# CARTERET COMMUNITY COLLEGE

2016-2017 General Catalog

(Effective 8/2016)

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CHAPTER 1: THE COLLEGE

Carteret Community College publishes this catalog for the purpose of providing students and other interested persons with information regarding the College, pertinent rules and regulations, and educational program information that may be of interest. The provisions as outlined in this catalog are not to be regarded as a contractual agreement between the students and Carteret Community College. The College reserves the right to change any provisions, regulations, requirements, or schedules at any time without affecting the overall intent of this catalog. School calendars, programs, and/or courses within programs may be changed at any time deemed necessary by the administration or as required by the North Carolina Community College System. Every effort will be made to minimize the inconvenience any such changes may create for the students. The General Catalog is only available in electronic format on the College website or from the Student Services Office. Failure to read this catalog does not excuse students from the requirements and regulations described herein.

1.1. AFFIRMATIVE ACTION STATEMENT

Carteret Community College is committed to the open door philosophy. Student access to the College is maintained without regard to race, color, religion, sex, age, national origin, or disability. Equal access to all curricula and student activities is also guaranteed. Students, however, must meet the basic requirements for each specific curriculum. Students are also guaranteed the rights of due process. This process is administered without regard to race, color, religion, sex, age, national origin, or disability; as outlined by the following legislation or policies:

- Section 504 of the Rehabilitation Act of 1973
- Title IX of the Educational Amendments of 1972
- Section 703 of Title VII of the Civil Rights
- North Carolina Amendment Act of 1972
- Americans with Disabilities Act of 1990

Any person who perceives he/she has been discriminated against on the basis of any of the aforementioned criteria may contact either the College’s Title IX Coordinator, Director of Human Resources at (252) 222-6225 or 3505 Arendell Street, Morehead City, NC 28557-2989; or the Director, Office of Civil Rights, Education Department, 400 Maryland Avenue, SW, Washington, DC 20202, telephone (202) 376-8177; or Director, Veterans Administration Regional Office, 251 North Main Street, Winston-Salem, NC 27102, telephone 1-800-827-1000.
1.2. LICENSING OF GRADUATES

Carteret Community College is an educational institution and assumes no responsibility for the licensing of its graduates. Students convicted of a felony or any other crimes involving moral turpitude, may not be recognized by the proper licensing agency.

1.3 A MESSAGE FROM THE PRESIDENT

Welcome to Carteret Community College, we want your time here to be one of the best experiences of your life.

We realize you have options for your educational needs and we appreciate your choice of CCC for investing in your educational future.

If you are a new student, I want to commend your decision. Not only are you receiving high-quality education and training while accessing current technology, but you are doing it all at a very competitive rate. If you are a returning student welcome back! Plus, living in the area, you can fully enjoy the Crystal Coast’s great quality of life and continue to be a positive force in our local economy.

You may have heard about the Student Support Services (TRiO) program, which provides support to first generation, low income, and/or disabled students. It's just one of many programs we have to help students succeed. Please check in with our staff in Student Services and let us help you reach your full potential.

The college has grown and evolved to reflect the needs of our community. Our highly qualified faculty make available training in technical trades along with first-rate coursework that will transfer to every public university in NC. We provide instruction in traditional technical fields as well as in several of the area’s most vibrant occupations.
From creating a clear path to university transfer to developing courses that support our local employers, we are committed to helping you meet your goals.

Our job is to help people. That’s why CCC exists. If we aren’t helping you, let me know, we want to help. You have my personal commitment that we will do everything possible to help you meet your educational goals.

Sincerely,
Kerry L. Youngblood, Ph.D.
President

1.4. GENERAL INFORMATION
Carteret Community College
3505 Arendell Street, Morehead City, NC 28557-2989
College Website: URL is http://www.carteret.edu

For assistance in specific areas, write, telephone, fax or e-mail:

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<tr>
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<tr>
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<tr>
<td>Basic Skills Department</td>
<td>222-6195</td>
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<td>Bookstore</td>
<td>222-6252</td>
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<tr>
<td>Business Office/Cashier</td>
<td>222-6157</td>
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<td>Campus Security</td>
<td>222-6188</td>
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<tr>
<td>Corporate &amp; Community Education</td>
<td>222-6200</td>
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<tr>
<td>Counseling Services</td>
<td>222-6060</td>
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<tr>
<td>Director of College Advancement &amp; Executive Director</td>
<td>222-6262</td>
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<td>Carteret Community College Foundation, Inc.</td>
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<td>222-6293</td>
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<tr>
<td>Human Resources</td>
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<tr>
<td>Learning Resources Center (LRC)/Library</td>
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<td>President’s Office</td>
<td>222-6141</td>
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<td>Public Information</td>
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<td>Registrar’s Office</td>
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<td>TRiO Programs (Student Support Services &amp; CCAMPIS)</td>
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<tr>
<td>Vice President for Administrative Services</td>
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<td>Vice President for Corporate and Community Education</td>
<td>222-6117</td>
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<td>Vice President for Instruction and Student Support</td>
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<tr>
<td>Corporate &amp; Community Education Fax</td>
<td>222-6263</td>
</tr>
<tr>
<td>Library Fax</td>
<td>222-6219</td>
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<tr>
<td>Student Services Fax</td>
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<td><a href="mailto:AcademicSupport@carteret.edu">AcademicSupport@carteret.edu</a></td>
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<tr>
<td>Admissions Office</td>
<td><a href="mailto:admissions@carteret.edu">admissions@carteret.edu</a></td>
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<tr>
<td>Computer Lab</td>
<td><a href="mailto:computerlab@mailccc.net">computerlab@mailccc.net</a></td>
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<td>Counseling Services</td>
<td><a href="mailto:CounselingCenter@carteret.edu">CounselingCenter@carteret.edu</a></td>
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<td>Financial Aid Office</td>
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</tr>
<tr>
<td>SGA</td>
<td><a href="mailto:sga@mailccc.net">sga@mailccc.net</a></td>
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1.6. ACADEMIC CALENDAR

The most up-to-date Academic Calendar.

1.7. COLLEGE VALUES

At Carteret Community College, we believe our purpose is to serve the citizens of Carteret County. To fulfill this purpose, we further believe our greatest assets are the people we employ. We the employees of Carteret Community College, united by common purpose, share these values:

**Learning.** We value lifelong learning for students and ourselves.

**Service.** We provide excellent service and help to the community and to each other.

**Quality.** We hold ourselves to high standards of quality in everything we do.

**Creativity.** We encourage each other to use our talents and abilities.

**Integrity.** We trust each other and are trustworthy in word and deed.
Diversity. We value and respect each person’s uniqueness.

Teamwork. We work together and encourage collaboration.

Honesty. We encourage open communication at all levels.

Commitment. We are committed to the goals and mission of the College.

1.8. A HISTORY OF HELPING

Since 1963, Carteret Community College has been helping students prepare for a changing workforce. Starting out in World War II era Quonset huts, the College has changed over the years. From its earliest days as an Industrial Education Center through its transformation as a technical college, the community college has grown and changed to meet the needs of the community.

Today, Carteret Community College (CCC) offers up-to-date vocational technical training and features programs that prepare students for the skills they need in the fast-paced information age, where computers and the Internet are changing the way we do business. We are as proud of our humble beginnings as we are of our advanced, high tech programs, many of which have received recognition for their high quality.

Just as boaters navigating the shifting shoals and swift currents of our shallow coastal waters depend on navigational aids, the College also has a compass to help it steer the right course. With its compass pointing toward excellence, the College remains committed to helping the community and its citizens prosper and flourish.

In 1995, the College signed an agreement with North Carolina State University to locate the Center for Marine Sciences and Technology (CMAST) on the College’s campus. With its miles of fiber optic cable, the CMAST facility now gives the county an advanced communications network and the fastest Internet connection in the region. The CMAST facility is truly bringing science and information to the county from around the world.

As part of the partnership, Carteret Community College occupies the top floor of the four-story CMAST facility which houses the Associate in Science and Biotechnology program. Because of the generosity of the citizens of Carteret County, the Carteret Community College Foundation raised funds for equipment for the new science labs in CMAST. These gifts ensure our local students have an advanced, high quality learning environment.

In 2000, the voters of Carteret County agreed to fund $14 million in new facilities and renovation projects at the college. Approximately half was approved through a county wide bond referendum, while the rest was approved through a state community college bond initiative. The
voters were sending a message that they wanted Carteret County to have expanded training opportunities in business technologies, health sciences and marine trades.

CCC kept its promise with the opening of the three-story Wayne West building. The new facility created larger basic skills training areas, five state-of-the-art computer labs, and allowed for the implementation of the Associate Degree in Nursing program as well as facilities for other health science programs like Radiography, Respiratory Therapy, Emergency Medical Sciences, and the Practical Nursing program.

The North Carolina Marine Training and Education Center (NCMARTEC) and newly renovated Robert Howard Aquaculture Center, also funded by the bond referendums, are preparing students for new employment opportunities in our coastal marine environment.

CCC is a part of the fabric of Carteret County. More than 10,000 people visited the campus last year, with many enjoying programs held in the college’s Joslyn Hall auditorium.

With grants from the Golden Leaf Foundation, the Clean Water Management Trust, and North Carolina’s Bionetwork, our state, region and community believe in CCC’s workforce training efforts, and the work being done to create new job opportunities, protect the environment, and take advantage of emerging technologies.

In addition to the wide-array of new curriculum programs available today, the college also offers an extensive number of occupational training and community service courses through its Corporate and Community Education Division.

The division consists of specialized units to assist the different special needs of county residents. Among the specialized units is the Basic Skills department which manages five programs that include Compensatory Education, Adult Basic Education, Adult High School, English As a Second Language, and General Education Development.

The Human Resources Development (HRD) unit also provides general job readiness training for individuals prior to entering the workforce, while the Small Business Center provides services to new and existing small businesses.

The college also cooperates with numerous agencies such as the Carteret County Public School System, the Chamber of Commerce, the Economic Development Council, and Tourist Development Bureau to enhance learning and encourage the economic development of the area.

Carteret Community College is a full-service, fully-accredited all-purpose college offering a wide-range of curriculum and corporate and community education programs in business
technology, photographic technology, health sciences, college transfer, and a number of other modern programs.

1.9. COLLEGE PHILOSOPHY
The philosophy of Carteret Community College is based on the pursuit of excellence. It is a vision shared by each college employee that the college will continue to be an excellent resource for workforce development and quality of life for Carteret County citizens. This community-centered vision includes striving to be an excellent learning college, an excellent place to work, and an excellent steward of the public trust. From providing the most basic education and training for hundreds of citizens each year to helping people carve out new careers with freshly learned high-tech skills, Carteret Community College is committed to excellence and lifelong learning. With its open-door policy, low cost, broad curriculum, and corporate and community education programs, the College is making a difference in the lives of the people who use its services.

1.10. DIVERSITY LEADERSHIP STATEMENT
Carteret Community College is committed to creating and fostering an environment which is conducive to the inclusion of minorities and females in student, faculty, and staff leadership roles. We believe that the basis of diversity is to create a climate in which the needs, values, and talents of individuals of all cultures and backgrounds are recognized, understood, and addressed in our classrooms and in our workplace.

1.11. MISSION STATEMENT AND STRATEGIC PLAN

1.11.1. MISSION STATEMENT FOR THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
The mission of the North Carolina Community College System is to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well-being of individuals by providing:
- Education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs.
- Support for economic development through services to and in partnership with business and industry.
- Services to communities and individuals, which improve the quality of life.

1.11.2. MISSION STATEMENT FOR CARTERET COMMUNITY COLLEGE
Carteret Community College offers opportunities for lifelong learning through high quality traditional and distance learning teaching, training, support, and enrichment with the intended purpose of improving the quality of life for all citizens of Carteret County and eastern North Carolina. (Reviewed by the Board of Trustees, May 2016)
Our Mission

Carteret Community College offers opportunities for lifelong learning through high quality teaching, training, support, and enrichment with the intended purpose of improving the quality of life for all citizens of Carteret County and eastern North Carolina.

Our Belief about Learning

At Carteret Community College, we believe learning changes and enriches lives. Carteret Community College encourages continuous personal growth and development in a challenging, supportive, collaborative, and dynamic environment.

Carteret Community College Employees, 2006

We will accomplish our mission in the following ways:

**Strategic Pathway 1: Enhance Student Success and Expand Learning Access, Retention, Technology, Success**

The College will accomplish its mission, not by what it offers, but through the students we reach and the quality of learning they experience. Therefore, to be a leader in improving the quality of life for our people, we must become the number one source for
post-secondary learning in our region. As an indication of the quality of learning we provide, we will see an increase in the number of students enrolled, retained, and graduated from the college.

**Strategic Pathway 2: Enhance College Capacity for Excellence and Sustainability (Integration)**

The College exists of, by, and for the residents of Carteret County. In order to continue to be an asset to our citizens, we must constantly examine our processes and performance, find creative solutions when change is needed, and continue to pursue new and expanded programs and services that enrich this community. Toward this end, the College will use a meaningful planning process that demonstrates institutional effectiveness and sets challenging goals for continuous improvement.

**Strategic Pathway 3: Enhance College Capacity for Future Needs**

The College is bordered on its south side by Bogue Sound, on the west, by private property, on the north by Highway 70 Arendell St., and on the east by the Division of Marine Fisheries. Therefore, campus expansion will be limited and use of available space must be maximized in order to meet current and future needs. In order to have a plan for long range facility development, the College contracted with an architectural firm in 2005 to guide a planning process. That plan was competed in 2006 and is presented in summary form in this document.

1.12. **SCHOOL COLORS**

Carteret Community College's school colors are Blue and Gray.

1.13. **INSTITUTIONAL CHARTER**

Carteret Community College is chartered by the North Carolina State Department of Community Colleges, as specified in Chapter 115D of the General Statutes of North Carolina.

1.14. **MEMBERSHIPS**

Carteret Community College is a member institution of the North Carolina Community College System, the League for Innovation in Community Colleges, and the American Association of Community Colleges.

1.15. **COLLEGE ACCREDITATION**

Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Inquiries regarding the programs and services of Carteret Community College should be addressed with the College directly. For questions about the accreditation of Carteret Community College contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500.
Carteret Community College is recognized by the U.S. Department of Education as an institution of higher learning and is qualified to receive federal assistance in its higher education programs.

Carteret Community College’s High School Diploma Program meets the standards required by the North Carolina Department of Public Instruction for the purpose of awarding high school diplomas.

1.16. SPECIFIC PROGRAM ACCREDITATIONS, APPROVALS & CERTIFICATIONS

1.16.1. ASSOCIATE DEGREE NURSING

Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, Atlanta, GA 30326; Telephone: (404) 975-5000; ACEN Website: http://www.acen.org.

North Carolina Board of Nursing, Box 2129, Raleigh, NC 27602; Telephone: (919)782-3211; NC BON Website: http://www.ncbon.com.

1.16.2. BASIC LAW ENFORCEMENT TRAINING (BLET)

The BLET program is approved by the North Carolina Criminal Justice Education and Training Standards Commission. NC Criminal Justice Standards Division, NC Department of Justice; 114 West Edenton Street, PO Drawer 149 Raleigh, NC 27602; Telephone: (919) 661-5980; NC DOJ Website: http://www.ncdoj.com/law_enforcement/cle_cjets.jsp.

1.16.3. CAPTAIN 'S LICENSING

United States Coast Guard National Maritime Center; 130 East Burr Boulevard, Kearneysville, WV 25430; Telephone: (304) 724-9531; USCG Website: http://www.uscg.mil/stcw/.

1.16.4. CODE OFFICIAL TRAINING

North Carolina Code Qualifications Board; 322 Chapanoke Road, Suite 200; Raleigh NC 27603; Telephone: (919) 661-5880; NC CQB Website: http://www.ncdoi.com/osfm.

1.16.5. COSMETOLOGY

North Carolina State Board of Cosmetic Art Examiners; 1201 Front Street, Suite 110; Raleigh, NC 27609; Telephone: (919) 733-4117; Cosmetology Board Website: http://www.nccosmeticarts.com

1.16.6. EMERGENCY MEDICAL SCIENCE
1.16.7. FIRE AND RESCUE TRAINING
   North Carolina Fire and Rescue Commission; 322 Chapanoke Rd, Raleigh, NC 27603; Telephone: (919) 661-5880; NC DOI Website: http://www.ncdoi.com/osfm.

1.16.8. MEDICAL ASSISTING
   Commission on Accreditation of Allied Health Education Programs (CAAHEP), Website: http://www.caahep.org, Medical Assisting Education Review Board (MAERB); CAAHEP - 1361 Park Street, Clearwater, FL 33756; Telephone: (727) 210-2350; CAAHEP Website: http://www.caahep.org

1.16.9. MEDICATION AIDE
   North Carolina Department of Health and Human Resources; Division of Facility Services; Medication Aide Program; 2709 Mail Services Center, Raleigh, NC 27699; NC Health and Human Resources Website: http://www.ncnahr.org.

1.16.10. NURSING ASSISTANT I
   North Carolina Department of Health and Human Resources; Division of Health Service Regulation, Health Care Personnel Registry, Center for Aide Regulation and Education; 2709 Mail Services Center, Raleigh, NC 27699; Telephone: (919) 855-3970; NC NAR Website: http://www.ncnahar.org.

1.16.11. NURSING ASSISTANT II
   North Carolina Department of Health and Human Resources; Division of Health Service Regulation, Health Care Personnel Registry, Center for Aide Regulation and Education; 2709 Mail Services Center, Raleigh, NC 27699; Telephone: (919) 855-3970 NC NAR Website: http://www.ncnahar.org.

1.16.12. PARALEGAL TECHNOLOGY
   North Carolina State Bar, 208 Fayetteville Street-PO Box 25908, Raleigh, NC 27611-5908; Telephone: (919)828-4620; NC State Bar Website: http://www.nccertifiedparalegal.org. American Bar Association Standing Committee on Paralegals Approval Commission 321
1.16.13. PHARMACY TECHNICIAN
The Pharmacy Technician Certification Board, 1100 15th Street, NW Suite 730, Washington, DC 20005-1707; Telephone number: 800-363-8012; NAACLS Website: http://www.ptcb.org.

1.16.14. PHLEBOTOMY
The National Accreditation Agency for Clinical Laboratory Sciences, 8710 W. Bryn Marr Avenue, Suite 670, Chicago, IL 60631-3415; Telephone: (773) 714-8880; NAACLS Website: http://www.ptcb.org.

1.16.15. PRACTICAL NURSING
North Carolina Board of Nursing, Box 2129, Raleigh, NC 27602; Telephone: (919)782-3211; NC BON Website: http://www.ncbon.com.

1.16.16. RADIOGRAPHY
Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; Telephone: (312)704-5300; E-mail: mailto:mail@jrcert.org; JRCERT Website: http://www.jrcert.org.

1.16.17. RESPIRATORY THERAPY
The Carteret Community College Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care; 1248 Harwood Road, Bedford, TX 76021-4244; Telephone: (817) 283-2835; COARC Website: http://www.coarc.com.

1.16.18. THERAPEUTIC MASSAGE
North Carolina Community College System, 200 West Jones Street, Raleigh, NC 27603; Telephone: (919) 807-7100; NCCCS Website: http://www.northcarolinacommunitycolleges.edu

1.17. PERFORMANCE MEASURES AND STANDARDS – 2013-2014
The Performance Measures for Student Success Report is the North Carolina Community College System’s major accountability document. The annual performance report is based on data compiled from the previous year and serves to inform colleges and the public on the performance of the 58 community colleges.

In 1993, the State Board of Community Colleges began monitoring performance data on specific measures to ensure public accountability for programs and services. In 1998, the
General Assembly directed the State Board to review past performance measures and define standards to ensure programs and services offered by community colleges in North Carolina were of sufficient quality.

In 2010, President Scott Ralls established a Performance Measures Committee to develop new performance based student success measures to go into effect in 2013. Eight measures were adopted:

1. Basic Skills Student Progress
2. GED Diploma Passing Rate
3. Developmental Student Success Rate in College-Level English Courses
4. Developmental Student Success Rate in College-Level Math Courses
5. First Year Progression
6. Curriculum Student Completion
7. Licensure and Certification Passing Rate
8. College Transfer Performance

In 2012 a model for performance based funding was initiated. The model is based on three years of historical data (if available) for each measure, baselines were set two standard deviations below the system mean, and the goals were set one standard deviation above the system mean. These baselines and goals remain static for three years and will be reset in the 2016 Report. More information about the state performance measures is available on the North Carolina Community Colleges website.

### 1.17.1. CARTERET COMMUNITY COLLEGE PERFORMANCE STANDARDS 2015

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<tbody>
<tr>
<td>PM1: Basic Skills Progress</td>
<td>51.2%</td>
<td>20.6%</td>
<td>42.3%</td>
<td>45.1%</td>
</tr>
<tr>
<td>PM2: GED Pass Rate</td>
<td>82.0%</td>
<td>49.3%</td>
<td>90.9%</td>
<td>79.4%</td>
</tr>
<tr>
<td>PM3: DEV ENG Success</td>
<td>74.9%</td>
<td>45.2%</td>
<td>57.0%</td>
<td>62.4%</td>
</tr>
<tr>
<td>PM4: DEV MATH Success</td>
<td>75.4%</td>
<td>47.5%</td>
<td>70.2%</td>
<td>63.6%</td>
</tr>
<tr>
<td>PM5: Year One Progress</td>
<td>74.6%</td>
<td>53.2%</td>
<td>65.0%</td>
<td>67.1%</td>
</tr>
<tr>
<td>PM6: CU Completion</td>
<td>45.6%</td>
<td>28.6%</td>
<td>39.5%</td>
<td>43.4%</td>
</tr>
<tr>
<td>PM7: Licensure Pass Rate</td>
<td>91.7%</td>
<td>71.0%</td>
<td>79.9%</td>
<td>83.2%</td>
</tr>
<tr>
<td>PM8: Transfer Performance</td>
<td>93.8%</td>
<td>71.2%</td>
<td>88.7%</td>
<td>87.7%</td>
</tr>
</tbody>
</table>

1.18. CARTERET COMMUNITY COLLEGE FOUNDATION, INC.
The mission of the Carteret Community College Foundation, Inc. is to provide comprehensive community support and resources for Carteret Community College (CCC). Through the generosity of the CCC Foundation's many supporters, the Carteret Community College Foundation, Inc. has provided over three million dollars in cash, real estate, and equipment to the College since 2000.

The Carteret Community College Foundation, Inc. is an independent 501 (c) (3) non-profit corporation, governed by a volunteer Board of Directors who reside in every area of Carteret County and who represent diverse occupations. Each year, an independent accounting firm audits the CCC Foundation finances and management procedures and assures fiscal accountability.

Each year, hundreds of generous donors give to the Carteret Community College Foundation, Inc. give money, stock, real estate, and equipment and supplies that can be used to support College programs. Cash and gifts of securities generally fund student scholarships, designated College programs, and faculty development. Many people donate boats and marine equipment to the Send Your Boat to College® Boat Donation Resale program, the CCC Foundation’s largest fundraiser. Some of these boats are used in the North Carolina Marine Training and Education Center (NC MARTEC) classes. Others are sold outright to support student aid, professional development, innovative mini-grants for faculty and staff, library books, and other college priorities. In addition, the Foundation holds other fund and friend raising events including golf tournaments, lunches with the President, and a fishing tournament.

Some of the College’s most ardent benefactors have included the College in their estate plans. These planned gifts will ensure that the donors continue to help the community they love at the same time that they are remembered for their good works.

Gifts to the Foundation may be made by mail, telephone, or online at How to Give. For more information on the Carteret Community College Foundation, Inc. contact the Director for College Advancement/Executive Director of the CCC Foundation, at 252-222-6262 or natemand@carteret.edu.

1.19. CARTERET COMMUNITY COLLEGE FOUNDATION, INC. BOARD OF DIRECTORS

BOARD OF DIRECTORS 2016-2017
Mr. Floyd Messer, Chairman
Mr. Stanley Harrell, Vice Chairman
Dr. Kerry Youngblood, Secretary
Mr. Daniel Fischler, Treasurer

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Mr. Gene Garner
Mr. A. C. Hall
Mr. George J. Ritchie

Ms. Brenda Reash, Executive Director
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CHAPTER 2. ADMISSIONS

252-222-6155
admissions@carteret.edu

2.1. COLLEGE ADMISSION POLICY AND PROCEDURE

Carteret Community College (CCC) is a coeducational institution with admission open to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age in accordance with North Carolina State Board of Community Colleges Code 1D SBCCC 400.2.

Admission is open to active high school and home schooled students who are eligible for Career and College Promise pathways.

Exceptions: CCC may refuse admission to any applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals in accordance with Rule (e) of the North Carolina State Board of Community Colleges Code 1D SBCCC 400.2.

In addition, CCC will refuse admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course only if that applicant resides in a State where the college is not authorized to provide distance education in that State in accordance with Rule (g) of the North Carolina State Board of Community Colleges Code 1D SBCCC 400.2.

Prospective students must complete and submit an application for admission to the college, provide all required documentation, and take placement tests as needed. CCC will monitor application and registration to ensure compliance with this policy.

2.2. WHERE TO APPLY

Applications should be submitted online through our website: Application. Paper applications are available from the admissions office upon request.

2.3. WHEN TO APPLY

Applicants are encouraged to submit their application to the admissions office as soon as possible before the start of the semester in which they intend to enroll. Applicants should contact the admissions office for information pertaining to program requirements and program application deadlines. See the Programs of Study section of this publication for program requirements.

2.4. APPLICATION PROCEDURES FOR DEGREE, DIPLOMA OR CERTIFICATE PROGRAMS

Basic admission procedures for all curriculum programs are as follows:

1. **Complete a CCC application.** On your Carteret Community College Application for Admission, indicate the program in which you plan to enroll. (*Students planning to transfer to a four-year college or university should select either the Associate in Arts or Associate in Science Degree.*)

   College courses and programs may have specific criteria that must be met or a special application that must be completed before a student may be accepted into a particular program of study or enrolled in a specific course. Please check specific course (prerequisites/corequisites) or program of study information for additional requirements that may affect program admission and course enrollment.
High school graduates will certify their status on the college admission application. Home-schooled students must submit a copy of the Home-School’s approved registration from the state in which they are registered.

2. **Apply for financial aid** and scholarship consideration by completing and submitting the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

Completion of the FAFSA determines eligibility for the Pell Grant, Supplemental Educational Opportunity Grant and Federal Work-Study. Completion of the FAFSA is also required to determine eligibility for all State Grants.

Application should be completed even if a student thinks he/she does not qualify since there are many factors affecting eligibility for financial aid.

In order to provide adequate time for processing and awarding aid prior to the start of classes, priority dates are identified for each semester. If a financial aid application is submitted after the priority dates, the student should be prepared to pay for tuition, fees and books. *(Priority dates are: Fall semester, May 1; Spring semester, October 15; Summer semester, March 1.)*

Any student who intends to use their, their spouse’s, or parents Veterans Educational Assistance must submit official transcripts from an accredited high school, GED, college or university before enrollment is certified with the Veterans Administration.

3. **Submit official high school/college transcripts as required for specific program admission.** Students who wish to receive transfer credit from another college or university must submit official college transcripts from regionally accredited institutions of higher education.

4. **Complete placement tests** as needed for the degree, diploma, or certificate program you plan to enter. Satisfactory placement test scores are prerequisites for many courses.

In the absence of appropriate college-level course credit in English, math and computer skills or acceptable scores on such tests as the SAT, ACT, PLAN, COMPASS, ASSET, CLEP and AP, placement test scores determine the number and sequence of courses that you must take. Placement test scores, therefore, will affect the length and cost of your program at CCC. Practice prior to taking the placement test is encouraged.

There are stringent guidelines for retesting; permission to retest is not automatic.

5. **Complete new student orientation.** Participation in a New Student Orientation is required for all new, degree seeking students prior to registration. The sessions are available on-line and are held on-campus throughout each term. Orientation provides in-depth information on College resources and requirements, program and career options as well as exposure to critical student technology pieces: college email, WebAdvisor, and Moodle.

6. **Meet with counseling staff** after testing. In this session students will be provided with an overview of test results, program information, and the name of their faculty advisor who will provide curriculum guidance for future semesters. The student and counselor will discuss recommended courses for the first term at CCC and develop an educational plan.

2.5. **CAMPUS TOURS**

Carteret Community College encourages prospective students and parents to visit the campus and tour our facilities. Guided tours may be scheduled by contacting the admissions office. Appointments are encouraged to ensure that appropriate staff will be available to assist prospective students. Information pertaining to
academic programs, admissions, financial aid, registration, and student services will be presented during the tour.

2.6. ADMISSION OF SPECIAL CREDIT/VISITING STUDENTS

Applicants who do not wish to pursue a particular program of study will be admitted as Special Credit/Visiting (non-degree seeking) students. Students classified as Special Credit/Visiting (non-degree seeking) students are not eligible for Federal financial assistance, VA, or scholarships. All prospective students must complete and submit an application for admission and meet the pre- and co-requisites for any course registered.

2.7. ADMISSION OF TRANSFER STUDENTS

A transfer student must complete all admission requirements defined for their particular program, which include application for admission stating a program of study, and may include official transcripts from high school and college(s), and placement testing.

2.8. TRANSCRIPTS

Where applicable for specific program application, prospective students seeking a degree, diploma, or certificate are responsible for providing official transcripts from accredited institutions showing the date of graduation or coursework completion.

Where required, high school graduates must provide documentation of graduation, in most cases this is an official transcript. Students completing a General Education Development (GED) program must provide a General Education Development (GED) transcript that shows passing scores from an institution with approved accreditation. Home-schooled students must submit a copy of the Home-School's approved registration from the state in which they are registered.

College transcripts must be from a regionally accredited institution of higher education.

Official transcripts are those received either by mail/email directly from the degree awarding institution or agency, by hand delivery to the registrar's office in the original, sealed envelope from the degree awarding institution or agency, or delivered electronically via a global electronic transcript delivery network. Faxed transcripts are not accepted as official.

Students with international institution transcripts must have the transcripts translated in English by an internationally recognized service. Carteret Community College accepts foreign transcript evaluations from only WES (World Education Service) and AACRAO (American Association of Collegiate Registrars and Registrar's Officers).

Applicants graduating from high schools not meeting program accreditation criteria may satisfy this requirement by completing the GED tests with passing scores through an institution with approved accreditation.

2.8.1. HIGH SCHOOL OR EQUIVALENCY TRANSCRIPT EXemption

High school, General Education Development (GED), or Adult High School transcript may be waived for some students with documented proof by official transcript that the student has earned an associate degree or higher.

Exceptions: Health Science program and Basic Law Enforcement Training program applicants and students may not have this transcript requirement waived.
2,8.2. HOME-SCHOOL TRANSCRIPTS

Home-school transcripts must include the following information:

- Name, Address, and Phone Number of the home-school.
- Student’s personal information (name, address, date of birth, social security number).
- Itemization of courses and final grades achieved for each grade level accomplished.
- Date of Graduation.
- Name and signature of the Home-School Administrator.
- SAT or ACT scores if the student has them.

Transcripts must be notarized by a notary public and sent to Carteret Community College’s admissions office in an envelope sealed and sent by the Home-School Administrator. Every North Carolina home-schooled student must submit a photocopy of the card sent to the Home-School Administrator by the North Carolina Department of Non-Public Instruction verifying the home-school’s license to operate in the state. For students home-schooled in other states, please submit whatever verification is provided by that State.

If the above information is not provided, the home-school student must obtain the General Education Development (GED) or Adult High School (AHS) diploma before enrolling in a curriculum program.

2.9. PLACEMENT INTO COLLEGE LEVEL COURSES

Associate degree, diploma, or certificate applicants to Carteret Community College (CCC) must provide evidence of academic readiness in reading, writing, math, and computer literacy to be placed into college level courses. Academic readiness may be established through prior academic performance or testing, or through completion of a placement test. Placement test results indicate the appropriate level of study for an applicant. Special credit, non-degree seeking applicants, may be required to test in order to satisfy prerequisite requirements for courses in which they wish to enroll.

2.9.1. RECENT HIGH SCHOOL GRADUATES

The following information applies to placement of individuals who have an official transcript grade point average (GPA) from a high school that is legally authorized to operate in North Carolina or from a regionally accredited out-of-state high school program and who graduated from that high school within five years of college enrollment. For students who apply for admission before they graduate from high school the College will consider the student’s cumulative GPA at the end of the 1st semester of 12th grade or ACT/SAT test scores in determining placement.
<table>
<thead>
<tr>
<th>Unweighted GPA = or &gt; 2.6 And successful completion of 4 credits of Mathematics (Algebra I, Geometry, Algebra II (or the standard Course of Study equivalents) and one additional mathematics course.</th>
<th>Student is college ready for any gateway math course and any course that has a DMA prerequisite. Student is college ready for any English course up to and including English 111 and any course that has a DRE prerequisite. Student is college ready for Computer Literacy.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• For current and prior years, eligible High School 4th Math Courses: Advanced Functions and Modeling(2025); AP Statistics(2066); AP Calculus; Discrete Mathematics(2050); Essentials for College Math (SREB – Math Ready) Integrated Mathematics IV(2054); International Baccalaureate Mathematics; International Baccalaureate Computer Science; Mindset; Pre-Calculus(2070); Prior to and including 2014-2015; Probability &amp; Statistics; Prior to and Including 2013-2014; Analytical Geometry, Calculus and Trigometry.</td>
<td></td>
</tr>
<tr>
<td>• Eligible Community College 4th Math Courses (Taken in Career &amp; College Promise Pathways): MAT 143; MAT 151 (Statistics I); MAT 152; (Statistical Methods I); MAT 155 (Statistical Analysis); MAT 161 (College Algebra); MAT 162 (College Trigonometry); MAT 165 (Finite Mathematics); MAT 167 (Discrete Mathematics); MAT 171 (Pre-Calculus Algebra); MAT 172 (Pre-Calculus Trigonometry); MAT 175 (Pre-Calculus); MAT 200 or above.</td>
<td></td>
</tr>
</tbody>
</table>
Unweighted GPA < 2.6

College will evaluate subject-area ACT or SAT scores to determine if student is college ready in math and English using the following scores (based on national and state validation studies):

**English:**
- ACT Reading 22 OR ACT English 18
- SAT Writing & Critical Reading 480
  - ACT Math 22
  - SAT Math 530

Student will take the subject-area State Board approved assessment(s) to determine placement.

Students without a recent transcript GPA or without ACT or SAT scores

Student will take the subject-area State Board approved assessment(s) to determine placement.

**DIRECT PLACEMENT INTO MAT 271 CALCULUS I**

A student may place directly into MAT 271 Calculus I if the student has met at least one (1) of the following criteria within the past five (5) years:

- A score of 2 or higher on the AP Calculus AB Exam.
- A grade of C or higher in an AP Calculus course and an unweighted high school GPA of 3.0 or higher.
- A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test.
- A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test.
- A score of 580 or higher on the SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
- A score of 560 or higher on the SAT Subject Test in Mathematics Level 2.

**SPANISH PLACEMENT TESTING**

The purpose of Spanish placement testing at Carteret Community College is to determine the level at which a student is currently performing and to place that student in the course that matches his or her performance. The goal is to maximize learning and success.

Students wishing to complete the Spanish placement test will schedule an appointment through Academic Support Services where the placement test will be administered. NC credit will be awarded to determine appropriate placement based on student performance.

**Guidelines for Spanish placement:**
Any student may begin in SPA 111: Elementary Spanish I, if desired.

Students who have taken two (2) consecutive units of high school Spanish in the last two years and have earned a grade of C or better may automatically start in SPA 112: Elementary Spanish II. Any student wanting to confirm he or she is prepared to take SPA 112: Elementary Spanish II may take the Spanish placement test.

Any student desiring to enroll in SPA 211: Intermediate Spanish I or SPA 212: Intermediate Spanish II without meeting the prerequisite courses must take the Spanish placement test to confirm readiness. Heritage speakers must take placement test for proper placement.

**2.9.2. OTHER APPLICANTS**
Applicants without a recent (within five years of application) transcript GPA or ACT/ SAT scores must take the placement test to determine placement.

2.9.3. PLACEMENT TESTING

CCC utilizes the NC Diagnostic and Placement test to determine placement in Math and English, and a Computer Literacy test. The tests are timed, computerized tests. Placement testing is offered in scheduled group settings and a photo ID is required.

The placement test scores are valid for five years from the date of the test. After five years, an applicant will be asked to retake the math and/or English placement test(s).

Applicants/students can re-take a placement test only twice in (12) twelve consecutive months. Prior to taking a placement test the second time, students must visit Academic Support for individual instruction. Re-taking of the placement test must be approved by the student's subject instructor or advisor. If a student is currently enrolled in a College Prep subject, testing is done through schedule adjustment period or after the "Drop without Academic Penalty" period.

There is no testing fee for students who have never tested, or whose scores are more than five years old at the time of application. Nor is there a testing fee when an instructor requests a retest. However, for student initiated retest requests within the five-year period that scores are considered to be valid and for students testing for another college or university there is a $5.00 per subject retest fee.

To have placement test scores sent to another college, a written request must be made through the registrar's office. If you have special needs or concerns related to placement testing, contact Counseling Services.

2.9.4. PLACEMENT TEXT EXEMPTION

Placement testing may be waived for some students with documented proof of successful completion of prior college education in pre-algebra, algebra, reading, writing, and computer literacy. A grade of "C" or better in a college-level English, math, or computer literacy course, or a grade of "C" or better in the sequential completion of college prep/developmental coursework is required. Placement testing may also be waived for some students upon receipt of official transcript(s) if the student has earned an associate or higher degree.

Some test scores, including ACCUPLACER, COMPASS, AND ASSET scores, may be transferred from another institution via an official transcript or notification from the institution. Transferred scores are subject to the same five year time limit.

Carteret Community College will accept Scholastic Aptitude Test (SAT) and American College Testing (ACT) scores in lieu of placement test scores with the same time restrictions as the equivalent placement test.

2.9.5. PLACEMENT TEST EQUIVALENCY TABLES

<table>
<thead>
<tr>
<th>English/Reading Equivalency</th>
<th>COMPASS Writing + Reading</th>
<th>ASSET Writing + Reading</th>
<th>ACCUPLACER Writing + Reading</th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE</td>
<td>0-63</td>
<td>46-52</td>
<td>40-71</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>DRE 096</td>
<td>64-84</td>
<td>53-61</td>
<td>72-91</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>DRE 097</td>
<td>85-111</td>
<td>62-71</td>
<td>92-128</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>DRE 098</td>
<td>112-150</td>
<td>72-81</td>
<td>129-165</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Course Level</td>
<td>COMPASS</td>
<td>ASSET</td>
<td>ACCUPLACER</td>
<td>ACT</td>
<td>SAT</td>
</tr>
<tr>
<td>--------------</td>
<td>---------</td>
<td>-------</td>
<td>------------</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>DMA 010, 020, 030</td>
<td>01-46 Pre-Algebra &amp; 01-19 Algebra</td>
<td>01-41 Pre-Algebra &amp; 01-30 Elementary Algebra (EA)</td>
<td>29-54 Arithmetic (A)</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>DMA 040, 050</td>
<td>&gt; 46 Pre-Algebra &amp; 20-45 Algebra</td>
<td>&gt; 41 Pre-Algebra &amp; 31-40 EA</td>
<td>&gt; 54 A or 20-54 EA</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>DMA 060, 070, 080</td>
<td>&gt; 46 Pre-Algebra &amp; 46-65 Algebra</td>
<td>&gt; 41 Pre-Algebra &amp; 41-55 EA &amp; 30-40 Intermediate Algebra (IA)</td>
<td>55-74 EA</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>MAT 171 or higher</td>
<td>&gt; 46 Pre-Algebra &amp; &gt; 65 Algebra</td>
<td>&gt; 41 Pre-Algebra &amp; 41-55 EA &amp; &gt; 40 IA</td>
<td>75-120 EA</td>
<td>22 or higher</td>
<td>530 or higher</td>
</tr>
</tbody>
</table>

There are no ACT or SAT score equivalencies for Developmental Courses. A student can be exempt from taking the placement test if his or her SAT or ACT scores are the minimum required to place in college level English and Math.

It is possible for a student to take either Elementary Algebra (EA) and Intermediate Algebra (IA) sections of the ASSET or just the IA section to determine Algebra placement. Determining which section/sections were taken is vital in determining correct placement.

### NC Diagnostic and Placement (NCDAP) for Math

<table>
<thead>
<tr>
<th>Level</th>
<th>Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre DMA Module</td>
<td>Less than 2 in DMA 10 &amp; less than 7 in DMA 20-60</td>
<td>Student is referred to Basic Skills.</td>
</tr>
<tr>
<td>DMA placement</td>
<td>Greater than 2 but less than 7 in DMA 10 &amp; less than 7 in DMA 20 – 60</td>
<td>Student must take the DMA (Developmental Math Module) for any section of the NCDAP in which they do not score at least a 7.</td>
</tr>
<tr>
<td><strong>EXAMPLE:</strong> Student scores 7 in DMA 10, 7 in DMA 20, 7 in DMA 30, 5 in DMA 40, 7 in DMA 50, 4 in DMA 60, he or she would need to take DMA 40 and 60.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 171 or higher</td>
<td>Score of 7 or higher in all DMA sections 10-60</td>
<td>Scores of 7 or higher in all DMA sections places the student into MAT 171 or higher</td>
</tr>
</tbody>
</table>

### NC Diagnostic and Placement (NCDAP) for English and Reading

<table>
<thead>
<tr>
<th>Level</th>
<th>Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre DMA Module</td>
<td>100-103</td>
<td>Basic Skills</td>
</tr>
<tr>
<td>DMA Placement</td>
<td>104-116</td>
<td>DRE 096</td>
</tr>
<tr>
<td>DMA Placement</td>
<td>117-135</td>
<td>DRE 097</td>
</tr>
<tr>
<td>DMA Placement</td>
<td>136-150</td>
<td>DRE 098</td>
</tr>
</tbody>
</table>
2.10. ADVANCED STANDING

Carteret Community College recognizes its responsibility to provide Advanced Standing status to those students with valid and credible learning experiences beyond the campus classroom. The basic premise of the Advanced Standing process is that degree seeking students shall be awarded appropriate college credit when their previous studies or training have already provided the knowledge, competencies, and skills associated with a course. The College’s commitment to this philosophy of Advanced Standing is coupled with its mandate to ensure standards of academic quality comparable to traditional instruction.

