

Student Handbook & Calendar 2019-2020



ASHEVILLE • MADISON • ENKA • SOUTH • WOODFIN
(828) 398-7900 • ABTECH.EDU

Changing Lives • Strengthening Communities

*Sponsored by the Student Life & Development Department
& the Student Government Association*



Vision Statement

Changing Lives • Strengthening Communities

Mission Statement

Dedicated to student success, A-B Tech delivers quality education to enhance academic, workforce, and personal development.

Values Statement

Excellence, Integrity, Supportive Learning Environment, Innovation, Service, and Engagement





Dear Students:

It is my pleasure to welcome you to the A-B Tech family. Our primary mission is to provide an education that will prepare you for jobs, careers, or further education. We want your experience with A-B Tech to be positive and productive. We want you to feel that you are part of a community that makes you feel inspired, valued, and safe.

A-B Tech is a Welcoming College where our faculty and staff care about you as people. Our organization is designed to provide your education and the resources you need to be successful at A-B Tech. Your instructors have a support team that includes academic and financial aid advisors, counselors, the Academic Learning Center, the Writing Center, Veterans Services, Student Life, and much more.

We are all here because we want you to succeed. Please take advantage of these resources and do not hesitate to contact me or other A-B Tech employees if you have questions, concerns, or suggestions. We welcome your input and feedback.

Wishing you every success in the 2019-20 academic year,

A handwritten signature in cursive script that reads "Dennis King". The signature is written in dark ink on a white background.

Dennis King
President

Your Path to Success Starts Here...

Welcome to A-B Tech! The Student Life Development Department and the Student Government Association are excited about all the activities planned for the 2019-2020 academic year. Use your Student Handbook/Calendar not only as a resource for navigating College services, but also as a resource for managing your time on campus. Get involved: visit the Academic Learning Center, join a club or become a student member of a professional organization, participate in a service or study abroad trip, play an intramural sport, or join a student leadership program. Stay connected with weekly email updates to your student email account regarding College services, events, and offers. Check out the latest updates and College events by following us at facebook.com/abtech.edu, or view a list of semester activities at abtech.edu/studentlife.

For further information on College rules, regulations, procedures, activities, and dates, please consult the College website abtech.edu as items printed in the Student Handbook are subject to change.

This planner belongs to:

Name

@students.abtech.edu
Student email (first name, middle initial, last name)

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Non-Discrimination Statement

The A-B Tech Board of Trustees and administration are fully committed to encouraging and sustaining a learning and work environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information/medical history, age, political affiliation or veterans' status in the administration of any of its academic programs and employment practices.

For inquiries or allegations concerning possible discrimination or harassment related to sex, sexual orientation, gender identity or expression, or pregnancy), please refer to the Sexual Misconduct Policy and Procedure #112 on page 119 of this handbook or contact the following office:

Director of Title IX Compliance

340 Victoria Road, Asheville, NC 28801, (828) 398-7932

For all other inquiries or allegations concerning possible discrimination or harassment, please refer to the Non-Discrimination and Harassment Policy and Procedure #111 on page 91 of this handbook or contact the following office:

Vice President for Student Services

340 Victoria Road, Asheville, NC 28801, (828) 398-7146

Accreditation

Asheville-Buncombe Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Asheville-Buncombe Technical Community College.

Equal Opportunity Educational Institution

Getting Started

A-B Tech Information

Center - (828) 398-7900

Accident Insurance - 398-7109

Admissions - 398-7577,

398-7578, 398-7576

- New Student Orientation
- Residency for Tuition Purposes
- Selective Allied Health Programs

Child Care Assistance - 398-7143

Financial Aid - 398-7900

- Grants and Scholarships
- Work-Study Jobs
- Short/Long Term Loans

Testing Center - 398-7900

- Placement Testing
- Accommodations Testing
- Make-up exams
- Proctored exams for online courses
- Test of Essential Academic Skills (TEAS)
- PSB Health Occupations Aptitude Exam

Records and Registration- 398-7900

- Official Withdrawals
- Transcript Requests
- Registration Information
- Name Changes
- Program Completion
- Transcript Evaluations

Advisors - 398-7900

- Placement
- Add or Change Major
- International Student Services
- Pre-Limited/Pre-Selective Advising

Support Services &

Counseling - 398-7900

- Personal Counseling
- Career Counseling
- Accommodations for Disabilities
- Veterans' Services
- Support Services

Bookstore - 398-7227

- Textbooks and Supplies
- Convenience Store
- A-B Tech Logo Merchandise

Business Office - 398-7152

- Charges and Payments
- Payment Plans
- Sponsored Student Transactions

Transfer Advising Center - 398-7900

- Academic Advising for A.A., A.S., and A.E. Degrees
- Transfer program questions
- Four-year college/university visitation/advising schedule

Police Department - 828-398-7125

- Crimes in Progress
- Completed Crimes: Assaults, Larcenies, Vandalism, etc.
- Traffic Accidents
- Lost and Found
- Stolen Items
- Dead Batteries
- Keys Locked in Car
- Medical Problems

For emergencies call - 398-7125 or 9-911

- Asheville Campus
Cell Phone- 828-279-3166
- Enka Site Police
Cell Phone - 828-301-7150

Student Life Development

398-7594, 398-7203

- Student Activities
- Diversity Activities
- Student Leadership Programs

Student Government

Association - 398-7205

- Clubs and Organizations
- Student Senate

Reporting Sexual Misconduct - 398-7932

Reporting Discrimination or

Harassment – 398-7143

Hours of Operations

**Hours are subject to change*

Academic Learning Center:

(Accounting, Math and
Science Tutoring Labs)

Ferguson 114, 116, 118

Mon-Thu: 9 a.m.-6 p.m.

Fri: 9 a.m.-1 p.m.

Accounting: Mon -Fri 9 a.m. - 1 p.m.

Open Computer Labs:

Locke 119

Mon-Thu: 7:30 a.m.-7:45 p.m.

Fri: 7:30 a.m. - 4:45 p.m.

Ferguson 112

Mon-Thu: 7:30 a.m.- 5:45 p.m.

Fri: 7:30 a.m.- 4:45 p.m.

Haynes/Balsam 003

(Closed Friday in Summer)

Mon-Thu: 8 a.m.-7 p.m.

Fri: 8 a.m.-4 p.m.

Testing Center (Simpson):

Mon-Thu: 9 a.m. - 6 p.m.

Friday: 9 a.m. - 5 p.m.

On-Campus Writing Center (Locke):

Locke Library 125

Mon-Thu: 9 a.m.-5 p.m.

Fri: 9 a.m. to 2 p.m.

(Summer Term)

Mon-Thu: 9 a.m. - 5 p.m.

Online Writing Center:

24/7 (see page 21 for details)

Basketball & Weight Room (Coman):

Posted in gym and online
each semester

Bookstore (Bailey):

Mon-Thu: 9 a.m.-6 p.m.

Fri: 9 a.m.-5 p.m.

Business Office Hours (Roberson):

Mon-Fri: 8:30 a.m.-5:00 p.m.

Financial Aid (Bailey):

Mon-Thu: 9 a.m.-7 p.m.

Fri: 9 a.m.-5 p.m.

Café (Coman Student Activity Center):

Mon-Thu: 7 a.m.-4 p.m.

Fri: 7 a.m.-2:30 p.m.

Summer Term

Mon - Thu: 7 a.m.-2:30 p.m.

Don C. Locke Library:

Mon-Thu: 7:30 a.m.-9 p.m.

Fri: 7:30 a.m.-5 p.m.

Student Services (Bailey):

Mon-Thu: 9 a.m.-7 p.m.

Fri: 9 a.m.-5 p.m.

Tuition and Fees*

Fall, Spring, and Summer Semesters:

North Carolina Residents:

N.C. resident per semester \$1,216.00 (16 or
more credit hours),

N.C. resident per credit hour per semester
\$76.00 (15 or fewer credit hours)

Nonresidents:

Nonresident of N.C. per semester

\$4,288.00 (16 or more credit hours),

Nonresident of N.C. per credit hour per
semester \$268.00 (15 or fewer credit hours)

Fees:

Accident Insurance: \$2

Activity Fee, Fall and Spring Semesters:

9 or more day, Asheville

on-campus credit hours \$32.00

1-8 day, Asheville on-campus

credit hours \$22.00

Individual course fees:

Selected courses will have additional fees
assessed. These fees are non-refundable if
a class is dropped after the term begins.

Computer Use and Technology

Fee: \$48.00 per semester

**CAPS (Campus Access, Parking and
Security)** Fee: \$20.00 per semester

Matriculation Fee: \$6 per semester

**All tuition and fees are subject
to change without notice.*

Quick Reference to College Services

Career and Personal Counseling – Need assistance choosing your college major/career path, preparing for interviews, or resume writing. Need assistance with academic difficulty, distress or other personal counseling needs? Visit the Student Support Services Department in the K. Ray Bailey Student Services Center. To schedule a Career or Personal Counseling appointment please contact supportservices@abtech.edu, careerservices@abtech.edu or call 828-398-7209 or 828-398-7536

Child Care Assistance – Limited childcare assistance is available through the Office of the Vice President for Student Services. For more information, contact Kim England at 398-7143 or kimberlyhengland@abtech.edu.

Health Clinic - The clinic provides examinations by a licensed physician assistant/nurse practitioner. Student fees are \$10 per visit. Services include, but are not limited to, flu vaccine, TB testing, treatment for aches, blood pressure evaluations, prescriptions, minor emergencies, medical questions, common cold, flu and virus care and a food pantry. Student vouchers are available upon request. For more information call 828-398-7570 or email healthclinic@abtech.edu. Students may be seen as a 'walk-in' patient but appointments are preferred in Ferguson Center for Allied Health and Workforce Development Building, Room 115.17.

Dental Services – A-B Tech Allied Dental Clinic offers great savings on dental treatment. The services provided are routine dental cleaning, periodontal (deep) cleaning, fluoride treatments and digital dental radiographs by prescription from dentist. The clinic is by appointment only and they accept cash, check and cards. For additional information, you may call 828-398-7255 or email us at dental@abtech.edu.

Mountain Tech Spa – Need a haircut? Facial? Manicure, pedicure, or other spa services to relieve some school stress? The Mountain Tech Spa, an on-campus facility, offers low-cost services. For more information or to schedule an appointment, please email spa@abtech.edu or call 398-7670.

Student ID Cards

Students can obtain a student ID card at the Information Desk in the K. Ray Bailey Student Services Center during normal business hours. To be eligible for a student ID, you will need to present a valid driver's license or other government-issued photo ID and your student ID number. The first ID card is free, but replacement cards are \$10. Replacement fees can be paid in the Roberson Building or online at www.abtech.edu/student-services/student-id-cards.

After receiving an A-B Tech ID card, students should take it to Don C. Locke Library to activate the card in the Library's database. Once activated the card can be used to check out materials, use the research computers and access reserve items.

The student ID card will be preloaded with \$8 in free printing each semester you are enrolled. The ID card must be presented in order to use this printing service. After the initial \$8 has been used, additional funds can be added to a student account. Students will be able to use debit/credit cards to add money to student print funds and track their own balances. For more details visit www.abtech.edu/technology-support/student-printing.

The ID card also allows access to A-B Tech's gym and weight room, located in the Coman Student Activity Center. It may also be required for participation in other College events or class activities.

Bookstore

Students may purchase textbooks, school supplies, and items of special interest from the College Bookstore in the K. Ray Bailey Student Services Center. Used books are available on a first-come, first-served basis. Payment may be made by financial aid, cash, check, Visa, MasterCard or American Express. There will also be an assortment of textbooks available for rent through the bookstore. Please note that these titles will be determined by the textbook rental company each semester.

Hours of Operation:

Monday-Thursday: 9 a.m.-6 p.m.; Friday: 9 a.m.-5 p.m.

Return Policy: All returns or exchanges must be accompanied by a sales receipt. There are no exceptions. If purchased new, textbooks must still be in new and resalable condition (any bundled access codes must not have been used). Defective books will be exchanged if returned within 7 days from the beginning of classes. Purchases paid for by check will be refunded by cash 15 days after the date of purchase. Credit card purchases will be credited back to the account and cash purchases will be refunded by cash. Financial Aid returns must go back on the same student's financial aid account. Students cannot receive a cash or credit card refund on a financial aid transaction.

