



parties involved are entitled to:

1. A written notice of the complaint.
2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five (5) working days prior to the meeting unless they waive this requirement.
3. Review all available evidence, documents, or exhibits that each party may present at the meeting.
4. Have access to the names of the witnesses who may testify.
5. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
6. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the Committee.



Calendar Addendum

“The Ten Steps to Getting Good Grades in College”

Steps shared by Woodburn Press



Step One

Attend Every Class.

If you want to get good grades in college, you should attend every class-not almost every class.

The importance of regular class attendance cannot be overemphasized. When you miss class, you miss lectures, notes, class discussions, homework explanations, and assignments. Without meaning to, you may also miss quizzes and even tests.

It can be tempting to cut a class now and then, especially if you're tired or lacking sleep. Don't kid yourself into thinking that missing a class won't make a difference or that missing a class is okay as long as you get copies of the notes. Getting copies of someone's notes is not the same as being in class, and it's often more of a hassle. ***It's difficult to make up what you miss! You might miss the best ever lecture your instructor gives.***

Step Two

Be Organized.



- Use a student planner.
- Break down assignments.
- Use three-ring notebooks for class notes.
- Organize and save computer work.
- Keep returned papers, quizzes, and tests.
- Get phone numbers for classmates.
- Maintain a neat and organized study space.

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.” Aristotle



Step Three

Manage Your Time Well



- Don't overextend yourself.
- Be organized.
- Schedule 90-minute study sessions.
- Make efficient use of your time.
- Learn to say no.
- Make to do list and prioritize items.

Step Four

Be Successful in Class

- Learn how to adapt to different instructors.
- Be prepared for each class.
- Sit in the front of the class whenever possible.
- Be a good group member.
- Be on time to each class.
- Participate in class.
- Communicate with your instructors.

Step Five

Take Good Notes

- Be an active listener.
- Take notes to help you pay attention.
- Recognize important information.
- Take notes that are easy to read.
- Go over your notes as soon as possible.
- Get lecture notes if you miss a class.
-



"Success is the sum of small efforts, repeated day in and day out." Robert Collier



receiving the written response of the supervisor. The request shall include a copy of the original grievance form and the reason why the supervisor's response is unsatisfactory. A copy of the supervisor's response must be attached to the request by the student.

The Vice President shall notify immediately the President who shall insure that the Committee is organized in a manner consistent with Section C of this procedure (The Student Grievance Committee). The Vice President will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.

Meeting(s) shall be conducted between five (5) and fifteen (15) working days following the date of the request. A postponement may be granted by the chairperson upon written request of either party if the reason stated justifies such action.

The Committee shall hold interviews with the grievant, the employee, and the supervisor, singularly, and in the absence of other witnesses. The committee may interview any additional witnesses that it considers necessary to render a fair decision.

The Committee shall decide by a majority vote the solution of the grievance. In case of a tie, the chairperson shall vote thus breaking the tie. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the College within two (2) working days.

4. Fourth Step

The Committee's decision may be appealed by either party involved to the President of the College within ten (10) working days of the Committee's decision.

The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary, and will render a decision within ten (10) working days to receipt of the appeal.

5. Fifth Step

Either party involved may file an appeal with the Board of Trustees if they feel due process was not followed.

C. The Student Grievance Committee

The Disciplinary Review Committee may serve as the Student Grievance Committee or, at the direction of the President, a new committee may be formed for each grievance. Committee makeup and method of appointment will be the same as for the Disciplinary Review Committee.

D. Right of Parties Involved in a Grievance

When a grievance committee meeting is scheduled, the



1. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preference or behavior, excluding sexual harassment complaints.
2. Sexual harassment complaints should be directed to the Vice President. Because of the sensitive nature of this kind of complaint, a conference with the Vice President will replace the first step of the grievance procedure. The Vice President will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
3. Academic matters, excluding individual grades, except where the conditions in item A above apply.

