



Montgomery Community College



Student Handbook 2016-2017

Celebrating Student Success Since 1967



Revisions to sections of Student Code pending MCC Board of Trustees approval – October 2016

2016-2017 Student Handbook
Volume 34: 2016-2017 Academic Year
Published by
Montgomery Community College

1011 Page Street
910-576-6222

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 *2016-2017 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.

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Welcome to Montgomery Community College!

Making the decision to enroll at MCC was your first step toward achieving an important educational goal. Whether your personal goal is the completion of one course or the completion of a degree, we are glad you decided to give MCC the opportunity to be involved in your educational plans.

Whether you are taking traditional face-to-face classes on campus, are enrolled in online classes, or are using a combination of both methods, the staff, faculty, and administration of Montgomery Community College are here to provide support, guidance, and encouragement.

Thank you for allowing MCC to be a part of your success!

Beth Smith

Beth Smith
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 our students, faculty, staff and community.

MISSION STATEMENT

Montgomery Community College provides quality educational opportunities.

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, and 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. If you have questions, the Student Services staff is here for you. The Student Services Division is located in Building 100. Stop by, e-mail, or call us at 910-576-6222. Following is a list of staff members and their primary areas of responsibility.

Beth S. Smith, Vice President of Student Services Ext. 225smithb@montgomery.edu

Admissions, Recruiting, & Registration

Karen S. Frye, Enrollment Coordinator Ext. 240fryek@montgomery.edu

Admission and registration; adding/dropping/auditing a class; withdrawal from the college; educational records; grades, grade reports, & grade point average; graduation; transcripts

Savannah M. Heath, Director of Student Life & Recruitment Ext. 264heaths@montgomery.edu

Recruitment; Student Ambassadors; Student Government Association; housing information; student discipline

Tavia T. Housley, Enrollment Specialist Ext. 220housleyt@montgomery.edu

Admission and registration assistance; assistance with prospective students; changes of address, telephone number, major, or name; student insurance

Diana P. Sanchez, High School Liaison Ext. 537sanchezd@montgomery.edu

Career & College Promise coordination; assistance with Early College; translation/interpretation services

Crystal T. Thomas, Student Activities Assistant/Bookstore Liaison..... Ext. 515thomasc@montgomery.edu

Minority Male Initiative advisor; SGA co-advisor; General Store operations; e-Campus Bookstore liaison

Counseling & Assessment Services

Natalie C. Winfree, Director of Counseling Services Ext. 210winfreen@montgomery.edu

Academic, personal, and career counseling; placement testing; special needs services (ADA); tutorial services

Carol M. Hendrix, Special Programs Assistant Ext. 223hendrixc@montgomery.edu

Placement testing; assistance with tutorial services

Financial Aid

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

Tammy V. Owens, Financial Aid Assistant Ext. 336owenst@montgomery.edu

Pell Grant, work study, scholarships; child care assistance; veterans benefits

Information Desk

Phyllis H. Parsons, Administrative Assistant Ext. 600parsonsp@montgomery.edu

Carmen R. Simpson, Evening Receptionist Ext. 600simpsonc@montgomery.edu

Information; first aid; lost and found; telephone messages; money lost in vending machines

Visitors should report to the Information Desk in Building 100 upon arrival.

POLICIES AND 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

The MCC Virtual Bookstore may be accessed through the college's website (www.montgomery.edu). Students place their textbook orders through the virtual bookstore and have the books delivered to their home address.

Cell Phones & Pagers

Cell 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 Director of Counseling Services. 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, or certificate. Contact the Enrollment Coordinator 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 administrator 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.

Online 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:

- ❖ Be familiar with basic hardware requirements;
- ❖ Be able to save and retrieve files;
- ❖ Have access to the appropriate software applications or plan to use one of the MCC computer labs;
- ❖ Have a working knowledge of Windows;
- ❖ Be familiar with e-mail, including how to attach files with e-mail messages; and
- ❖ 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*, 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 a 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 Vice President of Student Services/Registrar is responsible for the maintenance of educational records. Records are housed in Student Services at the main campus.

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, transcripts may not be released to a third party without the written consent of the student."