Student Insurance

A group policy, providing supplemental accident insurance, is maintained by the College and all curriculum students are required to subscribe to such coverage. The only exceptions are for students taking only off-campus courses or all online courses. The cost of accident insurance to the student is approximately \$2 per semester.

Job Board

Employers are looking for A-B Tech students and graduates. Join our Job Board for FREE and connect with employers from the local community. Jobs are posted for A-B Tech students, graduates, and the general public. To learn more about Job Board, visit abtech.edu/jobboard.

Accommodations for Students with Disabilities

A-B Tech is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Support Services Office at the College ensures that the program and facilities of the College are accessible to all students. The College focuses on the student as an individual and works toward equal opportunity, full integration into the campus environment, physical accessibility and the provision of reasonable accommodations, auxiliary aids and services to students.

Students with disabilities who require the services of interpreters, readers or note-takers, or need other reasonable accommodations should request these services from the Support Services office since federal law prohibits the College from making pre-admission inquiries about disabilities. In order to accommodate each disabled student's needs and to provide the necessary support services, a request for accommodations and professional documentation of a disability(ies) must be provided to the Support Services office. Information provided by students is voluntary and appropriate confidentiality is maintained. Services are designed and developed on an individual basis, and students may elect to use any or all of the services appropriate to their needs at no charge.

An appointment with the Support Services staff is recommended in order to discuss any special concerns. Students who are not satisfied with the decisions of this office may utilize the College's Student Appeals Policy. For detailed information, refer to: www.abtech.edu/supportservices, call 828-398-7581, or email supportservices@abtech.edu. This office is located in the K. Ray Bailey Student Services Center.

Americans with Disabilities Act Compliance

Individuals wishing to file a complaint of alleged discrimination on the basis of disability should contact the Office of the Vice President for Student Services 398-7143. For more information regarding disabilities, view the College website at abtech.edu.

Veterans' Service Office

The Veterans' Services Coordinator helps veterans process their requests for benefits. The Veterans' Office is located in the K. Ray Bailey Student Services Center. Individuals applying for veteran's benefits must meet all entrance requirements and are required to meet the College's Standards of Academic Progress as they progress through their programs. Failure to meet these standards will result in loss of veteran's educational benefits. For more information, the Veterans' Coordinator can be reached at veteranservices@abtech.edu and 828-398-7206.

Vet Café

Located in Ferguson 108 and open Monday through Friday 9 a.m. to 5 p.m. The Vet Cafe is a safe, comfortable place on campus for veterans to network, study, relax, and get connected with resources. Computers and printer are available. For more information, visit abtech.edu/vet-single-stop.

Single Stop and Veteran's Single Stop

Single Stop at A-B Tech is a "One Stop Shop" for students to get connected to resources that will help keep them in school. The idea is to have a place where students can go to get screened for multiple government benefits and local community resources, receive assistance in accessing those benefits and follow-up to make sure they're successful. Benefits and services include those things like food assistance, child care assistance, Medicaid, free tax preparation, financial counseling and legal referrals. All services are free for A-B Tech students. Please visit abtech.edu/singlestop for more information or contact supportservices@abtech.edu or 828-398-7141.

Addiction, Recovery, and Coping (ARC)

Students who are in recovery or desire to be in recovery from a substance use disorder can access services through Support Services. In addition to the annual ARC event in the spring, a Collegiate Recovery Program is also available year round. Support, resources, and educational meetings are available during regular business hours. VAYA Health can also be utilized to locate appropriate support in the community at 1-800-849-6127 (24/7 toll free). Contact Support Services for more information at 828-398-7536 or supportservices@abtech.edu.

The RESET

To better support our students, Support Services offers The RESET in ELM Room 204. This is a place for students struggling with mental health, addiction, and recovery to come and press the pause button to reset and cope with life. The room is open Monday through Friday from 9 a.m. to 5 p.m. If you have any questions, please contact supportservices@abtech.edu or (828) 398-7536.

Safe Zone

A-B Tech is a participant in the Safe Zone program, which seeks to create a climate of safety for all members of the College community. When you see the Safe Zone symbol, you will find an employee who is empathetic and informed about gay, lesbian, bisexual, transgender, queer and questioning issues and who is willing and able to provide support, information and resources. For more information, visit abtech.edu/safezone.

A-B Tech Police Department

The Department mission is to serve the College in a professional and courteous manner and to enforce State and local laws and College codes of conduct fairly and impartially. The primary function is to provide an environment that allows students, staff, faculty and visitors to interact in safe and secure surroundings. The Department's role is to actively support the educational activities of the College through crime prevention, law enforcement, safety, security, traffic and parking services. The Police and Security Department will strive to provide these services in a manner that will meet the highest level of approval and will constantly endeavor to anticipate the needs of the College community.

The A-B Tech Police Department employs both sworn police officers and non-sworn security officers. Police officers are state certified and have full authority to enforce state and local laws and to make arrests on all A-B Tech campuses and properties. Both police and security officers are authorized to issue A-B Tech campus citations and make disciplinary referrals for violations of College parking and traffic regulations and Code of Student Conduct.

Telephone Numbers for Police Services

Main College: 828-398-7900 • Police: 828-398-7125

Asheville Campus Police Cell Phone: 828-279-3166

A-B Tech Enka Police Cell Phone: 828-301-7150 • Emergency: 828-398-7125 or 9-111

Safety Tips

Help prevent crimes from occurring on campus, at work, or just about anywhere by following these safety tips:

Be Prepared

- Always be alert and aware of the people around you.
- Educate yourself concerning prevention tactics.
- Be aware of locations and situations that would make you vulnerable to crime, such as alleys and dark parking lots.

Street and Parking Lot Precautions

- Whenever possible, travel with someone.
- Stay in well-lit areas as much as possible.
- Walk close to the curb. Avoid bushes and alleys where someone could hide.
- If you carry a purse, hold it securely between your arm and body.
- Walk confidently and at a steady pace.

Car Safety

- ALWAYS lock your car doors after entering or leaving your car.
- Park in well-lit areas.
- Don't leave valuables in plain view. Lock valuables in the trunk, if possible, before arriving on campus.
- Have your car keys in your hand before you get to your car.
- Check the back seat before entering your car.
- If you think you are being followed, drive to a security, police, sheriff or fire station.
- Don't stop to aid motorists stopped on the side of the road. Phone and request help for them.
- Never pick up hitchhikers.

Office and Classroom Safety

- Never leave your purse or billfold in plain view or in the pocket of a jacket hanging on a door or chair.
- Don't leave cash or valuables in the office or classroom, even for a short time, such as a break.
- Always lock your office when left unattended, no matter how quickly you plan to return.
- Be aware of escape routes for emergencies.
- Report suspicious people and activities to security personnel.
- When sitting in the cafeteria, lounge or on outside benches, always keep personal belongings with you.
- If you work alone or before/after normal business hours, keep the door locked.
- If you attend night classes or work late, try to walk out with another person or call security for an escort.

If a Crime Occurs - Report It

Everyone should consider it his or her responsibility to report crime. Many criminals target favorite areas and have predictable methods of operation. At least one out of two crimes in the United States goes unreported, usually because people don't want to get involved. If you don't report a crime, this allows the criminal to continue to operate without interference. In many cases, it is the information provided by victims and witnesses that leads to the arrest of a criminal. So tell as much as you can; no fact is too trivial. Crime statistics for A-B Tech are posted annually on the US Department of Education, Office of Postsecondary Education's web site at <http://ope.ed.gov/security/>. For a copy of the A-B Tech Annual Security Report, please visit abtech.edu/security-reporting. The next annual report will be published October 2019.

Parking

Any vehicle parked on campus must have a current parking decal. Student parking decals are valid from August through July and must be renewed by the start of the fall semester each year. Parking decals are available in the K. Ray Bailey Student Services Center. Students should bring their vehicle information, including make, model, and year of the vehicle to be registered, in addition to the license plate number and state. To facilitate the process, students should also bring their Student ID number. For parking regulations, including where to display parking decals, please go to: abtech.edu/campus-safety.

Students needing special parking should apply for a temporary handicapped placard through the North Carolina Division of Motor Vehicles. A-B Tech does not issue special parking permits. Parking spaces for individuals with disabilities are located at each facility. Spaces marked by yellow lines are for faculty and staff use only. Students park in white-lined spaces.

All parking fines must be paid prior to registering for classes, seeing grades or getting transcripts. Note: Handicapped parking violations are charged on State citations and must be addressed through the Magistrates' Office or the Clerk of District Court.

Campus Visitors

While on any A-B Tech campus or site, all visitors and salespersons must abide by the following:

- a. When possible, instructors need to be informed of impending visitors and tours so that they can make appropriate preparations. Every effort will be made not to disrupt any classroom, lab or clinical activity.
- b. Solicitation for commercial purposes that is not a necessary part of the College's operations, activities or functions is restricted to time, place and manner as approved by the Vice President for Business & Finance/CFO or designee. If approved, sales calls must not disrupt the College's normal operating and learning environment. Standard fees for the use of rooms, buildings or grounds may apply. (See Policy 318, Use of Facilities)
- c. Visitors and salespersons are not permitted in shops, laboratories or any other potentially hazardous areas at any time unless they are escorted by a College employee.
- d. Visitors and salespersons must comply with all College rules and regulations while on campus.
- e. Individuals, who are not conducting business or purposely engaged in a sanctioned activity of A-B Tech, may be asked to leave the College premises.

All children on campus who are under the age of sixteen (16) must abide by the following:

- a. Must be a registered student or formally invited to attend a College-sponsored activity. Campus tours and student groups visiting the College are exempt from this procedure as long as the group is supervised by designated adults and a College representative.
- b. In some instances, children may accompany a parent or guardian to conduct College business. These children must be under direct supervision of the parent or guardian at all times.

Dress and Personal Appearance

All students are expected to dress in a manner that is modest, clean and appropriate for the program of study. Good personal hygiene and grooming are also expected and may be outlined by the program of study. Shirts and shoes are required at all times.

Tobacco-Free College

It is the policy of the Board of Trustees that Asheville-Buncombe Technical Community College provide students and employees with a safe and healthy environment. No form of tobacco, e-cigarette, or vaporizing device usage is permitted on A-B Tech's campuses, sites or at College-affiliated activities and events.

Sustainability and Recycling

A-B Tech is fully committed to waste reduction and recycling as a means of environmental sustainability, resource conservation, and adherence to local and state rules and guidance. Our commitment to waste reduction reaffirms the waste management directive supported by state and federal mandates. In order to reduce plastic bottle waste, A-B Tech has numerous water bottle filling stations location across the campus. For a complete list of locations, visit abtech.edu/sustainability-and-recycling/sustainability-and-recycling. To learn more about sustainability efforts at A-B Tech, please email Heath Moody at brantonhmoody@abtech.edu.

Financial Aid

It is strongly recommended that all students apply for the full range of financial assistance. Approximately 60% of all students receive some form of financial aid assistance. Several types of aid are available to students who demonstrate financial need and who maintain satisfactory academic progress. The satisfactory academic progress standards for financial aid recipients are outlined later in this section.

Students desiring financial aid for an academic year (fall, spring, and summer) are encouraged to apply early (by March 1) to ensure that their application is processed prior to the first day of class in August. Applications should be completed online at fafsa.gov. Only U.S. citizens and eligible noncitizens may apply for financial aid. Persons in the U.S. on F1, F2, J1 or J2 visas are not eligible to receive aid.

Financial aid is awarded to fully accepted curriculum students working toward a certificate, diploma or degree. Please remember that not all certificate and diploma programs are eligible to receive federal and state aid. Financial aid is awarded as scholarships, grants, loans and work-study, or a combination of any of these programs. The College's Financial Aid Office determines the type and amount of aid a student will receive based upon the student's individual circumstances.

