

Glossary  
to accompany  
Piedmont Community College  
Policies and Procedures Manual



**Academic Course Pack (6.5.3)**

A printed or digital collection of assigned readings, as for a college course, typically including an assortment of periodical articles or sections of a longer book.

**Academic Disputes (7.12)**

Grievances involving final course grades or satisfactory completion of instructional program requirements.

**Academic Freedom (5.10)**

The principle that allows teachers, students, and researchers to pursue knowledge, discuss ideas, and conduct research, relevant to the subject matter and recognized as necessary to the educational process without unreasonable political or institutional interference. It protects the ability to teach, write, and speak freely, especially on controversial topics, but is limited by professional ethics, competence, and the College's mission.

**Academic Integrity (2.9)**

Activities that ensure program quality, integrity, and relevance.

**Academic Period (6.4.6)**

An academic term or subdivision of an academic term during which a college schedules a set of course sections.

**Academic Year (6.8.1)**

The time period beginning on the first day of classes for summer term and ending with the last day of classes for the following spring term.

**Access (2.24)**

The ability to make use of any resources of a computer, computer system, or computer network. Examples include the use of these resources to instruct, communicate, input/output, process data.

**Accessible (2.4.1)**

Refers to the concept that people with disabilities are able to access and use a product or system, including with the help of assistive technologies. For example, an “accessible” Web site may be designed so that the text can be enlarged by the user, rather than having a fixed font size, or may be designed so that it can be interpreted and “read out loud” by screen reader software used by blind or low-vision people.

**Accredited Institution (6.10)**

A college or agency recognized by the Department of Education.

**Acting President (2.35)**

One who serves in the temporary and short-term absence of the President when the President is expected to return to work.

**Actual knowledge (2.6)**

When an employee has notice of sexual harassment *or* allegations of sexual harassment.

**Administrative Graduation (6.7)**

The awarding of a credential that results from a joint, periodic review of student records by the Office of Research and Institutional Effectiveness (ORIE) and the Registrar's Office rather than a specific request by the student.

**Administrative Leave (5.4)**

Leave given to PCC employees at the discretion of the Board of Trustees and PCC President.

**Adult Basic Education (ABE) (6.1)**

A program designed for adults who are functioning at or below the eighth-grade educational level. The major objectives of the program are to enable adults to acquire the basic educational skills necessary to be a fully competent in our society, to improve their ability to benefit from occupational training and to have greater opportunities for more productive and profitable employment, and to meet their own objectives for enrolling in the program. Classes are offered and focus on fundamental skills such as reading, writing, speaking, computing, critical thinking, and problem solving.

**Advanced Placement (AP) (6.10.1)**

Advanced Placement is a program of college-preparatory courses for high school students administered by The College Board, an educational nonprofit organization.

**Advisor (2.6)**

A person designated by one party (complainant/respondent) to ask, at the live hearing, the other party and any witnesses all relevant and permissible questions and follow-up questions, including those challenging credibility.

**Advisory Committee (6.34)**

A group of persons, usually from outside the field of education, selected because of their knowledge and expertise to advise educators regarding technical programs and workforce needs.

**(The) Age Discrimination in Employment Act of 1967 (ADEA) (2.32)**

This law protects people who are 40 or older from discrimination because of age. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

**Annual Leave (5.4)**

A leave option for vacations, personal reasons, or for any other instances when an absence occurs as outlined in PCC Policy 5.4.5 Annual Leave.

**Appeal (7.12)**

The procedure for further consideration of a grievance if the student or employee believes there were exceptional circumstances that affected the grievance procedure decision. An appeal should not be pursued if either the student or the employee simply disagrees with the decisions made during the grievance procedure.

**Articulation Agreement (6.10.1)**

An agreement by which PCC will accept certain courses or experiences for academic credit. Terms for such agreements may be Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA). Such agreements must be officially approved according to college policy or procedure.

**Artificial Intelligence (AI) (2.16, 2.23, 7.5.1)**

Tools, software, or systems that can generate or assist in generating content such as text, images, audio, video, or code based on prompts or inputs (e.g., ChatGPT, DALL-E, Copilot, Claude, Gemini, etc.).

**Assault (7.5)**

Threatening or attempting to strike another person.

**Assistive Technologies (2.4.1)**

Adaptive, rehabilitative devices that promote greater independence for individuals with disabilities by changing how these individuals interact with technology. Examples include special input devices (e.g., head or foot mouse, puff-and-sip switches, speech recognition), screen-reading software, and screen magnifiers.

## **Associate Degree Programs (6.1)**

Planned programs of study culminating in an associate in applied science, associate in arts, associate in fine arts, associate in science, or associate in general education degree.

### **Associate in Applied Science Degree Programs (6.1)**

Are designed to prepare individuals for employment. These programs involve the application of scientific principles in research, design, development, production, distribution, or service.

### **Associate in Arts, Associate in Fine Arts, and Associate in Science Degree Programs (6.1)**

Are designed to prepare students for transfer to institutions offering baccalaureate degrees.

### **Associate in General Education Degree Programs (6.1)**

Are designed for the academic enrichment of students who desire to broaden their education with emphasis on personal interest, growth, and development.

## **Audit (6.4.1, 6.6)**

To enroll in a course section without receiving a grade, academic credit, continuing education unit, or certificate of completion. Students shall pay to audit courses consistent with the provisions of 1E SBCCC Subchapter 1000.

## **AUP (2.23)**

Acceptable Use Policy.

**Authentication (2.24)**

Methods to determine a user's identity, to verify that it is correct, and to establish accountability.

**Authorization (2.24)**

The process of authoring a user access to secured information. Before authorization is approved, authentication must first be verified.

**Authorized Group or Organization (6.5.2.1)**

A category of students or organizations that are authorized by law to be granted a tuition or registration fee waiver.

**Authorized User (2.24)**

A user who has been authenticated and authorized to use a computer, computer system, or computer network. Besides a human user, any "system, application or defined group" that needs to be authenticated using an ID and password will also be considered as a 'user' in this policy.





### **Bad Faith Reporting (2.32)**

An individual shall be considered to have reported in bad faith if they have brought forward a complaint or participated in providing information during an investigation, knowing that such information is not true or made without a reasonable belief in the truth of the allegation based upon the facts.

### **Battery (7.5)**

Striking another person.

### **Birthday Leave (5.4)**

A leave option allowed for a day off with pay on or after an eligible employee's birthday as outlined in PCC Policy 5.4.14 Birthday Leave.

### **Blended (6.35)**

College curriculum or continuing education course in which less than or equal to 50% of the instruction is delivered online.

### **Break in Service (5.4.19)**

Occurs when an employee is not in pay status for more than 31 calendar days. Educational Leave without pay (PCC Policy 5.4.1) and Other Types of Leave without Pay (PCC Policy 5.4.3) do not constitute a break in service.

### **Brown-bagging (2.12)**

The practice of bringing one's own alcohol to an event.

**Bullying (7.5)**

Any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on college premises or at any college-sponsored function that places a person in actual and reasonable fear of harm to their person or damage to their property or creates a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits, or a college employee's ability to perform the essential functions of their job. (See PCC Policy 2.17 Unlawful Harassment for more information.)

**Business Health Services (BHS) (5.35)**

The company name of the College's employee assistance program.

**Buy-Back (6.5.3)**

The process of buying back textbooks by the Piedmont Community College Bookstore—the original seller.



### **Cafeteria Plan (Flexible Spending Accounts) (5.6.2)**

Qualified benefit premiums that can be withheld before deduction of any taxes from the individual's payroll, therefore reducing taxes and providing more take-home pay. Qualified benefits permitted to be offered in the IRS Section 125—referred to as “cafeteria plans,” employees have an opportunity to receive qualified benefits on a pre-tax basis. A cafeteria plan may include, but is not limited to, the following benefits:

- Accident and health benefits (but not long-term care insurance)
- Adoption assistance
- Dependent care assistance
- Group-term life insurance coverage (including costs that can't be excluded from wages)
- FSA (health flexible spending arrangement) For more information, see IRS Publication 15-B, Employer's Tax Guide to Fringe Benefits for use in 2021

### **Cambridge Assessment International Examinations (6.10.1)**

A series of internationally recognized college-level examinations administered by Cambridge Assessment International Education, a unit of the University of Cambridge

### **Candidate Reviewer (5.15)**

Anyone who has access to applicant information, especially in the recruitment process as a hiring supervisor or search committee chair/member Criminal Background Check—a multi-jurisdictional database review which includes a

**Card Fees (7.13)**

Fees that are charged to students for cards issued for licenses or certification by professional affiliated organizations. College Access, Parking, and Security (CAPS) Fees—fees that are charged to use the campus facilities, including parking. Continuing Education Registration Fees—fees that are charged to students for Occupational Extension courses or Self-Support courses.

**Cardholder (3.15)**

Any employee who has obtained a credit card from the Business Office.

**Cash Balance (3.9.4)**

The amount equal to all monies received into institutional fund accounts minus all expenses and withdrawals from those accounts in an official depository of the institution as designated by the local BOT consistent with N.C.G.S. 115D-58.7.

**Catalog of Record (6.18)**

The catalog used to determine if a student has satisfied all requirements for completing their program of study.

**Categorical funds (3.5)**

Funds appropriated to the College from any state government source that are targeted for particular categories of projects, students, special programs, or special purposes. These funds may not be used for any other purpose than the purpose for which they were allocated.

**Cause (5.19)**

Grounds for disciplinary action that results from conduct which fails to meet College standards that are deemed to be in violation of the Policy and Procedure Manual.

**Census (6.6, 6.8)**

Date marking the end of the add/drop period for a course section which occurs at the 10% point of the course.

**Certificate programs (6.1)**

Designed to lead to employment or to provide skills upgrading or retraining for individuals already in the workforce. A certificate program may be a standalone curriculum title or a certificate under an approved degree or diploma curriculum program containing a series of courses taken from the approved program of study and structured so that a student may complete additional non-duplicative coursework to receive a diploma or an associate degree.

**Certification (6.10.1)**

An industry-recognized credential or designation that is obtained once the student has successfully passed a certification exam. Certification differs from licensure in that certification is a validation of specific industry-valued competencies and not a legal requirement for practicing a profession.

**Challenge Exam/Proficiency (6.10.1)**

A departmental or institutional exam for a community college course used to determine if a student's subject matter proficiency is equal to or greater than the corresponding proficiency the student would have achieved had they completed the actual course.

### **Charge (2.12)**

A formal accusation made by a governmental authority asserting that a crime has been committed.

### **Cheating (7.5, 7.5.1)**

Occurs when a student does one of the following during a quiz, test, exam, or individual assignment:

- receiving, giving, or helping another student to receive or give any information
- using unauthorized materials or equipment (for example, notes, books, or Artificial Intelligence (AI))
- communicating the subject matter or contents to another student (unless specifically authorized to share it)
- completing any work for another student
- tampering with a grade
- working with others unless the instructor specifically authorizes collaborative work

### **Child (5.4.15, 5.4.16)**

A son or daughter who is under 18 years of age or is 18 years of age or older and incapable of self-care because of a mental or physical disability and who is:

- a biological child
- an adopted child
- a foster child - a child for whom the employee performs the duties of a parent as if it were the employee's child
- a step-child - a child of the employee's spouse with no biological relationship to the employee
- a legal ward - a minor child placed by the court under the care of a guardian, or
- a child of an employee standing in loco parentis.