The Curriculum Review Committee (CRC) acts as the authority on transfer credit from outside institutions, and other matters related to determining course equivalencies, to ensure that the courses awarded as transfer credit are equivalent to CCC curriculum courses, both in quality and content.

2.10.1. DEFINITION OF ADVANCED STANDING

Advanced Standing is the award of academic credit for subject matter competency that has been gained by previous academic study or training. This may include, but is not limited to, college credit based upon individual participation in the Advanced Placement® (AP) program; other placement examinations; formal articulation agreements; transfer credit from other regionally accredited institutions of higher learning; professional certification; training provided by non-collegiate institutions, such as armed forces and service schools.

2.10.2. CRITERIA GOVERNING ADVANCED STANDING

The following eligibility criteria apply to all forms of Advanced Standing:

- To be eligible for Advanced Standing, a student must be a high school graduate or equivalent, or 18 years or older, and would need to declare a program of study leading to a degree/diploma/certificate before a transcript evaluation would be done for that student. This excludes non-degree students (special credit).

- Temporary non-academic credit will be awarded for special credit students and dual enrollment students who need the credit to meet prerequisites.

The following outlines the process for obtaining Advanced Standing:

- Students are responsible for providing the College with appropriate official documentation used in determining Advanced Standing credit. In the case of foreign transcripts, the student must obtain a transcript evaluation by an approved evaluation agency. At this time, Carteret Community College recognizes WES (World Education Service) and AACRAO (American Association of Collegiate Registrars and Registrar’s Officers) as approved agencies. See section on Foreign Credits Earned for details.
The following limitations apply to the awarding of Advanced Standing:

- The minimum standards for graduation require a passing grade in all courses in a curriculum and the successful completion of any specific curriculum requirements, such as a cumulative grade point average. Candidates for degrees, diplomas and certificates must complete a minimum of 25 percent of their required course work at Carteret Community College (CCC). The requirement to complete 25 percent of required course work at CCC may not be met by any form of Advanced Standing covered in this document.

Award of credit through Advanced Standing shall only be given for courses that could be found in the Combined Course Library for articulated general courses, approved in the Comprehensive Articulation Agreement (CAA).

For technical courses (non-CAA courses), award of credit will be restricted to courses that apply to programs that Carteret Community College currently offers, appearing in our General Catalog. For instance, credit will not be normally given for ARS 101, Intro to Automotive Restoration, unless the College adopts an Automotive Restoration program of study.

In the case of exceptions, award of credit for non-transfer courses not part of a program of study appearing in our General Catalog can be awarded on a case by case basis. The Program Chairperson will work with the counselors to find appropriate equivalencies.

- No credit shall be awarded that duplicates earned course credit at the College, at other institutions, or other credit awarded through Advanced Standing.

- Credit is awarded for academic work in which the student earned a grade of “C” or better.

- Paralegal Technology students must complete at least 25% of required LEX courses at Carteret Community College. Credit earned through Advanced Standing does not apply.

- Students may not apply for Credit-By-Examination (Proficiency Test) for a particular course if they have previously enrolled (either for credit or audit) in that course at Carteret Community College.

- The College maintains time limits on prior learning experiences for which Advanced Standing may be granted. Award of credit will be subject to a five-year time limit for applied science and technical courses and some biological science courses. Courses include:

  
  - ACC 120, Principles of Financial Accounting, ACC 121, Principles of Managerial Accounting, ACC 140, Payroll Accounting, ACC 150, Accounting Software Applications;
  
  - DES 120, CAD for Interior Design;

And, BIO 163, Basic Anatomy & Physiology, BIO 168 & 169, Anatomy & Physiology I & II, and BIO 271 Pathophysiology.
Courses with the following prefixes will be subject to the five-year time limit: CIS, CTS, WEB, NOS, DBA, NET, SEC.

Students who maintain continuous enrollment will retain transfer credit, including those students who change their programs of study. However, those who interrupt their enrollment for 3 consecutive semesters or more (excluding summer) will be subject to the course/prefix time limits.

The Dean of the academic division, in consultation with the appropriate Program Chairperson, will determine if courses taken more than five years ago can be used in the student’s current program of study.

- The official transcript shall specify the type of Advanced Standing credit awarded, equivalent courses, and the number of credits awarded. Advanced Standing credit shall be distinct from earned course credit.

- No grades, grade point average, or other indication of academic standing shall be associated with Advanced Standing entries on the official transcript.

- Credit awarded through Advanced Standing is applicable only to Carteret Community College’s curricular requirements. Students are cautioned that credits awarded through AP® examinations, articulation, CLEP® examinations, Credit-By-Examination, or other means of Advanced Standing may not be accepted in transfer by other post-secondary institutions.

### 2.10.3. ADVANCED PLACEMENT® (AP) EXAMINATIONS

Carteret Community College awards credit for successful completion of Advanced Placement® examinations in high school. To receive AP credit, students must provide the Registrar with official score reports from the College Board. Please see College Board AP Exams for information about how to request an official score report. AP credit:

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>CCC Course(s)</th>
<th>Credit Hours</th>
<th>In Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>Art 114</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO 110</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO 111</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO 111, 112</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>MAT 271</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>MAT 271, 272</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHM 151</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHM 151, CHM 152</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>CIS 115</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>CIS 115</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Economics (Micro)</td>
<td>ECN 251</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Economics (Macro)</td>
<td>ECN 252</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English Literature / Comp</td>
<td>ENG 111</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English Language / Comp</td>
<td>ENG 111</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English Language &amp; Language Comp (both exams)</td>
<td>ENG 111, ENG 112</td>
<td>6</td>
<td>3 on both</td>
</tr>
<tr>
<td>Environmental Science / Studies</td>
<td>BIO 140/A</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>French Language &amp; Literature (both exams)</td>
<td>FRE 201, FRE 202</td>
<td>6</td>
<td>4 on both</td>
</tr>
<tr>
<td>French Language &amp; Literature (both exams)</td>
<td>FRE 211, FRE 212</td>
<td>6</td>
<td>4 Lit, 3 Lang</td>
</tr>
<tr>
<td>AP Exam</td>
<td>CCC Course(s)</td>
<td>Credit Hours</td>
<td>In Score</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------------------</td>
<td>--------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>FRE 211, FRE 212</td>
<td>6</td>
<td>3 Lit, 4 Lang</td>
<td></td>
</tr>
<tr>
<td>FRH 211</td>
<td>6</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>French Literature</td>
<td>FRH 211, FRH 212</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FRH 211</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>German Language</td>
<td>GER 211, GER 212</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>History (European)</td>
<td>HST 121, HST 122</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*(students who take the exam through Summer 2013)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HST 121, HST 122</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>*(students who take the exam Fall 2013 and after)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History (U.S.)</td>
<td>HST 131, HST 132</td>
<td>6</td>
<td>3</td>
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<tr>
<td></td>
<td>*(students who take the exam through Summer 2013)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>HST 131, HST 132</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>*(students who take the exam Fall 2013 and after)</td>
<td></td>
<td></td>
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<tr>
<td>History (World)</td>
<td>HST 111, HST 112</td>
<td>6</td>
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<tr>
<td></td>
<td>*(students who take the exam through Summer 2013)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HST 111, HST 112</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>*(students who take the exam Fall 2013 and after)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Geography</td>
<td>GEO 111</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Italian Language &amp; Culture</td>
<td>ITN 211</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ITN 211, ITN 212</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Japanese Language &amp; Culture</td>
<td>JPN 112, JPN 211</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>JPN 211, JPN 212</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Latin / Vergil</td>
<td>LAT 111, LAT 112</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Latin / Literature</td>
<td>LAT 111, LAT 112</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Music Theory</td>
<td>MUS 121</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Physics B</td>
<td>PHY 151, PHY 152</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Physics C Mechanics</td>
<td>PHY 251</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Physics C Elec / Mag</td>
<td>PHY 252</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY 150</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language &amp; Literature (both exams)</td>
<td>SPN 211, SPN 212</td>
<td>6</td>
<td>4 on both</td>
</tr>
<tr>
<td></td>
<td>SPN 211, SPH 212</td>
<td>6</td>
<td>4 Lit, 3 Lang</td>
</tr>
<tr>
<td></td>
<td>SPN 211, SPN 212</td>
<td>6</td>
<td>3 Lit, 4 Lang</td>
</tr>
<tr>
<td></td>
<td>SPN 211</td>
<td>3</td>
<td>3 on both</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>SPN 211</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPN 211</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPN 211, SPN 212</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Statistics</td>
<td>MAT 151</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>US Gov / Politics</td>
<td>POL 120</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Com. Gov / Politics</td>
<td>POL 210</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

2.10.4. FOREIGN CREDITS EARNED AND INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM EXAMINATIONS (IB)

Carteret Community College awards Advanced Standing credit based on successful scores on the International Baccalaureate Diploma Program Exam (IB), but not a foreign transcript, with one exception.
There is only one exception for foreign transcripts. In the case of a student who has earned a degree and the credit is detailed by credit hour and course level, then Advanced Standing will be awarded. Carteret Community College accepts foreign transcript evaluations from only WES (World Education Service) and AACRAO (American Association of Collegiate Registrars and Registrar's Officers).

The IB Diploma will be recognized and advanced standing credit awarded for the higher level examinations if a score of “5” or higher is achieved. To receive credit for higher level exams, students must have the IB Organization send scores directly to the Registrar's office.

### 2.10.5. CARTERET COMMUNITY COLLEGE CLEP® POLICY (COLLEGE LEVEL EXAMINATION PROGRAM)

Carteret Community College awards credit for successful completion of CLEP® general examinations, based upon the American Council of Education (ACE) recommendations. Only subject examinations (not general examinations) will be considered for possible credit. Students must score at the 50th percentile or higher in order to receive credit. Minimum scores required are those recommended by the American Council on Education (ACE). To receive credit for a CLEP® general exam, students must provide the Registrar’s Office with official score reports from the College Board (CEEB). Please see [College Board CLEP®](http://www.collegeboard.org) for information about how to request an official score report.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Credit Granting Score (C-Level)</th>
<th>CCC Course</th>
<th>Hours Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Accounting/Financial</td>
<td>50</td>
<td>ACC 120</td>
<td>4</td>
</tr>
<tr>
<td>General Biology</td>
<td>50</td>
<td>BIO 110</td>
<td>4</td>
</tr>
<tr>
<td>Business Law</td>
<td>50</td>
<td>BUS 115</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50</td>
<td>BUS 137</td>
<td>3</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>50</td>
<td>CHM 151</td>
<td>4</td>
</tr>
<tr>
<td>Info Systems &amp; Computer</td>
<td>50</td>
<td>CIS 110</td>
<td>3</td>
</tr>
<tr>
<td>Intro Microeconomics</td>
<td>50</td>
<td>ECO 251</td>
<td>3</td>
</tr>
<tr>
<td>Intro Macroeconomics</td>
<td>50</td>
<td>ECO 252</td>
<td>3</td>
</tr>
<tr>
<td>English Composition with Essay</td>
<td>50</td>
<td>ENG 111</td>
<td>3</td>
</tr>
<tr>
<td>Analysis &amp; Interp of Literature</td>
<td>50</td>
<td>ENG 131</td>
<td>3</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>ENG 231 &amp;</td>
<td>6</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>ENG 241 &amp;</td>
<td>6</td>
</tr>
<tr>
<td>French Level I</td>
<td>50</td>
<td>FRE 111 &amp;</td>
<td>6</td>
</tr>
<tr>
<td>French Level II</td>
<td>59</td>
<td>FRE 111,</td>
<td>12</td>
</tr>
<tr>
<td>German Level I</td>
<td>50</td>
<td>GER 111 &amp;</td>
<td>6</td>
</tr>
<tr>
<td>German Level II</td>
<td>60</td>
<td>GER 111,</td>
<td>12</td>
</tr>
<tr>
<td>Examination</td>
<td>Credit-Granting Score (C-Level)</td>
<td>CCC Course</td>
<td>Hours Credit</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------</td>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Western Civ I</td>
<td>50</td>
<td>HIS 121</td>
<td>3</td>
</tr>
<tr>
<td>Western Civ II</td>
<td>50</td>
<td>HIS 122</td>
<td>3</td>
</tr>
<tr>
<td>American History I</td>
<td>50</td>
<td>HIS 131</td>
<td>3</td>
</tr>
<tr>
<td>American History II</td>
<td>50</td>
<td>HIS 132</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>HUM 211 &amp;</td>
<td>6</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>MAT 143</td>
<td>4</td>
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<tr>
<td>College Algebra</td>
<td>50</td>
<td>MAT 171</td>
<td>4</td>
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<tr>
<td>College Algebra &amp; Trig</td>
<td>50</td>
<td>MAT 175</td>
<td>4</td>
</tr>
<tr>
<td>Precalculus</td>
<td>50</td>
<td>MAT 175</td>
<td>4</td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>MAT 271</td>
<td>4</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td>MKT 120</td>
<td>3</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>POL 120</td>
<td>3</td>
</tr>
<tr>
<td>Intro Psychology</td>
<td>50</td>
<td>PSY 150</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>50</td>
<td>PSY 241</td>
<td>3</td>
</tr>
<tr>
<td>Intro Sociology</td>
<td>50</td>
<td>SOC 210</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Level I</td>
<td>50</td>
<td>SPA 111 &amp;</td>
<td>6</td>
</tr>
<tr>
<td>Spanish Level II</td>
<td>63</td>
<td>SPA 111,</td>
<td>12</td>
</tr>
</tbody>
</table>

2.10.6. CREDIT-BY-EXAMINATION (PROFICIENCY EXAMS)

Students requesting to take Credit-By-Exam must provide documentation along with the request form that demonstrates proficiency in the subject. The Program Chairperson and Academic Dean review and approve submitted documentation before test can be attempted. Examples of acceptable documentation:

A. Employer produced documentation of work experience
B. Non-regionally accredited post-secondary credit
C. Military credit that did not transfer
D. Corporate & Community Ed credit
E. Employee professional development

After receiving approval, students must register for the course they intend to challenge before the last purge date and before classes begin, and then must contact the program chairperson to schedule the examination. All Credit-By-Examinations must be taken before the first day of classes.
A. Credit-By-Examination is not available for every course.
B. Credit-By-Examination may not be used for 200 level coursework.
C. Credit-By-Examination may be administered through written, oral, practical examination, or any combination of these methods deemed appropriate for the course being challenged. Students who fail a specific Credit-By-Examination will not be permitted a second opportunity.
D. Students who do not successfully complete a course due to failure, official withdrawal, medical withdrawal, or violation of the College attendance policy will not be permitted to take a Credit-By-Examination for the course in question.
E. No more than 10% of the required credit hours can be taken in the student’s curriculum by means of Credit-By-Examination.

Credit-By-Exam tests will be available in Academic Support. Program Chairpersons will provide a comprehensive list of Credit-By-Exams available for non-transferrable AAS, diploma, & certificate courses. Only technical level tests will be available. Articulated courses generally will not. Students interested in credit by testing for articulated courses will be referred to College Board to take College-Level Examination Program® (CLEP®) testing.

Exception: For articulated computer, accounting, and biology courses subject to the five-year time limit, Credit-By-Exam will be made available. For Spanish and articulated math courses there will be a placement test available to place beyond the introductory level.

The form for requesting Credit-By-Exam is available in the Student Services office.

2.10.7. DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DANTES)

Carteret Community College will award credit for acceptable scores on DANTES college-level examinations as recommended by the American Council on Education (ACE). To receive credit for a DANTES examination, students are required to provide the Registrar’s Office with official score reports.

2.10.8. DOCUMENTATION OF MILITARY TRAINING

Carteret Community College may grant credit for military service training based upon the recommendations provided the most current American Council of Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. To receive credit based upon competencies gained through military training, the student must submit an official copy of one or more of the following to the Registrar’s Office:

- ARMY: AARTS transcript
- Navy/Marine Corps: SMART transcript
- Air Force: USAF transcript
- Coast Guard: USCG transcript
- Joint Services transcript
- Other official transcript recommended by ACE

2.10.9. INDUSTRY CERTIFICATIONS & LICENSURE
Procedure: The student will be required to submit applicable documentation to the Registrar.

Limitations: All certifications will be subject to applicable five-year time limits.

<table>
<thead>
<tr>
<th>Industry Certifications</th>
<th>Exam Number</th>
<th>Credit Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word Core</td>
<td>Refer to website listed in “Industry &amp; Licensure Certifications References”</td>
<td>OST 136</td>
<td>3</td>
</tr>
<tr>
<td>Microsoft Word Expert</td>
<td>Refer to website listed in “Industry &amp; Licensure Certifications References”</td>
<td>OST 236</td>
<td>3</td>
</tr>
<tr>
<td>Microsoft Excel Core AND Microsoft Excel Expert</td>
<td>Refer to website listed in “Industry &amp; Licensure Certifications References”</td>
<td>CTS 130</td>
<td>3</td>
</tr>
<tr>
<td>Microsoft Access</td>
<td>Refer to website listed in “Industry &amp; Licensure Certifications References”</td>
<td>DBA 112</td>
<td>3</td>
</tr>
<tr>
<td>CompTia A+</td>
<td>220-801 AND 220-802</td>
<td>NOS 110 AND CTS 120</td>
<td>6</td>
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<tr>
<td>Network +</td>
<td>N10-005</td>
<td>NET 125</td>
<td>3</td>
</tr>
<tr>
<td>Cisco Certified Network Associate (CCNA)</td>
<td>640-802 OR 200-120</td>
<td>NET 126</td>
<td>3</td>
</tr>
<tr>
<td>Microsoft Windows 7</td>
<td>70-680</td>
<td>NOS 130</td>
<td>3</td>
</tr>
<tr>
<td>Microsoft Windows 8</td>
<td>70-687</td>
<td>NOS 130</td>
<td>3</td>
</tr>
<tr>
<td>Security+</td>
<td>SY0-301</td>
<td>SEC 110</td>
<td>3</td>
</tr>
<tr>
<td>Microsoft Server</td>
<td>70-410</td>
<td>NOS 230</td>
<td>3</td>
</tr>
<tr>
<td>Server+</td>
<td>SK0-003</td>
<td>NOS 230</td>
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<table>
<thead>
<tr>
<th>Licensures</th>
<th>Credit Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Guard Certificate</td>
<td>PED 152</td>
<td>1</td>
</tr>
</tbody>
</table>

Industry and Licensure References:
5. CompTia A+ (http://certification.comptia.org/getCertified/certifications/a.aspx)
10. Security+ (http://certification.comptia.org/getCertified/certifications/security.aspx)
2.10.10. ARTICULATION AGREEMENTS CARTERET COMMUNITY COLLEGE/HIGH SCHOOL

Articulation agreements between Carteret Community College and the secondary school systems within the Carteret Community College service region provide a seamless academic pathway from high school into community college programs. When a student takes an articulated course, he/she is taking a high school course that results in the same learning outcomes as a similar Carteret Community College course. The high school and community college faculty have examined the course competencies and agreed upon their equivalency.

Carteret Community College has current articulation agreements with the following secondary school systems:
Carteret County School System

2.10.10.1. PROCESS TO DOCUMENT CREDIT

The “Articulated Credit Agreement” form is completed by the high school Career and Technical Education office and mailed to the student by the school system with a cover letter stating the courses that are being articulated and instructions on taking the form to the college’s Registrar’s Office. The student must then submit the form to the college Registrar’s Office. To have the course credits granted by Carteret Community College, students must also take the College Placement Test (CPT) in Reading, Writing and Math and obtain scores which place the student into college level work. Without acceptable CPT scores, the articulated credit is not awarded. Students who have an ACT composite score of 21 or SAT scores of 480 Verbal and 530 Math are exempt from taking the CPT test and the credit is awarded.

The official high school transcript and all official standardized CTE post-assessments are required to verify that the criteria to award credit for articulated course are met. Where indicated, students must submit supporting documentation to the community college.

To receive articulated credit, community college officials are responsible for verifying eligibility and acceptance of articulated courses on the high school transcript.

2.10.10.2. CRITERIA TO AWARD COLLEGE CREDIT

The following criteria are used to award college credit for identified high school courses:

1. Final grade of B or higher in the course, and;
2. A score of 93, or higher, on the standardized CTE post-assessment.

To receive articulated credit, students must enroll at the community college within two years of their high school graduation date.

2.10.10.3. TABLE OF ARTICULATED CREDIT
<table>
<thead>
<tr>
<th>Program Area</th>
<th>High School Course Number</th>
<th>High School Course Title</th>
<th>College Course Number</th>
<th>College Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Agricultural Education</td>
<td>6832</td>
<td>Agricultural Mechanics II</td>
<td>WLD-112 OR</td>
<td>Basic Welding Processes OR Basic Farm Maintenance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AGR-111</td>
<td></td>
</tr>
<tr>
<td>4 Agricultural Education</td>
<td>6822</td>
<td>Animal Science II</td>
<td>ANS-110</td>
<td>Animal Science</td>
</tr>
<tr>
<td>9 Agricultural Education</td>
<td>6841</td>
<td>Horticulture I</td>
<td>HOR-150</td>
<td>Intro to Horticulture</td>
</tr>
<tr>
<td>11 Agricultural Education</td>
<td>6882</td>
<td>Horticulture II - Landscaping</td>
<td>HOR-114 OR LSG-111</td>
<td>Landscaping Construction, OR Basic Landscaping Technique</td>
</tr>
<tr>
<td>13 Business and Information Technology Education</td>
<td>6311</td>
<td>Accounting I</td>
<td>ACC-115 OR ACC-118</td>
<td>College Accounting, OR Accounting Fundamentals I</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Business and Information Technology Education</td>
<td>6312</td>
<td>Accounting II</td>
<td>ACC-115 OR ACC-118 OR ACC-119</td>
<td>College Accounting, OR Accounting Fundaments I OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Business and Information Technology Education</td>
<td>6417</td>
<td>Microsoft Word, Power Point, Publisher</td>
<td>CIS-111 OR CIS-124 OR OST-136</td>
<td>Basic PC Literacy, OR DTP Graphics Software, OR Word Processing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Business and Information Technology Education</td>
<td>6412</td>
<td>Multimedia and Webpage Design</td>
<td>WEB-110 OR WEB-120</td>
<td>Internet/Web Fundamentals, OR Intro Internet Multimedia</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 Business and Information Technology Education</td>
<td>6341</td>
<td>Network Administration I</td>
<td>NET-110 OR NOS-110</td>
<td>Data Comm/Networking, OR Operating Sys. Concepts</td>
</tr>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>25 Business and Information Technology Education</td>
<td>6347X</td>
<td>Network Administration II</td>
<td>NET-110 AND NOS-230</td>
<td>Data Comm/Networking, AND Windows Admin I</td>
</tr>
<tr>
<td>Program Area</td>
<td>High School Course Number</td>
<td>High School Course Title</td>
<td>College Course Number</td>
<td>College Course Title</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>---------------------------</td>
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</tr>
<tr>
<td>29      Business and Information Technology Education</td>
<td>7086</td>
<td>Personal Finance</td>
<td>BUS-125</td>
<td>Personal Finance</td>
</tr>
<tr>
<td>33      Family and Consumer Science Education</td>
<td>7111 AND 7112</td>
<td>Early Childhood Education I AND Early Childhood II</td>
<td>EDU-119</td>
<td>Intro to Early Childhood Educ</td>
</tr>
<tr>
<td>34      Family and Consumer Science Education</td>
<td>7045 AND 7046</td>
<td>Foods I AND Foods II Enterprise</td>
<td>CUL-112</td>
<td>Nutrition for Food Service</td>
</tr>
<tr>
<td>35      Family and Consumer Science Education</td>
<td>7046</td>
<td>Foods II Enterprise*</td>
<td>CUL-110 AND CUL-110A</td>
<td>Sanitation &amp; Safety, AND Sanitation &amp; Safety Lab</td>
</tr>
<tr>
<td>36      Family and Consumer Science Education</td>
<td>7075</td>
<td>Foods II Technology</td>
<td>CUL-150 AND CUL-150A</td>
<td>Food Science, AND Food Science Lab</td>
</tr>
<tr>
<td>40      Health Occupations Education</td>
<td>7240</td>
<td>Health Science I</td>
<td>BIO-161</td>
<td>Intro to Human Biology</td>
</tr>
<tr>
<td>41      Health Occupations Education</td>
<td>7240</td>
<td>Health Science I</td>
<td>MED-121 AND MED-122</td>
<td>Medical Terminology I, AND Medical Terminology II</td>
</tr>
<tr>
<td>42      Health Occupations Education</td>
<td>7242</td>
<td>Health Science II</td>
<td>HSC-110 AND (HSC-120 OR MED-180)</td>
<td>Orientation to Health Careers, AND CPR, OR CPR Certification</td>
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<tr>
<td>43      Health Occupations Education</td>
<td>NA7280</td>
<td>Nursing Fundamentals</td>
<td>NAS-101</td>
<td>Nursing Assistant I</td>
</tr>
<tr>
<td>44      Health Occupations Education</td>
<td>7232</td>
<td>Pharmacy Technician</td>
<td>PHM-110</td>
<td>Introduction to Pharmacy</td>
</tr>
<tr>
<td>45      Marketing Education</td>
<td>6621</td>
<td>Entrepreneurship I</td>
<td>ETR-210</td>
<td>Intro to Entrepreneurship</td>
</tr>
<tr>
<td>Program Area</td>
<td>High School Course Number</td>
<td>High School Course Title</td>
<td>College Course Number</td>
<td>College Course Title</td>
</tr>
<tr>
<td>---------------------------</td>
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<tr>
<td>47 Marketing Education</td>
<td>6621</td>
<td>Marketing</td>
<td>ETR-230 OR MKT-110 OR MKT-120</td>
<td>Entrepreneur Marketing, OR Principles of Fashion, OR Principles of Marketing</td>
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<tr>
<td>50 Trade and Industrial Education</td>
<td>7936</td>
<td>Advanced Digital Media</td>
<td>DME-115 OR DME-120</td>
<td>Graphic Design Tools, OR Intro to Multimedia Appl.</td>
</tr>
<tr>
<td>51 Trade and Industrial Education</td>
<td>XX21 AND XX22</td>
<td>Auto Brakes I AND Auto Brakes II</td>
<td>AUT-151</td>
<td>Brake Systems</td>
</tr>
<tr>
<td>52 Trade and Industrial Education</td>
<td>7511</td>
<td>Auto Service</td>
<td>AUT-110</td>
<td>Intro to Auto Technology</td>
</tr>
<tr>
<td>53 Trade and Industrial Education</td>
<td>XX23 AND XX24</td>
<td>Automotive Electrical I AND Automotive Electrical II</td>
<td>AUT-161</td>
<td>Basic Auto Electricity</td>
</tr>
<tr>
<td>54 Trade and Industrial Education</td>
<td>7512 AND 7513</td>
<td>Automotive Service II AND Automotive Service III</td>
<td>AUT-151 AND AUT-161</td>
<td>Brake Systems, AND Basic Auto Electricity</td>
</tr>
<tr>
<td>55 Trade and Industrial Education</td>
<td>7621 AND XX26</td>
<td>Cabinetmaking I AND Cabinetmaking II</td>
<td>CAB-111</td>
<td>Cabinetmaking I</td>
</tr>
<tr>
<td>56 Trade and Industrial Education</td>
<td>XX28</td>
<td>Carpentry II</td>
<td>CST-111</td>
<td>Construction I</td>
</tr>
<tr>
<td>57 Trade and Industrial Education</td>
<td>XX29</td>
<td>Carpentry III</td>
<td>CST-112</td>
<td>Construction II</td>
</tr>
<tr>
<td>58 Trade and Industrial Education</td>
<td>XX30</td>
<td>Carpentry IV</td>
<td>CST-113</td>
<td>Construction III</td>
</tr>
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<td>59 Trade and Industrial Education</td>
<td>7991</td>
<td>Computer Engineering Technology I</td>
<td>CTS-120</td>
<td>Hardware/Software Support</td>
</tr>
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<td>60 Trade and Industrial Education</td>
<td>7992</td>
<td>Computer Engineering Technology II</td>
<td>CTS-220</td>
<td>Adv Hard/Software Support</td>
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<tr>
<td>Program Area</td>
<td>High School Course Number</td>
<td>High School Course Title</td>
<td>College Course Number</td>
<td>College Course Title</td>
</tr>
<tr>
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</tr>
<tr>
<td>61 Trade and Industrial Education</td>
<td>7721</td>
<td>Construction Tech I</td>
<td>CAR-110 OR WOL-110 OR</td>
<td>Intro to Carpentry, OR Basic Construction Skills, OR Intro to Construction</td>
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<tr>
<td></td>
<td></td>
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<td>CST-110</td>
<td></td>
</tr>
<tr>
<td>62 Trade and Industrial Education</td>
<td>7935</td>
<td>Digital Media</td>
<td>DME-110</td>
<td>Intro to Digital Media</td>
</tr>
<tr>
<td>63 Trade and Industrial Education</td>
<td>7921</td>
<td>Drafting I</td>
<td>DFT-111 AND DFT-111A</td>
<td>Technical Drafting I, AND Technical Drafting I Lab</td>
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<tr>
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<td>7962</td>
<td>Drafting I AND Drafting II -</td>
<td>DFT-115 OR DFT-119 OR</td>
<td>Architectural Drafting, OR Basic CAD, OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engineering</td>
<td>ARC-114</td>
<td>Architectural CAD</td>
</tr>
<tr>
<td>65 Trade and Industrial Education</td>
<td>7921 AND 7972</td>
<td>Drafting I AND Drafting II - Engineering</td>
<td>DFT-151</td>
<td>CAD I</td>
</tr>
<tr>
<td>66 Trade and Industrial Education</td>
<td>7973</td>
<td>Drafting III - Engineering</td>
<td>DFT-112 AND DFT-112A</td>
<td>Technical Drafting II, AND Technical Drafting II Lab</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>67 Trade and Industrial Education</td>
<td>7741 AND XX32</td>
<td>Electrical Trades I AND Electrical</td>
<td>ELC-113</td>
<td>Basic Wiring I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trades II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68 Trade and Industrial Education</td>
<td>7631 AND XX34</td>
<td>Electronics I AND Electronics II</td>
<td>ELC-112 AND ELC-126 OR</td>
<td>DC/AC Electricity, AND Electrical Computations, OR Intro to Electronics Tech</td>
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<td></td>
<td>EGR-131</td>
<td></td>
</tr>
<tr>
<td>69 Trade and Industrial Education</td>
<td>XX41</td>
<td>Masonry II</td>
<td>MAS-110</td>
<td>Masonry I</td>
</tr>
<tr>
<td>70 Trade and Industrial Education</td>
<td>XX42</td>
<td>Masonry III</td>
<td>MAS-110</td>
<td>Masonry I</td>
</tr>
<tr>
<td>71 Trade and Industrial Education</td>
<td>XX43</td>
<td>Masonry IV</td>
<td>MAS-110</td>
<td>Masonry I</td>
</tr>
<tr>
<td>Program Area</td>
<td>High School Course Number</td>
<td>High School Course Title</td>
<td>College Course Number</td>
<td>College Course Title</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------------</td>
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<td>-----------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>72 Trade and Industrial Education</td>
<td>7641 AND 7642</td>
<td>Metals Manufacturing Technology I AND Metals Manufacturing Technology II</td>
<td>BPR-111 AND MAC-111 AND MAC-151</td>
<td>Blueprint Reading, AND Machining Technology I, AND Machining Calculations</td>
</tr>
<tr>
<td>73 Trade and Industrial Education</td>
<td>7980</td>
<td>Network Engineering Technology</td>
<td>NET-125 OR NET-110</td>
<td>Networking Basics, OR Networking Concepts</td>
</tr>
<tr>
<td>74 Trade and Industrial Education</td>
<td>7981</td>
<td>Network Engineering Technology</td>
<td>NET-125 OR NET-126</td>
<td>Networking Basics, OR Routing Basics</td>
</tr>
<tr>
<td>76 Trade and Industrial Education</td>
<td>7661</td>
<td>Welding Technology I</td>
<td>WLD-110</td>
<td>Cutting Processes</td>
</tr>
<tr>
<td>77 Trade and Industrial Education</td>
<td>XX46</td>
<td>Welding Technology II</td>
<td>WLD-121</td>
<td>GMAW (MIG)</td>
</tr>
<tr>
<td>78 Trade and Industrial Education</td>
<td>XX47</td>
<td>Welding Technology III</td>
<td>WLD-122</td>
<td>GMAW (MIG)</td>
</tr>
</tbody>
</table>

2.10.11. INTERNAL ARTICULATED CROSSWALKS CURRICULUM/CORPORATE AND COMMUNITY EDUCATION

Carteret Community College awards credit-by-articulation for competencies gained through successful completion of the following courses:

**Health Science: Therapeutic and Diagnostic Services – Nurse Aide**

<table>
<thead>
<tr>
<th>CCE Course Name</th>
<th>CCE Course #</th>
<th>Curriculum Equivalent Course</th>
<th>Curriculum Course #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse Aide I</td>
<td>NUR-3240</td>
<td>Nurse Aide I</td>
<td>NAS-101</td>
</tr>
<tr>
<td>Nurse Aide II</td>
<td>NUR-3241</td>
<td>Nurse Aide II</td>
<td>NAS-102</td>
</tr>
</tbody>
</table>

**NAS-101 Nurse Aide I**

To receive advanced standing credit for NAS-101, the student must provide the following documentation.

- Have completed a North Carolina state-approved Nurse Aide I (NA-I) training program with a minimum of 48 hours of patient care in a clinical setting under the supervision of a RN instructor.
  - NCCCS Continuing Education Course: NUR-3240
If the course was not completed at Carteret Community College, provide documentation that the course included a minimum of 48 hours of patient care in a clinical setting under the supervision of a RN Instructor.

OR

- Have current listing on the North Carolina Nurse Aide I Registry with “no substantiated findings.”
  - Print out a detailed report at NC Department of Health & Human Services of the registry listing verification indicating “no substantiated finding.”
- Provide a letter from a registered nurse on employer letterhead documenting 48 hours of employment as a CNA-I providing direct patient care under the supervision of the RN.

NAS-102 Nurse Aide II

To receive advance standing credit for NAS-102, the student must provide the following documentation.

- Have completed a North Carolina state-approved Nurse Aide II (NA-II) training program with a minimum of 76 hours of patient care in a clinical setting under the supervision of a RN instructor.
  - NCCC Continuing Education Course: NUR-3241
    - If the course was not completed at Carteret Community College, provide documentation that the program included a minimum of 76 hours of patient care in a clinical setting under the supervision of a RN instructor.

OR

- Have current listing on the North Carolina Nurse Aide II Registry with no substantiated findings.
  - Print out a detailed report NC Board of Nursing of your registry listing verification indicating “no substantiated findings.”
- Provide a letter from a registered nurse on employer letterhead documenting 76 hours of employment as CNA-II providing direct patient care under the supervision of the RN.

In addition, Carteret Community College will award credit for successful completion American Heart Association BLS for Healthcare Provider (CPR), which is part of the Nurse Aide I course.

<table>
<thead>
<tr>
<th>CCE Course Name</th>
<th>CCE Course #</th>
<th>Curriculum Equivalent Course</th>
<th>Curriculum Course #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse Aide I</td>
<td>NUR-3240 Plus BLS Documentation</td>
<td>CPR</td>
<td>HSC-120 (see note below)</td>
</tr>
</tbody>
</table>

Note: To receive advanced standing credit for HSC-120 CPR, the student must provide the following documentation:

- American Heart Association BLS for Healthcare Provider
  - Provide a front and back copy of a current completion card

Medical Science Certifications
<table>
<thead>
<tr>
<th>Certification</th>
<th>CCE Course(s)</th>
<th>Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC EMT Basic</td>
<td>EMS 3044</td>
<td>EMS 110 EMT Basic</td>
</tr>
<tr>
<td>NC OEMS Certification</td>
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<tr>
<td>EMT Intermediate</td>
<td>EMS 3045</td>
<td>EMS 122 EMS Clinical Practicum I</td>
</tr>
<tr>
<td>NC OEMS Certification</td>
<td></td>
<td>EMS 130 Pharmacology for EMS I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMS 131 Advanced Airway Management</td>
</tr>
<tr>
<td>EMT Paramedic</td>
<td>EMS 3031</td>
<td>EMS 220 EMS Cardiology II</td>
</tr>
<tr>
<td>NC OEMS Certification (Initial Course)</td>
<td></td>
<td>EMS 221 CMS Clinical Practicum II</td>
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<tr>
<td></td>
<td></td>
<td>EMS 231 EMS Clinical Practicum III</td>
</tr>
<tr>
<td>International Trauma Life Support</td>
<td>EMS 3041</td>
<td>EMS 240 Special Needs</td>
</tr>
<tr>
<td>(current certification)</td>
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<td>EMS 241 EMS Clinical Practicum IV</td>
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<tr>
<td></td>
<td></td>
<td>EMS 250 Adv. Medical Emergencies</td>
</tr>
<tr>
<td>Advanced Cardiac Life Support</td>
<td></td>
<td>EMS 260 Adv. Trauma Emergencies</td>
</tr>
<tr>
<td>(current certification)</td>
<td></td>
<td>EMS 270 Life Span Emergencies</td>
</tr>
</tbody>
</table>

An applicant must have documentation of successful completion of all courses listed in each Con. Ed. Field in order to be allowed curriculum credit in the associated curriculum field.

American Heart Association (AHA) certifications in ACLS and PALS may be accepted for Con. Ed. Courses with approval from the Program Coordinator.

All certifications must be current.

2.10.12. CURRICULUM/CURRICULUM CROSSWALKS AND PRIOR CCC CURRICULUM COURSEWORK

2.10.12.1 BASIC LAW ENFORCEMENT TRAINING ARTICULATED CROSSWALK

Carteret Community College awards credit-by-articulation for competencies gained through successful completion of the North Carolina Basic Law Enforcement Training Academy (BLET) as evidenced by successful passing of the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs’ Education and Training Standards Commission Comprehensive Certification examination. Students successfully completing a BLET course accredited by the aforementioned agencies will receive 10 semester hours of college credit towards the Associate in Applied Science degree in Criminal Justice Technology. Eligible students must have completed BLET since 1985. These credits may only be used towards the aforementioned degree while attending Carteret Community College. Each institution in the North Carolina system that evaluates transcripts reserves the right to accept or refuse credit for these courses.

Courses for Basic Law Enforcement Training Articulated Crosswalk
<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJC 120</td>
<td>Interviews/Interrogations</td>
<td>2</td>
</tr>
<tr>
<td>CJC 131</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJC 132</td>
<td>Court Procedure and Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CJC 221</td>
<td>Investigative Principles</td>
<td>4</td>
</tr>
<tr>
<td>CJC 231</td>
<td>Constitutional Law</td>
<td>3</td>
</tr>
<tr>
<td>CJC 225</td>
<td>Crisis Intervention</td>
<td>3</td>
</tr>
</tbody>
</table>

Students must submit official documentation from the appropriate Academy in order to request award of credit.

2.10.12.2. PRIOR COURSE WORK

Quarter Hour Courses:
Quarter hour courses must equate to the semester hour equivalent of the current required course (either by a combination of courses or as stand-alone by using the 3:2 ratio). A Curriculum Coordinator will advise the Registrar how a combination of quarter hour courses count for a semester hour course of a different course title.

Quarter hour courses sharing the same course title as a semester hour course, must also meet the semester hour standard established for the current curriculum (i.e. ENG 101 was a vocational level composition course in the quarter hour system, not college transferable).

The College reserves the right to disallow credit if the course is deemed to be obsolete or outdated.

2.10.13. PROCESS FOR APPLYING FOR ADVANCED STANDING CREDIT

In order to apply for Advanced Standing credit, the student must be currently enrolled in a credit program at the college and credits must be applied toward a specific program. Provided all criteria governing Advanced Standing Credit is met, the following procedures are to be followed:

Advanced Placement® Examinations (AP): Submit an official score report from the College Board (CEEB) to the Registrar’s Office. Please see College Board Advanced Placement for information about how to request an official score report.

International Baccalaureate Diploma Program Examinations (IB): Submit an official score report from the have the IB Organization to the Registrar's Office.

College-Level Examination Program (CLEP®): Submit an official score report from the College Board (CEEB) to the Registrar’s Office. Please see College Board CLEP® for information about how to request an official score report.

Credit-By-Examination (Proficiency Exams): An interested student should discuss the course content with the program coordinator and department chair to determine the likelihood of passing the test. Student then submits the “Credit by Exam” form along with appropriate documentation substantiating eligibility to the program chairperson. Student completes the test in the Academic Support Center. The test score and all supporting documentation are submitted to the Registrar’s Office.
Articulation Agreements – High School Tech Prep: Student must achieve a raw score of 93, or higher, on the standardized CTE post-assessment as well as receive a final grade of B or higher in the course. The student must submit the official high school transcript to the college Registrar’s Office.

Articulation Agreements – Internal: Student submits official transcript to the Registrar’s Office from the Corporate and Community Education division. For internal curriculum credit, the student needs to request credit to be awarded by the Registrar.

Complete the Request for Credit-By-Exam form available on the college website.

