

Craven Community College Policies

This page is a summary for students of various policies and services listed in the Craven Community College General Catalog.

Services

- **Learning and Other Resources on Campus:** Craven Community College is committed to providing students an opportunity to be successful in their educational goals. A wide variety of learning support systems are available to assist students.
- **The Academic Skills Center (ASC):** The Academic Skills Center (ASC) provides a Computer Lab, Writing Lab, and Math Lab. Tutorial assistance for CCC students is provided through the Supplemental Instruction program and a nationally certified peer tutoring program. The ASC administers make-up tests per instructor guidelines, hosts a variety of workshops, and assists special needs students. For additional information on the ASC, please visit <http://www.cravencc.edu/asc>.
- **Campus Security:** Craven Community College is concerned about protecting our students, employees, and visitors at all campuses. You can assist the college in protecting everyone by reporting any threats you receive or hear about to your instructor, to security, or to another college official. The college takes steps to protect anyone who has reason to believe that s/he is in danger. Please remember to keep your belongings in secure places and report any suspicious activities to college officials. Together, we can help our college to be a safer place. Campus security can be reached at 252-638-7261.
- **College Bookstore:** The Craven Community College Bookstore is located on the 1st Floor of the Business and Information Technology Building (BIT) Building (H). The college bookstore sells the required textbooks for all Craven courses, supplies, apparel and technology products. Many textbooks are available for rent. For additional information on the College Bookstore, please visit <http://www.cravencc.edu/bookstore>.
- **The Godwin Memorial Library:** The Godwin Memorial Library provides a collection of resources selected to support the educational programs offered by the College. Internet access is available in the library to CCC students for educational purposes. For additional information on the Godwin Memorial Library, please visit <http://www.cravencc.edu/library>.

Policies and Procedures

- **Academic Dishonesty:** Academic dishonesty is regarded by the College as a breach of academic ethics and deserves consequences. Academic dishonesty includes acts such as cheating, plagiarism, knowingly furnishing false information, forgery, alteration, or any use of identification or other projects with intent to defraud. Faculty may take action to address cases involving academic dishonesty as they deem appropriate. Repeated acts of academic dishonesty will be referred to the Vice President of Student Services, who has the authority to administer more severe disciplinary actions according to the Student Code of Conduct. More information may be found at: <http://www.cravencc.edu/about/policies.cfm>.

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- **Acceptable Use Policy:** CCC's technology services resources are the property of the State of North Carolina and are subject to regulation by the State. The technology services resources are to be used only by authorized users. For the purposes of this policy, authorized users are those students officially associated with CCC, including, active CCC students, or other individuals authorized in writing by the CCC Chief Information Officer (CIO). Use of technology services resources by anyone other than authorized users, including spouses, partners, children, or other family members, is not permitted at any time. Public access is offered through the college library. The Academic Skills Center is open to non-students for educational purposes only.
- **Accommodation of Disabilities:** The College is committed to working with students with different learning styles and those with documented learning disabilities. If a student believes that disability-related issues have affected or may affect academic progress, he/she may voluntarily supply documentation about the disability and its specific impact on educational experiences to the Academic Skills Center Director. If the student supplies such documentation, the College will keep it confidential and use it only as part of efforts to increase access by individuals with disabilities in accordance with ADA mandates. If a student chooses **not** to supply this information, he/she will not be eligible for accommodations. Because each individual situation and each service, program, and activity are different, accommodation decisions are made on a case-by-case basis. It is the College's policy to afford disabled persons every reasonable opportunity to receive the benefits and services provided by the College and to succeed. The College strives to keep the lines of communication open between students with disabilities who require reasonable accommodation and those instructors and other College personnel who are responsible for the services, programs, and activities. More information may be found at: <http://www.cravencc.edu/about/policies.cfm>.
- **Student Disability Appeal Procedures:** Craven Community College does not discriminate against any individual on the basis of race, color national origin, sex, age, religion, disability, or sexual orientation in its educational programs and activities or employment practices. Also, no qualified student with a disability should be denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any college program or activity, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title III of the Americans with Disabilities Act (ADA). More information may be found at: <http://www.cravencc.edu/student/handbook.cfm>.
- **Classroom Access:** Persons attending a class, lab, or shop must be registered students, except for (i) those special guests, speakers, or others granted temporary access to the classroom by the instructor, and (ii) College officials while conducting their official duties.