- III. MCC will review academic records periodically and will remove records after five years of nonenrollment. 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, birth date, 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 Vice President of Student Services 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 Enrollment Coordinator 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 and Drink in the Classroom

To keep college facilities clean and to protect computers and other equipment, food and drink are allowed only in designated areas.

Food Service

Vending machines containing a selection of snacks and beverages are available in several locations on campus.

General Store

The MCC General Store is located in the Library in Building 200. School supplies, apparel, book bags, and some specialty supplies are available for purchase.

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 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

As part of the registration process, you will be issued a photo identification (ID) card. **You should carry this card with you at all times while on campus.** This card will allow you to check out 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, they should call Student Services at 910-576-6222, Extension 600, to try to reach you. We do not have a paging system and it can be difficult to get messages to students. If you have a child in daycare or school, you should have an additional contact person listed with them in the event that you cannot be reached at MCC. Messages will be posted on the message board located in the Student Services area in Building 100. If possible, emergency messages will be delivered to the classroom.

Minority Male Success Initiative

The Minority Male Success Initiative 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 Student Services staff in Building 100.

Parking and Vehicle Operation Regulations

All MCC students should receive a parking permit during the registration process. **Your permit should be placed at the bottom left of the back windshield of your vehicle.**

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 at the owner's expense.**

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 and park 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_paraphr.html
- <http://condor.stcioudstate.edu/~scogdill/339/paraphra.html>

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

Schedule Changes (Drop/Add)

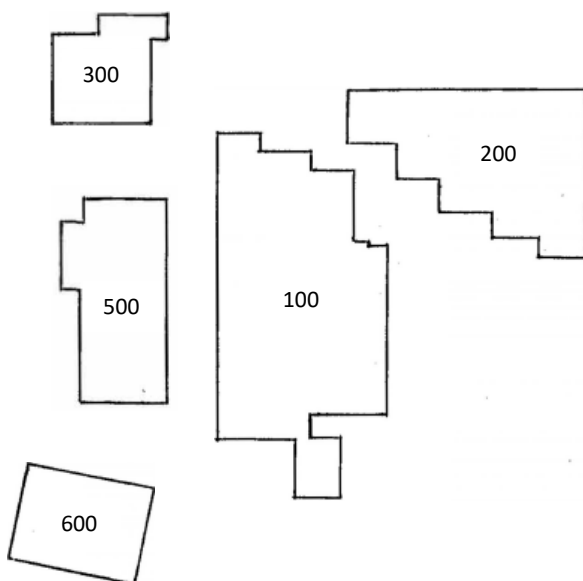
Beginning with the first day of classes, students wishing to drop and add classes must do so at the same time or incur a 25% penalty. Any changes in a student's schedule because of class conflicts, canceled classes, or dropping or adding a class must be submitted to the Enrollment Coordinator on a completed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

Smoking and Use of Tobacco Products

Smoking and using other forms of tobacco products is prohibited in all campus buildings and facilities owned, leased, or operated by MCC, including outside areas; on campus grounds or facilities that are the property of the college; in school-owned vehicles; and at lectures, conferences, meetings, and social/cultural events held on college property or campus grounds.

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: Your Social Security number is required for all financial aid programs and services.



Montgomery Community College Campus Buildings

- 100 – Information Desk, Business Office/Cashier's Window, Career Readiness (high school equivalency), Continuing Education, NCWorks Career Center/ESC, Small Business Center, Student Services (admissions, registration, financial aid, counseling), auditorium, computer labs, general classrooms, science labs, vocational shops/labs
- 200 - Library, Distance Learning, General Store, computer labs, general classrooms, President's Office
- 300 - Arts & crafts classes
- 500 - AC & Refrigeration, BLET/Criminal Justice, Electrical Systems/Industrial Systems, Human Services
- 600 - Forest Management

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 and 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 and former 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 College does not discriminate against students' speech based on views or content; however, the College does prohibit such speech that, based on the perception of a reasonable person under the circumstances, is objectively severe or pervasive enough to disruptive and/or affect others' ability to participate in the College's programs and activities.