2.11. SELECTIVE ADMISSION PROGRAMS

Because of the nature of select programs and the enrollment restrictions placed on the College by accrediting agencies, clinical facilities, etc..., only a limited number of students may be accepted each year. Please see the Program of Study section of this catalog for the specific admission requirements for the following selective Admission Programs: Basic Law Enforcement Training (BLET), Health Sciences (Associate Degree Nursing, Emergency Medical Science, Medical Assisting, Practical Nursing, Radiography, Respiratory Therapy, or Therapeutic Massage).

All applicants will be notified of acceptance or non-acceptance. Questions about admission status should be directed to the office of admissions.

2.11.1. SELECTIVE ADMISSION FOR HEALTH SCIENCE PROGRAMS

In order to be considered for a Health Science program, an applicant should make sure that all admission criteria have been met. Applications for these programs will be accepted for consideration beginning October 1 of each year for the following fall semester. Applications are accepted through the posted spring semester deadline.

2.11.2. POLICY RELATING TO HEALTH SCIENCE STUDENTS WITH PHYSICAL AND MENTAL PROBLEMS

Final acceptance into a Health Science program is contingent upon current, satisfactory physical and/or medical history examinations. The faculty reviews the results of the examinations before final admission is granted. In the event that physical or mental problems exist which may interfere with the performance of activities, the student will be referred to a physician. A letter of treatment or medical clearance will be required before the student may enroll in classroom, laboratory, or clinical practices; and will be used by the Program Chairperson in determining final decision.

In the event that physical and/or mental problems arise following enrollment, the faculty member recognizing the health problem will notify the Program Chairperson. The student will be notified verbally and in writing that they will not be permitted to continue in the program of study without clearance from their physician. The student will be counseled about the possible effect of the health problem and consequent absence from class or clinical experience. The student, faculty, Program Chairperson, and Dean for Student Services, or designee, will jointly decide upon an individual plan of progression and redemption. Physical or mental problems that do not respond to treatment within a reasonable period of time may interrupt continuous progression through the program of study.

2.11.3. HYGIENE POLICY AND PROCEDURE FOR HEALTH SCIENCE PROGRAMS

The Health Science Hygiene Policy relates to hygiene in class, lab, clinical and school related functions.

Policy:
Clothing, skin, nails, breath and personal articles must be clean and free from offensive odors that include but are not limited to coffee, cigarette smoke, excessive perfumes and colognes.

**Procedure:**
If a violation of the Hygiene Policy occurs that disrupts the educational process in any way, further action will be taken that can include program dismissal.

**Notice:**
Programs have the right to develop more extensive policies and procedures in addition to what is stated to meet industry standards or accreditation guidelines. Specific procedures related to this policy are outlined in each program’s manual.

### 2.12. ADMISSION OF ACTIVE HIGH SCHOOL AND APPROVED HOME SCHOOL STUDENTS

**Session Law 2011-45, the Appropriations Act of 2011,** authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012. The purpose of Career and College Promise is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, or degree as well as provide entry-level job skills.

Career and College Promise offers North Carolina high school students a clear path to success in college or in a career. The program is free to all students who maintain a “B” average and meet other eligibility requirements. Through a partnership of the Department of Public Instruction, the N.C. Community College System, the University of North Carolina system and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college campus at no cost to them or their families. Carteret Community College’s pathways include:

1. College Transfer Pathways (CTP) requires the completion of at least 30 semester hours of transfer courses including English and mathematics.
2. Career and Technical Education Pathways (CTE) lead to a certificate or diploma aligned with a high school career cluster.

#### 2.12.1. COLLEGE TRANSFER PATHWAY

1. The Career and College Promise Pathway requires the completion of at least thirty semester hours of transfer courses, including English and mathematics and ACA 122 College Transfer Success
2. To be eligible for enrollment, a high school student must meet the following criteria:
   - a. Be a high school junior or senior;
   - b. Have a weighted GPA of 3.0 on high school courses; and
   - c. Demonstrate college readiness on an assessment or placement test (See attachment A). A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a College Transfer Pathway.
3. To maintain eligibility for continued enrollment, a student must
   - a. Continue to make progress toward high school graduation, and
   - b. Maintain a 2.0 GPA in college coursework after completing two courses.
   - c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college’s policy for satisfactory academic progress.
4. A student must enroll in one College Transfer Pathway program of study and may not substitute courses in one program for courses in another
5. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college’s chief student development administrator.
6. With approval of the high school principal or his/her designee and the college’s chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school, may
continue to earn college transfer credits leading to the completion of the Associate in Arts, Science or Engineering. The AA/AS/AE may not be awarded prior to high school graduation verification.

7. With approval of the high school principal or his/her designee and the college’s chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.

2.12.2. CAREER TECHNICAL EDUCATION PATHWAY

1. The Career and College Promise Career Technical Education Pathway for juniors and seniors leads to a certificate or diploma aligned with a high school Career Cluster.

2. To be eligible for enrollment, a high school student must meet the following criteria:
   a. Be a high school junior or senior;
   b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
   c. Have received career pathway information outlining program requirements for completion of the certificate or diploma.

3. To maintain eligibility for continued enrollment, a student must:
   a. Continue to make progress toward high school graduation, and Maintain a 2.0 in college coursework after completing two courses. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college’s policy for satisfactory academic progress.

4. A student may be awarded a certificate or diploma prior to high school graduation. The AAS may not be awarded prior to high school graduation verification.

5. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college’s chief student development administrator.

6. A student may concurrently enroll in two CTE programs of study provided the exception has been approved by the college’s Chief Academic Officer or his/her designee. With approval of the high school principal or his/her designee and the college’s chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.

7. A CTE student is not required to demonstrate college readiness on an assessment or placement test to be eligible for the program. However, some required courses within the program may have developmental course pre-requisites requirements which must be met when this is the case through the demonstration of college readiness on an approved assessment or placement test (See Attachment A). Students are encouraged to complete college readiness assessments prior to entry to the program. CCP students may not enroll in developmental courses.

8. A student who completes the CTE certificate or diploma may continue in the same AAS as long as they are still eligible for CCP. In order to continue, the program code should be changed to reflect the AAS. The student type will remain CCP and their student code will remain CTE.

9. Colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific programs.

2.12.3. CAREER TECHNICAL EDUCATION PATHWAY (FRESHMEN AND SOPHOMORES)

The Appropriations Act of 2013, S.B. 402, amended NC General Statutes 115D-20(4)a.2 to allow “academic transition pathways for qualified freshmen and sophomore high school students that lead to a career technical education certificate or diploma in industrial and engineering technologies.”

1. The Career and College Promise Career Technical Education Pathway for freshmen and sophomores leads to an industrial or engineering certificate or diploma aligned with a high school Career Cluster.

2. The college may enroll high school freshmen and sophomores only in Engineering, Industrial, Agriculture
and Natural Resources, or Transportation Systems Technologies programs, certificate and diploma programs.

3. To be eligible for enrollment, a high school student must meet the following criteria:
   a. Be a high school freshman or sophomore;
   b. A qualified freshmen must:
      i. have passed Math I with a grade of “C” or better;
      ii. scored a 3, 4 or 5 on the EOC for Math I;
      iii. meet the college ready reading score of 16 on the 8th grade Explore test; (See page 14-11 for students without Explore and/or Math I scores)
      iv. have received career pathway information outlining program requirements for completion of the certificate or diploma.; and
      v. have the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students).
   c. A qualified sophomore must:
      i. have passed Math I with a grade of “C” or better;
      ii. scored a 3, 4, or 5 on the EOC for Math I;
      iii. meet the college ready reading score of 16 on the 8th grade Explore test; (See page 14-11 for students without Explore and/or Math I scores);
      iv. have a weighted GPA of 3.0 on high school courses; and
      v. have received career pathway information outlining program requirements for completion of the certificate or diploma.
      vi. have the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students).

Students without Explore and/or Math I Scores
For students who do not have an Explore score or Math I score (example: homeschool students, students from a private school, or students who moved to NC from another state), the college accepts any combination of scores from the College Readiness Benchmarks on Approved Diagnostic Assessment Tests listed at the end of this section.

Students who do have Explore and Math I (those who are attending public school in NC) must meet the eligibility guidelines outlined in items 3a-3c above.

4. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.

5. To maintain eligibility for continued enrollment, a student must
   a. Continue to make progress toward high school graduation, and
   b. Maintain a 2.0 in college coursework after completing two courses. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college’s policy for satisfactory academic progress.

6. A student may be awarded a certificate or diploma prior to high school graduation. The AAS may not be awarded prior to high school graduation verification.

7. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major to another industrial or engineering program of study with approval of the high school principal or his/her designee and the college’s chief student development administrator. A student may concurrently enroll in two engineering or industrial CTE programs of study provided the exception has been approved by the college’s Chief Academic Officer or his/her designee.

8. A student who completes the CTE certificate or diploma may continue in the same AAS as long as they are still eligible for CCP. In order to continue, the program code should be changed to reflect the AAS. The student type will remain CCPP and their student code will remain CTE.
9. Colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific programs.

### 2.12.4. STUDENT APPLICATION PROCEDURES

1. The high school will document eligibility criteria (high school GPA and PLAN or other assessment scores) on the student's transcript. A Home school or non-public high school student must submit a transcript and official test scores from an approved assessment test.

2. Students must complete a college application to be admitted into a Career and College Promise pathway.

### 2.12.5. TUITION AND FEES

1. All curriculum courses taken by Career and College Promise students at community colleges in accordance with in G.S. 115D-20(4). are tuition-waived except courses offered on a self-supporting basis.

2. Textbooks are a student's responsibility.

3. Student fees (e.g., technology fees and insurance fees) are not waived for Career and College Promise students.

4. Transportation funding is not available for Career and College Promise students who are enrolled in transfer pathway and/or a Career and Technical Education pathway.

### 2.12.6. COLLEGE READINESS\(^1\) BENCHMARKS ON APPROVED DIAGNOSTIC ASSESSMENT TESTS

<table>
<thead>
<tr>
<th>Test</th>
<th>PLAN**</th>
<th>PSAT 2014 and earlier**</th>
<th>PSAT 2015 and Future**</th>
<th>Asset (NCCCS Cut Score)</th>
<th>COMPASS (NCCCS Cut Score)</th>
<th>Accuplacer (NCCCS Cut Score)</th>
<th>NC DAP (NCCCS Cut Score)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>15</td>
<td>45</td>
<td>26</td>
<td>41 Writing</td>
<td>70 Writing</td>
<td>86 Sentence Skills</td>
<td>Composite score of 151 or higher ***</td>
</tr>
<tr>
<td>Reading</td>
<td>18</td>
<td>47</td>
<td>26</td>
<td>41 Reading</td>
<td>81 Reading</td>
<td>80 Reading</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>19</td>
<td>47</td>
<td>24.5</td>
<td>41 Numerical Skills and 41 Int. Algebra</td>
<td>47 Pre-Algebra and 66 Algebra</td>
<td>55 Arithmetic and 75 Elem. Algebra</td>
<td>7 on each assessment for DMA 010 thru 060</td>
</tr>
</tbody>
</table>

\(^1\) To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 19 on PLAN math with an 86 and an 80 on Accuplacer sentence skills and reading to demonstrate college readiness.

** PLAN and PSAT scores recommended by ACT and College Board as indicators of college readiness.

*** The Reading and English part of the NCDAP is an integrated assessment of reading and English skills; meeting the composite cut score for placement into ENG 111 is one way to demonstrate college readiness in order to participate in the College Transfer Pathway.
In addition to the diagnostic assessments, colleges may use the following SAT and ACT scores recommended by the testing companies as benchmarks for college readiness:

<table>
<thead>
<tr>
<th></th>
<th>SAT (Pre-March 2016)</th>
<th>SAT (March 2016 and Future)</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>500</td>
<td>Evidence-Based Reading and Writing</td>
<td>480</td>
</tr>
<tr>
<td>Critical Reading</td>
<td>500</td>
<td>Mathematics</td>
<td>English</td>
</tr>
<tr>
<td>Mathematics</td>
<td>500</td>
<td>Mathematics</td>
<td>Reading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics</td>
<td>Mathematics</td>
</tr>
</tbody>
</table>

2.13. ADMISSION OF INTERNATIONAL STUDENTS

To come to the United States (U.S.) to attend college, you must first complete all the requirements listed. After your admission's file is complete, Carteret Community College will issue the Form I-20, which will allow you to apply for an F or M Visa through your nearest United States embassy or consulate.

2.13.1. INTERNATIONAL APPLICATION CHECKLIST

An applicant must complete the following list of requirement:

1. Submit an Application for Admission. [Apply](#) on-line.

2. Submit official secondary school transcripts (equivalent to high school education in the U.S.), as required for specific program admission, showing courses taken, grades received, and graduation date; and translated into English by an internationally recognized service, such as World Education Services, Inc.

3. Submit official post-secondary/higher education transcripts (university or training programs), as required for specific program admission, to receive credit for prior coursework, or to show proficiency for placement. The transcripts need to show courses taken, grades received, graduation date, and degrees/certificates received; and translated into English by an internationally recognized service, such as World Education Services, Inc.

4. Applicants from English speaking countries should submit SAT or ACT scores. Minimal SAT scores for critical reading & writing of 480 and math of 530 are required on tests. The ACT scores must be 18 in English OR 22 in Reading, 22 or higher in Math. For applicants not submitting SAT or ACT scores, a COMPASS, ASSET, or Accuplacer placement test score must be furnished with a score high enough to waive college preparatory course requirements. For non-native English speakers, official Test of English as Foreign Language (TOEFL) score of 550 (paper), 213 (computer), or 64 for Internet Based test (iBT) sent from Educational Testing Services are also required. Computer based tests are only valid two years from the test date. The TOEFL code for Carteret Community College is 5092. All new students are required to take the computer literacy test. The Computer Placement test must still be taken.

5. Submit confidential financial statement including sponsor’s affidavit of support and an official letter in English from sponsor’s bank verifying that there are sufficient funds available for applicant to complete one year of study (Fall, Spring, and Summer terms).

**2016-20157 Cost of Attendance (12 month)**
<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees:</td>
<td>$9,711.00</td>
</tr>
<tr>
<td>Books and supplies:</td>
<td>$1,995.00</td>
</tr>
<tr>
<td>Transportation:</td>
<td>$8,523.00</td>
</tr>
<tr>
<td>Personal expenses:</td>
<td>$2,490.00</td>
</tr>
<tr>
<td>Room and board:</td>
<td>$12,102.00</td>
</tr>
<tr>
<td>SEVIS registration:</td>
<td>$300.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$34,906.00</strong></td>
</tr>
</tbody>
</table>

6. Once admitted, and prior to registration, the student must also complete and submit the Supplemental Visa Application and provide copies of the Form I-20, Visa and Passport to the admissions office.

3 Tuition and fees are subject to change by the Carteret Community College Board of Trustees and the North Carolina State Legislature.

2.13.2. OVERVIEW OF F-1 OR M-1 ENTRY PROCESS

- Student applies to the school and gains admission. Pay the SEVIS registration fee of $200.00 at http://www.fmjfee.com.

- Student takes the Form I-20 to an American Embassy or Consulate for an interview and obtains an F or M Visa no earlier than 90 days before the reporting date on the Form I-20.

- Student presents the Form I-20 and Visa at the U.S. Port of Entry no more than 30 days before the program start date on the Form I-20

2.13.3. MAINTAINING F-1 OR M-1 STATUS

- The student must register and maintain a minimum of 12 credit hours every Fall and Spring semester. If you have difficulty with this requirement, you must meet with the International Student Advisor to discuss your situation before you register. F-1 and M-1 Visa status has no provision for part-time study.

- The student must know the expiration date of your Form I-20, Visa and Passport. Your Form I-20 can be extended or changed by the International Student Advisor. Your Visa can only be renewed outside the U.S. at a Consulate or Embassy in your home country. Your Passport can be renewed in the U.S. by your home country embassy.

- The student CAN NOT work without authorization. Work authorization for F-1 and M-1 students is very limited.
The student must keep the International Student Advisor notified of any changes in your mailing address, phone number, Visa status or enrollment status.

2.13.4. INTERNATIONAL STUDENTS IN DISTANCE LEARNING COURSES

At this time, Carteret Community College is not authorized to provide distance learning to individuals residing outside of North Carolina or the United States of America and its territories.

For further information, contact Mark Johnson, International Student Advisor, at (252)222-6148 or at johnsonm@carteret.edu or visit the US Immigration and Custom Services website.

2.14. READMISSION REQUIREMENTS

A former Carteret Community College (CCC) student who is in good standing at the time of withdrawal may gain readmission by contacting the admissions office. Any student who has not maintained enrollment for two consecutive semesters (excluding summer) must verify application information by contacting the admissions office before re-enrolling. Students must also meet the admissions requirements for the current program of study.

An evaluation will be done of all course work earned at CCC and other institutions. If a former student has taken classes at other colleges after withdrawing from Carteret Community College, the student should request official transcripts be forwarded from those colleges.

Students previously suspended for academic or disciplinary reasons who seek readmission should contact the Dean for Student Services prior to the term of desired readmission.

Any student who is indebted to the college cannot register until that indebtedness has been cleared through the appropriate office or department.

2.14.1. HEALTH SCIENCES READMISSION POLICY

Students who do not successfully complete the first semester of their program must re-apply for the next program admissions cycle. Re-admission is not guaranteed. Re-applicants compete with new applicants for admission.

Students who withdraw from their program after successfully completing at least one semester and are in good standing at the time of withdrawal may re-enter the program the next academic year if they meet the requirements for program re-entry and there is space. If students in good standing are out for more than one academic year, they must re-apply for admission to the program as a transfer student. Re-admission is not guaranteed. Re-applicants compete with new applicants for admission.

Students who are withdrawn/suspended from their program for academic, clinical, health, personal, or conduct reasons may re-enter the program for the next academic year if there is space and if they:

1. provide documentation indicating completion/satisfaction of any conditions for readmission established at the time of their withdrawal; and,
2. satisfy the requirements for program re-entry.

Students who miss the re-entry deadline of the next academic year must apply for admission as a transfer student and also comply with the above. Re-admission is not guaranteed.

Students who are dismissed from their program may not re-apply.

2.15. COMPREHENSIVE ARTICULATION
2.15.1. POLICY

The Comprehensive Articulation Agreement (CAA) applies to all fifty-eight North Carolina community colleges and all sixteen constituent universities of The University of North Carolina. The CAA is applicable to all North Carolina community college students who successfully complete a course designated as transferable or graduate with an A.A. or A.S. degree and transfer to a constituent institution of The University of North Carolina. The regulations for implementation of the CAA were originally approved by the Board of Governors and the State Board of Community Colleges. The Transfer Advisory Committee (TAC) oversees refinements of the regulations and minor changes. Significant changes will be brought to the Board of Governors and the State Board of Community Colleges for review at the discretion of the respective Presidents of The University of North Carolina and the North Carolina Community College System.

Since the CAA was first established, the state of North Carolina has encouraged high school students to maximize their time by taking college coursework under various initiatives. The CAA policies extend to high school students taking college coursework through the North Carolina Community College System and/or the constituent universities of the University of North Carolina.

2.15.1.1. TRANSFER ADVISORY COMMITTEE (TAC)

Authority to interpret the CAA policy rests with the TAC. The TAC is an eight-member committee appointed by the Presidents of the North Carolina Community College System and The University of North Carolina. Questions concerning the CAA policy interpretations should be directed to the appropriate system’s chief academic officer with an explanation of the institutional policy that may appear to be in conflict with CAA policy. The chief academic officer will forward unresolved questions to the TAC for interpretation. Each system will appoint one ex-officio nonvoting member of the TAC. Each system will appoint one staff member to support the work of the TAC.

Questions about the transferability of the course work under the CAA or any proposed changes to the policies, general education courses, or pre-majors must be addressed by the TAC. Changes to the curriculum standards for the Associate in Arts and Associate in Science degree programs are the authority of the State Board of Community Colleges. The TAC will be notified of any changes.

2.15.1.2. TRANSFER ASSURED ADMISSIONS POLICY (TAAP)

The TAAP assures admission to one of the 16 UNC universities under the following conditions:

- Admission is not assured to a specific campus or specific program or major.
- Students must have graduated from a North Carolina community college with an Associate in Arts or Associate in Science degree.
- Students must meet all requirements of the CAA.
- Students must have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by the college from which they graduated, and a grade of "C" or better in all CAA courses.
- Students must be academically eligible for re-admission to the last institution attended.
- Students must meet judicial requirements of the institution to which they apply.
- Students must meet all application requirements at the receiving institution, including the submission of all required documentation by stated deadlines.

If a student is denied admission to a UNC institution, then he or she will be notified in writing by the institution. In this notification, the student will be directed to the College Foundation of North Carolina (CFNC) website (www.cfnc.org) where the student will be given information regarding space availability and contacts in the respective UNC
Admissions offices. It is the student’s responsibility to contact each institution’s admissions office to get specific information about admissions and available majors.

If the previous steps do not result in admission to a UNC institution, then the student should contact the CFNC Resource Center at 1-866-866-CFNC.

### 2.15.1.3 TRANSFER CREDIT APPEAL

If a transfer student perceives that the terms of the CAA have not been honored, he or she may follow the Transfer Credit Appeal Procedure as outlined in Appendix E. Each UNC and community college institution will provide a link to the Transfer Credit Appeal Procedure on its website.

### 2.15.2 PROCEDURES

#### 2.15.2.1 TRANSFER OF CREDITS

The CAA establishes the procedures governing the transfer of credits for students who transfer from a North Carolina Community College to a constituent institution of The University of North Carolina. The CAA does not address admission to a specific institution or to a specific major within an institution.

1. **Eligibility**

   To be eligible for the transfer of credits under the CAA, the student must graduate from the community college with an Associate in Arts (AA) or Associate in Science (AS) degree and have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale and a grade of "C" or better in all CAA courses. Students who do not complete the degree are eligible to transfer credits on a course-by-course basis.

2. **Definition of General Education Courses and Pre-major Courses**

   The Associate in Arts (AA) and Associate in Science (AS) degree programs in the North Carolina Community College System require a total of sixty or sixty-one semester hours credit for graduation (see Appendix F) and are transferable to any UNC institution. The overall total is comprised of both lower-division general education and pre-major courses. This curriculum reflects the distribution of discipline areas commonly included in institution-wide, lower-division general education requirements for the baccalaureate degree.

   The Associate in Arts (AA) and Associate in Science (AS) degree programs include general education requirements that represent the fundamental foundation for success and include study in the areas of English composition, communications, humanities and fine arts, natural sciences and mathematics, and social and behavioral sciences. Within these discipline areas, community colleges must include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Students must meet the receiving university’s foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

   The AA and AS degree programs of study are structured to include two components:

   - Universal General Education Transfer Component comprises a minimum of 30 semester hours of credit, and
   - Additional general education, pre-major, and elective courses that prepare students for successful transfer into selected majors at UNC institutions and bring the total number of hours in the degree programs to 60-61 semester hours.
To ensure maximum transferability of credits, students should select a major and preferred transfer university before completing 30 semester hours of credit. Additional general education, pre-major, and elective courses should be selected based on a student’s intended major and transfer institution.

Each receiving institution will identify community college course equivalencies and publicize an equivalency course crosswalk to ensure transfer of credit uniformity and transparency.

The specific number and distribution of courses used to fulfill the requirement in each of these areas will be identified by each community college as meeting its own general education requirements. The Universal General Education Transfer Component and Other Required General Education courses will be drawn from those courses designated in the North Carolina Community College Combined Course Library as being transferable general education. This will preserve the autonomy of each community college to develop its own general education program, including those aspects that make its program unique. Students are directed to the pre-majors for specifics regarding courses and distribution.

3. Transfer of Associate in Arts and Associate in Science degree programs

   a. The CAA enables North Carolina community college graduates of two-year Associate in Arts (AA) and Associate in Science (AS) degree programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

   b. Universities cannot place requirements on students transferring under the CAA that are not required of their native students.

   c. A student who completes the Associate in Arts or Associate in Science degree prior to education requirements.

   d. Due to degree requirements in some majors, additional courses at the UNC institution may be required beyond the general education courses and pre-major courses taken at the community college.

   e. Community college graduates of the Associate in Arts or Associate in Science degree programs who have earned 60 semester hours in approved transfer courses with a grade of “C” or better and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a UNC institution.

   f. Requirements for admission to some major programs may require additional pre-senior major courses beyond the pre-major taken at the community college. Students entering such programs may need more than two academic years of coursework to complete the baccalaureate degree, depending on requirements of the program.

   g. All courses approved for transfer in the CAA are designated as fulfilling general education or pre-major/elective requirements (see Appendix G). While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.

   h. CAA courses taken beyond the 60-61 SHC of credit in which the student received less than a “C” will not negate the provisions of the CAA.

4. UNC Minimum Admission Requirements (MAR) and Minimum Course Requirements (MCR)
a. A student who completes the Associate in Arts or the Associate in Science degree will satisfy UNC’s minimum admission requirements (MAR) and minimum course requirements (MCR).

b. A transfer student will also be considered to have satisfied (MAR) and (MCR) if he or she has:

1. received the Associate in Arts, the Associate in Science, the baccalaureate, or any higher degree, or

2. completed at least six (6) semester hours in degree-credit in each of the following subjects: English, mathematics, the natural sciences, and social/behavioral sciences, and (for students who graduate from high school in 2003-04 and beyond) a second language.

5. Students not completing the Associate in Arts or Associate in Science degrees.

A North Carolina community college student who satisfactorily completes, with a grade of “C” or better, courses identified in the Universal General Education Transfer Component will receive credit applied toward the university’s lower-division general education course requirements, subject to the following distribution limit: maximum of 6 hours in English Composition, 9 hours in Humanities/Fine Arts/Communications, 9 hours in Social/Behavioral Sciences, 8 hours in Mathematics, and 8 hours in the Natural Sciences.

A North Carolina community college student who satisfactorily completes a transfer course that is not designated as a Universal General Education Transfer Component course will receive transfer credit for the course. The receiving institution will determine whether the course will count as general education, pre-major, or elective credit.

6. Certification of Universal General Education Transfer Component Courses, Associate in Arts Degree, or Associate in Science Degree Completion

Certification of completion of the Associate in Arts or Associate in Science degree is the responsibility of the community college at which the courses are successfully completed. Transcript identification of Universal General Education Transfer Component courses is also the responsibility of the community college at which the courses are completed. The transcripts of students who transfer before completing the degree will be evaluated on a course-by-course basis by the receiving university. The transferring student who has not completed the degree must meet the receiving institution’s general education requirements.

7. Four-Year Degree Plan for Community College Transfer Students

Beyond the Universal General Education Transfer Component courses, a program of study leading to the associate degree contains courses related to a student’s major or program emphasis. Each UNC institution will develop, publish, and maintain four-year degree plans identifying community college courses that provide pathways leading to associate degree completion, admission into the major, and baccalaureate completion. Students who complete the AA or AS degree and the degree plan tracks published by a UNC institution, and who are accepted into that institution and into that major within four years of initial enrollment at the community college, will continue into that major at the UNC institution with all courses fulfilling lower division general education and other degree requirements.

8. Transfer of courses taken in other associate degree programs

Upon admission to another public two-year institution or to a public university, a community college student who was enrolled in an Associate in Applied Science (AAS) or Associate in Fine Arts (AFA) degree program and who satisfactorily completed the courses with a grade of "C" or better in all
courses that are designated for college transfer (see Appendix G, CAA Transfer Course List) will receive credit for those courses. AAS or AFA students completing courses designated Universal General Education Transfer Component will receive equivalent general education course credit for those courses at the receiving institution. For courses not designated as Universal General Education Transfer Component, the receiving institution will determine whether the course will count as general education or pre-major/elective credit. Students in these programs who transfer must meet the general education requirements of the receiving institution.

Articulation of Associate in Fine Arts or Associate in Applied Science degree programs may be handled on a bilateral articulation agreement basis rather than on a state-wide basis. Under bilateral agreements, individual universities and one or more community colleges may join in a collaborative effort to facilitate the transfer of students from AFA or AAS degree programs to baccalaureate degree programs.

The TAC encourages the development of new bi-lateral articulation agreements among institutions; however, TAC will not maintain a current inventory of bilateral articulation agreements for AAS degree programs.

9. Transfer of courses not originated at North Carolina community colleges

Transfer courses that do not originate at a North Carolina community college or UNC institution may be used under the CAA with the following stipulations:

a. Courses must be completed at a regionally accredited (e.g., SACS) institution of higher education;

b. Courses must meet general education requirements; and

c. Courses may total no more than 14 semester hours of general education course credit.

d. Courses used to complete the AA or AS that do not originate at a NC community college will transfer as part of the degree. Otherwise, if 14 hours or less are presented without completion of the AA or AS, then the receiving institution will consider the courses on a course-by-course basis.

10. Transfer of Advanced Placement (AP) course credit

Advanced Placement (AP) course credits, awarded for a score of three or higher, are acceptable as part of a student's successfully completed Associate in Arts or Associate in Science degree under the CAA. Students who receive AP course credit at a community college but do not complete the Associate in Arts or Associate in Science degree will have AP credit awarded on the basis of the receiving institution's AP policy.

2.15.3. IMPACT OF THE CAA ON OTHER ARTICULATION AGREEMENTS

The CAA takes precedence over bilateral articulation agreements established between constituent institutions of the University of North Carolina and the North Carolina Community College System but does not necessarily preclude such agreements. Institution-to-institution articulation agreements that fall within the parameters of the CAA and enhance transferability of students from community colleges to senior institutions are encouraged. Institutional articulation agreements conflicting with the CAA are not permitted.

2.15.4. COMPLIANCE PROCEDURES

The Transfer Advisory Committee (TAC) is charged with ensuring compliance of institutional policies and practices regarding the CAA. To that end, a TAC Review Team, comprised of one UNC representative and one
community college representative, will survey and review the institutional transfer credit policies and procedures of two UNC institutions per quarter. The TAC will report the findings to UNC-General Administration and the North Carolina Community College System Office.

2.15.5. STUDENTS ENROLLED PRIOR TO FALL SEMESTER 2014

Students officially enrolled in an AA or AS program at a North Carolina community college prior to Fall Semester 2014 are subject to the conditions and protections contained in the CAA in place at the time of their initial enrollment as long as they have remained continuously enrolled.
CARTERET COMMUNITY COLLEGE

2016-2017 General Catalog
(Effective 8/2016)

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3.1. ACADEMIC HONORS

3.1.1. THE PRESIDENT'S LIST

The President's List is composed of students who are enrolled for at least twelve credit hours (9 for summer semester) and received no grade below an "A" on all course work.

3.1.2. The Vice President's List

The Vice President's List is composed of students who are enrolled for at least twelve credit hours (9 for summer semester) and make at least a 3.0 grade point average for the semester with no grade below a "C" on all course work.

3.1.3. Graduation with Honors

Students graduating with a grade point average of 3.5 or above in their major program of study will be recognized during the graduation ceremony and their degree, diploma, or certificate will bear a gold “Honors” seal.

3.2. ACADEMIC LOAD

A full-time student is one who is carrying 12 or more credit hours of course work or nine credit hours during the summer term. Normal load for most students will vary between 12 and 18 credit hours. Course schedules and course loads should be carefully planned through consultation with the student's faculty advisor. No student may carry in-excess of 21 credit hours without prior approval of the Dean for Student Services unless the curriculum requirements, as stated in the catalog, require more than 21 hours in a particular semester.

3.3. ACADEMIC PROGRESS STANDARDS

Students pursuing an associate degree, diploma, or certificate are required to maintain a cumulative grade point average of 2.0 (“C”) or better which indicates satisfactory academic progress. Once a student has attempted at least twelve (12) credit hours and has failed to meet the standards for Academic Progress, the student will be placed on academic warning, probation or suspension and must meet specific conditions to continue their enrollment.
Students in specific programs and students receiving financial aid and/or veteran’s benefits must also meet the specific academic requirements that determine continuation for these programs.

3.3.1. ACADEMIC WARNING

Academic Warning occurs when a student has attempted at least 12, but not more than 23 credit hours with a cumulative grade point average less than 2.0. The student will be notified of his/her warning status. Students on academic warning are required:

- To meet with an academic advisor prior to the fourth week of the semester following placement on academic warning.
- In collaboration with the academic advisor, the student will develop a written Academic Success Plan. The plan may include tutoring and other forms of academic assistance.
- To obtain a minimum semester GPA of 2.0 for every semester.

Academic warning is removed when the cumulative GPA requirement is met.

3.3.2. ACADEMIC PROBATION

Academic Probation occurs when a student has attempted 24, but not more than 32 credit hours with a cumulative grade point average less than 2.0. The student will be notified of his/her probation status. Students on academic probation are required:

- To meet with an academic advisor prior to the fourth week of the semester following placement on academic probation.
- In collaboration with the academic advisor, the student will develop a written Academic Success Plan. The plan will include limitations on enrollment and other forms of academic assistance.
- To limit enrollment to no more than nine (9) credit hours per semester.
- To obtain a minimum semester GPA of 2.0 for every semester.

Academic probation is removed when the cumulative GPA requirement is met.

3.3.3. ACADEMIC SUSPENSION

Academic Suspension occurs when a student has attempted 33 credit hours with a cumulative grade point average less than 2.0. These students will not be allowed to register again for one full calendar year.

3.3.4. READMISSION FOR ACADEMIC SUSPENSION

A student must submit a written request to the Dean for Student Services for readmission following an academic suspension. The request must be received at least two weeks prior to the start of any semester. The Dean will confer with the student’s academic advisor before rendering a decision. As a condition of readmission, students must follow the specific recommendations of the Dean. Additionally, students granted readmission will be placed on Academic Probation and will be expected to maintain a semester GPA of 2.0 or higher for subsequent semesters.
3.4. ACADEMIC RENEWAL POLICY

The academic renewal policy contains three options: OPTION I – Academic Renewal based upon past academic performance, OPTION II – Academic Renewal based upon change of program of study, and OPTION III – Grade Replacement. A student may request Academic Renewal only once, either under the academic performance option or the change of program of study option. Grade Replacement may be done at any time.

The decision to set aside courses may or may not be honored by other educational institutions since each institution interprets transcripts according to its own policies.

Limitations:

1. The Academic Renewal Policy does not apply toward eligibility issues for federal financial aid.
2. It cannot be used to renew a grade awarded for Academic Dishonesty.
3. Once renewed, courses cannot be used to satisfy prerequisite or degree requirements.
4. Academic Renewal does not apply toward courses for which a certificate, diploma or degree has been awarded.

OPTION I – Past Performance

1. After 48 months of consecutive non-attendance, a student may request Academic Renewal based upon past academic performance.
2. The request is made to the Registrar once the currently enrolled student has completed at least 12 credit hours with a minimum grade of “C” in each course attempted.
3. When the student’s request is approved, grades of “F” for the courses from the prior attendance period will be removed from calculation of the grade point average. However, the previous course grades of “F” will remain on the student’s official transcript with a notation indicating Academic Renewal.

OPTION 2 – Change of Program of Study

1. A student may request Academic Renewal based upon a change of program of study after at least 12 credit hours with a minimum grade of “C” in each course attempted for the new program of study have been completed.
2. If the request is approved, grades of “F” in courses that were required by the former program but are not required by the new program will be removed from calculation of the grade point average. However, the previous course grades of “F” will remain on the student’s official transcript with a notation indicating Academic Renewal.

OPTION III – Grade Replacement
1. A student may repeat a course for a higher grade. The higher grade will replace the original grade in the calculation of the grade point average.

2. The original grade on the student’s official transcript will be noted as a repeated course.

3.5. ATTENDANCE

**Policy:** Students must attend a minimum of 80 percent of a course including class hours, laboratory periods, and clinical or work experience sessions. For specific programs or courses, more stringent minimum attendance requirements apply as indicated on the student’s syllabus.

Hybrid and web-supported course students must meet on the published meeting dates and times indicated by the instructor as well as complete course work as assigned by the instructor.

**Procedure:** Attendance is recorded in traditional (seated), web-supported, hybrid and internet (online) classes. The student’s initial attendance in a seated class before the census date or completion of a required assignment in an online class before the census date constitutes enrollment in the course. Students who have not attended, or completed the required assignment before the census date of the class will be dropped as “never attended” and will incur charges.

Absences are counted from the first class meeting regardless of when a student registers for, or enters, the class.

For online, hybrid, and web-supported students, attendance is determined by the submission of completed assignments according to the deadlines provided by the instructor. Online students failing to complete required coursework, as assigned, will be withdrawn by the instructor for “overcut”.

It is the student’s responsibility to notify each instructor of the reason for an absence. If a faculty member determines that the circumstance warrants it, the faculty member can assign comparable work to compensate for the missed class time. A note explaining such accommodations must be retained by the instructor for auditing purposes and submitted to the registrar’s office for archiving.

When a student has exceeded the number of uncompensated absences (overcut), the course instructor will submit a Drop/Add/Withdrawal Form withdrawing the student from the course (refer to Drop/Withdrawal Policy later in this section for information on academic consequences.)

If any class meeting times are missed due to inclement weather, or other unexpected events which disrupt schedules college-wide, the class work must be completed by the date assigned by the instructor and/or the class hours made up at the instructor’s discretion.

Information regarding the number of hours a student must attend in a variety of courses is listed below. Students should consult with their instructor about the actual hours of required attendance for each class.

**Table. Required Hours of Attendance**
<table>
<thead>
<tr>
<th>Total Contact Hours Required of Course</th>
<th>Attendance (80% Policy)</th>
<th>Attendance (90% Policy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>12.8</td>
<td>14.4</td>
</tr>
<tr>
<td>32</td>
<td>25.6</td>
<td>28.8</td>
</tr>
<tr>
<td>48</td>
<td>38.4</td>
<td>43.2</td>
</tr>
<tr>
<td>64</td>
<td>51.2</td>
<td>57.6</td>
</tr>
<tr>
<td>80</td>
<td>64</td>
<td>72</td>
</tr>
</tbody>
</table>

### 3.6. AUDITING

Students auditing classes at the College are required to pay the same tuition and fees as students receiving credit for course(s). A course can only be audited twice. This regulation applies to both resident and nonresident students. To officially register to “audit” a course(s), the same registration procedures apply as if the course(s) is being taken for credit. The Approval to Audit Form must be completed and signed by the student before registering. Registration or changes in registration for audits must be completed by the 10 percent point of the semester. Only two grades will be issued for a student who audits a course: A “WD” will be issued for a student who withdraws or an “AU” will be issued if the student completes the course. Participation in class discussion and examination is at the option of the instructor. Students auditing classes must attend at least one class meeting on, or before, the date representing the 10 percent point of the class or the instructor will complete a Drop Notice. The student will then be dropped from the class roster and cannot attend classes. A student auditing a course who satisfies the 10 percent attendance requirement will have no further attendance requirements. Students may not audit cooperative work experience courses.

### 3.7. CATALOG OF RECORD

A student who has not missed three consecutive semesters (excluding the summer term) may graduate under the catalog requirements in effect at the time he or she began the program of study. If desired and requested in writing, the student may choose to graduate under a later year’s requirement for that program. A student, who misses three consecutive semesters (excluding the summer term), will graduate under the program requirements in effect at the time of his or her return. A student who changes programs must meet the program requirements in effect at the time of the program change.

### 3.8. CHANGE OF PERSONAL INFORMATION
It is the responsibility of all students to notify the Registrar’s Office of any change of name, SS# change, address, e-mail address and/or telephone number immediately after the change occurs. If you change your name due to marriage, divorce, or court decree a copy of one of the following must accompany a name change: marriage certificate, court/divorce decree, new driver’s license, or new signed Social Security card. If you change your Social Security Number, a copy of the new, signed Social Security card is required. This information is vital for the accurate mailing of information, financial transactions, and for the relaying of emergency messages. You may change only your address, e-mail and telephone information in WebAdvisor by clicking on the Students menu, Academic Profile, My Profile, and Change My Address.

Address changes to states other than North Carolina are subject to review by the State Authorization Representative if the student is taking online classes and does not have a physical North Carolina address. Notification will be provided by the registrar’s office to the student of any requirements for approval by the state authorization office.

### 3.9. CHANGE OF PROGRAM OF STUDY

A change of program of study can be made only after discussion with an academic advisor or counselor and financial aid if applicable. The change of program of study may result in the loss of credit hours towards degree completion. Students wishing to change their program of study must complete a Change of Program of Study Form obtained from the Registrar’s Office or online and have it signed by the appropriate Curriculum Area Coordinator or Advisor. Health Science programs and BLET are special admissions programs which require a new application. Students must meet admission and graduation requirements in effect at the time of the program change. The official change of program of study will be effective the first day of the semester following the date of change.

### 3.9.1. MULTIPLE PROGRAMS OF STUDY

A student may declare a second major while still working toward his or her original program of study by completing a “Change of Program of Study” form and submit it to the Registrar’s office. The student must meet all admissions and academic program requirements to graduate from the second major. Courses which apply appropriately to more than one degree, diploma, or certificate program may be counted toward the completion of each program, but the specific requirements of each must be met. Students will be required to obtain a signature from both program advisors to add a second program of study. The student will also retain both as active advisors.

In the rare case that a student requests a third program of study, the request will be reviewed by a special committee of a financial aid staff person, counselor, and applicable division Dean. Only upon approval will the student be allowed a third program of study. The student will retain all three active advisors.

Exception to the Multiple Programs of Study: A General Occupational Technology Healthcare (GOTH) student will not be allowed to continue pursuing GOTH once he or she obtains admission into a health science program.

The “Change of Program of Study” form is available on-line.
Students receiving any type of Veteran’s Educational Assistance must notify the College’s VA certifying official of any program of study change or additional major. Click Veterans Educational Assistance for information on the College’s VA program.