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- **Classroom Decorum:** To promote a learning environment that provides each student with the opportunity for academic excellence, students of Craven Community College are expected to become familiar with and adhere to the Code of Conduct. The complete code of conduct can be found at: <http://www.cravencc.edu/about/policies.cfm>.
- **College Attendance Policy:**
 - **Seated Courses:** Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions. A student may be automatically withdrawn from any course when absent more than 20 percent of the total class, laboratory, clinical or shop periods. See your instructor's specific attendance requirements above. Any three tardies in a given class may constitute one class absence. A tardy may also be assessed when a student leaves class early.
 - **Developmental Courses (Courses numbered 050 – 095):** Students in developmental courses may be automatically withdrawn from the course(s) when absent for more than 10 percent of the total class hours. Missing class for military assignment or for college-related activities will not constitute an absence when the instructor has received prior official notification such as a letter from the commanding officer in military matters or from approved college personnel for college-related activities. Responsibility for initiating such notification rests with the student. Any student facing a lengthy illness may apply for extended absences through ADA in Student Services. All ADA standards must be met for this exception to be granted.
 - **Distance Education Courses:** Distance education courses have the same learning objectives as traditional seated classes. Students must complete examinations, other assignments, and homework/class participation as in a traditional class, although the Internet is used in place of most face-to-face meetings. Students must communicate with instructors on a regular basis. Students must "attend" class for at least 80 percent of the course, unless a course is developmental, such as MAT 070 or MAT 080. In any course numbered 050-095, students must "attend" 90 percent of course meetings. When a student has missed the deadline of 20 percent of the assignments for a course, 10% for developmental, he or she may be withdrawn from the course.
 - **Students who cannot adhere to the attendance policy must officially withdraw from class(es) to avoid a possible failing grade.** See the academic calendar in the catalog and your course handout for the specific withdrawal deadline. A temporary grade of "I" may be assigned at the discretion of the instructor subject to approval of the Academic Dean for extenuating circumstances. Instructors must issue automatic withdrawals by the official withdrawal date for the term. After this date, students will receive a grade for the course(s).

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- **College Cancellation/Closing:** Weather related cancellations will be announced on the College's webpage (www.cravencc.edu). Cancellations may also be announced on Public Radio East (89.3 WTEB, 91.5 WBJD, 88.5 WZNB, 90.3 WKNS, 88.1 Greenville) and local radio and television. For a complete listing of all stations, please visit: www.cravencc.edu/student/handbook.cfm.
 - ***Please note that if the college opening is delayed, students are expected to attend the remaining portion of scheduled classes.*** For instance, if the college opens at 10:00, and a class is scheduled for 9:30-10:45, then students/faculty should come to campus/class at 10:00, and the class will continue until 10:45.
- **College Email Accounts:** All curriculum students will receive a Google Mail (Gmail) address. You can access Gmail through the CCC Website or directly at <http://gmail.student.cravencc.edu>.
 - **Your Gmail address is the address that will be used in distance education courses for communicating with your instructor. You need to check your Gmail on a regular basis.**
- **Distance Education Orientation:** Students have an orientation for each Distance Education class. A schedule for class orientation requirements is found in the current semester's Distance Education Handbook. All "TBA" courses in the course schedule will have orientation requirements. It is the student's responsibility to contact the instructor or their advisor for orientation information prior to the first day of classes. If you do not follow the orientation instructions, the instructor can drop you from the class. Some instructors offer face-to-face orientations; attending the face-to-face orientation is optional but recommended. There is an online orientation for every distance education class. Additional Information pertaining to distance education courses can be found in the Distance Learning Handbook: <http://www.cravencc.edu/distanceeducation>.
- **Withdrawal Procedure:** After registration, students cannot add classes, but may withdraw from a course through the last day to withdraw from class (see the Academic Calendar). This procedure must be completed before students miss 20% of the class meetings or 10% of class meetings for developmental courses. Withdrawal from a course can affect financial aid awards, but does not affect a student's grade point average. A student should first talk to the instructor and advisor to see if there is any way to remain in the course. If not, the student must (1) complete a Registration Change Form, (2) have an advisor sign the form, and (3) submit the form to Student Services.