All correspondence from the Financial Aid Office is sent to students via their A-B Tech student email account. All students who apply to the College are automatically assigned a student email account. Information regarding how to access student email can be found on the A-B Tech website at abtech.edu/technology-support/student-email. Students should check their student email and Self-Service accounts regularly for information regarding their financial aid status, class information, registration, billing status, etc.

After financial aid is awarded, students will receive an email instructing them to review their award letter in Self-Service. The award letter will display the amount and types of financial aid the student will receive. In some cases, students may be asked to accept or decline the aid they have been awarded. Students can access their Self-Service account from the A-B Tech website at abtech.edu. Students who are aware of any issues which may impact their ability to be academically successful are encouraged to contact the Financial Aid Office immediately for assistance.

The Financial Aid Office is located in the K. Ray Bailey Student Services Center. Office hours are: Mon-Thurs: 9:00 a.m. – 7:00 p.m., Fri: 9:00 a.m. – 5:00 p.m.

Satisfactory Academic Progress Standards for Financial Aid:

The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of "satisfactory progress" for students receiving financial aid. For the purpose of maintaining a consistent policy for all students receiving financial aid administered by the College's Financial Aid Office, these standards are

applicable to all financial aid programs including federally sponsored Title IV programs.

Satisfactory Progress Defined:

A student is considered to be making satisfactory progress toward his or her curriculum program of study when three requirements are satisfied:

1. Maintain a minimum cumulative grade point average of 2.0.
2. Maintain a minimum cumulative completion rate of 50% if student has completed less than 30 credits.
3. Maintain a minimum cumulative completion rate of 67%.
4. Successfully complete the curriculum program of study within 150% of the published length of the program.

Students not meeting the satisfactory progress standards will have their financial aid eligibility suspended. See the College catalog or the Financial Aid Office web page for more details and the complete policy.

BankMobile for Financial Aid and Tuition Refunds

A-B Tech has partnered with BankMobile, a financial services company, to bring you this powerful benefit, the A-B Tech Access Card. This partnership allows the College to expedite financial aid disbursements and student refunds by using direct deposit to distribute refunds. This means money will be available much more quickly than with traditional paper checks. Check out abtech.edu and www.refundselection.com to learn more. For questions, call 398-7900.

Auditing Courses

Any individual may audit a College curriculum (for credit) class based on the following:

- The individual pays the normal tuition and fees. However, any person who is at least 65 years old may audit courses without the payment of tuition provided the individual meets the other criteria listed herein. Individuals 65 years or older are still required to pay any local fees associated with audited courses.
- Auditing students do not take tests or examinations and do not receive grades, credit or financial aid. Audits appear on a student's transcript as a "Y" grade, which does not impact the student's GPA.
- Students auditing a course must meet the same course prerequisite and attendance standards as all other students in the course. Auditing a course will not meet the prerequisite of any sequential or higher-level course and cannot be used toward any certificate, diploma, or degree requirements. Physical Education classes may not be audited.
- Auditing is subject to open seats in the course. A student who audits a course shall not displace other students seeking to enroll in the course.
- Students who audit a course and withdraw will be issued a grade of "W". Audited courses that are dropped prior to the 10% point of the course will not receive a grade nor appear on the student's transcript.

- Students choosing to audit a course must submit a Request for an Audit Grade form to the Records and Registration Office within the first 15 weekdays of the term for a 16-week class or an equivalent percentage for courses taught on a minimester schedule. The instructor must sign the form to approve the change to audit status. Students seeking to change from audit to credit status must contact the Records and Registration Office during the first five weekdays of the term for a 16-week class or an equivalent percentage for courses taught on a minimester schedule. Approval for changes from audit to credit status will be determined by the Registrar on a case-by-case basis.
- Students 65 years or older who are seeking to have the tuition waived for an audited course must request the tuition waiver to the Records and Registration Office at the time when the Request for an Audit Grade form is submitted.

Schedule Adjustments

Dropping, withdrawing, or adding classes can change your enrollment status. Please check with the Financial Aid Office if you make schedule adjustments to see how your financial aid could be impacted.

Adding a Class

A student may add a class to their schedule in Self-Service or by visiting any registration center (K. Ray Bailey Student Services Center, Madison Site Office or the A-B Tech South Site). For classes 14 weeks or longer, students may add the class up to 48 hours after the start of the first class meeting. For fully online classes that are 14 weeks or longer, students may add the class up to 48 hours after the class's start date. For classes shorter than 14 weeks, students may add the class until the class meets for the first time. For fully online classes that are shorter than 14 weeks, students may add the class through the end of the start date for the class.

Dropping a Class

In order to officially drop from a course without academic penalty, the student must follow official College drop procedures by the drop deadline for the class.

The student may drop classes through the first 10% point of each class. Specific dates can be provided by the Student Records and Registration Office. A class may be dropped in one of the following ways:

1. Students may drop a course through Self-Service. Distance students may receive assistance from the Distance Advisor.
2. By visiting any registration center (K. Ray Bailey Student Services Center, A-B Tech Madison Office or the A-B Tech South).
3. By having the program advisor or Academic Advisor process the drop.

Students are responsible for ensuring drops have been processed. In the case of drops, the course(s) will not be included on the transcript.

Withdrawing from a Class

After the 10% point of the term, a student wishing to withdraw from a class must complete an official Class Withdrawal Form. All withdrawal forms must be received by the K. Ray Bailey Student Services Center, Madison Site Office or the A-B Tech South Site during the first 75% of the term. In the case of a class withdrawal, the student will receive a grade of "W," which will not influence the quality point ratio, but will appear on the transcript and may impact financial aid eligibility.

Exceptions such as serious illness or job transfer requiring withdrawal from all classes after the 75% point of the term will be considered on an individual basis by the Vice President for Student Services or his or her designee. A student who has withdrawn from a class may no longer attend the class.

Class Attendance

Regular and punctual class attendance is important in order to achieve success in the course and develop desirable personal traits necessary for success in employment. Instructors are responsible for establishing any attendance/participation requirements and for informing students of those requirements in the course syllabus at the beginning of the academic term. Students are responsible for fulfilling the requirements of the course that are outlined in the course syllabus.

Students must provide prior official notification to instructors of military leave of absence(s). Responsibility for initiating such notice rests with the student. Military personnel must be able to attend/participate in the course prior to the course's census date. Military leave that interferes with the student's ability to attend/participate in the course before the census date will require that the student drop the course.

Students are allowed two days of excused absences each academic year for religious observances as required by law. Students must notify instructors in writing of expected religious absences.

Course Entry Attendance Requirements

It is mandatory that the student attend each course at least once during the first 10% of the course, or in the case of online courses, a graded activity must be submitted during the first 10% of the course. Each online course syllabus must identify the activity to be completed prior to the 10% point of the course, and the date by which the activity must be completed. For hybrid courses, the student must attend the classroom portion of the course or complete an online graded activity prior to the 10% point. **Failure to attend or complete the activity prior to the 10% point will result in the student being dropped from the course. The student will not be allowed to continue in the course or receive a refund.**

Programmatic Attendance Requirements

Some programs may have outside regulatory bodies that require a minimum of course attendance/participation hours. These requirements are clearly defined in the respective course syllabus or program orientation information.

Federal regulations require that attendance be reported for students receiving certain types of veteran's benefits and for certain classifications of international students. Instructors will be regularly asked to verify attendance for these specific student groups.

Absences Due to Military Duty

Students must provide prior official notification to instructors of military leave of absence(s). Responsibility for initiating such notice rests with the student. A-B Tech will give excused absences to students who are in the United States Armed Forces and who have received temporary or permanent re-assignment as a result of military operations, as well as to students who are National Guard service members placed onto State active duty status during an academic semester for which the student is enrolled. This includes:

- Providing the student with the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty; feasibility will be determined by the instructor and/or academic department
- Providing the student with the option of receiving a temporary Incomplete (“I”) grade for any course that the student was unable to complete as a result of being placed on State active duty status; however, the student must complete the course requirements within the first six weeks of the following semester or by an alternate date approved by the Vice President of Instructional Services
- Permitting the student to drop, with no penalty, any course that the student was unable to complete as a result of being placed on State active duty status. This includes receiving a 100% refund for any tuition and fees for which the student directly paid.

Absences Due to Religious Observance

In compliance with state and federal laws, A-B Tech students are eligible for reasonable accommodations, including two excused absences each academic year, for religious practices or beliefs that are required by the student’s faith. The student must submit the Request for Accommodation for Religious Observance form to the instructor no later than the census date (10% point) for the class. Excused absences from classes for religious observances do not relieve students from responsibility for any part of the coursework required during the period of absence.

Closings, Delays and Dismissals for Inclement Weather or Emergency Situations

The College will close when weather conditions are such that travel is hazardous or an emergency or other situation occurs that would severely disrupt College operations or pose a threat to employees, students, and/or visitors.

1. The President shall determine the classifications of days as hazardous, marginal or late opening.
2. Announcements concerning the A-B Tech operating schedule will be made as soon as possible and announced via multiple methods, including the following:
 - Text alerts (for which all students and employees may register through WebAdvisor under Update Contact Information),
 - Employee and student email, the College website (www.abtech.edu),
 - The College’s main telephone number (828-398-7900),
 - The College’s Facebook and Twitter accounts, and
 - Through local radio and TV stations announcements.

If it appears that the inclement weather conditions will be cleared before the day is over

- or the emergency/other situation has been addressed, a late opening will be announced as soon as possible. Students should attend classes according to the announcement.
3. For classes at A-B Tech Madison, A-B Tech Woodfin, and A-B Tech South, the Director of each campus will make a weather-related announcement as soon as possible regarding closing via direct communication, the local campus telephone message or the campus Facebook page. If it appears that the inclement weather conditions will be cleared before the day is over or the emergency situation has been addressed, a late opening will be announced as soon as possible. Students should attend classes as scheduled.
 4. If conditions become worse after an initial decision for delayed opening is made, an additional announcement closing the College for the day and/or evening will be made as soon as possible.
 5. Closing or delaying the College for the day does not automatically close it for the evening. Decisions will be made concerning evening programs and services in the afternoon and announced by 2 p.m. whenever possible. Faculty, staff, and students should continue to check for these announcements.
 6. When weather conditions or emergency situations dictate early dismissal of day or evening classes, the announcement will be made by all means possible.
 7. Curriculum and Continuing Education class work and sessions may be made up by rescheduling the class, extra assignments, individual conferences, extended class sessions, on-line assignments, or other alternatives as determined by the applicable senior administrator.
 8. Important reminder: In the event of inclement weather or other emergency situations, commuters (particularly those from outlying or remote areas) should exercise personal judgment concerning road or other conditions, regardless of College announcements. The College values the safety of our students, faculty and staff and does not expect anyone to take unnecessary risk while attempting to report to work or class.

Student Life Development

A-B Tech's Department of Student Life Development works to create a dynamic, inclusive and collaborative college environment. The department provides opportunities for personal and professional enrichment, leadership development, civic engagement, as well as supports co-curriculum education. Student Life Development offers events and programming that provide enriching and transformative experiences for students. The Student Life offices are located in the Coman Student Center and can be reached at 398-7594 or 398-7203. For more information, visit abtech.edu/studentlife.

Student Government Association

Get involved in the Student Government Association (SGA). Meetings are open to all students. The SGA is committed to informing, guiding, serving and advocating for students, while offering opportunities for leadership, involvement, and personal growth. Operating under the supervision of the Student Life Development department, the SGA serves as the voice of students to the College administration. Meetings are held on Wednesdays at 4:30 p.m., and dates and locations can be found in the calendar portion of this handbook. The SGA Office is located in the Coman Student Center and can be reached at sga@abtech.edu or 398-7205. For more information, visit abtech.edu/sga.

The Student's Role in Institutional Decision Making

A-B Tech encourages student participation in the institution's decision-making process. Toward this end, student representatives are included as members on various standing committees across the college. Additionally, the Student Government Association President serves on the A-B Tech Board of Trustees.