**Child (5.4.19)**

A newborn biological child or a newly-placed adopted, foster or otherwise legally placed child under the age of 18, whose parent is an eligible employee.

**Child (7.6.1)**

A person less than 18 years of age who has not been emancipated.

**Chosen First Name (6.17.1, 7.1)**

An alternative to an individual's legal first name.

**Civil Air Patrol (5.4.3)**

An Air Force Auxiliary whose members are not subject to obligatory service. Civil Air Patrol is not a reserve component

**Civil Leave (5.4, 5.4.7)**

Leave for court attendance including, but not limited to, jury duty, subpoenaed as a witness, or required to appear in court for non-job-related proceedings.

**Class (6.8)**

Lecture and other instruction provided in a class under the supervision of an instructor (1D SBCCC 400.1).

**Class Preparation (5.22)**

Curriculum faculty are allowed time to prepare for class and assess learning. Curriculum faculty are expected to analyze and use the results of assessment to continuously improve assigned courses.

### **Clear and Convincing Evidence Standard (2.6)**

A level of burden of proof in which the evidence is highly and substantially more likely to be true than untrue; the Decision-maker must be convinced that the contention is highly probable ([Colorado v. New Mexico, 467 U.S. 310 \(1984\)](#)). This standard is a medium level of burden of proof and is a more rigorous standard to meet than the preponderance of the evidence standard, but a less rigorous standard to meet than proof beyond a reasonable doubt. (“Clear and Convincing Evidence,” Legal Information Institute (Cornell Law School), accessed July 14, 2020 [https://www.law.cornell.edu/wex/clear\\_and\\_convincing\\_evidence](https://www.law.cornell.edu/wex/clear_and_convincing_evidence)).

### **Clinical Practice (6.8, 6.10.1)**

Credit of one semester hour is awarded for each 48 hours of clinical practice. Clinical practice provides an opportunity for health science students to apply knowledge and skill in their delivery of care in a health care setting. A qualified faculty member, clinical instructor, or preceptor, as defined by the program-related approving or accrediting body, shall supervise clinical practice to provide the student with learning experiences related to the program and to monitor and assess the student’s application of skills ([1D SBCCC 400.1\(c\)\(2\)](#)).

### **College and Career Readiness Program (CCR) (6.4.4.1)**

The program, formerly known as Adult Basic Skills (ABS)/High School Equivalency, that provides literacy education programs including Adult Basic Education (ABE), English as a Second Language (ESL), and Adult Secondary Education (ASE).

### **College Premises (2.12)**

Any property in use by the College including property that is leased, owned, used for college functions, or used by the College in the conduct of any of its courses.



**College-Level Examination Program® (6.10.1)**

A credit-by-examination program offered by the College Board, an educational nonprofit organization. The program allows students from a wide range of ages and backgrounds to demonstrate their mastery of introductory college-level material.

**College-Level Learning (6.10.1)**

Knowledge, skills, and competencies equivalent to those expected of a student who successfully completes the corresponding curriculum course.

**College Supported Works (2.16.1)**

Copyrightable or patentable work created by a college employee and/or student in the course of the employee's employment or student's enrollment with the College as illustrated by the following:

- The work, other than scholarly or pedagogical work, is a product of a specific contract or assignment made in the course of the employee's employment with the College. Examples include college manuals, web pages, online courses, and video recordings of college events.
- The work involved significant college resources, to include release time, grant funds, salary supplement, leave without pay, and/or support from college personnel or students.
- Significant use of college resources requires resources of a degree not routinely made available to all college students, faculty, and staff.

## **Communicable Disease (2.13, 7.16)**

An illness resulting from an infectious agent, or its toxic products being transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment. [N.C.G.S. 130A-2(1)(c)]

Communicable diseases include, but are not limited to; influenza, tuberculosis, conjunctivitis, infectious mononucleosis, human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS) and AIDS related complex (ARC), Hepatitis-A (infectious hepatitis), Hepatitis-B (serum hepatitis), meningitis, sexually transmitted diseases, measles, chickenpox, and whooping cough. PCC may choose to broaden this definition in accordance with information received from the Centers for Disease Control and Prevention (CDC).

*Note:* The most recent list of [reportable diseases](#) as established by the NC Commission for Public Health is found in the Administrative Code 10A NCAC 41A .0101. The list is constantly updated as new diseases emerge.

N.C.G.S. 130A-141.1 also authorizes the State Health Director to issue a temporary order requiring health care providers to report symptoms, diseases, conditions, or other health-related information when necessary to conduct a public health investigation or surveillance of an illness, condition, or symptoms that may indicate the existence of other communicable diseases or conditions that present a danger to the public health.

Information related to communicable diseases, warning signs, and protective measures are available from the Person or Caswell County Health Department, Centers for Disease Control and Prevention, and Occupational Safety and Health Administration (OSHA).

## **Community College (5.4.16)**

An educational institution that is a member of the North Carolina (or adjacent state) Community College System.

### **Community Service (5.4.16, 5.25)**

The act of supporting our communities through volunteer service.

### **Community Service Courses (6.1)**

Single courses, each complete in itself; that focus on an individual's personal, or leisure needs rather than an occupational or professional employment. The cultural and civic, and visiting artist component of this program meets community needs through lecture and concert series, art shows, the use of college facilities by community groups, providing speakers to community organizations, and providing visiting artist activities for college communities. Visiting artists may be provided an opportunity to work as artist in residence to enhance local arts resources and promote the various visual, performing and literary arts in communities throughout North Carolina.

### **Community Service and Child Involvement Leave (5.4)**

A leave option when using leave to perform community service or attend school related functions as outlined in PCC Policy 5.4.16 Community Service and Child Involvement Leave.

### **Community Service Organization (5.4.16)**

A non-profit, non-partisan community organization which is designated as an IRS-Code 501(c)(3), or a human service organization licensed or accredited to serve citizens with special needs including children, youth, and the elderly. Although religious organizations may be 501(c)(3) agencies, this leave does not apply to activities designed to promote religious beliefs.

**Compensatory Education (CED) (6.1)**

A program designed for adults with mental retardation. The program is highly individualized and fosters a maximum level of independent living commensurate with personal ability. Instruction is offered in math, language, social science, health, community living, consumer education and vocational education.

**Complainant (2.6, 7.12)**

An individual who is alleged to be the victim of misconduct.

**(Qualifying) complainant (2.6)**

An individual who is participating in or attempting to participate in the school's education program or activity (i.e., students, employees, applicants and, in some cases, parents).

**Complaint (7.12, 7.12.2)**

A document that outlines the stated reason for which the student is requesting action.

**Computer Program (2.16)**

In the context of United States copyright law, a "set of statements or instructions to be used directly or indirectly in a computer in order to bring about a certain result" (15 U. S. C. § 101).

### **Confidential employee (2.6)**

An employee who is not required to make a report to the Title IX office and will typically not share information without permission. However, they may be required or allowed to share information in certain circumstances. For example, if a court order is presented, if they have reason to believe that a student is at high risk for suicide or violence toward others or if a minor is being abused. Certain positions have been identified as confidential employees. For a list of these employees and resources, visit the Title IX webpage

(<https://www.piedmontcc.edu/titleIXInfo>).

### **Confidentiality (5.20)**

All records and information related to grievance proceedings under this policy will be handled in a confidential manner. The College, parties to the grievance, and other relevant faculty and staff (including witnesses, presiding officers, administrators, and Employee Grievance Committee members) will respect the confidentiality of information and records and the privacy of all parties whose interests are affected by a grievance.

### **Consent (2.6)**

The positive cooperation in act or attitude pursuant to the exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. Consent can be revoked by the other person, in a manner that would cause a reasonable person to believe consent is revoked.

### **Continuing Education (6.1, 6.10.1)**

Consistent with 1D SBCCC 300.1(a), programs that provide education and training opportunities for targeted audiences. Courses are non-credit, short-term, and are offered in a variety of instructional delivery modes and locations.

**Continuing Education Course (6.10.1)**

Consistent with 1D SBCCC 300.1(b), a course included in the list of approved courses in the Combined Course Library (CCL) maintained by the North Carolina Community College System (NCCCS) Office.

**Continuing Education Leadership Committee (CELC) (6.10.1)**

Consistent with 1D SBCCC 300.5 (b)(2), a group comprised of a rotating slate of Continuing Education senior administrators from local colleges that reviews all requests for new courses or course modifications. The CELC recommends approval of new courses or approval of modifications if the new course or modification meets the definition of a continuing education course; demonstrates workforce need with local and state labor market data; and does not duplicate the scope of the description of existing CCL courses.

**Continuing Education Unit (CEU) (6.24)**

A unit of measure denoting ten contact hours of participation in an organized continuing education experience conducted under responsible sponsorship, capable direction, and qualified instruction (1D SBCCC 300.5).

**Continuous Enrollment (6.18)**

A student is continuously enrolled if they do not have a break in enrollment from the College for two consecutive semesters (i.e., fall and spring or spring and fall). A student is not required to be enrolled during the summer term to maintain continuous enrollment.

**Contract (5.7)**

A formal agreement between an employee and PCC which includes but is not limited to, start and end dates, name of supervisor, position title, and rate of pay for the current fiscal year. Fiscal year is July 1 to June 30.

**Contract Continuation Letter (5.7)**

A letter notifying the employee continuance of their employment contract.

**Conviction (2.12)**

A finding of guilt (including a plea of no contest) or the imposition of a sentence by a judge or jury in any federal or state court.

## Copyright (2.16)

The exclusive intellectual property right of the copyright owner to do and to authorize others to exercise any of its rights defined by the Copyright Act regarding any original work in any tangible medium of expression. Such tangible medium of expression includes and is not limited to text, images, video and audio recordings, and electronic and digital files. Copyright arises automatically as soon as the work is fixed; publication or registration is not required. Copyright notice such as the symbol ©, or the word “copyright” or an abbreviation of it, is not required for copyright protection. Most material fixed in a tangible medium of expression will be subject to copyright protection.

A copyright owner possesses a bundle of rights, including the rights to:

1. reproduce the work;
2. prepare derivative works;
3. distribute copies of the work by sale, transfer of ownership, lease, licensure, and so forth;
4. publicly perform the work;
5. publicly display the work, directly or by telecommunication;
6. publicly perform a sound recording by digital means.

If a party other than the copyright owner exercises any of these rights without express permission from the copyright owner, that party is in danger of copyright infringement.



**Co-Requisite (6.11)**

A course that must be completed prior to or taken at the same time as a designated course.

**County Funds (3.5)**

Funds appropriated to the College by the local tax-levying authorities, the Person County Board of Commissioners and the Caswell County Board of Commissioners. Institutional funds—funds budgeted and expended through college accounts that are not allocated to the College by the State Board of Community Colleges, nor appropriated to the College by the local tax-levying authority.

**Credit (3.14)**

Deferral of payment of a debt incurred for the purchase of goods or services, including educational services.

**Credit (6.10.1)**

Academic credit that appears on a student's transcript. This credit may not necessarily be applied toward a credential.

**Credit for Prior Learning (CPL) (6.10, 6.10.1)**

Curriculum credit awarded for college-level learning obtained through prior learning experiences other than curriculum coursework. This definition does not include curriculum credit transferred from another accredited U.S. institution of higher education.

