measured in credit hours (except for Clock Hour programs – see below), regardless of full time or part time attendance.

If a student does not meet any ONE of the above three criteria, the student has failed to maintain Satisfactory Academic Progress, and failure to do so will result in termination of eligibility to receive funds from federal Title IV, state, and institutional financial aid programs.

Treatment of Selected Grades

Withdrawals/Drops

Credit hours in which a student receives a grade of Drop (DR) and Withdraw Passing (WP) do not affect a student's GPA; however, Failing Withdraw (FW) is calculated as 0.0 in the GPA calculation for SAP. Grades of DR, WP, and FW are included in the number of attempted hours, but do not count toward successfully completed hours. Students who withdraw may have difficulty meeting the satisfactory academic progress requirements. Courses dropped during the official add/drop period (usually the first 8 days of the semester) are not included as attempted and/or unsuccessful credits.

Incomplete and Failing Grades

Credit hours in which a student receives a grade of Incomplete (I), Repeat (R), or Fail (F) are included in the number of attempted hours, but do not count toward successfully completed hours. All three grades are calculated as 0.0 in the GPA calculation for SAP. Students with incompletes may have difficulty meeting the satisfactory academic progress requirements at the time of evaluation but may request reevaluation upon completion.

Incomplete Emergency and Withdraw Emergency (COVID-19)

In response to the national emergency due to the COVID-19 pandemic, SCC added two new grades to the curriculum grading schemes for the Spring 2020 semester only, the Incomplete Emergency (IE) and Withdraw Emergency (WE) grades, which are only applied to students in response to COVID-19. IE and WE grades are not included in the quantitative component of the Satisfactory Academic Progress calculation. If a student receives a final grade for a class, the new grade and number of credits attempted will be used to determine if the student is making SAP.

Transfer Credit

Students transferring from another college will be considered making satisfactory progress at the time of initial enrollment at SCC. Grades from courses taken at other institutions are not included in the GPA calculation for SAP. Any such transfer credits will be included in the completion rate requirement as both attempted and completed credits, while a student's maximum time to receive financial aid will be reduced by the equivalent transfer of credit hours.

Audit and Never Attend

Audit (AU), Never Attend (NA) or Senior Audit (SR) grades are not considered attempted course work and are not included in the grade point average or completion rate determinations. A student cannot receive financial aid for courses that the student audits or is considered a no show (AU, NA, or SR).

Repeat Courses

For financial aid purposes, all hours attempted will continue to be counted in each component of the student's academic progress.

Credit by Exam

While Credit by Exam (CE) is not included in enrollment status for purposes of awarding financial aid, the attempted and completed credits are counted in each component of the quantitative standard. The grade CE has no numerical value at SCC and, therefore, does not affect the GPA.

Experiential Learning

When a student earns credit for Experiential Learning (EL) which is given for career experience and military training that duplicates experience required for a course, it is not included in enrollment status for purposes of awarding financial aid; however, the attempted and completed credits are counted in each component of the quantitative standard. The grade EL has no numerical value at SCC and, therefore, does not affect the GPA.

Foundation Courses

Courses taken at SCC and are numbered less than 100 are included in GPA calculations for SAP, as well as when calculating the 67% Completion Rate. One academic year of credit (30 credit hours) may be added for required foundation coursework when calculating the 150% Maximum Time Frame. Only 30 credits of foundation coursework will be included in a student's enrollment status for federal financial aid.

When calculating the cumulative GPA for foundation coursework, a P grade is the equivalent of a grade of A. An R grade is the equivalent of a grade of F and is calculated as 0.0 in the GPA calculation for SAP. Credit hours in which a student receives a grade of R are included in the number of attempted hours but do not count toward successfully completed hours.

Summer Session

Credit hours attempted and earned during summer session will be included in the calculation of Satisfactory Academic Progress, just as any other enrollment period. For purposes of financial aid, full time enrollment in summer is 12 credit hours.

Clock Hour Programs

Students enrolled in clock hour programs will have satisfactory academic performance (SAP) evaluated at the end of each payment period. At the time of review, students must have successfully completed both the clock hours and weeks of instructional time required for the payment period. Maximum Time Frame is measured in cumulative clock hours required to complete the program and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum time frame applies to the amount of calendar time the student takes to complete those hours.) For example, if the program is 1200 clock hours and meets 30 clock hours per week, that means the program is 40 weeks in length. 150% of 40 weeks is 60 weeks. A student may receive aid while enrolled in this program for up to 60 weeks to complete the 1200 clock hours required for graduation.

Complete Academic Record

In order to measure a student's satisfactory progress toward degree, diploma, or certificate requirements, the student's total academic record at Sandhills

Community College must be evaluated whether or not the student received financial aid for the entire time of enrollment. This includes, but is not limited to, courses taken through dual enrollment, the Career and College Promise program, and the Sandhoke Early College program. When students complete course work for more than one major, college and financial aid academic progress standards must be met to receive student financial aid.

Financial Aid Eligibility Status

Eligibility Status

Satisfactory status is achieved when all the criteria explained above are met.

Financial Aid Warning

Students (not currently on Warning, Suspension, or Probation) who do not have the required cumulative grade point average of 2.0 and/or have not successfully completed 67% of their attempted credit hours, will be placed on Warning for the following semester. A student on financial aid Warning may continue to receive Title IV aid for one payment period. Satisfactory progress will be monitored at the end of the semester to determine if the student has met the standards of progress and is eligible to continue to receive financial aid.

Financial Aid Suspension

Students on financial aid Warning who have not attained at least a cumulative 67% completion rate and/or earned the minimum required cumulative grade point average of 2.0 will have their financial aid suspended at the conclusion of the Warning period.

Financial Aid Probation

If a status of Suspension is appealed and approved, a status of Probation is assigned. This status requires students to maintain both a term GPA greater than or equal to 2.0 and a term completion rate equal to 100%. In order to achieve a completion rate equal to 100%, a student must successfully complete each course enrolled in for the term. The pace component may also require a course-by-course plan toward degree completion. If a student withdraws or fails a course during the Probation term dropping the term completion rate below 100% or does not maintain a term GPA greater than or equal to 2.0, the appeal is terminated, and the student will be placed on a financial aid Suspension status.

Warning Near Maximum Time Frame

Students who have attempted approximately 100% of the maximum allowable credit hours for their program of study will receive a courtesy notification status of Warning Near Maximum Time Frame.