Student Activity Fee Usage

The Student Life Development department and Student Government Association enrich the academic and social growth of the student body with a wide range of activities and resources developed specifically for college students. All student activities are financed through the activity fee paid by each Asheville day curriculum student. Here are a few of the resources, services, and activities provided:

Fall Festival

Diversity Awareness Activities

Earth Day Celebration

Academic Achievement Ceremonies

Student Clubs

Co-Curricular Outings

Health & Wellness Fair

Student passes to the Asheville Art Museum

Student membership to the Smith-McDowell House (on the A-B Tech campus)

Student Handbook/Calendar

Student Government Association Services

Discounted Asheville Transit Passes

Student Health Clinic Medical Supplies and Vouchers

Activity Day Class Schedule

A-B Tech sets aside three Activity Days each academic year as an opportunity for students and faculty/staff to connect outside the classroom. For the 2019-2020 academic year, the activity days are September 5, December 6, and April 22. Classes are suspended from 11 a.m. to 1 p.m. on activity days. The canceled classes will be made up with out-of-class assignments.

Student Intramurals

A-B Tech offers a wide variety of intramural activities that are open for student and employee participation. Check the calendar portion of this handbook for a listing of intramural activities. Stop by the gymnasium in the Coman Student Center to sign up. For more details, contact Rhonda Davidson at rhondaldavidson@abtech.edu.

Forming Clubs and Societies

A-B Tech hosts 15-18 chartered clubs and societies each academic year. These groups sponsor many events for the entire campus, as well as those planned for their own members. Students wishing to form a new club or society on campus must seek official recognition through the Student Government Association. A chartering form must be submitted along with a copy of the proposed organization's constitution and bylaws. Upon approval by the SGA Senate, the constitution and bylaws shall be forwarded to the Student Life Development office for final approval. For a Club and Society handbook, contact the Student Government Association at sga@abtech.edu or 398-7205. The SGA Office is located in the Coman Student Center. For more information, visit abtech.edu/sga.

Student Clubs and Societies

A-B Tech sanctioned clubs, societies, and leadership programs are designed to enhance the college experience for curriculum students. Below is a list of student organizations along with advisor contact information. For more detailed information, please contact the Student Government Association at sga@abtech.edu.

- *American Dental Hygienists Association:* Marilee Bush - marileebush@abtech.edu
The objectives of this organization are to cultivate, promote and sustain the art and science of dental hygiene. The club represents and safeguards the common interest of the members of the dental hygiene profession.
- *Associate Degree Nursing:* Deanna Littrell - deannawlittrell@abtech.edu
The Associate Degree Nursing Club is a club for ADN students. The purpose of this club is to assume responsibility for contributing to nursing education and influence the educational process. The club provides programs that are representative of fundamental and current professional interests and concerns. This club aids in the development of the whole person, his or her professional role, and his or her responsibility for the health care of people of all walks of life.
- *Queer the Way:* Porscha Orndorf - porscharorndorf@abtech.edu
Bridging the Gap was formed to develop community among A-B Tech students to provide a positive atmosphere and influence for GLBTQ students and their allies. The club encourages networking, education and awareness to promote healthy relationships and general wellbeing.

- *Dental Assisting Club:* Tisha Anderson – tanderson@abtech.edu
The Dental Assisting Club cultivates, promotes and sustains the art and science of the dental assisting field. Open to current, full-time Dental Assisting students, the club represents and safeguards the common interest of its members and contributes to the improvement of public health.
- *Green Power:* Heath Moody - brantonhmoody@abtech.edu
The purpose of Green Power is to educate students, staff, and faculty on the importance of sustainability, and to be the voice to implement sustainable programs and technologies on our campus.
- *Hospitality Club:* Walter Rapetski - walterarapetski@abtech.edu
The objective of the Hospitality Club is to stimulate a greater interest and development in the hospitality industry within the members of the organization and students in the Hotel Restaurant Management curriculum.
- *Medical Assisting Club:* Candace Crump - candacescrump@abtech.edu
The Medical Assisting Student Association (MASA) promotes the exchange of ideas, experience and fellowship among Medical Assisting students and educators at A-B Tech. Members are encouraged in scholarship, leadership, and service. Through club membership, students are provided the opportunity to join the American Association of Medical Assistants.
- *Minority Student Leadership Academy:* SGA - sga@abtech.edu
The Minority Student Leadership Academy supports the educational and professional aspirations of minority students and their allies enrolled at A-B Tech. The goals of the program are to achieve higher graduation and/or transfer rates through academic assistance, mentoring, and personal and professional development opportunities.
- *National Society of Leadership and Success:* vacant - nsls@abtech.edu
This leadership development program is open to curriculum students who have completed at least 12 credit hours in good standing with a 3.0 GPA. The National Society of Leadership and Success Sigma Alpha Pi chapter is a leadership program that has hundreds of branches throughout the nation at community colleges and universities. Membership invitations are issued twice a year.
- *Phi Beta Lambda:* Marlene Frisbee - dorismfrisbee@abtech.edu
The purpose of this chapter shall be to further the goals of Phi Beta Lambda within the state of North Carolina. This chapter shall provide opportunities for college students to develop competencies for business and the educational world. Phi Beta Lambda is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.
- *Philosopher's Society:* Joan Heller - joanheller@abtech.edu
The Philosopher's Society provides a positive outlet for thinking. We hold an open door for anyone who wishes to broaden their perspective, to exercise respect for others, or to enjoy a fun and enlightening environment.
- *Radiology Club:* Angie Goodwin - angeladgoodwin@abtech.edu
The purpose of this club is to provide incoming radiography program students with a base to develop a wider understanding of diagnostics radiography and coordinating modalities. This club encourages the discussion of thoughts, experiences and ideas for a radiography student in clinic and academic curriculum.
- *Spanish Society:* Kristen Schlaefer - kristenschlaefer@abtech.edu
The purpose of the Spanish Society is to collaborate with other students to effectively

learn the language and culture of Spanish-speaking countries. Discussions in Spanish will take place around the culture and possibly the making of Spanish foods.

- *Student Paramedic Association:* Anthony Green - anthonytgreen@abtech.edu
The mission of the Association of Student Paramedics is to provide a unified voice in representing the members to institutes of learning, government agencies and other organizations. The Association of Student Paramedics provides a resource for the exchange of ideas and the advancement of the paramedic profession.
- *Surgical Technology Club:* Robin Keith - robinbketh@abtech.edu
The purpose of the A-B Tech Surgical Technology Club is to promote the exchange of ideas and experiences of surgical technology as a profession. A variety of fundraising activities occur throughout the year in the curriculum to provide funds for professional organization membership and pinning ceremony.
- *Sonography Society:* Chastity Case - chastitylcase@abtech.edu
The purpose of the A-B Tech Sonography Society at the college shall be the promotion of scholarship, the development of leadership and service and the cultivation of fellowship among qualified Medical Sonography students.
- *Veterinary Technology Club:* Lindsay Edwards - lindsaycedwards@abtech.edu
The club provides learning opportunities for Veterinary Technician students through field trips, guest speakers and community activities. It increases the profile of the A-B Tech Veterinary Medical Technology program and the community of veterinary medicine by participation and organizing career days, seminars and conferences. It raises awareness about issues pertaining to the health and well-being of companion animals and livestock by participating in campus and Student Government activities.
- *Women in Technology:* Pam Silvers - pamelajsilvers@abtech.edu
The Women in Technology Society's purpose is to provide activities, social networking, and professional development opportunities for women interested in Technology and Engineering. This Society is open to all students and a major in technology or engineering is not required to participate.

For a complete listing of current clubs and societies, please visit abtech.edu/student-organizations.

Entrepreneurial Resources for Students

The A-B Tech Small Business Center provides a variety of services to both start-up and existing businesses and is a great resource for students. Located at A-B Tech Enka, the mission of the Small Business Center is to offer high quality programming which is readily assessable; this is accomplished by providing a variety of free seminars on small business topics as well as free confidential counseling. Small Business Center staff are also available to speak to classes, clubs and meet students at the Asheville campus. For more information, please contact Jill Sparks at jillmspark@abtech.edu or 828.398.7949.

Fine Dining on Campus

The Culinary Arts, Baking and Pastry Arts, and Hospitality Management students offer dining experiences on most Thursdays in the fall and spring semesters. These lunches and dinners are staged by the students to gain real world experience while still in school. Meals are held in the Magnolia Building and Fernihurst Building dining rooms on the A-B Tech campus. If you would like to receive the schedule and menus, please email reservations@abtech.edu.

Don C. Locke Library

Don C. Locke Library provides books and electronic resources to help students meet their information needs. The library houses a large collection of DVDs, audiobooks and a North Carolina collection. Open hours are Monday-Thursday, 7:30 a.m. – 9:00 p.m. and Friday, 7:30 a.m. – 5:00 p.m. Hours may vary from semester to semester. The library is wireless with research computers on the main level and an open computer lab and Writing Center on the lower level. Laptops and scientific/graphing calculators can be checked out for in-library and home use. Comfortable seating, group study rooms and quiet zones are located throughout the building.

Academic Resources

The College has a sincere interest in helping all students attain their goals. Students who find they need or want additional help outside the classroom – or who feel they would benefit by and enjoy more active involvement with faculty and students seeking to build a welcoming, inclusive, integrative and sustaining academic community at A-B Tech – should explore the following sources of support:

Instructors: Students are encouraged to stop by during office hours to seek assistance regarding course material.

Academic Learning Center: The Academic Learning Center (ALC) provides tutoring and support to students who need assistance in math, science, or math related subjects. There is no charge for this service. Instructors, assistants, aides and peer tutors provide tutoring and skills exercises in a friendly, supportive environment. Our labs cannot be used as a study hall for working on homework assignments, and students cannot be in the Academic Learning Center when they are scheduled to be in class. Students will be asked to participate actively with their tutor when they visit the ALC. No appointment is necessary and students can drop in any time for help. If you have questions about how to take advantage of the ALC's services, please stop by, visit abtech.edu/academic-learning-center, or call us at 398-7228.

Testing Center: The Testing Center has been established to facilitate placement testing, online testing, re-testing, make-up testing, testing with accommodations, and testing for Selective Allied Health program. For additional information, please contact the Testing Center staff at 398-7219.

Writing Center: The Writing Center, located in Locke 125 (lower level of the library), welcomes students from all A-B Tech programs to receive assistance at any stage of the writing process, including interpretation of assignment guidelines, brainstorming, drafting, and revision. Tutors can assist students with written work for any A-B Tech course, as well as professional writing, such as resumes, cover letters, and scholarship applications, and creative writing. Students can utilize Writing Center services on campus, online, and remotely via video chat.

Staffed by professional tutors, the Writing Center is open for scheduled on-campus and remote appointments during the fall and spring semesters from 8:00 a.m. to 5:00 p.m. Monday-Friday, with select evening hours each semester. During the summer term, the Writing Center is open from 8:00 a.m. to 5:00 p.m. Monday-Thursday. Appointments can be scheduled online at abtech.mywconline.com, via phone at (828) 398-7218, or by visiting Locke 125 during

business hours. Walk-ins are welcome but cannot always be accommodated due to demand. Students desiring more consistent support may also set up standing appointments to visit the Writing Center each week. Online sessions, in which students submit their drafts to receive written feedback from a tutor, may be scheduled 24/7 during the academic year with the exception of college holidays and closings.

The Writing Center also offers RISE sessions to assist students referred by their instructors for help with writing fundamentals, such as grammar, punctuation, and paragraph design, and with graded papers that warrant revision. For additional information about the Writing Center's services, please call the Writing Center at (828) 398-7218.

Program Advisor: All students in an active academic program (degree, diploma, and certificate) are assigned a program advisor, usually the major area department chairperson for Associate in Applied Science programs. Students who are experiencing barriers to academic success should see their program advisor for assistance. Unclassified students should see an Academic Advisor in the K. Ray Bailey Student Services Center. Students interested in a Selective or Limited program will work with a Pre-Selective/Pre-Limited Advisor located in the K. Ray Bailey Student Services Center. Advising hours are Monday through Thursday from 9:00am until 7:00pm and on Friday from 9:00am until 5:00pm. We always welcome walk-in advising sessions and encourage appointments during specific advising periods.