3.10. COLLABORATIVE AGREEMENTS

If you are taking classes at Carteret Community College toward a degree which will be awarded by another college, such as Biotechnology (Pitt CC), you must meet the admissions and graduation requirements for that college. Transcript evaluations will come from the host college. Most colleges will only accept 75 percent of the total program hours as transfer credit from another college. Check with the host college to find out their admissions, graduation, and transfer credit policies.

3.11. COOPERATIVE EDUCATION/FLEET READINESS CENTER (FRC) EAST

Cooperative education provides an opportunity to gain work experience related to your program of study. The student, curriculum area coordinator, and employer will work in conjunction to schedule a relevant work experience. Students considering cooperative education must be enrolled in an appropriate program of study, have completed the first year of the program of study, and have a minimum 2.5 cumulative grade point average. The student and the curriculum area coordinator will execute a contract defining the requirements for the cooperative education experience.

Carteret Community College participates in a student career experience program with FRC East at Cherry Point, North Carolina. This cooperative education program allows students to earn income while completing their education and may lead to full-time employment at FRC East. This is a competitive program open to students enrolled in a Business Technologies curriculum. To obtain more information contact the Co-Op Coordinator.

3.12. COURSE NUMBERING SYSTEM

Course numbers 000-099 carry institutional credit only and do not apply toward graduation requirements. Courses numbered 100 or higher are collegiate level courses.

- 000 – 099 College Prep/Developmental (non-credit)
- 100 – 999 Associate Degree, Diploma, & Certificate

3.13. COURSE SUBSTITUTION

Students are required to take the courses listed in their curriculum. If for some reason, a certain course is not available or cannot be taken by the student, the substituted course must be of the same level of
difficulty, comparable number of credit hours, and category as of those being substituted. Required "core" courses may not be substituted and must be taken. The core courses are indicated in the Programs of Study section of this catalog by being listed in **bold** and being **CAPITALIZED**.

### 3.14. CREDIT BY EXAMINATION

**Policy:** Students who believe that they have mastered the competencies for a course through previous experience may be allowed to earn course credit through credit by examination. Students must provide evidence of preparation to challenge a course, such as a transcript of similar college-level credits, record of military study, certification or license, or written statements from employers regarding training or directly related work experience. A student must have completed any course prerequisites before taking a credit by examination. Students may not attempt more than ten percent (10%) of the required credit hours in their curriculum program by means of credit by examination. Students must complete a minimum of twenty-five percent (25%) of the required credit hours in their curriculum program at Carteret Community College and credit by examination credits do not apply toward the twenty-five percent.

Credit by Examination is not available for every course. Credit by examination may not be used for 2nd level coursework. Credit by examination may be administered through written, oral, practical examination, or any combination of these methods deemed appropriate for the course being challenged. Students who fail a specific credit by examination will not be permitted a second opportunity. Students who do not successfully complete a course due to failure, official withdrawal, medical withdrawal, or violation of the College attendance policy will not be permitted to take a credit by examination for the course in question.

**Procedures:**

Students will be required to show documentation of evidence of previous coursework or experience that qualify them as proficient in the subject matter of the course. The appropriate Academic Dean will review the documentation for approval of administering the examination.

After receiving approval, students must register for the course they intend to challenge before the last purge date and before classes begin, and then must contact the Curriculum Area Coordinator to schedule the examination.

All credit by examination must be taken before the first day of classes. Students are encouraged to take the credit by examination as early as possible to avoid financial obligations.

Upon successful completion of the examination with a passing score, students will have the option to drop the course and add another course, or simply drop the course and receive a tuition refund.

All examinations will be graded on a Pass\Fail basis. A passing score will be considered 80 percent or higher. Students who pass a credit by examination will receive credit hours for the course, but no quality points.

### 3.15. CREDIT HOURS

The credit hour is the unit of measurement for credit purposes.
The formula for computation of credit hour equivalency is as follows:

<table>
<thead>
<tr>
<th>Course contact type and hours.</th>
<th>Equals</th>
<th>One semester hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 class hours (c)</td>
<td>=</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>32 experiential lab hours (L)</td>
<td>=</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>48 of faculty directed lab work (s)</td>
<td>=</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>48 hours of clinical practice (c/L)</td>
<td>=</td>
<td>1 semester hour</td>
</tr>
<tr>
<td>160 hours of work experience</td>
<td>=</td>
<td>1 semester hour</td>
</tr>
</tbody>
</table>

3.16. DISTANCE LEARNING

The college offers a wide range of courses via the Internet to students residing in North Carolina. Internet courses are delivered through personal computers connected to the Internet and allow for greater flexibility in scheduling. Students can complete course work at times that are convenient for them. Students review lessons, lectures, readings, related research sites, communicate with the instructor, and take tests via the World Wide Web. The Learning Resources Center (LRC) and campus computer labs provide additional instructional support and Internet access for research.

Taking courses over the Internet is not for everyone. First-time Internet students are required to complete an online orientation. You will be asked to demonstrate basic computer skills, and you will learn how to navigate Moodle, our course management system. You will also learn what study habits you will need in order to succeed as a distance learner. The Distance Learning Orientation is available through the college website.

Internet courses, 100% of campus time is eliminated, are listed in school publications are listed with a "300 - 399" label as the course section number, for example: ENG-111-302 or ART-111-381. Hybrid partial Internet courses, which combine traditional and online instruction with classroom contact hours are reduced by 51% - 99%, are listed with a "200 - 299" label as the course section number, for example: CIS-110-215 or BIO-110-203. Web-supported courses, which are primarily traditional instruction with classroom contact hours reduced by 1% - 50% with the remainder of instruction taking placing on line, are listed with a “300 - 399” label as the course section number, for example: CJC-141-300 or MKT-123-366.

Carteret Community College utilizes the Moodle Course Management System. ALL students who plan to take their FIRST CCC Internet (IN) or Hybrid (HY) course are required to complete the Distance Learning Orientation PRIOR to registering with their faculty advisor. To complete the Moodle Online Orientation, students should access the College’s website: http://www.carteret.edu, click “Moodle,” then select “Online Orientation.” Additional information
to assist with online success can be found under the “Distance Learning” link at the top of website page. Questions should be directed to Distance Learning, at dl@carteret.edu.

3.17. GRADE POINT AVERAGE (GPA) COMPUTATION

To compute the grade point average (GPA), the credit hours attempted are multiplied by the quality point value of the grade. The result is the total quality points earned for that course. Dividing the total quality points by the total hours attempted equals the GPA. “WD”, “P”, “DP” and “AU” grades carry no quality point and do not affect the GPA. The example listed below shows how the grade point average is calculated for a semester.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credit Hrs. Attempted</th>
<th>Quality Point Value</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA 115</td>
<td>A</td>
<td>1</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>ACC 120</td>
<td>B</td>
<td>4</td>
<td>X</td>
<td>12</td>
</tr>
<tr>
<td>ENG 111</td>
<td>C</td>
<td>3</td>
<td>X</td>
<td>6</td>
</tr>
<tr>
<td>BUS 110</td>
<td>D</td>
<td>3</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>BUS 135</td>
<td>F</td>
<td>3</td>
<td>X</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>14</td>
<td></td>
<td>25</td>
</tr>
</tbody>
</table>

**Divide the total quality points by the total credit hours attempted:

25 divided by 14 = 1.786 G.P.A.

A Grade Point Average of 2.00 is equivalent to a “C” average at Carteret Community College. The grade “D” shown above, however, may not transfer to senior institutions. "D" grades are not allowed in the general education core of the university transfer programs.

3.18. GRADE REPLACEMENT

A course may be repeated for a higher grade, and the higher grade will replace the original grade in the calculation of the grade point average. The original grade on the transcript will be noted as a repeated course.

3.19. GRADE REPORTING
Carteret Community College does not mail grade reports. Final grades will be posted on the WebAdvisor account of students enrolled at the end of each semester or grading period. *Grades and/or Grade Point Averages (GPA) will not be given over the phone.*

### 3.20. GRADING SYSTEM

The quality point system is used to calculate all student academic standings. Individual instructors or programs of study may deviate from this standard. The letter grades used and explanations follow:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Explanation</th>
<th>Quality Points Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&quot;D&quot; grade may not be transferable.</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Use of other Letter Grades and their Meaning

- **P** Proficiency, Pass, Satisfactory Completion--credit hours given, no quality points earned.
- **DP** Developmental Pass (credit hours completed, not counted in GPA), no quality points earned.
- **R** Repeat required (developmental courses only)
- **S** Satisfactory progress—short of completion.
- **I** Incomplete—no grade or quality points because of incomplete work. An "I" must be removed by the date indicated on the Academic Calendar of the following semester. If an "I" is not removed within the time allowed, the "I" will be changed to an "F".
**Use of other Letter Grades and their Meaning**

**AU** Audit—no grade or quality points.

**WD** Official Withdrawal—non-punitive no grade or quality points.

**UW** Unofficial Withdrawal – considered a grade of “F” in calculation grade point average.

**T** Transfer—credit hours awarded for course work completed, with a grade of “C” or better, from another regionally accredited educational institution or from another program of study within Carteret Community College, no grade or quality points.

**Numerical grade value may vary for different programs or courses.**

**Please note that in major course work for Allied Health Science programs, a grade less than 80 percent will be considered failing.**

### 3.21. GRADUATION CERTIFICATION

The graduation statement will be entered on the transcript of all students who have fulfilled admission requirements and program requirements. Students must complete an application for completion and a graduate survey.

All financial obligations to the College must be cleared before a degree, diploma, or certificate will be released to the student.

If you are participating in a collaborative agreement /cooperative educational program at Carteret Community College toward a degree in Biotechnology (Pitt CC) your graduation will be certified by the host college, as indicated in parentheses. For more information on these programs, please contact the Registrar, located in the McGee building in room 119.

### 3.22. GRADUATION REQUIREMENTS

Carteret Community College has been approved by the North Carolina Community College System to award associate degrees, diplomas, or certificates to those who qualify through course work taken at the College.

In addition to fulfilling all other requirements for graduation, a transfer student must earn a minimum of 25 percent of the program of study’s total credit hours at Carteret Community College. In order to be awarded a degree from Carteret Community College in Paralegal Technology, a student must complete at least 25 percent of required Legal Education (LEX) courses at Carteret Community College.
Graduation from all certificates, diplomas, and degrees are awarded with a minimum 2.0 Cumulative G.P.A. and a minimum 2.0 G.P.A. in that discipline.

Curriculum course requirements are subject to change and are effective after North Carolina Community College State Board approval. If a degree-, diploma- or certificate-seeking student does not enroll for three semesters (excluding the summer term), then that student must fulfill the curriculum course requirements at the time of re-entry. All questions regarding graduation requirements should be directed to the Registrar.

If you are taking classes at Carteret Community College toward a degree which will be awarded by another college, such as Biotechnology (Pitt CC) you must meet the graduation requirements for that college. Most colleges require that you complete at least 25 percent of the total program hours at the host college. Contact the host college for your program to find out their graduation requirements.

The Comprehensive Articulation Agreement (CAA) enables graduates of the Associate in Arts and the Associate in Science degree programs who are admitted to institutions of the University of North Carolina System to transfer with junior status. The CAA requires a grade of "C" or better in each course used for degree completion. A student may elect to graduate with a grade of "D" in a required course with the understanding that the benefits of the agreement are negated. A student electing to be certified as graduated with a "D" grade will be required to sign a statement acknowledging the potential loss of transfer credit. A "D" course will not be considered for certification of completion of the general education transfer core (44 credit hours of required course work).

3.23. INDEPENDENT STUDY

Under certain circumstances, a course may be taken on an independent study basis. The student must contact their academic advisor and the curriculum area coordinator for details on requesting approval to take a course by independent study. The decision to allow independent study will be made by the student's academic advisor and approved by the appropriate academic dean before the 10 percent point of the semester. Veteran and veteran dependents must also obtain approval through the VA Certifying Official. All independent study students are required to meet the census attendance requirement.

3.24. PREREQUISITE & COREQUISITE

A course may have prerequisite and corequisite requirements. A prerequisite course is one that must be completed prior to registration for another course. A corequisite course is one that must be taken prior to, or in conjunction with, another course within the same semester.

Prerequisite and corequisite requirements must be met or fulfilled through successful course completion. Course prerequisites are listed with the course description information on WebAdvisor under Search for Sections by selecting the Term and indicating the course information; then click on Section Name and Title denoted in blue.
Carteret Community College utilizes the Moodle Course Management System. ALL students who plan to take their **FIRST** CCC Internet (IN) or Hybrid (HY) course are required to complete the Distance Learning/Moodle Online Orientation PRIOR to registering with their faculty advisor. To complete the Moodle Online Orientation, students should access the [College’s website](http://www.carteret.edu): click “Moodle,” then select “Online Orientation.” Additional information to assist with online success can be found under the “Distance Learning” link at the top of website page. Questions should be directed to Distance Learning, at dl@carteret.edu.

*Courses listed as Web-Supported (WB) do not require the Distance Learning/Moodle Orientation prior to registering for class.

1. **(WB) Web-supported** - classroom contact hours are reduced by 1-50 percent.
2. **(HY) Hybrid** - classroom contact hours are reduced by 51-99 percent.
3. **(IN) Internet courses** – 100 percent of campus time is eliminated.

### 3.25. REGISTRATION

#### 3.25.1. WEB REGISTRATION

Web Registration is noted on the Academic Calendar and begins after advising for the specific term ends. Students with complete admission files and returning students will be able to register. Students will meet with advisors and be advised for classes during the specified days. Advisors will remove a flag thus allowing access to online registration through WebAdvisor. A student cannot register until the flag is removed. Students without active applications will not be able to register at this time except in extenuating circumstances, although they may still get information about the course schedule and other registration times.

First semester students are required to schedule an appointment with Counseling Services to discuss placement test scores, career goals and course selection prior to registering. Counseling Center appointments may be scheduled by calling (252) 222-6060 or at CounselingCenter@carteret.edu.

#### 3.25.2. LATE REGISTRATION AND SCHEDULE ADJUSTMENT PERIOD

A. Students are encouraged to complete the admissions process including placement testing two (2) days prior to the date on which classes begin for the term. Students completing the admission’s process after this point may be limited to late-starting classes or enrollment in following terms.

B. The last day for late registration will be scheduled for two to three working days before the term begins. No newly admitted student will be allowed to register after this day without the approval of a counselor or the Office of the Registrar. Any circumstance requiring registration after the 10 percent reporting point of a class will require approval of the Vice President for Instruction and Student Support.
There will be a four (4) day Schedule Adjustment Period, beginning with the first day of classes and not counting a Saturday, during which the following actions may be taken for registered students:

1. Students may be moved to a different level of a course (such as in College Prep education) upon approval by the advisor and receiving instructor.
2. Students may change sections of the same course upon approval by advisor and the receiving instructor.
3. Students may drop a course.
4. Students may add a course that has not yet met, and is not full, upon approval of advisor.

D. No student may be registered for a class that has already begun without the written permission of the instructor or Program Chairperson.

### 3.25.3. SUMMER PRIORITY REGISTRATION

**Policy.** Students who need a course for graduation or who must complete a specific course to remain on track with their program requirements may, with the confirmation of the College Registrar, be registered before the start of web registration for the summer session.

**Procedure.** Faculty advisors of students who need priority registration will contact the College Registrar no later than the last week of advising to request that a student be registered before the start of web registration. The advisor will complete the Summer Priority Registration form, have the student sign the form and submit it to the registrar for confirmation. Once the registrar has confirmed the need, he/she will register the student for the needed class and inform the faculty and student of the registration.

### 3.26. REPEAT POLICY FOR CURRICULUM COURSE WORK

Cooperative work experience and internship courses may not be audited, but may be completed for a grade up to two times only if a passing grade was not achieved the first time or if the student change programs of study and the new program requires the same course, and only with written permission of the curriculum area coordinator. Each attempt will be recorded, and all grades will be reflected on the transcript. The highest grade earned for the cooperative work experience or internship course will be used to calculate a cumulative grade point average. No course may be counted more than once toward graduation.

Any other curriculum course may be completed a total of three (3) times, including audits. Each attempt will be recorded, and all grades will be reflected on the transcript. The highest grade will be used to calculate a cumulative grade point average. No course may be counted more than once toward graduation. If, after three attempts, a student has not made a passing grade in a course, the student must have the written approval of their Advisor, the Program Chair, the Academic Dean, and the Dean for
Student Services to enroll in the same course a fourth time. If a student wishes to take a previously passed course more than three times for personal benefit, it can be taken as an audit, and that student must pay the actual cost of the course. The student must have the written permission of the Program Chairperson, the Academic Dean, and the Dean for Student Services.

Required approvals will be in the form of a memorandum initiated by the Curriculum Area Coordinator, approved by signatures as outlined above, and placed in student's permanent file.

Veterans and financial aid students should be aware that they cannot receive benefits for courses previously passed. Furthermore, transfer students should be advised that receiving institutions do not have consistent policies regarding G.P.A. computation. Admissions personnel at the receiving institutions will review the transcripts of transfer applicants and may recalculate a G.P.A. to include original grades.

*The Program Chairperson, the Academic Dean, the Dean for Student Services, and the Vice President for Instruction and Student Support must approve any exceptions to this policy.*

### 3.27. SEMESTER SYSTEM

Carteret Community College operates on the semester/term system. The fall and spring semesters are sixteen (16) weeks each in length; summer term is ten (10) weeks in length. The College is in session six (6) days per week during the fall and spring semesters and four (4) days per week during the summer term.

### 3.28. STUDENT CLASSIFICATION

- Freshman—a student who has earned less than 30 credit hours of credit.
- Sophomore—a student who has earned 30 or more credit hours of credit.
- Full-time or Regular Student—a student who is registered for twelve (12) or more credit hours during the fall or spring semesters, (9) nine credit hours in the summer term.
- Special Credit/Visiting Student—an audit or part-time student not seeking a degree, diploma or certificate.

***Financial Aid student classifications are different. See the Financial Aid section in the Student Services section of this catalog.***

### 3.29. TEXTBOOK ACADEMIC INFORMATION

*Policy:* Program Chairpersons, in consultation with course instructors, select the textbooks to be used in curriculum courses.
The primary text shall be consistent for all seated, web-assisted, and hybrid sections of a curriculum course. Distance learning titles may vary.

- Supplemental texts are at the discretion of the faculty, who should be mindful of additional costs to the students.
- A minimum three year adoption period is highly encouraged except in technical texts which must contain the most current advances in the field of study.
- The adoption cycle begins in fall semester and runs through summer semester.

**Procedures:**

1. Course instructors submit their textbook requests to the appropriate Program Chairperson. Texts will be designated either “required” or “supplemental”.
2. Program Chairperson submit textbook order requests via the intranet database managed by the CCC Bookstore within a time certain set by the Bookstore (usually within two weeks subsequent to submission of final semester schedules to Student Services).
3. The Bookstore will notify the requesting Program Chairperson immediately of any change in or to the textbook requested, e.g. new edition or ISBN number. Any change to the requested text must be approved by the Program Chairperson before an order is placed.
4. The Bookstore orders the number of requested textbooks based on several factors which include, but are not necessarily limited to:
   a. The number of books sold during the last semester the course was offered,
   b. Number of students registered for the course pursuant to DATATEL, and
   c. Pertinent information furnished by the Program Chairperson/instructor i.e. limited enrollment, availability of used textbooks within a cohort of students, etc.
5. The Bookstore shall attempt to locate and order used textbooks from at least four used book companies.
6. All requested textbooks shall be available for student purchase two weeks prior to the first day of class as published in the academic calendar, absent unforeseen circumstances such as unavailability from the publisher or contrary agreement with the requesting Program Chairperson.
7. The Bookstore shall post the following information on the CCC website two weeks prior to the first day of class as published in the academic calendar:
   a. Course title and number as found in the Combined Course Library,
   b. Title, edition and author of textbook,
   c. Publisher of textbook,
   d. ISBN of textbook, and
   e. Cost of textbook
8. Instructors shall obtain desk copies of adopted textbooks through the designated administrative assistant prior to the first day of the instructor’s class. If a complimentary desk copy cannot be obtained a requisition must be prepared, submitted and approved in order to complete the purchase of a desk copy. The purchase of the desk copy shall be charged to the appropriate line item of the program or division other cost budget.
3.30. SUCCESS AND STUDY SKILLS COURSES

Research shows that taking a college success and study skills course early in an academic career can have a significantly positive impact on future success. When required for a program of study, ACA-115 Success & Study Skills or ACA-118 College Study Skills must be taken within the first six (6) credit hours of coursework. Regardless of program requirements, College Prep students are required to take a success & study skills course in their first semester.

3.31. TRANSCRIPTS

Carteret Community College contracts with Parchment – Docufide to send all official, curriculum transcripts to the student, another education institution or another individual if there is no indebtedness to the College. Fees are charged to the student through Parchment-Docufide as related to the method in which the transcript is to be sent.

Unofficial transcripts can be viewed through the student’s WebAdvisor account or will be made available through the Registrar’s Office upon written request of the student in the form of an Academic Information Request Form.

Copies of transcripts from other schools are provided at the discretion of the Registrar’s Office in compliance with all FERPA and individual school’s requirements.

3.32. WEBADVISOR

WebAdvisor allows the student to access online registration, their academic transcript, final grades, program evaluations, test scores, advisor information, current address/phone number/email address, financial aid and account information, and much more.

Access to WebAdvisor can be found on the main page of the College’s website, http://www.carteret.edu, on the left hand side. To login to WebAdvisor, a student should enter their first name, middle initial, and last four digits of their Student ID number (ex. - John F. Doe would be johnf1234). Their initial password is the first two letters of their last name with the first letter capitalized and their six digit birthday (ex. – John Doe would be Jo082097). If you encounter problems, please contact the IT Help Desk at 252-222-6196.

3.33. DROP/WITHDRAWAL

Policy: Courses officially dropped by the student before the 10 percent date of the semester will not appear on the student's transcript and no grade will be assigned.
Student initiated course or program withdrawals after the 10 percent date of the semester, but prior to the 61 percent point of the semester will be issued a course grade of "WD" (Official Withdrawal). The "WD" grade is non-punitive and does not affect the student’s grade point average.

Instructor initiated course or program withdrawals after the 10 percent date of the semester due to a violation of the attendance policy will earn a course grade of "UW," (Unofficial Withdrawal). The "UW" grade is punitive and is factored into the grade point average as a grade of "F."

A student officially withdrawing from a course or program after the Last Day to Withdraw Without Academic Penalty will be issued the course grade earned reduced by the work missed in the remainder of the class, which in most cases will be an "F."

**Procedures:**

1. Secure and complete a Drop/Add/Withdrawal form. If the form is initiated before the 10 percent date of the semester, the student is eligible for tuition credit. Forms are available from advisors, the Student Services Office, or online under the forms section of the "Office of the Registrar" website.
2. Complete the form including personal information and identifying course information.
3. For seated courses, have the instructor provide the last date of attendance.
4. Return the form to the Student Services Office for processing.
5. The Registrar will notify students and individual instructors of course or program withdrawal.
CHAPTER 4: TUITION, FEES, & COSTS

4.1. PAYMENT OF TUITION AND FEES

A major objective of Carteret Community College is to provide quality education at the lowest possible cost for the student. Tuition and fees paid by students are kept at a minimum and do not represent the total operating funds of the College. The balance is provided by local, state, and federal funds. The tuition rate is set by the North Carolina General Assembly and is subject to change annually. Other charges (fees, insurance, etc...) are also subject to change annually.

All tuition and fees are due and payable at the Cashier’s window or online no later than the day of registration. Payment is accepted by cash, personal check or credit card. The college offers a payment plan service that allows students to make installment payments for up to three months.

4.2. TUITION AND FEES (SUBJECT TO CHANGE)

The tuition rate is set by the North Carolina General Assembly and is subject to change annually.

**Tuition Rate Table**

<table>
<thead>
<tr>
<th>Residency Status</th>
<th>Tuition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident (less than 16 semester hours)</td>
<td>$ 76.00 per semester hr.</td>
</tr>
<tr>
<td>Residency Status</td>
<td>Tuition Cost</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Non-Resident (less than 16 semester hours)</td>
<td>$ 268.00 per semester hr.</td>
</tr>
<tr>
<td>Resident (16 semester hours or more)</td>
<td>$ 1,216.00 per semester</td>
</tr>
<tr>
<td>Non-Resident (16 semester hours or more)</td>
<td>$ 4,288.00 per semester</td>
</tr>
</tbody>
</table>

### 4.2.1. INSURANCE (ACCIDENT)

All students (full-time and part-time) are required to purchase insurance to cover accidents associated with school activities. This group insurance costs $1.20 per semester for curriculum students (subject to change). Contact the Administrative Services office at (252) 222-6142 with questions on filing a claim.

### 4.2.2. INSURANCE (STUDENT LIABILITY)

A student enrolled in one of the College’s Health Science programs, or in the Cosmetology, Cosmetology Instructor, Early Childhood Education, Esthetics, Manicuring/Nail Technology or Therapeutic Massage programs, is required to carry liability insurance. Insurance coverage must be acquired at the time of the student’s initial registration. Insurance coverage is for a period of one academic year and must be renewed each fall semester. This liability insurance costs $11.00 per semester (subject to change). Costs for EMT and Paramedic liability insurance coverage are $88.75 per year.

Students participating in Work-Based Learning programs will be charged $7.50 per semester for liability coverage. A student should expect to pay no more than $15.00 per academic calendar year.

For more information concerning insurance coverage, contact the college’s Administrative Services Office at (252) 222-6142.

### 4.2.3. ACTIVITY FEE

The Student Government Association and the Board of Trustees of Carteret Community College have approved for the Fall and Spring Semesters, a $28.00 activity fee per semester for curriculum students enrolled on a full-time basis, a $15.00 activity fee per semester for curriculum students enrolled on a part-time basis, and a $4.00 activity fee for curriculum students enrolled Summer Term. The fee is required of both resident and nonresident students. The student activity fee is used to defray the cost of activities sponsored by the Student Government Association during the academic year. The activities include, but are not limited to, cookouts, club funding, special projects, SGA conferences, cultural diversity projects, and sports activities when there is sufficient interest.
4.2.4. TECHNOLOGY FEE

The Board of Trustees of Carteret Community College has approved for fall, spring, and summer semesters, a $16.00 technology fee per semester for curriculum students enrolled on a full-time basis and an $8.00 technology fee per semester for curriculum students enrolled on a part-time basis. The fee is required of both resident and nonresident students. The technology fee is used to defray the cost of the computer labs being open all year long to students, upgrade in technology, and other technology related projects. All students are required to pay the technology fee.

4.2.5. GRADUATION FEE

<table>
<thead>
<tr>
<th>General Graduation Fees</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap, Gown, and Tassel</td>
<td>$37.50</td>
</tr>
<tr>
<td>Extra Tassel</td>
<td>$ 8.00</td>
</tr>
<tr>
<td>Backdated degree, diploma, certificate (if available)</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

4.2.6. TRANSCRIPT FEE

Carteret Community College contracts with a third party provider to send all official curriculum transcripts to the student, another educational institution or another individual. All college indebtedness must be settled before any transcripts will be sent. Fees are set and charged to the student by the provider as related to the method in which the transcript is to be sent. The fee for an official transcript sent electronically is $3.00; official transcripts sent via U.S. mail is $5.00; unofficial transcripts are provided free of charge.

4.2.7. COURSE FEES

The chart below lists additional fees that are charged for specific courses.

<table>
<thead>
<tr>
<th>2015-2016 COURSE FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION / PROGRAM</td>
</tr>
<tr>
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<td></td>
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<tr>
<td><strong>Applied Sciences</strong></td>
</tr>
<tr>
<td>----------------------</td>
</tr>
<tr>
<td>BPA 120 (Petite Fours &amp; Pastries)</td>
</tr>
<tr>
<td>BPA 150 (Artisan Breads)</td>
</tr>
<tr>
<td>BPA 210 (Cake Decorating)</td>
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<tr>
<td>BPA 220 (Confection Artistry)</td>
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<tr>
<td>BPA 230 (Chocolate Artistry)</td>
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<tr>
<td>BPA 250 (Dessert/Bread Production)</td>
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<tr>
<td>BMS 110 (Intro to Marine Woodworking)</td>
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<tr>
<td>BMS 111 (Marine Joinery)</td>
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<tr>
<td>BMS 113 (Hull &amp; Deck Construction)</td>
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<tr>
<td>BMS 114 (Intro to Composites)</td>
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<tr>
<td>BMS 115 (Tooling / Mold Construction)</td>
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<tr>
<td>BMS 117 (Marine Spray Finishing)</td>
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<tr>
<td>BTB 107 (Boat Electrical Systems)</td>
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<tr>
<td>CUL 140 (Culinary Skills I)</td>
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<tr>
<td>CUL 160 (Baking I)</td>
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<td>CUL 170 (Garde Manger I)</td>
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<tr>
<td>CUL 230 (Global Cuisines)</td>
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<tr>
<td>CUL 240 (Culinary Skills II)</td>
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<tr>
<td>CUL 250 (Classical)</td>
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<tr>
<td>CUL 270 (Garde Manger II)</td>
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<tr>
<td>LEX 120 (Legal Research and Writing I)</td>
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<tr>
<td>PHO 110 (Fundamentals of Photography)</td>
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<td>PHO 115 (Basic Lighting)</td>
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<td>PHO 120 (Intermediate Photography)</td>
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<tr>
<td>PHO 139 (Introduction to Digital Imaging)</td>
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<tr>
<td>PHO 140 (Digital Photo Imaging I)</td>
</tr>
<tr>
<td>PHO 150 (Portfolio Development I)</td>
</tr>
<tr>
<td>PHO 217 (Photojournalism I)</td>
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<tr>
<td>PHO 224 (Multimedia Production)</td>
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<tr>
<td>PHO 226</td>
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<tr>
<td>PHO 250</td>
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<tr>
<td><strong>Arts &amp; Sciences</strong></td>
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<tr>
<td><strong>Associate in Fine Arts</strong></td>
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<tr>
<td>ART 135</td>
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<tr>
<td>ART 171</td>
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<td>ART 231</td>
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<tr>
<td>ART 271</td>
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<td>ART 283</td>
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<tr>
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<tr>
<td>PED 145</td>
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<tr>
<td><strong>Health Sciences</strong></td>
</tr>
<tr>
<td><strong>Associate Degree Nursing</strong></td>
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<tr>
<td>NUR 111</td>
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<td><strong>Emergency Medical Science</strong></td>
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<tr>
<td>EMS 130</td>
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<td><strong>Practical Nursing</strong></td>
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<td>NUR 101</td>
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4.3. **FINANCIAL OBLIGATIONS/INDEBTEDNESS POLICY**

No degree will be conferred, nor any diploma, certificate, or transcript of a record issued to students who have not made satisfactory settlement of all their indebtedness to the College. All students are expected to meet their financial obligations to the College. Students who have delinquent accounts will not be permitted to enroll for subsequent semesters. The established State Fiscal Policies and Regulations, under which Carteret Community College operates, states that student tuition and fees are payable at registration. A student is not considered registered, nor eligible to attend class, until all tuition and fees have been paid. The responsibility for meeting financial obligations rests on the student.

4.4. **RETURNED CHECK POLICY**

If the college receives a returned check for payment of tuition and fees, the student will have fifteen (15) days from the date of notification to pay the tuition and fees. If payment is not received by the specified time, enrollment will be terminated. The College allows the student fifteen (15) days in which to make restitution of the returned check. If, by that time, restitution has not been made, the matter will be turned over to the Carteret County Clerk of Superior Court for collection.

4.5. **TUITION CREDIT**

4.5.1. **100 PERCENT TUITION CREDIT**

Any student may receive a 100 percent credit if:
1. the student officially withdraws from a class(es) prior to the first day of the semester;

2. the student registers for a class(es) which fails to "make" due to insufficient enrollment;

3. the student officially withdraws from a class(es) prior to the first class meeting if the class(es) began at times other than the first week (seven calendar days) of the semester.

4. upon official notification, active duty military and reservists are called to active duty during a semester in which they are currently enrolled.

### 4.5.2. 75 PERCENT TUITION CREDIT

Any student may receive a 75 percent refund if:

1. the student officially withdraws from the class(es) on or after the first day of the semester and prior to or on the official 10 percent point of the semester.

2. the student officially withdraws from a class(es) prior to or on the 10 percent point of the class if the class began at a time other than the first week (seven calendar days) of the semester.

For contact hour classes, ten (10) calendar days from the first day of the class(es) is the determination date. If a course fails to “make” all tuition will be credited. There will be no credits on fees such as activity, insurance premium, any expenses associated with graduation, and/or any special fees. In all tuition credits, the student should initiate the drop/add/withdrawal notice through the Registrar’s Office. If the tuition credit results in a refund to the student, the Business Office will mail a check to the student after the drop/add/withdrawal notice has been processed.

### 4.6. BOOKS AND SUPPLIES

Necessary textbooks, supplies, and tools can be acquired through the college bookstore. The cost of these items varies depending on the program of study taken by the student. A copy of one’s class schedule is most beneficial when selecting required texts. Please bring a copy of your schedule with you to the bookstore to ensure that the correct textbooks are selected. The books are arranged on the shelves according to their course number. The bookstore accepts cash, check or credit cards. Pell and scholarship students may charge against their grant or scholarship no earlier than ten (10) days prior to the first day of class. All students charging to a third party (Pell, VA, VR, scholarship, SEOG, etc…) must present an official CCC Student ID card at the time of purchase.
Save your receipt! You cannot get a refund without it. Please return your textbooks as soon as you know you will not need them. Another student may desperately need your books! Textbooks in same condition as they were purchased may be refunded with receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter, including summer terms. Textbooks purchased during the last week of classes or during exam week are not eligible for return and may be sold back under the book buyback policy.

Computers and Software

Opened software packages are not returnable. Software license agreements are not returnable. Unopened software can be returned within fourteen (14) days of purchase with original receipt. Defective software is returnable within five (5) days of purchase for an exchange of the same product only; the original receipt is required. NO REFUNDS ON HARDWARE. Defective hardware products will be replaced or repaired in accordance with the manufacturer’s warranty. Keep your receipt. Read your product warranty.

Check Purchases

Returned checks may be subject to a $25 processing fee or the maximum allowed by law. Checks are processed with FEDChex and may be electronically debited from your account. Refunds on check purchases may be subject to a seven-day wait period. Please make checks payable to: Hornet Bookstore.

Current and next semester books can be found and purchased through the bookstore website at http://www.carteretccshop.com. Rental books must be returned by the last day of semester finals. If the student wishes to keep the book they may come by the bookstore at any time during the rental period and convert to purchase. Failure to return rentals will result in a charge to the student credit card on file, after which point the student will own that book. If credit card charge fails and student does not return the book or pay the remainder the case will be sent to collections and any payment must then go through the attorneys. The bookstore will not accept rental returns that have sustained water damage or missing pages or sections.

The bookstore conducts a cash book buyback program year-round. Students must bring in the books they wish to sell and a photo ID (Driver’s License/Military ID/CCC Student ID, etc.) in order to sell back books.

For additional information, please visit the bookstore website: http://www.carteretccshop.com

**4.7. RESIDENCE STATUS FOR TUITION PURPOSES**
4.7.1. PROVISIONS FOR DETERMINING RESIDENT STATUS FOR TUITION PURPOSES.

N. C. General Statute 116-143.1

A. As defined under this section:

1. A “legal resident” or “resident” is a person who qualifies as a domiciliary of North Carolina; a “nonresident” is a person who does not qualify as a domiciliary of North Carolina.

2. A “resident for tuition purposes” is a person who qualifies for the in-state tuition rate; a “nonresident for tuition purposes” is a person who does not qualify for the in-state rate.

3. “Institution of higher education” means any of the constituent institutions of the University of North Carolina and the community and technical colleges.

B. To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his/her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to length of residence in the State.

C. To be eligible for classification as a resident for tuition purposes, a person must establish that his/her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

D. An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-state tuition rate, until he/she has provided such evidence related to legal residence and its duration as required by officials of the institution of higher education from which the individual seeks the in-state tuition rate.

E. When an individual presents evidence that the individual has living parent(s) or a court-appointed guardian, the legal residence of such parent(s) or guardian shall be prima facie evidence of the individual’s legal residence, which may be reinforced or rebutted relative to the age and general circumstances of the individual by the other evidence of legal residence required of or presented by the individual; provided, that the legal residence of an individual whose parents are domiciled outside this State shall not be prima facie evidence of the individual’s legal residence if the individual has lived in this State the five consecutive years prior to enrolling or reregistering at the institution of higher education at which resident status for tuition purposes is sought.

F. In making domiciliary determinations related to the classification of persons as residents or nonresidents for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For purposes of this section:

1. No person shall be precluded solely by reason of marriage to a person domiciled outside North Carolina from establishing or maintaining legal
residence in North Carolina and subsequently qualifying or continuing to qualify as a resident for tuition purposes;

2. No person shall be deemed solely by reason of marriage to a person domiciled in North Carolina to have qualified or continued to qualify as a resident for tuition purposes;

3. In determining the domicile of a married person, irrespective of sex, the fact of marriage and the place of domicile of his/her spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

G. Any nonresident person, irrespective of sex, who marries a legal resident of this State or marries one later becoming a legal resident of this state, accedes to the benefit of the spouse’s immediately precedent duration as a legal resident for purposes of satisfying the 12-month duration requirement of this section.

H. No person shall lose his/her resident status for tuition purposes solely by reasons of serving in the armed forces outside his/her State.

1. Any member of a North Carolina National Guard unit who is a nonresident shall be eligible to be charged the in-state tuition rate and shall pay the full amount of the in-state tuition rate and applicable mandatory fees. This subsection applies to members in a reserve or active duty status.

I. A person who, having acquired bona fide legal residence in North Carolina, has been classified as a resident for tuition purposes but who, when enrolled in a State institution of higher education, loses North Carolina legal residence, shall continue to enjoy the in-state tuition rates for a statutory grace period which shall be measured from the date on which the culminating circumstances arose that caused loss of legal residence and shall continue for 12 months, provided that a resident’s marriage to a person domiciled outside of North Carolina shall not be deemed a culminating circumstance even when said resident’s spouse continues to be domiciled outside of North Carolina; and provided, further, that if the 12-month period ends during a semester or academic term in which such a former resident is enrolled at a State institution of higher education, such grace period shall extend, in addition, to the end of that semester or academic term.

J. Notwithstanding the prima facie evidence of legal residence of an individual derived pursuant to subsection (e), notwithstanding the presumptions of the legal residence of a minor established by common law, and notwithstanding the authority of a judicially determined custody award of a minor, for purposes of this section, the legal residence of a minor whose parents are divorced, separated, or otherwise living apart shall be deemed to be North Carolina for the time period relative to which either parent is entitled to claim and does in fact claim the minor as a dependent for North Carolina individual income tax purposes. The provisions of this subsection shall pertain only to a minor who is claimed as a dependent by a North Carolina legal resident.

Any person who immediately prior to his or her eighteenth birthday would have been deemed under this subsection a North Carolina legal resident but who achieves majority before enrolling at an institution of higher education shall not lose the benefit of this subsection if that person:
1. Upon achieving majority, acts, to the extent that the person’s degree of actual emancipation permits, in a manner consistent with bona fide legal residence in North Carolina; and

2. Begins enrollment at an institution of higher education not later than the fall academic term next following completion of education prerequisite to admission at such institution.

K. Notwithstanding other provisions of this section, a minor who satisfies the following conditions immediately prior to commencement of an enrolled term at an institution of higher education, shall be accorded resident tuition status for that term:

1. The minor has lived for five or more consecutive years continuing to such term in North Carolina in the home of an adult relative other than a parent, domiciled in this State; and

2. The adult relative has functioned during those years as a de facto guardian of the minor and exercised day-to-day care, supervision, and control of the minor.

A person who immediately prior to his or her eighteenth birthday qualified for or was accorded resident status for tuition purposes pursuant to this subsection shall be deemed upon achieving majority to be a legal resident of North Carolina of at least 12 months’ duration; provided, that the legal residence of such an adult person shall be deemed to continue in North Carolina only so long as the person does not abandon legal residence in this State.

L. Any person who ceases to be enrolled at or graduates from an institution of higher education while classified as a resident for tuition purposes and subsequently abandons North Carolina domicile shall be permitted to reenroll at an institution of higher education as a resident for tuition purposes without necessity of meeting the 12-month durational requirement of this section if the person reestablishes North Carolina domicile within 12 months of abandonment of North Carolina domicile and continuously maintains the reestablished North Carolina domicile at least through the beginning of the academic term(s) for which in-State tuition status is sought. The benefit of this subsection shall be accorded not more than once to any one person.

M. Notwithstanding subsection (b) of this section, a person who is a full-time employee of The University of North Carolina, or is the spouse or dependent child of a full-time employee of The University of North Carolina, and who is a legal resident of North Carolina, qualifies as a resident for tuition purposes without having maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. (1971, c. 845, ss. 7-9; 1973, cc. 710, 1364, 1377; 1975, c. 436; 1979, cc. 435, 836; 1981, cc. 471, 905; 1987, c. 564, s. 19; 1989, c. 728, s. 1.3; 1991 (Reg. Sess., 1992), c. 1030, s. 32; 2004-130, s. 2; 2005-276, s. 9.25(a); 2011-183, s. 83.)

4.7.2. RESPONSIBILITY OF STUDENTS
Any student or prospective student in doubt concerning their residence status must bear the responsibility for securing a ruling by stating their case in writing to the Admissions Officer. The student, who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, has the responsibility of immediately informing the Office of Admissions of this circumstance in writing. Failure to give complete and current information regarding residence constitutes grounds for disciplinary action.