**Credit for Prior Learning Standard (6.10.1)**

A designated amount of academic credit colleges shall award for college-level learning that fulfills established criteria.

**Creditor (3.14)**

Any organization, including community colleges, which regularly extends, renews, or continues credit; or arranges for someone else to extend, renew, or continue credit; or is the assignee of a creditor involved in the decision to extend, renew, or continue credit.

**Criminal Background Check (5.15)**

A multi-jurisdictional database review based upon the employment position which may include records of arrests, detentions, indictments, criminal charges, dispositions, and fines.

**Cum Laude (6.20.1)**

An academic level of distinction that educational institutions use to signify an academic degree that was received “with honor.” PCC awards this honor to graduates whose cumulative grade point average is at least 3.20.

**Curriculum Course (6.10.1)**

Consistent with 1D SBCCC 400.8, any program credit course listed in the CCL approved for the NCCCS.

**Curriculum Program (6.1, 6.10.1)**

Consistent with 1D SBCCC 400.3(a), an organized sequence of courses leading to an associate degree, diploma, or certificate. All curriculum programs are designed to provide education, training, or retraining for the work force or to prepare students for transfer to institutions offering baccalaureate degrees.

### **Customized Training (6.1)**

Addresses company-specific training customized for job growth, technology investment, or productivity enhancement. Based on needs specified in N.C.G.S. 115D-5.1, Customized Training Programs shall address job-specific training.



### **DANTES Subject Standardized Tests (6.10.1)**

Credit-by-examination tests developed by the Defense Activity for Non-Traditional Education Support (DANTES), a United States Department of Defense program.

### **Data Custodian (2.24)**

Individuals with day-to-day responsibilities to enter, modify, delete, or disseminate data in their functional area at the direction of the responsible Data Steward. They are accountable for the accurate and timely entry of data assigned to them and can be responsible for the technical environment and systems supporting the use and security of College Data.

### **Data Owners (2.24)**

Typically senior administrators with specific responsibilities related to compliance and risk with respect to external agencies. Different data owners may have responsibility for different types of data across the College, and act as an authority - judging access in a manner consistent with College policy and rules established by external regulatory bodies - on who is or is not granted access to confidential data and under what conditions.

### **Data Stewards (2.24)**

Individuals who are responsible for overseeing a collection of College Data under the direction of a Data Owner. Data Stewards are responsible for the proper handling and protection of a collection of data. Stewards are responsible for how their data collection is used for the business of the College, interpret their meaning, and produce information out of data.

**Days (Business) (2.6, 2.10.1, 2.32, 5.20, 6.4, 7.12, 7.12.2, 7.12.3)**

Except as otherwise noted, days will mean business days during which the college administrative offices are open. In computing any period of time, the day on which notice is received will not be counted. Saturdays, Sundays and scheduled College holidays will not be included in the computation. All processes involving Federal, State, or other statutes must be completed in the time frame set forth in the appropriate statute or law.

**Decision-Maker (2.6)**

A member of the College's Title IX team who, at the live hearing, permits each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. The Decision-maker is trained on issues of relevance, including how to apply the rape shield protections provided only for complainants, must be free from conflicts of interest or bias for or against complainants or respondents, and cannot be the Title IX Coordinator or the Investigator. The Decision-maker issues a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

**Deferred Compensation Program (5.5)**

An investment plan that sets aside a portion of the employee's salary to be paid at a later date and that defers the payment of taxes until a withdrawal is made from the plan (e.g., retirement plan, 401k, 457b).

**Deleted (6.9)**

The status assigned to a class removed from the student's registration schedule prior to the beginning of the term.

**Deliberate Indifference (2.6)**

Actions that are clearly unreasonable in light of the known circumstances.

**Demote (5.19)**

The action of decreasing an employee's work pay rate and/or assigning an employee to a role with less pay during and/or as the result of a disciplinary investigation.

**Deputy Title IX Coordinator (2.6)**

Any employee delegated with responsibility for compliance with Title IX and this policy by the Title IX Coordinator and acting within the scope of authority of a Title IX Coordinator as set forth herein.

**Designee (5.19)**

Any PCC employee, typically a team member/supervisor, to whom the initial responsible person yields the employment decision.

**Developmental Courses (6.10.1)**

Courses and support services that include diagnostic assessment and placement, tutoring, advising, math and writing assistance. These programs are designed to address academic preparedness, development of general learning strategies, and barriers to learning. Developmental courses do not earn credit toward a degree, diploma, or certificate (1D SBCCC 400.3(b)).

## **Diploma Programs (6.1)**

Designed to provide entry-level employment training. A diploma program may be a stand-alone curriculum program title or a diploma under an approved associate degree curriculum program. A diploma under an associate degree is a series of courses taken from an approved program of study and structured so that a student may complete additional non-duplicative coursework to receive an associate degree.

## **Direct Costs (6.5.4.1)**

The costs required to provide an instructional course section. Examples of direct costs include, but are not limited to, instructor salaries and salary-related benefits (i.e. retirement contributions, health insurance, etc.), travel to and from the instructional site, course curriculum development costs, instructional supplies, equipment, building rental, insurance, advertising, printing, postage, mailing costs, and any other costs specifically related to the course section. Refreshments and meals may be included as a direct cost if disclosed to potential students prior to the start of the course section (1E SBCCC 600.1).

## **Disabled Veteran (5.32)**

Consist either of the following:

- A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs.
- A person who was discharged or released from active duty because of a service-connected disability ([www.lawinsider.com/dictionary/disabled-veteran](http://www.lawinsider.com/dictionary/disabled-veteran)).

**Dismiss (5.19)**

The action of terminating an employee from employment with PCC.

**Distance Education (2.9)**

An approach to learning where instruction takes place outside the traditional classroom setting. Instructors use electronic or a blend of face-to-face and electronic delivery methods to develop and furnish content for instruction and interaction with students.

**Dropped (6.9)**

The status assigned to a class removed from the student's registration schedule after the beginning of the term and before the census date of the class which requires appropriate documentation.

**Drugs (2.12)**

Alcoholic beverages, all illegal drugs as defined in the NC Controlled Substance Examination Regulation Act, and misused legal drugs (both prescription and over the counter).



**E-Book (6.5.3)**

An electronic version of a printed book that can be read on a computer or handheld device designed specifically for this purpose.

**Education Program or Activity (2.6)**

Includes any locations, events or circumstances where “the school exercised substantial control over both the respondent and the context” (Davis v. Monroe County Board of Education).

### **Education Records (7.6, 7.6.2)**

Any record (in handwriting or in print, or stored on tape, film, computer file, or other medium) that contains information directly related to a student and maintained by PCC or by an agent of the College, except the following:

- a personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record
- records created and maintained by the Director, College Safety or the Title IX Coordinator for law enforcement purposes
- an employment record of an individual whose employment is not contingent on the fact that they are a student, provided the record is used only in relation to the individual's employment
- records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used only for treatment of a student and made available only to those persons providing the treatment
- alumni records that contain information about a student after they are no longer in attendance at the College and that do not relate to the person as a student.

### **Educational Leave (5.4, 5.4.1)**

The release from duties or time normally required of a full-time employee in carrying out the full load of responsibilities assigned to further their education.

### **Electronic Surveillance (2.25)**

The process of observing and/or recording using video, audio, and digital components.

### **Eligible Employees (5.4.12)**

Full-Time Regular and Full-Time Other employees who are under a contract of employment with PCC.

### **Eligible Training (6.5.2.1)**

Training that the State Board of Community Colleges has approved that is eligible to be waived for a specific authorized group, consistent with law.

### **Eligible Veteran (5.32)**

Any of the following persons:

- a veteran who served during a period of war
- a veteran who suffered a disabling injury for service-related reasons during peacetime
- the spouse of a disabled veteran
- the spouse of a veteran who suffered a disabling injury for service-related reasons during peacetime
- the surviving spouse or dependent of a veteran who dies on active duty during a period of war either directly or indirectly as the result of such service
- the surviving spouse or dependent of a person who served in the Armed Forces of the United States on active duty, for reasons other than training, who dies for service-related reasons during peacetime.

### **Emergency and Adverse Conditions (2.10.1)**

Conditions that pose severe risks to health, safety, or security or present difficult logistical challenges that will impede or interfere with the efficient and effective functioning of the College.

**Emotional Support Animal (2.33)**

An animal selected or prescribed to an individual with a disability by a healthcare or mental health professional to play a significant part in a person's treatment process (e.g., in alleviating the symptoms of that individual's disability). An emotional support animal does not assist a person with a disability with activities of daily living and does not accompany a person with a disability at all times. An emotional support animal is not a "Service Animal."

**Employee (2.17)**

Includes full- and part-time faculty, full- and part-time non-faculty personnel and applicants for employment.

**Employee (5.20)**

Any person who is hired for a wage or salary to perform work for PCC and receives an IRS Form W2 from PCC.

**Employee Assistance Program (EAP) (5.35)**

A program designed to help the employee overcome a problem, and in cases where job performance is impacted, to improve performance to an acceptable level. By identifying the problem at the earliest possible stage, the program is designed to motivate the employee to seek help, and to direct the employee to an appropriate assistance provider.

### **Employee Grievance Committee (5.20)**

Refers to a grievance committee appointed by the College President to consist of five members who are full-time employees from varying employment classifications and divisions of the College selected from a pool of trained grievance committee members. The grievance committee pool members will consist of three employees from each division of the College. The grievance committee pool members will be appointed for a staggered two-year term. Office of Human Resources and Organization Development (HROD) staff may not serve in any capacity on a grievance committee, except as a trainer, an advisor on personnel policy, or as a resource for compliance issues. A committee member must be excused from participation in any grievance deliberation where they may be influenced by personal relationships with the parties, by bias concerning the circumstances giving rise to the grievance, or by any other material influence which would appear to inhibit their ability to render an unbiased judgment.

### **English as a Second Language (ESL) (6.1)**

A program that offers classes that accommodate the varied needs of the immigrant and refugee populations. Attention is given to both cultural and linguistic needs as instruction is focused upon the formation of accurate, appropriate communication skills and upon the student's ability to function in the adult American community. Classes are offered at the beginning through the advanced levels of ESL. The curriculum is designed to develop the basic language skills of reading, writing, speaking, and listening. Instruction integrates the English language with topics that prepare students for everyday life, employment, and citizenship.

### **Enroll (3.4, 6.4.1, 6.5, 6.6)**

To become a student in a course section by registering for the course section and either making payment or receiving financial aid for that course section. For the purposes of this definition, a tuition or registration fee waiver is a form of financial aid.

**Epidemic (2.13, 7.16)**

A disease occurring suddenly in a community, region or country in numbers clearly in excess of normal. This includes the occurrence of several cases of a disease associated with a common source.

**Equal Opportunity (2.3)**

Providing everyone the same opportunities for employment, pay, and promotion, without discriminating against particular groups  
(<https://www.collinsdictionary.com/us/dictionary/english/equal-opportunity> ).

### **(The) Equal Pay Act of 1963 (EPA) (2.32)**

This law makes it illegal to pay different wages to men and women if they perform equal work in the same workplace. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

### **Exculpatory Evidence (2.6)**

Evidence favorable to the respondent that exonerates or tends to exonerate the respondent of guilt.

### **Exempt Employees (5.3, 5.4.11)**

Employees who, based on the duties performed and the manner of compensation, are exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Instructors/teachers/faculty are exempt if their primary duty is teaching, tutoring, instructing, or lecturing to impart knowledge, and if they are performing that duty as an employee of an educational establishment.

