

STUDENT HANDBOOK 2009-2010



*Celebrating Student Success
Since 1967*



Montgomery Community College



1011 Page Street Troy NC 27371 910-576-6222

2009-2010 STUDENT HANDBOOK
Volume 27: 2009-2010 Academic Year
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MONTGOMERY COMMUNITY COLLEGE

1011 Page Street
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Troy, North Carolina 27371
 Website: www.montgomery.edu

Montgomery Community College issues this handbook to furnish information about the institution. The College makes every effort to meet the needs and desires of its students. However, special circumstances may require the College to cancel classes or programs due to insufficient enrollment or funding. MCC reserves the right to make such decisions as warranted. Therefore, the provisions set forth in this publication are not to be regarded as an irrevocable contract between the student and the College. The College also reserves the right at any time to request that a student withdraw when such action is considered to be in the best interest of the student or the institution. The policies outlined in the *2009-2010 Student Handbook* are all based on policies approved by the MCC Board of Trustees. Students should also consult the MCC Catalog for other pertinent policies approved by the Board.

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*Montgomery Community College is accredited
 by the Commission on Colleges of the Southern Association of Colleges and Schools
 (1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4501)
 to award associate degrees, diplomas, and certificates.*

Affirmative Action Statement

Montgomery Community College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued thereunder. Under the Assurance, MCC is committed not to discriminate against any person on the grounds of race, creed, color, sex, age, handicap, or national origin in the admission policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, including the use of any building, structure, room, space, materials, equipment, facility or other property.

Montgomery Community College is an equal opportunity institution.

2009-2010 ACADEMIC CALENDAR

Fall Semester 2009

August 11	Open Registration
August 17	Classes Begin
September 7	Labor Day Holiday Break
October 12 - 13	Fall Break
October 14	Mid-Term
November 1	Financial Aid Priority Deadline for Spring Semester
November 9 – Dec 2	Advising for Spring Semester
November 11	Last Day to Drop a Course with a “W”
November 24 - 28	Thanksgiving Holiday Break
December 2	Registration for Current Students
December 4	Last Day for preregistered students to pay Spring tuition/fees
December 15	Term Ends

Spring Semester 2010

January 5	Open Registration
January 8	Classes Begin
January 18	Martin Luther King Holiday
March 3 – 6	Spring Break
March 10	Mid-Term
March 22 – Apr 14	Advising for Summer Session
April 1	Financial Aid Priority Deadline for Summer
April 2 - 6	Easter Holiday Break
April 12	Last Day to Drop a Course with a “W”
April 14	Registration for Current Students
April 16	Last Day for preregistered students to pay Summer tuition/fees
May 10	Term Ends
May 12	Graduation

Summer Session 2010

May 17	Open Registration
May 24	Classes Begin
May 31	Memorial Day Holiday
June 21	Mid-Term
June 21 – July 14	Advising for Fall Semester
July 1	Financial Aid Priority Deadline for Fall
July 5 - 10	Independence Holiday Break
July 14	Registration Current Students
July 16	Last Day for preregistered students to pay Fall tuition/fees
July 12	Last Day to Drop a Course with a “W”
July 26	Term Ends
July 27	Priority Registration for Fall (By Invitation Only)
August 2	Priority Registration Payment Deadline

- **SCHEDULE CHANGES** are permitted for the first two class days of each term.
- **TUITION REFUNDS** will be made each term in accordance with legislative guidelines; see someone in Student Services for more information.



MONTGOMERY COMMUNITY COLLEGE

1011 Page Street ♦ Troy, North Carolina 27371 ♦ 910-576-6222 ♦ 800-839-6222

Calendar Approved: November 12, 2008

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*Thank you for choosing MCC as the place in which to continue your education. Whether **you** are pursuing a degree, diploma, or a certificate; upgrading your current workforce skills; or taking a class just for the fun of it, we are ready to assist **you** in achieving your educational goals.*

*For over forty years, MCC has been committed to providing quality training and educational opportunities. We continue that tradition today and remain dedicated to helping **you** realize your dreams and become successful which ultimately helps to improve the quality of life in our service area.*

*We extend a most hearty "welcome" to **you**. We know that **you** will be an asset to the college and that **you** will find courses, programs, and services that will be of value to **you**. We look forward to **your** successes!*

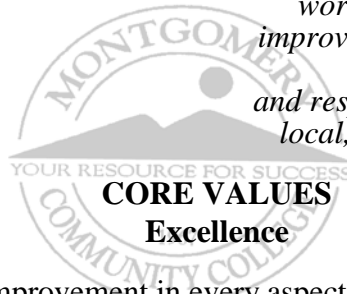
*Kathy W. Harris
Vice President of Student Services*

VISION

*Montgomery Community College
will be a place of discovery,
critical thinking, and educational excellence;
a centerpiece for life-long learning –
for all students, faculty, staff,
and the community.*

MISSION STATEMENT

*Montgomery Community College
will provide quality
educational opportunities
including basic skills,
occupational, associate,
and pre-baccalaureate programs;
support economic development by offering
workforce training and retraining;
improve the quality of life for individuals
and the community;
and respond to the changing needs of the
local, state, and global environments.*



CORE VALUES

Excellence

We value . . .

- . . . continuous growth and improvement in every aspect of campus life.
- . . . securing and providing adequate resources so that improvements can be seen and measured.
- . . . freedom to instruct students using various techniques and the development of methods that will help them achieve their maximum potential.
- . . . personal and professional development of all staff and faculty.
- . . . courage to provide leadership, to take risks, to welcome change, and to persevere.

Honesty & Integrity

We value . . .

- . . . academic and personal honesty as essential elements in education.
- . . . integrity which binds us to fairness, to truth, and to actions and philosophies that meet the highest ethical standards.
- . . . intellectual honesty and academic freedom, and pledge to foster an environment of trust and responsibility in the learning community.

Learning

We value . . .

- . . . learning as a lifetime reward.
- . . . input from learners in the achievement of their goals.
- . . . empowered learning in a high-tech/human-touch environment.

Commitment

We value . . .

- . . . prompt fair, friendly, courteous, and people-oriented service to our communities, to our stakeholders, and to each other.
- . . . a safe and nurturing educational environment.
- . . . opportunities to help make our community, state, nation, and the world a better place in which to live and to work.

Respect

We value . . .

- . . . diversity of life experiences and contributions of the students, staff, and faculty that assist with enrichment of the learning community.
- . . . the responsibility of treating people with dignity and respect whereby each team member operates unselfishly for the benefit of all stakeholders.

Communication

We value . . .

- . . . open and honest dialogue, feedback, and active listening, flowing in all directions.
- . . . teamwork, cooperation, collaboration, innovation, and creative problem solving.

STUDENT SERVICES DIVISION

The mission of Student Services is to provide high quality educational support services to all students and constituents. Student Services professionals work in partnership with faculty and other college personnel to help ensure that student success, in a broad sense, is possible through strategies that develop knowledge, skills, good attitudes, self-determination and the ability to control one's environment. Student Services activities include: admissions, assessment, counseling (academic, career, and personal), registration and records, financial aid, veterans assistance, public relations, job placement and referral through the Montgomery County JobLink Career Center, recruiting and coordination of student activities. In essence, the objective of Student Services is to aid you in selecting, entering, progressing through, and completing a course of study as your goals indicate.

Student Services Staff

It's normal to feel a little apprehensive about college life! Everyone is a little nervous at first in one way or another. We know that everything will probably go smoothly for you at MCC - but just in case you have questions, the Student Services Staff is here for Y-O-U! Come by, e-mail or call us at 910-576-6222. The Student Services Division is located in Building 100 on the main campus. Following is a list of Student Services staff members and their primary areas of responsibility.

Kathy W. Harris **Vice President of Student Services** Ext. 239 . . . kwharris@montgomery.edu
Student Clubs, Student Code, Student Discipline, Student Grievance Policy, Student Rights & Responsibilities

Admissions, Recruiting, & Registration Department

Riley Beaman, III **Student Activities Coordinator** Ext. 264 . . . beamanr@montgomery.edu
Course Offerings, Housing, Student Ambassadors, Student Government Association

Karen Frye **Admissions Officer** Ext. 240 . . . fryek@montgomery.edu
Admissions, Change of Address, Telephone Number, Major, or Name and Student Insurance

Beth Smith **Director of Enrollment Mgt/Registrar** Ext. 225 . . . smithb@montgomery.edu
Adding/Dropping a Class, Auditing a Class, Educational Records, Grades, Grade Reports, & Grade Point Average, Graduation, Transcripts, Withdrawal from Class or the College

Counseling & Assessment Services

Margo Gaddy **Director of Counseling Services** Ext. 210 . . . gaddym@montgomery.edu

Harry Brower **Assessment Specialist** Ext. 515 browerh@montgomery.edu
Academic, Personal and Career Counseling, Placement Testing (ASSET & COMPASS), Special Needs Services (ADA), Tutorial Services

Financial Aid Department

Doni S. Cody **Director of Financial Aid** Ext. 519 . . . codyd@montgomery.edu

Kathy Kennedy **Financial Aid Officer** Ext. 226 . . . kennedyk@montgomery.edu

Tammy Owens **Financial Aid Assistant** Ext. 336 . . . owenst@montgomery.edu
Child Care Grant Assistance Veteran Benefits Financial Aid (Pell, work study, scholarships, etc.)

Information Desk

Phyllis Parsons **Administrative Assistant** Ext. 600 . . . parsonsp@montgomery.edu

Vickie Ritter **Receptionist** Ext. 600

Carmen Simpson **Evening Receptionist** Ext. 600 . . . simpsonc@montgomery.edu

Information, First Aid, Lost and Found, Telephone Messages, Money Lost in Vending Machines, etc.

*Prospective students visiting campus must report
to the Information Desk in Building 100 upon arrival.*

POLICIES & GUIDELINES

Acceptable Use Policy

College-owned computer stations with unfiltered Internet access in the Library and computer labs are available for research purposes for (1) use that is linked to legitimate MCC courses, programs or academic-related communications; and (2) use that supports MCC-related activities. Authorized users may use the Library and open computer lab for research and scholarly purposes and for official College business as long as it does not violate any law or College policy, interfere with the performance of College duties and work, or result in commercial gain or profit.