Maximum Time Frame

Students will have their financial aid suspended when it becomes mathematically impossible for them to complete their program within 150% of its length.

Notification of Financial Aid Warning, Suspension, Probation, Warning Near Maximum Time Frame, or Maximum Time Frame

The Financial Aid Office will send correspondence to any student who is placed on financial aid Warning, Suspension, Warning Near Maximum Time Frame, or Maximum Time Frame.

Eligibility for Retaking Coursework

A student may receive financial aid to retake a course as long as the student has never passed the course. A student who previously passed a course with a grade higher than an "F" and wishes to retake it may receive financial aid to retake it one time only.

Regaining Eligibility

Students who attend Sandhills Community College (without federal financial aid) may regain financial aid eligibility by achieving a 67% completion rate and earning the required GPA based on hours attempted. A student may request reconsideration of eligibility for financial aid by submitting a written request to the Financial Aid Office once all requirements are met. Paying for a semester or sitting out a semester does NOT permit you to regain satisfactory academic progress.

Appeal of Satisfactory Academic Progress Standards

Students who have been disqualified from receiving financial aid may appeal to the Financial Aid Office to waive the satisfactory progress requirements only where there are extenuating circumstances. A student may submit written documentation to the Financial Aid Office by completing the Satisfactory Academic Progress Appeal Request form explaining the circumstances that have affected academic performance and what has changed that will allow the student to make Satisfactory Academic Progress at the end of the next term of enrollment or within a reasonable period of time prior to program graduation. Supporting documentation, must be presented for the semester at SCC that the student did not successfully complete/pass 67% of their classes and/or the semester GPA was below 2.0.

Examples of circumstances outside of your control that may be considered include death in the family, accident, illness, military deployment, or other serious personal problems that were beyond the control of the student and can be supported with proper documentation from involved third party sources.

Examples of circumstances within your control that will not be considered include returning to school after an extended period of absence, changing academic programs, and immaturity. An appeal may not be based on a student's financial need or lack of understanding of actions that put the student's financial aid in jeopardy.

Students who have exceeded the maximum allowable time frame to complete a program of study may also appeal. These students must explain what caused them to exceed the Maximum Time Frame allowed for their major and how many credits are required to complete it. They must provide a graduation plan completed and signed by their academic advisor that lists the courses needed to graduate and when each course will be taken. If the plan is considered reasonable, the student may receive financial aid with his or her progress being monitored for

one or more semesters until the degree is completed, as long as the conditions set forth are met.

A student whose appeal is approved and is allowed to continue on Financial Aid Probation based on extenuating circumstances may receive Title IV funds for one payment period. At that point, to maintain Title IV eligibility, the student must meet SCC's SAP standards or the requirement of an established individual academic plan.

Appeal Process

A student may appeal in writing to the Financial Aid Office using the Satisfactory Academic Progress Appeal Request form explaining why satisfactory academic progress requirements were not met and what has changed that will allow the student to make Satisfactory Academic Progress. Supporting documentation for the extenuating circumstance is required and specified according to the student's situation on the Satisfactory Academic Progress Appeal Request form. The Financial Aid Appeals Committee will review the appeal and a decision will be rendered within fifteen (15) business days. The student will be informed of the committee's appeal decision by letter.

Approved Appeals

A student whose appeal is approved and is allowed to continue on Financial Aid Probation based on extenuating circumstances may receive Title IV funds for one payment period. At that point, to maintain Title IV eligibility, the student must meet SCC's SAP standards or the requirement of an established individual academic plan that will ensure that the student is able to meet SAP standards by a specific time prior to graduation.

Denied Appeals

If your appeal is denied or if you do not meet the conditions of an approved appeal, you will be asked to attend at your own expense until you achieve the required completion rate, GPA, or both (you cannot make up a deficiency if your appeal was due to exceeding the maximum timeframe to earn a degree).

Second Appeals

A second appeal may be considered but you will not be allowed to submit it for the same issue that led to the first appeal, such as the same medical condition. A student must have very unusual circumstances to warrant a second appeal. As a result, very few second appeals are approved.

If a student disagrees with the determination by the Financial Aid Appeals Committee, the student may appeal their decision to the Vice President of Student Services. This appeal must be submitted in writing within five (5) business days from the date of the letter from the Financial Aid Appeals Committee. The decision of the Vice President of Student Services is final.

NOTE: All notices regarding academic progress for financial aid purposes will be sent to SCC student email account. The student is responsible for monitoring the mailbox.

Academic Progress of Health Sciences and Nursing

Academic Progress Standards for Health Science Programs

To remain in good academic standing, health science students must satisfy the general academic progress requirements with a letter grade of C or better in all required courses of the student's program of study. All health science students must maintain an institutional GPA of 2.0 or higher.

Academic Progress Standards for Health and Fitness Science Program

To remain in good academic standing, health and fitness science students must satisfy the general academic progress requirements and maintain an Institutional GPA of 2.0 or higher **and** have a letter grade of C or better in all the HFS prefix required core courses.

Academic Progress Standards for Nursing Programs

To remain in good academic standing, nursing students must satisfy the general academic progress requirements with a letter grade of C or better in all required courses of the student's program of study. Students who do not achieve this will not be allowed to progress and will be subject to program suspension.

Academic Progress Standards for the Therapeutic Massage Program

To remain in good academic standing, therapeutic massage students must satisfy the general academic progress requirements with a letter grade of C or better in all required courses of the student's program of study.

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

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

Recognition of Outstanding Academic Performance

President's List

The names of students who have achieved a 4.0 grade point average (for all non-foundation courses attempted) on twelve or more semester hours of college-level work during the semester will be placed on the President's List. Foundation courses (indicated by prefix number 002-098) are not considered college-level work and will not be included in the computation of the grade point average for the President's List. The list will be published following the reporting of semester grades for the fall and spring academic semesters.

Dean's List

The names of students who have achieved a grade point average of 3.5 or higher (for all non-foundation courses attempted) on twelve or more semester hours of college-level work during the semester will be placed on the Dean's List. The student can have no grade below a "C" on any college-level course. Foundation courses (indicated by prefix number 002-098) are not considered college-level work and will not be included in the computation of the grade point average for the Dean's List. The list will be published following the reporting of semester grades for the fall and spring academic semesters.