### **Expulsion (7.5)**

Permanent dismissal from the College. The student is not eligible to return to the College. The student may petition the President to allow for re-instatement after a period of 5 years.

### **External Publications (8.1)**

Materials distributed or displayed off campus, including, but not limited to, recruiting materials, class schedules, catalogs, handbooks, planners, promotional and informational brochures, banners, billboards, newsletters, exhibits, and special reports.



### **Face Covering (2.13, 7.16)**

A covering, whether made at home or commercially, that is designed to cover the wearer's mouth and nose to reduce the spread of respiratory droplets produced when a person coughs, sneezes, or talks.

### **Faculty Directed Lab (6.8)**

Instructional activities are demonstrated or conducted by an instructor with immediate student application (1D SBCCC 400.1).



## **Fair Use (2.16)**

Allows for the use of copyrighted works without the owner's permission, protecting limited use of copyrighted work from being an infringement. Copyright laws provide that the "fair use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright." Courts decide fair use by weighing the following four factors:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market or the value of the copyrighted work.

Not all educational uses meet the guidelines for fair use. It is important to consider these factors of fair use and to follow the guidelines presented in this policy, and not to assume that because the underlying purpose is non-profit educational use, such use will automatically be fair use. See Exhibit 2.16: Strategies for Determining Fair Use for more information.

## **Family and Medical Leave (FMLA) (5.4)**

Job-protected leave for (1) Family and Medical Leave for the birth of a child and to care for the newborn child; for the placement of a child with the employee for adoption or foster care; for the care of a child, spouse or parent who has a serious health condition; for the employee's own serious health condition; (2) Qualifying Exigency Leave for families of covered members and (3) Military Caregiver Leave (also known as Covered Service member Leave).

**FERPA (7.6)**

A federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA requires an educational institution to “establish appropriate procedures” for granting requests for access to education records. The law also states that students must be notified of these procedures and of their rights for access to their education records.

**FERPA (7.6.2)**

The Family Educational Rights and Privacy Act provides students with certain rights to privacy of their educational records and rights of access by others to their educational records.

**Financial Aid Suspension (7.12.4)**

A designation used when students fail to re-establish satisfactory academic progress, thus becoming ineligible to receive financial aid.

**Financial Aid Warning (7.12.4)**

A designation used when students do not make satisfactory academic progress (SAP).

**Forcible Fondling (2.16)**

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

**Forcible Sodomy (2.16)**

Oral or anal sexual intercourse with another person, forcibly and/or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

**Formal (7.12)**

The informal communication regarding an incident has not led to resolution through initial steps in the procedure and rises to the level of complaint, and the student files an official grievance form. All formal grievances are documented and logged in the Vice President, Student Development's office.

**Formal complaint (2.6)**

A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment. The formal complaint must contain the complainant's signature (physical or electronic) or otherwise definitively indicate that the complainant is the person filing the complaint. Filing a formal complaint triggers the school's duty to initiate the complaint process.

**Full-Time and Part-time (5.15)**

As defined in PCC Policy 5.36 Definition of Employment Categories.

## **Full-Time Faculty (5.36, 5.4.5, 5.6.4)**

### **Full-Time 12-Month Faculty Employee**

An instructional employee contracted annually on a 12-month basis regardless of the academic year. Positions in this category will receive fringe benefits which include, but are not limited to, leave (e.g., sick, annual, bereavement, civil, military, community service), state service credit, longevity, state retirement, holiday, disability, and health insurance benefits along with other benefits offered by the College. These full-time regular hours may occur on campus or at the designated workplace as approved by the President.

### **Full-Time Less than 12-Month Faculty Employee**

An instructional employee contracted annually for less than 12 months, ranging from 9.5 to 11 months. Positions in this category will receive fringe benefits which include, but are not limited to, leave (e.g., sick, personal business, bereavement, civil, military, community service), state service credit, longevity, state retirement, holiday, disability, and health insurance benefits along with other benefits offered by the College. These full-time regular hours may occur on campus or at the designated workplace as approved by the President.

## **Full-Time Permanent (5.36, 5.4.5, 5.6.4)**

An individual who is employed in a permanent **staff** position, contracted annually and works the standard number of hours for full-time status, typically 39 hours per week, throughout the calendar year. Any staff member contracted less than 12 months will accrue on a prorated scale. Positions in this category will receive fringe benefits which include, but are not limited to, leave (e.g., sick, annual, bereavement, civil, military, community service), state service credit, longevity, state retirement, holiday, disability, and health insurance benefits along with other benefits offered by the College. These full-time regular hours may occur on campus or at the designated workplace as approved by the President.

**Full-Time Temporary (5.36, 5.6.4)**

An individual hired (as faculty or staff) for a limited duration, usually for less than 12 months, and works the standard full-time hours (typically 39 hours per week), which will terminate upon expiration of the contractual period and carries no expectation of extension or preference for employment beyond the contractual period. These employees are eligible for the State Health Plan's High Deductible Health Plan but are not eligible for retirement benefits, longevity, and leave (e.g., sick, annual, bereavement, civil, military, and community service), except for holidays that fall within the month.

**Funeral Leave (5.4)**

A leave option for attending a funeral as outlined in PCC Policy 5.4.12 Funeral Leave.

**Furlough (2.13, 5.37)**

The placing of an employee in a temporary non-duty, non-pay status due to lack of funds or work, a result of a declared state of emergency, or for other non-disciplinary reasons.



### **General Administration (3.1)**

Salaries and other costs as determined by the State Board are necessary to carry out the functions of general administration.

### **General Educational Development (GED®)/HiSet Testing Programs (6.1)**

Consist of classroom instruction or learning laboratory courses, or a combination of both designed to qualify a student to demonstrate competency on the GED® or HiSet test and to receive a High School Diploma equivalency from the State Board. The State Board is responsible for the administration of the GED®/HiSet testing program in cooperation with the Office on educational Credit of the American Council on Education. The HiSet is administered by Educational Testing Services (ETS).

### **Good Academic Standing with the College (6.14)**

The status assigned to a student who maintains a 2.0 overall academic GPA. The calculation of this GPA may be affected by the grade forgiveness provisions of PCC Policy 6.12 Grading System – Curriculum.

### **Good Faith Reporting (2.32)**

An individual is considered to have reported in good faith if they have brought forward the complaint or participated in providing information during an investigation, based upon a reasonable belief that the information provided is true.

### **Governance (2.9)**

Activities that ensure credibility, establish equitable provision of services, and assure appropriate actions by staff.

**Governmental Immunity (4.3)**

The various doctrines or statutes that provide federal, state, or local governments immunity from tort-based claims.

**GPA (6.20.1)**

Grade Point Average; equivalent of the cumulative scholastic average.

**Grades (6.12)**

PCC uses the grades listed in the chart below to indicate student performance in curriculum courses, assigned on a 10-point scale unless otherwise specified.

**Graduation and Advancement (7.13)**

Fees that are charged to support graduation activities. Fee includes one printed credential—certificate, diploma, or associate degree; cap and gown; and participation in Commencement ceremony.

**Grievance (2.6, 5.20, 7.12)**

A formal written statement by an individual indicating that they have been adversely affected by a violation, misapplication, or misinterpretation of the NC General Statutes, College policies, rules, or regulations. A grievance must specify the statute, policy, rule, or regulation in question and the details of the alleged violation, misapplication, or misinterpretation of same.



### **Hazing (2.37, 5.19)**

Any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students at an institution of higher education. This includes but is not limited to:

- Physical brutality or abuse
- Forced or coerced consumption of any food, liquid, drug, or other substance
- Forced or coerced physical activity
- Sleep deprivation
- Exclusion from social contact
- Conduct that could result in extreme embarrassment or humiliation
- Any activity that would unreasonably interfere with academic pursuits

### **Health Care Facility (7.6.1)**

A facility where health care services are provided to patients, including

- an agent or employee of the health care facility that is licensed, certified, or otherwise authorized to provide health care services
- the officers and directors of a health care facility

### **Health Care Practitioners (7.6.1)**

An individual who is licensed, certified, or otherwise authorized to provide health care services in the ordinary course of business or practice of a profession or in an approved education or training program, or an agent or employee of that individual.



**Health Care Provider (5.4.15)**

A Doctor of Medicine or Osteopathy who is authorized to practice medicine or surgery in the State of North Carolina or any other person determined by statute, credential or licensure to be capable of providing health care services.

**High-Risk Students (7.16)**

Those students in a certain age group or who have serious underlying medical conditions and of a higher risk for severe illness from a communicable disease as identified by the Centers for Communicable Diseases or NC DHHS Division of Public Health.

**High School Equivalency Programs (6.1)**

Consist of classroom instruction, learning laboratory courses, or a combination of activities designed to qualify a student for an adult high school diploma. An Agreement of Affiliation with a local public school system is required for minors sixteen or seventeen years old. No agreement is required for adults eighteen years old and older.

**Hiring Supervisor (5.15)**

The person who will be the immediate supervisor of the position.

**Home College (6.5)**

For the purposes of this policy, the college in which the student initially enrolls for the academic term.

### **Hostile Work Environment (2.17)**

Is one in which conduct is so severe or pervasive that a reasonable person would find it hostile or abusive. Hostile work environment is determined by looking at all the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's work performance or a student's learning ability.

### **Human Resources Development (HRD) (6.1)**

Provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. These courses shall address six core components as follows:

- assessment of an individual's assets and limitations
- development of a positive self-concept
- development of employability skills
- development of communications skills
- development of problem-solving skills
- awareness of the impact of information technology in the workplace.

### **Hybrid (6.35)**

College curriculum or continuing education course in which greater than 50%, but less than 100% of the instruction is delivered online.

### **Hyflex (6.35)**

A multi-modal instructional delivery method where the College has the option to deliver the online portion of a curriculum course synchronously, asynchronously, or both as long as 100% of the instruction is offered face-to-face with the instructor in a physical classroom. Students may choose to attend the regularly scheduled in-person session or the online option on a session-by-session basis.

**Identity Theft (3.14)**

A fraud attempted or committed using identifying information of another person without proper authority.

**Image (8.12)**

A photograph, film, videotape, recording, live transmission, digital or computer-generated visual depiction, or any reproduction that is made by electronic, mechanical, or other means.

**Immediate Family (5.4.6, 5.4.12)**

Includes, but not limited to, spouse, parents, siblings, children, brother/sister-in-law, son/daughter-in-law, mother/father-in-law, grandparents, grandchildren, stepchildren, stepparent, and stepsiblings.

**Impacted College (6.12, 6.12.1)**

A college located in a county or tribal area identified for immediate federal help by the Federal Major Disaster Declaration (FEMA-4827- DR) as a result of Hurricane Helene.

**Impacted Student (6.12, 6.12.1)**

Student meeting at least one of the following criteria: (1) The student was enrolled at an impacted college as of September 26, 2024. (2) The student resided, as of September 26, 2024, temporarily or permanently, in a county or tribal area identified for immediate federal help by the Federal Major Disaster Declaration (FEMA-4827-DR) as a result of Hurricane Helene.

**Incest (2.16)**

Non-forcible sexual intercourse between people who are related to each other within degrees wherein marriage is prohibited by law.

**Incident (7.12)**

The situation or circumstance that the student perceives as grievable.