Counseling Services

A-B Tech provides free, confidential counseling and related services for enrolled students in the K. Ray Bailey Student Services Center. Students are encouraged to use counseling services at any time if they have personal, academic, or career concerns. The professional counseling staff, after initial assessment, will refer students who need specialized or long-term services to appropriate resources within the community. Students may email supportservices@abtech.edu or call 398-7581 to schedule an appointment.

Student Services for Distance Learners

Following is a list of Student Services available to distant students. Most of these resources are available from the College website at abtech.edu.

1. **Application:** Application to the College may be made on the College website.
2. **Student Orientation:** The New Student Orientation is available for all students at www.abtech.edu under Online Services. It is offered in a classroom setting or online. Note: Students will not be required to complete New Student Orientation if they have obtained a degree (Associate's degree or higher) or are a visiting student from another institution and this is included in the student application to the College. If the student did not complete these questions on the application and has a degree, they can provide an unofficial college transcript to the Admissions Office in the K. Ray Bailey Building on the Victoria Road Asheville campus and the waiver will be placed on the student record.
3. **Student Handbook:** A copy of the annual Student Handbook will be mailed upon request to distance learners. The Student Handbook is also available on the College website.
4. **Transcript Evaluation:** Official copies of transcripts from colleges previously attended may be mailed or sent via certified electronic submission to A-B Tech by the originating institution or by the student (opened copies are considered unofficial and therefore

not accepted for transfer credits) if transfer credit is desired. Students will receive a summary of transfer credits in Self-Service.

5. **Application for Program Completion:** Applications for program completion may be mailed to the Registrar's Office for evaluation. The application is available on the College website. Applicants will receive an email response to their A-B Tech email account.
6. **Catalog:** The catalog is available on the College website at abtech.edu.
7. **A-B Tech Transcripts:** Instructions for requesting transcripts can be viewed on the College website at abtech.edu/transcripts.
8. **Dropping Classes:** Distance learners may drop classes online via Self-Service.
9. **Schedule of Classes:** Curriculum schedules are available on the College website and in Self-Service.
10. **Financial Aid:** Applications for federal financial aid (FAFSA) are available at fafsa.gov and scholarship applications are available on the College website. Financial Aid information is available by emailing financialaidoffice@abtech.edu or calling 828-398-7900.
11. **Academic Advising:** Academic advice is available. Students classified into programs may receive academic advice by emailing their assigned program advisor at the College. Unclassified students who are not in any program may receive academic advice by contacting distanceadvising@abtech.edu.
12. **Veterans' Services:** Veterans' services and advice are available by emailing the Veterans' advisor at veteranservices@abtech.edu.
13. **Support Services:** Students with disabilities as defined by the Americans with Disabilities Act may seek services by emailing supportservices@abtech.edu or visiting abtech.edu/supportservices.
14. **Career Counseling Services:** For those who need assistance in choosing a major/program, researching specifics of various occupations, writing resumes, and/or interviewing skills, counselors are available by appointment. Students may schedule an appointment by emailing careerservices@abtech.edu. Career Services and a job and résumé posting service called Job Board are also available online at abtech.edu/careers.
15. **Placement Assessment:** Placement assessment may be accomplished at any college that offers the NC DAP or Accuplacer placement test. Scores can then be faxed by the originating college. Additionally, SAT/ACT scores or an official high school transcript (graduation date within the last five years, unweighted GPA of 2.6 or higher, and successful completion of a fourth math course) may be used instead of taking the NC DAP or Accuplacer. For more information, contact the Testing Center at testingcenter@abtech.edu. To schedule a placement assessment on the A-B Tech campus, visit abtech.edu/placement.
16. **Payment of Tuition and Fees:** Tuition and fees may be paid online by using Self-Service.
17. **Purchase of Books:** Books may be purchased online from the College Bookstore.
18. **Distance Learning:** Visit the Distance Learning web page at abtech.edu/distance-learning/a-b-tech-online for additional information.
19. **Online Technical Assistance:** The College provides a Help Desk for students who experience technical issues with Moodle, Self-Service and other College-related, online services. Contact helpdesk@abtech.edu.
20. **Library Services:** Students may access the resources of the Locke Library by visiting abtech.edu/library.

21. **Academic Assistance:** Tutoring for distance learners in certain disciplines is available through smartthinking.com. For help with writing, contact the Writing Center at abtech.edu/writingcenter.
22. **College Events:** For an updated list of College-sponsored activities and events, check the calendar at abtech.edu/calendar.

Academic Procedures

Classification of Students

Full-time student: A student enrolled for 12 or more credit hours during fall and spring semesters, and 9 or more credit hours during the summer session.

Part-time student: A student enrolled for fewer than 12 hours during fall or spring semesters or fewer than 9 credit hours during summer session. (Please note that financial aid recipients registered during the summer will need 12 credit hours for full Pell awards.)

Declaring, Changing, or Adding Second Majors

In order to declare a program of study, change programs, or add a second program of study, students are encouraged to use "Change My Academic Program" in Self-Service or meet with an Academic Advisor in the K. Ray Bailey Student Services Center. The catalog in effect for the term in which the student will begin the program of study will be the catalog recorded for the selected program. If a student is unable to use the "Change My Academic Program" feature, the student should contact an advisor in the K. Ray Bailey Student Services Center or send an email to generaladvising@abtech.edu for more information.

Prerequisites and Corequisites

Before enrolling in a course with prerequisite requirements, students must satisfactorily complete the prerequisite course(s). Corequisite courses must be taken prior to or during the same term. Exceptions may be approved by the appropriate department chairperson, dean, and/or vice president and will be documented in the student's academic file.

Course Substitutions

Curriculum course substitutions must be approved by the program area dean and forwarded to the Associate Registrar.

Introduction to College Courses for Diploma or Degree-Seeking Students

Degree-seeking students who enroll in a college program requiring ACA 115, ACA 122, EGR 110 or any equivalent course, must enroll in and successfully complete the course with a grade of "C" or better in their first semester of enrollment. Students who do not meet this requirement will be prevented from registering for future semesters without enrolling in the course.

Any student who places into more than one developmental course must enroll concurrently in ACA 115, ACA 122 or EGR 110 as appropriate for his or her curriculum.

Students transferring a similar course or who transfer in 24 or more transfer credit hours of college-level work, will be permitted to substitute another course for ACA 115 or EGR 110 and will not be subject to the above requirement and subsequent restrictions.

Work-Based Learning

In selected programs, A-B Tech provides students with an opportunity to integrate classroom learning with supervised work experience in an employment situation directly related to the educational program of the student. The work experience component is an integral part of the total educational process. The primary objective of work-based learning is to prepare the student for employment.

To be eligible to participate in a work-based learning, a student must be 18 years of age, be enrolled in a curriculum program that provides a work-based learning option, have a minimum 2.0 cumulative program GPA, have completed required course prerequisites, and have completed a minimum of 9 semester credit hours within the appropriate program of study. Approval by the department chairperson is required for a student to participate in a work-based learning activity. Any exceptions to these requirements must be approved by the appropriate academic dean.

Independent Study

Selected courses may be available for independent study, with approval of the appropriate dean. A student requesting to take a course by independent study must complete the Request for Independent Study form and have it approved by the department chair and division dean prior to registration. The request to enroll in a course by independent study may be approved when the following conditions are met:

- The course is not offered during the current semester or is in schedule conflict with another required course and is needed for the student to qualify for graduation or transfer.
- The student has a cumulative grade point average of 2.0 or higher.
- The student has completed 15 semester hours of study in his or her academic program at Asheville-Buncombe Technical Community College.
- A full-time faculty member, with the approval of the department chair, agrees to serve as the instructor for the semester of independent study.
- Any exceptions must be justified by special circumstances and approved by the Vice President for Instructional Services.

Maximum Course Load

Because of the amount of effort that is expected to be put forth in college-level courses, students are limited to a maximum of 20 hours of course work each semester. Exceptions to this rule may be granted by the Vice President for Instructional Services.

Academic Honors and Achievements

Dean's List

For the Dean's List, students must be enrolled in an academic program (degree, diploma or certificate), carrying a minimum of eight credit hours of curriculum courses numbered 100 or above. Students must have a minimum 3.75 quality point average to qualify for the Dean's List for the semester under consideration. Students who earn grades of F, I, or X are not eligible for the Dean's List for that semester. Students receiving credit for a course by examination are not affected. Only courses numbered 100 and above will be considered. The Dean's List will be compiled by the Registrar.

President's List

For the President's List, students must be enrolled in an academic program (degree, diploma or certificate), carrying a minimum of twelve credit hours of curriculum courses numbered 100 or above. Students must have a 4.0 quality point average to qualify for the President's List during the semester under consideration. Only courses numbered 100 and above will be considered. Students who earn grades F, I, or X are not eligible for the President's List for that semester. Students receiving credit for a course by examination are not affected. The President's List will be compiled by the Registrar.

Dean's and President's List recipients are honored during the Academic Achievement Ceremonies held in February and July. Students are encouraged to invite friends and family to attend the ceremony.

Phi Theta Kappa Academic Honors

The College recognizes students who have achieved a GPA of 3.5 after 12 credits of completed work (100 level courses and above) by providing students with an opportunity to join the national Phi Theta Kappa Academic Honor Society. Membership is an individual decision that provides students with access to national resources and services including scholarship opportunities. Members also receive a seal on their diploma and may wear regalia items at the A-B Tech Commencement ceremony. Invitations are issued annually to eligible students.

Transfer Credit (Transcript Evaluation)

Asheville-Buncombe Technical Community College will accept credit transfer from institutions recognized by a regional accrediting agency. A-B Tech will also consider transfer credit from non-regionally accredited institutions of higher education for only career and technical courses if the institution is accredited by an organization recognized by the Council for Higher Education Accreditation. Transfer applicants should complete the standard College application. No credit will be granted for work below a "C." Information Technology courses must be less than 5 years old for transfer credit to be awarded.

Transfer credit will be awarded for course work without assigning grades or quality points. Proficiency credits from other institutions will not be accepted. No more than 75% of the credit hours required in a program may be earned by transfer credit. If any course is taken for credit after transfer credit has been awarded, and a grade of A, B, C, D or F is earned, it will replace the transfer credit in cumulative GPA calculation. A student who must repeat a course may take it at another institution and transfer it to A-B Tech according to the guidelines above. Transfer credit may be awarded for appropriate military courses. Transfer credit may be awarded for courses completed at a foreign university; students should contact the International Student Advisor for more information. Credits will be evaluated in the context of the current catalog.

Students transferring into the Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Fine Arts (A.F.A.), or Associate in Engineering (A.E.) programs who have transfer credit from colleges other than the North Carolina Community College System (NCCCS) or the institutions in the University of North Carolina System should speak with their advisor regarding eligibility for the Articulation Agreement between the universities and NCCCS.

Academic Fresh Start

Any returning student who has not attended A-B Tech for three years and upon re-enrolling maintains a 2.0 GPA for a minimum of 12 semester hours may petition to have grades on all prior course work more than three years old with a grade less than a "C" excluded in calculating the cumulative GPA. Grades below "C" disregarded in calculating the GPA will not count toward graduation but will remain on the transcript. The student should complete an application for Academic Fresh Start, obtained in the Records and Registration Office, after the end of the semester in which he/she has completed the 12 semester hours required. A student who plans to transfer to another college should contact that institution to determine the impact of Academic Fresh Start on transfer. Please note that an Academic Fresh Start does not impact calculation of Satisfactory Academic Progress for financial aid purposes.

Transcripts

Transcripts are maintained by the Registrar's Office and ordered through a third-party transcript ordering system, with the exception of on-demand transcripts which are distributed directly by the Registrar's Office. Students must provide written or electronic consent before a transcript may be released. Information about requesting transcripts is available on the College website at abtech.edu/transcripts.

Transcript fees vary depending on delivery type:

\$5.00 Electronic Transcript (delivered by third party vendor)

\$7.50 Standard hard copy transcript (delivered by third party vendor)

\$27.50 Overnight Delivery (delivered by third party vendor)

\$10.00 On-demand transcript (A-B Tech walk-ins)

Rates vary depending on location for International delivery (delivered by third party vendor)

Credit by Examination

Students who can provide tangible evidence of preparation to challenge a course, such as a transcript of similar college-level credits, record of military study, certification or license, standardized test scores, or written statements from employers regarding training or directly related work experience indicating they may be proficient in a subject, may request credit by examination. A written request must be made to the proper department chairperson on a form obtained from the Student Records and Registration Office or from the website. This test must be administered immediately after the 10 percent point in the semester.