B. Procedures

The Board of Trustees or a committee of the Board may review information to date and render a decision without the personal appearance before them of the parties of the Review Committee hearing or they may choose to have the parties appear before them before rendering a decision regarding compliance with due process. The decision of the Board will be made within twenty (20) working days and will be final.

1. First Step

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five (5) working days of the incident which generated the complaint.

2. Second Step

If the grievance is not resolved at the informal conference, the student may file a written grievance. A grievance form shall be made available to the student by the Vice President. The Vice President will explain the grievance process to the student. The completed grievance form must be presented to the Vice President within five (5) working days after satisfying the first step in the grievance process. The Vice President will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten (10) working days of receipt of the grievance form from the department involved.

3. Third Step

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five (5) working days of the incident which generated the complaint.

If the written statement of the supervisor does not satisfy the grievant, a request to appear before the Student Grievance Committee may be made. The student must submit a written request within five (5) working days after



Step Six

Know How to Read a Textbook

- SCAN by reading subtitles, words in bold and italic print, summaries, charts, and review questions.
- READ with a purpose.
- REVIEW by scanning the material to check your comprehension.

*Take the assessment
Brain Works*

Step Seven

Study Smart

- Find a good place to study.
- Get started.
- Know your learning style.
- Organize your study time.
- Know how to study for test.
- Know how to memorize and remember information.
- Know how to use technology.
- Use tricks when making a presentation or speech.
- Know how to write a paper.



Step Eight

Use Test –Taking Strategies

- Get off to a good start.
- Develop a plan.
- Mark the questions you want to go back to review.
- Increase your odds on multiple-choice questions.
- Know how to approach essay questions.
- Look for key words in True/False questions.
- Be prepared for open book test.
- Improve your math test scores.
- Check your answers.
- Go over all returned tests.





Step Nine

Reduce Text Anxiety

While a little anxiety before a test improves concentration, excessive worry or test anxiety, can lower one's test scores.

It's possible for students with test anxiety to get themselves so worked up that they can't think clearly. The brain, like a computer, contains a great deal of information. This information is useless, however, if you're not able to access it when you need it. Having test anxiety is like not having the password to your computer. The information is there, but you can't get to it.

To reduce test anxiety, study enough to feel confident that you know the material. Then try to replace the worry and negative thinking with thoughts that are positive and relaxing. The following suggestions may help.

- Start studying early. The night before a test, review the material and get a good night's sleep. Cramming only increases test anxiety.
- Mentally practice going through testing experience. Close your eyes and see yourself walking confidently into the test, answering the questions correctly, and receiving the grade you want.
- Walk into the test with your head up and your shoulders back. How you act can affect how you feel. If you act confident, you just may find that you feel more confident.
- Try these four common relaxation techniques:
 1. Take a deep breath. Then slowly release your breath, along with any tension. Do this until you feel your body relax.
 2. Start at the top of your head, flex, and then relax each part of your body.
 3. Close your eyes and visualize warm sunshine washing over you, melting away the tension and relaxing all of your muscles.
 4. Think of a place where you feel very relaxed and calm. Close your eyes and visualize being in that place.



meet in executive session to determine concurrence or non- concurrence with the original finding and to recommend sanctions, if applicable.

- f. Decisions of the Committee shall be made by majority vote.
- g. Within two (2) working days after the decision of the Committee, the Vice President shall send a certified letter to the student's last known address providing the student with the Committee's decision.

C. Appeal to the President

A student who refuses to accept the findings of the Committee may appeal in writing to the President within five (5) working days after receipt of the Committee's decision. The student must state the reasons for the appeal. The President shall have the authority to:

1. Review the findings of the proceedings of the Committee
2. Hear from the student, the Vice President and the members of the Committee before ruling on an appeal.
3. The President may review the information and make a judgment without the personal appearance of the student
4. Approve, modify, or overturn the decision of the Committee.
5. Inform the student in writing of the final decision within ten (10) working days of the receipt of the appeal.
6. The decision of the President will be final, except for an appeal to the Board of Trustees regarding compliance with due process.