The *Student Code* is directed toward breeches 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 provided, however, that the conduct must be objectively severe or pervasive enough that a reasonable person would agree that the actions are disruptive and/or affect others' ability to participate in the College's programs and activities. Additionally, 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;
6. Blocking pedestrian or vehicular traffic on or into any part of the campus; and
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 is prohibited in all campus buildings, facilities or property owned, leased or operated by MCC, including outside areas; on campus grounds or facilities that are the property of the college; in school-owned vehicles; and at lectures, conferences, meetings and social/cultural events held on college property or campus grounds.
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. This provision is not intended to regulate content/view or suppress student speech. Rather, this provision is intended to require students to exercise self-discipline and display courtesy expected of mature adults when dealing with others in a College environment. Examples include, but are not limited to: verbal outbursts in class towards fellow students and making personal insults towards other students that, from the perspective of a reasonable person, objectively have no bearing or relationship to the academic setting or discussion. 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. Discrimination, Harassment, and Sexual Based Violence

Montgomery Community College (“College”) strives to make its campus inclusive and a safe and welcoming learning environments for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations¹ and pursuant to College policy, the College prohibits discrimination in its activities, services and programs based on race, religion, ethnicity, national origin, gender, gender identity, gender expression, sexual orientation, sex, age, disability, genetic information and veteran status.

1. DEFINITIONS

The following definitions shall apply to these Procedures and shall be collectively referred to herein as “discrimination, harassment and sexual-based violence.”¹ The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student’s speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

A. Confidential Employee – is not a Responsible Employee and is not required to report incidents of sexual misconduct to the College’s Title IX Coordinator if confidentiality is requested by the

student. Campus counselors are considered Confidential Employees. If a student is unsure of someone’s duties and ability to maintain one’s privacy, the student should ask the person before he/she speaks to him/her.

- B. Consent – explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual:
 - i) is forced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.
- C. Dating Violence – crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship.
- D. Discrimination – any act or failure to act that unreasonably differentiates treatment of others based solely on their Protected Status and is sufficiently serious, based on the perspective of a reasonable person, to unreasonably interfere with or limit the ability of that individual to participate in, access or benefit from the College’s programs and activities. Discrimination may be intentional or unintentional.
- E. Domestic Violence – crimes of violence against a current or former spouse or intimate partner, a person with whom the student shares a child in common, a person with whom the student cohabitates or has cohabitated as a spouse, a person similarly situated to the student as a spouse, a person who is related to the student as a parent, child or person who is related to the student as a grandparent or grandchild.
- F. Harassment – a type of Discrimination that happens when verbal, physical, electronic or other behavior based on a person’s Protected Status interferes with a person’s participation in the College’s programs and activities and it either creates an environment that a reasonable person would find hostile, intimidated or abusive or where submitting to or rejecting the conduct is used as the basis for decisions that affect the person’s participation in the College’s programs and activities.

¹ The Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Title II of the Genetic Information Nondiscrimination Act of 2008; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Jeanne Clery Disclosure of Campus Security and Campus Crime Statistic Act; Violence Against Women Act; and Chapter 168A of the North Carolina General Statutes (North Carolina Persons with Disabilities Protection Act); the Federal Campus Sexual Assault Victims’ Bill of Rights.

- G. Protected Status – means race, religion, ethnicity, national origin, gender, gender identity, gender expression, sexual orientation, sex, age, disability, genetic information and veteran status
- H. Rape – as stipulated by the Federal Bureau of Investigation’s (FBI) updated definition in the UCR Summary Reporting System means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any sex of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
- I. Responsible Employee – a College employee who has the authority to take action to redress sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX coordinator or other appropriate designee; or who a student reasonably believes has this authority or duty. The College’s Responsible Employees include all College administrators (Deans, Directors, Coordinators and Vice Presidents). If a student is unsure of someone’s duties and ability to maintain one’s privacy, the student should ask the person before he/she speaks to him/her.
- J. Sexual Assault – subjecting any person to contact or behavior of a sexual nature or for the purposes of sexual gratification without the person’s expressed and explicit consent.
- K. Sexual or Gender-Based Harassment – unwelcome sexual advances, requests for sexual favors and other verbal, physical, or electronic conduct of a sexual nature that, from the perspective of a reasonable person, creates a hostile, intimidating, or abusive environment; involve verbal, physical, or electronic conduct based on a person’s sex, gender, or sex-stereotyping that, from the perspective of a reasonable person, creates a hostile, intimidating, or abusive environment, even if those acts do not involve conduct of a sexual nature; or include harassment for displaying what is perceived as a stereotypical characteristic for one’s sex or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, gender identity, or gender expression of the person(s) involved.
- L. Stalking – engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial

emotional distress by placing that person in fear of death, bodily injury or continued harassment.