4.7.3. APPEALS OF RESIDENCY CLASSIFICATION

A student appeal of residency classification decision must be made within ten (10) working days of the date the student is informed of the initial decision. Such appeal must be made in writing to the Dean for Student Services who will immediately transmit the appeal to the Appeals Committee. The Admissions Officer shall not vote on the disposition of such appeal. The student shall be notified of the date set for consideration of the appeal and, on request of the student, the student shall be afforded an opportunity to appear and be heard by the Committee. Any student desiring to appeal a decision of the Appeals Committee shall give notice in writing of the fact within ten (10) days of receipt by the student of the decision of the Appeals Committee, and the basis for such appeal, to Dean for Student Services. The Dean shall promptly transmit the appeal to the State Residence Committee.

4.7.4. NORTH CAROLINA STATE RESIDENCE CLASSIFICATION MANUAL

Please refer to the North Carolina State Residence Classification Manual for more detailed information on residency classification:

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A Manual to Assist the Public Higher Education Institutions of North Carolina in The Matter of Student Residence Classification for Tuition Purposes. Each enrolled student is responsible for knowing the contents of the manual, which is the controlling administrative statement of policy on this subject. Copies of the Manual are available for review in the Carteret Community College Office of Admissions and the Carteret Community College Library.

4.8. MILITARY TUITION BENEFIT

N. C. General Statute §116-143.3 -- Tuition of Active Duty personnel in the armed services as defined under this section:

1. The term "abode" shall mean the place where a person actually lives, whether temporarily or permanently; the term "abide" shall mean to live in a given place.
2. The term "Armed Forces" shall mean the United States Air Force, Army, Coast Guard, Marine Corps, and Navy; the North Carolina National Guard; and any Reserve Component of the foregoing.

**Active Duty:** Any active duty member of the Armed Forces qualifying for admission to an institution of higher education as defined in G.S. 116-143.1(a)(3) but not qualifying as a resident for tuition purposes under G.S. 116-143.1 shall be charged the in-state tuition rate and applicable mandatory fees for enrollments while the member of the Armed Forces is abiding in this state incident to active military duty in this state. In the event the active duty member of the Armed Forces is reassigned outside of North Carolina, the member shall continue to be eligible for the instate tuition rate and applicable mandatory fees so long as the member is continuously enrolled in the degree or other program in which the member was enrolled at the time the member is reassigned. In the event the active duty member of the Armed Forces receives an Honorable Discharge from military service, the member shall continue to be eligible for the in-state tuition rate and applicable mandatory fees so long as the member establishes residency in North Carolina within 30 days after the discharge and is continuously enrolled in the degree or other program in which the member was enrolled at the time the member is discharged.

**Military Dependents:** Any dependent relative of a member of the armed services, as defined by the Board of Governors of the University of North Carolina and by the North Carolina Board of Community Colleges, while sharing the abode of that member, shall be eligible to be charged the in-state tuition rate, if the dependent relative qualifies for admission to an institution of higher education as defined in G.S. 116-143.1(a)(3). The dependent relatives shall comply with the requirements of the Selective Service System, if applicable, in order to be accorded this benefit. In the event the member of the Armed Forces is reassigned outside of North Carolina or retires, the dependent relative shall continue to be eligible for the in-state tuition rate and applicable mandatory fees so long as the dependent relative is continuously enrolled in the degree or other programs in which the dependent relative was enrolled at the time the member is reassigned or retires.

The person applying for the benefit of this section has the burden of proving entitlement to the benefit.

A person charged less than the out-of-state tuition rate solely by reason of this section shall not, during the period of receiving that benefit, qualify for or be the basis of conferring the benefit of G.S. 116-143.1(g), (h), (i), (j), (k), or (l).

Nonresident, active duty military and dependents must supply the following documents before, or at the time of, registration to be granted in-state tuition rates:

1. Application for the Benefit of the In-State Tuition Rate (required annually) which must be submitted before the initial enrollment period and/or must be renewed after July 1 for the fall term enrollment.
2. Tuition assistance forms (required each semester) or “Application for the Benefit of the In-State Tuition Rate” stating non-eligibility for tuition assistance.

3. The Base Education Office requires tuition assistance papers to be completed by 1500 hours on the day prior to the first day of the term.

For further information, contact the Admissions Office at (252) 222-6155 or (252)222-6154 or by e-mail at admissions@carteret.edu.

4.9. TUITION EXEMPTIONS

Community Colleges shall permit the following persons to attend classes for credit or noncredit purposes without the required payment of tuition although activity, insurance, and technology fees must be paid. However, such persons must meet admission and other standards deemed appropriate by the educational institution, and shall be accepted by the constituent institutions of the University of North Carolina only on a space-available basis:

Please Note: Fee waivers may not apply to all types of classes.

4.9.1. PUBLIC SAFETY PERSONNEL

- Volunteer Firemen (including any non-profit departments);
- Municipal, County, or State Fire Departments;
- Volunteer EMS or Rescue and Lifesaving Departments (including any non-profit departments);
- Municipal, County, or State EMS or Rescue and Lifesaving Departments;
- Radio Emergency Associated Communication's Teams (REACT) under contract to a county as an emergency response agency;
- Municipal, County, or State Law Enforcement Agencies;
- The Department of Correction for the training of full-time custodial employees and employees of the Department’s Division of Community Corrections required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission; and
- The Department of Juvenile Justice and Delinquency Prevention for the training of employees required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission.

For the purposes of this legislation, “Municipal, county, or State” fire departments, EMS or rescue and lifesaving departments, and law enforcement agencies are
defined as agencies of the State of North Carolina, a North Carolina municipality, or a North Carolina county. This definition does not include private, for-profit entities, including those under contract to the State, a municipality, or a county.

Section 8.12.(d) amends G.S. 115D-39 to provide that “federal law enforcement officers, firefighters, EMS personnel, and rescue and lifesaving personnel whose permanent duty station is within North Carolina shall also be eligible for the State resident community college tuition rate for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges.” Since there is no distinction for in-state and out-of-state registration fees for continuing education courses, the affected federal employees would be subject to the regular continuing education fees.

4.9.2. HIGH SCHOOL STUDENTS

- High School Students Taking College Courses (Career & College Promise)

4.9.3. COMMUNITY COLLEGE GROUPS

- Students Enrolled in Basic Skills Plus
- Students Enrolled in Human Resources Development (HRD) Program ¹
- Trainees Enrolled in Basic Law Enforcement Training w/ Sponsorship Letter (see footnote 1 below)

4.9.4. OTHERS

- Elementary and Secondary School Teachers who take CPR or first aid classes
- Any child, between 17 and 23 years old, who is a Ward of the State (see footnote 1 below)
- Survivors, spouse and child, of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who was killed or permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty. (see footnote 1 above)

¹ Individuals must meet program-specific eligibility requirements
4.9.5. NON-RESIDENTS - WAIVER OF OUT-OF-STATE TUITION TO IN-STATE (A)

- Armed Service Personnel and their Dependents
- Members of the North Carolina National Guard Unit
- North Carolina Residents who lose their legal residence status
- Members of families that were transferred to North Carolina by business, industry, or civilian families transferred by the Military
- Out-of-state residents who work for North Carolina employers (employer is charged in-state rate)
- Refugees who lawfully entered the United States and are living in the State
- Non-residents of the United States who have resided in North Carolina for a 12-month qualifying period and have filed an immigrant petition
- A person lawfully admitted to the United States who satisfied the qualifications from the public school and has graduated
- Non-residents lawfully admitted to the United States and sponsored by a North Carolina nonprofit entity.²

² Individual, employer, or sponsor must meet specific eligibility requirements
CHAPTER 5: EDUCATIONAL SUPPORT SERVICES

5.1. ACADEMIC SUPPORT SERVICES

252-222-6218

Academic support is available through the Academic Support Center located on the first floor of the McGee building, Room 102. Academic support is provided for prospective and current curriculum students. Tutors are available to work with students in various subjects, those typically deemed more difficult. The current tutoring schedule is available on the college website. Online tutoring is also available and is open to all curriculum students currently enrolled in courses.

In the testing center, various tests are administered including placement tests, make-up tests for curriculum students, and exams for some distance learning classes. Proctoring services are provided for students taking courses at other colleges or universities.

For more information, contact academic support at the above number or e-mail the staff at academicsupport@carteret.edu.
Hours of operation are always subject to change.

5.2. ACADEMIC COMPUTER LAB

252-222-6223

The Academic Computer Lab provides technological support and tutoring for currently enrolled curriculum and continuing education students attending Carteret Community College. The lab provides a safe, quiet venue for students to access internet based research and class materials to assist in the completion of assigned studies. The computer lab schedule may vary slightly from semester to semester but the schedule is available on the website or by calling the number above.

5.3. LEARNING RESOURCES CENTER (LRC)/LIBRARY

252-222-6213

The library is located on the second floor of the Michael J. Smith building, adjacent to the Crystal Coast Civic Center and overlooking Bogue Sound. The library’s purpose is to reflect and support all programs of the college, serve as a gateway to information resources, promote information literacy, and enhance the learning experience for students, faculty, staff, and the local community. Toward these ends, the library is committed to the development of dynamic collections, the utilization of state-of-the-art educational technology, training in the area of information literacy, effective service to patrons, collaboration with instructional faculty, maintenance of professional standards, and community outreach.

The library provides books (print and electronic), newspapers, magazines, audio books, and DVDs. Computers are available for word processing as well as for accessing the Internet, the online catalog, and a wide selection of electronic research databases. In addition to these resources, the library offers the following services: faxing, photocopying, and interlibrary loan. The library offers a relaxed, comfortable atmosphere. The knowledgeable staff is readily available to assist students with their information and technology needs. For more information about the library, please visit the library website.

5.4. TRIO PROGRAMS - STUDENT SUPPORT SERVICES

252-222-6020

Student Support Services TRiO programs, located on the second floor of the H.J. McGee, Jr. Building, are open 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Fridays; evening appointments are available for students who have commitments during the day. (Closed Friday during summer term)

The TRiO programs are federally funded to provide opportunities for academic development by assisting students with basic college requirements and motivating students towards the successful completion of their postsecondary education. The goal of Student Support Services
is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next.

Student Support Services offers many services to its participants including:

- Instruction in basic study skills such as organization and time management
- Tutorial services
- Academic, financial, and/or personal counseling
- Assistance in securing admission and financial aid for enrollment in four-year institutions, graduate, and/or professional programs
- Information about career options
- Mentoring
- Direct financial assistance (grant aid) and childcare funds to current TRiO participants receiving a federal Pell Grant
- Equipment & text lending program (textbooks, laptop computers, calculators, tape recorders, etc.)
- De-stress Student Options: weekly yoga sessions and midweek lunchtime support group
- Quiet study rooms, a computer lab, and space to work on group projects.

To be a participant in the TRiO program, you must meet the following federal and local requirements:

- Enroll in an associate degree program at CCC.
- Qualify as a low-income student, first generation college student, and/or student with disability evidencing academic need.**(See below)
- Maintain a minimum of six contact hours each semester with TRiO office for grant aid.
- Register, add, or drop classes with the program director.
- Meet with the counselor every semester to discuss an individual goal plan.

For more information on the program or the application process, visit the [TRIO website](#).

**Two thirds of the participants in any TRiO project must be either disabled or potential first generation college students from low-income families. One third of the disabled participants must also be low-income students.

5.5. CAROLINA STUDENT TRANSFER EXCELLENCE PROGRAM (C-STEP)

252-222-6175
Created in June 2010 through a partnership with The University of North Carolina at Chapel Hill and Carteret Community College, C-STEP targets talented, hard-working, low-to-moderate income students, providing them with opportunities to excel at the community college for two years and follow up with two years at The University of North Carolina at Chapel Hill. Admission to Carolina is guaranteed two years in advance to these students if they earn their AA or AS degrees with at least a 3.0 GPA and fulfill certain program requirements. Once they matriculate at Carolina, many of the participants will qualify for a special financial aid program allowing them to graduate debt-free (Carolina Covenant). While at the community college, students manage a rigorous schedule of at least 15 hours per semester and participate in a variety of cultural, academic, leadership, and advising activities designed to ready them for transitioning to this elite senior institution. For more information, see the CCC C-STEP website.

5.6 MINORITY MENTORING MILESTONES PROGRAM

252-222-6253

The Minority Mentoring Milestones (M3) Program provides comprehensive activities to promote the personal development, academic improvement and other social and educational advancement among Carteret Community College’s diverse minority population. The program was developed to increase the success and retention rates among minority males at the college, but is now open to all minority students. The M3 program provides inspirational counseling and motivation for minority students working to reach their goals. Its mission is to transform the minority culture for the College’s minority population by reinforcing success and retention through mentoring relationships and group experiences.

5.7 VETERAN STUDENT SUCCESS CENTER

252-222-6385

The mission of the Veteran Student Success Center is to arm our military active duty, veterans and dependents with the resources and support necessary to achieve their educational goals. Center staff will be with students through the admission, enrollment and financial aid process until their successful degree completion. Another objective is to assist military active duty, veterans and dependents with the transition from military life by providing peer and social support. The Center is committed to ensuring its members achieve a successful academic experience.
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6.12. Workforce Investment Opportunity Act (WIOA) Grant, Title I Adult Program
CHAPTER 6: STUDENT SERVICES

The goal of the Student Services division is to provide professional, quality support services to the College's diverse student population and to enhance the student learning experience through effective communication of College procedures and policies. Any concerns related to academic support, admissions, counseling, financial aid, registration, student activities, student support services TRiO, or veteran student services should be directed to the Dean for Student Services.

6.1. ACADEMIC COUNSELING

The Counseling Center provides comprehensive career and academic guidance; counseling staff can assist students in all aspects of the academic and career development process. After taking placement tests, first semester students are required to attend new student orientation prior to meeting with counseling staff to discuss academic goals and to select first semester courses. The selection of a major or program of study is an important decision, and the counseling center offers the information and support needed for students to select the right major.

For those students wishing to transfer to a four-year university or college, the counseling staff maintains transfer admissions, contact information, and hosts four-year institutions on campus once a year.

Many students are undecided about their career goals or wish to be more confident in their career decision. The counseling center can provide students with labor market data such as average salaries, expected demand, and geographic availability; and can assist students with gaining a better understanding of their interests, abilities, and values. With a solid understanding of themselves and the world of work, students with the assistance of counseling staff, can form a clear pathway to reaching their goals.

Academic counseling services are available by appointment in the Admissions, Advocacy & Counseling area of the H. J. McGee, Jr. Building. Please call Counseling Services at (252) 222-6060, or send an e-mail to counselingcenter@carteret.edu, to schedule an appointment. Services are available free of charge.

6.2. COUNSELING

Carteret Community College places a high priority on providing professional counseling services for students and potential students. The college counseling staff is experienced in assisting students in the development of skills and attitudes needed to succeed at the post-secondary level. Students who are uncertain of career goals, or who are experiencing academic difficulties, are encouraged to speak with a counselor. Students with personal concerns that may interfere with academic success are also encouraged to seek guidance from the counseling staff.

6.3. FINANCIAL AID

6.3.1. GENERAL FINANCIAL AID POLICIES
Carteret Community College participates in federal, state, and college-based financial aid programs. The purpose of financial aid is to provide assistance to a student in financial need who, without financial aid, would be unable to pursue an education.

- Federal and state financial aid awards are made only to those students who have graduated from an accredited high school or received a General Education Diploma.
- Financial aid recipients must be either a US Citizen or an eligible non-citizen.
- Financial aid recipients must have completed admission's files and be accepted into an approved program of study.
- Financial aid recipients must maintain satisfactory progress. A student failing to meet the minimum standards will lose financial aid until satisfactory progress requirements are met.
- Financial aid recipients may not be in default on any prior student loan and may not owe a refund on previously received federal or state financial aid.
- Financial aid recipients must reapply for financial aid each year.
- Students must submit accurate and complete applications and documentation. Intentionally misreporting information on financial aid applications is a serious violation of law and will be prosecuted as a criminal offense by the United States Office of the Inspector General.
- Students must understand the college's withdrawal policy.
- The Financial Aid Office reserves the right to review and cancel a financial aid award at any time because of significant changes in the student's financial or academic status.

All eligibility questions should be addressed to financialaid@carteret.edu or to the Financial Aid Office, Carteret Community College, 3505 Arendell Street, Morehead City, North Carolina, 28557-2989.

### 6.3.2. ESTIMATED COST OF ATTENDANCE

The following cost of attendance is only used to determine financial aid eligibility and is not intended to represent an actual amount a student will have to pay to the college. The only costs included in this estimate that the student actually pays to the college are tuition, fees, and books. The remainder is listed to help a student plan his or her budget.

2016-2017 Cost of Attendance

**Student Residing with Parents: (9 months)**

<table>
<thead>
<tr>
<th>Budgeted Items</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees:</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Books and Supplies:</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Transportation:</td>
<td>$6,415.00</td>
</tr>
<tr>
<td>Personal Expenses:</td>
<td>$2,937.00</td>
</tr>
<tr>
<td>Room:</td>
<td>$2,047.00</td>
</tr>
<tr>
<td>Food:</td>
<td>$1,637.00</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$17,236</strong></td>
</tr>
</tbody>
</table>
### Student Residing Away from Home: (9 months)

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees:</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Books and Supplies:</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Transportation:</td>
<td>$6,415.00</td>
</tr>
<tr>
<td>Personal Expenses:</td>
<td>$2,937.00</td>
</tr>
<tr>
<td>Room:</td>
<td>$6,219.00</td>
</tr>
<tr>
<td>Food</td>
<td>$3,342.00</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$22,113.00</strong></td>
</tr>
</tbody>
</table>

Note: Out-of-state tuition charges are added when applicable.

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### 6.3.3. APPLICATION PROCEDURES AND DEADLINES

A student anticipating the need for financial assistance should begin the application process at the time of application for admission to Carteret Community College (CCC) or as soon as possible after January 1 of the applicable year.

To be considered for Federal grants, and work-study for the upcoming academic year, the FAFSA must be received by the federal processor in Illinois by June 30 prior to the upcoming academic year. Priority deadline for Scholarships and Child Care Assistance is May 1 preceding the start of the new academic year. In order for students to charge tuition, fees and books to their financial aid accounts, financial aid files must be completed by the deadline posted on the website.

Students may apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at [http://www.fafsa.gov](http://www.fafsa.gov). Students may request a paper application by calling the U.S. Department of Education at 1-800-433-3243. Students should be wary of other websites that charge a fee to file this application. Please remember that the Department of Education offers this as a free service but you must go directly to the Department of Education's website listed above.

A student may be required to submit other applicable forms if selected for verification or as requested by the Financial Aid Office.

### 6.3.4. EXCEPTIONAL CIRCUMSTANCES

The Financial Aid Officer has the authority to make adjustments to a student's cost of attendance and Expected Family Contribution. The Financial Aid Officer may treat a student with special circumstances differently than the strict application of the eligibility formula would otherwise permit. Adjustments can either increase or decrease a student's Expected Family Contribution or cost of attendance.

The reason for the adjustment must relate to that student's special circumstances and must be documented in the student's file.

Before making an adjustment, the Financial Aid Officer will request supplementary information from a student and/or parent, when applicable, which the Financial Aid Officer feels is necessary. The Financial Aid Officer may continue to request this information until the student provides either the information, acceptable alternate information, or a reasonable explanation as to why the information is not available.

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### 6.3.5. AWARDBING PROCEDURES
Before financial assistance is awarded, financial aid and academic files must be complete, and the student must be accepted into an approved program of study. Award letters may be viewed through the student’s WebAdvisor account and outline the specific amounts of his/her award, if eligible. Financial Aid is awarded in the following order based on financial need:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. North Carolina Community College Grant
4. North Carolina State Education Lottery Scholarship
5. Scholarships
6. Federal Work-Study (FWS)

To apply for financial aid programs such as Federal Work-Study, child care assistance, and scholarships, students must submit separate applications located in the Financial Aid Office or on the financial aid website.

6.3.6. FINANCIAL AID PROGRAMS

Federal Pell Grant
This is the Federal government's primary grant program. Funding for this program is determined by the U.S. Department of Education each year. This grant is “gift aid” and does not have to be repaid as long as the student does not completely withdraw or is not dropped from classes for the semester.

Federal Pell Grant Lifetime Eligibility
Students may not receive Federal Pell grant for more than the equivalent of 12 full-time semesters.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal Supplemental Educational Opportunity Grant program is for students with financial need who, without the grant, would be unable to continue their education. Typical awards range from $200-$500. Priority in awarding FSEOG funds is to students who are Pell eligible and have a zero Expected Family Contribution.

North Carolina Education Lottery Scholarship
The North Carolina Education Lottery Scholarship was created by the 2005 General Assembly to provide financial assistance to needy North Carolina resident students attending eligible colleges and universities located within the State of North Carolina. Students must have completed a Free Application for Federal Student Aid and must enroll at least half-time. Selection of recipients is made by the North Carolina State Education Assistance Authority.

North Carolina Community College Grant
The North Carolina Community College Grant is awarded to students who are North Carolina residents, are accepted for admission into an approved curriculum program, and are enrolled at least halftime. Students must have completed a Free Application for Federal Student Aid and otherwise be eligible for the Federal Pell Grant. Selection of recipients is made by the North Carolina State Education Assistance Authority.

For more information on scholarships for North Carolina residents attending a North Carolina public institution please go to the College Foundation of North Carolina website.

North Carolina Veterans’ Affairs Scholarship
The Department of Veterans’ Affairs offers scholarship assistance to North Carolina children of deceased or disabled veterans or of certain veterans who were listed in a POW/MIA status. An
eligible student should write to the N.C. Department of Veterans' Affairs, Raleigh, N.C., for information. (Contact the Veterans Service Office, Morehead City, N.C., (252) 728-8440 for more details.)

**Child Care Grant**
The Financial Aid Office administers the Child Care programs. Priority is given to single parents and displaced homemakers, but all students needing child care assistance are encouraged to apply. Funds are provided to pay an approved child care provider for a parent to attend college classes. Anyone needing child care services may request an application from the Financial Aid Office. Priority deadline for applications is May 1.

**Federal Work-Study**
The Federal Work-Study (FWS) program is a need-based program. Students must demonstrate a financial need and maintain satisfactory progress in all classes. This program provides jobs for students who must earn a part of their educational expenses. With a few restrictions, students may be employed in a variety of jobs both on and off campus. Carteret Community College is responsible for the administration of the program in that it selects the students to be employed under the program.

**"America COUNTS"**
"AMERICA COUNTS" is a program promoted by the Federal government to use Federal Work-Study students (FWS) as math tutors to help children improve mathematical skills. CCC Financial Aid staff, the Carteret County School Board, and the local elementary schools, are all involved in the administration of this local program. All interested students must verify eligibility with the Financial Aid Office. In addition to an hourly rate, all student tutors will receive paid training. Prior tutorial experience is not required. It is, however, very important that the FWS math tutors have adequate mathematics skills.

**"America Reads"**
"AMERICA READS" is a program promoted by the Federal government to use Federal Work-Study students (FWS) as reading tutors to help children improve reading skills. The goal of the program is to ensure that all children read well by the third grade. CCC Financial Aid staff, the Carteret County School Board, and the local elementary schools, are all involved in the administration of this local program. All interested students must verify eligibility with the Financial Aid Office. In addition to an hourly rate, all student tutors will receive paid training. Prior tutorial experience is not required. It is, however, very important that the FWS reading tutors have adequate reading skills.

### 6.3.7. SCHOLARSHIPS

**CCC Bookstore Application**
Students must complete the Free Application for Federal Student Aid (FAFSA). Funds are awarded to students with no other form of financial aid. Students must be enrolled for at least 6 semester hours and maintain a minimum 2.0 GPA. Recipients are selected by the Financial Aid Advisory Committee. $200 maximum per student/per semester. Students should complete and submit the [CCC Bookstore Scholarship Application](#).

**Division Bookstore Scholarship Application**
Each Academic Division (Applied Sciences, Arts and Sciences, and Health Sciences) selects the recipient. Students must have completed at least 12 semester hours towards their degree, be enrolled for at least 6 semester hours, maintain a cumulative 3.5 GPA or a major 3.75 GPA and must not be receiving financial aid other than Federal Work-study during the semester the scholarship is awarded. Students should complete and submit the [Division Bookstore Scholarship Application](#).
Scholarship Application  Division Bookstore Scholarship Application to the Division Director as listed on the application.

Carteret Community College, Inc. Foundation Scholarships
The Carteret Community College Foundation, Inc. receives contributions from individuals, businesses and area organizations that fund annual scholarships for CCC students. The Carteret Community College Foundation also administers endowed scholarships that provide annual scholarship support. Scholarship applications are available on the college web site or may be picked up in the Student Services. The priority application deadline is May 1 for the upcoming year. Students may still apply after the priority deadline, but should understand that priority in awarding fund is given to students who adhere to the deadline.

For restricted scholarships, funds must be used for the payment of tuition, fees, and books. Under exceptional circumstances, the funds may be used for supplies sold outside of the Bookstore. For unrestricted scholarships, funds must be used for tuition, fees, and books. Remaining funds will be disbursed upon student request.

Outside Agency Scholarships
Checks should be made payable to Carteret Community College. Information regarding the student's name and Social Security Number should accompany the check. Remaining funds will be disbursed upon student request, if allowed by the scholarship donor.

6.3.8. TAX INCENTIVES

Education Tax Credit
You may be able to claim an education credit or student loan interest deduction if you, your spouse, or a dependent you claim on your tax return was a student enrolled at or attending an eligible educational institution. The credits are based on the amount of qualified education expenses paid for the student.

For more information on education tax credits visit http://www.irs.gov.

6.3.9. ENROLLMENT STATUS

Enrollment status is based on registered credit hours that count towards the student's program of study. Classes taken outside of the student's major or audit classes will not be included in enrollment status for financial aid purposes.

12 or more = full-time
9 to 11 = three-quarter time
6 to 8 = half-time
5 or less = less than half-time

PLEASE NOTE: Students who withdraw from the semester MUST use the official withdraw process and request a refund within the established refund period. Students who register for classes but never attend and did not follow the proper withdrawal procedure will owe tuition, fees and/or bookstore charges to the college.
6.3.10. AUDIT, ENROLLMENT CHANGE, COLLEGE PREP COURSES, AND REPEAT OF COURSES

1. Courses taken for Audit purposes will not be calculated in the financial aid award. In the event a student changes his/her course(s) to Audit after receiving the award will be reduced by the appropriate amount and repayment of aid may be required.

2. If a student completes the registration process for a course(s), receives aid for that course in the award calculation, but never attends the course(s), he/she will be required to refund part of the aid. Financial Aid will be decreased by the appropriate amount.

3. A student receiving aid will be allowed to receive payment for a repeated course.

4. A student can only receive Federal financial aid for 30 semester credit hours of attempted college preparation classes. For instance CIS 070 or DMA 050.

6.3.11. CHARGING TUITION, FEES, AND BOOKS

For a student to charge tuition, fees, and books to the Financial Aid grant programs, the student must submit all necessary financial applications and additional required documentation; be accepted into an eligible degree, diploma, or certificate program by the Office of Admissions four weeks prior to registration; and receive an Award Notification from the Financial Aid Office prior to the published deadline.

If a student fails to meet this deadline, the student is responsible for paying his/her tuition, fees and books.

Books and supplies may be charged in the bookstore before financial aid is transmitted to the Finance Office (usually 4 weeks into the term).

6.3.12. DISBURSEMENT

Refunds for students whose financial aid awards exceed charges for tuition, fees and bookstore charges will be available for pick-up approximately six weeks after the beginning of each semester. Refund dates will be posted in the financial aid office and e-mailed to students via the student e-mail accounts.

Late applicants eligible for an award for a prior semester will be paid based on the number of hours completed for all prior semesters in the applicable academic year.

6.3.13. STUDENT RESPONSIBILITIES

1. Submit accurate and complete application material. Intentionally misreporting information on financial aid applications is a serious violation of law and will be prosecuted as a criminal offense by the United States Office of Inspector General.

2. Cooperate with all requests for additional information by the Financial Aid Office.

3. Read all forms before signing, and accept responsibility of all agreements that you sign.
4. Comply with all applicable deadlines.
5. Maintain satisfactory attendance in all classes.
6. Understand the College Satisfactory Progress policy and comply.
7. Understand the College’s “Withdrawal” policy.
8. Update current mailing address and contact telephone number with the Admissions Office.

6.3.14. SATISFACTORY PROGRESS FOR FINANCIAL AID

Any student receiving Federal Student Financial Aid at Carteret Community College (CCC) must maintain satisfactory academic progress in the course of study they are pursuing in order to continue receiving aid. CCC’s satisfactory academic progress (SAP) requirements are:

1. Maintain a minimum cumulative grade point average (GPA) of 2.00. Course work includes student withdrawals, automatic withdrawals, incompletes, College Prep (remedial) and repeated courses. Audited classes will not be included in the GPA calculation.

2. Pass two-thirds (67%) of the cumulative course work attempted. Course work attempted includes withdrawals, automatic withdrawals, incompletes, and repeated courses. College Prep (remedial) follow college policy which states that students may only attempt a college prep course three times and audited courses will not be included in the pace calculation.

3. Complete degree requirements within 150% of the published program length for a full-time student. For example, a student in the college transfer curriculums must complete the degree by the time they have attempted 97 credit hours (65 x 150%). Students who exceed this maximum time frame will not be eligible for any further aid.

Credits taken at CCC that count towards the student’s current major, as well as incompletes, withdrawals, repetitions, and hours transferred from another institution, will count in this calculation. College Prep (remedial) and audited courses are not counted. For CCC students who change their major, credits that do not count toward a student’s new major will not be included in satisfactory academic progress determination.

6.3.15. ENFORCEMENT OF SATISFACTORY PROGRESS

1. Satisfactory progress will be evaluated before awarding and at the end of each semester.

2. Failing to comply with the minimum standards, a student will be placed on financial aid warning. A student on warning may still receive financial aid for the next term.

3. If after the warning semester the student’s grade point average and/or pass completion ratio return to the minimum standards, the student will return to satisfactory progress.

4. If after the warning semester the student fails to meet the minimum cumulative standards, financial aid will be terminated.

5. Students are not allowed to receive financial aid for more than 30 semester hours of attempted college prep coursework. Students are not allowed to appeal this regulation.

6.3.16. STUDENT APPEAL PROCEDURES
A student whose financial aid is terminated who feels that he/she had exceptional circumstances (circumstances beyond the student’s control) may appeal his/her termination.

1. Student must attend a Financial Aid Appeal Workshop. At this time, additional requirements will be discussed.

2. Students must develop an academic plan with a counselor/advisor.

If the student’s appeal is approved, he/she must adhere to his/her academic plan. Additional conditions may be added by the Financial Aid Officer and/or Financial Aid Advisory Committee based on the student’s prior enrollment history. A student who fails to adhere to these conditions will be re-suspended and will not be allowed to re-appeal.

With the appropriate documentation the financial aid officer reserves the right to use his/her professional judgment, HEA Sec. 479A(a), to automatically approve a student’s appeal.

The Financial Aid Advisory Committee is allowed up to ten (10) working days to review this appeal. The student will be notified, in writing, of the Financial Aid Advisory Committee's decision. Financial Aid appeals will not be processed during registration periods. Students who have been terminated, but then appeal, will be required to pay their tuition, fee and book charges out-of-pocket for the term/semester.

If the Financial Aid Advisory Committee votes to deny the appeal, the student will have up to ten (10) working days to resubmit an appeal with significantly different information to the Financial Aid Advisory Committee, or request the Dean for Student Services to review his or her case to verify that the Financial Aid Advisory Committee exercised due process and evaluated the appeal fairly. If the Dean for Student Services discovers that the original appeal failed to detail significant information to the Financial Aid Advisory Committee, the Dean for Student Services will request that the student rewrite the appeal, attaching supporting documentation for the Financial Aid Advisory Committee to review.

The Dean for Student Services is allowed up to ten (10) working days to review the case. The student will be notified, in writing, of the Dean for Student Services’ decision.

If the rewritten appeal is denied, the student will have up to ten (10) working days to submit an appeal to the Vice President of Instruction and Student Support. The Vice President of Instruction and Student Support will review the case, evaluating whether the student has received due process and the Financial Aid Advisory Committee evaluated the appeal fairly. The Vice President of Instruction and Student Support has final jurisdiction.
6.3.17. Return of Title IV Funds

(Including the Federal Pell Grant and SEOG Grant), withdrawing prior to the 61% point in a semester may result in having to repay financial aid.

The Financial Aid Office recalculates federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 61% of a semester, to determine if money must be repaid.

Recalculation is based on the percent of earned aid using the following formula:
Percent earned = number of calendar days completed up to the withdrawal date** divided by the total calendar days in the semester.

Federal financial aid is returned to the Federal government based on the percent of unearned aid using the following formula: The unearned percentage = number of the calendar days in the term minus number of calendar days attended, divided by the total number of calendar days in the term.

Tuition, fees, and bookstore charges multiplied by the unearned percentage = the amount the school repays.

The remaining Federal aid multiplied by the unearned percentage = the amount the student must repay the Federal government. The student is entitled to a 50 percent reduction of any grant money owed. The student must reimburse any money the college had to repay to the Department of Education or a student's Federal loan lender.

This amount will be reduced in accordance with the Refund Policy, if applicable.

After a withdrawal, if the student receives notification that there is a debit balance owed to the College, the student should contact the Business Office to make arrangements to pay the balance. Balances that are not repaid within 60 days will be referred to the North Carolina Department of Revenue for collection.

**Withdrawal Date is defined as the actual date the student began the withdrawal process or the student’s last date of recorded attendance.

6.3.18. POST WITHDRAWAL DISBURSEMENT

Students that withdraw from ALL classes during a semester but have not received a financial aid disbursement may be eligible for a post-withdrawal disbursement. Students that qualify for a post-withdrawal disbursement will be notified in writing. The college is permitted to credit a student’s account with the post-withdrawal disbursement without the student’s permission for current charges for tuition, fees, and books.

6.3.19. FRAUD AND MISREPRESENTATION
Intentionally falsifying information and documentation will lead to serious consequences not limited to expulsion and criminal prosecution. All cases of fraud will be forwarded to the U.S. Office of Inspector General.

6.3.20. COMMUNITY SUPPORT

Vocational Rehabilitation: If a prospective student has a physical disability or is limited in activity because of a disability, he or she should contact the Division of Vocational Rehabilitation Office, 310-A Commerce Avenue, Morehead City, North Carolina 28557, (ph. 247-2037).

Coastal Community Action, Inc.: The Self-Sufficiency Program combines many different services to provide low-income families a chance to rise above the poverty income level. To apply for services, contact Coastal Community Action, 303 McQueen Avenue, Newport, North Carolina 28570(ph. 223-1630).

Department of Social Services: P. O. Box 779, Beaufort, NC 28516, (ph. 728-3181).

Hope Mission of Carteret County: Soup kitchen (ph. 247-2543).

6.4. VETERANS' EDUCATIONAL ASSISTANCE

The Department of Veterans' Administration provides a program of financial assistance for the education and training of eligible veterans and veteran dependents. The program is designed to encourage self-improvement and offers financial help to such veterans and veteran dependents in raising their educational level. Programs are approved by the State Approval Agency for training veterans under Public Law 894 and for children and widows of certain deceased or totally disabled veterans under Public Law 634. Carteret Community College has been approved for the training of veterans. Veterans, widows, and children of deceased veterans who want to attend school under US Code 10 or 38, Chapters 30, 31, 32, 33, 35, 1606, or 1607 may be admitted to Carteret Community College and approved to receive educational benefits provided they meet the requirements established by the Department of Veterans' Administration.

Call the toll free number if you need to communicate directly with the Veterans' Administration. The number is 1-888-442-4551. A Veteran student should be prepared to give their veteran file number to the Veteran's Administration counselor who answers the telephone. All students receiving Veterans' Educational Assistance are encouraged to visit the Veterans' Educational home-page at: http://www.gibill.va.gov/.

NEW! Beginning in the 2009-2010 academic year, the Department of Defense established the Post 9/11 GI Bill for individuals who served on active duty on or after September 11, 2001. This new benefit program does not require a contribution from the service member as does the Chapter 30 program. Students who qualify for both the Chapter 30 AND the Chapter 33 program, should contact the veteran’s certifying official on campus before completing the Veterans On-Line application.

6.4.1. HOW TO APPLY FOR VETERANS' EDUCATIONAL ASSISTANCE

You must apply with the Veterans' Administration to begin using your educational benefits. There are two ways for you to apply for these benefits:
1. Apply for Veterans’ Educational Assistance on-line at http://www.gibill.va.gov/apply-for-benefits/application/. Please read the instructions listed on the website carefully before choosing this option.

2. You may complete the V.A. Form 1990 on-line at http://vabenefits.vba.va.gov/vonapp/main.asp or contact the Veteran’s Certifying Official on campus for a paper application.

If you are using the Survivors’ and Dependents Educational Program Chapter 35 and are a Carteret County resident, it is recommended that students apply in-person with the county Veterans Service Officer.

The Carteret County Veterans' Service Office can be found at 3710-B John Platt Drive, Morehead City, NC 28557; (252) 728-8440. Other required information may include a marriage certificate, children’s birth certificates, divorce decree, or a deceased spouse’s death certificate.

Students should contact the Veteran’s Service Office for their county of residence.

In addition to applying with the Veterans' Administration, you must:

1. Submit the Institutional Application for Veterans' Benefits and, if you are using Chapter 30, 32, 33, VRAP, or 1607 two copies of your DD-214 or if you are using Chapter 1606 a copy of your Notice of Basic Eligibility (NOBE) to the Veteran’s Certifying Official on-campus.

2. Complete the process for acceptance into an approved program of study.

   a. Submit an admission’s application to Carteret Community College.

   b. Request official transcripts from high school, GED scores, and other college or university transcripts, if applicable. Note: official high school transcript must include graduation date. Official GED scores must indicate an overall minimum total score of 2250 and 450 on each individual test.

   c. Take the placement test.

6.4.2 V.A. STUDENT RESPONSIBILITIES

- A veteran student must notify the Financial Aid Officer/Veterans Certifying Official with a change of major program of study.

- A student must contact the Veteran's Certifying Official on campus if there is a change in address or number of hours enrolled.

- A veteran student may not enroll in a class outside his or her approved curriculum as indicated in the student’s program evaluation.
• A student receiving Veteran benefits is not allowed to repeat any courses for which he or she has previously been given credit. It is the student's responsibility to enroll in only those courses required for graduation.

6.4.3. ENROLLMENT STATUS

Enrollment status is based on registered credit hours that count towards the student's program of study as well as the number of weeks enrolled. Classes taken outside of the student's major will not be included in enrollment status for V.A. purposes. The Veteran Education Assistance and Semester Hours and Length of Term Equivalents can be found in the Financial Aid section of the college website under Forms.

6.4.4. AUDIT, ENROLLMENT CHANGE, REMEDIAL COURSE, AND REPEAT OF COURSES

1. Courses taken for "Audit" purposes will not be calculated in the V.A. enrollment status. In the event a student changes his course(s) to "Audit" after the beginning of term, the enrollment status will be reduced by the appropriate amount. A repayment of aid may be required.

2. If a student changes his or her enrollment status during the term, or during the academic year, the V.A. will be notified, and benefits will be decreased by the appropriate amount.

3. A student enrolling in any college preparation coursework must show the need for these courses based on the student's placement test scores.

4. A student can repeat a course that was failed in a prior term.

5. Veterans using Chapter 30, 31, 32, 33 and 1607 that are enrolled in major programs of study that require HEA 110-Personal Health/Wellness are given transfer credit for this course based on their submitted DD214.

6.4.5. CHANGE OF MAJOR, PROGRAM OF STUDY, OR PLACE OF TRAINING

If a veteran student wants to change his or her major program of study or change from one school to another, he or she should complete the Form 22-1995 or Form 22-5495, located in the Financial Aid/Veterans' Office or on the V.A. website http://www.gibill.va.gov.

6.4.6. CERTIFICATION PERIODS

All students must schedule an appointment with the Veterans Certifying Official once they have registered for the upcoming semester. The Veterans Certifying Official will then certify the period of enrollment with the Veterans Administration.

6.4.7. ATTENDANCE

A veteran student is expected to attend class. As with all students, a veteran student exceeding the allowable absences will be dropped from class. This drop will be reported to the Veterans’ Administration, and benefits will be adjusted accordingly.
6.4.8. VERIFICATION OF ATTENDANCE

Most veterans receiving MGIB-Active Duty benefits (Chapter 30), as well as those in the Selected Reserve (Chapter 1606 and/or 1607) must verify their enrollment each month to receive payment. Your enrollment can be verified on the last calendar day of the month by logging on to the Web Automated Verification of Enrollment (WAVE) at https://www.gibill.va.gov/wave or by calling the V.A. toll free Interactive Voice Response (IVR) telephone line at 1-877-823-2378.

The next monthly check will be held until enrollment is verified by the Veterans' Administration. To ensure timely payment, it is important to submit this information as soon as possible.

6.4.9. COURSE SUBSTITUTION

A veteran student is expected to follow the curriculum standards as shown on the student’s program evaluation, unless a course may be substituted to meet a requirement. A student may request course substitution with the submission of the Course Substitution Recommendation Form obtained from his/her advisor.

6.4.10 INDEPENDENT STUDY

Under certain circumstances some courses may be taken on an independent study basis. The student must contact their advisor and curriculum coordinator for details in requesting approval to take a course by independent study.

6.4.11. SATISFACTORY PROGRESS FOR V.A. BENEFITS

1. Veterans’ Educational Benefits warning will occur when a student's major grade point average drops (GPA) below 2.0. A student on warning may receive benefits for the next enrolled term; however, it is incumbent that the student improves his or her grades by the end of the warning term. Failure to do so will result in probationary status.

2. Probation will occur after a student, on warning, fails to improve his or her major GPA to at least a 2.0 by the end of his/her second enrolled term. A student on probation may receive benefits for the next enrolled term; however, it is incumbent that the student improves his or her GPA by the end of the probationary term. Failure to do so will result in suspension of Veterans’ Educational Benefits.