Honors Graduates

Students who will receive a degree or diploma and have earned a cumulative grade point average of 3.5 or higher in their major by the end of the semester preceding their graduation semester will be recognized during graduation exercises for having achieved one of the following honors designations, which will also be noted on their diploma:

- **Cum Laude:** Grade point average between 3.5 and 3.74.
- **Magna Cum Laude:** Grade point average between 3.75 and 3.89.
- **Summa Cum Laude:** Grade point average between 3.9 and 4.0.

Foundation courses (indicated by prefix number (002-098) are not considered college-level work and will not be included in the computation of the grade point average for honors designation.

Resources for Learning and Support

Disability Services

Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Sandhills Community College is committed to equality of educational opportunity and ensures that no qualified person shall, by reason of a disability, be denied access to, participation in, or the benefit of any program or activity operated by the College. Each qualified person with a disability shall receive necessary, reasonable accommodations to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate.

To obtain additional information or to read documentation guidelines and/or Policies and Procedures, please go to the Office of Disability Services web page at www.sandhills.edu/disability-services-sandhills-community-college-2/ or call us at (910) 246-4138.

eLearning Students

In order to accommodate the needs of eLearning students, Sandhills Community College has implemented policies and procedures to protect student rights and online student privacy (SCC Procedure 4.10.2) and to provide Student and Curriculum Support Services. These procedures are available on the Sandhills website at www.sandhills.edu and on the MySCC page at <http://www.sandhills.edu/myscc/>.

Information Technology Resources

Sandhills Community College provides up-to-date information technology resources for students, faculty, staff, and community members. There are many on-campus microcomputer laboratories that are available for use by students and community members. All of the main buildings on the campus are networked, providing access to the Internet and the administrative computer system. A wide variety of software is available for use on these computers. (More information is available in the Information Technology Resources Acceptable Use Policy in this Catalog and online at www.sandhills.edu.)

Katharine L. Boyd Library

The Katharine L. Boyd Library houses the Peter and Regina Yellin Learning Resources Center made up of the Learning Resources Computer Lab, the Barbara H. Cole Children's Literature Center, and the library collection. The library is also home to the Teresa Wood Reading Room, the Jeanne Hastings Gallery, the Peter J. Golden Teaching and Learning Center operated by the VP for Instruction office, and the Luke Joseph Ryan Veteran's Center operated by the Student Services division. Boyd Library also contains Boyd Room 101, a 24-seat computer classroom, available for reservation on a "First come" basis.

The library's physical collection includes 69,787 books, 36 print periodicals, 4,037 DVDs and 144 databases containing thousands of resources in various formats. Several reserve instructional materials are available at the circulation desk for student use. These items are designated for on-site use or special checkout periods as prescribed by individual instructors. The library also houses study guides for entrance exams such as the HESI, and licensing exams such as the NCLEX. Some of these materials (or similar) can also be accessed through the NCLIVE database LearningExpress Library Complete/ PrepSTEP Academic and the StatRef database.

The Boyd Library provides comfortable, pleasant surroundings for study and reading in a 26,000- square-foot building. The library also includes a quiet area, access granted by the Veteran's Center, for people to reflect, read, or study without the intrusion of electronic devices. The rear of the library is designated as a quiet zone where students may study or read with minimal interruption. The Barbara H. Cole Children's Literature Center houses 3,360 books and DVDs for children. Through a generous donation, the Weiss special collection was established to enhance the children's area through a display of Caldecott Medal winner and honor books, as well as updated furnishings for the area. Other special books acquired through philanthropic donation include the Military and Veterans, Ralph and Vivian Jacobson Holocaust and World War II and the Peyton and Anne Cook Military collections.

Faculty, staff, and students are provided an SCC ID card, which also serves as their library card. Library and inter-library loan privileges are also available to Moore and Hoke County residents (and those who work in Moore and Hoke County but reside elsewhere). Community patron cards are issued to those 18 years of age or older. A photo ID and/or proof of residence must be presented during sign-up. Boyd Library is open 54 hours per week under the guidance of MSLS and/or MLS credentialed staff and has a seating capacity of 300.

The library provides 7 public-access computer stations for using the online catalog to find library materials and/or community patron "general use." In addition, patrons are also able to print documents from these workstations. The library

also provides no-cost Notary services to all campus personnel, students, and community library patrons.

Boyd Library provides online access to library research databases to all on-campus and distance learning students at <https://www.sandhills.edu/library/index.html>.

There is also a library guide for easy navigation of all databases, along with associated video tutorials for searching the databases and other student help topics at <https://sandhills.libguides.com/boydintroacademic>. Off-campus access to research databases is gained by logging in with the “MySCC” username and password. On-site research assistance from librarians on the main campus can be arranged by appointment for students at both Pinehurst and Hoke campuses. Off-site assistance via live chat or by scheduling a face-to-face virtual meeting with screen sharing capability in ConexEd is also available during hours of operation. After hours reference assistance via live online chat with credentialed librarians is available through ChatStaff.

Learning Resources Computer Lab

The Learning Resources Computer Lab (LRCL), located inside the Boyd Library/Peter and Regina Yellin Learning Resource Center, is a staffed, student computer lab with access to 17 computers. All computers are equipped with internet access, word processing, computer-based tutorials, printers, and a wide variety of software applications. Additionally, the LRCL is a designated support site that offers test proctoring and WorkKeys testing, assistance with e-Learning platforms and MySCC login issues.

The LRCL is limited to use by students with valid SCC ID cards and Continuing Education/HSE students. Local college/university students in attendance at other institutions may also sign in to use the LRCL when space permits. The LRCL is also a certified proctoring site for use by faculty and students in need of exam proctoring services. Those in need of proctoring services can contact an LRCL staff member for scheduling.

Students in attendance at SCC’ Hoke Center campus, including those enrolled at the SandHoke Early College High School, can access computer resources online or by using one of five computers in the LRCL located in Upchurch Hall. Further support is available through staff at both the Hoke and Pinehurst campuses.

Transfer Center

The Transfer Center is designed to support students who enroll in the Associate in Science (AS), A10400, Associate in Arts (AA), A10100, Associate in Fine Arts Visual Arts (AFAVA), A10600, or Associate in Fine Arts Theatre (AFAT), A10800, degree with the goal of transferring to a four-year college or university. All students enrolled in these transfer degrees will be assigned to an academic advisor from the Transfer Center who will help guide the student in setting up an education plan to meet the transfer requirements and to successfully navigate the transfer process.