2. REPORTING

All members of the College community are expected to take appropriate action to prevent discrimination, harassment and sexual-based violence. All Responsible Employees are required to report such alleged acts to the appropriate College officials. All Responsible Employees receiving a complaint of discrimination, harassment or sexual based violence shall immediately refer the complaint to the appropriate person. For acts of sexual based violence, Responsible Employees shall inform the Complainant of the right to contact law enforcement.

If a student wishes to keep the details of an alleged incident confidential, he/she should speak with a Confidential Employee, health service provider or off-campus counselors in order to maintain confidentiality. Campus counselors are available to help students free of charge and can be seen on an emergency basis. For information on the College’s counseling services, contact the Vice President of Student Services at (910) 576-6222, Extension 225.

Reports of sexual and gender-based harassment and sexual-based violence should be made to the College’s Title IX Coordinator: Vice President of Student Services, Montgomery Community College, 1011 Page Street, Troy, NC 27371, (910) 576-6222, Extension 225.

The Coordinator shall receive annual training on issues related discrimination, harassment and sexual-based violence and how to conduct a fair and impartial investigation that protects alleged victims and promotes accountability.

Reports of disability discrimination should be made to the College’s Director of Disability Services, Montgomery Community College, 1011 Page Street, Troy, NC 27371, 910-576-6222, Extension 210. All other issues raised hereunder should be reported to the Vice President for Student Services. For the remainder of these Procedures, the person who receives an initial report shall be referred to the “Coordinator.”

3. INITIAL INVESTIGATION

Members of the College community are encouraged, but not required, to resolve issues informally and may attempt to do so directly with the other party or with the assistance of a supervisor or other College official. In circumstances in which informal process fails or is inappropriate, in the cases of sexual harassment and sexual-based violence, or in which the Complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the following procedures:

- A. Individuals filing complaints (“Complainants”) are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Coordinator shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the College’s Human Resources Coordinator. During the course of the investigation, the Coordinator may consult with other relevant College administrators and the College Attorney.
- B. During the investigation, the Coordinator shall meet with the Complainant and the alleged Perpetrator and give each party an equal opportunity to provide evidence, including informing the Coordinator of any potential witnesses. Both parties will be provided access to any information provided by the other in accordance with any federal or state confidentiality laws.
- C. During the investigation process, the Coordinator may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to completed coursework); or the directives that include no contact between the involved parties.
- D. A confidential file regarding the complaint shall be maintained by the Coordinator. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceeding alleging sexual harassment or sexual-based violence.
- E. The Coordinator shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If nature of the investigation requires additional time, the Coordinator may have an additional ten (10) calendar days to complete the investigation. The Coordinator shall notify the parties of this extension.
- F. Upon making the complaint, Complainants alleging sexual harassment and sexual-based violence will be immediately notified that they have to right to seek additional assistance from law enforcement and have the right to seek, among other things, judicial no-contact, restraining and protective orders. Complainants will also be notified of available counseling services and their options of changing academic situations and other interim protective measures.

4. DETERMINATION AND APPEAL

A. Coordinator’s Report and Determination

The Coordinator shall prepare a report of his/her investigation and review the report with both the Complainant and the alleged Perpetrator and, if appropriate, implement any corrective and/or disciplinary action based on the preponderance of the evidence. Appropriate disciplinary action shall depend upon the seriousness of the misconduct and may include: a warning, written reprimand, suspension, expulsion from College property or denial of access to College services or programs.

Any disciplinary action will be implemented immediately and shall not be tolled pending an appeal.

B. Appeal to the President

If the Complainant or alleged Perpetrator is dissatisfied with the Coordinator’s determination, s/he may appeal to the President within five (5) calendar days upon receipt of the Coordinator’s report.

Upon receipt of the appeal, the President shall convene a Review Committee (“Committee”) to hear the matter and provide a non-binding recommendation.