D. Appeal to the Board of Trustees

Any party of the Review Committee hearing may request in writing, a hearing before the Board of Trustees or a committee of the board regarding compliance with due process within five (5) working days of the decision of the President. The student or party filing the appeal must state the reasons for the appeal—why due process was not followed.

The Board of Trustees or a committee of the Board may review information to date and render a decision without the personal appearance before them of the parties of the Review Committee hearing or they may choose to have the parties appear before them before rendering a decision regarding compliance with due process. The decision of the Board will be made within twenty (20) working days and will be final.

Student Grievance Procedure

A. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty and staff concerning the following:



2. Basic procedural rights of students include the following:
 - a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee.
 - b. The right to produce witnesses on one's behalf.
 - c. The right to request, in writing, the President to disqualify any member of the committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
 - d. The right to present evidence.
 - e. The right to know the identity of the person(s) bringing the charge(s).
 - f. The right to hear witnesses on behalf of the person bringing the charges.
 - g. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - h. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within five (5) working days of the completion of the hearing.
3. The Conduct of the Committee Hearings
 - a. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 1. The student
 2. Counsels
 3. Witnesses who shall:
 - a. Give testimony singularly and in the absence of other witnesses
 - b. Leave the committee meeting room immediately upon the completion of the testimony.
 - b. The hearing will be tape recorded. Tapes will become the property of the College, and access to them will be determined by the Chairperson of the Committee and the Vice President. All tapes will be filed in the office of the Vice President.
 - c. The Committee shall have the authority to adopt supplementary rules of procedures consistent with this code.
 - d. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
 - e. Upon completion of a hearing, the Committee shall



The more you practice positive thinking and relaxation techniques, the better you'll get at using them. If you continue to have problems with test anxiety, talk to your advisor or to a counselor. Libraries and bookstores also have books and tapes that can help.

Step Ten Use Available Services

Most of your questions can be answered and your problems resolved if you go to the appropriate person or office. You, however, must take the initiative and ask for the help you need.

Haywood Community College (HCC) provides a wide variety of services in order to help students get the most out of their college experience. Career counseling is available in Student Services. Free tutoring is available in the Teaching and Learning Center and faculty willing to help you learn. Check our web site or catalog to learn about the services available. *See page 10-11 for the services available for you.*



Haywood Community College Online

Haywired is your access point for student information such as

- Online payments
- Access distance learning classes
- View schedules and search for classes
- View grades and unofficial transcripts
- See billing and Financial Aid information
- And much more...

3 Important Facts:

1. All campus announcements will be sent to your Haywired email. You can forward your campus email to another address. More information can be found under Haywired Help tab after logging in to Haywired.
2. Your Blackboard courses may be visible even if you have not paid or have dropped/withdrawn from the course. It is



your responsibility to check your schedule and make sure you are in the proper courses.

3. A HOP assignment (your first assignment available on Blackboard) can not be completed late, even due to technical difficulties. Please do not wait until the last day to complete your assignment.

To access Haywired:

1. Go to <http://www.haywood.edu> and click on the Haywired tab in the top right corner.
2. Your Haywired Log In ID will be your first initial, middle initial, and last name. Example: John Doe Smith= jdsmith
3. Your Haywired Password (First Time Only) will be your 6-digit birthday in MMDDYY form. Example: January 22, 1980= 012280
4. You will then be prompted to select a new password (First Time Only). Please select a password you will remember as this will continue to be your password throughout your time as a student at Haywood Community College.

To access your Distance Learning Course:

(Courses will not be available until the first day of class. Please allow 24 hours for your course to appear in Blackboard if you add/change a course after the first day of class.)

