Policies and Procedures

Administrative Office Hours
The administrative offices are open Monday through Thursday from 8 a.m. to 5 p.m.; Friday 8 a.m.-4 p.m. unless otherwise posted. Office hours are subject to change during the summer months. Evening supervision is provided on both the Person and Caswell County campuses in coordination with course offerings.

Inclement Weather Policy and Procedures

Curriculum and Extension Classes

- If weather conditions are sufficiently severe to cause hazardous highway driving conditions and/or limit accessibility to the campus, the President or his designee may cancel classes.

- Announcements regarding the cancellation of classes due to inclement weather will be made as soon as possible in order to eliminate the need of telephoning or the unnecessary start of travel. Attempts to publicize decisions affecting day classes will be made by 6 a.m. at the latest, and evening class cancellations will be made by 4 p.m. on the affected day. Class cancellations will be publicized on the following radio stations:

  - WKRX-Roxboro (1430 AM), WRXO-Roxboro (96.7 FM), WCBQ-Oxford (1340 AM), WHLF-South Boston, VA (1400 AM), WAKG-Danville, VA (103.3 AM), WRAL-Raleigh (101.5 FM), WPCM-Burlington (101.1 FM), and WUNC-Chapel Hill (91.5 FM).

The following television stations will carry notices of class cancellations:

  - WTVD-Durham (Channel 11), WRAL-Raleigh (Channel 5) and WFMY-Greensboro (Channel 2).

Once class cancellations have been aired on any station(s), the plan will be maintained for that day. If you do not hear the announcement on either radio or television, classes will be held as scheduled.

- When the College is operating on a delayed opening schedule, classes will be held for the remainder of time left that day for all classes that are scheduled to be in session at the time that the College opens.

  For example, with a two hour delay, all classes that would have normally been in session at 10 a.m. will commence at 10 a.m. for the remainder of the class period that is left and that time. In this case, a course that is scheduled for 9:45 to 11 a.m. will begin at 10 a.m. and go to 11 a.m. The lost 15 minutes will be rescheduled at a later date or dealt with through an extra assignment. For purposes of consistency, this will hold true for all classes that would have been in session when the College opens, regardless of the amount of class time left. Therefore, if the College delays opening to 9 a.m. (a one hour delay), and a class is normally scheduled from 8 a.m. to 9:15 a.m., that class will meet from 9 a.m. to 9:15 a.m.

- Scheduled hours missed due to inclement weather must be rescheduled or made up in an approved manner at the convenience of the majority of the students, including online using the course instructional shell. The instructional supervisor, all enrolled students and other appropriate College officials are notified in advance of the make-up plans.

- In the case of inclement weather, individual classes that are cancelled due to the absence of an instructor when the President has not canceled classes are scheduled for make-up as defined in above. All enrolled students, the appropriate instructional supervisor and other appropriate College officials are notified in advance by the instructor of the new make-up schedule.

Campus Visitations

Visitors to the campus who are driving their own vehicles must check in at the Administration Building reception area. If the visitor is staying for over one hour, he or she is asked to park in the student parking lot. Visitors will be given a Visitor’s Parking Permit at the Administration Building reception desk.

While friends and relatives of students or other visitors are welcome on the Piedmont Community College campus, these persons must agree to conduct themselves according to the Student Code of Conduct. Visitors who refuse to abide by this Code are asked to leave by security personnel or by other administrative personnel. Any problems are referred to the civil authorities if necessary. All visitors may be asked to present their identification and state their business by staff members of Piedmont Community College.

Visitors who are waiting for students are requested to remain in the Campus Center. Visitors who would like a tour of the campus may request this at the reception area of the Administration Building and arrangements will be made for a guide.

While students are encouraged to invite their families to campus for planned student activities such as Awards Night and Graduation, visits on campus by young children are discouraged except for these appropriate occasions. Children must be under adult supervision at all times. The College will not assume responsibility or liability for unsupervised children.