1. Committee Membership

The Committee shall be composed of the following members: i) one faculty and one staff member; and ii) and one senior administrator who will serve as the Chair. All Committee members shall be appointed by the President and shall receive training on conducting hearings for this process.

2. Hearing Procedures

a. The Committee must meet and hold the hearing within ten (10) business days of receipt of the appeal from the President. At least five (5) business day prior to the date set for the hearing, the Chair shall send notification to the Complainant and alleged Perpetrator the time and place of the hearing and the members of the Committee.

The Committee’s hearing shall be de novo; provided, however, that the President shall inform the Committee of the Coordinator’s prior disciplinary determination, if any.

At least two (2) business days prior to the hearing, the parties will notify the Chair whether or not they will be represented by legal counsel. Failure to notify the Chair regarding legal counsel could result in the hearing being continued until such time that the College can have its legal counsel present. Should the College’s legal counsel attend, he/she shall serve as the procedural officer for the hearing.

Also, at least two (2) business days prior to the hearing, the Complainant and alleged Perpetrator have the right to request, in writing, that the President disqualify any member of the Committee for prejudice or bias. The request must contain specific reasons and must be sent directly to the President. The President shall consider the matter and if such disqualification occurs, the President shall replace the disqualified member with an individual from the same employment category.

b. The following due process rights shall apply to the hearing:

1. Each party has a right to have legal counsel and/or an advocate present. The role of the legal counsel or advocate is solely to advise the individual. Except for a closing argument, the legal counsel or advocate shall not have the right to address the Committee.
2. Each party has the right to produce witnesses on their behalf.
3. Each party has the right to present testimonial and documentary evidence.
4. Each party has the right to be present and hear the witnesses presented for both sides.
5. Each party has the right to testify or to refuse to testify without such refusal being detrimental.

c. The following hearing procedures shall apply:

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the parties; legal counsel and/or advocate; and Committee members and the College attorney. Witnesses shall only be present in the hearing room when giving their testimony.
2. The Complainant shall have an opportunity to make an opening statement and present evidence and witnesses to the Committee. Committee members may ask questions to the witnesses.
3. The alleged Perpetrator will then have an opportunity to make a short opening statement and present evidence and witnesses to the Committee. Committee members may ask questions to the witnesses.
4. Each side will have an opportunity to make a short, closing argument with the Complainant going first.
5. The College will make an audio recording of the hearing.

6. Formal rules of evidence do not apply and the Committee may rely on evidence that a reasonably prudent person would consider in the conduct or serious affairs. A preponderance of evidence shall be the standard of evidence used at the hearing. Redundant testimony and character witnesses may be limited by the Chair of the Committee.

7. Upon completion of a hearing, the Committee shall meet in closed session. The College Attorney may be present to provide the Committee with legal advice. Based on a preponderance of the evidence standard, the Committee shall review the evidence and make a written, non-binding recommendation to the President within five business days. The parties shall also receive a copy of the non-binding recommendation.

d. Within five business days after receipt of the Committee's nonbinding recommendation, the President will render a final written decision. Both parties shall receive a copy of the decision.

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.

For the purpose of this section, a self-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.

Any person violating the provision of this 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 find and imprisonment, not to exceed five hundred dollars (\$500) 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. 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.

For additional information, please go to college web site at www.montgomery.edu and click on the Campus Security Report link.

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 without 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 initially with the Director of Student Life, in consultation with the Vice President of Student Services; final authority rests with the Vice President. Responsibility for **academic discipline directly related to the teaching/learning process** resides with the Vice President of Instruction.

The Vice President/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 college representative. 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/designee 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/designee or where the student refuses to cooperate, the Vice President/designee 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/designee's preliminary investigation, the Vice President's decision, and appeals 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, which shall include a statement of the 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 Code that the student violated; (b) a statement of sanctions imposed; (c) a statement of the student's right to appeal the decision; and (d) instructions governing the appeals process.
2. If the Vice President determines that the student did NOT violate a provision of the 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 senators, two (2) faculty members, and two (2) non-instructional staff members.
- 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 days 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/COMPLAINT PROCEDURE

A grievance or complaint 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 *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. *Note: Upon implementation of the State-mandated Residency Determination Service (RDS) in 2017, individual colleges will no longer have the authority to determine initial residency or to change a student's residency. Students wishing to appeal residency determination will be required to submit the appeal to the RDS office.*

The purpose of this student appeal procedure is to assure MCC students that their grievances/complaints 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/complaints 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/complaint outside of these procedures has thereby waived the ability to pursue his/her grievance/complaint hereunder. Students having questions about the Student Grievance/Complaint Procedure should contact the Vice President of Instruction or the Vice President of Student Services.