1. Log in to Haywired and Select Blackboard (Online Courses)
2. Your Blackboard Username will be your first initial, middle initial, and last name. Example: John Doe Smith= jdsmith
3. Your Blackboard Password will be your entire Student ID number (all 7 digits including any 0s). It can be found on your acceptance letter.
4. Complete a HOP assignment for every online course. Instructions for the HOP assignment are found in the Announcements page for each course. You will be dropped from the course with no refund if you do not complete your HOP by the designated time.

Are you having trouble logging in?

1. Select Support in the top right corner of the Haywired Log In page and fill out the ticket information (Fastest Response Time)
2. Or email the Technology Support Office at websupport@haywood.edu with your full name, birthday, and Student ID



Appeals Procedure

A student who disagrees with the decision of the Vice President may request a hearing before the Disciplinary Review Committee. This request must be submitted in writing to the Vice President within three (3) working days after receipt of the Vice President's decision. The Vice President shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Vice President's investigation.

A. Committee Composition

Membership of the Disciplinary Review Committee shall be composed of the following:

1. Three faculty/staff members appointed by the President of the College.
2. Three student members appointed by the Student Government Association and approved by the President of the College.
3. The President will appoint one administrator to serve as committee chairperson who will vote only in case of a tie.
4. The Vice President as an ex-officio non-voting member.
5. Committee members will serve one year from the beginning of fall quarter through summer quarter with replacements appointed by the President or SGA if necessary.
6. At least two faculty/staff members and two students plus the chairperson must be present in order for the committee to conduct business.

B. Procedures for Hearings Before the Disciplinary Review Committee

1. **Procedural Responsibilities of the Vice President**
The Review committee must meet within ten (10) working days of receipt of a request for a hearing. At least five (5) working days prior to the date set for the hearing, the Vice President shall send a certified letter to the student's last known address providing the student with the following information:

On written request of the student, the hearing may be held prior to the expiration of the five-day (5) notification period if the Vice President concurs with this change.

- a. A restatement of the charge or charges.
- b. The time and place of the hearing
- c. A statement of the student's basic procedural rights
- d. A list of witnesses.
- e. The names of committee members.



- a. Name of the student(s) involved.
 - b. The alleged violation of the specific Code of Conduct
 - c. The time, place, and date of the incident
 - d. Names of person(s) directly involved or witnesses to the infractions
 - e. Any action taken that relates to the matter
 - f. Desired solution(s)
2. Investigation and Decision
- Within five(5) working days after the charge is filed, the Vice President shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Vice President may act as follows:
- Student Responsibilities: Upon notification of the alleged charges, the accused student must meet with the Vice President and/or provide a written statement regarding the issue within five (5) working days. A written request for an extension must be approved by the Vice President during that same time period (before the end of the five (5) working days).
- In the event that the accused student does not respond to the Vice President's request for a meeting or statement or fails to meet with the Vice President or provide a statement within five (5) working days of the date of notification of the alleged charges or does not file a written request for an extension, findings will be based on information available at the time.
- a. Drop the charges
 - b. Impose a sanction consistent with those shown in Section V
 - c. Refer the student to a College office or community agency for services
3. Notification
- The decision of the Vice President shall be presented to the student in writing immediately following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the Vice President or where the student refuses to cooperate, the Vice President shall send a certified letter to the student's last known address providing the student with a list of the charges, the Vice President's decision, and instructions governing the appeal process (Section VI).



- if you know it.
3. Or call Technology Support Office at 828-565-4009
Someone will respond to your request with in 24 hours during normal business days

New to Distance Learning?

1. Go to <http://www.haywood.edu> and click on the Distance Learning tab in the top right corner.
2. Select Online Orientation for information on purchasing your books and beginning your courses.
3. If you need further help you may select the link Distance Learning Help Desk
4. Or email the Distance Learning Office at dl@haywood.edu
5. Or call the Distance Learning Office at 828-627-4619
Someone will respond to your request with in 24 hours during normal business days

*Welcome to Haywood
Community College.*

We hope your learning here is fun,
positive, and life changing.