**Incubation Period (2.13, 7.16)**

The time, usually in days, between exposure to an illness and the onset of symptoms.

**Inculpatory Evidence (2.6)**

Evidence that shows or tends to show a person's involvement in an act or evidence that can establish guilt.

**Indecent Exposure (7.5)**

Occurs when a person willfully exposes the private parts of their person in any public place and in the presence of any other person or persons, except for those places designated for a public purpose where the same sex exposure is incidental to a permitted activity.

**Indemnify (4.3)**

Secure against or compensate for harm or loss.

### **Independent Study (6.40)**

A course completed by a student that is not part of an organized class. Enrollment for an Independent Study at PCC is limited to 3 students or less.

### **Independently Scheduled Course Section (6.4.6)**

A course section that meets all the following criteria:

- A course section where definitive begin and end times are not defined.
- Instructional content is delivered asynchronously.
- A course section in which a student may enroll during the initial college registration period or in which a student may be permitted to enroll at any time prior to the census date of the course section.

### **Independent Works (2.16.1)**

Copyrightable or patentable work created by a college employee and/or student as illustrated by the following:

- The work was a result of individual initiative.
- The work was not an assigned task or college-funded project.
- The work minimally involved additional college personnel or students and did not involve significant use of college resources. Use of college computers and Learning Commons holdings, for example, is not considered significant.

### **Indirect Expenses (3.16)**

Expenses for grants and contracts that are difficult to identify directly such as executive administration, payroll, accounting, human resources, building and equipment depreciation, utilities, janitorial, and maintenance.

**Infectious Diseases (2.13, 7.16)**

Illnesses caused by germs (such as bacteria, viruses, and fungi) that enter the body, multiply, and can cause an infection. Some infectious diseases are contagious (or communicable), meaning they are capable of spreading from one person to another.

**Informal (2.17, 7.12)**

The communication regarding an incident is simply at the inquiry stage and open to resolution without a formal procedure.

**Informal Resolution (2.6)**

A resolution option such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to participate in such a process.

**Information and Communication Technology (2.4.1)**

Means any electronic system or equipment, and content contained therein, used to create, convert, communicate, or duplicate data or information.

**Information Assets (2.24)**

A definable piece of information, stored in any manner which is recognized as 'valuable' to the College.

**Institutional Service (5.22)**

Activities related to instructional responsibilities. Curriculum development, professional development, institutional committee work, student advising, program advisory committee consultation, travel between campuses, service to the College or community, recruiting, and retention efforts are examples of professional activities.

**Instructional Live Works Projects (6.37)**

(1) educational programs in which students, as part of their educational experiences and as part of the instructional course requirements, repair or remodel equipment not owned by the college; or (2) educational programs that construct structures that are sold, produce goods that are sold or provide services for a fee, such structures, goods, or services being the normal and necessary product of learning activities of students.

**Instructional Materials (6.5.3)**

Resources that organize and support instruction, such as textbooks, course software, tasks, supplementary resources, and DVDs. These resources usually support active learning and assessment.

**Instructional Services (3.1)**

Salaries and other costs as determined by the State Board necessary to carry out the functions of instructional services.

**Intellectual property (2.16.1)**

Intellectual and creative works that can be copyrighted or patented, including: literary, dramatic, musical, and artistic works; computer software; and inventions.

**Interim President (2.35)**

One who serves as a bridge to a new college president when it is likely the incumbent President will not return to work.

### **Interim Suspension (7.5)**

A short-term suspension of three weeks or less. It may be used as a sanction or an interim measure until a disciplinary hearing can be held if the student's continued presence on campus puts them or the community at risk. The student must leave the campus immediately and not return to campus facilities or activities until the end of the suspension or with permission of the Vice President, Student Development.

### **Intermittent Work Schedule (5.4.15)**

A work schedule in which an employee works on an irregular basis and is taking leave in separate blocks of time, rather than for one continuous period of time, usually to accommodate some form of regularly scheduled medical treatment.

### **Investigator (2.6)**

A person appointed by the Title IX Coordinator to impartially gather facts and evidence from the complainant, the respondent, and any material witnesses or evidence related to the case. The Investigator is trained on issues of relevance, including how to apply the rape shield protections provided only for complainants and cannot have direct supervisory responsibility for either the complainant or the respondent or be an employee of the Title IX Coordinator. Further, the Investigator may not also serve as either the Title IX Coordinator or the Decision-maker; however, a trained Investigator not assigned to the active complaint may be appointed by the Title IX Coordinator to act as a College-assigned Advisor.

### **Investigator (2.17)**

Director, Human Resources and Organizational Development or designated employee who impartially gathers facts, evidence or any material witnesses or evidence related to the case. Investigators must be free from conflicts of interest or bias.



**Isolation (2.13, 7.16)**

The time, usually in days, between exposure to an illness and the onset of symptoms.

**IT Service Provider (2.4.1)**

Includes any person that designs, builds, implements, supports, or provides an IT service to College employees, students, or affiliates, using a College IT resource. Examples of IT service providers include: website administrators, workstation support staff, server administrators, software programmers, application developers, data network technicians, user account administrators, and computer center personnel.

**Information Technology Services (ITS) (2.14, 2.23, 2.24, 3.14, 4.11)**

The acronym used to designate Information Technology Services.



### **Learning Laboratory (6.1)**

Programs that consist of self-instruction using programmed text, audiovisual equipment, tutoring, and other self-instructed materials. A learning laboratory coordinator has the function of bringing the available instructional media and the student together on the basis of objective and subjective evaluation; counsel, supervise, and encourage students in the lab.

### **Legal Name (6.17, 6.17.1, 7.1, 7.6)**

An individual's name as it appears on official governmental documents.

### **Library Resource Reserve (6.5.3)**

A service offered by the Learning Commons that provides special, short-term access to course-related materials (book, article readings, lecture notes, sample tests) or to other materials (CD-ROMs, audiovisual materials).

### **Local Fees (3.4)**

A fee charged to a student for a good or service provided by the College other than instruction.

### **Loose Leaf Textbook (6.5.3)**

Unbound paper versions of the traditional textbook.



### **Magna Cum Laude (6.20.1)**

An academic level of distinction that educational institutions use to signify an academic degree that was received “with great honor.” PCC awards this honor to graduates whose cumulative grade point average is at least 3.40.

### **Mandatory/Essential Employees (2.13)**

Employees with contractual appointments who are required to report to a designated worksite (particularly when all other employees are restricted from coming into the workplace), other than their personal residence, and only for those specific dates and times that such onsite reporting is required during a public health emergency. These mandatory employees include, but are not limited to, employees in positions that directly impact public health and patient care; public safety; operation of critical infrastructure and facilities; and the custody or care of persons or property for whom the state has a duty to continue to serve.

### **Market Forces (2.9)**

Activities that align industry and workforce interests with institutional actions.

### **Maximum Course load (6.6.1)**

The greatest number of credit hours for which a student may register without seeking special approval. For fall or spring semesters, the maximum course load is 21 semester credit hours; for a summer semester, the maximum is 12 semester credit hours.

**Maximum Time Frame (7.12.4)**

150% of the length of the educational program as published in the PCC General Catalog and Student Handbook.

**Meeting Schedule (2.9)**

The dates and times assigned to a course as meeting dates of the course.

**Military Credit Advisory Council (MCAC) (6.10.1)**

A joint council of faculty and staff members from the NC Community College System and the University of North Carolina, MCAC oversees the process for establishing uniform standards for awarding Credit for Prior Learning for military training and experience. MCAC also ensures the transferability of these credits among institutions of both systems.

**Military Education and Training (6.10.1)**

Education and training that has been documented on a transcript issued by one or more branches of the Armed Forces.

**Military Prior Learning Academic Panels (6.10.1)**

Panels of academic faculty approved by MCAC are authorized to determine standards for awarding credit for identified subject areas.

**Minimal Cost (8.13)**

The actual cost of reproducing the public record or public information.

**Minimum Grade Point Average (GPA) (7.12.4)**

Students must maintain a cumulative GPA at or above 2.0. This minimum GPA calculation is specific to financial aid calculations and uses grades for all attempted hours except grades of WE and IE. Note: the minimum GPA for financial aid calculations should not be confused with the minimum GPA required for graduation (see PCC Policy 6.12 Grading System – Curriculum).

**Minimum Semester Credit Hour Completion Rate (7.12.4)**

The student must earn 67% of the cumulative credit hours attempted (hours earned, divided by hours attempted), where earned hours include A, B, C, D, P, P1, P2, P3, and CE (Credit by Exam), and attempted hours include all grades except WE and IE. For example, a first-year student who enrolls in 12 hours for the fall term must have completed at least 8.04 hours at the end of the fall term.

**Minor (6.4)**

An individual 17 years of age or younger.

**Minor Student (7.6.2)**

A student who is under the age of 18 and a dependent of their parent.

**Mission (2.30)**

A declaration of an organization's core purpose and focus.



### **Negotiable Order of Withdrawal (NOW) Account (3.9.5)**

An interest-earning bank account whereby the owner may write drafts against the money held on deposit.

### **Negotiated Cost Rate (3.16)**

An estimate of indirect cost rate negotiated between the Federal Government and a Grantee/Contractor's organization which reflects the indirect costs (facilities and administrative costs) & fringe benefit expenses incurred by the organization that will be the same across all the agencies of the United States.

### **Negotiated Workload/Release Time (5.22)**

A reduction in a faculty teaching load due to a special assignment as part of the overall 39-hour weekly workload expectation.

### **Non-Exempt Employees (5.4.11)**

Employees primarily performing work that is subject to the overtime provisions of the Fair Labor Standards Act. Refer to the Wages and Fair Labor Standards Act administered by the U.S Department of Labor for more information.

#### **Non-Regularly Scheduled Course Section (6.4.6)**

Courses are those that provide occupational or vocational instruction that is organized, supervised, or delivered outside the regular programs offered by the College.

#### **North Carolina Community College System (1.4)**

Established in 1963 by the provide a system of education throughout the State offering instruction in general areas of associate degrees, diplomas, and certificates as well as basic, and continuing education programs.

#### **North Carolina Industrial Commission (NCIC) (5.4.8)**

An agency of the State of North Carolina created by the General Assembly in 1929 to administer the North Carolina Workers' Compensation Act to ensure that the provisions of the Act are fairly applied.

#### **North Carolina State Board of Community Colleges (1.4)**

The State Board is responsible for the equitable distribution of funds and fiscal accountability, establishing state priorities and approving educational programs.

#### **Notice (2.6, 5.20)**

Delivery of any written material required or allowed to be given to another under this policy may be (i) by personal delivery, (ii) by certified or registered U. S. Mail, return receipt requested, (iii) by commercial courier service, or (iv) by email.



### **Occupational Extension Courses (6.4.1, 6.5)**

Consist of single courses, each complete in itself, designed for the specific purpose of training an individual for employment, upgrading the skills of a person presently employed, and retraining others for new employment in occupational fields.

### **Occupational Disease (5.4.8)**

An event or exposure caused by an employee's work environment or activities related to the employee's work causing or contributing to a medical condition.

### **Offer Letter (5.7)**

A letter of agreement between a full-time employee and PCC which includes but is not limited to, the start date, name of supervisor, position title, and annual salary (annual salary may be prorated based on the beginning and ending date of employment) for the current fiscal year. Fiscal year is July 1 to June 30.