3. Suspension will occur after a student, on probation, fails to improve his or her major GPA to at least a 2.0. A student on suspension cannot receive Veterans' Educational Benefits until his or her grades improve to the minimum 2.0 standard.

4. If a student feels that he or she should be considered an exception to the minimum grade point average standard, then the student must petition the Veterans’ Certifying Official detailing his or her extenuating circumstances.
6.5. STUDENTS WITH DISABILITIES

The rights of students with disabilities are protected under the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA). For more information on Disability Services or to speak with the Disability Services Counselor, call (252) 222-6153.

It is Carteret Community College’s policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any college program or activity.

In response to a request made by a qualified student with a documented disability, the College will arrange, at no cost to the student, for the provision of educational auxiliary aids determined by the College to be necessary to afford the student with a disability the opportunity for full participation in College programs. The College prohibits and actively discourages discrimination against people with disabilities.

In order to respect the independence, rights, and dignity of people with disabilities, requesting an accommodation or identifying oneself as having a disability is voluntary.

The College will treat data on people with disabilities with confidentiality in accordance with data privacy laws and established College regulations. No information will be collected for administrative purposes except information that is essential for program development, implementation, determination of reasonable accommodation, or as required by law or regulations.

Under the provisions of Section 504, Carteret Community College may not:

- Make pre-admission inquiries as to whether an applicant has a disability.
- Exclude an otherwise qualified student with a disability from any course of study.
- Provide less financial assistance to students with disabilities than is provided to other students, or limit eligibility for scholarships on the basis of disability.
- Counsel students with disabilities into more restrictive career paths based solely on their disability.
- Measure student achievement using modes that adversely discriminate against a student with a disability.
- Establish rules and policies that have the effect of limiting participation of students with disabilities in educational programs or activities.

6.5.1. RIGHTS AND RESPONSIBILITIES

Students with disabilities at Carteret Community College have the right to:

- Equal access to courses, programs, jobs, services and activities offered through the College.
• Equal opportunity to work, learn, and to receive reasonable accommodations, academic adjustments and/or auxiliary aids and services.

• Self-determination about who will receive student released disability related materials and information within and outside the College.

• Confidentiality of information regarding the disability as applicable laws allow.

• Availability of information in accessible formats.

Students with disabilities have the responsibility to:

• Self-identify as a student with a disability when an accommodation is needed and to seek information, counsel, and assistance as necessary in a timely fashion.

• Meet qualifications and maintain essential institutional standards for courses, programs, and activities.

• Demonstrate and/or provide documentation (from an appropriate professional) that details current disability status, and how the disability limits participation in courses, programs, services, and activities.

• Follow published procedures for obtaining reasonable accommodations, academic adjustments, and/or auxiliary aids and services.

Suggestions for students:

• Self-identify and request accommodations as soon as possible because some accommodations require extra time to provide.

• Attend classes and follow instructions provided in the class syllabus concerning absences, emergency needs, or other information specific to class.

• If possible, inform instructor ahead of time of any absences.

• Contact other outside agencies for possible eligibility for additional services.

• Arrange for personal attendants if needed, whether paid for by an agency or family (colleges are not required under ADA to provide personal attendants, tutors, or personal items such as hearing aids, prostheses, individually designed and fitted special extensions or wands for computer, or other resource operation).

• Follow published procedures for obtaining reasonable accommodations, academic adjustments, and/or auxiliary aids and services.

Carteret Community College has the right to:

• Identify and establish essential functions, abilities, skills, knowledge, requirements, and standards for courses, programs, services, and activities, and to evaluate students on this basis.
• Request and receive, through the Disability Services Counselor, current documentation that supports requests for accommodations, academic adjustments, and/or auxiliary aids and services.

• Deny a request for accommodations, academic adjustments, and/or auxiliary aids and services if the documentation demonstrates that the request is not warranted, or if the individual fails to provide appropriate documentation.

• Select among equally effective accommodations, adjustments, and/or auxiliary aids and services.

• Refuse an unreasonable accommodation, adjustment, and/or auxiliary aid and service that impose a fundamental alteration of a College program/activity or undue financial burden.

Carteret Community College has the responsibility to:

• Provide information to students with disabilities in accessible formats upon request.

• Ensure that courses, programs, services, and activities when viewed in their entirety, are available in the most integrated and appropriate settings.

• Evaluate students on their abilities and not their disabilities.

• Provide or arrange for reasonable accommodations, academic adjustments, and/or auxiliary aids and services for the known limitations of otherwise qualified students with disabilities in courses, programs, services, and activities.

• Maintain appropriate confidentiality of records and communication except where permitted or required by law or when the student requests that such information is shared.

• Maintain academic standards by providing accommodations without compromising the content, quality, or level of instruction.

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6.5.2. ACCOMMODATIONS

Appropriate accommodations provide equal access to participation in programs or courses. Generally, an accommodation that fundamentally alters a program, or exempts a student from a core requirement of the program is not considered appropriate. For instance, a student with a weight lifting limitation may not be eligible for a lifting exemption in a curriculum like Early Childhood where day care workers by State law must be able to lift 25 pounds. Or, a student may not receive an exemption to the attendance requirement in a program like Cosmetology where earning a State license depends on the number of hours spent in class.

The accommodation process begins when a student identifies himself or herself as an individual with a disability and asks for assistance.

Procedure for requesting Accommodation:
• Student must self-identify with the Disability Services Counselor and submit appropriate documentation of disability and request for reasonable accommodation. Student will complete the Request for Accommodation and the Consent for Release of Confidential Information forms with assistance from the Disability Services Counselor.

• The Disability Services Counselor will review the request to determine eligibility for, and appropriateness of, the requested accommodation. (Note: These individuals may request clarification, additional information or advice from the professional providing the documentation, or other faculty and staff, as needed.)

• The student will be notified, in writing, of the decision of the Disability Services Counselor within ten business days from the submission of the disability documentation and request for accommodation.

• If the request is approved, the student will meet with the Disability Services Counselor to review the approved accommodation and complete the notification forms for the faculty/staff that will be providing the accommodation. (Note: It is the student’s responsibility to notify the Disability Services Counselor of the desire for accommodation prior to each semester enrolled. Accommodation notification forms need to be completed at the beginning of each semester since accommodations are only made after the form is completed. Forms submitted later in the semester are not retroactive to the beginning.)

• If the request is denied, the student may appeal the decision using the grievance procedure outlined below. Requests may be denied because the documentation is incomplete, does not support a designation as disabled, or is not appropriate to the requested accommodation. The request may also be denied because accommodation would result in an undue financial or programmatic burden for the College.

6.5.3. GRIEVANCE PROCESS FOR STUDENTS DENIED REASONABLE ACCOMMODATIONS OR SUBJECTED TO DISCRIMINATION

I. Purpose

If a Carteret Community College student believes that any member of the College community has discriminated against him or her because of a disability, he or she has the right to seek a review of such concerns. Students have the option of pursuing either an informal complaint or a formal grievance. If a student opts to pursue an informal complaint, he or she may later pursue a formal grievance if not satisfied with the resolution of the informal process.

Grievances may be initiated by any currently enrolled Carteret Community College student who alleges that, (1) he or she has suffered illegal discrimination because of his or her disability, (2) he or she has been denied reasonable accommodation for a disability, or (3) disability accommodations were not implemented in an effective/timely manner.

The complaint, grievance, and appeals process, as outlined below, provides information for filing an informal complaint, a grievance, or an appeal associated
with the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973. Upon request from any student, the Disability Services Counselor will provide guidance about the appropriate process for redress of a particular complaint.

A grievance, which is found to be intentionally dishonest or that willfully disregards the truth, is a violation of the Carteret Community College Student Code of Conduct, Item #6, Dishonesty. Students violating this code will be subject to disciplinary action.

The College prohibits retaliation against any student for filing a grievance under this process. Any retaliation directed to the complainant as a result of the filing of a grievance under this process is against State and federal laws and Carteret Community College Policy.

II. Informal Resolution

The informal resolution process is designed to create a mutual understanding of the situation and, if possible, to resolve the differences in an informal and cooperative manner.

Step 1: It is encouraged, but not required, that the student who has a complaint with a member of the College community first attempt to resolve the matter by meeting with that person. The purpose of the meeting is to reach a mutual understanding of the student’s situation and the College member’s actions.

Step 2: If the consultation with the member of the College is not satisfactory, or if it is impractical to consult with that person, the student should seek the assistance of the Disability Services Counselor [within five (5) business days of the meeting with the College member.] The purpose of this interaction is for the counselor to attempt to work with both parties to reach a resolution to the conflict. If no resolution is achieved, the student may proceed to the formal resolution process.

III. Formal Resolution

Step 3: If an informal resolution is not chosen or is unsuccessful or if the grievance relates to a denial of reasonable accommodations issued by the Disability Services Counselor, the student may file a formal grievance by sending a written complaint to the Dean for Student Services. The student must file this within five (5) business days of meeting with the Disability Services Counselor or the failure of informal resolution or, if the Disability Services Office is the object of the complaint, within ten (10) business days from the date the written notice, as evidence of the denial of accommodation, was mailed.

All complaints must be in writing and signed by the student. The grievance must include the following:

1. Name the person(s) against whom the grievance is filed and indicate their responsibility in the action;

2. Contain a clear and concise statement of the complaint;
3. State how the action is discriminatory or the decision unreasonable if it is a denial of accommodation; and

4. State the requested remedy.

The Dean for Student Services, herein after referred to as the Director, may review the complaint or forward the complaint to the Vice President of Instruction and Student Support, herein after referred to as the Vice President, if deemed necessary. The Vice President may review the complaint or appoint a fact-finding panel to do so. The Dean for Student Services will inform the student and the college member against whom the complaint is made that a grievance has been received and inform them of the grievance process.

If chosen, the fact-finding panel may consist of a division director, one or more staff members, and one SGA-appointed student. A decision of the panel will be considered a decision of the Vice President. Panel members should have no personal interest in the outcome of the process.

The panel members, parties, and all persons involved in the grievance process are expected to maintain strict confidentiality regarding the grievance and all stages of this process. State and federal laws govern the privacy rights of students and employees.

Step 4: The fact-finding panel must be appointed within five (5) business days and must convene within ten (10) business days of receipt of the complaint. The Vice President (or designee) shall convene the panel and provide them with the written complaint and all supporting documents provided by both parties. The Vice President (or designee) will be responsible for facilitating the work of the panel and proceed in a timely manner.

IV. The Decision

After reviewing a student grievance, the Dean, Vice President, or panel shall recommend that the decision shall be upheld, reversed, or some other relief be given, based on a preponderance of the evidence presented. The Dean or Vice President shall provide a written report to the grievant. The report should include a summary of the proceedings. The grievant may review, upon request, recommendations, a copy of all correspondence with the parties, all evidence submitted to the panel, and anything else considered by the panel in reaching its recommendation.

V. The Appeal

The student who filed the initial grievance may appeal the decision to the President of the College within ten (10) working days of the date the written decision is sent to the student. The President’s decision shall be final with regard to the College’s review process.

VI. Access To Other Complaint Procedures

A. At the conclusion of the president’s review in Part V, if the denial of accommodation has been upheld or the College employee’s action otherwise
sustained; the complainant will be informed where to get information about procedures to file grievances with the appropriate governmental agency.

B. Nothing in the procedure should be construed to impede or prohibit a timely filing of an ADA or discrimination complaint with the appropriate external governmental agency or an internal complaint or grievance alleging discrimination, whether on the basis of disability or not, unrelated to the request for an accommodation.

### 6.5.4. FORMAL FEDERAL AGENCY GRIEVANCE PROCEDURES

Students with grievances or complaints against the College, based upon violations of Section 504 or the ADA, also have the right to file a complaint with a designated federal agency. This agency is: U. S. Department of Education, 1100 Pennsylvania Ave. N. W., Room 316, P. O. Box 14620, Washington, DC 20046-4620, or telephone (202) 208-2545.

### 6.6. STUDENT CENTER

The first floor of the Donald W. Bryant building is used for non-instructional needs of the student. The College Bookstore provides course text books and instructional supplies. The Student Government Association has an office within the Student Center. Activities within the Center are arranged for the comfort and relaxation of the student. Students may study in this area, but this area is not designated for quiet study. Students may use the center during non-class time and since the areas are multipurpose in nature, students should be respectful of one another. The Student Center overlooks Bogue Sound and students are encouraged to enjoy the view.

### 6.7. STUDENT ID CARDS

New and returning students need to obtain a Carteret Community College Student I.D. Card by stopping by the Admissions, Advocacy and Counseling Center in the Henry J. McGee building. The first card is provided free of charge. There is a charge of $5.00 for all replacement Student ID cards.

It is recommended that students keep their Carteret Community College Student I.D. Card with them at all times to be used as a means of identification.

Student ID cards are required to purchase books and supplies in the campus bookstore, when charging to a third party (Pell, Student Loan, V.A., V.R., scholarship, SEOG, etc...)

### 6.8. STUDENT HEALTH SERVICES
As a commuter institution, Carteret Community College maintains no health facilities other than first aid equipment. The responsibility for medical services rests with the student, parents or guardian.

First aid kits are provided for minor treatments. All injuries, however minor, must be reported to the instructor. If the injury requires more attention than first aid, the instructor will make a report to the Assistant to the Vice President of Administrative Services located in the Business Office, who will make provisions for the injured to be transported to local physicians or to the emergency room of the local hospital.

All students are required to purchase insurance to cover accidents. Additionally, students enrolled in select programs must pay a liability insurance fee each semester.

6.9. STUDENT HOUSING

Carteret Community College does not have dormitory or boarding facilities. All housing inquiries are directed to the Carteret County Realtor's Association or to online newspapers or rental advertisements.

6.10. STUDENT ORGANIZATION AND ACTIVITIES

Student clubs at Carteret Community College compliment the academic mission and enhance the overall educational experience of students through development of, exposure to, and participation in social, cultural, service, intellectual, recreational, and governance activities.

6.11. VOCATIONAL REHABILITATION

This is a program administered by the North Carolina Department of Human Resources. The Division may provide services as are necessary to enable a physically, mentally and/or educationally disabled person to become self-employed. If a prospective student has a disability or is limited in his/her activity because of disability, he/she should contact the nearest Division of Vocational Rehabilitation Office. The Morehead City Unit Office is located at 310-A Commerce Avenue, Morehead City, North Carolina 28557.

6.12. WORKFORCE INVESTMENT OPPORTUNITY ACT (WIOA) GRANT, TITLE I ADULT PROGRAM

Carteret Community College is the provider of the Workforce Investment Opportunity Act Grant (WIOA), Title I Adult Program Services. The WIOA grant is the key element of the nation’s Workforce Development System. The focus of this system is employment, job retention, and quality wages. The components of the WIOA grant services are as follows and there is no charge for these services.
CORE SERVICES

- Needs Assessment
- Self-directed Job Search
- Labor Market Information
- Educational Resources

INTENSIVE SERVICES

- Skill Assessment
- Career Planning
- Educational/Training Options
- Training Services (for those who meet eligibility requirements, yet are unable to find employment)

TRAINING SERVICES

- After exhausting the core and other intensive services, training may be considered for eligible customers. In order to be eligible for training services, one must be low income/no income or receiving cash assistance from the Department of Social Services (DSS); i.e., SSI, Food Stamps, etc...
- All training must be on the approved program list of the LOCAL AREA.
- The training provider must also be approved on the NC STARS SYSTEM.
- The training component of Intensive services is also dependent upon program and funding availability.

All persons interested in participating in the WIOA grant program are encouraged to register with and be referred to WIOA staff by NCWorks personnel. For more information, contact the WIOA Grant Coordinator at (252) 726-7151.
CHAPTER 7: CORPORATE AND COMMUNITY EDUCATION DIVISION

7.1. GENERAL INFORMATION

An important objective of Carteret Community College is to provide general education opportunities for the adults of Carteret County. The College offers a variety of courses on a continual basis. These courses are for upgrading job skills, developing new skills, high school completion, or personal interest. Additional information concerning any program in this section may be obtained by contacting the Corporate & Community Education Division.

7.1.1. ADMISSIONS

Any adult is eligible to attend courses offered by the College on campus or at any of a number of off-campus sites used by the division.

High school graduates and dropouts who are eighteen years of age or older may enroll, except where an educational requirement is designated. Interest and aptitude determine the program or activity in which students may enroll.

7.1.2. DUAL ENROLLMENT

Corporate & Community Education courses are open to all persons 18 years of age or older. A high school student 16 years old or older may be admitted to appropriate courses, except Basic Skills, concurrently under the following conditions:

- The Carteret County Board of Education and Carteret Community College allow certain high school students to enroll concurrently while attending high school with a fully executed Dual Enrollment Form prior to enrollment. The Dual Enrollment Form is available through the high school guidance counselor or in the Corporate and Community Education Division office.
- A Dual Enrollment Form must be completed by the student and turned in to the instructor on the first day of class. If the class meets only once, the student must turn in the completed form to the Corporate and Community Education office prior to the course. The student will not be enrolled in the class or receive credit for the class until the Dual Enrollment Form is received.
• A student between the ages of 16 and 18 who has been out of high school six (6) months or longer will need to submit an official statement from their parent/guardian to that effect at the time of registration.

7.1.3. CLASS LOCATIONS

Many adult education classes are held away from the College campus in areas where suitable facilities can be arranged and student interest justifies the class. In the past, classes have been held in Carteret County Schools, Western Carteret Learning Center, industries, community centers, churches and other locations. Courses can be taught in any location where suitable facilities exist, attendance is sufficient, and a qualified instructor is available.

7.1.4. SCHEDULES

Corporate & Community Education courses are scheduled when a need for the course is established, space exists to teach the course, and an instructor is available. The programs, therefore, do not necessarily begin and conclude on a semester schedule as do the curriculum programs.

The College releases advance information to various newspapers and radio stations about new classes. With this publicity, and by use of a semester tabloid, Carteret Community College Beacon, the division publicizes all its courses and programs.

Courses in many subjects can be arranged upon request. The Corporate & Community Education Division also maintains an “Interest List” in which a list is kept of names and addresses of people who express interest in a course or courses. This “Interest List” is one of the tools used in determining the schedule of the Corporate & Community Education Division. Other survey methods are used in determining the educational needs and interests of the public, and results of these surveys will also influence scheduling.

7.1.5. FEES

A registration fee shall be charged for Occupational Extension and Community Service courses. No registration fee is charged for Adult High School, Adult Basic Education, English As a Second Language, and High School Equivalency (formerly GED®) classes. Fees, if applicable, are due and payable at the first class session. Textbooks, when required, may be bought through the College Bookstore. An insurance fee and or/supply fee may be charged for certain classes.

7.1.6. REFUND POLICY

For Occupational classes that are scheduled to meet four times or less, a 75 percent refund shall be made on the first day of class. For classes that meet five or more times, a 75 percent refund shall be made if the student officially withdraws from the class prior to or on the official 10 percent point of class. There are no refunds of registration fees or supply fees for Community Service courses or workshops.
7.1.7. ATTENDANCE

Adults are expected to attend class regularly. Attendance records are maintained by course instructors.

Regular attendance helps maintain continuity in the classroom work, justifies the existence of the class, and provides the instructor-student contact necessary for the realization of course objectives.

7.1.8. CERTIFICATES

Certificates may be awarded to students meeting minimum class requirements. The division uses the Continuing Education Unit (CEU) as the method of recording participation in noncredit occupational programs. Appropriate evaluation procedures are established for awarding CEU’s to individual students prior to the beginning of the course. This may include evaluation of student performance, instructional procedures and course effectiveness. A course may be developed for CEU credit if an agency or firm requires a particular type of training.

7.2. BASIC SKILLS

7.2.1. PROGRAM OBJECTIVE

North Carolina’s Basic Skills program assists students in obtaining the knowledge and skills necessary for work, further their education, family self-sufficiency, and community involvement. North Carolina’s purpose is in line with federal legislation which governs the program, The Adult Education and Family Literacy Act, Title 2, of the Workforce Investment Act of 1998 which states as its purpose:

Assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency.

- Assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children.
- Assist adults in the completion of a secondary school education.

North Carolina community colleges offer comprehensive adult education and literacy programs including Adult Basic Education, English as a Second Language, Adult High School, and High School Equivalency (formerly GED®) programs. All 58 community colleges are official GED® testing sites; therefore, all community colleges award the GED equivalency diploma. Forty-two community colleges also conduct adult high school classes and award an Adult High School Diploma in cooperation with local public schools. Community colleges receive both state and federal funds for their adult education programs.

7.2.2. ADMISSION REQUIREMENTS

Basic Skills classes are offered to any student who has reached the age of sixteen (16), is not enrolled in the public schools, and who desires to acquire the basic skills of reading, writing, and arithmetic. Persons between sixteen (16) and eighteen (18) will be enrolled in any of the Basic Skills programs only upon the recommendation of an approval committee of the school district to
which the student is assigned. Under no circumstances can anyone under 16 years of age be enrolled. A placement assessment is required for entrance into all Basic Skills programs.

7.2.3. FEES

There are no student fees associated with the Basic Skills Program. However students in the High School Equivalency (formerly GED®) program must pay a testing fee of $20 per section. There are four (4) sections in the 2014 test battery. The testing fees must be paid at the time of test registration.

7.2.4. ADULT BASIC EDUCATION (ABE)

We offer Adult Basic Education classes at the Station Club which is located in Morehead City. These classes are designed specifically for adults with intellectual and developmental disabilities. The focus of the program is on helping the individual become as independent as possible through acquiring academic skills in reading, math, language, speaking/listening, and computer skills. By improving these academic skills areas, students are better able to function more effectively in society and/or in the workplace.

7.2.5. ADULT HIGH SCHOOL PROGRAM (AHS)

The purpose of the Adult High School Diploma Program, established through a mutual agreement between the Carteret County Board of Education and Carteret Community College, is to provide testing, guidance, and instruction which will enable the adult student to complete the requirements for and be awarded an Adult High School Diploma.

In order to be enrolled in the Adult High School program, students must attend an orientation prior to attending class(es). There is no cost for attending the orientation. During the orientation, the student completes required paperwork, completes a placement assessment in reading, math, and language, and obtains in-depth information regarding the program and expectations. Placement assessment scores along with a personal interview are used to determine the best course of action for the student to complete their Adult High School diploma at Carteret Community College.

All courses will be offered in a classroom setting with classes meeting on the semester system. Classes are offered during the daytime. An instructor will be present at all times to direct classroom activities whether subject matter is presented through the use of programmed material, lecture method, or computer assisted.

7.2.6. ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language (ESL) is a program of instruction designed to help adults who have limited English proficiency. Instruction is offered in listening, speaking, reading, writing, and understanding of the English language to enable the student to further their education and/or obtain employment. ESL classes are located on and off campus and are offered both day and evening.

7.2.7. HIGH SCHOOL EQUIVALENCY (FORMERLY GED®)

The High School Equivalency is a program designed for adults who have not completed high school. This program is designed to assist students pass the official High School Equivalency
exams. These exams consist of four parts: Language Arts, Social Studies, Science, and Math. Students who pass the requirements for a High School Equivalency diploma are issued a diploma. This diploma can be substituted in most places where a high school diploma is required.

In order to be enrolled in the High School Equivalency program, students must attend an orientation prior to attending class(es). There is no cost for attending the orientation. During the orientation, the student completes required paperwork, completes a placement assessment in reading, math, and language, and obtains in-depth information regarding the program and expectations. Placement assessment scores along with a personal interview are used to determine the best course of action for the student to complete their High School Equivalency diploma at Carteret Community College.

The student will receive his/her High School Equivalency diploma after they successfully pass the four (4) test sections of the required battery of tests.

7.3. COMMUNITY SERVICES PROGRAMS/LIFE ENRICHMENT PROGRAMS

The Community Service/Life Enrichment Program is designed to provide courses, seminars, and activities that; (1) contribute to the community’s overall cultural, civic, and intellectual growth; and (2) assist adults in the development of new personal or leisure skills or the upgrading of existing ones.

These classes consist of single courses, each complete in itself, that focus on an individual’s personal or leisure needs. These self-supported classes, which are supported through course registration fees, include, but are not limited to, Art, Dance, Yoga, Bridge, healthy living, and Carteret County adventure trips.

7.4. HUMAN RESOURCES DEVELOPMENT

The HRD program focuses on the development of basic workplace skills by providing skill assessment services, employability skills training, and career development counselling to unemployed and underemployed adults.

The HRD Program offers a variety of short term courses designed to prepare individuals to enter, or re-enter, the workforce. Topics include resume writing, interviewing skills, the application process, money management basics, utilizing the computer for job searches, and other practical skills essential to applying for, keeping, and advancing in a job.

HRD course fees are waived if the individual:

1. is unemployed;
2. has been notified of a layoff;
3. is working, but earning wages at or below 200% of the Poverty Level;
4. is working, and qualifies for the Federal Income Tax Credit

The HRD Program works in partnership with the NCWorks Career Center to assist individuals who are seeking employment. NCWorks Online is a one-stop online resource for job seekers that facilitates the job search and creates resumes. HRD Program staff and NCWorks Career Center staff jointly facilitate a monthly class to orientate job seekers to NCWorks Online.
The HRD Program administers the ACT National Career Readiness Certificate (CRC) which is an assessment-based credential that gives employers and career seekers a uniform measure of key workplace skills. The CRC is available to the general public and to local employers upon request.

All students attending a self-supporting course are required to pay an equal registration amount. There are no senior citizen fee waivers.

### 7.5. SMALL BUSINESS CENTER

The Small Business Center (SBC) is a community-based provider of education and training, counseling, referral and information. It is a state supported resource with the main objective of increasing the success rate and the number of viable small businesses in North Carolina. This is accomplished by providing high quality assistance to prospective and existing small business owners which will lead to job creation and retention.

The SBC provides free or low cost seminars and workshops each year in a wide range of topics of interest to current and prospective business owners. These small business related classes are taught mainly on this campus, through the auspices of the Corporate & Community Education Division. Topics include, but are not limited to: Business Planning, Sales, Marketing, Advertising, Management, Supervision, Financial Statements, Tax Laws, Self-Assessment, and other entrepreneurial courses.

The Small Business Center Resource Library provides textbooks, guides, and other on-line materials for individuals interested in starting a business or enhancing existing businesses. Computers are available for research, correspondence, Internet access, and writing your business plan.

As a partner in the Carteret County Small Business Resource Alliance, along with the Carteret County Chamber of Commerce, the Carteret County Economic Development Council, SCORE, the North Carolina Military Business Center, and the Division of Workforce Solutions; the primary focus of the Alliance is to provide the best possible services to entrepreneurs, assisting them to start and grow their business thereby creating jobs, without duplicating services.

The SBC is located in the Commerce Development Center on the college campus, with a physical address of 3615 Arendell Street, Morehead City, NC 28557; you can also visit the SBC online at www.ncsbc.net. Follow the “Contact Your Local SBC” link for more information, and learn how we can partner with you for success!

### 7.6. SPECIFIC PROGRAMS AREAS/OCCUPATIONAL EXTENSION

#### 7.6.1. PROGRAM OBJECTIVE

The Occupational Extension area of the College offers courses which prepare individuals for employment or upgrade the skills of workers already employed. The division also serves area industries and public agencies by providing training for their employees. It is also the division’s goal to provide general interest courses for the service area provided that such requests fall within the statutory responsibility of the College.
7.6.2. FEES

Occupational Extension courses require a registration fee which must be paid prior to or on the first class meeting. No tuition or fees of any kind shall be charged to and paid by students enrolling in special extension training programs for volunteer firemen, fire department personnel, rescue and lifesaving personnel, or local law enforcement training, as long as the class is directly related to their job. An insurance fee and supply fee is charged for some classes.

7.6.3. EXAMPLES OF OCCUPATIONAL EXTENSION COURSES OFFERED:

- Automotive Training
- Bank Teller Training
- Bartending
- Bookkeeping/Accounting
- Carpentry
- Certified Nurse Assistant I and II
- Computer Courses
- Electrical
- Emergency Medical Technician
- Facilities Maintenance
- First Aid/CPR
- Fire Service Training
- Forklift Operator Certification
- HVAC
- Law Enforcement In-Service Training
- Marine Captain’s Course
- Marine Engine Repair
- Masonry
- Medical Coding
- Medication Aide
- Non-Profit
- Personal Trainer
- Pet Grooming
- Pharmacy Technician
- Phlebotomy
- Plumbing
- Professional Wedding Planning
- Teacher Certification Renewal Course
- Real Estate Courses
- ServSafe
- Sterile Processing
- Veterinary Assistant
- Wastewater Treatment Plant Operator
- Welding Certification

This list is not all-inclusive; there are many more courses available through the division.

7.7. TEACHER CERTIFICATE RENEWAL PROGRAM

The Teacher Certificate Renewal Program offers courses to North Carolina Certified teachers, teacher assistants and substitute teachers. The College acts as a liaison between the North Carolina Department of Public Instruction and the public school system to provide these courses. Continuing Education Units (CEUs) are awarded upon successful completion. Course locations vary throughout Carteret County. Contact your local board of education for information.

7.8. CUSTOMIZED TRAINING PROGRAM

The mission of the Customized Training Program is to provide programs and training services for job growth, productivity enhancement, and technology investment for eligible new and existing business and industry.

The purpose of the Customized Training Program is to provide customized training assistance in
support of full-time production and direct customer service positions, thereby enhancing the growth potential of companies while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- The business is making an appreciable capital investment;
- The business is deploying new technology;
- The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State; and,
- The skills of the workers will be enhanced by the assistance

In cooperation with the North Carolina Community College System, the College will design and administer customized training programs to meet the needs of business and industry. There are no registration fees associated with the Customized Training Program.

Examples of training topics offered by the Customized Training Programs are:

Basic Refrigeration
Blueprint Reading
Braze Training
Change Management
Computer Skills, Software & Applications
Customer Service
Diversity in the Workplace
Employment Law
Leadership
Lean Manufacturing
Math and Measurements
Problem Solving and Decision Making
Safety, OSHA
Supervisory Skills
Team Building
Welding, Arc Flash Welding
Work Ethics
# CARTERET COMMUNITY COLLEGE

2016-2017 General Catalog
(Effective 8/2016)

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8.1. ADVERSE WEATHER POLICY AND PROCEDURE

8.1.1. POLICY

In the case of inclement weather and emergencies, the final decision to close the College will rest with the President.

In the event of a weather or emergency related schedule interruption, instruction will either be rescheduled or delivered by using the college’s Learning Management System (LMS) or an alternative method.

8.1.2. PROCEDURE

Students can contact the college’s main telephone number (252) 222-6000 for the latest information 24 hours a day. In the event of closing, a recorded message will be prepared giving as much information as possible. Closing information will also be posted to the college web page and through the college’s emergency text messaging system to student/staff cell phones. Employees and students can follow closings via area news media organizations. The following news media organizations will be contacted if the college must close:

**Radio**

<table>
<thead>
<tr>
<th>Station</th>
<th>Frequency</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTEB-FM</td>
<td>89.3/91.5</td>
<td>New Bern</td>
</tr>
<tr>
<td>WERO-FM</td>
<td>93.3</td>
<td>Washington</td>
</tr>
<tr>
<td>WRNS-FM</td>
<td>95.1</td>
<td>Kinston</td>
</tr>
<tr>
<td>WIKS-FM</td>
<td>101.9</td>
<td>New Bern</td>
</tr>
<tr>
<td>WSFL-FM</td>
<td>106.5</td>
<td>New Bern</td>
</tr>
<tr>
<td>WTKF-FM</td>
<td>107.1</td>
<td>Morehead City</td>
</tr>
</tbody>
</table>

**Television**
An approaching storm system can cause a great deal of confusion and emotional stress for coastal residents as they try to balance work obligations and prepare for the safety of their families and personal possessions. In the event the approaching storm system requires Carteret Community College to cease operations temporarily, every effort will be made to close the college in a timely manner allowing employees and students time to make personal preparations.

The decision to close the College will rest with the President, and will take into account many factors, in particular, the safety of students and employees.

If the college is closed due to adverse weather or other emergency, instruction will continue using the college’s learning management system (LMS). Instructors are required to post alternative assignments in the LMS and notify students of the posted assignments at the next scheduled class meeting. Instructors will also immediately send alternative assignments as posted in the LMS to the Registrar or designee of the Vice President of Instruction and Student Support for audit purposes.

Exceptions to this procedure include the following:

A. Basic law enforcement training and cosmetology classroom and lab instruction will be re-scheduled.
B. Health Science clinical hours will be re-scheduled.

8.2. SECURITY AND SAFETY

The College complies with the Federal Student Right-To-Know and Campus Security Act of 1990. This law requires the College to publish annually a report on campus crime for the previous year and how crime has affected Carteret Community College. Campus security and safety are maintained to provide a safe and secure educational environment for all students. Any questions concerning campus crime, security or safety should be directed to the Vice President for Administrative Services.

Federal law requires that institutions of higher learning advise the campus community on how to obtain information about registered sex offenders. Information on registered sex offenders residing in Carteret County may be found at: http://sexoffender.ncdoj.gov/search.aspx

8.3. STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY REPORT
Public Law 101-542, the Student Right-to-Know and Campus Security Act, requires that each public educational institution of higher learning disclose the completion or graduation rate for certificate or degree-seeking, full-time undergraduate students entering Carteret Community College. Beginning July 1, 1993, disclosure rates must be made annually for a one-year period ending on June 30 of the preceding year.

Section 103 of Title I of the Act requires institutions to produce and make this report readily available to current students and each prospective student enrolling or entering into any financial obligation.

Any student wishing to obtain a copy of this report may request this information through the Security Office or it can be found online at http://ope.ed.gov/security. Once on the website, click on "Get data for one institution/campus" and then type in the institution name.

8.4 EMERGENCY PROCEDURES

In order to insure the safety of each person who comes to the campus, emergency procedures have been developed.

8.4.1. EVACUATION

Each building has an emergency evacuation plan with all emergency routes from each of the various rooms in the facility specified on the plan. Copies of each plan are posted in each classroom and on each bulletin board of the facility to which the particular plan applies. The elevators are not to be used in drills or real emergencies where the building must be evacuated quickly.

After the buildings have been evacuated, each individual should report to the Emergency Rally Point designated for their location, and should not enter the building again until all danger (or the drill) is over. Emergency Rally Points are identified by a large red and white rectangular sign. College staff and faculty should become familiar with proper escape routes from each building and lead students and guests from the building during either a drill or real emergency.

8.4.2. SHELTER IN PLACE

If you are involved in a situation where someone has entered the area with a weapon, you are to adhere to the following:

1. DO NOT sound the fire alarm.
2. Go to the nearest room or office and shelter in place
3. Close and lock the door
4. Lock the windows if possible and close any blinds or curtains
5. Turn off all lights and all audio equipment
6. Stay away from the windows
7. Keep quiet and as calm as possible and act as if no one is in the room
8. DO NOT answer the door
9. If communication is available, notify the Police Department by calling 911.
10. Give the 911 operator the following information
a. Your name
b. Your location (be as specific as possible)
c. Number of shooters (if known)
d. Identification of shooter (if known)
e. Number of persons who may be involved

11. If possible call Campus Security at 252-222-6188.
12. Security will activate the “College Wide Emergency Alert System”
13. Wait for Police to assist you out of the building.

### 8.4.3. REPORTING SAFETY CONCERNS/VIOLATIONS

Concerns about general or specific safety issues, or safety violations should be reported to Campus Security by dialing (252) 222-6188.

### 8.5. PARKING RULES AND REGULATIONS

Motorized and non-motorized vehicles licensed for on-road use are limited to campus roadways and designated parking areas. The campus-wide speed limit is 8 miles per hour. Motorized off-road vehicles are not permitted on College property. Non-motorized vehicles including, but not limited to, roller skates, roller blades, scooters, and skateboards are permitted under the following conditions: 1) Their use is limited to transporting the operator from one location to another; 2) They are operated on roadways and sidewalks in a safe manner; 3) Operators yield to pedestrian and motorized vehicles allowing them the right-of-way; and 4) Their operation does not promote damage to or damage College property in any way. Parking stickers **ARE REQUIRED** for students, and may be obtained in the Counseling Suite, H.J. McGee Jr. Building. Employee parking stickers may be obtained from the College Receptionist in the H.J. McGee Jr. Building. All campus parking areas are regulated and patrolled by campus security.

A driver may park in any lined parking space on campus so long as it is not a reserved parking space. Reserved parking spaces include those marked reserved for: (1) handicapped, (2) staff parking, (3) or any other space clearly marked as a reserved space. General Parking for students, visitors, and the general public are not designated.

If a vehicle is incorrectly parked, a ticket will be issued. Cost of each ticket issued for a non-towing offense will be $5. A vehicle is subject to being ticketed (a $15 ticket) and being immediately towed at the driver’s expense for one of the following offenses:

1. Parking in driveways or walkways.
2. Parking in roadways or fire lanes.
3. Taking up two parking spaces by a vehicle whose size should be accommodated by one space.
4. Parking near roadway easements.
5. Parking on the campus’ grounds (example: drive over the curb onto a grasses area).
6. Any offense that blocks traffic, or might be potentially dangerous to other persons.
7. Parking on campus when college is in session after parking privileges have been suspended.
8. Blatant disregard of driving or parking regulations (example: a person is verbally warned not to park in a certain area by the enforcement officer. The enforcement officer in making his/her rounds half an hour later recognizes that the offender parked there anyway).

Parking will be enforced only during the weekday (M-F) between the hours of 7:30 a.m. - 5:00 p.m. Generally, parking is not enforced on either holidays or weekends or outside the times mentioned above. However, on special occasions enforcement may be necessary during these hours as well. If this should occur, ample notice will be given or campus security will be available to direct traffic or give special instruction.

Fines must be paid at the College’s Business Office within 14 calendar days after the ticket was issued. If the time is exceeded without the ticket being paid, and the offender is a student, this will result in suspension of parking privileges until paid, and could also result in the withholding of student records, grades, transcripts, registration, or other official records.

8.6. COMMUNICABLE DISEASES POLICY

Carteret Community College is aware of the interrelatedness and complexity of the medical, legal and administrative problems associated with controlling AIDS, Hepatitis B, tuberculosis and other contagious diseases. Carteret Community College also recognizes that efforts to increase awareness of AIDS, Hepatitis B, tuberculosis, and other contagious diseases and providing information to help prevent further spread of said diseases must be one of its high priority goals.

1. Carteret Community College assumes responsibility for conducting an ongoing educational campaign designed to reach all campus constituencies (students and employees), to provide basic information about AIDS and other contagious diseases. The campaign will be designed to reach all members (including high-risk groups) of the College community on a continuing basis and will be conveyed via distribution of printed materials, posters, meetings, and seminars.

2. Persons infected with the AIDS virus (whether active AIDS, or AIDS-Related Complex, or sero-positive to virus) and other contagious diseases will not be excluded from enrollment or employment, or restricted in their access to Carteret Community College’s services or facilities, unless there is a direct, significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

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

4. Carteret Community College will widely publicize and carefully observe the OSHA Bloodborne Pathogen Standards established by the North Carolina Department of Labor.

5. This policy will be widely publicized on the Carteret Community College campus.

6. This policy will be implemented under the direction of the President and will be reviewed, at least annually for possible revision due to medical and legal updates.

7. The Carteret Community College Director of Human Resources is designated as primary spokesperson for the institution to respond to questions about the institution’s policies and practices.
concerning the AIDS epidemic as well as diseases (included but not limited to herpes, chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, MRSA, and whooping cough).

Certain excerpts of this policy were taken verbatim from the “Response of the University of North Carolina to the AIDS Epidemic.”

### 8.7. FOODS AND BEVERAGES POLICY

Carteret Community College discourages food and beverages in classrooms and laboratories. However, it is the discretion of individual instructors to establish standards for their class/es. It is the responsibility of individual instructors to ensure the instructional area is clean and acceptable for the next class.

### 8.8. DRUG AND ALCOHOL ABUSE POLICY (12/14/1992)

#### 8.8.1. PHILOSOPHY

Carteret Community College expounds a philosophy which holds out:

1. the hope of universality of educational opportunity and
2. the hope of maximal intellectual, moral, and physical achievement on the part of each student.

All members of the academic community, students, and employees share the responsibility for protecting that environment, and all are expected to exemplify high standards of professional and personal conduct. The illegal or abusive use of drugs or alcohol by members of the academic community adversely affects the educational environment. Therefore, Carteret Community College is committed to having a campus that is free of illegal drug use and drug and alcohol abuse.

In keeping with its primary purpose, Carteret Community College will utilize education strategies as its major approach to this problem, but everyone should be aware that any member of the college community who uses illegal drugs or abuses any drug including alcohol may be subject to prosecution and punishment by the civil authorities and to disciplinary proceeding by the College. However, this policy does NOT punish people who seek rehabilitation. All information provided by people who voluntarily avail themselves of drug or alcohol counseling or rehabilitation services will be confidential.

#### 8.8.2. CARTERET COMMUNITY COLLEGE’S POLICY ON DRUG ABUSE

Carteret Community College is dedicated to the pursuit and dissemination of knowledge and, as such, expects all members of the College community to behave in a manner conducive to that end. The highest standards of personal and professional conduct must be maintained by employees and students. Illegal or abusive use of drugs by members of the College community adversely affects the mission of the College and is prohibited.
Accordingly, the Carteret Community College policy, consistent with the North Carolina State Board of Community Colleges Policy on Illegal Drugs, is intended to accomplish the following:

- Prevent drug abuse through a strong educational effort.
- Encourage and facilitate the use of counseling services and rehabilitation programs by those members of the academic community who require their assistance in stopping drug abuse.
- Discipline appropriately those members of the academic community who engage in illegal drug-related behaviors.