Examinations are comprehensive and must be approved by the supervisor of the instructor administering the exam. The examination may be oral, performance, written or a combination of these methods. To receive credit by examination, the score must be above average ("A" or "B"). A grade of "A" or "B" will be posted on the transcript of the student who successfully completes the examination. The decision of the examining instructor is final.

No student may request a second test for Credit by Examination in the same course or request Credit by Examination in a course after receiving any recorded grade for that course.

Exceptions must have approval of the Vice President for Instructional Services.

Because of specific requirements, credit for certain courses may not be received through Credit by Examination. Students who request Credit by Examination must:

1. Enroll as a credit student in the course to be challenged and pay tuition. There is no extra charge for full-time students who are taking at least 16 credit hours.
2. Present evidence of proficiency, complete the written request form and have the request approved prior to the 10 percent point of the semester.
3. Remain enrolled and attend class until the examination is administered.

During this period, students who have written approval for the exam may attend class without purchasing textbooks and materials. If books are purchased and returned for refund, they must be in new condition.

Students who are very confident of passing the exam may request a course overload.

Students who perform on the exam at a level sufficient to get credit may leave the course and will be awarded a grade of "A" or "B" for the course. Receiving credit does not entitle the student to a tuition refund.

Students who do not receive credit by examination must remain in the class and complete all course requirements to earn credit at the end of the semester.

Students who receive financial assistance of any type are required to inform the director of their assistance program that they are seeking credit by exam. Assistance may be reduced and reimbursement will be required if the course load is reduced by receiving credit by examination.

Any exceptions to these procedures must have prior written approval by the appropriate department chairperson, division dean and the Vice President for Instructional Services.

Curriculum Course Repetition

Students who need a course to graduate may take the course as many times as necessary to pass it, providing space is available. Any course that has been passed or audited may not be taken for credit or audited more than twice per academic year subject to space being available after registration. The twice-per-year regulation also applies to single or elective courses that are not required for graduation. No single physical education course may be attempted more than twice.

If a student has a failing grade in a required course, the course must be passed prior to graduation. If a student fails a prerequisite course, it must be repeated successfully before beginning the next course. This could result in the student being enrolled for a longer period than is normally required to complete requirements for graduation.

As courses are repeated, the higher grade becomes the official grade. Only a grade of “D” or above can replace an existing grade.

Final Exams

Each instructor will schedule a comprehensive final course evaluation at some point during the last five days of the semester or the last two days of the class. The evaluation may consist of one or multiple components or methods. The course syllabus will indicate the date(s) and method(s) of evaluation. If the final evaluation is given prior to the last day of class, the syllabus will reflect the class activities to take place after the final evaluation.

Students are required to take their final examinations at the time(s) and place(s) scheduled. Conflicts may be resolved by arrangement with the faculty member. Three examinations scheduled for the same day is considered a conflict.

Program Completion and Commencement

Degrees and Diplomas: The College holds a Commencement ceremony in May of each year for degree and diploma students. All students who have completed a degree or diploma the prior Fall, or are on track to complete in the Spring or Summer, are invited to participate if they have submitted an “Application for Program Completion.” The application deadlines for the 2019-2020 academic year are October 4 for fall completers and February 7 for spring and summer completers.

Certificates: The College holds an Academic Achievement Ceremony once per term for certificate students who finished in the previous term.

To complete a program, students must meet the following minimum requirements:

Declare an academic major and complete the requirements of a College-approved program of study according to the student’s official catalog. The official catalog is determined by the program chair in consultation with the student and should be the catalog that is in effect at the time that the student declares a major. The official catalog may not be a catalog prior to the student’s first date of enrollment and must be a College catalog dated no more than five years prior to the date of graduation (i.e. a student completing in Spring or Summer 2020 cannot use a catalog earlier than 2015-2016). Students should be aware that prerequisites for courses change frequently and that they will be required to meet the prerequisites in place at the time a course is taken. Each course in the program of study must be completed by one of the following methods:

Take the course at A-B Tech. Receive transfer credit. To be eligible for completion, at least 25% of the required program hours must be completed at A-B Tech. The following programs require that selected upper level courses be completed in residency at A-B Tech: Associate Degree Nursing, Basic Law Enforcement Training, Dental Assisting, Dental Hygiene, Emergency Medical Science, Medical Assisting, Medical Laboratory Technology, Medical Sonography, Pharmacy Technology, Phlebotomy, Practical Nursing, Radiography, Surgical Technology, Veterinary Medical Technology, Cosmetology and Therapeutic Massage. A student who desires to transfer credit into one of these programs should consult with the department chairperson. Exceptions may be approved by the Vice President for Instructional Services.

Earn Credit-by-Exam

Earn a grade of at least “C” in each course identified in the catalog as a major course and a minimum average of 2.0 (“C”) quality points for the current program. Students completing their program of study with a program grade point average of 4.0 will be graduated with highest honors. Those who have a minimum program GPA of 3.75 will be graduated with high honors, and those with a minimum program GPA of 3.50 will be graduated with honors. Honors will only be awarded after the student’s program requirements have been completed; students completing their program requirements in the summer semester will not receive honors recognition during the commencement ceremony in May. The student must assume primary responsibility for assuring that all requirements for graduation are met.

Apply for program completion in the K. Ray Bailey Student Services Center the semester before completing degree requirements. An Application for Completion is required even if you do not plan to attend the Commencement ceremony. Otherwise, your degree, diploma, or certificate cannot be posted to your academic record.

Be in good standing; fulfill all financial obligations to the College; receive library clearance.

Fulfill programmatic-related graduation requirements as defined by special accreditation compliance standards.

Grading System

Final grades will be issued to all students at the end of the term based on the criteria outlined in the course syllabus. A student who wants to contest a grade must do so within six weeks of the awarding of the grade. A grade cannot be changed after this period without approval by the department chair and the division dean.

Students will be graded by the following system:

- | | |
|--|---|
| A | Excellent academic performance, consistent mastery of facts and concepts, and a thorough understanding of course content. |
| B | Good academic performance, high-level mastery of course content. |
| C | Average academic performance. |
| D | Marginal academic performance, poor mastery of course content. |
| F | Very poor performance, no demonstration of even minimal mastery of course content. |
| I Incomplete | Assigned when a student is unable to complete work or take a final examination because of illness or other reasons over which the student has no control. An incomplete grade must be completed within the first six weeks of the next semester. Otherwise, the grade becomes an “F.” |
| P Proficiency | Does not affect quality point ratio. |
| R Retake | Proficiency not demonstrated. Class must be retaken. Does not affect quality point ratio. |
| W Official Withdrawal (no GPA penalty) | |

Assigned when the student OFFICIALLY WITHDRAWS. This will not influence the quality point ratio. Official withdrawals are not allowed after the 75% point of a semester or term, as identified in the official college calendar, except for exceptional and documented emergencies. In such circumstances, the student must withdraw from all courses. Approval for an emergency withdrawal must come from the Registrar or his or her designee.

Transcript Codes

Other codes that may appear on the college transcript include:

- AP Advanced Placement course credit.
- AR North Carolina High School to Community College Articulation Agreement course credit.
- CR CLEP (College Level Examination Program) course credit, or other academic credit applied from non-course activity.
- NS No Show. Student enrolled but didn't attend the course during the first 10% of the term. This will not influence the quality point ratio.
- T/TR Transfer credit from other colleges, universities, and military credit.
- TA Transfer credit from other North Carolina colleges and universities that articulates under the Comprehensive Articulation Agreement.
- TS Transfer credit from other North Carolina community colleges, which can be used only for diploma or A.A.S. programs.
- Y Audit.

To Compute the Quality Point Average

At the end of each semester quality points are assigned in accordance with the following formula. (The minimum program grade-point ratio for graduation is 2.00 or an average of grade "C.")

- A 4 quality points per credit hour
- B 3 quality points per credit hour
- C 2 quality points per credit hour
- D 1 quality point per credit hour
- F no quality points

Quality ratings are determined by dividing the total number of quality points by the number of hours attempted (excluding grades of "R", "P", "X", "I" and "W"). A ratio of 2.00 indicates that a student has an average of "C."

Student Rights and Responsibilities

For a helpful collection of A-B Tech policies and procedures, please turn to page 90 after the calendar section for more information regarding student rights and responsibilities.

College Calendar 2019-2020 — At a Glance

Fall Semester - 2019

Classes Begin.....	Aug. 19
8-Week Term 1.....	Aug. 19 - Oct. 14
Labor Day Student Break	August 31 - Sept 2
Labor Day Holiday (College Closed).....	Sept. 2
Student Activity Day	Sept. 5
Professional Development Day.....	Oct. 15
8-Week Term 2.....	Oct. 16 - Dec. 14
Thanksgiving Student Holiday.....	Nov. 27 - Nov. 30
Thanksgiving College Holiday.....	Nov. 28 - Nov. 29
Student Activity Day	Dec. 6
Last Day of Class/Examinations.....	Dec. 14
Winter College Holidays	Dec. 24 - Dec. 27; Dec. 30 - Jan. 1

Spring Semester - 2020

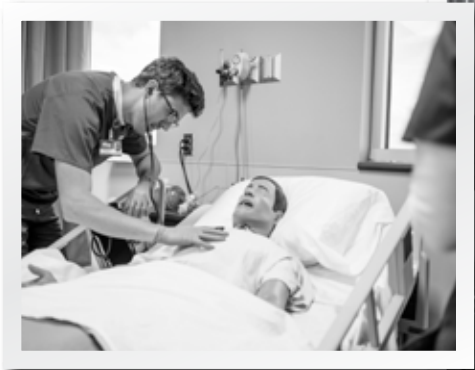
Classes Begin.....	Jan. 6
8-Week Term 1.....	Jan. 6 - March 2
Martin Luther King Jr. Day College Holiday	Jan. 18 - Jan. 20
Professional Development Day (no classes for students).....	March 3
8-Week Term 2.....	March 4 - May 5
Student Spring Break	March 16 - 21
Student Activity Day	April 22
Last Day of Class/Examinations.....	May 5
Graduation/Commencement Ceremony	May 9

Summer Session - 2020

Classes Begin.....	May 22
Memorial Day Student Holiday.....	May 25
8-Week Term	June 5 - July 31
Independence Day College Holiday	July 3
Last Day of Class/Examinations.....	Aug. 3

** Up to three days may be made up at the end of the semester for inclement weather.*

The following calendar of College events, deadlines, observances, and holidays, while not exhaustive, is provided purely as a planning tool to assist students with course management and personal scheduling.