The following uses are not allowed:

- Downloading software
- Use for commercial purposes or personal gain
- Use for illegal purposes
- Use to alter computer hardware or software
- Use for game playing, downloading videos or music for personal use
- Use in violation of copyright laws or software licenses
- Use to access pornographic or other inappropriate content

Students, faculty, and staff are encouraged to use the computing resources in the Library and open computer lab. Members of the general public are expected to use the computers in the Library.

Priority of use will be

- 1st Priority: Class instruction
- 2nd Priority: MCC students
- 3rd Priority: MCC faculty/staff
- 4th Priority: Other users/members of general public

Any computer user found to have violated the above policies may be subject to a full range of sanctions, including the loss of computer access privileges, disciplinary action, and/or dismissal from the College. Some violations may constitute criminal offenses, as defined in the General Statutes of North Carolina and federal laws.

Any individual sanctioned for misconduct has the right to an appeal process through the College's grievance policy. These Guidelines are based on the MCC policies found in the Board of Trustee's *Policy Manual*. Failure to follow the *Acceptable Use Guidelines* may result in the suspension or revocation of access accounts or other College disciplinary action.

Bookstore

CBA Bookstore is operated for the convenience of students and employees. Textbooks and supplies are sold through the Bookstore which is located in Building 100 on the main campus.

Cafeteria

Hole in the Wall Café in Building 100 is open Monday through Friday. There is a variety of menu options to choose from including sandwiches and hot meals.

Cellular Phones & Pagers

Cellular phones and pagers should be **TURNED OFF** before entering classrooms, labs, or other areas of the College such as the Library or Blair Teaching Auditorium.

Change of Major

Students wishing to transfer from one program to another must complete a "Change of Information Form" indicating the new program of study. The student will follow general admission procedures for a new program. NOTE: Transferring into another program while on probation or suspension requires approval of the Student Services Counselor. Students receiving financial aid or veteran benefits should consult with the Financial Aid Department staff before changing majors.

Children on Campus

To guard against the disruption of MCC's educational environment, **children of students should NOT be brought to campus while the student is attending classes, labs, seminars, workshops, testing/orientation session, and computer or library labs/sessions.** The College assumes no responsibility for children, or for any injury incurred by children in an unsupervised situation not approved by the college administration.

Class Rings

Class rings may be ordered when the student completes 50% of the requirements for graduation in a specific degree, diploma, certificate, or high school program. Contact the Director of Enrollment Management for more information on class rings.

Communicable Disease Policy

Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is advised for the health and safety of the individual or for the health and safety of other members of the College community.

Any student, college employee (either full-time or part-time), and any employee of contractors or contracted services who knows or has reasonable basis for believing that he/she is infected with a communicable disease has the responsibility of reporting this fact, on a confidential basis, to the appropriate Vice President or supervisor.

Persons who know or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.

The determination of whether an infected college employee, student, or employee of contractors or contracted services shall be permitted to continue employment, enrollment, or participation in his/her present capacity with the College shall be made on a case-by-case basis after consultation with a team composed of the employee, student and his/her parents/guardians (when applicable), or the employee and his/her employer of contractors or contracted services, and appropriate health officials including the infected person's physician. The final decision will be made by college administration with particular attention being paid to minimizing the exposure of others to blood or body fluids or to behavior which may warrant a more restrictive environment.

The College will widely publicize and carefully observe the safety guidelines established by the U.S. Public Health Service and the Center for Disease Control for the handling of blood and other body fluids and secretions in all areas of the College where such fluids or secretions may be encountered. A comprehensive Exposure Control Plan is in place at the College. Copies may be obtained from the Vice President of Administrative Services, Director of Evening Operations and Safety or the college's s:drive.

Distance Learning

Because MCC is committed to making programs and services more accessible to citizens, we offer distance learning opportunities through courses available over the Internet and through the use of the North Carolina Video over Internet Protocol (NCVIP). By utilizing the latest in information and telecommunications technology, MCC's distance learning opportunities overcome the time and place constraints of traditional instructional and training delivery systems in both curriculum and continuing education programs.

On-Line Courses (Internet Courses): Courses offered over the Internet allow students to do the course work and earn college credits from the convenience of their own homes or offices on a flexible schedule that meets the personal needs of each student. MCC's Internet courses utilize state-of-the-art technology to deliver courses to students to meet their scheduling needs while maintaining personal interaction between the students and the instructor through Internet resources such as e-mail discussion boards, and chat sessions.

Students enrolling in online courses should have the following computer skills:

- ❖ Should be familiar with hardware requirements such as starting up the computer and knowing difference between A: drive and C: drive, etc.
- ❖ Should be able to save and retrieve files

- ❖ Should have access to the appropriate software applications or plan to use one of the MCC computer labs.
- ❖ Should have a working knowledge of Windows
- ❖ Should be familiar with e-mail, including how to attach files with e-mail messages.
- ❖ Should be able to navigate the Internet.

North Carolina Video over Internet Protocol (NCVIP) classes:

Through utilization of the NCVIP, MCC can transmit courses to students in distance locations at the same time they are being delivered to students on the MCC Campus. This enables students at the distant location to have both audio and video communications with the students and faculty on the MCC campus. Likewise, MCC is able to bring to its on-campus students courses from other institutions with the same interactive capabilities. NCVIP classes are delivered to and accepted from a variety of sites including other community colleges, universities, public schools, and correctional facilities. If you have questions about broadcast locations for a particular course, please consult with your instructor.

Educational Records

Family Rights And Privacy Policy Of MCC (Public Law 93-380)

Because MCC is a postsecondary school and most of its students are eighteen years or older, this policy will be addressed to students rather than parents. Students are notified of their rights annually by publication in the *Student Handbook* and through orientation sessions, and the college's website.

- I. Educational records include records, files, documents, or any other materials containing information directly related to a student such as grades, test scores, attendance, etc. Not included are guidance records, medical and psychological reports, the financial records of the parents, confidential letters and statements of recommendations, if the student has signed a waiver. A student may obtain a copy of his/her transcript upon written request. There is no charge for a transcript. The curriculum student's permanent record is in the form of a transcript with microfilm copy placed in a local bank safety deposit box. Veteran paperwork and financial records are kept in separate folders in the Financial Aid Office at the main campus. The Director of Enrollment Management is responsible for the maintenance of educational records. Records are housed in Student Services at the main campus. Disciplinary records are kept in the Office of the Vice President of Student Services.

MCC reserves the right to deny transcripts or copies of records not required to be made available by the Family Educational Rights and Privacy Act (FERPA) in any of the following situations:

1. The student has an unpaid financial obligation to the College.
2. The student has any overdue library books, equipment, or materials belonging to the College.

3. There is an unresolved disciplinary action against the student.

MCC reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendations for which the student has waived his/her rights of access, or which were placed in file before 1-1-75.
3. Records connected with an application to attend MCC when the application is denied.
4. Records which are excluded from the FERPA definition of educational records.

- II. A student's record, other than directory information, shall not be made available without the written consent of the student to any party other than:

1. instructors and other school officials having a legitimate educational interest;
2. officials of other schools in which the student seeks to enroll;

A school official is:

- ❖ A person employed by MCC in an administrative, supervisory, academic, research, or support staff position.
- ❖ A person elected to the Board of Trustees.
- ❖ A person employed by or under contract to the College to perform a special task, such as the school attorney or auditor.

A school official has a legitimate educational interest if the official is:

- ❖ Performing a task that is specified in his/her position description or by a contract agreement.
 - ❖ Performing a task related to a student's education.
 - ❖ Performing a task related to the discipline of a student.
 - ❖ Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
3. authorized representatives of the Comptroller General of the U.S., the Secretary, the Commissioner, the Director of The National Institute of Education, the Assistant Secretary for Education, or State educational authorities;
 4. in connection with the student's application for or receipt of financial aid;
 5. organizations conducting studies for educational agencies (any personally identifiable information will be destroyed when it is no longer needed for the specific purpose for which it was collected.);
 6. accrediting organizations in order to carry out their specific functions;
 7. in compliance with judicial order or a lawfully issued subpoena.

The student shall be notified in writing of any such transfer of his/her educational records and a record of such releases will be in his/her file. Personally identifiable information shall only be released to an

authorized third party on the condition that such a party will not permit any other party to have access to such information without the written consent of the student. Transcripts from MCC will include the following statement:

"In Accordance With The Family Educational Rights And Privacy Act Of 1974, This Transcript Is Provided Solely For Your Own Use And May Not Be Released To Any Other Individual, Agency, Or Organization In Any Form Without The Written Consent Of The Student."

- III. MCC will review records periodically and remove all documents which are at least five years old. The MCC transcript will remain on file permanently. MCC follows guidelines for the retention and disposition of records as set forth by the North Carolina Community College System office and published in the *Public Records Retention & Disposition Schedule*.
- IV. Public directory information relating to a student includes the following: Name, address, telephone number, birthdate, birthplace, major field of study, dates of attendance, and degrees and awards received. Directory information may be released. A student may request in writing that the College not release directory information on him/her. Such requests will be honored.
- V. A student at MCC shall have the right to inspect his/her individual educational records upon written request. The request shall be granted within 5 school days. The student shall view the records in the presence of the Director of Enrollment Management or designated staff.
- VI. The procedure for challenging or correcting the content of the educational record is as follows. This procedure does not include a challenge to an assigned grade. A separate process is established for grade contesting.
 1. A student must ask the Director of Enrollment Management at MCC to amend a record. In so doing, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of his or her privacy or other rights.
 2. MCC may comply with the request or deny it. If the College denies the request, MCC will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
 3. Upon request, MCC will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
 4. The hearing will be conducted by a hearing officer who is appointed by the President. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The

student may be assisted by one or more individuals, including an attorney.