Students Rights and Code of Conduct

Effective Date: Tue, Aug 09, 1994
Amended Date: Wed, Oct 21, 2009

I. Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, College discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both College regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

II. Student Rights

- A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied any student.
- B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- C. Students have the right to freedom of expression, inquiry,

or facilities owned, controlled or used by HCC. (See related procedures)

For purpose of brevity the title of "Vice President" will refer to the Chief Student Development Officer throughout this document). If the Vice President is unavailable, his/her designee will assume the duties of the VP.

1. Immediate Suspension

If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative office may direct student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the student(s) fail to cease and desist, the instructor may then suspend the student(s) from the class. An administrative officer may suspend the student(s) from either the class or the College until a resolution of the matter can be made.

The instructor or administrative officer invoking such suspension shall notify the Chief Student Development Officer in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two days following the incident. The Chief Student Development Office shall resolve the matter in a timely fashion utilizing the steps outlined below in Section IV, C.

2. Responsibility for Implementation

The Vice President is responsible for implementing student discipline procedures.

3. Disciplinary Procedures

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. Charges

Any administrative official, faculty member, or student may file charges with the Vice President against any student or student organization for violations of College regulations.

The individual(s) making the charge must complete a charge form. (Available from the office of the Vice President) stating:

The completed charge form should be forwarded directly to the Vice President within five (5) working days of the incident. The Vice President will notify the student of the charge within five (5) working days of receipt of the charge form. The student must schedule an appointment to meet with the VP within five (5) working days after receiving notification of the charge.



- K. Group Restrictions: Removing College recognition during the quarter in which the offense occurred or for a longer period (usually not more than one other quarter). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
- L. Group Charter Revocation: Removal of College recognition for a group, club, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.
- M. Community Service: assigning a specific community service project and number of contact work hours to be completed for a designated department on the College Campus for a violation of the Student Code of Conduct as deemed appropriate by the Executive Director of Student Success Services.

In addition to the above stated sanctions the college may require counseling:

Personal Counseling Referral: The student may be required to attend one or more counseling sessions with a licensed professional counselor. The student may be required to complete counseling before returning to the College. The student must provide written documentation from the licensed professional that the requirement has been met; additionally, if required by the Executive Director, a statement from the licensed professional that the student is able to return to class based on his/her professional judgment. The student may be referred by the college to a licensed professional counselor at no charge or elect to use his/her own licensed professional counselor and bear the cost.

Note: Per NC Administrative Code, the transcript of the student receiving a sanction of suspension or expulsion will denote: "disciplinary expulsion" or "disciplinary suspension."

Student Discipline Procedures

Effective Date: Tue, Aug 09, 1994

Amended Date: Wed, Oct 21, 2009

Disciplinary Procedures

HCC considers the guidelines set forth by the Student Rights and Code of Conduct Policy as conducive to a positive environment. If a student fails to behave in a manner consistent with these guidelines, the college reserves the right to impose disciplinary action. Disciplinary action may be initiated for violation of any rule or regulation of the College. This policy applies to conduct which occurs while a student is attending or participating in any Haywood Community College sponsored event or activity, on campus and on other property

and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.

- D. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and College offices.
- E. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except under legal expulsion.
- F. No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right to appeal.
- G. Students have the right to a voluntary medical withdrawal. When illness, injury, or psychological/psychiatric conditions or disabilities occur while a student is enrolled that interfere with a student's ability to participate in the College's programs, a student or guardian may request a medical withdrawal from school. The Executive Director of Student Success Services must approve all medical withdrawals. (See related procedures)
- H. It may become necessary for an involuntary/administrative withdrawal for a student with illness, injury, or psychological/psychiatric conditions or disabilities when Section III.E of the Student Code of Conduct is violated due to behavior related to a disability that is sufficiently serious to constitute a direct threat. (See related procedures)