Purpose Center

The Purpose Center serves as a dedicated resource for students who are unsure of their academic program and career direction. The Center provides services to help students identify career options, discover their purpose, and determine the best path to achieve their goals. In addition, all students enrolled in the Associate

in General Education (AGE), A10300, degree will be assigned an academic advisor from the Purpose Center.

Testing

The College administers the General Education Development (HSE) high school equivalency test, and a variety of academic achievement and screening examinations requested by instructional departments. HSE testing is located in Van Dusen Hall.

Tutorial Services

An organized program of free tutorial assistance is provided to supplement the instruction given in the classroom. These services are provided by students and community volunteers. The Kelly Tutoring Center is located in Room 115 in Logan Hall. Online tutoring is also available. More information regarding Tutoring Services can be found on the MySCC page.

There are also drop-in labs on campus to assist students with their course work. Students should see their instructors for information regarding these labs.

WORKFORCE CONTINUING EDUCATION (WCE) CAREER CREDIT

The Workforce Continuing Education Division offers a wide variety of courses designed to meet the needs and interests of the citizens of Moore and Hoke Counties. Through this division, students may acquire or enhance basic academic skills and general knowledge and/or earn industry-recognized credentials and/or train or retrain for employment.

Some courses are offered on a continuing basis while others are developed and offered in response to requests by individuals, business and industry or other community and public service groups. A printed class schedule is available prior to the beginning of a term and offerings are also posted and updated on the Sandhills website at www.sandhills.edu/wce.

Personal Enrichment

Personal Enrichment classes at Sandhills Community College are designed to enhance the intellectual, physical, and personal well-being of the Sandhills community. The Center for Creative Living and the Lifelong Learning Institute facilitate innovative programs that are designed to promote access to services and community resources and to encourage participation and collaboration with various community organizations and agencies.

Admission

Any person 18 years or older may enroll in continuing education classes throughout the year. During summer months while local schools are not in operation, persons under 18 can enroll in continuing education classes as specified by the class offering. During the school year, exceptions can be made for 16- and

17-year-old students who have not completed high school. Students who request admission under these exceptions should contact the Continuing Education Division for special instructions concerning admission and registration.

High school juniors and seniors may enroll in a WCE Career and College Promise (CCP) course offered at their high school in accordance with the CCP guidelines (see College Programs for High School Students).

Registration

Registration for continuing education classes may be completed online by visiting <https://sandhillsscc-register.fundfive.com/course> or by contacting our registration office at 910-695-3980. Class registration is ongoing and start dates are announced in the printed class schedule and on the Sandhills website at sandhills.edu/wce.

Fees

The NC Legislature establishes all tuition fees charged except for self-supporting classes. Additional specialty fees that cover specific course materials vary according to specific programs in Continuing Education. College and Career Readiness, Career Development (for those students who qualify), and most small business seminars are offered to students at no cost. Tuition fees for occupational classes are determined by the Legislature. Classes designated “self-supporting” require varying registration fees. All registration fees are advertised in the printed class schedules. A \$5.00 technology fee, a \$10 CAPS fee and a \$2.50 accident insurance fee is charged for some classes.

A full refund can be made if the class is canceled by the College or if the student requests the refund before the class starts. After the class begins, 75% of the registration fee can be refunded if requested by the 10% attendance point.

Workforce Continuing Education students with any outstanding balance may still enroll in occupational extension certification classes and receive continuing education units (CEUs) **1)** if the course section is offered for the benefit of a company or agency and **2)** when course attendance is limited to employees of said company/agency, and **3)** the company/agency pays the tuition. The students will be made aware that the outstanding balance remains on their account. They will be restricted to taking company/agency sponsored classes until the outstanding balance is paid in full.

Location of Classes

Classes are held on the campuses of Sandhills Community College in both Moore and Hoke Counties, and at designated locations throughout the communities.

Continuing Education Units (CEUs)

The Workforce Continuing Education Division awards Continuing Education Units (CEUs) for appropriate programs. The Commission on Colleges defines the CEU as follows: "One Continuing Education Unit (CEU) is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction."

Scholarships

The Workforce Continuing Education Division has a variety of scholarships made available by donors and various state and local partners. Applications are available through the Office of Workforce Continuing Education located in Van Dusen Hall and on our website at www.sandhills.edu/available-funds-for-your-training/.

Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student records are maintained in the college's information system. Student information requested by the College, at the time of registration, consists of social security number, name, address, telephone number, date of birth, county of residence, email address, employment status, race, gender, emergency contact information, and level of education completed.

Transcripts

Workforce Continuing Education transcripts will be issued only upon students' written authorization to the Office of Workforce Continuing Education. A transcript request form and directions can be found online at www.sandhills.edu/continuing-education/wce/transcripts.

A separate process is required for High School Equivalency (HSE) and Adult High School (AHS) transcripts.

All requests for an HSE (to include GED® and HiSET®) transcripts should be directed to Diploma Sender, www.diplomasender.com. Fees may be applied.

Requests for an AHS transcript should be directed to the Office of Workforce Continuing Education. The request form is located online at www.sandhills.edu/wce/transcripts.

WORKFORCE CONTINUING EDUCATION (WCE) PROGRAMS (CAREER CREDIT)

Advanced Manufacturing

The Advanced Manufacturing Program provides training for students seeking to learn new job skills in the construction and industrial trades. Included are National Center for Construction Education and Research (NCCER) certification programs in electrical and welding as well as training in the Manufacturing Skills Standards Council (MSSC) and the Certified Production Technician (CPT) certification programs. Additional certification preparation programs are provided in the programmable logics, industrial electronics, mechatronics, ABB Robotics, and manual and CNC machining fields. Training is provided at both the **Palmer Advanced Manufacturing Center** on the main campus and the **Hoke Trades Center** at the Hoke Center. The program provides employment preparation and job opportunity identification for the students.

NCEdge Customized Training Program

The NCEdge Customized Training Program (CTP) provides training at no cost to qualifying companies new to the service area or those companies expanding their employment base, implementing innovative technology, or enhancing the skills of their current workforce to increase their productivity. Through consultation with the CTP, the company creates a training plan tailored to the specific needs of the company. Once approved, this plan is then funded by the NCEdge Customized Training Program and collaboratively implemented by the college and the company.