Bringing children to campus for extended periods of time or on a regular basis is prohibited. When attending classes, students should not bring children with them to campus. Children should not be brought to other campus facilities such as the Student Center, Student Success Center, or Learning Resources Center except for brief and occasional visits.

Facilities Utilization

All community groups wishing to use the Piedmont Community College facilities must apply to the Vice President for Administrative Services.
Code of Conduct
All students at Piedmont Community College have the same rights and privileges of any adult citizen of the United States. The students at Piedmont Community College are required to conduct themselves at all times as responsible adults. Therefore, such acts as stealing, cheating, plagiarizing, gambling, using profane language, engaging in personal, physical or verbal combat, smoking in unauthorized areas, damaging or destroying school property or possessing dangerous weapons, explosive devices, fireworks, alcoholic beverages or narcotics on campus are prohibited. Any type of illegal, immoral or improper act that would have an adverse effect on the educational pursuits of Piedmont Community College cannot be tolerated. Students must not engage in any activity that is disruptive to orderly classroom instruction including use of cellular telephones or pagers. Students are therefore required to disengage all such devices when present in a classroom. Any violation of the above-stated Code of Conduct could result in disciplinary action and ultimately expulsion from Piedmont Community College and/or legal action against the perpetrators. For more information on the Code of Conduct see PCC Policy 7.5 on the College’s website or the Student Handbook & Planner.

In an educational environment, each instructor has the responsibility to maintain a classroom climate conducive to student learning. The instructor also has the authority to dismiss from class or have removed any element that disrupts that climate or interferes with the rights of other members to learn. The instructor does have an obligation to make students aware of rules for the class and to inform students if they are violating any class rules. Students are encouraged to express their opinions and ideas in class in an orderly manner since a free exchange of views enhances the learning process. However, verbal combat and abuse between students and instructors is not condoned and is unacceptable in the teaching/learning situation.

Piedmont Community College honors the right of free discussion and expression, peaceful picketing and demonstrations and the rights of petition and assembly. However, willful disruption of the educational process, destruction of property and interference with the rights of others are not tolerated. It is the policy of the College to deal with any such disruption, destruction, or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs. Persons who engage in, or incite others to engage in, disruptive acts shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, discharge or dismissal from the College. Further policies and procedures regarding disruptive acts, including appeals procedures, may be found in Article XI, Bylaws of the Piedmont Community College Board of Trustees, on file in the Learning Resources Center, the President’s Office and the Dean of Student Development’s Office.

All students are encouraged to maintain and take pride in neat, clean and appropriate clothing and appearance while on campus. Safety in vocational shop areas requires the wearing of shoes, safety glasses and, in some cases, protective clothing. Instructors explain to students the clothing necessary in their areas.

Tobacco Use Policy
Piedmont Community College restricts the use of tobacco products on campus. The College provides designated smoking areas (gazebos) on both the Caswell and Person County campuses. The gazebos contain receptacles for proper disposal of tobacco materials.

It shall be the responsibility of all PCC employees and students to comply fully with the policy. Students who repeatedly violate this policy will be handled through the student disciplinary process. Employees who repeatedly violate this policy will be referred to their supervisor. Repeated violation by employees will be handled through the appropriate employee disciplinary process.

Visitors, volunteers, contractors, or other service providers who repeatedly violate this policy shall be asked to leave campus.

Alcohol and Drug Abuse Policy
It is the policy of Piedmont Community College to comply with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), as implemented by regulations contained in 34 CFR Part 86, Subpart B. Therefore, it is the policy of Piedmont Community College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the College’s campuses or at any site or activity operated by Piedmont Community College is prohibited. Any student violating this policy will be subject to disciplinary action up to and including permanent expulsion.

Students who violate the College’s policies relating to drug abuse will be referred to the appropriate legal agencies for prosecution under the federal and state laws governing use and possession of a controlled substance. North Carolina General Statute 90-95 prohibits the unlawful manufacture, sale or delivery or possession of controlled substances. Persons who violate this statute shall be guilty of a felony and may be imprisoned up to 10 years or fined up to $10,000 or both at the discretion of the court. Use of alcoholic beverages may result in referral to counseling programs and/or legal agencies for prosecution under federal and state laws.