Monday

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Tuesday

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Wednesday

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Thursday

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Friday

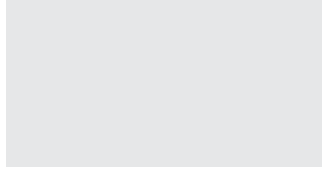
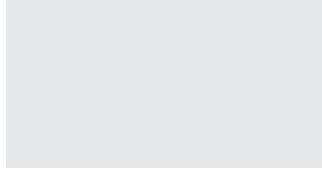
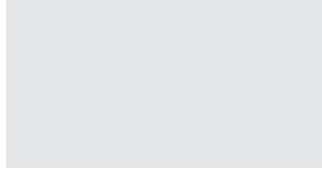
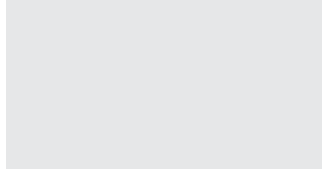
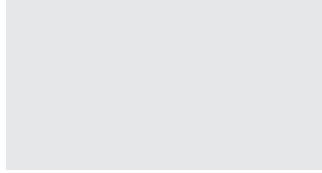
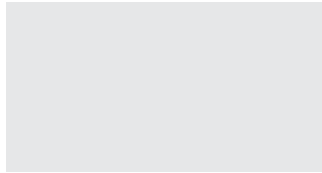
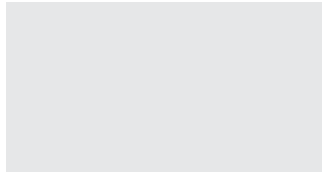
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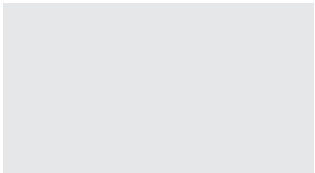
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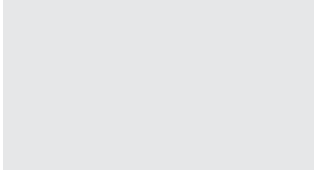
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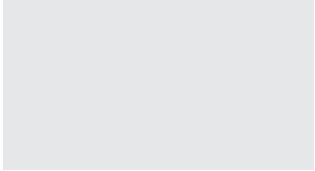
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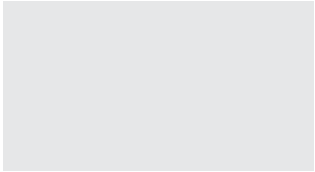
Tuesday

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Wednesday

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Thursday

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First Payment Deadline

Friday

09

Waqf al Arafah - Hajj, Begins at Sunset (Islam)

Saturday

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Eid al-Adha, Begins at Sunset (Islam)

Sunday

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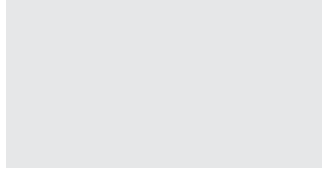
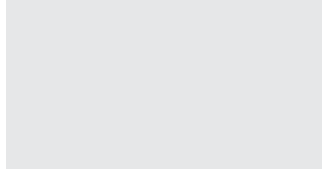
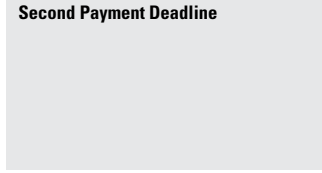
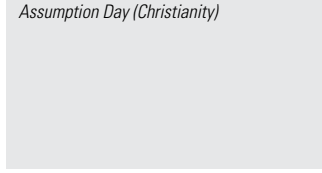
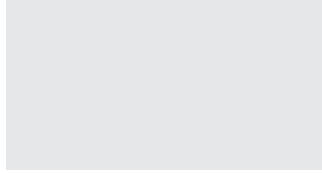
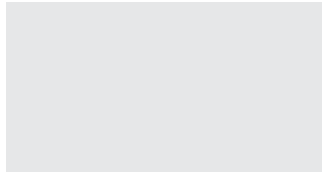
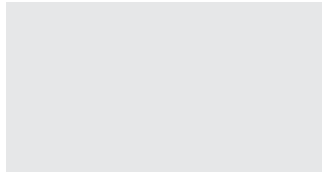
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Saturday

17

Sunday

18



FALL SEMESTER CLASSES BEGIN
16-Week Classes Begin and 8-Week
Minimester 1 Classes Begin

Monday

19

Tuesday

20

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17. Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)

Wednesday

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Thursday

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Sunday

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Monday

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Tuesday

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Wednesday

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Thursday

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Friday

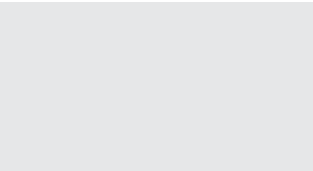
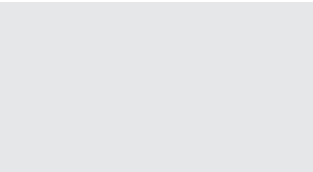
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Saturday

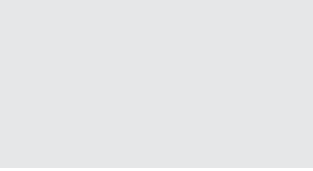
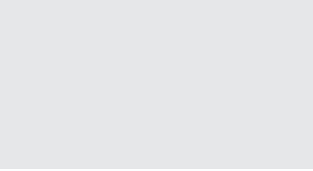
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Sunday

01



On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17. Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)



Labor Day Weekend (College Closed)

Labor Day Weekend (College Closed)

Labor Day (United States) (College Closed)

Ganesh Chaturthi (Hinduism)

Monday

02

Intramural Ultimate Frisbee Sign-ups Begin in Coman Gymnasium (End Sept. 6)

Tuesday

03

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17. Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)

Wednesday

04

Fall Festival - Welcome Event 11 a.m. - 1 p.m. Beech Tree Deck Activity Day - No Curriculum Classes between 11 a.m. - 1 p.m.

Thursday

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Friday

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Saturday

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Sunday

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Monday

09

Ashura /Muharram, New Year, Begins at Sunset (Islam)

Tuesday

10

Intramural Ultimate Frisbee Matches Begin, Tuesdays and Thursdays - 11 a.m. and 12 p.m.

Wednesday

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On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.
Patriot Day (United States)

Thursday

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Friday

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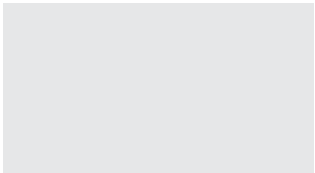
Saturday

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Sunday

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Hispanic Heritage Month Begins (September 15 - October 15)



Monday

16

Last Day of Intramural Ultimate Frisbee Matches
Citizenship Day and Constitution Day (United States)

Tuesday

17

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.
Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)

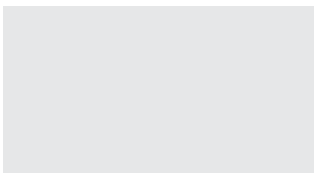
Wednesday

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Intramural Volleyball Sign-ups/Evaluations in Coman Gymnasium 11 a.m. and 12 p.m.

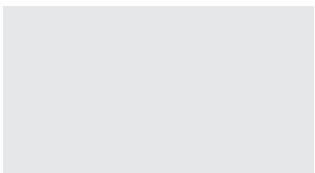
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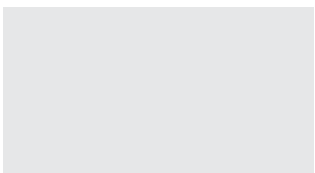
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Saturday

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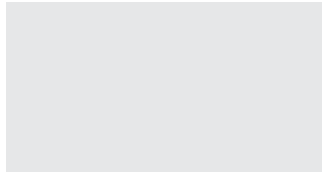


Sunday

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Monday

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Tuesday

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Intramural Volleyball Matches Begin, Tuesdays and Thursdays in Coman Gymnasium - 11 a.m. and 12 p.m.
National Voter Registration Day

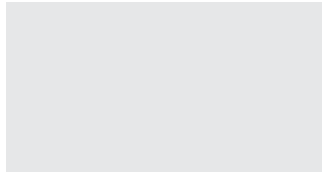
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On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.

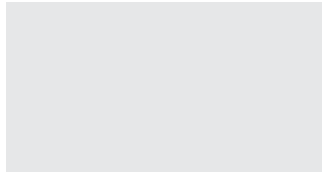
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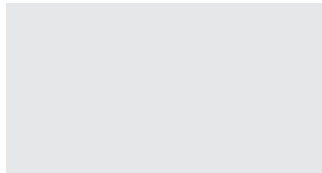
Friday

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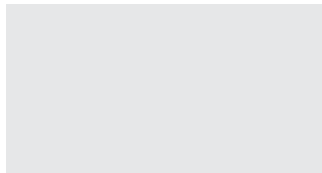
Saturday

28



Sunday

29



Rosh Hashanah, Begins at Sunset (Judaism)

Monday

30

Tuesday

01

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17. Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)

Wednesday

02

Thursday

03

Friday

04

Saturday

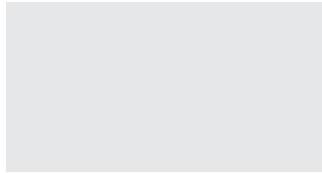
05

Sunday

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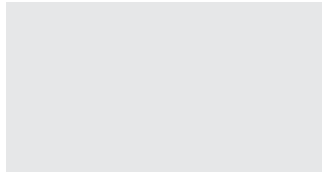
Monday

07



Tuesday

08



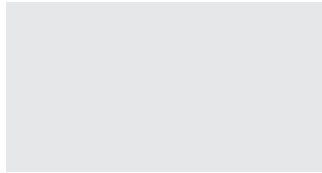
Wednesday

09

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.
Yom Kippur, Begins at Sunset (Judaism)

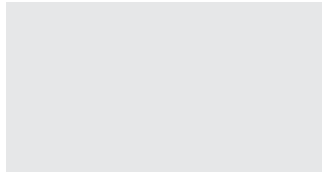
Thursday

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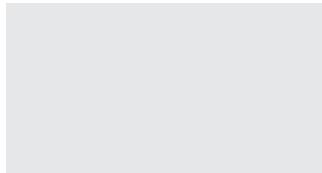
Friday

11



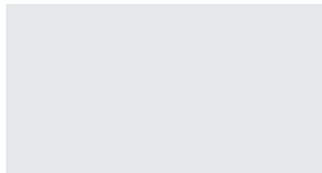
Saturday

12



Sunday

13



8-Week Minimester 1 Classes End

Sukkot, Begins at Sunset (Judaism)

Monday

14

Professional Development Day, Student Break (No Classes for Students)

Tuesday

15

8-Week Minimester 2 Classes Begin

Student Government Association Meeting
4:30 p.m., Ferguson 107 (Open to all
Students)

On-Campus Health Clinic Open 12-3 p.m. in
the Ferguson Center for Allied Health and
Workforce Development, Room 115.17.

Wednesday

16

Thursday

17

Friday

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Saturday

19

Sunday

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Monday

21

*Shmini Atzeret, Begins at Sunset (Judaism)
Autumn Equinox
Mabon (Paganism)*

Tuesday

22

Simchat Torah, Begins at Sunset (Judaism)

Wednesday

23

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.

Thursday

24

Friday

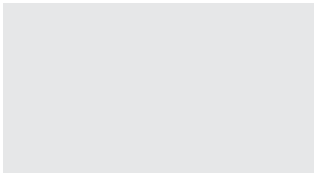
25

Saturday

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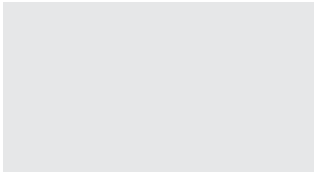
Sunday

27



Monday

28



Tuesday

29

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17. Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)

Wednesday

30

Halloween (United States)
Samhain (Wiccan/Paganism)

Thursday

31

Native American Heritage Month begins (United States)

Friday

01

All Soul's Day (Catholic Christian)

Saturday

02

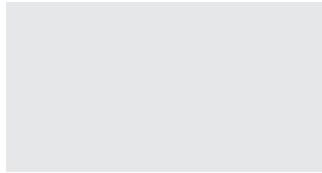
Daylight Savings Time Ends (Set clocks back one hour)

Sunday

03

Monday

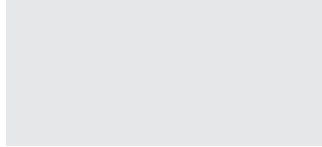
04



Tuesday

05

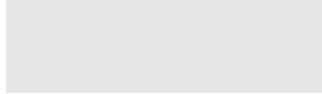
All Soul's Day (Catholic Christian)



Wednesday

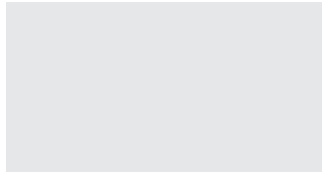
06

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.



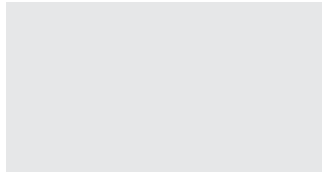
Thursday

07



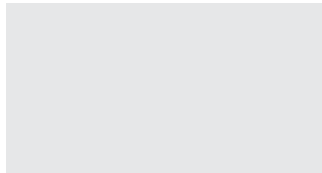
Friday

08



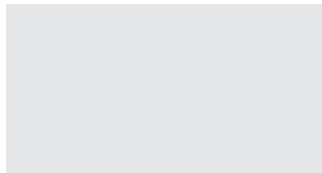
Saturday

09



Sunday

10



**Registration Begins for Current/
Returning Students**

Veterans Day (United States)

Monday

11

Tuesday

12

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17. Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)

Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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Monday

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Registration Begins for New Students

Tuesday

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19

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Wednesday

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On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.