Career Readiness Assessment Center

Sandhills Community College has been designated a Career Readiness Assessment Center by the North Carolina Community College System. Through the Career Assessment Readiness Center, the department is authorized to assess individuals for the Career Readiness Certificate (CRC) workforce credentialing system. The credentialing system is based on three ACT WorkKeys assessments: Workplace Documents, Graphic Literacy, and Applied Mathematics. CRCs are awarded on four levels (Bronze, Silver, Gold and Platinum) and are based on the levels scored on the assessments. Sandhills Community College is an authorized ACT WorkKeys assessment site.

Career Training

Career Training courses provide instruction and training necessary to compete in today's workforce. Classes are offered to individuals seeking to improve their job marketability by learning new skills, those seeking to earn an industry-recognized credential and for seasoned professionals seeking CEU credit courses to stay abreast of new business practices. Other classes are provided for those who desire understanding of innovative technologies or who may need to comply

with State and/or Federal licensing regulations. For the individual seeking to learn new job skills, courses are offered in areas such as automotive, health care, hospitality, business, construction trades, real estate, and languages. Professional development opportunities range from one-day workshops to certification programs in both traditional and online delivery. Sandhills Community College is an authorized Prometric Testing Center for the Automotive Service Excellence (ASE) assessments.

Construction Trades

Our new Breakthrough Construction Center, located at the Larry Caddell Public Training Center in Carthage, holds National Center for Construction Education and Research (NCCER) certification programs in Core, Plumbing and HVAC. We also offer a new summer Construction Academy, and we partner with Habitat for Humanity to build a tiny home several times a year.

Ed2Go® Online Training

Workforce Continuing Education Ed2Go® online courses provide an option for those seeking a convenient instructor moderated or self-guided option. There are hundreds of online courses available for professional development or personal interests in the following categories: Arts and Design, Business, Computer Science, Construction and Trades, Health and Fitness, Hospitality, Information Technology, Language, Computer Applications, Legal, Math and Science, Teacher Professional Development, Test Prep, and Writing.

Healthcare Training

Healthcare Training courses provide a broad scope of specialized training to meet the local demand of area healthcare industry providers. Included are courses and certification in areas such as Nurse Aide, Phlebotomy, EKG (Electrocardiogram Monitoring), Medication Aide, Medical Coding, Medical Terminology and Anatomy, CMAA (Medical Administrative Assistant), Central Sterile Processing, Pharmacy Technician, Medical Assisting, and NC Community Health Worker.

Medical Assisting

The Medical Assisting Program at SCC is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of a CAAHEP accredited medical assisting program may be eligible to sit for the American Association of Medical Assistants' (AAMA) Certification Examination to become a Certified Medical Assistant (CMA). Students who successfully pass the MA program are also eligible to sit for the Registered Medical Assistant (RMA) with American Medical Technologies (AMT).

Technology Training

The **Frick Technology and Innovation Center** Technology Training programs provide up-to-date instruction in many areas of technology for adult learners of all experience levels. The program provides instruction in both Apple and personal computer platforms including such topics as operating systems; applications software; personal computer safety; maintenance and repair; 3D printing; tablets; photography and cyber security.

Workforce Skills Training

The Workforce Skills Training Program provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults hoping to advance their careers. Workforce Skills Training classes assist students in assessing their interests, personality traits and abilities, in setting career and/or educational goals, and in creating a pathway leading to economic, social, and educational success. These goals are achieved through individual classes, coaching, and counseling. The program is fee-waived for those who qualify.

Larry R. Caddell Public Safety Training Center

The Larry R. Caddell Public Safety Training Center serves the training needs of approximately thirty (30) fire departments in Moore and Hoke counties.

Fire and Rescue Training

Under the auspices of the North Carolina Fire Commission, the college provides certification and training programs (and regional and state training) for fire and rescue personnel. The College offers biannual Fire Academies each year that provide cadets their Firefighter certification as well as additional Office of the State Fire Marshall certifications.

Emergency Medical Services

Emergency Medical Services training emphasizes initial and upgrade certification programs from the basic First Responder to Advance Life Support. Specialized lifesaving programs are offered to the general public and on site for business and industry.

Law Enforcement Training

The College provides upgrade and re-certification training programs for law enforcement and corrections personnel. Emphasis is placed on officer skills and duties necessary to enhance job performance and courses required for continued certification in these careers. Special law enforcement topic classes are offered to respond to a rapidly changing environment and based on the needs of the community. These classes equip law enforcement personnel with the information and skills necessary to serve. Instructional delivery is offered in both traditional and eLearning formats.

College and Career Readiness (CCR)

The **Furches Center for Lifelong Learning** offers a variety of College and Career Readiness (CCR) Programs. These Basic Skills programs provide educational opportunities at no cost to adults who would like to improve their academic skills to function more effectively in society or on the job. In accordance with the Workforce Innovation and Opportunity Act guidelines, students have the option to enroll in a career pathway program while attending a literacy program so they may reach their career goals sooner. Each of the CCR literacy programs are designed to meet students' unique learning needs. Classes are available during day and evening hours at several convenient locations in Moore and Hoke counties, as well as online offerings. Specific program areas are described below.

Adult Basic Education (ABE)

Adult Basic Education (ABE) classes provide adults, 18 or older, an opportunity to learn basic reading, writing, and math skills. Students experience firsthand how these skills relate to daily living and the workplace by completing such tasks as reading a newspaper, helping their children with homework, writing a letter, calculating a budget and so much more. Upon completion of eighth grade level work, students may progress into the High School Equivalency (HSE) program to pursue their HSE diploma.

High School Equivalency (HSE)

The High School Equivalency program offers classes at no cost to students providing the knowledge and skills needed to successfully complete the high school equivalency test credential. Students have the option to take either the GED® test or the HiSET® test. Successful completion of either test results in the same High School Equivalency Diploma issued by the North Carolina Board of Community Colleges.

Applicants ages 16 and 17 may apply to the HSE program contingent upon an interview with a Coordinator. All accepted minor applicants must present a signed

and notarized Petition for Admission of a Minor Form which can be obtained prior to the minor applicant's interview.