### 8.8.3. EDUCATIONAL EFFORTS TO PREVENT DRUG ABUSE

In keeping with its primary mission of education, Carteret Community College will conduct a strong educational program aimed at preventing drug abuse and illegal drug use. Educational efforts shall be directed toward all members of the academic community and will include information about the incompatibility of the use or sale of illegal drugs with the goals of Carteret Community College; the health hazards associated with illegal drug use; the incompatibility of drug abuse with the maximum achievement of educational, career, and other personal goals; and the potential legal consequences of involvement with illegal drugs.

### 8.8.4. COUNSELING AND REHABILITATION SERVICES TO PREVENT DRUG ABUSE

Those faculty, staff, or students who seek assistance with a drug-related problem shall be provided with information about drug counseling and rehabilitation services available through community organizations. Those who voluntarily avail themselves of counseling services offered through Carteret Community College shall be assured that applicable professional standards of confidentiality will be observed.

### 8.8.5. DISCIPLINARY ACTIONS TO PREVENT DRUG ABUSE

Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Article 5 of Chapter 90 of the North Carolina General Statutes. Any member of the College community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by the College.

It is not “double jeopardy” for both the civil authorities and the College to proceed against and punish a person for the specified conduct. The College will initiate its own disciplinary proceedings against a student, faculty member, administrator, or other employee when the alleged conduct is deemed to adversely affect the interests of the College.

Penalties will be imposed by the College in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators, and other employees. The penalties and due process applicable to students are set forth in the Student Handbook.

The penalties to be imposed by the College may range from written warnings with probationary status to expulsions from enrollment and discharges from employment. However, the following minimum penalties shall be imposed for the particular offenses described.
TRAFFICKING IN ILLEGAL DRUGS

1. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), any student shall be expelled and any faculty member, administrator or other employee shall be discharged.

2. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, (including, but not limited to, marijuana, pentobarbital, codeine) the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent. For a second offense, any student shall be expelled and any faculty member, administrator, or other employee shall be dismissed.

ILLEGAL POSSESSION OF DRUGS

1. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90, the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent.

2. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, the minimum penalty shall be probation, for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions as the President or the President’s designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in employee dismissal or student expulsion.

3. For a second offense involving the illegal possession of controlled substances, the penalty shall be employee dismissal or student expulsion.

When a student, faculty member, administrator, or other employee has been charged by the College with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings. If, assuming the truth of the charges, the President, or in the President’s absence, the President’s designee concludes that the person’s continued presence within the College community would constitute a clear and immediate danger to the health or welfare of other members of the College community. If such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter and in compliance with the due process procedures of the College.

8.8.6. RESPONSIBILITIES UNDER THIS POLICY

Authority to implement the policy shall reside with the President. The Dean for Student Services, acting under the authority of the President, shall be responsible for overseeing all actions and programs relating to this policy. All employees and students shall be responsible for abiding by the provisions of this policy. In the case of employees, compliance with the provisions of the policy shall be a condition of employment.

8.8.7. DISSEMINATION OF THIS POLICY

10
This policy is made available to students in the Student Handbook, the faculty through the Faculty Handbook, and to all other employees through the Operations Manual.

8.9. SMOKING POLICY (2/7/2014)

The College is responsible for providing a safe, healthy environment in which to learn. Tobacco and nicotine use has been proven to have harmful effects on both smokers and non-smokers. Therefore, those who choose to smoke including electronic cigarettes on the Carteret Community College campus are required to do so only in designated smoking areas.

There shall be no smoking within any building owned or operated by the College, regardless of whether the building is leased to another entity or agency. Smoking outside of buildings will be allowed only in areas specifically designated as a smoking area. Designated smoking areas shall be clearly identified, so non-smokers can avoid these areas if they choose. Any area not specifically designated as a smoking area is a non-smoking area, and anyone smoking in these areas shall be in violation of this policy. Smokers may smoke within their own vehicles while on college property, but not in parking lots outside of their vehicles. No tobacco or electronic cigarette waste is to be deposited anywhere on college property except in receptacles designed for that purpose. Smoking while walking to or from smoking areas or other locations is a violation of policy.

Designated smoking areas shall have adequate receptacles for waste, and patrons are expected to use them judiciously. The College shall have the right to change or eliminate designated smoking areas without notice.

8.10. STUDENT RECORD CONFIDENTIALITY (12/02/2015)

In accordance with the Family Educational Rights and Privacy Act of 1974, Carteret Community College is committed to protecting privacy for all students, including distance learning students. This protection includes the information collected, how it is used, how we protect it, when it can be released, and access to personal information. In addition to paper and electronic files, this applies to websites and email administered by the College.

The College may develop more specific privacy practices, procedures, and security statements related to the functionality of each web site. By using any College web site (Carteret Community College website, Moodle site, Web Advisor, etc.) students are giving consent to the privacy and data practices described by the Privacy Procedures for that particular site.

Any student, who believes that any right pursuant to the Family Educational Rights and Privacy Act has been violated or that college policy is not in compliance with the Act, may file a complaint directly:

Family Educational Rights and Privacy Act Office (FERPA)
Department of Health, Education and Welfare (HEW)
330 Independence Avenue S.W.
Washington, D.C. 20201

8.11. STUDENT RECORDS PROCEDURES
8.11.1. DEFINITION OF TERMS

For the purposes of this procedure, Carteret Community College, hereafter known as "CCC", has used the following definitions of terms:

- **STUDENT** - any person who attends, or has attended, the College.


- **WHO HAS FERPA RIGHTS** - at the postsecondary level, a student "in attendance" regardless of age, even if under 18 years of age, and former students.

- **DIRECTORY INFORMATION** - although the college does not produce or provide a directory of student information for public use, the following information is considered by the college as available without individual student consent.
  1. Name, address, telephone number
  2. Major field of study
  3. Dates of attendance
  4. Previous educational institution attended
  5. Classification
  6. Degrees, certificates and awards received
  7. Date of graduation
  8. E-mail address, personal email address
  9. Participation in official recognized activities and sports
  10. Enrollment status (full-time or part-time)

- **EDUCATION RECORDS** - any record (in handwriting, print, tapes, film, computer, or other medium) maintained by the College or an agent of the College which is directly related to a student, except:
  1. A personal record kept by a 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.
  2. Records created and maintained by the College Security Unit for law enforcement purposes.
  3. 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.
  4. 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.
  5. Alumni records which contain information about a student after they are no longer in attendance at the College and which do not relate to the person as a student.

8.11.2. STUDENT’S PERMANENT RECORD

Information contained in the student's permanent record is determined by the NCCCS office. The permanent student record is composed of personal information including the student's name, address, social security number, CCC ID number, date of birth, and sex. Academic information included on the Permanent Student Record includes the title and number of courses taken, grades earned, hours attempted, hours earned, quality points, and grade point average by term and cumulatively. Other
information includes secondary school attended, college major, graduation information, honors, membership in Phi Theta Kappa, and credits accepted from other colleges.

Student records are maintained in accordance with the Community College System Public Records Retention and Disposition Schedule and the Student Educational Records Policy manual of this institution. Please refer below for information regarding the retention, disposition, and security of records.

Annual Notification

Students will be notified of their FERPA rights by this publication, student e-mail, and via the College website, http://www.carteret.edu.

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8.11.3. PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the appropriate records custodian.

Students should submit to the records custodian, or an appropriate College staff person, a written request which identifies, as precisely as possible, the record or records the student wishes to inspect.

When a record contains information about more than one student, the student may inspect and review only the records which relates to the individual student.

The records custodian, or an appropriate College staff person, will make the needed arrangements for access as promptly as possible and notify the student of the time and place that the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request.

8.11.4. LIMITATION ON RIGHT OF ACCESS

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

1. The financial statement of the student's parents.

2. Letters and statements of recommendation for which the student has waived their right of access, or which were maintained before January 1, 1975.

3. Records connected with an application to attend the College, or a component unit of the College, if that application was denied.

4. Those records which are excluded from the FERPA definition of education records.

8.11.3. REFUSAL TO PROVIDE COPIES

The College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the College.

2. There is an unresolved disciplinary action against the student.
3. The education record requested is an exam or set of standardized test questions. (An exam or standardized test, which is not directly related to a student, is not an education record subject to FERPA's access provisions.)

### 8.12. RECORDS RETENTION

Student academic records are retained through an electronic archival system and reviewed at the time of program completion or termination of enrollment by the registrar’s office for accuracy. In accordance with the Records Retention and Disposition Schedule set forth by the North Carolina Community College System, the current student file includes: application for admission; high school, college, and other academic transcripts; aptitude and achievement test results; and other related records affecting the academic file.

#### 8.12.1. FEES FOR COPIES OF RECORDS

A college or university may not charge for search and retrieval of the records. Upon electronically signed approval, the College will authorize the release of an official transcript to the student, another college, university, designated institution or through the Parchment - Docufide company, if there is no indebtedness to the College. The fee for an official transcript is $3 if sent electronically, or $5 if sent by mail; unofficial transcripts are provided free of charge.

#### 8.12.2. DISCLOSURE OF EDUCATIONAL RECORDS

The College will disclose information from a student’s education records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is:

1. To school officials who have a legitimate educational interest in the records.

   A **school official** is:

   - A person employed by the College in an administrative, supervisory, academic or research, or support staff position, including health or medical.
   - A person elected to the Board of Trustees.
   - A person employed by, or under contract to, the College to perform a special task, such as the attorney or auditor.
   - A person who is employed by the College Law Enforcement Unit.
   - A student serving on an official committee, such as disciplinary or grievance committee, or who is assisting another school official performing their tasks.

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

   - Performing a task that is specified in their position description or contract agreement.
   - Performing a task related to a student's education.
   - Performing a task related to the discipline of a student.
   - Providing a service or benefit relating to the student, or student's family, such as health care, counseling, job placement, or financial aid.
Maintaining the safety and security of the campus.

2. To officials of another school, upon request, in which a student seeks or intends to enroll. (NOTE: FERPA requires a college or university to make a reasonable attempt to notify the student of the records request unless it states in its policy that it intends to forward records on request).

3. To certain officials of the US Department of Education, the Comptroller General, and State and Local educational authorities, in connection with audit or evaluation of certain State or federally-supported education programs.

4. In connection with a student's request for, or receipt of, financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. To State and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.

6. To organizations conducting certain studies for, or on behalf of, the College.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who is claimed as a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully issued subpoena.

10. To appropriate parties in a health or safety emergency.

11. To individuals requesting directory information for an individual, named student as so designated by the college.

12. The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

8.13. CORRECTION OF EDUCATIONAL RECORDS

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must request, in writing, to the appropriate official of the College, to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of their privacy rights.

2. The College may comply with the request or it may decide not to comply. If it decides not to comply, the College will notify the student of the decision and advise the student of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

3. Upon request in writing, the College will arrange for a hearing and notify the student, reasonably in advance of the date, place, and time of the hearing.

4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the College. The student shall be afforded a full and fair
opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

5. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If the College decides the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

7. If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the College discloses the contested portion of the record, it must also disclose the statement.

8.14. TECHNOLOGY ACCEPTABLE USE


The purpose of Carteret Community College's technological resources is to enhance and support the educational mission of the college. All students, faculty, staff and public patrons are responsible for using Carteret Community College's technological resources in an effective, ethical and lawful manner. These resources include but are not limited to: computers, computer networks and telecommunications, multimedia and hyper media, camcorders and VCRs, instructional television and video microscopes, mobile devices, telephones and voice mail.

8.14.2. TECHNOLOGY ACCEPTABLE USE PROCEDURES (2016)

Acceptable Use
- Administrative and other support activities considered consistent with the mission of the College.
- Support of education and research.
- Use consistent with the Acceptable Use Policies (AUP) for the North Carolina Research and Information Network (NCREN), the North Carolina Integrated Information Network (NCIN), and the National Science Foundation Network (NSFN). Copies of the AUPs for these organizations are available on each organization's Internet Web Site.

Unacceptable Use
- Violation of federal, state or local laws and/or college policy
- Provides or assisting in unauthorized or inappropriate access to systems, software or data at Carteret Community College and or other sites.
- Sharing of user access accounts. Passwords must adhere to IT security standards and must not be shared with friends, family, co-workers, work-study students, student workers, or any other individual.
- Activities that interfere with the ability of others to use Carteret Community College's technological resources effectively.
• Activities that result in the loss of another person's work or unauthorized access to another person's work.
• Distribution of obscene, abusive, demeaning, or threatening messages (i.e. cyberbullying) via electronic mail or other means.
• Distribution of unsolicited email.
• Commercial or for profit-making enterprises except as specifically approved by the President of Carteret Community College.
• Unauthorized or non-compliant use of the college’s brand and logos.
• Personal electronic devices which could cause potential harm or unauthorized access to Carteret Community College’s network or other technological resources. This includes, but is not limited to, devices without properly applied security patches and antivirus software, private network routers, switches, and access points.
• Inconsistence with the Acceptable Use Policies of NCREN, NCIN, and NSFM.

Consequences
• All College policies and procedures and state, federal and/or local laws are applicable to all users of the College’s technological resources. Conduct which violates local, state, and/or federal laws, or college policy will result in the immediate suspension of all access to the College technological resources and will be referred to appropriate College offices and/or law enforcement authorities.
• Employees violating the policy are subject to disciplinary action as deemed appropriate by their immediate supervisor. Students violating the policy are subject to an immediate suspension of access with the potential of drop from a course(s) with a grade of “F”.
• Carteret Community College is not liable for actions of anyone connected to the Internet through the College’s technological resources. All users assume full liability: legal, financial, or otherwise, for their actions.

8.15. COPYRIGHT POLICY 8/10/2010)

Copyright is the right of an author or his assignee, under statute, to print and publish his literary or artistic work, exclusively of all other persons (Webster Dictionary). Federal copyright law (Title 17, U.S. Code) protects authors from unauthorized use of their creations. Items covered under the copyright law include but are not limited to computer software, movies, graphics, music, and text including books and web articles. Adherence to copyright guidelines is expected of all faculty, staff and students. Those who do not comply with copyright requirements are subject to disciplinary action up to and including dismissal from the College. In order to assist employees in complying with the copyright law, the college maintains guidelines and procedures on the copyright law and its application.

8.16. INTELLECTUAL PROPERTY POLICY (6/10/2008)

Ownership of Intellectual Property Rights

Subpart A. Basic Ownership Rights of the Various Types of Creative Works. The ownership rights to a creation shall be determined generally by the provisions in Subpart A below, but ownership may be modified by an agreement, sponsorship agreement, or other condition described in Subpart B below.

Definitions:
“College” means Carteret Community College.

“Consultant” means an individual or entity hired by the College to provide services or other work thereto.

“Encoded Works” are creations that are software and other technologies for the electronic capture, storage, retrieval, transformation, display, or transmission of information.

“Faculty” means all permanent fulltime, permanent part-time and adjunct faculty of the College, including, but not limited to any professional staff teaching during their regular employment hours or under an instructional or non-instructional contract.

“Faculty Member” means a member of the Faculty or professional staff, staff member or other employee of the College other than a Student Employee.

“Institutional Works” means course outlines, syllabuses and reading schedules.

“Intellectual Property” means Institutional Works, Scholarly Works, Encoded Works, patents and patent applications (as defined under 35 U.S.C., et seq. and copyrights (as defined under 17 U.S.C. et seq. or common law, as the case may be).

“Scholarly Works” are creations that reflect research, creativity, and/or academic effort. Scholarly works are those that are conceived and reduced to practice in part or in whole and include, for example: course instructional materials (such as textbooks and course materials), distance learning works, journal articles, inventions, research bulletins, lectures, monographs, plays, poems, literary works, works of art (whether pictorial, graphic, sculptural, or other artistic creation), computer software/programs, electronic works, sound recordings, musical compositions, and similar creations.

“Student Employee” mean a student that is hired or works for the College and is required to carry out specific tasks.

Ownership, Generally:

All right, title and interest to all Intellectual Property conceived, created and/or reduced to practice or copyrightable by a student to meet course requirements using College resources for which the student has paid tuition and fees to access courses/programs or using resources available to the public, is the property of the student.

All right, title and interest to all Intellectual Property conceived, created and/or reduced to practice or copyrightable (copyrightable works under this paragraph shall be considered “Works Made For Hire”) by at least one Faculty Member, Consultant or Student Employee in carrying out his/her respective duties as a member of the Faculty, a Consultant or a Student Employee (whether the creation of such Intellectual Property occurred on College proper or otherwise) shall belong to the College except as otherwise set forth below:

- To the extent a third party (other than a Faculty Member, Consultant or Student Employee) is a co-creator of Intellectual Property, the College would share ownership with such third party/parties or the entity to which such third party/parties had an obligation to assign, if any; or

- To the extent a Faculty Member or Student Employee created Intellectual Property outside of carrying out his/her duties as a member of the Faculty or Student Employee, respectively, but used College resources in any way whatsoever (including, without limitation, offices, laboratories, the College grounds, equipment, computers, any College provided work material, Institutional Works and the like), such Faculty Member or Student
Employee shall own the respective Intellectual Property (in concert with any third party at the sole discretion of the creator of such Intellectual property) but the College shall have a non-exclusive, royalty-free right to make, sell, have made, import or otherwise use such Intellectual Property in perpetuity and in the College's own discretion; or

- To the extent a Faculty Member or student created Intellectual Property outside of carrying out his/her duties as a member of the Faculty or as a Student Employee, respectively, without the use of ANY College Resources whatsoever (see above for examples), the College shall have no claim to such Intellectual Property; or

- As otherwise established pursuant to an agreement as set forth in Subpart B below.

Subpart B. Modification of Basic Ownership Rights. The general provisions for ownership of intellectual property rights set forth in Subpart A shall be modified by the following provisions if any of these provisions is applicable to the situation.

1. **Sponsorship Agreement.** The ownership of intellectual property rights in a work created under a sponsorship agreement shall be determined by the terms of the sponsorship agreement. If the sponsorship agreement is silent on the issue of ownership of intellectual property rights, ownership will be deemed to be in the College.

2. **Collaborations/Partnerships.** Carteret Community College may participate in projects with persons/organizations to meet identified student, citizen, community and industry needs. Ownership rights pursuant to any collaboration or partnership shall be determined by a written agreement. In the absence of a written agreement the College shall be deemed the owner of said project property.

3. **Equity Distributions.** In any instance in which the College executes an agreement with an individual, corporation or other entity for economic gain using Intellectual Property owned by the College, the written agreement shall control the distributive share of the proceeds between or among the parties to the agreement. In the absence of such an agreement the College shall be deemed the sole owner of all such intellectual property used for economic gain by any other individual, corporation or other entity.

4. **Special Commissions.** Intellectual property rights to a work specially ordered or commissioned by the College from a Faculty Member, Consultant or Student Employee, and identified by the College as a specially commissioned work at the time the work was commissioned, shall be a Work Made For Hire and belong to the College. The College and Faculty Member, Consultant or Student Employee shall enter into a written agreement for creation of the specially commissioned work.

5. **Contract Responsibility.** It shall be the responsibility of the prospective parties to any of the above set out agreements or contracts to negotiate the terms of said agreements within a reasonable time PRIOR to the commencement of work on any of the above enumerated projects. In the event that the Faculty Member or Student Employee chooses to utilize the services of his or her own counsel either in drafting or reviewing said agreements or contracts then the accompanying legal fees shall be the sole responsibility of the person or entity seeking such legal counsel. All legal fees incurred by the College shall be the sole responsibility of the College. Attorneys representing the College SHALL NOT provide legal counsel or advice to any party except to the College and represent the interests of the College solely.

6. **Failure to Negotiate a Contract or Agreement.** The failure of the parties to negotiate and enter into a contract as hereinabove set forth prior to the commencement of work on any of the above enumerated projects shall act as a waiver of the ownership rights of the creator in that portion of the work created prior to the signing of a contract or agreement unless otherwise stated in the written contract or agreement so that the College will be deemed to be the owner.
7. **Written Request for Contract or Agreement.** Any party desiring to enter into a contract or agreement with the College as hereinabove set out shall make such request in writing outlining the project in sufficient detail so as to enable the College to make an informed decision as to the efficacy and desirability of entering into an agreement or contract for the ownership of the Intellectual Property anticipated to be created during the subject project. This detail shall include, but is not limited to, a full description of the project, a full description as to the benefits of the project to the College, its students and the community at large, a detailed projected budget for the project and an estimate as to the time of completion and implementation of the project. Said written notice must either be hand-delivered or sent certified mail return receipt requested to the Office of the President of Carteret Community College 3505 Arendell Street Morehead City, NC 28557.

8. **College Responsibility.** Once the College has been put on notice in writing that a Faculty Member or Student Employee wishes to enter into an agreement or contract as hereinabove set out it shall begin negotiations in good faith and with all due speed and diligence to finalize an agreement or contract with the requesting party or parties or notify said party or parties that it will not enter into such agreement or contract. All such agreements or contracts shall be finalized or decisions not to enter into such contract or agreement shall be made within ninety (90) days of receipt of written notice as evidenced by date stamp or notation on a copy of said notice retained by the party or parties making the request or by date of delivery as it appears on the certified mail return receipt.

Challenges to the Intellectual Property Policy would be addressed through the College’s grievance procedures.

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8.17. **DRESS**

Students are expected to dress appropriately for all occasions. Shoes must be worn at all times.

8.18. **TELEPHONE CALLS TO STUDENTS**

Classes will not be interrupted for incoming calls for students except in emergency situations. Students should make employers, relatives, or anyone who may try to reach them at the College aware of this policy. In case of an emergency, however, the staff will make every effort to relay information to students. Those calling in an emergency will be asked to state the nature of the emergency, give a name, and return telephone number. The only place a student can be located is in class. There is no paging or intercom system at the College.

All electronic communication devices should be turned off during classroom activities. Should an emergency situation exist, the student should inform the instructor of the potential communication, and the device should remain on vibrate mode while in the classroom.

8.19. **VISITORS**

Visitors are welcome on the College campus. Visitors needing information about College programs and services should report to the Reception Desk located in the McGee Building. Potential students are encouraged to schedule an appointment to speak with an admissions staff member during their visit by
calling Admissions at (252) 222-6154. Visitors are not allowed in classroom or instructional areas without prior approval from the Dean for Student Services.

There are times when visitors or students must bring children to campus. Children must be attended at all times while on campus by the responsible adult. Children, like all individuals not registered for a class, are not allowed in classroom or instructional areas. Should a child's behavior be deemed disruptive to the educational process, the child and accompanying adult will be required to leave campus.

8.20. LOST AND FOUND GUIDELINES

Any unclaimed, property must be turned in to Lost & Found located at the front desk in the McGee Classroom Building.

Procedure:

1. Unclaimed items are held until the end of the semester in which they are turned in. At the end of the semester they are donated to an appropriate non-profit group/organization.

   Exceptions:

   a. Student ID cards are returned to the Office of Student Activities;
   b. Keys and Drivers Licenses are immediately sent to Campus Security; and
   c. Bank Cards are destroyed immediately after the issuing business is informed that the card was turned in.

2. Every effort will be made to contact the property owner via phone or email if identifying information is located on the item.

3. In order to claim an item at Lost & Found, the owner must describe or otherwise identify as accurately as possible the lost item. If Lost & Found has the item and ownership is established, the owner signs that the item has been returned.

4. A missing item log book is maintained with the owner’s name, email or phone number. If a logged item is turned in, the owner will be notified.
chapter 9: Student Conduct

9.1. Rules of Student Conduct

9.1.1. Rule 1. Disruption of the College

9.1.2. Rule 2. Damage, Destruction, or Theft of College/Private Property

9.1.3. Rule 3. Physical and/or Verbal Abuse of a College Employee, Student or Other Person not Employed by the College

9.1.4. Rule 4. Weapons and Dangerous Instruments

9.1.5. Rule 5. Narcotics, Alcoholic Beverages, and Stimulant Drugs

9.1.6. Rule 6. Dishonesty

9.1.7. Rule 7. Repeated Noncompliance


9.1.10. Rule 10. Use of the College Name

9.2. Levels of Disciplinary Action Which May Be Taken

9.3. Procedures for Disciplinary Action

9.4. Summary Suspension Procedures

9.5. Resolution of Student Grievances

9.5.1. Student Complaints

9.5.2. Student Appeals

9.6. Students Rights and Responsibilities

9.7.1. Definitions
CHAPTER 9: STUDENT CONDUCT

9.1. RULES OF STUDENT CONDUCT

All students are expected to display the qualities of courtesy, respect, and integrity that characterize mature individuals and to abide by the rules and regulations established by Carteret Community College. The student code of conduct applies to any College activity, function, or event on or off of the campus or in a college-owned vehicle. Violation of College rules and regulations is considered a serious matter and may result in disciplinary measures.

9.1.1. RULE 1. DISRUPTION OF THE COLLEGE

A student shall not by use of violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or any other conduct cause the disruption or obstruction of any lawful mission, process, or function of the College.

9.1.2. RULE 2. DAMAGE, DESTRUCTION, OR THEFT OF COLLEGE/PRIVATE PROPERTY

A student shall not intentionally cause or attempt to cause damage to College or private property including electronic property. A student shall not steal or attempt to steal College or private property including electronic property.

9.1.3. RULE 3. PHYSICAL AND/OR VERBAL ABUSE OF A COLLEGE EMPLOYEE, STUDENT OR OTHER PERSON NOT EMPLOYED BY THE COLLEGE

A student shall not intentionally harass, verbally abuse, do bodily harm, or engage in any conduct on or off campus, verbal, written, via electronic media, or cyber bullying that causes emotional distress to or places another student or employee of the college in reasonable fear of bodily injury.

9.1.4. RULE 4. WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle, transport, or transmit any object that can reasonably be considered a weapon.

This rule does not apply to normal school supplies such as a pencil or a compass, but it does cover all dangerous objects that have no reasonable use related to approved College activities.

This does not apply to any law enforcement officer who is required by law or regulation to carry a firearm while in uniform or in the course of his or her duties.

This rule does not apply to Criminal Justice Technology or Basic Law Enforcement Training students when firearms and dangerous instruments are essential training aids to the approved course being instructed by a qualified instructor.

9.1.5. RULE 5. NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS
A student shall not knowingly possess, use, manufacture, sell and/or deliver, or be under the influence of any class of drugs including but not limited to controlled substances, inhalants, alcoholic beverages, or intoxicants of any kind.

A student shall not knowingly possess an instrument of drug paraphernalia for the purpose of ingesting a controlled substance.

A student shall not knowingly create, sell, or possess with the intent to sell or deliver a counterfeit controlled substance.

For more information on the College's philosophy on drug and alcohol abuse, see the Alcohol/Drug Abuse Section of the Student Handbook.

9.1.6. RULE 6. DISHONESTY

A student shall not engage in dishonest conduct of any kind including, but not limited to forgery, cheating, plagiarism, making false statements, providing false information on College documents, or altering College documents.

Academic honesty is of particular concern, and Carteret Community College students will be required to complete the following agreement:

9.1.6.1. ACADEMIC INTEGRITY AND THE HONOR CODE

In an effort to maximize our students’ positive college experience, Carteret Community adheres to an Honor Code. The goals of the honor code are to: 1) recognize that academic integrity is a core value of Carteret Community College, and 2) to promote student awareness of their responsibilities in the educational process. The Honor Code states:

“By my signature, I pledge that I will neither give, receive, nor support inappropriate, dishonest, or illegal assistance while participating in the activities associated with this class.”

________________________________________  ________________________________
Signature                                      date

________________________________________
please print name

*Students seeking additional information and resources about Academic Integrity are directed to: The Center for Academic Integrity at Duke University: http://academicintegrity.org.

9.1.7. RULE 7. REPEATED NONCOMPLIANCE

A student shall not repeatedly fail to comply with directions of faculty members or other authorized college personnel during any period of time when under the authority of college personnel.
9.1.8. RULE 8. UNLAWFUL HARASSMENT, STALKING & SEX OFFENSES

Students and college employees shall not engage in conduct that falls under the definitions of harassment, stalking, sex offences and/or other inappropriate behavior cited below:

9.1.8.1. UNLAWFUL HARASSMENT

Unlawful Harassment is unwelcome or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color, or handicapping condition as defined by N.C. Gen. Stat.168A-3 that creates a hostile work environment or learning environment or circumstances involving quid pro quo.

9.1.8.1.1. HOSTILE WORK OR LEARNING ENVIRONMENT

Hostile Work or Learning Environment is one that both a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile environment is determined by looking at all of the circumstances, including the frequency of the harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee’s work performance or with a student’s academic performance and/or full enjoyment of college programs or services.

9.1.8.1.2. QUID PRO QUO HARASSMENT

Quid Pro Quo harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or a student’s academic performance, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.

Examples of sexual harassment may include all activities that attempt to extort sexual favors, inappropriate touching, suggestive comments, and public display (including on or via computers) of pornographic or suggestive calendars, posters, or signs.

9.1.8.1.3. CONSENSUAL RELATIONS

Sexual Harassment does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered into by participants. However, the College strongly discourages romantic and sexual relationships between faculty and student or between supervisor and employee even when such relationships appear, or are believed to be, consensual. The lines of power and authority that exist between the parties may undermine freedom of choice. If a charge is made by a party in a consensual relationship, the College will treat the charge the same as any other charge.

9.1.8.2 STALKING
Students/Employees shall not engage in conduct which constitutes stalking as defined by the N.C. General Statutes Section 14-277.3. Generally, it is a repeated course of conduct directed at a specific person that would cause a reasonable person to:

1. fear for his or her safety or the safety of others or
2. suffer substantial emotional distress

9.1.8.3. SEX OFFENSES AND INTIMATE PARTNER VIOLENCE

Students/Employees shall not engage in any physical, sexual, or psychological harm against an individual including, but not limited to, current or former partners or spouses of the individual. Behaviors include, but are not limited to, stalking, dating violence, sexual violence, and domestic violence.

9.1.8.4. RETALIATION

Retaliation is adverse treatment that occurs because of opposition to unlawful harassment, stalking or sexual offenses. Retaliation by any employee of the College against a student or an employee for responsibly using the policy and its procedures is grounds for appropriate disciplinary action.

9.1.8.5. CONSEQUENCES

In determining whether conduct constitutes unlawful harassment, stalking or sex offenses, the record as a whole will be considered, as well as the totality of the circumstances, such as the nature of the alleged conduct and the context in which it occurred. Any employee found to be in violation of this policy will be disciplined in accordance with the Due Process and Discipline portions of the Carteret Community College Policy & Procedures Manual. Any student found to be in violation of this policy (Rule 8) will be disciplined in accordance with the Student Conduct Policy portion in the College Catalog and Student Handbook.

9.1.8.6. COMPLAINT

1. Each office and person involved in advising a grievant must provide written notification about sources of assistance and services, and procedures for victims.

2. Offices and persons involved in advising a grievant must avoid comments that might dissuade victims from pursuing their rights or constitute threats of reprisal. Such behavior in itself is discriminatory and is a violation of the policy.

3. The grievant has the right to bypass any step in the procedure involving review of or decisions by the accused.

9.1.8.7. FALSE ALLEGATIONS

Failure to substantiate a complaint is not equivalent to a false allegation. However, a false allegation brought forth with malicious intent or without regard for truth will subject the complainant to disciplinary action.

9.1.8.9. GRIEVANCE OFFICERS DESIGNATED

With respect to unlawful workplace harassment, stalking or sex offenses alleged to have been experienced by faculty or staff members, or by job applicants, the Director of Human Resources is the designated grievance officer with responsibility for processing such grievances in accordance with procedures set forth in the Unlawful Harassment Procedures of the College Policy & Procedures Manual.

With respect to unlawful harassment, stalking or sex offenses alleged to have been experienced by students, the Dean for Student Services is the designated grievance officer with responsibility for processing unlawful harassment, stalking and sex offense grievances in accordance with procedures set forth in the College Catalog.

If the grievance officer is unable to serve because of personal involvement in the allegations giving rise to the grievance, the president, or president’s designee, shall appoint a substitute grievance officer.

9.1.9. RULE 9. UNSAFE HEALTH SCIENCE PRACTICES

Policy. The Health Sciences faculty of Carteret Community College has both a legal and ethical responsibility to protect the public and health care community from unsafe practices. As a result of this obligation, students may be disciplined and/or dismissed from a program of study for practices, which are deemed threats to individual safety. Safety threats are those which threaten or have the potential to threaten the safety of a client, the client’s family, another student, a faculty member or another health care provider.

Procedure. The faculty member or clinical site supervisor who determine that a student cannot function at a safe level in clinical practice will notify the student to leave the area immediately. The faculty member will then notify the curriculum chairperson, who in turn will notify the Dean for Health Sciences and the Dean for Student Services within 24 hours of the incident. The faculty member, the curriculum chairperson, the Dean for Health Sciences, and the Dean for Student Services, or his/her designee, will meet to discuss the situation and to determine the appropriate action. The involved student is afforded the opportunity to meet with these individuals to state his/her position. During the period of investigation, the student will not participate in any clinical experience, but may be allowed to attend classroom sessions. The student has the right to appeal the decision involving disciplinary action according to the Procedures for Disciplinary Action as described in the Carteret Community College Catalog and the Student Handbook.

9.1.10. RULE 10. USE OF THE COLLEGE NAME

Any activity conducted, legal or illegal, on-campus or off-campus, verbal, written or via electronic media that identifies the college or states or implies the official sanction of Carteret Community College without the express involvement or permission of Carteret Community College will be considered a violation and may result in disciplinary measures.
9.2. LEVELS OF DISCIPLINARY ACTION WHICH MAY BE TAKEN

Violation of one or more of the rules set forth above may be the basis for one or more disciplinary actions as follows:

1. Verbal Warning - Any faculty or staff member may issue a verbal warning.

2. Written Reprimand - Any faculty or supervisory staff member may issue a written reprimand.

Verbal warning and written reprimand cannot be appealed because no action is taken against the student.

3. Summary Suspension - Any faculty, supervisory staff member, the Deans or Vice Presidents may summarily (immediately and temporarily) suspend a student in situations involving the disruption of College activities or in situations representing an immediate danger to persons or property.

4 Probation - A Dean, the Vice President of Instruction and Student Support, the Vice President of Corporate and Community Education, and the President are responsible for disciplinary action involving probation.

5. Suspension - A Dean, the Vice President of Instruction and Student Support, the Vice President of Corporate and Community Education, and the President are responsible for disciplinary action involving suspension.

6. Expulsion - The Dean for Student Services, the Vice President of Instruction and Student Support, the Vice President of Corporate and Community Education, and the President are responsible for disciplinary action involving expulsion.

7. Loss of Credit - The appropriate Vice President may exercise the authority for the loss of course credit or grade.

8. Restitution - A Dean, the Vice President of Instruction and Student Support, the Vice President of Corporate and Community Education, and the President are responsible for disciplinary action involving restitution.

9.3. PROCEDURES FOR DISCIPLINARY ACTION

Procedures for disciplinary action provide for the prompt, fair and impartial investigation and resolution of offenses and are conducted by officials who are trained to handle the issues for which they are responsible. Both the accuser and the accused have the right to have an advisor present during the hearing process.

A. Report of offenses

Students, faculty members, staff or administrators should immediately report incidents that violate the Rules of Student Conduct to the appropriate Dean. Issues involving grades, academic dishonesty, or dismissal from a course or program are reported to the Academic Dean for the course or program in which the violation occurred. Cases involving unlawful harassment, stalking, or sexual violence must be reported to the Title IX Coordinator. All other matters of student behavior unrelated to unlawful harassment, stalking, sexual violence, grades, academic dishonesty or academic dismissal from a course or program are reported to the Dean for Student Services (DSS).
B. The appropriate Dean (or Title IX Coordinator) will confer with all parties involved and initiate one of the following actions:

1. Declare the case closed immediately for lack of evidence and notify in writing the accused and the accuser.

2. Constitute an investigation team, including the Title IX Coordinator, in cases of unlawful harassment, stalking, or sexual violence to research the charge and provide evidence for adjudication.

2. Refer the case to the behavioral intervention team (BIT) for review and recommendation, or adjudication in the case of unlawful harassment, stalking, or sexual violence.

3. Invoke sanctions. The student may be required to make restitution or be placed on probation, suspension, or expelled from the College for conduct or personal behavior that is in violation of the Rules of Student Conduct.

C. Notification

Any faculty, staff member or administrator who takes disciplinary action against a student beyond a verbal warning shall:

1. Notify the student in writing, delivered by certified mail, return receipt requested, restricted delivery, email to the student’s college account, or hand delivered.

2. Send a copy of the notice to the:
   a) Dean for Student Services,
   b) drafter’s immediate supervisor,
   c) appropriate Vice President, and
   d) appropriate Academic Dean supervising the student’s program of study.

The notice shall set out the:

1) claimed misconduct;
2) specific charges against the student;
3) evidence substantiating the charges;
4) disciplinary action to be taken;
5) specific appeal procedures available to the student, if applicable; and,
6) when the results become final.

In cases involving a student accuser and accused, the Dean will simultaneously notify in writing the accuser and the accused. The appeal shall be in accordance with the Procedures for Student Appeal outlined in the College Catalog and the Student Handbook. The Dean for Student Services shall be responsible for placing a copy of the notice of disciplinary action in the student’s file, which may be noted on the student’s transcript.

D. Standard of Evidence

The standard of evidence used to determine responsibility for violation of the Rules of Student Conduct is preponderance of the evidence. Preponderance is defined as more than 50% of the weight of the evidence is needed to decide on responsibility.
E. Status of an Accused Student

As a general rule, the status of a student accused of a violation of the rules of student conduct should not be altered until a final determination has been made in regard to the charges. Interim suspension may be imposed, however, upon a finding by the appropriate college official or the BIT that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or any other member of the institution’s community or its guests, poses a threat of destruction of property, or shows a potential for substantial disruption of classroom or other campus activities.

9.4. SUMMARY SUSPENSION PROCEDURES

A summary suspension is an immediate and temporary suspension without a hearing which is used rarely and only in cases where the continued presence of the student on campus constitutes an immediate threat to the physical safety and well-being of the accused or any other member of the institution’s community or its guests, poses a threat of destruction of property, or shows a potential for substantial disruption of classroom or other campus activities.

9.5. RESOLUTION OF STUDENT GRIEVANCES

Students may be affected by separate and distinct types of action at the College which are subject to due process and can be appealed.

Academic action - any action that directly relates to grades or participation in classes, programs, or other academic activities are generally handled by the academic deans.

Disciplinary action - any action that violates the Rules of Student Conduct are generally handled by the Dean for Student Services.

Policy application – any action as a result of application of college policy that negatively impacts a student’s status with the college are generally handled by the Dean for Student Services.

Any student at Carteret Community College, who reasonably believes that he or she has been injured by an act or omission of the College or its employees, or has had an action taken against them that was done incorrectly or unfairly has the right to lodge a grievance. Grievances generally fall into two categories, complaints and appeals.

9.5.1. STUDENT COMPLAINTS

In cases where a student(s) complaint is about a situation or event with which the student disagrees, but there is no injury to the student, the student should request a meeting with the person having decision making authority over the situation or event to express their concern or present alternate opinions. If the student is unclear with whom they need to meet or unsure how to present their concern, a student advocate can assist the student.
A student complaint resulting from an act of another student, faculty or staff member of the college that violates college policy, student conduct rules, or the law; or, an omission of the college or its employees when the complainant is injured by the act or omission is resolved in a two stage process; **Stage 1**, Informal Resolution and **Stage 2**, Formal Resolution.

Exceptions: Complaints involving unlawful harassment, stalking or sex offenses are reported to the Title IX Coordinator and follow the procedures for Resolution of Sexual Offenses. Students reporting these offenses are not required to confront the student, faculty, or staff member involved with the situation. Please reference the CCC Guide to Safety on Campus for more information.

9.5.1.1. STAGE 1, INFORMAL RESOLUTION

1) Depending on the circumstances or area of concern, the student must request a conference with the staff or faculty member whose act or omission is the subject matter of the complaint. Such conference should be held quickly with the full cooperation of all parties.

2) If the staff or faculty member can resolve the complaint to the satisfaction of the student, the matter should be settled. If the matter cannot be resolved to the satisfaction of the student, the student must meet with a Student Advocate who will assist the student and mediate the complaint.

3) The student and the Advocate must request a conference with the staff or faculty member whose act or omission is the subject matter of the complaint. Such conference should be held quickly with the full cooperation of the student and college employees.

4) If the staff or faculty member can resolve the complaint to the satisfaction of the student, the matter should be settled informally.

9.5.1.2. STAGE 2, FORMAL RESOLUTION

If the staff or faculty member cannot resolve the complaint, the student complainant (with the assistance of an advocate) shall, **within ten (10) business days of the conference:**

1) Put the complaint in writing, containing a concise statement of the complaint, and a short, plain statement of the supporting facts (including the date of the required conferences referenced above, if applicable),

2) Send the written complaint by certified mail, return receipt requested, restricted delivery, email from the student’s college account, or hand-deliver to the supervisor of the college employee whose act or omission is the subject matter of the complaint, the Dean for Student Services, or the designated grievance officer depending on the nature of the complaint.

3) The supervisor, dean, or grievance officer so served shall make a final decision and shall notify, in writing, the student, student advocate, and college employee **within five (5) business days of the receipt of the complaint.**

4) The student may appeal the final decision using the Procedures for Student Appeal set out below.

9.5.1.3. RESOLUTION OF SEX OFFENSES

The Title IX Coordinator with the assistance of the student shall:

1) Put the complaint in writing, containing a concise statement of the complaint, and a short, plain statement of the supporting facts.
2) Send the written complaint to the Dean for Student Services.

3) The dean shall convene an investigation team, including the Title IX Coordinator to research the complaint make a recommendation for adjudication, or not, to the dean within 10 days of notification of the complaint.

4) If adjudication is recommended, the dean shall convene an adjudication team from among the BIT team to hear the complaint, make a decision and notify, in writing, all parties within five (5) business days of the receipt of the complaint.