5. MCC will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and reasons for the decision.
 6. If MCC rules that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement of reasons for disagreeing with the decision.
 7. The statement will be maintained as part of the student's educational record as long as the contested portion is maintained. If MCC discloses the contested portion of the record, it must also disclose the statement.
 8. If MCC decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
 9. If the student is not satisfied with the outcome of the hearing, he/she may make a written appeal to the President.
- VII. Records of progress are kept on veteran and non-veteran students alike. Progress records are furnished to the students, veterans and non-veterans, at the end of each scheduled school term.

Food & Drink in the Classroom

Food and drink are allowed in general classrooms and in student lounge areas. However in order to keep the College facilities clean, and to protect computers, etc., food and drink are not permitted in the Blair Teaching Auditorium, computer labs, Learning Resource Center, or Library.

Health Services

MCC maintains no health facilities and no oral medicines are dispensed by employees of the College. The responsibility for medical services rests with the students and/or their parents or legal guardians. The College is in proximity to a number of medical facilities. Students are referred to the emergency room of Montgomery Memorial Hospital when emergency treatment is needed. In the event that non-emergency treatment is required, Student Services should be contacted to obtain the name of the student's personal physician. The Student Services Division maintains all student records; therefore emergencies involving students should be reported to the Vice President of Student Services within 24 hours.

Each shop is equipped with a first aid kit. Accident insurance is available for all students. MCC is not responsible for any liability or payment for any personal accident or injury in any school program, activity, or school-related function of the College.

MCC and their contractual externship facilities assume no liability financially or otherwise for illnesses and/or injuries

incurred by students while performing required learning-centered, clinical/co-op externship activities.

Identification Cards

During registration, you will be issued photo identification (ID) card. **You should carry this card with you at all times while on campus.** This card will allow you to checkout library books, utilize computer labs and other campus services, and participate in MCC activities. Additionally, students may be asked to show their identification card at random. Failure to comply may result in disciplinary action or the person being asked to leave campus.

Lost and Found

Students should take items "found" to the Receptionist at the Information Desk in Building 100. Students should check for lost items at the Information Desk. Articles not claimed within 30 days are given to a charity.

Message Center

The College cannot accept incoming calls for students except in extreme emergencies. Let your family know that if a genuine crisis arises, Student Services (910-576-6222, Ext. 600) is the place to call to get in touch with you. We do not have a paging system; therefore, it is difficult to get messages to students. **If you have a child in daycare or school, it would be a good idea to have an additional contact person listed with them in the event that you cannot be reached.** A message center is located in the Student Services Division in Building 100. All telephone and personal messages will be posted there. If possible, emergency messages will be delivered to the classrooms.

Minority Male Mentoring Program

The Minority Male Mentoring Program (3MPs) is a strategic retention program aimed at assisting minority male students with positive direction and support from staff and individuals in the community with the challenges of coping with home, work, college, and community environments. For more information on this program, contact the Director of Counseling Services in Bldg. 100.

Parking and Vehicle Operation Regulations

All MCC students should receive a parking permit at Registration. **Your permit should be placed at the bottom left of the front windshield of your vehicle (bottom left as seen from sitting in the driver's seat).**

Students should use designated student parking lots. Special areas are designated for handicapped students and should not be used unless you have the proper legal identification on your vehicle. **Vehicles that are parked improperly will be ticketed by local law enforcement and may be towed.**

All of the provisions of Chapter 20 of the General Statutes relating to the use of highways of the State of North Carolina and the operation of motor vehicles thereon shall apply to the streets, roads, alleys, and driveways on the MCC campus. Any person violating any of the provisions of Chapter 20 of the

General Statutes in or on the streets, roads, alleys, and driveways on the campus shall upon conviction thereof be punished as prescribed in and provided by Chapter 20 of the General Statutes relating to motor vehicles.

In addition to any of the provisions of Chapter 20 of the General Statutes, the following rules and regulations are applicable to the parking lots on the MCC campus:

1. **Parking** - Park only in a lined parking space between the lines. Handicapped spaces are marked by signs and are reserved only for handicapped individuals displaying a legally issued handicap tag on their vehicle. Visitor parking spaces and project vehicle spaces are marked and are not to be used by faculty, staff or students for parking their personal vehicles. Project vehicles are to be parked in project vehicle spaces only. Parking in any unlined area, alley, driveway, sidewalk, building entrance, grassed areas or reserved parking space for faculty, staff, visitors, and handicapped will be considered as a parking violation. In addition, leaving vehicles (except project vehicles) on campus after regular hours of operation will be considered a parking violation.
2. **Speed Limit** - The speed limit on any street, road, alley, driveway, or parking lot on the campus is 15 miles per hour as set by the MCC Board of Trustees.
3. **Signs** - All traffic signs must be obeyed.

The rules and regulations of the policy may be enforced by the College in the following manner:

1. The College may issue a warning notice to students and staff regarding parking violations.
2. The College may have any vehicle towed at the owner's expense, for any parking violation. The order to tow a vehicle must be given by the administrator in charge.
3. If the vehicle is parked illegally, law enforcement will be called.

MCC is not responsible for theft or damage to any vehicle parked or being operated on the campus or for any contents within such vehicles. The registered owners of towed vehicles are responsible for the payment of towing fees and storage charges assessed by towers. The registered owner is responsible for non-moving violations regardless of who was operating the vehicle at the time of the violation. These regulations apply to any person operating and/or parking a vehicle on MCC's campus.

Personal Property

MCC is not responsible for any items of personal property left on the premises after the student has completed, terminated or interrupted his/her studies at MCC. The College shall dispose of the above mentioned unclaimed property as it sees fit. Personal property shall include, but not be limited to tools, equipment, school supplies and materials, clothing and other personal property.

Photocopies

Photocopying services are available through a coin-operated copier in the Library.

Plagiarism

According to the American Heritage Dictionary, plagiarism means "to use and pass off (the ideas or writings of another) as one's own; to appropriate for use as one's own passages or ideas from (another)." In other words, it is the same as copying someone's work and implying that it is your own. This is most often done in the college setting in research papers.

Plagiarism is considered "theft" of someone's work and academic dishonesty. The *Student Code* at MCC deals specifically with plagiarism and outlines the penalties for it. For more information on plagiarism, consult the Internet. Some good links are:

- www.lib.duke.edu/libguide/plagiarism2.html
- http://owl.english.purdue.edu/handouts/research/r_paragraph.html; and
- <http://condor.stcioudstate.edu/~scogdill/339/paraphra.html>

Another great source of information on plagiarism is your instructor. They have access to a wealth of information that may help you to avoid violating the *Student Code*.

Schedule Changes (Drop/Add)

Beginning with the first day of classes, students wishing to drop and add classes must do so at the same time or incur a 25% penalty. Any changes in a student's schedule (because of class conflicts, canceled classes, or dropping or adding a class) must be submitted to the Director of Enrollment Management on a completed "Drop/Add/Withdrawal Form" for the changes to be official. The instructor and the student's advisor must approve all added classes. Forms are available in Student Services in Building 100.

Smoking & Use of Tobacco Products

Smoking and using other forms of tobacco products in classrooms, shops and labs or other unauthorized areas on college premises or school-owned vehicles is prohibited. Smoking is prohibited inside any school-owned building.

Social Security Numbers

Providing your Social Security Number is voluntary and will be used internally for record identification purposes only. In addition, each student is assigned a college identification number upon application to the college. This college ID number will be used on all of your MCC records and your photo ID card (which will permit you to utilize campus services and programs.) **Note:** Social security number is required for all financial aid programs and services.

STUDENT CODE AND CONDUCT

Statement of Intent

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to obligations which accrue to them by virtue of this membership. As members of the larger community which includes the College, students are entitled to all rights and protection afforded them by laws of that community.

By virtue of their membership in the community, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both College regulations and the law, the College may take disciplinary action independent of that taken by legal authorities. Additionally, students may be removed from classes pending action on charges during an investigation or appeal for reasons relating to his/her physical or emotional safety and well-being of other students, faculty, employees, or college property.

The administration of MCC prefers to emphasize the importance of guidance, admonition and example in promoting acceptable conduct. When these fail, procedures outlined in the *Student Code* shall be followed.

Student Rights & Responsibilities

Students shall enjoy the **rights** and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina. Additionally:

- A. Students are free to pursue their educational goals through appropriate opportunities for learning in the classroom and on the campus. Student performance will be evaluated on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- B. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
- C. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices.
- D. The *Family Educational Rights and Privacy Act of 1974* provides safeguards regarding the confidentiality of and access to student records. Students have the right to review their official records and to request a hearing if they wish to challenge the contents of these records. Other than directory information, no records shall be made available to unauthorized personnel or groups inside or outside the College without the written consent of the student involved, except under legal compulsion.
- E. All students and staff have the right to a safe, peaceful, and honest educational environment.

By entering classes at MCC, students take upon themselves certain **responsibilities** and obligations that include an honest attempt at successful academic performance and social behavior consistent with the lawful purpose of the College. Students maintain all legal rights of citizenship while enrolled and are expected to remember that they are present in a democratic and collegiate environment.

The reputation of the College rests upon the shoulders of students, as well as on the administration, staff, and faculty, and it is hoped that each student will maintain high standards of citizenship. The campus and College will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students, as all citizens, are subject to civil authority on and off the campus.

All students are responsible for meeting completion requirements of their academic program. They must also maintain the required grade point average, know their academic standing, and meet all graduation requirements to be eligible for completion. Advisors and counselors are available to assist students, but final responsibility for program requirements rests with the student.

STUDENT CODE

All students and staff have the right to a safe, peaceful, and honest educational environment. Therefore when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of the *Student Code* is not to restrict student freedoms but to protect the rights of individuals in their academic pursuits.

The *Student Code* is directed toward breaches of the *Articles of Student Conduct* as set forth below. Any administration of this *Code of Ethics* must bear the responsibility of interpretation of general principles to specific situations. In addition to the Articles listed below, students who engage in acts such as stealing, gambling, profane language, offensive or inappropriate behavior, and personal abuses are liable for disciplinary action stated in the *Student Code*.