The completed petition will indicate applicant's parents, legal guardian, or other person or agency having legal custody and control. It will certify residency and date of birth and appropriate legal relationship of the petitioner to the applicant and official school drop date as determined by the previous school.

English Language Acquisition (ELA)

English Language Acquisition (ELA) classes are offered at no cost to applicants 16 or older having limited skills in the English language. Instruction is provided in life skills, communication, family and workplace literacy, reading and writing, U.S. culture, and civics. Preparation for the U.S. citizenship test is also available through the ELA class.

C. Harlan McCaskill Center

The C. Harlan McCaskill Center offers programs to meet the training needs of the public service sector and to enhance the cultural, academic, and social enrichment of area citizens.

Small Business Center

The mission of the Small Business Center is to increase the success rate and the number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners ultimately leading to business start-ups, job creation and retention. The Sandhills Community College Small Business Center is a community-based provider offering seminars, workshops, and business counseling at no cost to the participants.

Dedman Center for Business Leadership

Designed to prepare individuals to become effective leaders in their respective businesses or organizations, the Dedman Center offers an annual Dedman Institute for Business Leadership. Participants are given a well-rounded look at the elements of leadership in corporate and institutional settings, including academia.

Those completing the program are designated a Dedman Fellow in Leadership from the Sandhills Community College Division of Workforce Continuing Education. Participation in the program is made possible through scholarships underwritten by the Robert Dedman Permanent Endowment to Benefit Sandhills Community College, an endowment created by the late Robert H. Dedman to support programs at Sandhills.

Personal Enrichment

The Center for Personal Enrichment and the Lifelong Learning Institute, both part of the C. Harlan McCaskill Center, facilitate the learning and participation of individuals in the region. Short-term courses are offered throughout the year allowing participants to strengthen proficiencies; experience cultural, personal, or academic enrichment; and investigate new curiosities promoting self-expansion and lifelong learning. Course topics and offerings range from academics such as foreign languages, art history or debates on issues regarding our current legal processes to developing cultural and personal enrichment through healthy living, art, film, literature, horticulture and culinary.

College for Kids

College for Kids is a series of exciting summer youth enrichment and educational programs for students ages 8-14. Programs are designed to provide fun, hands-on learning activities promising to develop and build skills, encourage creativity and fuel a passion for lifelong learning.

Alive@25

Alive@25 is a program designed for those ages 16-25 and recommended for those who have received a traffic violation. The Safety and Health Council of North Carolina has recognized Sandhills Community College as a National Safety Council Public Training Agency accredited to offer defensive driving courses to the public.

COMPLIANCE STATEMENTS

It is the policy of Sandhills Community College to ensure equal education and employment opportunities without discrimination or harassment on the basis of race (including hairstyle/texture), color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Sandhills Community College prohibits any such discrimination or harassment.. Denial of fair, courteous, and congenial treatment to any individual on the Sandhills campus will not be tolerated.

Sandhills has established a college-wide outcome that states, "The diversity of Sandhills faculty and staff will reflect the respective diversity in the college service areas of Moore and Hoke Counties." Employees should at least be equal to their proportionate representation in the relevant labor markets for faculty, administrative, and non-academic staff positions. This outcome has been approved by the Trustees of the College. The President of the College shall oversee and monitor the use of this outcome assessment through the Senior Director of Human Resources in cooperation with the faculty and staff.

Equal employment opportunity is viewed as an integral part of the mission and purpose of Sandhills Community College. The College is dedicated to the upward mobility and advancement of all people within its reach and seeks to comply with

all federal, state, and local statutes, regulations, and orders, including those that promote equal protection and equal opportunity for students, employees, and applicants.

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

Civil Rights Act of 1964

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

Age Discrimination in Employment Act of 1967

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

Age Discrimination Act of 1975

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

Occupational Safety and Health Act of 1970

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

Hepatitis B Vaccine Policy

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

Section 504 of the Rehabilitation Act of 1973

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

Pregnancy Discrimination Act of 1973

Sandhills Community College complies with the Amendment to Title VII of the Civil Rights Act of 1964 to prohibit sex discrimination on the basis of pregnancy, childbirth or a medical condition related to pregnancy or childbirth).

The Genetic Information Nondiscrimination Act of 2008 (GINA)

Sandhills Community College complies with GINA, which prohibits discrimination on the basis of genetic information with respect to health insurance and employment.

Family Educational Rights and Privacy Act of 1974

Definition of the Law

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy and accessibility rights of eligible students enrolled in a postsecondary institution in relation to their education records.

- “Eligible student” is defined as a student 18 years of age or older, or a student who enters a postsecondary institution at any age.
- “Education record” is defined as those records that contain information directly related to the student and that are maintained by the educational institution.

Specific FERPA Rights

The law provides eligible students with specific rights under FERPA:

- The right to inspect and review information contained in their education records within 45 days after the institution receives the request.
- The right to challenge the contents of their education records, which are believed to be inaccurate, misleading, or in violation of the student's privacy right under FERPA.
- The right to have a hearing if the outcome of the challenge is unsatisfactory.
- The right to submit explanatory statements for inclusion in their files if they feel that the decisions of the hearing panel are unacceptable.

- The right to file a complaint with the U.S. Department of Education (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC, 20202) concerning alleged failures by the institution to comply with FERPA requirements.
- The right to provide written consent prior to the institution disclosing personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Limitations for Record Review

Students may not inspect and review the following:

- Education records of other students, even if they are contained within the same record of the student requesting the review
- Financial information, including parental records
- Confidential letters and recommendations associated with admission, employment, or academic honors

Directory Information

FERPA permits the release of some general student information known as "directory information" without written approval of students.

Sandhills Community College considers the following directory information:

- The student's name
- Full address
- County of residence
- Phone number
- Photograph
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Grade level
- Degrees, honors, and awards received
- The most recent educational agency or institution attended by the student
- Student email address

Students who do not want any or all of this information released to the general public must sign a request form in the Office of Records and Registration no later than two (2) weeks after the first day of class each semester.

Third Parties Exempt from Consent Requirements

The College does not provide access to or disclose a student's education records to third parties without the student's written consent except in cases of:

- Authorized personnel within the institution, including administrators, faculty, and staff members with legitimate educational interest seeking to fulfill their job responsibilities.
- Authorized officials of other institutions in which student seeks to enroll.
- Persons or organizations providing the student financial aid.
- Accrediting agencies carrying out their accreditation function.
- Persons involved in an emergency situation in order to protect the health or safety of students or of other persons.
- Persons in compliance with a judicial order or lawfully issued subpoena.
- Federal, state and local authorities involved in the audit or evaluation of compliance with educational programs.
- Organizations conducting studies for or on behalf of the institution.