### **Office Hours (5.22)**

Time scheduled to advise, consult with, and provide individual assistance to students.

### **Official Depository (3.9.4, 3.9.5)**

One or more banks, savings and loan associations, or trust companies in North Carolina that a community college Board of Trustees has designated consistent with N.C.G.S. 115D58.7.



## **Officials with authority (OWAs) (2.6)**

The Title IX Coordinator, Deputy Title IX Coordinator, or any College official with authority to implement corrective measures. The following have been identified and designated as OWAs: Director, Campus Safety; Director, Human Resources Organizational Development / Equal Employment Opportunity Officer; Vice President, Student Development; Vice President, Instruction/CAO; Vice President, Administrative Services/CFO; Vice President, Information Technology/CIO; Deans; Supervisors; Faculty. Notice received by any of these OWAs constitutes actual knowledge upon which the College's mandatory response obligations arise under this policy.

## **Online (6.35)**

College curriculum or continuing education course in which 100% of the instruction is delivered online either synchronously or asynchronously.

## **Open Educational Resources (6.5.3)**

Teaching, learning, and research resources in any medium, digital or otherwise, that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation and redistribution by others with no or limited restrictions.

## **Open Enrollment (5.5)**

A set period of time when employees may enroll, decline, or make changes to their supplemental benefit plans. This typically happens each year during the fall semester. Changes outside of Open Enrollment require a qualifying life event such as a birth, marriage, death, etc.

**Other Leave (5.4)**

A leave option for claiming leave provided by Federal or State law, the State Board of Community Colleges, and college policy.

**Other Types of Leave Without Pay (5.4, 5.4.3, 5.4.10, 5.4.15)**

A leave option for employees to take leave as outlined in PCC Policy 5.4.3 Other Types of Leave Without Pay.

**Outstanding debts (6.5)**

Monies owed to PCC, including charges, fees, fines, defaulted payments, or student aid overpayments.

**Overload (5.22)**

Pay authorized for faculty teaching over their assigned instructional load per semester. Overload contracts will be paid based on the established North Carolina Community College System (NCCCS) Part-Time Faculty hourly rate.

**Paid Parental Leave (5.4, 5.4.19)**

A leave with pay option directed by the State of North Carolina in accordance with N.C.G.S. 126-8.6 for an eligible employee who becomes a parent to a child.

**Pandemic (2.13, 5.4.17, 6.12, 7.16)**

An outbreak and spread of an infectious/communicable disease over a wide geographic area that affects a high proportion of the population.

**Parent (5.4.15)**

A biological, adoptive, step, or foster father or mother, or any other individual who stood "in loco parentis" to the employee when the employee was a son or daughter. The term parent does not include parents' in-law.

**Parent (5.4.19)**

The mother or father of a child through birth or legal adoption, or an individual who cares for a child through foster or other legal placement under the direction of a government authority.

**Parent (7.6.1)**

A person who has legal custody of a child, including a natural parent, adoptive parent, or legal guardian.

**Parent (7.6.2)**

The parent, guardian, or an individual acting as a parent in the absence of a parent or guardian of the minor student.

**Partisan Political Activity (5.4.16)**

The act of doing something in active support of, or opposition to, a political party, a candidate for partisan political office, or a partisan political group.

**Part-Time Permanent (5.36, 5.4.5, 5.6.4)**

An individual employed in a permanent staff position but works less than the standard full-time hours, typically fewer than 26 hours per week, on a continuous, year-round basis. These hours must occur on campus or at the designated workplace as approved by the President or appropriate Vice President. Positions in this category are eligible to enroll in the state health plan on a fully contributory basis (PCC does not contribute), earn holidays, longevity, prorated state service credit, and prorated annual and sick leave.

**Part-Time Temporary (5.36, 5.6.4)**

A position that is not established in the budget as a regularly recurring position and will be for brief periods (usually less than nine months) with a work schedule of no more than 26 hours per week on average, unless otherwise approved by the supervisor. At no time should the total hours exceed 29 per week. The employee's contract terminates upon expiration of the contractual period and carries no expectation of extension. Part-time temporary positions are not eligible for retirement benefits, longevity, health insurance, and leave (e.g., sick, annual, funeral, civil, military, community service) and are given no job preference for employment beyond the contractual period.

### **Pay Advice (5.6.3)**

A statement that shows monthly payroll payment along with tax withholdings, benefit deductions, employee-elected deductions, and leave summary.

### **Pay Status (5.4.19)**

In accordance with 25 NCAC 01D.0105,

- An employee shall be deemed to be in pay status when working, when on paid leave, when exhausting vacation or sick leave, or when on workers' compensation leave. Lump sum payment of vacation leave upon separation shall not constitute paid leave status.
- An employee shall not be deemed to be in pay status after the last day of work if separated because of resignation, dismissal, death, retirement, reduction in force, or in accordance with any rule.

### **Periods of War (5.32)**

Any war, campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense.

### **Permanent Employee (5.4.15)**

An employee who has been employed with PCC for at least twelve (12) months and who has worked at least 1040 hours during the previous 12-month period.

## **Person with a disability (2.4)**

Someone who:

- has a physical or mental impairment that substantially limits one or more major life activities,
- has a history or record of such an impairment (such as cancer that is in remission), or
- is perceived by others as having such an impairment (such as a person who has scars from a severe burn) [ADA.gov](https://www.ada.gov/).

## **Personal Business Leave (5.4)**

Leave given to all faculty who are not on 12-month contracts and do not accrue annual leave; an annual allotment of 2 personal business days (or 16 hours) would be credited to all faculty not on 12-month contracts that can be used within that academic year.

## **Personal Observance Leave (5.4, 5.4.18)**

Any single work shift that falls on a day of personal significance; it is not for use across multiple shifts. This includes, but is not limited to, days of cultural or religious importance. Regardless of the employee's religious or cultural background, any day that the employee identifies as significant for cultural, religious, or personal reasons qualifies under the Executive Order and this policy.

## **Personnel Committee (5.20)**

Refers to the Personnel Committee of the Piedmont Community College's Board of Trustees. Per the Bylaws of the Board of Trustees of Piedmont Community College, the Board's Executive Committee also serves as the Personnel Committee.

**Personnel File (5.7.1)**

Consists of any information gathered by PCC relating to a current or previous employee's application, selection or non-selection, promotion, demotion, transfer, leave, salary, suspension, performance evaluation, disciplinary action, or termination of employment wherever located or in whatever form. (N.C.G.S. 115D-27)

**Pervasive Conduct (2.6)**

Unwelcome influence or physical effect that spreads widely throughout an area or group of people.

**Pet/Domestic Animal (2.33)**

An animal that is a member of a species that is normally dependent on humans for food and shelter, including dogs, cats, and other common domestic animals. A pet/domestic animal is not an Emotional Support Animal or a Service Animal.

**Petty Leave (5.4.11)**

Leave that may be used in lieu of other leave types for brief absences after all compensatory time is exhausted.

## Plagiarism (2.23, 7.5, 7.5.1)

Using words, ideas, statistics, images, and/or graphics from other sources, and present this material as a student's own work or without attempting to document sources. Examples include, but are not limited to:

- using AI-generated content misrepresented as original student work
- word-for-word copies of essays and articles taken from websites, books, periodicals, or other sources
- phrases, sentences, and longer sections that are copied word-for-word from other sources without using quotation marks and citing the source; and ideas whose sources are not clearly cited in the student's text.

**Intentional plagiarism**—the deliberate and conscious act of taking someone else's words, ideas, or work and presenting them as your own without proper attribution or acknowledgment. This form of "cheating" involves a pre-meditated decision to deceive and is considered a serious violation of academic and intellectual integrity. Examples include, but are not limited to, copying text from the internet or AI, buying a paper online, or paying someone else to write a paper.

**Unintentional plagiarism**—the accidental use of another person's ideas or words without proper credit, often due to a lack of understanding about citation rules, poor paraphrasing, or carelessness. Examples include forgetting quotation marks, using a source's sentence structure too closely, or misciting sources, even if there was no intent to deceive.

## Plant Fund (3.5)

Acquisition of land; erection of all buildings; alterations and additions to buildings; purchase of automobiles, buses, trucks, and other motor vehicles; purchase or rental of all equipment necessary for the maintenance of buildings and grounds and operation of plants; and purchase of all furniture and equipment not provided for administrative and instructional purposes.



**Pornography (2.23)**

Any material depicting sexual activity, as outlined in G.S. 143-805. Exceptions may apply only when such access is necessary for official duties, as specified by law.

**(The) Pregnancy Discrimination Act (2.32)**

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

**President (5.20)**

Refers to the Chief Administrative Officer/Chief Executive Officer of Piedmont Community College.

**Presidential Vacancy (2.35)**

Occurs when the College's current president permanently steps away from their position.

**Principal (7.6.1)**

A school administrator employed as a principal of a school or the staff member with the highest decision-making authority at a school if there is no principal.

**Probationary Period (5.15)**

An introductory period of one academic term (fall/spring) for a new faculty member or 90 days for a new staff member intended to provide an opportunity to determine if the employment relationship is a good fit for both the employee and the College. This allows the employee the opportunity to demonstrate their attributes/skills and become familiar with college policy, procedures, and expectations.

**Professional Activities (5.22)**

Activities related to instructional responsibilities. Curriculum development, professional development, institutional committee work, program advisory committee consultation, travel between campuses, recruiting, and retention efforts are examples of professional activities.

**Professional Development (5.25)**

A means by which an employee participates in further education and events that add to their knowledge of the skills required to succeed in their position, enhance the employee's development plan for future growth, and creates a vision of success for the employee.

**Public Performance (2.16)**

Music played for third parties by almost any means including CDs, cassettes, records, videos, live music, telephone music-on-hold, jukeboxes, and radio or television music played over a commercial system. A public performance is one that occurs "in a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered." A public performance also occurs when the performance is transmitted by means of any device or process (for example, via broadcast, telephone wire, or other means) to the public.

**Public Records (8.13)**

All documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions (N.C.G.S. 132-1(a)).

**Public safety concern (5.4.19)**

A significant impairment to the College's ability to conduct its operations in a manner that protects the health and safety of North Carolinians.

**Public-School Unit (7.6.1)**

Any of the following:

- a local school administrative unit
- a charter school
- a regional school

**Public University (5.4.16)**

A constituent institution of the University of North Carolina (or adjacent state system).



#### **Qualifying event (5.4.19)**

When an employee becomes a parent to a child.

#### **Qualifying Life Event (5.5)**

Certain changes in a personal situation that makes the employee eligible to enroll in or make changes to benefit plans outside the normal yearly enrollment period.

#### **Quarantine (7.6)**

A control measure issued by a local health director or the state health director under GS 130A-145 limiting the movement or action of persons or animals who have been exposed to or are reasonably suspected of having been exposed to a communicable disease or condition for the period of time necessary to prevent the spread of the communicable disease or condition, as described in NCGS 130A-2(7a).



### **Rate Agreement (3.16)**

A document which includes but is not limited to identifying the negotiated cost rate, the effective period(s) of the rate(s), the rate expressed as a percentage, the location to which the rate is applicable, and to what programs the rate is applicable.

### **RDS Appeal (7.12.1)**

The RDS Appeal is for students who believe their active residency determination is incorrect - either from an initial consideration or a reconsideration. Students have the ability to request the RDS Appeal online, submit additional information and documentation to support their claim, and meet face-to-face (or via technology) to review their appeal.