1. First Step: Informal Resolution

Academic Grievances/Complaints. Students who have a grievance/complaint resulting from academic practices other than disruptive student behavior should attempt to resolve the issue with the appropriate faculty member, Program Head, 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/Complaints. Students who have a grievance/complaint 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/complaint 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/complaint 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; and
4. To encourage student participation in school functions, both formal and informal.

Activities/Publications

Activities such as sports, picnics, socials, and student publications are supervised and approved by the SGA, the Director of Student Life, and the Vice President of Student Services. Final approval of SGA activities comes from the Vice President. 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 Director of Student Life and 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.

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 Outpost Student Union or just outside the union to talk with interested persons. Candidates or their

representatives must obtain prior approval from the college President 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.

2016-2017 SGA Officers

President Adam Sexton
 Day Vice-President Brooke Thompson
 Evening Vice-President Lucas Tallent
 Secretary-Treasurer Christian Yeager
 Public Information Officer Dianne Jones

2016 – 2017 Student Ambassadors

Sandra Clyburn
 Katie Davis
 Rebecca Nelson
 Lucas Tallent

SGA Clubs and Organizations

| <u>Club/Organization</u> | <u>Advisor</u> |
|---|------------------------------------|
| Alpha Beta Chi (Early Childhood)..... | Darlene Brown |
| Beta Xi Omicron Chapter of Phi Theta Kappa | Robert Nelson & Cyndi Caviness |
| Criminal Justice Club..... | Tracy Wyrick |
| Dental Assisting Club | Lori McAllister |
| Forestry Club | Russell Strong & Mike Thompson |
| Gunsmithing Society..... | Mark Dye |
| Human Services Club | Amy Friery |
| Medical Assisting Club..... | Cyndi Caviness |
| Minority Male Mentoring Club..... | Crystal Thomas |
| Phi Beta Lambda..... | Mike Collins |
| Practical Nursing Club..... | Lynne Hancock |
| Student Ambassadors..... | Savannah Heath |
| Student Government Association..... | Savannah Heath & Crystal Thomas |
| Veterans Club | Tammy Owens |

SGA CLUBS & ORGANIZATIONS

..... **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; and
6. To raise funds through various fundraising events and community service projects so that the above goals and objectives can be met.

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

The name of this chapter of Phi Theta Kappa Honor Society shall be Beta Xi Omicron. The purpose of the 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*.

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.

..... **College Transfer Club (currently inactive)**

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 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; and
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 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 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 that can offer and provide its available resources for community service in the area of Dental Assisting; and
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 that can offer and provide its available resources for community service in the area of forestry; and
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 of the club 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 that can offer and provide its available resources for community service in the area of Gunsmithing; and
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 with a minimum GPA of at least a 2.00.

The goals and objectives of the 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; and
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; and
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, and 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 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; and
6. To raise funds through various fundraising events so the above goals can be met.

.....**Phi Beta Lambda**

The organization shall be known as the MCC Phi Beta Lambda (PBL) 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 regardless of race, creed, color, national origin, sex, or handicap.

Payment of the federal, state, and local annual dues will be discussed at the beginning of the semester. Any individual joining the PBL Club will be encouraged to participate in the club community service project on a semester basis.

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 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 fundraising events and through the conducting of business related community service projects;
7. Each member of the Club is encouraged to participate in all fund-raising activities; and
8. Anyone wishing to join the PBL Club during the academic year may do so and will be considered a member in good standing until the end of that academic year.

.....**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 that can offer and provide its available resources for community service in the area of practical nursing; and
4. To raise funds through various fundraising events and through practical nursing related community service projects so the above goals and objectives can be met.

.....**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.