You should be aware that the use of alcohol, nonprescription use of depressants including sleeping pills, sedatives, tranquilizers, non-prescription use of stimulants including cocaine, prescription diet pills and marijuana can lead to lapses in attention, slowed reflexes and reaction time, poor peripheral vision, impaired visual tracking and impaired short-term memory. Alcohol is strongly associated with the increased risk of cancers of the oral cavity, pharynx and larynx. Other research indicates chronic alcohol abuse may affect the immune system, which protects the body against infectious diseases.

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 or alcoholic beverage control statute when 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.

If you desire counseling or treatment for the abuse of alcohol or drugs, you should contact any of the following agencies:

- Alcohol-Drug Council of NC
  1-800-688-4232
- Person Counseling Center 355-C S. Madison Blvd. Roxboro, NC 27573
  (336) 599-8366
- Durham Co. Substance Abuse Service, District 32
  P.O. Box 61281, Durham, NC 27705
  (919) 286-9499
- Alcoholics Anonymous Alcoholism Information Center (919) 286-9499
- Alamance-Caswell-Rockingham Area
  Local Management Entity
  (336) 694-4333

Communicable Disease Policy
Piedmont Community College will conduct an ongoing education program which will inform students and employees about communicable diseases, warning signs and protective measures. The educational program will include, but will not be limited to, written publications, audio and video publications and seminars.

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 established that exclusion or restriction is necessary to the welfare of other members of the institution.

Any student or College employee who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact, on a confidential basis, to the Dean of Student Development or appropriate supervising Vice President in the case of an employee.

Persons who know, or have reasonable basis for believing that they are infected, 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.

Piedmont Community College will publicize and carefully observe the safety guidelines by the U.S. Public Health Service for handling of blood and other body fluids and secretions in all healthcare programs on campus and in other institutional contexts in which such fluids or secretions may be encountered. Copies of the guidelines are in the office of the Vice President for Instruction and Student Development. All faculty and staff in these areas have been notified of their role in following these guidelines.

Sexual Harassment Policy
This policy is adopted to promote an atmosphere in which all members of the Piedmont Community College community may work and study free of sexual harassment and to provide for the orderly resolution of complaints of sexual harassment.

All members of this community are expected and instructed to conduct themselves so as to contribute to an atmosphere free of sexual harassment. Sexual harassment of an employee by a supervisor or another employee, of a student by an employee, of an employee by a student, or of a student by another student is a violation of the policy of this college and will not be tolerated.

Complaints by employees will be made to their immediate supervisor, if appropriate. If the immediate supervisor is involved, the complaint should be made to the appropriate vice president or the Vice President for Administrative Services.

Complaints by students should be made to the Dean, Student Development, if appropriate. If not appropriate, the complaint should be made to the Vice President for Instruction and Student Development.

The full policy, PCC 2.17 Unlawful Harassment is on the College’s website. All information regarding the complaint will be kept strictly confidential.

Sexual Assault
Sexual assault includes both forcible and non-forcible sex offenses and covers a range of coercive behaviors from unwanted sexual touching to intercourse. The College is committed to providing an academic environment free of sexual assault and has adopted the following programs and procedures to promote awareness of sexual assault issues, to provide support and assistance to victims and disciplinary actions and sanctions for offenders:

- Educational Programs: The College annually disseminates “The Campus Security and Annual Crime Report” and has developed a Sexual Harassment policy and a Sexual Assault policy (the full policies are available in the PCC Policy Manual). During required student orientation, students are advised to avoid the potential for security problems and instructed how to report such problems. The College plans to offer at least one seminar or workshop per year dealing with the issues of promoting awareness of and ways to deal with sexual offenses.