### **Reasonable Accommodation (2.4.1)**

Reasonable accommodation means any change to the work or educational environment, or the way things are usually done, that allows an individual with a disability to apply for a job, perform job functions, participate in the academic environment, or enjoy equal access to programs, services or benefits available to individuals without disabilities. The college is not required to provide accommodations that impose an undue hardship on the institution.

### **Recreational Programs (6.1)**

Self-supporting courses which the college may provide at the request of the community but for which the college receives no budgetary credit. Funds appropriated as operating expenses for allocation to the college shall not be used to support recreation courses. The financing of these courses by a college shall be on a self-supporting basis, and membership hours produced from these activities shall not be counted when computing full-time equivalent students for use in budget-funding formulas at the state level.

### **Recruitment Pools (5.15)**

Posting which solicits application packets of persons who may qualify for a temporary position, if the opportunity comes open.

### **Register (6.4.1, 6.5, 6.6)**

To complete the procedure defined by the college to sign up for a course section.

### **Registered Apprenticeship (6.10.1)**

An industry-based (apprenticeship) program that is eligible for approval and registration by a Registration Agency and that conforms to the standards of apprenticeship given in the Code of Federal Regulations 29 C.F.R. § 29.5.

### **Registration Fee (3.4, 6.4.1, 6.5)**

Uniform registration fee schedules for occupational extension courses based on course length, consistent with actions taken by the NC General Assembly and NC State Board of Community Colleges. This amount is charged to a student to enroll in a continuing education course section that earns budget FTE as described in 1G SBCCC 100.99.

### **Regularly Scheduled Course Section (6.4.6)**

A course section that meets all the following criteria:

- Assigned definite beginning and ending times;
- Specific days the class meets are predetermined;
- Specific schedule is included in the Institution Master Schedule or other official college documents;
- Class hours are assigned consistent with college catalog and standard requirements; and
- Identified class time and dates are the same for all students registered for the class excluding clinical or cooperative work experience:
  - 1) classes which have a regularly scheduled lecture section and a non-regularly scheduled laboratory section shall satisfy this criteria. The census date (10% point) shall be determined from the regularly scheduled portion of the class. Verification of student participation in the laboratory section of the class shall be available for review.
  - 2) A student shall be considered absent if that student did not attend during the specified times or days the class was scheduled to meet.

### **Report (2.6)**

A report of sex discrimination (including sexual harassment) made by any person, at any time, and by any means (in person, phone, mail or email) that results in the Title IX Coordinator receiving the person's verbal or written report. Reports are not limited to a school's campus community and may come from others, such as on-campus visitors.

### **Required Specific Fees (7.13, 7.14)**

Fees charged to students to support other required academic costs for consumable goods or services that are specifically required for a course. Such academic costs include, but are not limited to, tools, uniforms, insurance, certification/licensure fees, e-text, lab and other consumable supplies ([1E SBCCC 700.5](#)).

### **Reserve Components (5.4.4)**

Branches of the U. S. Uniformed Services which include the National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve and the Coast Guard Reserve.

### **Respondent (2.6)**

An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or discrimination.

### **Retaliation (2.17)**

When an employer (through a manager, supervisor, administrator or directly) fires an employee or takes any other type of adverse action against an employee for engaging in protected activity. An adverse action is an action which would dissuade a reasonable employee from raising a concern about a possible violation or engaging in other related protected activity. Retaliation can have a negative impact on overall employee morale.





### **Safety-Sensitive Function (2.12)**

Actions such as operating a vehicle, power equipment, heavy equipment, office machinery or tools, handling hazardous chemicals or substances, or involvement in activities that place oneself or others at increased risk as a result of job functions and/or duties.

### **Satisfactory Academic Progress (SAP) (6.14, 7.12.4)**

A standard defined in federal financial aid guidelines that stipulates a student maintain a 2.0 overall financial aid GPA, maintain a 67% completion rate of all courses attempted, and complete their program of study within a 150% timeframe of the published program length. Note: Financial aid satisfactory academic progress (SAP) should not be confused with standards of academic progress as described in PCC Policy 6.14 Standards of Academic Progress.

### **School (Public or Private) (5.4.16)**

An educational institution that is authorized to operate under the laws of the State of North Carolina (or adjacent state) and is an elementary school, middle school, high school, or a licensed childcare program.

### **School personnel (7.6.1)**

Any of the following:

- an employee of a public-school unit, whether full-time or part-time, including substitute teachers, driver training teachers, bus drivers, clerical staff, and custodians
- an independent contractor or employee of an independent contractor of a public-school unit, if the independent contractor carries out duties customarily performed by school personnel and has significant access to students, whether paid with federal, State, local, or other funds

### **SEAA Appeal (7.12.1)**

The SEAA Appeal is the final administrative step in the residency process. The appeal is conducted by a statewide committee comprised of representatives from the North Carolina Community College System, North Carolina Independent Colleges and Universities, State Education Assistance Authority, and The University of North Carolina System. No additional documentation or information is permitted by RDS or the student in this appeal.

### **Secondary Employment (5.12)**

Any external employment or work activity, with a public or private entity, or self-employment that is in addition to an employee's position with the College, even while on leave.

### **Self-Supporting (6.5.4.1)**

Funding the direct and indirect costs of a course or set of courses through receipts collected from students or from a third-party on behalf of students enrolled in the course or set of courses (1E SBCCC 600.1).

**Self-Supporting Class (6.1, 6.4.1, 6.5.4.1)**

A class where the student pays a pro-rated share of the cost of conducting the class, and thus is not reported to the state for budget FTE.

**Self-Supporting Fee (3.4, 6.4.1)**

A fee charged to a student to enroll in a course section that is offered on a self-supporting basis, as provided by 1E SBCCC Subchapter 600.

**Senior Citizen (6.4.1)**

For the purposes of this provision, an individual is a senior citizen if the individual is at least 65 years of age as of the first day of the applicable course section. The individual must provide proof of age through a driver's license, State identification card, or other government-issued document.

**Sensitive Personally Identifiable Information (3.14)**

Information belonging to any student, employee, or other person with whom the College is affiliated that is not open to the public or is not considered directory information. See PCC Policies 5.7.1 Employee Personnel File and 7.6 The Family Educational Rights and Privacy Act of 1974 for more information.

### Serious Health Condition (5.4.15)

An illness, injury, impairment or physical or mental condition that involves:

- inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical facility, including any period of incapacity (defined to mean inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment for or recovery from, or any subsequent treatment in connection with such impairment;
- continuing treatment by a health care provider involving one or more of the following: a period of incapacity as defined above of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also involves;
- treatment two or more times by a health care provider, by a nurse or physician's assistant under the direct supervision of a health care provider, or a provider of health care services (e.g., physical therapist) under orders of, or on referral by a health care provider, or treat any period of incapacity requiring absence from work of more than three workdays that also involves continuing treatment by a health care provider; treatment on at least one occasion resulting in a regime of continuing treatment under the supervision of a health care provider (course of prescription medication or therapy requiring special equipment to alleviate the health condition);
- any period of incapacity due to pregnancy or for prenatal care, even when the employee or family member does not receive treatment from a health care provider during the absence and even if the absence does not last more than three calendar days (prenatal examinations, severe morning sickness);
- any period of incapacity or treatment due to a "chronic serious health condition" even when the employee or family member does not receive treatment from a health care provider during the absence and even if the absence does not last more than three calendar days, which is defined as requiring periodic visits or treatment by a health care provider, continuing over an extended period of time, and which may cause episodic rather than continuing periods of incapacity;
- incapacity for a permanent or long-term condition for which treatment may not be effective; or

- multiple treatments for restorative surgery or incapacity for serious conditions that would likely result in a period of incapacity of more than three consecutive days in the absence of medical intervention or treatment.

*Note: For a more exhaustive list of what constitutes a serious health condition please see Section 125.113 of the Family and Medical Leave Act of 1993.*

### **Service (5.30)**

“College service” based on a cumulative month-for-month-computation of full-time permanent and part-time permanent employment with PCC.

### **Service Animal (2.33)**

An animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a Service Animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. Service Animals may or may not have been licensed by a state or local government or a private agency. The potential crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

**Service Animal-in-Training (2.33)**

An animal that is brought to campus by a trainer for the purpose of training the animal to become a service animal for individuals with disabilities and is allowed in accordance with N.C.G.S. 168-4.2(b) and the provisions of this policy.

**Service Area (2.9)**

The geographic area to which the State Board of Community Colleges has assigned a particular community college the authority and responsibility to provide education and training services for constituents. Service area of PCC is Person and Caswell counties.

**Sexual Assault with an Object (2.16)**

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

**Sexual Discrimination (2.6)**

Treating someone unfavorably because of that person's sex, including transgender status or sexual orientation.

## **Sexual Harassment (2.6)**

Includes any of three types of misconduct on the basis of sex and covers conduct by employees against other employees, not just conduct directed at students.

1. “quid pro quo” harassment, when a school employee conditions access to educational or employment benefits or status on unwelcome sexual conduct. Note that this provision does not cover sexual conduct by students or other agents.
2. unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education or employment program or activity.
3. four components from the Clery Act (20U.S.C.§1092(f)) and the Violence Against Women Act: sexual assault, domestic violence, dating violence and stalking. These additions are intended to clarify that one particularly severe incident (even if not “pervasive”) can qualify as Title IX sexual harassment if it falls within any of these definitions.

## **Short-term Access to Course (6.5.3)**

Related materials (book, article readings, lecture notes, sample tests) or to other materials (CD-ROMs, audiovisual materials).

## **Sick Leave (5.4)**

A leave option that may be used for illness or injury that prevents an employee from performing usual duties and for other medical-related issues as defined in Policy 5.4.6 Sick Leave.

## **Significant gift (8.4)**

An amount that approximates 25% or more of the total cost of the asset.

**Small Business Center Program (6.1)**

Provides training, counseling and referral services especially designed in content and delivery modes for small businesses, both existing and prospective.

**Social Distancing (2.13, 7.16)**

Actions taken to reduce the opportunities for close contact between people in order to limit the spread of a communicable disease.

**Solicitor (8.12)**

Any private or non-college individual, organization, agency, or group desiring to distribute literature or other items, recruit volunteers, employees or members, seek donations, or express social, religious or tother views on any property owned, leased, or operated under the jurisdiction PCC.

**Special Student (6.4)**

A student who has taken 16 or fewer credit hours and has not declared a program of study.

**Special Works (2.16)**

Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety.

**Spouse (5.4.15)**

A husband or wife recognized by the State of North Carolina.



**Stalking (7.5)**

Any severe intrusion on a victim's personal privacy and autonomy. Stalking includes, but is not limited to, a pattern of observing or monitoring the victim or committing violent or intimidating acts, regardless of the means, against the victim.

**Standardized examination (6.10.1)**

Any form of examination that requires all test takers to answer the same questions, or a selection of questions from a common bank of questions following established protocol and that is scored in a standard or consistent manner.

**State (7.6.1)**

The State, any of its political subdivision, or any public-school unit.

**State Agency (5.4.16)**

A State governmental agency that is authorized to operate under the laws of the State of North Carolina (or adjacent state).

**State Funds (3.5)**

All funds that are allocated to colleges by the State Board of Community Colleges, regardless of the revenue source.