ARTICLES OF STUDENT CONDUCT

A. Disruption of the Educational Process

A student shall not, by use of violence, or force, noise or coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the disruption or obstruction of any lawful mission, process, or function of the College. Further, a student shall not engage in any conduct for the purpose of causing a disruption or obstruction of any lawful mission, process or function of the College, if such a disruption or obstruction is reasonably certain to result. Neither shall he/she urge other students to engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process, or function of the College if a disruption or obstruction is reasonably certain to result from his/her urging.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstructing or disrupting the operation or function of the College.

1. Occupation of any building or part thereof, with intent to deprive others of its use;
2. Blocking the entrance or exit of any building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room;
3. Setting fire to or by any other means destroying or substantially damaging any building or property of others on college premises;

4. Any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any college building or the college campus.
5. Prevention of, or attempt to prevent, by physical act, personal conduct, or personal habits the attending, convening, continuation, or orderly conduct of any class or activity or of any lawful meeting of assembly on or off campus; and
6. Blocking pedestrian or vehicular traffic on or into any part of the campus.
7. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; or remaining at the scene of such an assembly after being asked to leave by a representative of the College.

Additionally, students are prohibited from engaging in any conduct which materially and adversely affects the educational process including the following:

1. Trespass, which includes unauthorized entry or presence on the property of the College or a college facility or any portion thereof to which entry or presence has been restricted.
2. Lewd or indecent conduct on college premises or at college-sponsored functions.
3. Setting off a fire alarm or using or tampering with any fire safety equipment on college premises or at college-sponsored functions except with reasonable belief in the need for such alarm or equipment.
4. Smoking and using other forms of tobacco products in classrooms, shops and labs or other unauthorized areas on college premises is prohibited. Additionally, smoking and use of tobacco products is prohibited in school-owned vehicles. Smoking is prohibited inside any school-owned building.
5. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
6. Failure to comply with instructions of college officials acting in performance of their duties.

B. Damage or Destruction of Private Property

A student shall not intentionally cause or attempt to cause damage to private property, or steal or attempt to steal private property, either on the campus or during a college activity, function, or event off campus. Damage, misuse, or theft involving private property shall be a basis for disciplinary action.

C. Assault or Mental or Physical Abuse of Another Person

A student shall not intentionally physically or verbally assault, do bodily injury, cause mental or physical abuse or behave in such a way as could reasonably cause injury to any person either on campus or off campus at an institutional activity, function, or event. A student is expected to exercise self-discipline and display courtesy expected of mature adults when dealing with others in a college environment. Actions of self-defense or those undertaken on the reasonable belief that it was necessary to protect some other person are not to be considered an intentional act under this rule.

D. Sexual Offense Policy (Assault/Harassment)

In accordance with the *Campus Sex Crimes Prevention Act* (CSCPA) of 2000 and 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), MCC recognizes that sexual offenses and harassment, forcible and non-forcible, are violent, demeaning crimes and will not be tolerated at the institution or at any site or function controlled by the College. The acts require institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. The acts also require sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. MCC will support this policy and increase awareness through educational brochures, handouts, special literature, information sessions, and counseling, as well as providing services and resources for victims. All *persons* found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College. All College *employees* found in violation of this policy shall be subject to disciplinary action up to and including termination. Note: The North Carolina State Bureau of Investigation maintains a registry of convicted sex offenders and makes it available to the public via the Sex Offender and Public Protection Registry website. The website for North Carolina and websites for other state registries are listed below:

1. State websites
<http://www.fbi.gov/hq/cid/cac/registry.htm>
2. National Sex Offender Public Registry:
<http://www.nsopw.gov>
3. NC Sex Offender and Public Protection Registry: www.ncfindoffender.gov

Reporting a Sexual Offense

MCC encourages all victims of sexual offenses to report the incident as soon as possible. Victims have the right to report sexual offenses without fear of harassment or reprisal. The College also emphasizes the importance of preserving all evidence for the proof of a criminal offense. College officials understand the sensitive issues involved with this type of crime; therefore, contact should be made with the Vice President of Student Services (910-576-6222, Ext. 239), the Director of Counseling Services (910-576-6222, Ext. 210) the Vice President of Administrative Services (910-576-6222, Ext. 218), the Receptionist (910-576-6222, Ext. 600), or other college official as soon as possible. If the offense occurs outside of the College's operating hours, victims should call "911" and contact college officials as soon as possible, if assistance is needed. College personnel will assist the victim with all appropriate and available services to help the victim to receive private and confidential treatment and emotional and psychological support. MCC has counselors available to assist victims with their immediate needs. The President will be apprised of all developments and will determine if a potential danger to the college community exists and what appropriate actions should be taken.

Additionally, it is the policy of the College to encourage the reporting of any incident of sexual harassment and to provide just procedure for the presentation, consideration, and disposition of sexual harassment grievances. The College further prohibits internal interference, coercion, restraint, or reprisal against any student or employee who files a grievance concerning an occurrence of alleged sexual harassment.

Disciplinary Action for Sexual Offense(s)/Harassment

All *persons* found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College. Any college *employee* found in violation of this policy shall be subject to disciplinary action up to and including termination. Disciplinary procedures against the alleged assailant will begin in accordance with the College's disciplinary procedures as outlined for students in the *Student Handbook* and for employees in this policy as outlined below. An investigation will be conducted in a timely manner. All parties will be treated with confidentiality and respect; will be given equal opportunity to present their views of the incident; and will be allowed to have others present during campus disciplinary proceedings. All parties will be informed of the determination

or outcome and will have the right to appeal. Upon final determination, corrective actions will be implemented. The College will assist either party in making changes to their academic situation if deemed necessary and if the request is a reasonable option. 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.

If an employee has reason to believe that he/she has been the victim of sexual offense/harassment, the employee should express their grievance in writing to their immediate supervisor with a copy to the Equal Employment Opportunity Officer (EEO). Should the complaint involve the immediate supervisor in such a way that the employee feels he/she cannot take the complaint to the supervisor, then the written complaint may be made directly to the Equal Employment Opportunity Officer.

The supervisor and the EEO will review and investigate the complaint. Within ten days after receipt of the written complaint, the supervisor and EEO must designate in writing to the employee a meeting time with the employee to review the findings. Days refer to calendar days. When the final day falls on a weekend or holiday, the official day will be the following Monday or day following the respective holiday(s) if applicable. The meeting will be held within five days of written notice. At the meeting, facts concerning the complaint are to be presented and a solution established if possible.

If the findings and recommendations of the supervisor and the EEO are not satisfactory to the employee, the employee may within ten days appeal the decision in writing to a personnel action committee appointed by the Equal Employment Opportunity Officer and the President within five days of receipt of complaint. A committee of five employees to review the complaint will be appointed. This committee will consist of at least three peers when possible and include at least one representative from the same category as the person filing the complaint. The employee will be notified in writing of a scheduled meeting of this committee within five days after the committee is appointed. The Human Resources Coordinator will serve as the hearing officer and preside at all meetings. This personnel action committee shall meet with the employee within five days after written notice of the meeting is presented.

If the findings and recommendations of the committee are not satisfactory to the employee, the employee has ten days to appeal in writing to the President of the College. The President will within five days notify the employee in writing of a meeting date and time to review the complaint. This meeting shall be scheduled no later than ten days following appeal to the President. If a satisfactory solution is not agreed upon, the employee may within ten days appeal in writing to the Personnel Committee of the Board of Trustees. The Personnel Committee will establish a meeting date and time and give the employee written notice of it within ten days of receipt of the appeal. This meeting shall be held within ten days of the written notice of said meeting.

E. Weapons and Dangerous Instruments

A student shall not knowingly possess, handle or transmit an object that can reasonably be considered a weapon on campus or off campus at an institutional activity, function, or event. MCC adheres to the *North Carolina State General Statutes* (G.S. 14-269.2) regarding weapons on campus or other educational property. The law reads:

It shall be unlawful for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or other property owned, used or operated by any board of education, school, college, or university board of trustees or directors for the administration of any public or private educational institution.

opening or switch-blade knife is defined as a knife containing a blade or blades which opens automatically by the release of a spring or a similar contrivance, and the above phrase "weapon of like kind" includes razors and razor blades (except solely for personal shaving) and any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

This section shall not apply to the following persons: officers and enlisted personnel of the armed forces of the U. S. when in discharge of their official duties as such and acting under orders requiring them to carry arms or weapons, officers and soldiers of the militia and the national guard when called into actual service, officers of the State, or any of any county, city, or town, charged with the execution of the laws of the State, when acting in the discharge of their official duties, any pupils who are members of the Reserve Officer Training Corps (ROTC) and who are required to carry arms or weapons in the discharge of their official class duties and any private police employed by the administration or board of trustees of any public or private institution of higher education when acting in the discharge of their duties.

section shall be guilty of a misdemeanor and upon conviction shall be punished in the discretion of the court by fine or imprisonment or by both such fine and imprisonment, not to exceed five hundred dollars (\$500.00) fine or six months imprisonment.

F. Drug & Alcohol Policy

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 Underage Drinking Laws and the laws of the state of North Carolina, the college has endorsed the following drug and alcohol policy:

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 activity.

A person shall not knowingly distribute, dispense, possess, use, or be under the influence of alcohol, any illegal drug, or narcotic or marijuana or any other controlled substance on the campus or off the campus at an institutional activity, function, or event.

Any student who violates the terms of this policy may be suspended or expelled from the College in accordance with the Student Code or may be required to or requested to participate in a drug abuse assistance and rehabilitation program approved by the Board of Trustees. If the student fails to satisfactorily participate in such a program, the student shall be suspended or expelled from the College in accordance with the *Student Code*. If an

employee fails to participate in such a program, termination may be the end result.

The use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. Any violation of this rule may result in suspension or expulsion from the College on the first offense.

1. MCC does not differentiate between drug users, drug pushers, 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 of this State. 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" which are not prescribed by a licensed physician.

3. If any employee or student is convicted of violating any criminal drug statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the convicted person to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued or re-enrollment or continued employment at the College.

4. Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute where 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.

5. 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.

6. If any employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including

termination or expulsion. Alternatively, the College may require the convicted person to successfully finish an alcoholic rehabilitation program, sponsored by an approved private or governmental institution as a precondition for continued enrollment or employment at the College.

7. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 188 of the General Statutes of North Carolina.

8. Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity.