.....**Veterans Club**

The organization shall be known as the MCC Veterans Club. Membership is open to employees and registered students who are military veterans. Appointed or elected officers must have served honorably in the United States Armed Services and must be of good standing in the community and sound moral character. The club will have no rules, policies, or practices that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

The goals and objectives of the club are:

1. To provide a network or support to military veterans, their families, and civilian supporters;
2. To educate the college community about the experiences of military veterans;
3. To work with the college administration to meet the needs of student veterans and prospective student veterans;
4. To address student veterans' concerns through scheduled meetings, advocacy, social, and recreational activities; and
5. To foster esprit de corps among student veterans and promote an understanding of student veterans issues.

**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 Director of Student Life and the Vice President to conduct all special events, social functions, fundraising 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 curriculum 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 SGA and the Vice President of Student Services.

Article II: Officers

The Student Council shall be composed of a President, Day Vice-President, Evening Vice-President, Secretary-Treasurer, curriculum and club elected senators, 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 of Student Services. 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 senators to the Student Council.

Section B. The SGA 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 senator 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 SGA. 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 senators 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 SGA 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 SGA 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 SGA.
3. To call unscheduled, special meetings of the Executive Board, the Student Council, or the SGA upon approval of the Vice President of Student Services.
4. To act as the official representative of the SGA 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 and Club Senators

Section A. Election - Nominations for curriculum and club senators will be held during the first fifteen (15) days of each Fall Semester in individual class meetings. One senator will be elected within each curricula and club. Day and evening curricula shall have separate senators. Election of senators shall be on an annual basis, except to fill vacancies that may occur during the academic year.

Section B. Duties -

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 senator 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 senator, except in the nature that a valid excuse can be submitted by the said senator 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 SGA 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, 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 SGA 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 SGA 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 senators. 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. 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.

B. Against Elected Curriculum or Club Senators

Any senator 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 overrules action taken by the Student Council as representatives of the SGA, 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 SGA 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 SGA 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.

2016-2017 ACADEMIC CALENDAR

Fall Semester 2016

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|-------------------------------|---|
| August 10 | Late registration |
| August 15 | Classes begin |
| August 24 | Last day to drop classes with a 75% tuition refund |
| September 5 | Labor Day holiday |
| October 10 - 11 | Fall break |
| October 12 | Mid-term |
| October 13 | 2 nd 8-weeks session begins |
| October 24 – November 4 | Advising for Spring Semester (current students) |
| October 24 | WebAdvisor opens for current students |
| November 1 | Financial Aid priority deadline for Spring Semester |
| November 7 – 18 | Spring Registration by Appointment (new students) |
| November 7 | WebAdvisor opens for all students |
| November 9 | Last day to drop w/W |
| November 22 - 27 | Thanksgiving holiday break |
| December 13 | Term ends |

Spring Semester 2017

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|-----------------------------|--|
| January 3 | Late registration |
| January 6 | Classes begin |
| January 16 | Martin Luther King holiday |
| January 18 | Last day to drop classes with a 75% tuition refund |
| February 28 – March 4 | Spring break |
| March 9 | Mid-term |
| March 10 | 2 nd 8 weeks session begins |
| March 13 – 24 | Advising for Summer Session (current students) |
| March 13 | WebAdvisor opens for current students |
| April 1 | Financial Aid priority deadline for Summer Session |
| April 3 – 13 | Summer registration by appointment (new students) |
| April 3 | WebAdvisor opens for all students |
| April 7 | Last day to drop w/W |
| April 14 – 17 | Easter holiday |
| May 8 | Term ends |
| May 10 | Graduation |

Summer Session 2017

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|--------------------|--|
| May 17 | Late registration |
| May 22 | Classes begin |
| May 25 | Last day to drop classes with a 75% tuition refund |
| May 29 | Memorial Day holiday |
| June 19 | Mid-term |
| June 19 – 30 | Advising for Fall Semester (current students) |
| July 1 | WebAdvisor open for current students |
| July 1 | Financial Aid priority deadline for Fall Semester |
| July 3 – 9 | Independence Day holiday break |
| July 10 – 21 | Fall registration by appointment (new students) |
| July 10 | Last day to drop w/W |
| July 10 | WebAdvisor open for all students |
| July 24 | Term ends |

- **Tuition refunds** will be made each term in accordance with legislative guidelines; details are available in Student Services.