5) Either party may appeal the final decision using the Procedures for Student Appeal set out below.

### 9.5.2. STUDENT APPEALS

Before beginning any appeal process, the student should contact a Student Advocate for assistance with the preparation and presentation of the appeal and to answer questions during the appeal process.

All student appeals of Academic Action, Disciplinary Action or Policy Application shall follow the procedures outlined below.

#### 9.5.2.1. APPEAL OF ACADEMIC ACTION

##### 9.5.2.1.1. GROUNDS FOR APPEAL

A student may appeal an Academic Action for the following reasons:

1) College policy or grade issued was arbitrary, capricious, or contrary to written instructions;

2) Appellant was not fully informed of the College’s dissatisfaction with his or her academic or clinical progress; or

3) Academic Action poses a threat to impending graduation, continued enrollment, or withdrawal of financial aid.

##### 9.5.2.1.2. TIMING AND FORM OF APPEAL

The appeal of an instructor’s academic action involving the award of a final grade shall be made in writing, within ten (10) business days of the date that the final course grade is posted to Web Advisor.

The appeal of a removal from a course for reasons other than academic dishonesty shall be made in writing, within five (5) business days of notification of being dropped, be it a written or verbal notification.

The letter of appeal shall:

1) Clearly state the student’s grounds for appeal and any supporting information;
2) Be sent certified mail, return receipt requested, restricted delivery, by email from the students college account, or hand-delivered; and

3) Be directed to the appropriate Dean for the instructional area in which the grade was given. If the Dean issued the grade, the appeal shall be directed to the Vice President for Instruction and Student Support.

a) The college official receiving the appeal shall note the date of receipt on the face of the appeal.

b) If the letter of appeal is hand-delivered, a copy of the letter, signed and dated by a college official, shall be proof of delivery.

c) The Dean or Vice President to whom the appeal is directed will also be responsible for notifying, in writing, the instructor and all line supervisors concerning the appeal.

The Dean or the Vice President to whom the appeal is directed shall investigate the facts and determine whether the action should be upheld or reversed.

9.5.2.1.3. DISMISSAL FROM COURSE, ACTIVITY, OR PROGRAM PENDING APPEAL

If a student appeals an academic action leading to dismissal from a course, activity, or program, the student is not to be dismissed from the course, activity or program, if applicable, until the appeal process is complete unless:

1) In the case of a clinical affiliate or other off-campus contractor providing cooperative experiences, immediate removal is required by the contractor or cooperative agency;

2) The student’s continued participation in the activity would pose a threat to the student, the College, or others with whom he/she might come into contact; or

3) College Policy would be violated.

9.5.2.1.4. ERRONEOUS ACADEMIC ACTION

If, at any point in the appeals process, based on the evidence, it is determined that an erroneous academic action has been taken, the Dean or the Vice President to whom the appeal is directed, the instructor, and the student shall meet within five (5) business days from the date of such determination to agree on corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, then the Dean or the Vice President may extend this meeting date to a date agreeable to both parties, but in no event shall the extension be more than thirty (30) calendar days.

9.5.2.1.5. NOTIFICATION OF DECISION

The Dean or the Vice President to whom the appeal is directed shall:
1) notify the student of a decision in writing, either by hand-delivery, certified mail, return receipt requested, restricted delivery, or email to the student’s college account within ten (10) business days from the date of receipt of the notice of appeal; and

2) send copies of the decision to the instructor and all line supervisors of the instructor. A copy of the decision must also be sent to the parents if the appellant is under the age of 18 and is not an emancipated minor subject to FERPA.

9.5.2.1.6. APPEAL FROM DECISION OF A DEAN TO A VICE PRESIDENT

If a student’s appeal is denied by a Dean, the student may appeal this decision to the appropriate Vice President be it the Vice President for Instruction and Student Support or the Vice President for Corporate & Community Education.

The appeal shall be made in writing, within five (5) business days of the date of the receipt of the denial.

The letter of appeal shall:

1) clearly state the student’s grounds for appeal and any supporting information and

2) be sent certified mail, return receipt requested, restricted delivery, emailed to the student’s college account, or hand-delivered.

The decision of the Vice President will be made within 10 (ten) business days of the receipt of the letter of appeal.

9.5.2.1.7. NOTIFICATION OF DECISION OF VICE PRESIDENT

The student shall be notified in writing of the decision through certified mail, return receipt requested, restricted delivery, email to the student’s college account, or hand-delivery.

A decision on an appeal of an academic action made by the Vice President is final.

If the final appeal is resolved against the student, the academic action shall be permanently recorded. In the event that a student is dismissed from the College, tuition credits will be made according to state guidelines.

9.5.2.2. APPEAL OF DISCIPLINARY ACTION

9.5.2.2.1. GROUNDS FOR APPEAL

A student may appeal a disciplinary action for the following reasons only:

1) The action taken was arbitrary, capricious, and contrary to published college policy, or

2) Insufficient evidence exists to sustain the disciplinary action.
9.5.2.2.2. TIMING AND FORM OF APPEAL

The appeal of a formal written Disciplinary Action shall be made in writing to the Dean for Student Services.

The appeal must be submitted within ten (10) business days of the receipt of written notification of the disciplinary action.

The letter of appeal shall:

1) Clearly state the student’s grounds for appealing and any supporting information; and

2) Be sent certified mail, return receipt requested, restricted delivery, email from the student’s college account, or hand-delivered.

9.5.2.2.3. DUTIES OF THE DEAN FOR STUDENT SERVICES

The Dean shall be responsible for notifying, in writing, the instructor, the staff member, and all in line supervisors concerning the appeal.

The Dean shall then investigate the facts and determine whether the disciplinary action should be upheld or reversed.

The Dean shall notify the appealing student of the decision in writing, either hand-delivered, or by certified mail, return receipt requested, restricted delivery, or email to the student’s college account within ten (10) business days of receipt of the letter of appeal.

A copy of the decision shall be sent to the instructor or staff person and all line supervisors. A copy shall also be sent to the student’s parents if the student is under the age of 18 and not an emancipated minor.

If the disciplinary action is upheld, the notice of decision will include the nature of the charges, general findings which substantiate the charges, proposed disciplinary action to be taken, and the further due process available to the student.

9.5.2.2.4. ERRONEOUS DISCIPLINARY ACTION

If, at any point in the appeals process, it is determined that an erroneous disciplinary action has been taken, the Dean for Student Services, the instructor or staff member and the student shall meet within five (5) business days to agree on a corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, the Dean for Student Services may extend the meeting date to an agreeable time for both parties. In no event shall this meeting take place more than thirty (30) calendar days after the determination of erroneous disciplinary action.

9.5.2.2.5. DISMISSAL FROM A COURSE, ACTIVITY, OR PROGRAM PENDING APPEAL

If a student appeals a disciplinary action which would lead to dismissal from a course, activity, or program, the student is not to be dismissed from the course, activity or program, if applicable, until the appeal process is complete unless:
1) In the case of a clinical affiliate or other off-campus contractor providing cooperative experiences, immediate removal is required by the contractor or cooperative agency;

2) The student’s continued participation in the activity would pose a threat to the student, the College, or others with whom he/she might come into contact; or

3) College Policy would be violated.

9.5.2.6. APPEAL TO THE STUDENT APPEALS COMMITTEE

A student may appeal the decision of the Dean for Student Services to the Student Appeals Committee. A notice of appeal and request for hearing before the Student Appeals Committee must be:

1) In writing and addressed to the appropriate Vice President within ten (10) business days of the student’s receipt of the decision from the Dean for Student Services;

2) Clearly set forth the grounds for the appeal and any supporting information; and

3) Be sent to the appropriate Vice President by certified mail, return receipt requested, restricted delivery, emailed, or hand-delivered.

9.5.2.7. DUTIES OF THE VICE PRESIDENT

The Vice President or his/her designee shall note on the face of the written request for a hearing the date on which it was received.

The Vice President shall be responsible for notifying, in writing, all parties who received copies of the original notice of action, that an appeal to the Student Appeals Committee has been filed.

Within five (5) business days of the receipt of such written notice of appeal and request for hearing, the Vice President shall schedule a hearing by the Student Appeals Committee to be held with all due speed, but in no event longer than thirty (30) calendar days from the date of receipt of the written notice of appeal and request for a hearing.

The Vice President shall serve written notice to the student, to the student’s parents, if applicable, to all members of the Student Appeals Committee, and to the Dean as to the time and place of the hearing. Notice to the student about the hearing shall be by certified mail, return receipt requested, restricted delivery, or by acknowledged hand-delivery.

9.5.2.8. MEMBERSHIP OF THE STUDENT APPEALS COMMITTEE

The Student Appeals Committee shall consist of two (2) members of the staff and faculty (For all Health Sciences students, one faculty member will be from the Health Sciences Division) appointed by the Vice President and three (3) students appointed by the president of the Student Government Association or in his/her absence, the Student Activities Coordinator for a total of five (5) members. The Student Appeals Committee shall hear the appeal.

The Vice President shall appoint an individual from among the College employee appointees to the Student Appeals Committee to serve as chairperson who shall conduct the hearing.
If for any reason the student component of the Student Appeals Committee shall not be fully constituted, the president of the Student Government Association or in his/her absence, the Student Activities Coordinator, shall randomly select students having no connection to the incident or parties to serve on the Committee.

9.5.2.2.9. HEARING PROCEDURES

It shall be the responsibility of the Dean for Student Services to:

1) notify the members of the Student Appeals Committee of a pending appeal, supply them with such documentation as shall be necessary to hear the case,

2) schedule a meeting of the committee prior to the hearing if necessary, and

3) appoint a Student Advocate if one is not already working with the student.

A hearing before the committee shall be structured, but informal, giving the student and the College a full opportunity to present the appeal. The order of the presentations shall be as follows:

1) The student has the first opportunity to be heard,

2) The College is heard from next.

3) The student is then allowed to rebut the College’s case.

The student shall have the right to:

a) present witnesses and evidence in his/her behalf and

b) question adverse witnesses.

_The student may bring his/her parents, one friend, or a lawyer to act in the capacity of advisor. The College will provide a Student Advocate assigned to advise the student, however, the student must be prepared to advocate for him/herself as neither the advisor, nor the advocate may speak or participate in the hearing. The advisor/advocate may only confer with the student._

The College shall have the right to:

a) present evidence and witnesses and

b) question adverse witnesses.

It shall be the responsibility of the Dean for Student Services to present the College’s case to the Student Appeals Committee.

9.5.2.2.10. NOTICE OF DECISION OF STUDENT APPEALS COMMITTEE

The decision of the Student Appeals Committee is determined by majority vote and requires a two thirds (2/3) majority.

1) The Student Appeals Committee shall render its written decision to the Vice President.
2) The Vice President shall notify the student appellant and all parties who received copies of the original notice of disciplinary action on the next business day following the hearing.

3) This notice shall be sent to the student certified mail, returned receipt requested, restricted delivery, by email to the student’s college account, or hand-delivered with copies sent by regular or campus mail.

9.5.2.2.11. COMPLIANCE WITH THE DECISION OF THE STUDENT APPEALS COMMITTEE

If the decision is in favor of the student, the student shall be immediately reinstated and appropriate corrective action taken. The Dean for Student Services, the Vice President, other relevant personnel, and the student shall meet within **five (5) business days** from the date of the receipt of the decision by the student to agree upon corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, the Dean for Student Services may extend the meeting date to a date agreeable to all parties, but **in no event shall such date extend beyond thirty (30) calendar days** from the date of the decision of the Student Appeals Committee. Recommended corrective measures will be conveyed to the College President. A memorandum of these corrective measures shall be placed in the student’s record along with a copy of the Student Appeals Committee’s decision.

If the decision is rendered against the student, the Student Appeals Committee may uphold the disciplinary action or suggest an alternate action as appropriate to the misconduct. A copy of the notice of decision of the Student Appeals Committee shall be placed in the student’s records.

9.5.2.2.12. CONTINUANCE OF HEARING

In the event that unusual circumstances prevent an appeal to the Student Appeals Committee from being heard as scheduled, the proceeding may be continued for a maximum of thirty (30) calendar days.

1) A request for a continuance should be directed to the Chairperson of the Student Appeals Committee and the adverse party.

2) A request for a continuance must be

   a) in writing, stating compelling grounds for the continuance, and

   b) sent certified mail return receipt requested, restricted delivery or hand-delivered no later than five (5) business days before the scheduled proceeding.

   The party receiving the request for a continuance shall have three (3) business days from the date of receipt to respond.

   The decision on continuance shall be:

   a) in writing addressed to the student appellant and the college respondent,

   b) contain the date, time and location of the newly scheduled proceeding, and

   c) copied to all College faculty and staff involved in the proceeding.
9.5.2.2.13. APPEAL OF STUDENT APPEALS COMMITTEE DECISION TO THE COLLEGE PRESIDENT

The student may appeal the decision of the Student Appeals Committee by requesting a hearing before the College President.

This request shall be:

1) in writing and delivered by certified mail, return receipt requested, restricted delivery or hand-delivered to the President of the college

2) made within (10) calendar days of receipt of the Student Appeals Committee’s decision.

Within five (5) business days of the receipt of the request, the President shall schedule a meeting with the student. The President shall have the sole discretion to investigate the matter as he/she deems reasonable and may have available at this meeting such college employees as he/she deems necessary. The decision of the President shall be final.

On the business day following the hearing, the President shall send notice of his/her decision to the student:

1) in writing,

2) certified mail, return receipt requested, restricted delivery, or hand-delivered,

3) with copies to all parties who received correspondence concerning the appeal at any step in the appeals process.

9.5.2.2.14. COMPLIANCE WITH THE PRESIDENT’S DECISION

If the President finds in favor of the student, the student shall be immediately reinstated and appropriate corrective action undertaken. The Dean, the Vice President, other relevant personnel, and the student shall meet within five (5) business days from the date of the receipt of the notice by the President to agree upon corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, then the President may extend this meeting date to a date agreeable to all parties, but in no event shall this meeting take place more than ten (10) business days from the date of student’s receipt of the notice of decision of the President.

9.5.2.3. APPEAL OF POLICY APPLICATION

9.5.2.3.1. GROUNDS FOR APPEAL

A student may appeal a policy application for the following reasons:

1) College policy application was arbitrary, capricious, or contrary to written instructions;

2) Appellant was not fully informed of the College’s policy;

3) Action poses a threat to impending graduation, continued enrollment, or withdrawal of financial aid.
9.5.2.3.2. TIMING AND FORM OF APPEAL

The appeal of a policy application shall be made in writing within ten (10) business days of the date that the student is notified of the action.

The letter of appeal shall:

1) Clearly state the student’s grounds for appeal and any supporting information;

2) Be sent certified mail, return receipt requested, restricted delivery, by email from the student’s college account, or hand-delivered; and

3) Be directed to the appropriate Dean for the policy area in which the action was taken.
   a) The college official receiving the appeal shall note the date of receipt on the face of the appeal.
   b) If the letter of appeal is hand-delivered, a copy of the letter, signed and dated by a college official, shall be proof of delivery.
   c) The Dean to whom the appeal is directed will also be responsible for notifying, in writing, all involved offices concerning the appeal.

The Dean to whom the appeal is directed shall investigate the facts and determine whether the action should be upheld or reversed.

The Dean shall notify the appealing student of the decision in writing, either hand-delivered, or by certified mail, return receipt requested, restricted delivery or email to the student’s college account **within ten (10) business days of receipt of the letter of appeal.**

A copy of the decision shall be sent to all involved offices concerning the appeal.

9.6. STUDENTS RIGHTS AND RESPONSIBILITIES

Each student is guaranteed the exercise of his or her rights of citizenship under the Constitution of the United States without fear or prejudice. In addition to Constitutional rights as a citizen, each individual enrolled at the College is guaranteed additional student rights, which are listed below:

1) Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the College.

2) Free inquiry, expression, and peaceful, nonthreatening assembly are guaranteed to all students.

3) No disciplinary sanctions other than verbal warning, and written reprimand may be imposed upon any student without due process.

4) Evaluation of student academic performance shall not be prejudicial. The student is entitled to an explanation of the basis for grades. The College, however, has the right to set reasonable academic standards which students must meet.
5) The College and members of the College community have the right to expect personal safety, protection of property, and the continuity of the educational process.

6) Both the accuser and the accused in a disciplinary action have the right to have an advisor present during the disciplinary process and to simultaneous notification of the decision.

Students are expected to acquaint themselves with and observe College regulations and policies contained in the College Catalog and Student Handbook and all announcements made through the administration.

9.7.1. DEFINITIONS

Business Days. Any day that the college administrative offices are open for the regular transaction of college business, excluding Saturdays, Sundays, legal state holidays observed according to the academic calendar, and Fridays from the third Friday in May through the second Friday in August.

Proof of Receipt. Address to which correspondence to a student is sent shall be the last place of residence as recorded on official college records.

The return receipt of the U.S. Postal Service shall constitute proof of receipt of all mailed correspondence and documents.

A copy of the hand delivered document, signed and dated by the recipient, shall constitute proof of receipt of all hand delivered correspondence and documents.

Return receipt of delivery for email sent to a student’s email account shall constitute proof of receipt of all emailed correspondence and documents.
CHAPTER 10: PROGRAMS OF STUDY & COLLEGE PREP

10.1. Programs of Study

* indicates a program with specific admission requirements
## indicates program entrance in the fall only
# indicates no summer term for this program
OD indicates “On Demand Program”
+ see Academic Dean
++ indicates a collaborative agreement/cooperative educational program
*** ASC – Applied Sciences Division; AS - Arts & Sciences Division;
HS - Health Sciences Division; SS - Student Services Division
<table>
<thead>
<tr>
<th>ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS</th>
<th>Program Code</th>
<th>Division***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquaculture Technology</td>
<td>A15120</td>
<td>AS</td>
</tr>
<tr>
<td>Aquaculture Technology – <em>University Transfer Option</em></td>
<td>A15120UT</td>
<td>AS</td>
</tr>
<tr>
<td>Associate Degree Nursing *, ##</td>
<td>A45110</td>
<td>HS</td>
</tr>
<tr>
<td>Associate Degree Nursing – <em>Bridging</em> ## (not offered at this time)</td>
<td>A45110B</td>
<td>HS</td>
</tr>
<tr>
<td>Baking and Pastry</td>
<td>A55130</td>
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10.2. College Prep Program

The College Prep Program provides the “Open Door” for admission to Carteret Community College. This program assists students who, when seeking entry into the College’s degree, diploma and certificate programs discover that they need preparation for college-level work. College Prep provides these students with a preparatory program in academic skills to enable them to pursue course work in their chosen program of study.

Applicants must take required placement tests prior to enrollment in curriculum programs. An applicant whose placement test scores in reading, English, mathematics and computer literacy fall below the required minimum established by the College works with an advisor for help in selecting proper courses. These courses must be taken prior to or, in some cases, concurrently with specifically designated curriculum courses.

College Prep courses are available to anyone who wishes to improve his or her basic skills. These courses provide opportunities for improvement in the areas of reading, English, mathematics, science, and study skills. Course credits represent institutional credits only for the purpose of assessing fees, VA, and financial aid benefits. Credits are not counted toward graduation.
The College Prep courses are designed to provide Carteret Community College students with a solid foundation on which they can build firm academic and life careers. All College Prep students, regardless of intended program of study, are required to take ACA 118 - College Study Skills within their first six (6) hours.

College Prep students must begin their DMA and DRE coursework within the first twelve (12) hours of enrollment. In addition, students must make progress in their required DMA modules within their first twenty-four (24) hours of enrollment in order to continue in their program of study.

10.2.1. COLLEGE PREP PLACEMENT

Placement scores for English look at both Writing and Reading scores and use whichever is lower - Writing or Reading - for initial placement. For mathematics, proficiency in Numerical Skills is required before placement into any higher level math course.

10.2.2. COLLEGE PREP COURSES

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## 10.3. COURSE PREFIX IDENTIFICATION

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10.4. COURSE DESCRIPTIONS

For up-to-date course information (descriptions, course prerequisites, course corequisites), [click here](#).
CHAPTER 11: TRANSFER ELECTIVES LIST

11.1. ELECTIVES LIST

The list of transfer electives is available on the NC Community College website under the Comprehensive Articulation Agreement.
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CHAPTER 12: ADMINISTRATION, STAFF, AND FACULTY

12.1. CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

Dr. Matt Zettl, Chairperson
Ms. Catherine Parker, Vice Chairperson

Term Expiration

Appointed By The Governor
Ms. Catherine W. Parker June 30, 2017
Ms. Carolyn Brady June 30, 2020
Mr. James (Jim) Brett June 30, 2019
Mr. Eric J. Gregson June 30, 2018

Appointed By The Carteret County Commissioners
Mr. John Warrington June 30, 2017
Dr. J. Ted Johnson June 30, 2020
Mr. Gene Garner June 30, 2019
Mr. Michael Curtis June 30, 2018

Appointed By The Carteret County Board Of Education
Mr. Mitchell Mangum June 30, 2017
Mr. Terence (Terry) Frank June 30, 2020
Mr. William J. Henderson June 30, 2019
Dr. Matt Zettl June 30, 2018

Student Government Association Representative
Mr. AJ Mennemeyer April 30, 2017

***Updated as of 07/26/2016

12.2. ADMINISTRATION AND STAFF

11.2.1. OFFICE OF THE PRESIDENT
252-222-6141

Kerry L. Youngblood .......................................................... President
PhD & ME, Colorado State University; BS, Oklahoma State University
Reash, Brenda .................................................................................................. Executive Assistant to the President
BSBA, Mount St. Mary’s College; AS, Pennsylvania State University
Proisy, Alize .................................................................................................. Director of Public Affairs
BA, University of Minnesota
Abell, Richard .................................................................................................. Director, Security & Emergency Preparedness
Flynn, Hugh ................................................................................................... Security Officer
Rice, Charles .................................................................................................. Security Officer


12.2.2. Office of Administrative Services
252-222-6142

Porter, Kary ................................................................. Vice President for Finance and Administrative Services
BA, Kennesaw State University
Adams, Paula ............................................................... Accounting Technician
BA, Coker College
Carter, Omelia L ............................................................ Accounting Technician
AAS, Carteret Community College
Cooper, Barbara .......................................................... Director of Human Resources
BS, UNC Greensboro
Cumbie, Donna ............................................................. Purchasing and Accounts Payable Manager
AAS, Carteret Community College
Favorite, Deborah ....................................................... Information Technology Specialist
AAS, Carteret Community College
Garner, Cheryl .............................................................. Assistant to the Vice President for Finance and Admin. Services
AAS, Carteret Community College
Green, John ................................................................. Director, Information Technology
AAS, Carteret Community College
Jacobs, Christopher .................................................... Information Technology Specialist
AAS, Coastal Carolina Community College
Lavoie, Diane ............................................................... Payroll Accountant
BS, Southern New Hampshire University, AS – Southern New Hampshire University
Looney, David ............................................................... Director Administrative Computing Services
BS, North Carolina Central University
Massey, Laurie .............................................................. Accounting Technician/Cashier
AB, Technical College of the Lowcountry
McMillan, Alicia ............................................................ Human Resources Coordinator
BS, Mount Olive College, AAS, Carteret Community College
Murrell, Laveria ............................................................ Accounts Payable Technician
AAS, Carteret Community College
Olsson, Pam ................................................................. Accounting Technician
AAS, Carteret Community College

12.2.3. Office of College Advancement
252-222-6262

Nateman, David ............................................................ Director, Advancement
PhD, Ohio State University, MA, Ohio State University, BA, Ohio State University
Daniels, Wesley ........................................................... Boat Program Coordinator
AA, ITT Technical Institute
Taylor, Tiffany ............................................................. Development Associate
BS, East Carolina University
Schorne, Mary H. .................................................................Development Coordinator
AAS, Alamance Community College
Stone, David.................................................................Boat Program Assistant
Carteret Community College

12.2.4. OFFICE OF CORPORATE & COMMUNITY EDUCATION
252-222-6200

Perry Harker......................................................Vice President of Corporate & Community Education
BS, East Carolina University
Bailey, Susan...........................................................Director of Occupational Extension Training
MBA, Campbell University; BSBA, Atlantic Christian College (now Barton College)
Bennett, Wanda........................................Director, Small Business Center
BS, Campbell University
Brecheisen, Pamela........................................ESL/Compensatory Education Coordinator
AAS, Wesley College
Carraway, Connie........................................Data Staff Technician
AAS, Carteret Community College
Collins, Demetris.....................................................Brickmasonry Instructor
Diploma, Advance Technology Institute
DeCampo, Betsy.......................................................Business & Industry Coordinator
BA, Duke University
Espenship, Robert...................................................Public Services Training Coordinator
BA, Mount Olive College; AAS, Coastal Carolina Community College
Gray, Deborah M. ...........................................Assistant to the Vice President of Corporate & Community Education
AAS, Carteret Community College
Lopez, Adriana.....................................................Staff Assistant to Basic Skills
AAS, Carteret Community College
Matlock, Diane M. .............................................Basic Skills Coordinator
MEd, East Carolina Univ.; BS, Gwynedd-Mercy College; AAS, Bucks County Comm. Coll.
Piner, Beverly .....................................................Staff Assistant to the Data Coordinator
Certificate, Kee's Business College
Salter, JoAnn............................................................Evening Receptionist/Staff Assistant
BSBE, Campbell University; AA, Chowan College
Schultz, Laurie.....................................................Staff Assistant to Corporate & Community Education
AAS, Carteret Community College
Seymour, Billie.....................................................Basic Skills Instructor - Prison
MEd, Georgia State University; BA, Guilford College; AAS, Mount Olive Jr. College
Thomas, Yushawnda........................................Basic Skills Assessment/Retention Specialist
BA, Elizabeth City State University
Witherington, Penny S........................................Data Coordinator
AAS, Lenoir Community College
Workman, Kristan R...................................................Technology Programs Coordinator
MEd, East Carolina Univ.; BA, North Carolina State Univ.; AAS, Carteret Comm. College

12.2.5. OFFICE OF INSTRUCTION AND STUDENT SUPPORT
252-222-6145

W. Frances Emory..............................................Vice President for Instruction and Student Support
PhD, Virginia Polytechnic Institute & University; MS & BS, Appalachian State University
Bedford, Bianca ................................................................. Faculty Assistant, Curriculum Support Services AAS, Carteret Community College
Cannon, JoAnn ................................................................. Assistant to the Vice President for Instruction & Student Support AAS, Carteret Community College
Johnson, Angela ................................................................. Faculty Assistant, Curriculum Support Services AAS, Carteret Community College
Rasmussen, Misty ................................................................. Director of Institutional Effectiveness MS, Boston University; BS, UNC-Wilmington
Stroud, Patricia A. ................................................................. Faculty Assistant, Curriculum Support Services AAS, Carteret Community College
Wells, Bessie ................................................................. Faculty Assistant, Curriculum Support Services AAS, Carteret Community College

12.2.6 LIBRARY/LEARNING RESOURCES CENTER (LRC)
252-222-6213
Elizabeth Baker ................................................................. Director of Library/Learning Resources Center MLIS, UNC Greensboro; BA, Elon College
Earles, Eva ................................................................. Reference and Instruction Librarian MA, University of South Florida, BS University of South Florida
Hopkins, Susan ................................................................. Library Circulation Technician Carteret Community College
Smith, Joyce B ................................................................. Library Cataloging Technician BS, Mount Olive College; AAS, Carteret Community College

12.2.7 OFFICE OF PLANT OPERATIONS
252-222-6159
Sparks, Steve ................................................................. Director of Plant Operations & Facilities Maintenance Cabrera, Peter ................................................................. Custodian/Maintenance Worker Carr, Thomas ................................................................. Custodian/Maintenance Worker Clayborne, Justin ................................................................. Maintenance Mechanic BA, UNC-Wilmington
Donald, E. Renee ................................................................. Coordinator for Plant Operations BA, Mississippi State University
Dujsik, William ................................................................. Landscape Maintenance Technician Gibbs, Kelvin ................................................................. Custodial Services Supervisor Godette, Obie ................................................................. Landscape Maintenance Leader Howard, Bobby ................................................................. Custodial Services Huckaby, Michael ................................................................. Maintenance Technician I Johnson, Robert ................................................................. Custodian/Maintenance Worker Diploma, Carteret Community College
Patterson, Rick.................................................................Maintenance Technician II
Pegram, Kevin.................................................................Custodian/Maintenance Worker
Salter, Michael..................................................................Maintenance Technician
Sharpe, Eddie....................................................................Custodian/Maintenance Worker
Smith, James.....................................................................Custodian/Maintenance Worker
Windley, Claviond.............................................................Floor/Maintenance Worker
Zambory, Diana...............................................................Custodian/Maintenance Worker

Diploma, Carteret Community College

12.2.8. OFFICE OF STUDENT SERVICES
252-222-6239

Robie L. McFarland..................................................................Dean for Student Services
MEd & BA, UNC Greensboro

Askew, Denise......................................................................Staff Assistant
MA & BS, East Carolina University
Branson, Nathan.................................................................Student Activities Coordinator
Carr, Donna........................................................................Staff Assistant
AA, Montgomery College
Coble, Tammi B.....................................................................Registrar
BA, Kaplan University, AAS, Randolph Community College; AA, Carteret Community College
Farrar, Tanya.......................................................................College Receptionist
AAS, Carteret Community College
Frazier, Roce.......................................................................Financial Aid Assistant
AAS, Carteret Community College
Hill, Frederick.....................................................................Director of Enrollment Services
MEd & BA, Clemson University
Hingley, Harold
Johnson, Angela
Johnson, LaRhonda
Johnson, Mark A. ..................................................................Counselor
MEd, University of Florida; BA, University of Illinois
Long, Brenda J......................................................................Financial Aid Officer
BS, Mount Olive College; AAS, Indiana Vocational Technical College
Nichols, Martin.....................................................................Admissions Officer
MA, Saint Mary's College; BS, Appalachian State University; AA Santa Fe Community College
Raynor, Gabriel..................................................................Admissions Counselor
BS, North Carolina Central University
Donna Wolff
Kate Wimbrow.....................................................................Academic Support Coordinator
Nancy Van Doren
Wrenn, Lori J........................................................................Financial Aid Coordinator
AAS, Halifax Community College
12.3. FACULTY

252-222-6145

Adrick, Ryan .................................................................Photography Instructor
MFA, Florida State; BFA, Jacksonville University; AA, Florida State

Allen, Sharell ...............................................................Cosmetology,
Chairperson Diploma, Carteret Community College

Aud, Tricia ........................................................................Practical Nursing Instructor
MS, Walden University; AS, College of Southern MD

Bagdley, Paul .....................................................................EMS, Chairperson
BS – Western Carolina University

Bizzel, Ashley-Sharon ......................................................Spanish Instructor
MA, Illinois State University, BA, Fayetteville State University

Bochnovic, Clayton ........................................................Math Instructor
MS, North Carolina Central University; BA, UNC-Chapel Hill

Bochnovic, Karen .........................................................Math Instructor College Preparation Program
ME, North Carolina Central; BA UNC-Chapel Hill

Bowen, Michael ............................................................English Instructor
MA, East Carolina University; BA, UNC-Wilmington

Briley, Mary ...............................................................Lead Associate Degree Nursing Instructor
BSN, Graduate Studies, East Carolina University

Brooks, Julian A .............................................................Math Instructor
BA, Hampton Institute

Brophy-Olmstead, Shana .....................................................Hospitality Chairperson
MA & BA, Johnson & Wales University

Canada, Shawn .............................................................Cosmetic Arts Instructor
Diploma, Carteret Community College

Cerino, David .....................................................................Aquaculture Chairperson
MS, East Carolina University; BS University of Maryland – College Park

Chambers, Verna ..............................................................Math Chairperson
MS, UNC-Charlotte; BS University of Technology-Jamaica

Davidson, Anthony ..........................................................EMS Instructor
AAS, Lenoir Community College

Eastwood, David .........................................................Marine Propulsion Systems Chairperson
Carteret Community College

Faithful, Sherry .................................................................English Instructor
MED, East Carolina University

Foster, Kathy .................................................................Psychology Instructor
MA & BA, Gardner Webb University
Freshwater, Laurie A.................................................................Dean Health Sciences
  BS, Quinnipiac College
Garnett, Anthony.................................................................Culinary Instructor
  Wake Technical Community College
Gillikin, Sandra......................................................................Cosmetic Arts Instructor
  Diploma, Carteret Community College
Godette, Vonda.......................................................................Medical Assisting Chairperson
Gordon, Kelly.........................................................................Chemistry Instructor
  MS, UNC Wilmington; BS, Ball State University
Gray, Bryan.............................................................................Boat Manufacture Service Technology Chairperson
  Certificate, Carteret Community College
Hamilton, Julia.......................................................................Information Technology Instructor
  MS & BS, East Carolina University
Harris, Robert.........................................................................Accounting Instructor Chairperson
  MS & BS, UNC-Wilmington
Hebert, Heather...................................................................... Foreign Languages & Social Sciences, Chairperson
  MA, Appalachian State University; BA & BS, University of South Carolina
Hill, Doree M..........................................................................Dean Arts & Sciences
  MEd, East Carolina University; BA & BS, State University of New York
Judy, M. Lynn.........................................................................Office Admin./Med. Office Admin. Instructor
  MA & BA, Pembroke State University
Lassiter, Catherine.................................................................Paralegal Technology Chairperson
  JD, Campbell University; BA, Converse College
Lynk, Deena.............................................................................English Instructor
  MA, & BA UNC-Wilmington
Martin, Kenneth......................................................................Computer Information Technology Instructor
  MS, East Carolina University; BS, Campbell University; AAS, Carteret Community College
McClanahan, Lela C.................................................................Interior Design Instructor
  MEd & BS, East Carolina University; AS, Mount Olive Junior College
McIntyre, Susan H.....................................................................Dean Applied Technologies
  JD, Campbell University; BA, East Carolina University
Miller, Charles......................................................................Computer Applications Instructor
  MA, Campbell University; BS, University of Louisville
Miller, Jr., Milton M.................................................................Business Administration Instructor
  MBA, East Carolina University; BS, UNC Wilmington
Miller, Trisha J.........................................................................Respiratory Therapy Chairperson
  BS, Mount Olive College; AAS, Carteret Community College
Morris, Phillip.......................................................................Science, PE and Health Chairperson
  MS & BS, East Carolina University
O’Mara, Thom.......................................................................Early Childhood Education Chairperson
  ME, Plymouth State University; BS, Ferris State College
Postawa, Elaine .................................................................Radiography Chairperson
  MEd, University of Pittsburgh; BSRT, Bloomsburg University
Quinn, David .................................................................History Instructor
  MA, East Carolina University; BA, North Carolina State University
Rawls, Meg .................................................................Biology Instructor
  MS, Duke University; MS, East Carolina University; BS, Wofford College
Reischman, Grace ..........................................................Medical Assisting Instructor
  DC, Logan College of Chiropractic; BA, University of Denver
Reischman, Timothy ......................................................Therapeutic Massage Chairperson
  DC & BS, Logan University
Roach, David ..............................................................Respiratory Therapy Clinical Director
  BS, East Carolina University; AS, Carteret Community College
Rufra, Joseph ..............................................................BLET Chairperson
  BS, Mount Olive College; AAS, Carteret Community College
Smith, Charles Jason .....................................................Associate in Fine Arts Chairperson
  MFA, University of Oregon; BFA, East Carolina University
Smolkowicz, Jean .........................................................Associate Degree Nursing Instructor
  MSN, East Carolina Univ.; BSN, Slippery Rock Univ. of Pennsylvania; Diploma in Nursing,
  Jameson Mem. Hosp. School of Nursing
Southern, William ..........................................................Criminal Justice Tech. Instructor.
  BA & MA, Appalachian State University
Springle, Marilyn ..........................................................Lead Associate Degree Nursing Instructor
  MSN, Old Dominion University; BSN, UNC Greensboro
Stimpson, Rebecca ........................................................Medical Office Administration Instructor
  BS, East Carolina University
Taylor, Patti ...............................................................Esthetics Instructor
  Diploma, Miller-Motte College
Taylor, Scott ...............................................................Photography Chairperson
  MA, Savannah College of Art and Design, BA, UNC-Chapel Hill
Thompson, Nicole ........................................................Information Technology Instructor
  MS, East Carolina University; BS, North Carolina State University
Tosto, Kay .................................................................Associate Degree Nursing Instructor
  MS, Walden University, BS, East Carolina University, AS, Carteret Community College
Tyndall, Robert A ..........................................................Physics Instructor
  MA & BS, East Carolina University
Underwood, Johnny B ....................................................Social Science
  Instructor MA & BA, Appalachian State University
Walton, Mary G ..........................................................Director of Instructional Support and Distance Learning
  MEd & BSBE, East Carolina University
Williams, Carla .............................................................Radiography Instructor
  BSRS, Florida Hospital College; AS, Robert Morris College
Yount, Cynthia ...........................................................Coordinator of Nursing Programs
  MSN, UNC Greensboro; BSN, Western Carolina University; AAS, Western Piedmont Community

12.4. STATE OF NORTH CAROLINA GOVERNOR
The Honorable Pat McCrory

12.5. CARTERET COUNTY BOARD OF COMMISSIONERS

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>District</th>
<th>Term Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Robin Comer</td>
<td>1</td>
<td>2018</td>
</tr>
<tr>
<td>Mr. Bill Smith</td>
<td>2</td>
<td>2018</td>
</tr>
<tr>
<td>Mr. Terry Frank</td>
<td>3</td>
<td>2016</td>
</tr>
<tr>
<td>Mr. Mark Mansfield</td>
<td>3</td>
<td>2018</td>
</tr>
<tr>
<td>Mr. Jimmy Farrington</td>
<td>4</td>
<td>2016</td>
</tr>
<tr>
<td>Ms. Elaine Crittenton</td>
<td>5</td>
<td>2016</td>
</tr>
<tr>
<td>Mr. Jonathan Robinson</td>
<td>6</td>
<td>2018</td>
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</tbody>
</table>

***Updated as of 06/02/2015 Carteret County Board of Commissioners website.

12.6. CARTERET COUNTY PUBLIC SCHOOLS BOARD OF EDUCATION

<table>
<thead>
<tr>
<th>Board Member</th>
<th>District</th>
<th>Term Expiration</th>
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</thead>
<tbody>
<tr>
<td>Mr. John “Bubba” McLean</td>
<td>1</td>
<td>2018</td>
</tr>
<tr>
<td>Mr. Al Hill</td>
<td>2</td>
<td>2016</td>
</tr>
<tr>
<td>Ms. Melissa Ann Ehlers</td>
<td>3</td>
<td>Fills unexpired term ending 2016</td>
</tr>
<tr>
<td>Mr. Blake Beadle</td>
<td>3</td>
<td>2018</td>
</tr>
<tr>
<td>Mr. David Carr</td>
<td>4</td>
<td>2016</td>
</tr>
<tr>
<td>Mr. Perry Harker</td>
<td>5</td>
<td>2018</td>
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<tr>
<td>Ms. June Fulcher</td>
<td>6</td>
<td>2018</td>
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</table>

***Updated as of 06/02/2015 Carteret County Schools website: http://www.carteretcountyschools.org

12.7. NORTH CAROLINA COMMUNITY COLLEGE SYSTEM STATE BOARD

Dr. Linwood Powell, Chairperson
Mr. K. Ray Bailey, Vice Chairperson

**Appointed By The North Carolina Senate**

Mr. Edward “Lynn” Raye – Marshville June 30, 2019
Dr. Darrell Saunders – Archdale June 30, 2017
Mr. James J. Woody, Jr – Roxboro June 30, 2015
Dr. Linwood Powell – Fayetteville June 30, 2015
Mr. Edward Lynn Raye June 30 2015

**Appointed By The North Carolina House Of Representatives**

Ms. Janet Lowder – Albemarle June 30, 2017
Dr. Samuel Powell – Burlington June 30, 2015
Mr. K. Ray Bailey - Asheville June 30, 2015
Mr. Ernest C. Pearson June 30, 2019
### Appointed By Region

<table>
<thead>
<tr>
<th>Name</th>
<th>Region</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>Dr. Candler Willis</td>
<td>1</td>
<td>June 30, 2019</td>
</tr>
<tr>
<td>Mr. Wade Bryan “Bobby” Irwin, Jr. - Sparta</td>
<td>2</td>
<td>June 30, 2017</td>
</tr>
<tr>
<td>Ms. Hilda Pinnix-Ragland - Cary</td>
<td>3</td>
<td>June 30, 2015</td>
</tr>
<tr>
<td>Mr. Jerry Vaughn</td>
<td>4</td>
<td>June 30, 2019</td>
</tr>
<tr>
<td>Mr. Jimmie E. Ford – Goldsboro</td>
<td>5</td>
<td>June 30, 2017</td>
</tr>
<tr>
<td>Mr. Scott Shook – Greenville</td>
<td>6</td>
<td>June 30, 2019</td>
</tr>
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### Members At-Large

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>Mr. Clyde Higgs – Kannapolis</td>
<td>June 30, 2017</td>
</tr>
<tr>
<td>Dr. Stuart B. Fountain - Asheboro</td>
<td>June 30, 2015</td>
</tr>
<tr>
<td>Ms. Ann Whitford – Morehead City</td>
<td>June 30, 2015</td>
</tr>
<tr>
<td>Mr. J. Wesley Fricks, III -</td>
<td>June 30, 2015</td>
</tr>
</tbody>
</table>

### Ex Officio Members

- The Hon. Janet Cowell, State Treasurer January 10, 2017
- The Hon. Dan Forest, Lt. Governor January 10, 2017

### Student Representative, Ex Officio Member

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. La’Quon A. Rogers</td>
<td>June 30, 2015</td>
</tr>
</tbody>
</table>

***Updated as of 06/02/15 [NCCCS website](https://www.ncccs.edu).***