Note: Educational programs/courses that require the use of alcohol or display of controlled substances as part of course content are exempt from the *Drug and Alcohol Policy*. However, this exclusion does not apply to minors who could not otherwise consume alcoholic beverages.

G. Academic Dishonesty

At MCC, it is our desire to maintain the highest degree of academic integrity. To that end, academic dishonesty in any form will be considered as a violation of the *Student Code*.

1. Cheating. Students shall not intentionally use or attempt to use unauthorized materials, information, notes, study aids, devices or other assistance in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.

2. Fabrication and Falsification. No student shall intentionally alter or invent any information or citation in an academic exercise. Falsification refers to the alteration of information; fabrication refers to the invention or counterfeiting of information.

3. Multiple Submissions. Students shall not submit substantial portions of the same academic work (including oral reports) for credit more than once with instructor permission or authorization.

4. Plagiarism. Students shall not intentionally present the work of another as one's own without proper acknowledgement of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

5. Abuse of Academic Materials. No student shall intentionally abuse, cause destruction, steal or conceal library or other resource materials.

6. Complicity in Academic Dishonesty. No student shall intentionally help or attempt to help another person to commit an act of academic dishonesty.

DISCIPLINARY ACTION

Any breach of the above stated code shall be interpreted as an offense to the body politic of MCC and shall be dealt with as set forth below.

Disciplinary action (sanctions) resulting from the violation of any aspect of the *Articles of Student Conduct* are listed below. The focus of responsibility for **non-academic** student discipline that affects an individual's welfare and is not directly related to academic activities of the College resides with the Vice President of Student Services. Responsibility for **academic discipline directly related to the teaching-learning process** resides with the Vice President of Instruction.

The Vice President (or designee) shall be responsible for investigating any written allegation against a student by any employee or student for inappropriate and unacceptable behavior for, but not limited to, the violation of published rules and regulations of the College. The Vice President has the authority to probate, suspend, or expel a student. Additionally, the Vice President has the authority to restrict the student's movement and access to campus facilities. In the event of ***probation, suspension, or expulsion***, the student will be informed in writing of the Appeals Procedure for Disciplinary Action by the appropriate Vice President. In the event of ***expulsion***, a report will be filed with the President.

Charges

Any administrative official, faculty member, or student may file charges with the appropriate Vice President against any student or student organization for violations of college regulations. The individual(s) making the charge must submit a written statement which includes:

1. The name of the student(s) involved;
2. The specific code(s) of conduct violated;
3. A description of the incident(s), including the time, place, and date of the incident(s);
4. Names of person(s) directly involved or witnesses to the incident(s);
5. Any action taken related to the matter; and
6. Desired solution(s).

Preliminary Investigation

Within five (5) working days after the charge is filed, the Vice President shall complete a preliminary investigation of the charge which shall include a meeting with the student. During the meeting with the Vice President, the student shall be confronted with the evidence against him and shall be given the opportunity to respond. In instances where the student cannot be reached to schedule an appointment with the Vice President or where the student refuses to cooperate, the Vice President shall send a certified letter to the student's last known address which shall inform the student of the charges, the results of the Vice President's preliminary investigation, the Vice President's decision, and the appeal's process.

Vice President's Decision

Within five (5) business days after the charge is filed,

the Vice President shall present a final decision to the student. The Vice President's decision shall include a statement of the Vice President's determination of whether the student violated the Student Code.

1. If the Vice President determines that the student has violated the Student Code, the decision shall include:
 - A. a statement of the specific provision(s) of the Student Code that the student violated;
 - B. a statement of sanctions imposed;
 - C. a statement of the student's right to appeal the decision;
 - D. instructions governing the appeals process; and
2. If the Vice President determines that the student did NOT violate a provision of the *Student Code*, the decision shall state that the charge has been dismissed.

Sanctions

1. **Restitution:** Paying for damaging, misusing, destroying or losing property belonging to the College, college personnel, or students.
2. **Loss of Academic Credit or Grade:** Imposed as a result of academic dishonesty.
3. **Withholding Diploma, Grades, Transcript, or Right to Register:** Imposed when financial obligations to the College are not met.
4. **Verbal Reprimand:** A warning to a student against violating the Student Code from an instructor or administrative official at the College.
5. **Written Reprimand:** A written communication which gives official notice to the student that he/she has violated the Student Code and any subsequent violation of the Student Code may carry heavier penalties because of this prior infraction.
6. **Probation:** The student continues to attend class subject to *written* restrictions and/or conditions. The written restriction(s) serve as official notice to the student that he/she has violated the *Student Code* and any subsequent violation of the *Student Code* may carry heavier penalties because of this prior infraction.
7. **Interim Suspension:** Exclusion from class and/or other privileges or activities as set forth in the notice until a final decision has been made concerning the alleged violation.
8. **Suspension:** Exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time. Students who receive written notification of this sanction must get specific written permission from the Vice President of Student Services before returning to class and may be required to attend a counseling session with the MCC counseling staff.

9. **Expulsion:** Dismissing a student from campus (in writing) for an indefinite period. The student loses his or her student status. The student may be readmitted to the College only with the approval of the President.
10. **Group Probation:** May be issued to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
11. **Group Restriction:** Removing College recognition during the semester in which the offense occurred or for a longer period (usually not more than one other term). While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.
12. **Group Charter Revocation:** Removal of college recognition for a group, club, society, or other organization for a minimum of two years. Recharter after that time must be approved by the President.

Appeals Procedures for Disciplinary Action

In any case in which a student receives disciplinary action, the student has the right to appeal the decision in writing within five (5) business days of receipt of the decision to the President of the College. The President will call into session a Disciplinary Review Committee to hear the case and make appropriate recommendations back to the Vice President of Student Services.

- A. The Disciplinary Review Committee (with members and Chairperson appointed by the President) shall be composed of two (2) SGA officers or class representatives, two (2) faculty members, and two (2) non-instructional staff member.
- B. The chairperson is responsible for notifying the accused, the accuser, all witnesses, Vice President of Instruction and Vice President of Student Services of the time of the hearing, giving five (5) business day's notice. The chairperson will also notify the Vice President of Student Services, the accuser, and the President concerning the Committee's recommendation(s).
- C. The hearing must be completed within five (5) business days after notification by the President.
- D. All relevant information will be presented by the - Vice President of Student Services or witnesses of his/her choosing.
- E. The student has the right to hear all evidence against them, to face and question their accuser, to have assistance of counsel, an advisor of his/her own choice and two witnesses. Failure of the student to appear at the hearing will not prevent the committee from hearing the evidence.
- F. The Vice President of Student Services will review the recommendations of the committee and may make appropriate changes he/she deems necessary.

- This must be done within two (2) business days after receiving the committee's recommendations and a formal response submitted to the President.
- G. The President will review all findings from the Committee and the Vice President and issue a final ruling within five (5) business days of receiving the final report from the Vice President. The President's decision is final on all disciplinary appeals.

STUDENT GRIEVANCE PROCEDURE

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

1. **Grades**, which shall be resolved under the College's *Grade Contesting Policy* as outlined in the *Student Handbook* and the *College Catalog*.
2. **Attendance policies and matters of a purely academic nature**, which shall be adjudicated through the Vice President of Instruction.
3. **Matters involving allegations of sexual harassment**, which students should report, via written as well as verbal report to the Vice President of Student Services so that the matter can be resolved, or a confidential investigation immediately initiated.
4. **Residency classification**, which shall be subject to the final ruling at the campus level by the Vice President of Student Services.

The purpose of this student appeal procedure is to assure MCC students that their grievance(s) will be considered fairly, rapidly, and in a non-threatening atmosphere. In keeping with the College policy, students should initially address problems and matters of concern informally with the student(s), faculty, or staff member involved prior to resorting to formal procedures. Students are expected to make every effort to resolve any problems as they arise.

However, the College recognizes that not all student grievances will be satisfactorily settled on an informal basis. Therefore, this procedure has been adopted and applies to all appeals with the exception of disciplinary appeals, which are discussed in the Student Code section of the *Student Handbook*. Any student electing initially to pursue a grievance outside of these procedures has thereby waived the ability to pursue his/her grievance hereunder. Students having questions about the Student Grievance Procedure should contact the Vice President of Instruction or the Vice President of Student Services.

1. **First Step: Informal Resolution**

Academic Grievances. Students who have a grievance resulting from academic practices other than disruptive student behavior should attempt to resolve the issue with the appropriate faculty member, Associate Dean, or Dean. If not resolved informally, students may proceed to Step

2. Students must do so within five (5) business days of the attempt at informal resolution.

Non-Academic Grievances. Students who have a grievance that affects an individual's welfare and is not directly related to academic activities of the College should make every effort to resolve the problem on an informal basis through conversation with the individuals involved. If not resolved informally, students may proceed to Step 2. Students must do so within five (5) business days of the attempt at informal resolution.

2. **Second Step: Formal Resolution - Vice President's Review**

Student submits a written statement of the grievance to the appropriate Vice President within five (5) business days of the attempt at informal resolution. The written statement must include documentation (date, time, results, etc.) of the attempt at informal resolution. The Vice President or designee will conduct an investigation and will render a decision within five (5) business days. A student who disagrees with the Vice President's decision may elect to continue the appeal to Step 3.

3. **Third Step: Formal Resolution - President's Review**

A student who disagrees with the Vice President's decision may appeal the decision to the President of the College. This request must be submitted in writing to the President within five (5) business days after the Vice President's decision. The President will conduct an investigation and render a decision within ten (10) business days. The President's decision is final on all student grievance appeals.

The President has the authority to:

- (a) Hear from the student and the Vice President before ruling on the appeal.
- (b) Approve, modify, or overturn the decision of the Vice President.
- (c) Inform the student in writing of the final decision within ten (10) business days of the receipt of the appeal. The President's decision will be final except in cases of sexual harassment or discrimination. In those cases, the student may elect to continue the appeal to the MCC Board of Trustees as outlined below.