**State of Emergency (5.4.17, 6.12)**

A declaration made by the governor, local mayor, governing body of a municipality, county, chair of the board of county commissioners or the General Assembly. Declarations generally include a description of the geographical area covered and can include lists of prohibitions and restrictions on certain activities to promote public safety.

**(The) State Workers' Compensation Act (5.4.8)**

Under the NC Workers' Compensation Act, an injury to any full-time, part-time, or temporary employee is covered under workers' compensation if it was caused by an accident or incident that arose out of and in the course of employment.

**Statutory Rape (2.16)**

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Student (2.17, 2.24, 7.6)**

Any individual who is or has attended PCC and regarding whom PCC maintains education records.

**Student Accident Insurance (7.14)**

Covers accidents that occur on campus and while traveling to and from the College and to and from off-campus locations.

**Student Activity Fees (7.13)**

Fees that are charged to support student activities. Non-curriculum students are not required to pay the fee but have an option to do so if they wish to participate in student activity programs.

**Student Employees (5.6.3)**

Students who are enrolled in PCC courses/classes and as a result may be eligible to work for the College. Types of employment include, but are not limited to, Federal Work Study, Lab Assistants, and Peer Tutors.

**Student Fees (6.4.1, 6.5)**

Fees charged to provide funds for items and services not covered by tuition and registration fees. (Refer to PCC Policy 7.13 Student Fees for more information.)

**Student Records (3.14)**

Any records containing information concerning academics and enrollment (curriculum, adult, and continuing education), financial aid, finance, discipline, counseling, and any ADA information that is collected and used in various areas of the College.

**Summa Cum Laude (6.20.1)**

An academic level of distinction that educational institutions use to signify an academic degree that was received “with highest honor.” PCC awards this honor to graduates whose cumulative grade point average is at least 3.75.

**Superintendent (7.6.1)**

Any of the following:

- A superintendent or executive officer of a local school administrative unit or designee.
- The staff member with the highest decision-making authority for a public-school unit if there is no superintendent.

**Supervisor (5.20)**

An employee with the authority to make recommendations to hire, transfer, suspend, promote, discipline, discharge, or reward direct reports; and assign duties and responsibilities related to their positions.

**Supplemental Courses (6.10.1)**

Assigned numbers 001-099, supplemental courses provide supplemental skills to a specific co-requisite course or customized developmental course delivery.

Supplemental courses do not earn credit toward a certificate, diploma, or degree (1D SBCCC 400.8(b)(1)).

**Support Services (3.1)**

Salaries and other costs as determined by the State Board necessary to carry out the functions of support services.

**Supportive Measures (2.6)**

Individualized, non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. These measures are designed to preserve the complainant's access to education or employment without unreasonably burdening the respondent.

**Suspension for Multiple Terms (7.5)**

Suspension for the period outlined in a sanction letter sent by registered mail. While suspended from the College, a student is not allowed on any campus or allowed any involvement in student activities without the permission of the Vice President, Student Development.

**Suspension for One Term (7.5)**

Suspension for the remainder of the current term or the next full term, depending on when the offense is adjudicated. While suspended from the College, a student is not allowed on any campus facility or allowed any involvement in student activities without the permission of the Vice President, Student Development.

**Syllabus (6.5.3)**

An outline or a summary of the main parts of a course of study. It is also known as a Course Outline.

**System (2.24)**

An assembly of components (hardware, software, procedures, human functions, and other resources) united by some form of regulated interaction to form an organized whole; a) group of related processes.



### **Tax-Sheltered Annuity (5.5)**

An investment plan restricted to employees of tax-exempt organizations that allows contributions to be made on a pre-tax basis. Such contributions are not taxable until withdrawn from the plan (e.g., 403(b)).

### **Temporary Employee (5.4.15)**

An employee whose position is not established in the budget as a regularly recurring position and is for brief periods (usually less than nine months).

### **Tenure (5.17)**

The guarantee of permanent employment, especially as an instructor, after a probationary period.

### **Term Census Date (6.17)**

Date marking the end of the add/drop period for an academic term which occurs at the 10% point of the term.

### **Textbook (Traditional) (6.5.3)**

Printed book used as a standard work for the study of a particular subject.

### **Textbook Rental (6.5.3)**

Students may rent textbooks each semester from the PCC Bookstore. Textbooks are returned to the bookstore at the end of the semester.

### **Third Party Administrator (TPA) (5.4.8)**

An organization that processes insurance claims or certain aspects of employee benefit plans for a separate entity and in this case processes workers compensation claims/benefits for the North Carolina Community Colleges.

### **Time (2.6)**

In computing any period of time prescribed or allowed by this policy, the day of receipt of the document is not to be included. The last day of the period so computed is to be included unless it is not a business day as defined in this policy, in which event the period runs until the end of the next day which is a business day.

### **Title I of the Americans with Disabilities Act of 1990 (ADA) (2.32)**

This law makes it illegal to discriminate against a qualified person with a disability in the private sector and in state and local governments. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business. The Genetic Information Nondiscrimination Act of 2008 (GINA) – This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

**Title IX Coordinator (2.6, 7.6)**

An official of the College with authority to coordinate the College's efforts to comply with Title IX responsibilities including instituting corrective measures on the College's behalf when a verbal or written report is received of an alleged incident of sexual discrimination, including sexual harassment, in person, by U.S. Mail, by telephone, by email, or by any other means that results in the Coordinator receiving the report.

**Tobacco Products (2.29, 7.5)**

Items such as cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, vapes, or any other items containing tobacco products or reasonably resembling tobacco or tobacco products, including electronic cigarettes.

**Tobacco Use (2.29)**

Actions such as smoking, chewing, dipping, or any other use of tobacco products.

**Tort (4.1, 4.3)**

A wrongful act or an infringement of a right (other than under contract) leading to a civil legal liability.



### **Total State Service (5.4.5)**

A full month of credit which is given to a full-time employee who is in pay status (working, exhausting annual or sick leave, or drawing workers' compensation not to exceed 12 months) or is on authorized military leave for one-half or more of the regularly scheduled workdays in a month. A part-time employee is credited with total state service on a prorated basis—it is counted as a percentage of the total amount credited to a full-time employee.

### **Trade Secret (8.13)**

business or technical information, including but not limited to a formula, pattern, program, device, compilation of information, method, technique, or process that:

- Derives independent actual or potential commercial value from not being generally known or readily ascertainable through independent development or reverse engineering by persons who can obtain economic value from its disclosure or use; and
- Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (N.C.G.S. 66-152).

### **Traditional Course load (6.6.1)**

The number of credit hours recommended for students to attempt each semester to graduate within the proposed time frame for the program of study. For fall or spring semesters, the traditional course load is 15-18 semester credit hours.

### **Traditional Instruction (6.35)**

College curriculum or continuing education course in which 100% of the instruction is delivered face-to-face with the instructor in the physical presence of students.

**Transcript (6.20.1)**

Academic record of a student's completed coursework, the grades earned for each, as well as the cumulative PCC GPA.

**Transcript Fees (7.13)**

Fees that are charged for the processing of official transcript request.

**Transfer Credit (6.10)**

Acceptance of prior learning represented in credits documented on a student's academic transcript ([collegetransfer.net](http://collegetransfer.net)).

**Treatment (7.6.1)**

Any medical procedure or treatment, including X-rays, the administration of drugs, blood transfusions, use of anesthetics, and laboratory or other diagnostic procedures employed by or ordered by a health care practitioner, that is used, employed, or ordered to be used or employed commensurate with the exercise of reasonable care and equal to the standards of medical practice normally employed in the community where the health care practitioner administers treatment to the minor child.

**Tuition (3.4, 6.4.1, 6.5)**

Uniform tuition rate per credit hour and a maximum tuition amount per academic term for resident and non-resident students consistent with actions taken by the NC General Assembly and NC State Board of Community Colleges. This amount is charged to a student to enroll in a curriculum course that earns Budget FTE as described in 1G SBCCC 100.99.

### **Tuition and Registration Fee Waiver (6.5.2.1)**

A waiver that exempts an individual from paying curriculum tuition or continuing education registration fees that would otherwise be required to enroll in a course and deposited with the State Treasurer. The amount waived represents revenue foregone by the State. A tuition and registration fee waiver shall not be construed to mean inclusion of any other fees or charges (i.e. local fees, textbooks/supplies, and insurance) that are required for enrolling in a course or program. The amount charged to students who qualify as a resident for tuition purposes pursuant to N.C.G.S. 115D-39 and N.C.G.S. 116-143 is not a tuition waiver for the purposes of this Subchapter.

### **12-Month Period (5.4.15)**

A period beginning July 1 of each year and ending on the following June 30. Employees must be given 60 calendar days' notice of any change and must not lose any benefits because of a transition.

### **Two-Factor Authentication (2FA) (2.24)**

A security process that requires a user to provide two different authentication factors to verify their identity before gaining access to a system or service. These two factors typically include something the user knows (such as a password or PIN) and something the user has (such as a security token or mobile device). By requiring two different factors, 2FA adds an extra layer of security and makes it more difficult for unauthorized users to gain access to sensitive information or resources.



### **Unemployment Compensation Insurance Programs (5.5.4)**

Unemployment benefits provided via the U.S. Department of Labor to eligible workers who become unemployed through no fault of their own and meet certain other eligibility requirements.

### **User (2.23)**

Any person that is not ITS personnel that has been assigned a valid active directory logon by ITS. Such logons (or accounts) should be used only by the owner of the account in a legal and ethical fashion.

### **User/Normal User (2.24)**

A person, system, application, or defined group that has been authenticated to an ITS system and granted access only to those resources to which they have been granted authorization.

### **USERRA (5.4.4)**

Uniformed Services Employment and Reemployment Rights Act of 1994 provides protection of job rights of individuals who voluntarily or involuntarily leave employment to undertake military service.

### **Utility Cart (2.31)**

A vehicle that travels with speeds of 25 mph or below, does not have a vehicle identification number, and is designed primarily for off-road use.



### **Verbal Warning (7.5)**

Discussion of why a behavior or conduct is not appropriate and what should be appropriate behavior. The discussion includes oral notice that continuation of the specified behavior or conduct will be cause for more severe action. A discipline file will also be generated at this time.

### **Veteran (5.32)**

A person who served in the Armed Forces of the United States on active duty, for reasons other than training, and has been discharged under other than dishonorable conditions.

### **Visitor (8.7)**

Any individual who is on campus for a short period of time and for a specific purpose and is not a current student, faculty, staff, or person seeking College services.

**Waive (3.4, 6.5)**

To exempt a student from paying a charge that would otherwise be required and adjust the student's account accordingly. The amount waived represents revenue foregone by the entity that would have otherwise received the benefit of the revenue.

**Withdrawn from a Class (6.9)**

The status assigned to a class when a student completes the documentation to remove a class from their registration schedule after the census date, but prior to the end of the term.

**Withdrawn from the College (6.9)**

Occurs when a student withdraws from all classes prior to the end of the term and receives a W (Withdrawal) or WE (Withdraw Emergency) grade for each class.

**Workers' Compensation Leave (5.4)**

A leave option for when the employee is on an approved workers' compensation leave as outlined in PCC Policy 5.4.8 Workers Compensation and Leave.

**Written Warning (7.5)**

Written notice in the form of a letter sent to the student's current address by certified mail outlining the violation of the Code of Student Conduct, corrective actions needed, and what will happen if the behavior or conduct continues.