- Parents of a dependent student as defined by the IRS for tax purposes.
- Directory information being released
- An alleged victim of a violent crime or non-forcible sex offense, to whom the results of a disciplinary hearing may be disclosed.
- Parents of a student related to the student's violation of any Federal, State, local or institutional law or policy regarding the use or possession of alcohol or controlled substance if the student perpetrated a disciplinary violation, as determined by the institution, and the student is under that age of 21 years of age.

Personnel Contact Information

- The Director of Records and Registration directs the procedures for students interested in inspecting or reviewing their education records and for student who do not want their directory information released by the institution.
- The Director of Records and Registration has been designated by the College to consider and coordinate inspection and review requests from third parties for students' educational records. They oversee the process and maintain the records of FERPA release forms for eligible students.

Drug-Free Workplace Act and the Drug-Free Schools & Communities Act of 1988

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

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

From a safety perspective, the users of drugs or alcohol may impair the well-being of all employees, students, and the public at large; drug and alcohol uses may also result in damage to college property. Therefore, it is the policy of this College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

The specifics of this policy are as follows:

1. Sandhills Community College does not differentiate between drug users or sellers. Any employee* or student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person or manufactures a controlled substance while in the workplace, on college premises, or as part of any college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
2. The term "controlled substance" means any drug listed in 21 CFR PART-1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" that are not prescribed by a licensed physician.

3. If any employee or student is convicted of violating any criminal drug statute while in the workplace, on college premises, or as part of any college-sponsored activity, the employee will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the College.
 4. Each employee or student is required to inform the College, in writing, within five (5) days after they are convicted for violation of any federal, state, or local criminal drug statute wherein such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court. Students may lose federal student aid eligibility as a result of drug violations. The institution must provide notice describing the ways in which the student can regain eligibility.
 5. Convictions of employees working under federal grants, for violating drug laws in the workplace, on college premises, or as part of any college-sponsored activity shall be reported to the appropriate federal agency. The Senior Director of Human Resources must notify the U. S. government agency with which the grant was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The College shall take appropriate disciplinary action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
 6. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
 7. If an employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college-sponsored activity, they will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to complete successfully an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the College.
 8. The term "alcoholic beverage" includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.
 9. Each employee or student is required to inform the College, in writing, within five (5) days after they are convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity.
- *Students employed under the College Work Study Program are considered to be employees of the College if the work is performed for the College in which the student is enrolled. For work performed for a federal, state, local public agency, a private non-profit or a private for-profit agency, students are considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer.

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

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

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

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

Student Right-to-Know, the Campus Crime and Security Act, and the Jeanne Clery Act

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

The SCC sexual assault policy is detailed in the Sandhills Community College Catalog and in the Policy and Procedures Manual. It is also published online at . Further information or copies of this policy can be obtained by calling (910) 692-6185.

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

Violence Against Women Act and the Sexual Violence Elimination (SaVE) Act

The College complies with the Violence Against Women Act and the Campus SAVE Act in providing campus awareness of these acts. VAWA requires the College to address sexual violence, interpersonal violence, and stalking. The Campus SaVE Act increases transparency on campus about incidents of sexual

violence, guarantees victims enhanced rights, sets standards for disciplinary proceedings, and requires campus-wide prevention education programs. Additionally, students or employees reporting victimization will be provided with their written rights to:

- Be assisted by campus authorities if reporting a crime to law enforcement;
- Change academic, transportation, or working situations to avoid a hostile environment;
- Obtain or enforce a no contact directive or restraining order;
- Have a clear description of their institution's disciplinary process and know the range of possible sanctions;
- Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on-campus and in the community."

Students may reference information about sexual violence at <http://www.sandhills.edu/safety-security/what-is-sexual-assault.html>.

IPEDS Graduation Rate

To determine its graduation rate, Sandhills Community College used the Federal cohort of students who entered fall 2020 as first-time diploma or degree-seeking full-time students and who graduated by August 2023. This graduation rate was 48%.

This rate is comparable with those of other community colleges. Students enrolled in community colleges often take several years to complete a degree as they balance studies with employment and other activities. Some choose to transfer instead of completing a degree.

Americans with Disabilities Act (ADA)

Sandhills Community College seeks to comply fully with the Americans with Disabilities Act (ADA), enacted July 26, 1991, as an extension of the Civil Rights Act of 1964 to the disabled and as amended in 2009 and 2011. The College is committed to removal of physical barriers, psychological barriers, and policies or procedures that hinder full access to enrollment or employment opportunities.

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

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

Procedure for Complaints of Discrimination

In accordance with Federal and State Guidelines, any staff member or student who believes that a Sandhills Community College employee has discriminated against him/her on the basis of gender, gender identity, genetic information, or disability, thus violating Title IX of the Education Amendment Act of 1972 including the SaVE Act, which is an amendment to the Cleary Act regarding sexual assault and other intimate partner violence, Title VII of the 1964 Civil Rights Act (race, color, national origin, sexual orientation, and gender identity), The Pregnancy Discrimination Act, The Age Discrimination in Employment Act of 1967 (ADEA), Title I of the Americans with Disabilities Act of 1990 (ADA) , Sections 501 and 505 of the Rehabilitation Act of 1973 (disability), and The Genetic Information Nondiscrimination Act of 2008 (GINA) may file a complaint.

Complainants should be made through our online Incident Reporting Form (<http://www.sandhills.edu/incident-reporting/>) or to the Senior Director of Human Resources, who is the designated Title IX Coordinator, at (910)246-2868 or at scchr@sandhills.edu. The title IX policy and procedures are located at www.sandhills.edu/title-ix/.

Constitution and Citizenship Day

On September 17 of each year (or at the first opportunity should that date fall on a weekend), Sandhills Community College commemorates the September 17, 1787, signing of the United States Constitution by holding a variety of educational programs for students, faculty and staff. This Congressional initiative is authorized by Section 111 of Division J of Pub. L. 108-447, the Consolidated Appropriations Act, 2005, "Dec. 8, 2004."