Appeal for Sexual Offense or Discrimination:

If a student desires to appeal the results of the Presidential investigation for a sexual offense or discrimination decision, he/she may do so in writing within five (5) business days to the Chairperson of the Board of Trustees. The Chairperson of the Board of Trustees will appoint a special committee of three Trustees to investigate and make a recommendation to the full Board within ten (10) business days. The President will administer the recommendations of the Board of Trustees.

STUDENT GOVERNMENT ASSOCIATION

Membership

All curriculum students at MCC are members of the Student Government Association (SGA) and have the opportunity to participate in the organization and control of student affairs. The SGA is the official governing agency representing the students. Students receive experience in responsible citizenship through participating in student government activities. Activities such as sports, dances, picnics, socials, and student publications are supervised and approved by the SGA, the SGA advisor, and the Vice President of Student Services, as well as the President's Administrative Cabinet of the College.

The SGA of Montgomery Community College is the official governing agency representing the students. SGA goals are:

1. To promote mutual goodwill and understanding between the student body and the officials of MCC.
2. To further, support, and protect the interests of MCC.
3. To act as representatives of and ambassadors for MCC.
4. To encourage student participation in school functions, both formal and informal.

2009-2010 SGA President
Sarah C. Miller

Activities/Publications

Activities such as sports, picnics, socials, and student publications are supervised and approved by the SGA and the Vice President of Student Services. Final approval of SGA activities comes from the Vice President of Student Services. Appeals concerning the Vice President's decisions may be made in accordance with provisions set forth in the SGA Constitution.

Procedures for Handling Funds

All chartered student organizations including the SGA must utilize the same purchasing procedures established by the Business Office for all college departments and divisions. Student organizations soliciting funds in the name of the College must deposit these funds through the Business Office. The Vice President of Student Services must approve any solicitation of funds, goods, or services by any club or organization affiliated with the MCC Student Government Association.

2009-2010 STUDENT AMBASSADORS

Shelly S. Cook
Mack L. Gaddy
Miriam R. McCaskill
Alex B. Thompson

Fundraising and Solicitation

College buildings or campus spaces may not be used to raise funds for individuals or organizations except for officially recognized college projects or organizations that have obtained prior approval from the President or her designee.

Classes, clubs, or other college groups planning to solicit contributions or to sell goods or services must request approval in writing from the Vice President of Student Services **before** the fundraising activity takes place.

Political candidates or their representatives may set up a table in the Student Lounge or just outside the lounge to talk with interested persons. Candidates or their representatives must obtain prior approval from the Vice President of Student Services prior to coming on campus. No posters should be used to announce their coming or presence except those that can be attached to the table they are using. Campaign literature may be distributed at the specified locations to persons visiting the candidates or their representatives.

SGA Clubs & Organizations

<u>Club/Organization</u>	<u>Advisor</u>
Alpha Beta Chi (Early Childhood) ...	Darlene Brown
Autobody Club	Rick Williamson
Beta Xi Omicron Chapter	Robert Nelson & (Phi Theta Kappa)
Business Technologies Club.....	Cyndi Caviness
.....	Mike Bowyer & Lisa Fagan
College Transfer Club	Bill Maher
Criminal Justice Club	Dawn Braswell
Dental Assisting Club.....	Lori McAllister
Forestry Club.....	Russell Strong & Mike Thompson
Gunsmithing Society	Wayne Bernauer
Human Services.....	Kiera DesChamps
Medical Assisting Club	Cyndi Caviness
Minority Male Mentoring Club	Margo Gaddy
Network Security Club	Sean Frank
Pottery Club.....	Mike Ferree
Practical Nursing Club	Shelia Burris
Student Ambassadors	Riley Beaman

..... **Alpha Beta Chi (Early Childhood) Club**

The organization shall be known as the MCC Alpha Beta Chi Club (Early Childhood Club). Active membership in Alpha Beta Chi is voluntary and shall be open to full and/or part-time students and employees of MCC of every race, creed, color, national origin, sex or handicap, regardless of their course of study, career or other club affiliations. The club offers advisory, honorary and alumni memberships in addition to its active member. Dues for the Alpha Beta Chi Club will be determined by the members at the first meeting of each academic year. Dues will be paid by each prospective member within 14 academic days of the first meeting of each term.

The goals and objectives of the club are:

1. To promote extracurricular educational opportunities and activities for club members
2. To provide an organization for post-classroom fellowship among members during both formal and informal Early Childhood related activities.
3. To provide available resources for community service in Montgomery and surrounding counties in the area of Early Childhood
4. To provide opportunities for club members to become advocates for families and young children.
5. To provide job related work experience in the field of Early Childhood

6. To raise funds so that the above goals and objectives can be met. This will be accomplished through various fundraising events and through the conducting of related community service projects

..... **Autobody Club**

The organization shall be known as the MCC Autobody Club. Membership is voluntary and shall consist of full and/or part-time students and employees of the College. Membership is open to all students and MCC employees regardless of race, creed, color, national origin, sex or handicap. Dues for the club will be decided by the members at the first meeting of each term. Dues will be earned by club projects. Monthly meetings will be decided by club officers. Any individual joining the MCC Autobody Club will be required to participate in the biannual Autobody Car Wash.

The goals and objectives of the club are:

1. To promote extracurricular educational opportunities and activities for club members
2. To provide an organization for post-classroom fellowship among members during both formal and informal Autobody related activities
3. To provide an organization that can offer and provide information in care and proper techniques to further the life of the car
4. Each member of the Club is responsible for participating in all fund raising activities unless prior approval is granted by Club Officers.

..... **Beta Xi Omicron Club (Phi Theta Kappa)**

The name of this chapter of Phi Theta Kappa shall be Beta Xi Omicron. The purpose of Beta Xi Omicron Chapter of Phi Theta Kappa at MCC shall be the promotion of scholarship, the development of leadership and service and the cultivation of fellowship among qualified students of the college.

Types of membership in Beta Xi Omicron shall consist of member, provisional member, alumni member, and honorary member as defined in Article IV, Section 1, of the Phi Theta Kappa Constitution and Bylaws.* Initial member qualifications are as follows:: In addition to meeting membership eligibility requirements as stated in Article IV and Chapter 1 of the *Phi Theta Kappa Constitution and Bylaws*,* each candidate for membership must have completed 12 semester hours of associate degree course work, with a

Grade Point Average of 3.5 on a 4.0 scale, and adhere to the school conduct code and possess recognized qualities of citizenship. Grades for courses completed at other institutions will not be considered when determining membership eligibility. Courses taken at MCC that are more than ten years old will not be considered when determining membership eligibility. Failure to maintain the required cumulative Grade Point Average will result in the member being removed from good standing as stated in the *Phi Theta Kappa Constitution and Bylaws*,* Chapter 1, Section 3. Failure to meet good standing requirements as stated in the *Phi Theta Kappa Constitution and Bylaws** will cause membership and all membership privileges to be revoked.

Finances for this chapter will be raised by projects voted on by a majority of the members. Payment of the international membership fee, local fee, and regional fee must be received by the chapter treasurer before members can be inducted.

.....**Business Technologies Club**
The organization shall be known as the MCC Business Technologies Club. Membership is voluntary and shall consist of full and or part-time students and employees of MCC. Membership is open to all students and MCC alumni and employees of the College whatever race, creed, color, national origin, sex, or handicap.

Dues for the club will be \$10 for the academic year beginning Fall Semester. For any portion of any academic year, the dues will be \$5.00. Two regular meeting will be held during each semester with called meetings being held at the discretion of the club officers and advisors. Any individual joining the MCC Business Technologies Club will be encouraged to participate in the club community service project on a semester basis.

The goals & objectives of the club are:

1. To promote extracurricular educational opportunities and activities for club members.
2. To provide an organization for post-classroom fellowship among the members during both formal and informal business related activities.
3. To provide an organization that can offer and provide its available resources for community service in the area of business.
4. To provide an organization that can offer and provide its available resources for community service in the area of business.
5. To provide an organization that can offer and provide its available resources for community service in the area of business.

6. To raise funds so the above goals and objectives can be met. This will be accomplished through various fund-raising events and through the conducting of business related community service projects.
7. Each member of the MCC Business Technologies Club is encouraged to participate in all fund-raising activities.
8. Anyone wishing to join the MCC Business Technologies Club during the academic year may do so and will be considered a member in good standing until the end of that academic year.

.....**College Transfer Club**
The organization shall be known as the MCC College Transfer Club. Active membership in this organization is voluntary and shall be open to all students registered and active in any MCC curriculum who are planning to transfer to a four-year institution. All members are subjected to the Constitution and by-laws of the Club. Membership in the club shall be open to all MCC students despite race, color, creed, handicap, sex, sexual orientation, religion or national origin.

The primary objective of the Club is to make the transfer process as smooth as possible, and to share information with others about each of the colleges that members are planning to attend, to make trips to tour the various campuses to gain a better understanding of the school, and to help gather information for the students who haven't yet decided which school is best for them.

Other goals and objectives of the Club include:

1. To promote college transfer opportunities and activities for club members.
2. To provide an organization for post-classroom fellowship among the members during formal and informal college transfer activities.
3. To raise funds for the above goals and objectives to be met. This will be accomplished through various fund-raising events.

.....**Criminal Justice Club**
The organization shall be known as the MCC Criminal Justice Club. Active membership in this organization is voluntary and shall be open to all students registered and active in the Criminal Justice curriculum. Membership in the Club shall be open to all registered students in the Criminal Justice curriculum despite race, color, creed, sex, sexual orientation, religion or national origin. Membership will also be open to all local law enforcement officers in Montgomery and surrounding counties. There is a one-time fee of \$4.00 for membership.

The goals and objectives of the club are:

1. To promote the professional relationship of Criminal Justice students
2. To provide additional career supportive opportunities
3. To better the community and the college relationships with local law enforcement agencies
4. To better the community and the college relationships with local law enforcement agencies
5. To stimulate student participation.

..... **Dental Assisting Club**

The organization shall be known as the MCC Dental Assisting Club. Active membership in this organization is voluntary and shall be open to full and/or part-time students registered in the Dental Assisting curriculum and to MCC employees. Membership in the club shall be open to every race, creed, color, national origin, sex or handicap. Membership may be open to Dentists and Dental Associations from the local area and surrounding counties.