III. Student Code of Conduct

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship



and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in the Student Discipline Policy:

- A. Academic Dishonesty - taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).
- B. Theft of, misuse of, or damage to College property, or theft of or damage to property of a member of the college community or a campus visitor on College premises or at College functions; unauthorized entry upon the property of the College or into a College facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.
- C. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College-sponsored or supervised functions off campus or in College-owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
- D. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material.
- E. Mental or physical abuse of any person on College premises or at College-sponsored or College-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
- F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment.
- G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on College premises.
- H. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- I. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access



Sanctions

- A. Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- B. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty, secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) quarters.
- C. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This probation will be in effect for not less than two (2) quarters. Any violation of Restrictive Probation may result in immediate suspension.
- D. Restitution: Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.
- E. Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- F. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
- G. Withholding transcript, diploma, or right to register or participate in graduation ceremonies: Imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are met.)
- H. Suspension: Exclusion from class(es), and/or all other privileges or activities of the College for a specific period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the Executive Director before returning to campus.
- I. Expulsion: Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the President.
- J. Group Probation: This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.



evidence to render an individualized determination]. The Executive Director will also consult with the Academic Vice President and other college officials as appropriate.

- b. Should the decision be to withdraw the student involuntarily, appropriate conditions for return will be contained within the withdrawal letter. The college will not as a condition of return mandate that the behavior at issue cease unless that behavior continues to constitute a direct threat. The college will require, as a condition for return, a signed release by the student for the EDSSS and appropriate college officials to discuss with the student's medical care provider(s) the student's readiness to return to college and to obtain assistance in developing reasonable modification(s) to mitigate any direct threat.
 - c. Should the decision be to withdraw the student involuntarily, the student will be informed of the College's grievance procedures applicable to complaints of discrimination based on disability. The decision reached will be the final decision.
6. In certain circumstances where there is an alleged or perceived direct threat, the EDSSS may impose an interim suspension prior to the formal proceedings described above. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the college; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a direct threat of disruption of or interference with the normal operations of the college. During interim suspension, the student shall be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the EDSSS may determine to be appropriate.

Student Discipline Policy

Effective Date: Wed, Oct 21, 2009

HCC considers the guidelines set forth by the Student Rights and Code of Conduct Policy as conducive to a positive environment. If a student fails to behave in a manner consistent with these guidelines, the college reserves the right to impose disciplinary action. Disciplinary action may be initiated for violation of any rule or regulation of the College. This policy applies to conduct which occurs while a student is attending or participating in any Haywood Community College sponsored event or activity, on campus and on other property or facilities owned, controlled or used by HCC. (See related procedures)



to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.

- J. Possession or use of a firearm(with the exception of law enforcement officers) incendiary device or explosive, except in connection with a College-approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
- K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- L. Gambling on the college campus or at college-sponsored functions off-campus.
- M. Smoking and/or using other forms of tobacco products on HCC property, which includes but is not limited to college vehicles, classrooms, shops, and labs or other unauthorized areas.
- N. Violation of College regulations regarding the operation and parking of motor vehicles.
- O. Forgery, alteration, or misuse of College documents, records, or instruments of identification with intent to deceive.
- P. Failure to comply with instructions of College officials acting in performance of their duties.
- Q. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
- R. Fiscal irresponsibility such as failure to pay College-levied fines, failure to repay College-funded loans, or the passing of worthless checks to College officials.
- S. Violation of a local, state, or federal criminal law on College premises adversely affecting the College community's pursuit of its proper educational purposes.

Voluntary Medical Withdrawal Procedures

Amended Date: Wed, Oct 21, 2009

Documentation of the illness, injury, or psychological/psychiatric disorder from a medical professional is required prior to the approval of a voluntary medical withdrawal.