- Procedures for Reporting Offenses: Students who have experienced a sexual assault on property owned, leased or controlled by the College, or involving a College employee, should immediately contact the Dean of Student Development. Should the student not be comfortable in contacting this individual, he or she may report the incident initially to the College security officer, the student’s advisor or any officer of the College. The student also has the option of notifying appropriate
local law enforcement and may request assistance from College personnel in notifying these authorities. College personnel may also assist the student in obtaining appropriate medical care if necessary.

- **College Disciplinary Action:** At the request of the victim, allegations of sexual assault shall be processed as a complaint under College Policy 7.12 for students or College Policy 5.20 for employees. In any such proceeding:
  - The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding.
  - Both the accuser and the accused must be informed of the outcome of any such disciplinary proceeding, which will be only the College’s final determination with respect to the alleged sexual assault and any sanction that is imposed against the accused.
  - Sanctions, up to and including suspension or expulsion from enrollment or termination of employment, may be imposed following a final determination in the College disciplinary proceeding.

- **Available Services:** The College will provide referral to victims to area mental health and other counseling services.

- **Academic Modifications:** The College will provide options for, and assistance with, changing academic situations after an alleged sexual assault, if so requested by the victim and if such changes are reasonably available.

### Privacy Act

The Family Educational Rights and Privacy Act (the “Buckley Amendment”) creates for students the following rights with respect to their education records:

- To inspect and review information contained in records.
- To challenge the content of the records.
- To a hearing if the outcome to the challenge is unsatisfactory to the student.
- To submit an explanatory statement for inclusion in the record if the outcome of the hearing is satisfactory.
- To prevent disclosure, with certain exceptions, of personally identifiable information.
- To secure a copy of the Piedmont Community College policy on education records which lists the locations of all education records maintained by the College.
- To file complaints with the U.S. Department of Education concerning alleged failures by the institution to comply with the Family Educational Rights and Privacy Act.

Piedmont Community College intends to comply fully with those requirements. “Student Records Policies and Procedures for Piedmont Community College” explains the procedures for compliance. Students may obtain copies of the Policy in the Office of the Office of Student Development. The policy includes a list of locations of all education records maintained by the institution.

The following information is categorized as “directory information” and release does not require consent of the student: student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, PCC student e-mail address, dates of attendance, degrees and awards received, the most recent institution attended by the student and photographs. Currently enrolled students may request that directory information not be disclosed by completing the appropriate form available in the Office of the Office of Student Development by the end of late registration each semester. All questions concerning this Piedmont Community College policy on educational records may be directed to the attention of the Office of Student Development.

### Grievance and Student Appeal Procedure

Resolution of all grievances through open and informal communication between the affected parties is encouraged. However, where this is not possible students may utilize the PCC student grievance and appeals procedure. Copies of the current official student grievance policy may be obtained from the Office of the Dean, Student Development.

### Statement of Nondiscrimination

Piedmont Community College is committed to the principle of equal opportunity. It is the policy of the College not to discriminate on the basis of race, sex, color, gender, national origin, religion, handicap or political affiliation or belief with regard to its students, employees or applicants for admission or employment. Such discrimination is also prohibited by federal law. Any complaints alleging failure of this institution to follow this policy should be brought to the attention of the College’s Affirmative Action Officer who is the Vice President for Administrative Services.

### Handicapped

Piedmont Community College does not discriminate on the basis of handicap in the recruitment and admission of students, the recruitment and employment of faculty and staff or in the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended, is the Vice President for Administrative Services.

### Vocational Rehabilitation

By act of Congress, any physically handicapped student may be eligible for scholarship assistance under the provisions of Public Law 565. Application for this scholarship aid should be processed through the District Vocational Rehabilitation Office nearest the applicant. Inquiries may be directed to the Financial Aid Office.

### Title IX Complaint Process

Any individual who thinks he or she has been discriminated against on the basis of sex may contact the Title IX Coordinator at the College. The Coordinator is the Vice President for Administrative Services. The regional Civil Rights address is: Office of Civil Rights, 61 Forsyth Street, SW, Suite 19T70, Atlanta, Georgia 30303, phone (404) 562-6350.