Public Complaints

In accordance with its Policies and Procedures Manual, Sandhills Community College offers a range of policies and procedures to address both student and public complaints.

- The Student Grievance Policy,
- The Student Grievance Procedure,
- The Mission Statement commitment to public satisfaction with the practices of the institution, and
- The associated Public Complaint Policy.

Procedure for Responding to Public Complaints

Sandhills Community College recognizes its obligation as a tax-supported member of the North Carolina Community College System (NCCCS) to provide the public the opportunity to direct both informal and formal complaints related to its adherence to its core values and its mission. To that end, the College has established the following procedure for addressing such complaints:

1. When a member of the public wishes to address an informal or formal complaint, that person should contact the Office of Human Resources, who will gather information as necessary and convene the appropriate dean or administrator from that area of the college to which the complaint is linked.
2. When possible, the Senior Director of Human Resources will convene the concerned parties to reach an informal resolution to the complaint. If an informal resolution cannot be reached, complainant will be apprised of his or her right to initiate a formal complaint.
3. The member of the public will draft and submit a letter to the Senior Director of Human Resources detailing the nature of the complaint. In instances in which the complaint is related to Human Resources, the letter should be submitted to the Chief Operating Officer.
4. The Senior Director of Human Resources will submit a written response to the complainant acknowledging receipt of that complaint and will provide a copy of the complaint and the written response to the academic or administrative officer under whose purview the complaint is directed.
5. In such cases, the administrative officer will gather information and provide a written response to the complainant within one week of receiving the complaint, addressing the issue and, where applicable, offering reasonable resolution to the complaint.
6. If the complainant is not satisfied with the response, the complainant may file a written complaint with the President. In such cases, the President will gather information and provide a final written response to the complainant.

Individuals are strongly encouraged to make every attempt to resolve matters through the aforementioned administrative processes. However, when matters cannot be resolved through these, the student or member of the public has these avenues of further recourse:

- For complaints associated with the institution's compliance with academic program quality, fulfillment of its mission, or adherence to accrediting standards, individuals should complete the Student Complaint Form (NCCCS) found at www.sandhills.edu/about/general/ and send it to the NCCCS per directions in the text of the form.
- For issues related to specific compliance with SACSCOC Principles of Accreditation, Core Requirements and Standards, and policies and procedures, individuals should compose written evidence that all remedies available at the institution have been exhausted and then submit that evidence with the SACSCOC Complaints Against Institutions: Information Sheet and Form to the Southern Association of Colleges and Schools Commission on Colleges as directed in the front of the college Catalog and online at . The Commission should be contacted only if there is evidence that appears to support SCC's non-compliance with a SACSCOC requirement or standard.
- Residents outside the state of North Carolina enrolled in online courses from SCC who wish to resolve a grievance should first follow the college's student grievance procedure outlined in the college Catalog. If the complaint is still not satisfactorily resolved, the final step would be for the student to file a complaint with his or home state.

Each year, Sandhills Community College (Institution #199364) files an annual report via survey in accordance with the federal government's Equity in Athletic Disclosure Act (outlined below):

Equity in Athletics Disclosure Act (EADA) Survey

The 2014 Equity in Athletics Disclosure Act is designed to make prospective students aware of a school's commitment to providing equitable athletic opportunities for its men and women students. Any co-educational institution of higher education that participates in a federal student aid program must prepare an EADA report by October 15. Institutions must also report data to the U.S. Department of Education via this online survey. This is a mandatory survey.

Data collected in this survey will be published by the Office of Postsecondary Education on the Equity in Athletics Data Analysis Cutting Tool website located at <http://ope.ed.gov/athletics>.

As part of the federally mandated Equity in Athletics Disclosure Act, information about athletic programs available at the college – including annual coaching participation specifics – can be found by visiting <https://www.sandhills.edu/equity-in-athletics/>.

EADA and Title IX Compliance

The data collected in this survey are provided by institutions in accordance with the EADA and may not be the same as data used for determining compliance with other Federal or state laws, including Title IX of the Education Amendments of 1972.

The compiled data for the most recent academic term is posted on the SCC website so that students and the public have access to this information related to SCC compliance; it is updated prior to October 1st each year.

Completion/Graduation and Transfer-Out Rates for Students Receiving Athletics-Related Student Aid

Information on Sandhills Community College's completion/graduation, retention, and transfer-out rates can be found by visiting the National Center for Education Statistics website at <https://nces.ed.gov/collegenavigator/?q=sandhills+community+college&s=NC&id=199634>.

Graduation and Transfer-out rates must be provided to student-athletes, their parents, high school coaches, and guidance counselors when an athletics-related student aid offer is made. As an NJCAA Division III institution, Sandhills Community College does not offer financial aid to student based on athletic ability. For more information, please contact the Athletic Director at (910) 246-2864.

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA 38 U.S.C. 4301-4335)

The Uniformed Services Employment and Reemployment Rights Act of 1994 was passed by U.S. Congress and signed into law by U.S. President Bill Clinton on October 13, 1994, to protect the civilian employment of active and reserve military personnel in the United States called to active duty. USERRA is a federal statute that protects servicemembers' and veterans' civilian employment rights. Among other things, under certain conditions, USERRA requires employers to put individuals back to work in their civilian jobs after military service.

Immigration Reform and Control Act (IRCA) of 1986

The Immigration Reform and Control Act (IRCA) was passed by Congress in 1986 and signed into law by President Ronald Reagan on November 6, 1986. The law made it illegal for employers to knowingly hire individuals unauthorized to work in the United States and established a system for verifying the legal status of employees.

State Authorization

Sandhills Community College has been approved by North Carolina to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). SARA is an agreement among member states, districts, and territories that establishes comparable national standards for interstate offering of postsecondary distance education. SCC is approved to serve students in 49 states (all but California), the District of Columbia, Puerto Rico and the U.S. Virgin Islands (St. Thomas, St. Croix, and St. John).

Students who live in a state or pursue programs of study other than those for which we are approved will be admitted to SCC but will not be allowed to register until authorization has been obtained. Students are encouraged to consult with their state prior to enrolling in programs that require licensure or certification.

Sandhills Community College determines a student's location for the purposes of state authorization at the time of a student's initial enrollment. If a student's location changes, a Change of Student Information Form is completed by the student and is processed by the Registrar's Office.