The following steps shall be taken for students desiring a voluntary medical withdrawal:

1. Students must submit medical documentation supporting a request for a medical withdrawal within 30 days of the last attended class unless medical documentation is provided that satisfactorily explains a longer time period. It is most feasible that the request and documentation be submitted before the end of the semester (and end of the classes) in question but they will be accepted as necessitated by the medical



condition. The documentation must be submitted to the Executive Director of Student Success Services.

2. The Executive Director of Student Success Services will review all submitted documentation and make a decision regarding voluntary medical withdrawal within 10 business days after the receipt of the said documentation.
3. The decision of the Executive Director of Student Success Services will be communicated to the student via registered mail.
4. Students who are granted medical withdrawals will receive the grade of W (withdrawn) in all courses in progress and/or specified in the request.
5. Specific conditions for re-admittance are stipulated at the time of withdrawal. These conditions may specify a minimum period of time for the withdrawal and/or may require a letter of medical clearance from a physician, psychologist, or psychiatrist stating that in the professional expert's opinion the student is now capable of handling the academic and social demands of college.

Involuntary/Administrative Withdrawal for Students with Medical, Mental/Psychological Conditions or Disabilities

Amended Date: Wed, Oct 21, 2009

When a complaint is made under Section E of the Student Code of Conduct whereby a student is accused of violating the provision dealing with "the mental or physical abuse of any person on College premises or at College-sponsored or College-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such person," then the following procedures will be engaged.

1. In making the determinations required by these procedures, the Executive Director of Student Success Services (EDSSS) will review all available information obtained from incident reports, conversations with students, faculty and staff, and – for students with disabilities -- the expert opinions of appropriate medical professionals. The EDSSS will attempt to render a decision and present that decision to the student via registered mail within 10 business days of initiation of issue. The need to obtain required documentation and/or participation by appropriate medical professionals or the student may require additional time. The College may refer the student to an independent medical expert that offers free counseling services or the student could elect to use his/her own independent medical expert and bear the cost.
2. In making the determinations required by these procedures, the EDSSS will engage in a determination on an

individualized, case-by-case basis. Where the College proposes to take an adverse action (including, but not limited to, removal from the College) against a student whose disability or disability-related conduct may pose a significant risk to the health or safety of others, the EDSSS will apply the direct threat analysis required by Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act. A significant risk constitutes a high probability of substantial harm and not just a slightly increased, speculative, or remote risk. In determining whether a student with a disability (as defined by Section 504 and Title II) poses a direct threat, the EDSSS will make an individualized assessment based on a reasonable judgment that relies on current medical knowledge or on the best available evidence, to ascertain the nature, duration, and severity of the risk and the likelihood, imminence and nature of future harmful conduct, either to the student or to others in the college community. The EDSSS will also consider whether there are any reasonable modifications of policies, practices, or procedures that will mitigate future risk. Note that, if a student with a disability engages in misconduct unrelated to the disability, then the student may be treated the same under the Code of Conduct as any other student.

3. The EDSSS will meet with the student (if possible), giving notice to the student of the meeting and providing an opportunity for the student (and his/her family if the student has a signed waiver indicating permission to share information) to provide evidence to the contrary and/or, for students with disabilities, to make suggestions for reasonable modification(s) short of involuntary withdrawal from the college.
4. If, after conversation, a student with a disability chooses to withdraw voluntarily, a Withdrawal Form will be processed indicating that the withdrawal is voluntary and of a medical nature and setting appropriate conditions for the student's return.
5. If it becomes evident (through observed behavior or by report(s) from faculty, staff or students) that a withdrawal from the college may be in the best interest of a student with a disability and the college and the student (and/or his or her family) does not agree, then the following procedures will be engaged:
 - a. If, after conversation, the student maintains that s/he would like to remain enrolled, the EDSSS will consult with appropriate medical professionals regarding the evidence presented by the student. [Failure by the student to sign the Consent to Share Information form so that medical/clinical professionals may be consulted will result in the involuntary withdrawal from the college as the college will have insufficient