Dues for Club members are \$10.00 per semester and are due within 14 academic days of the first meeting of each term. Officers for the Club will be elected by members at the first meeting each academic year.

The goals and objectives of the Dental Assisting Club are:

1. To promote the extracurricular educational opportunities and activities for club members.
2. To provide opportunities for post-classroom fellowship among the members during both formal and informal dental assisting-related activities.
3. To provide an organization which can offer and provide its available resources for community service in the area of Dental Assisting.
4. As a member of the Dental Assisting Club, one must uphold the honor and high principles of the profession. If the honor code is broken, officers of the club may take disciplinary actions on behalf of the club.

..... **Forestry Club**

The organization shall be known as the MCC Forestry Club. Membership is open to full and/or part-time students and employees at MCC. Dues for the club will be determined by the members at the first meeting of each fall term. Meetings for the club members will be established at the first meeting of the officers.

The goals and objectives of the Club are:

1. To promote extracurricular educational opportunities and activities for club members.
2. To provide an organization for post-classroom fellowship among the members during both formal and informal forestry related activities.
3. To provide an organization which can offer and provide its available resources for community service in the area of forestry.
4. To raise funds so the above goals and objectives can be met. This will be accomplished through various fund-raising events and through the conducting of forestry related community service projects.

..... **Gunsmithing Society**

The organization shall be known as the MCC Gunsmithing Society. Membership is voluntary and shall consist of full and or part-time students and employees of MCC. All members shall pay dues on a semester or annual basis. Membership is open to all students and MCC employees regardless of race, creed, color, national origin, sex, or handicap. Dues and meeting dates will be established at the first meeting of each fall term.

The goals and objectives are:

1. To promote extracurricular educational opportunities and activities for society members.
2. To provide an organization for post-classroom fellowship during both formal and informal Gunsmith-related activities.
3. To provide an organization which can offer and provide its available resources for community service in the area of Gunsmithing.
4. To raise funds so the above goals and objectives can be met through various fund raising events and Gunsmithing related community service projects.

..... **Human Services Club**

The organization shall be known as the MCC Human Services Club. Active membership in this organization is voluntary and shall be open to registered, active students enrolled in the Human Services curriculum. Membership in the Club shall be open to every race, creed, color, and national origin. Each member must be in good academic standing (have a minimum of at least a 2.00 GPA). The goals and objectives of the Human Services Club are:

1. To promote the general welfare of the Human Services students.
2. To provide additional career supportive opportunities.
3. To better school and community relations.
4. To stimulate student participation.

.....**Medical Assisting Club**

The organization shall be known as the MCC Medical Assisting Club. Membership is voluntary and shall be open to all full and/or part-time students and employees of MCC after application and payment of club dues. Membership is open to all students and MCC employees regardless of race, creed, color, national origin or sex. Dues for the club will be determined by the first meeting of each fall term. Club officers as well as tentative meeting dates and times will be established at the first club meeting.

The goals and objectives of the Club are:

1. To promote the profession of Medical Assisting in Montgomery County and surrounding areas
2. To provide an organization for post-classroom fellowship among members during formal and informal medical assisting related activities
3. To participate in service activities focused on the improvement of the health and well-being of the community
4. To raise funds for the Medical Assisting Program/Club so that goals can be met
5. To uphold the honor and high principles of the profession

.....**Minority Male Mentoring Club**

The organization shall be known as the MCC Minority Male Mentoring Club. Membership is voluntary and shall be opened to all full and/or part-time students of MCC, as well as faculty, staff and alumni. Membership is open to all students regardless of race, creed, color, national origin, sex, or handicap. Club officers, dues as well as tentative meeting dates will be determined at the beginning of each semester. Each member must be in good academic standing (maintaining a minimum of at least a 2.00 GPA).

The goals and objectives of the Minority Male Mentoring Club are:

1. To promote the general welfare of the Minority Male students.
2. To provide an organization for post-classroom fellowship among members during formal and informal mentoring related activities.
3. To provide additional career supportive opportunities.
4. Promote positive personal and social development.
5. To participate in service activities focused on the understanding diversity.

6. To raise funds so the above goals can be met. This will be accomplished through various fund raising events.

.....**Network Security Club**

The organization shall be known as the MCC Network Security Club. Active membership in this organization is voluntary and shall be open to all students registered and active in any MCC curriculum. Membership in the club shall be open to all MCC students and alumni despite race, color, creed, handicap, sex, sexual orientation, religion or national origin.

The goals and objectives of the club are:

4. To promote extracurricular educational opportunities and activities for club members.
5. To provide an organization for post-classroom fellowship among the members during formal and informal hardware and software related activities.
6. To provide additional career supportive opportunities.
7. To raise funds for the above goals and objectives to be met. This will be accomplished through various fund-raising events.
8. To provide an organization that can offer and provide its available resources for community service in the area of computers and networks.

.....**Pottery Club**

The organization shall be known as the MCC Pottery Club. Membership is open to all full and part-time students of MCC, as well as faculty and staff. Dues for the club will be established by the members at the first meeting of each fall semester.

The goals and objectives of the club are:

1. To promote extracurricular educational opportunities and activities for club members
2. To provide an organization for post-classroom fellowship among members during both formal and informal pottery related activities
3. To provide an organization which can offer and provide its available resources for community service in the area of pottery
4. To raise funds so the above goals and objectives can be met. This will be accomplished through various fund raising events and through the conducting of Pottery related community service projects.

.....**Practical Nursing Club**

The organization shall be known as the MCC Practical Nursing Club. Membership is open to full and part-time students and employees of MCC. Dues for the club will be determined by the members at the first meeting of each fall semester.

Officers will be elected at the first meeting each academic year. Meeting dates for the year will be established at the first meeting of the officers.

The goals and objectives of the club are:

1. To promote extracurricular educational opportunities and activities for club members
2. To provide an organization for post-classroom fellowship among members during both formal and informal practical nursing related activities
3. To provide an organization which can offer and provide its available resources for community service in the area of practical nursing
4. To raise funds so the above goals and objectives can be met. This will be accomplished through various fund-raising events and through the conducting of practical nursing related community service projects.

.....**Student Ambassadors**
Student Ambassadors are an honorary group of students who participate in public relations activities for the College. They provide a service to the College by serving as liaisons between the College, the students and the community. Student ambassadors provide direct leadership with student activities for the College's Student Government Association.

Organizing and Securing Approval for New Campus Clubs/Organizations

1. The proposed club or organization submits a petition to the SGA Board for recognition and recommendation to the SGA as a campus organization. The petition must include:

- a. A copy of the club's proposed constitution or by-laws;
 - b. The names of the club's organizers; and
 - c. The name(s) of the club's advisor(s). The advisor must be a full-time MCC employee who will be responsible for supervising all club activities.
2. The SGA Executive Board reviews the petition and makes its recommendation for/against approval to the Vice President of Student Services.
 3. The Vice President of Student Services shall review the petition and recommendations of the SGA Executive Board and make a final decision for/against approval with the President of the College.
 4. Clubs and organizations approved to operate on the campus are required to:
 - a. Adhere to the College's non-discriminating policy. Membership must be on a non-discriminatory basis. An open membership statement shall reflect that persons will be considered for membership regardless of race, creed, national origin, sex, or handicap.
 - b. Submit annually the names of its officers and advisor(s) to the Vice President of Student Services.
 - c. Request approval of the Vice President of Student Services to conduct all special events, social functions, fund-raising drives, or other activities.
 - d. Maintain written minutes of all meetings and file one copy with the Student Services Office.

SGA CONSTITUTION

Name And Membership

The official student governing body shall be known as the Student Government Association (SGA) of MCC. Membership shall consist of full- and part-time students who have registered for curriculum courses. All members shall have paid the required activity fee set for students by the institution. Any student registering for classes may join the SGA by paying the required activity fee. Membership is open to all students regardless of race, creed, color, national origin, sex, or handicap. Participation, however, is voluntary.

Objectives

- ❖ To form a strong responsive student body and enhance the learning process at MCC.
- ❖ To support and protect the interests of MCC.
- ❖ To develop an official means of communication between the student body and officials at MCC.
- ❖ To encourage student participation in school functions, both formal and informal.

Article I: Executive Board

The Executive Board shall consist of the elected officers of the Student Government Association, and the Vice President of Student Services.

Article II: Officers

The Student Council shall be composed of a President, Day Vice-President and Evening Vice-President, Secretary-Treasurer, curriculum and club elected representatives, SGA Advisor and the Vice President of Student Services. The Vice President of Student Services shall be considered a member in good standing of the Student Council of the SGA at all times. All SGA activities must be approved by the Vice President. Appeals concerning decisions by the Vice President of Student services shall be in accordance with Article XII, Section G.

Article III: Nominations for Offices

Section A. Nominations of candidates may be from the floor in an open meeting of the SGA curriculum and club representatives to the Student Council.

Section B. The Student Government Association meeting for the election of officers shall be sufficiently advertised at least five (5) days prior to the actual meeting.

Section C. Eligible candidates shall be composed of full-time and part-time curriculum students selected as a curriculum or club representative to the Student Council.

Section D. A candidate must be a student in good standing as defined by the College.

Article IV: Election of Officers

Section A. Election of officers shall be held within thirty (30) academic days after the opening of the fall term except the SGA Presidential Election, which will be held in Spring Semester each year.

Section B. Election shall be by secret ballot.

Section C. A candidate will be declared winner by a simple majority of the votes cast.

Section D. In the event of a tie vote, a run-off election shall be held within five (5) days following the day of the initial election.

Section E. A recount of votes cast may be demanded, after showing due cause, by a candidate within five (5) academic days following an election. The recount shall be completed within ten (10) academic days following the regular election.

Section F. A special election by the Student Council will be held to fill any occurring vacancy on the Executive Board of the Student Government Association. Public notice will be posted five (5) school days prior to the election.

Section G. Eligible voters shall be composed of full-time students and part-time curriculum students who have been selected as curriculum or club representatives from each day and evening curriculum and club at the College.

Article V: Limitations of And Resignation from Elected Offices

Section A. An individual may not hold more than one elective office concurrently.

Section B. Any elected officer may, upon presentation of a resignation to his/her fellow Student Council Officers, formally resign from elective office. The resignation does not require any signature other than the individual officer.

The student body shall be notified of any changes in the Student Council as a result of the above resignation actions.

Section C. An individual may not hold any elective office while being directly employed on a permanent part-time or full-time basis by the College.

Article VI: Term, Qualifications And Duties of The President of The SGA

Section A. Term - The term of office shall be from inauguration to inauguration with election for the President of the Student Government Association being held in Spring Semester of each year.

Section B. Qualifications - The President shall be a student in good standing enrolled in a curriculum with not less than two (2) semesters of study remaining.

Section C. Duties -

1. Be familiar with parliamentary procedure and preside at all Student Government Association and Student Council meetings, using appropriate procedures for the occasion.
2. To select members for special committees as required to fulfill the responsibilities of the Student Government Association.
3. To call unscheduled, special meetings of the Executive Board, the Student Council, or the Student Government Association upon approval of the Vice President of Student Services.
4. To act as the official representative of the Student Government Association in all matters concerning the student body.
5. The President shall have no veto power.
6. In Executive Board meetings, the President will vote only to break a deadlock or tie vote.
7. Serve as an ex-officio, non-voting member of the Board of Trustees at the College.
8. To appoint representatives to attend meetings or serve on committees as necessary.

Article VII: Term, Qualifications, and Duties of the Day Vice-President of the SGA

Section A. Term - The term of office shall be from inauguration to inauguration with election for this office being held in Fall Semester of each year.

Section B. Qualifications - The Day Vice-President shall be a student in good standing enrolled in a curriculum with no less than two (2) semesters of study remaining.

Section C. Duties -

1. To assume the duties of the SGA President in the event of the President's absence for any cause or removal or resignation from office.
2. To serve on all standing committees as a non-voting member except in case of a tie vote or deadlock.
3. To perform all functions lawfully delegated to him/her by the SGA President.
4. To serve as a bond between the day and evening students in coordination with the Evening Vice-President.

Article VIII: Term, Qualifications, and Duties of the Evening Vice-President of the SGA

Section A. Term - The term of office shall be from inauguration to inauguration with election of this office being held in Fall Semester of each year.

Section B. The Evening Vice-President shall be an evening student in good standing enrolled in a curriculum with no less than two (2) semesters of study remaining.

Section C. Duties -

1. To serve as a bond between the evening and day students.
2. To assume all duties during the evening hours of the SGA President in the event of the President's absence for any cause.
3. To perform all functions lawfully delegated by the SGA President.
4. To assume duties of the SGA President in the event of the President's or Day Vice-President's resignation or removal from office.

Article IX: Term, Qualifications, and Duties of the Secretary/Treasurer of the SGA

Section A. Term - The term of office shall be from inauguration to inauguration with election of this office being held in Fall Semester of each year.

Section B. Qualifications - The Secretary shall be a student in good standing enrolled in a curriculum with a duration of not less than two (2) semesters of study remaining.

Section C. Duties -

1. To keep the minutes of all meetings up-to-date and to provide copies of the minutes to all members of the Student Council and the Vice President of Student Services at each regular monthly scheduled SGA meeting. A copy of the minutes will be placed on file in the College President's office.
2. To be responsible for all correspondence of the Council.
3. To keep an accurate financial report of SGA funds.
4. Provide data concerning the financial status to the Student Council at its regular meetings.
5. To oversee all financial disbursements approved by the Student Council.

Article X: Curriculum & Club Representatives

Section A. Election - Nominations for curriculum and club representatives will be held during the first fifteen

(15) days of each Fall Semester in individual class meetings. One representative will be elected within each curricula and club. Day and evening curricula shall have separate representatives. Election of representatives shall be on an annual basis, except to fill vacancies that may occur during the academic year.

Section B. Dutes -

1. To represent each curriculum or club in Student Government Council meetings thus giving students a voice in all SGA elective functions.
2. To return to respective curricula or club and report contents of each SGA meeting and allow open discussion and class or club input.
3. To serve on committees as approved by the SGA President and be actively involved in Student Government affairs.
4. As a member of the Student Council, vote the desires of a majority of the group he/she represents concerning all voting matters.
5. Present to the Executive Board any business matters by his/her curriculum or club to be considered by future Student Council meetings or SGA meetings.

Section C. Attendance In Meetings - Upon two consecutive absences by the curriculum or club representative at scheduled SGA meetings, he/she may be dismissed from the Student Council and the curriculum or club will receive a notice to this effect and be asked to elect another representative, except in the nature that a valid excuse can be submitted by the said representative to the Vice President of Student Services and members of the Student Council. Meetings shall be called by the Student Council with approval of the Vice President of Student Services.

Article XI: SGA Advisor

The SGA Advisor shall be a full-time employee and member of the Student Services or Academic Affairs staff. The advisor shall have no voting power nor veto power. The advisor shall make recommendations as to the course of action to be taken by the SGA in accordance with College policies and guidelines.

Article XII: The Student Council

Responsibilities:

- A. To establish committees.
- B. To establish the time of SGA Council meetings in accordance with clearance from the Vice President of Student Services.
- C. To regulate campus elections for SGA offices.
- D. At each meeting; a simple majority shall constitute a quorum.
- E. Meeting shall be open meetings, and may be attended by any interested persons affiliated with MCC.
- F. The Student Council shall have the final decisions in all matters concerning the SGA. Decisions on all matters shall be made by a simple majority vote of the Executive Board. A quorum must have been established.
- G. Upon a fifty-one percent (51%) vote of the Student Government Association or majority vote of the Student Council, a petition for redress of grievances shall be presented first to the Vice President of Student Services. If rejected by the Vice President of Student Services, the Student Council has the authority to direct the petition to the President of the College. If the President rejects the petition and the Student Council is not in agreement with this action,

they may request that the President of MCC direct the petition to the Board of Trustees for their decision. The decision of the Board of Trustees shall be final. Upon decision of a petition to the Board of Trustees, a representative from the SGA Executive Board shall be present and shall be allowed to express the views of the Student Government Association regarding the content of the petition.

- H. No monies shall be authorized for expenditures without the consent of the Student Council. Written authorization shall be made to the Business Office. Written authorization shall bear the signatures of an SGA Officer, and the Vice President of Student Services.
- I. To recommend approval of new clubs or organizations to the Vice President of Student Services.
- J. To approve by majority vote the call for a campus wide vote on any issue or matter related to SGA affairs.

Article XIII: Standing Committees & Special Committees

Section A. Appointment - List of Officers

Standing Committees shall be appointed by the Student Government Association President and shall consist of members in good standing. Special Committees are approved for short-term special assignments. Any member of any committee shall be subject to denial or removal upon majority recommendation of the Student Council. A list of all committee members will be furnished for the student body.

Section B. The Election Committee

The Election Committee shall have the duty of establishing and monitoring election procedures, including the duties and responsibilities of setting election dates, counting the votes, establishing meeting time for the nomination and petitions of recount. The Election Committee shall be appointed by the SGA President and shall consist of five (5) Student Council representatives. From the five members, a chairperson shall be selected. All election procedures shall be handled by this Committee.

Section C. The Calendar Committee

The Calendar Committee shall have the duties and responsibilities of working with the Vice President of Student Services in establishing a school calendar of events, both formal and informal, curriculum or non-curriculum. The Calendar Committee, by its very nature, will be required to work very closely with other committees in establishing a calendar of events and specifying dates for the events.

Section D. The Publicity Committee

The Publicity Committee shall have the duties and responsibilities of publicizing any and all SGA functions. The Publicity Committee may be called upon from time to time to aid the faculty and staff of MCC in advertising campaigns and publicity.

Section E. The Social Committee

The Social Committee shall have the duties and responsibilities of deciding upon formal and informal events of a social nature affecting the students. The Committee shall also have the responsibility for planning, organizing and carrying out the events under its jurisdiction, and shall be held responsible for the precise management of the events.

Section F. The Budget Committee

A Budget Committee shall be appointed by the SGA President from members of the Student Council. This committee shall draw up a budget and present it to the Student Council. Upon majority vote by members present, the budget shall be forwarded to Vice President of Student Services for approval.

Article XIV: Impeachment

A. Against SGA Officers

Impeachment proceedings may be started by petition signed by fifty-one percent (51%) of the SGA members as defined under the "Name and Membership" section, or two thirds (2/3) of the Student Council. This petition must be presented to the Secretary who will present it at the next regular meeting of the Student Council. After the petition is read at the Student Council meeting the council shall have five consecutive school days to reach a verdict Student Council or the Student Government Association.

- B. Against Elected Curriculum or Club Representatives
Any representative shall be removed from office by a majority vote in favor of removal by the Student Council. Verdict of conviction by two thirds (2/3) secret vote of the Student Council shall call for removal from office only. No further action shall be taken against the defendant by the SGA

Article XV: Power of Veto by MCC Board of Trustees

- A. The Board of Trustees of MCC shall have and are granted final authority under and in keeping with this constitution to over-rule action taken in the Student Council. This action by the Board of Trustees is looked upon as a last resort action, and will be used only in the direst circumstances.
- B. If the Board of Trustees of MCC over-ruled action taken by the Student Council as representatives of the Student Government Association, they (the Board of Trustees) shall submit, within fourteen (14) days, in written form, their reasons for over-ruling the action. The written form shall be submitted directly to the President of MCC.

Article XVI : Amendments

Amendments to this constitution will be necessary. When the Student Government Association and the Student Council deem it necessary, the constitution may be completely revised or amended. Revision or amendment shall require two thirds (2/3) majority vote of the members present at a special called meeting of the SGA. A Constitution Study Committee shall consist of at least five (5) members of the Student Council. The Constitution Study Committee will elect one member as chairperson. Revisions or amendments of this constitution must be approved by the Student Government Association and Vice President of Student Services; then presented to the MCC Board of Trustees by the Vice President of Student Services.

Article XVII: Budget

An annual budget shall be prepared and approved by the Student Council prior to being forwarded to the Vice President of Student Services who has the authority for all SGA matters.