Thursday

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Intramural Volleyball Matches End

Friday

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22

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Saturday

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23

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Sunday

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24

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Monday

25

Intramural Volleyball Championship Matches
in Coman Gymnasium - 11 a.m. and 12 p.m.

Tuesday

26

**Thanksgiving Student Break (No Cur-
riculum Classes - College Open)**

Wednesday

27

Thanksgiving Day (United States)
(College Closed)

Thursday

28

**Thanksgiving College Holiday (College
Closed)**

Friday

29

**Thanksgiving College Holiday (College
Closed)**

Saturday

30

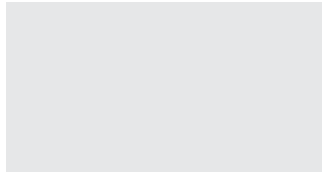
Advent - First Sunday (Christianity)

Sunday

01

Monday

02



Tuesday

03

Intramural Dodgeball in Coman Gymnasium - 11 a.m. and 12 p.m.

Wednesday

04

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17. Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)

Thursday

05

Intramural Dodgeball in Coman Gymnasium - 11 a.m. and 12 p.m.

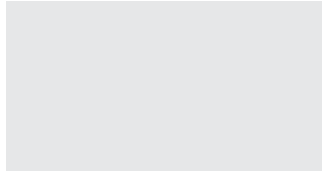
Friday

06

Winter Activity Day - No Curriculum Classes between 11 a.m. - 1 p.m.

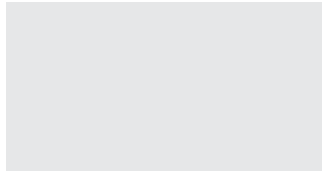
Saturday

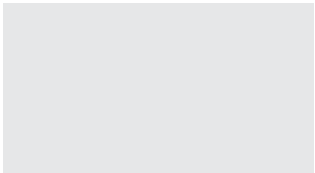
07



Sunday

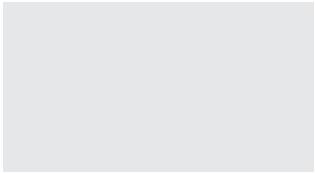
08





Monday

09



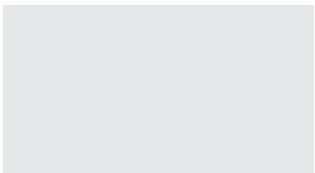
Tuesday

10

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.

Wednesday

11



Thursday

12

First Payment Deadline

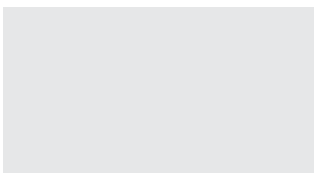
Friday

13

Last Day of Fall Classes / Examinations

Saturday

14

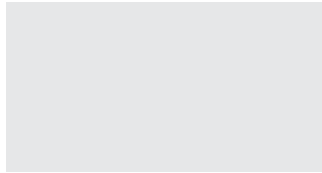


Sunday

15

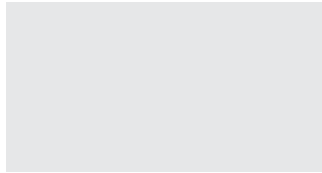
Monday

16



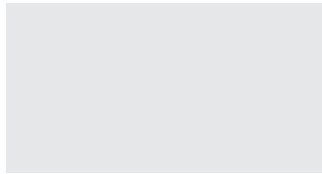
Tuesday

17



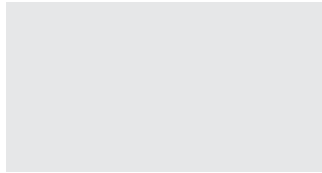
Wednesday

18



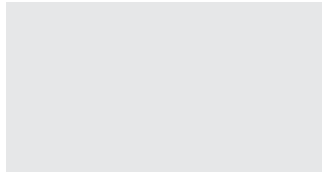
Thursday

19



Friday

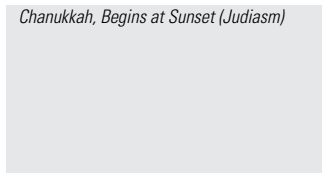
20



Saturday

21

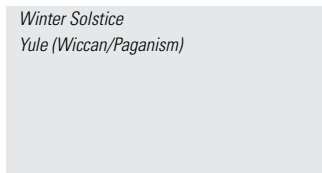
Chanukkah, Begins at Sunset (Judaism)



Sunday

22

*Winter Solstice
Yule (Wiccan/Paganism)*



Winter College Holidays - College Closed

Monday
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23
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Winter College Holidays - College Closed

Tuesday
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24
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Winter College Holidays - College Closed
Christmas Day (Christianity)

Wednesday
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25
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Winter College Holidays - College Closed
Kwanzaa

Thursday
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26
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Winter College Holidays - College Closed

Friday
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27
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Winter College Holidays - College Closed

Saturday
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28
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Winter College Holidays - College Closed

Sunday
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29
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Monday

30

Winter College Holidays - College Closed

Tuesday

31

Winter College Holidays - College Closed
Watch Night (Christianity)

Wednesday

01

Winter College Holidays - College Closed
New Year's Day (Gregorian Calendar)

Thursday

02

Friday

03

Second Payment Deadline

Saturday

04

Sunday

05

Twelfth Night (Christianity)

SPRING SEMESTER CLASSES BEGIN
16-Week and 8-Week Minimester 1
Classes Begin
Epiphany (Christianity)

Monday

06

Tuesday

07

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.

Wednesday

08

Tu B'Shevat, Begins at Sunset (Judaism)

Thursday

09

Mahayanna New Year (Buddhism)

Friday

10

Saturday

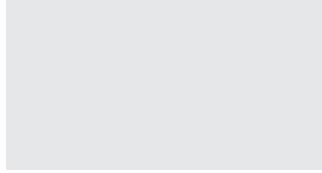
11

Sunday

12

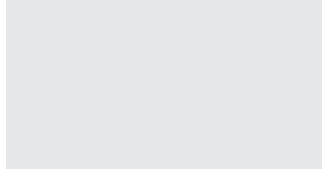
Monday

13



Tuesday

14



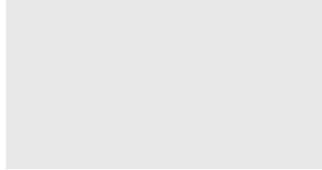
Wednesday

15

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17. Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)

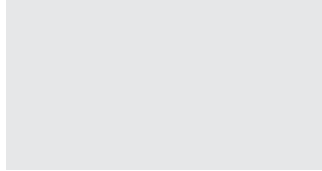
Thursday

16



Friday

17



Saturday

18

Martin Luther King Jr. Day Weekend (College Closed)

Sunday

19

Martin Luther King Jr. Day Weekend (College Closed)

Martin Luther King Jr. Day (College Closed)

Monday

20

Intramural 3-on-3 Basketball in Coman Gymnasium - 11 a.m. and 12 p.m.

Tuesday

21

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.

Wednesday

22

Intramural 3-on-3 Basketball in Coman Gymnasium - 11 a.m. and 12 p.m.

Thursday

23

Friday

24

Saturday

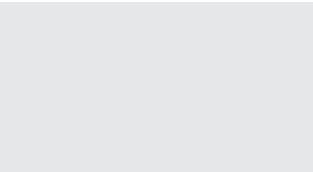
25

Sunday

26

Monday

27



Tuesday

28

Intramural 3-on-3 Basketball in Coman Gymnasium - 11 a.m. and 12 p.m.
Tu B'Shevat, Begins at Sunset (Judaism)

Wednesday

29

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.
Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)

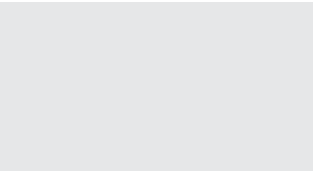
Thursday

30

Intramural Basketball Inlement Weather Makeup Day in Coman Gymnasium - 11 a.m. and 12 p.m.

Friday

31



Saturday

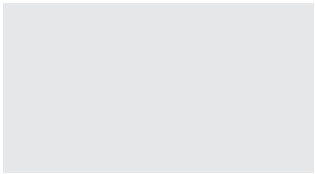
01

Black History Month Begins (United States)

Sunday

02

*Imbolc (Wiccan/Paganism)
Candlemas (Christianity)*



Monday

03

Intramural Volleyball Sign-ups/Evaluations in Coman Gymnasium - 11 a.m. and 12 p.m.

Tuesday

04

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.
Chinese New Year (Confucianism/Daoism/Buddhism)

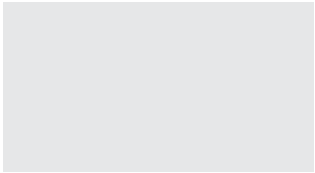
Wednesday

05

Intramural Volleyball Matches Begin in Coman Gymnasium - 11 a.m. and 12 p.m.

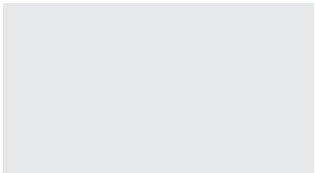
Thursday

06



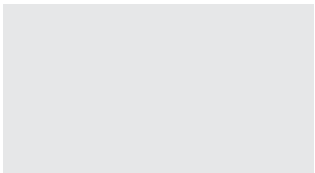
Friday

07



Saturday

08

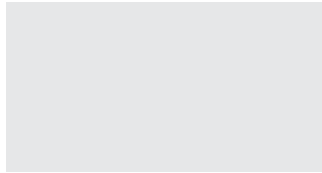


Sunday

09

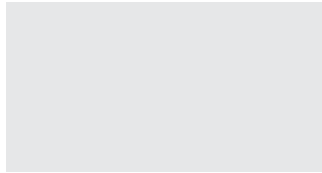
Monday

10



Tuesday

11



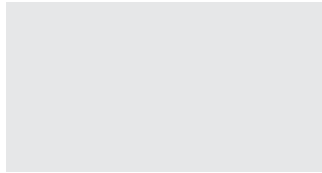
Wednesday

12

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17. Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)

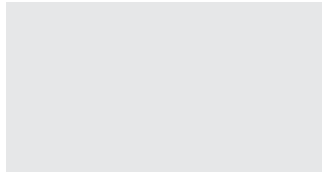
Thursday

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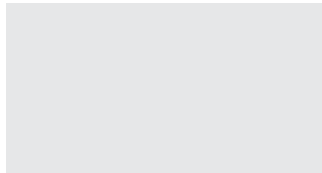
Friday

14



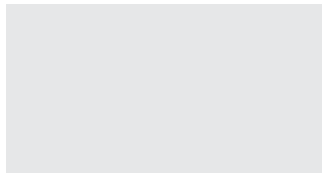
Saturday

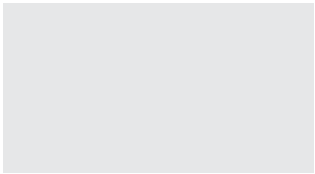
15



Sunday

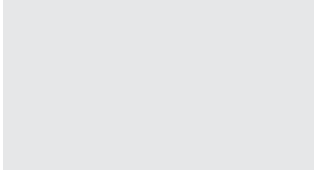
16





Monday

17



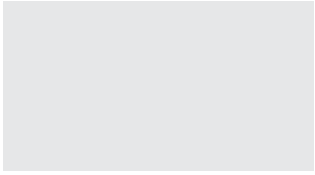
Tuesday

18

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.

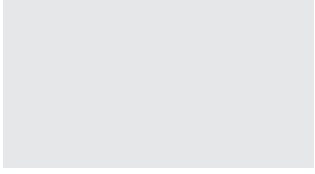
Wednesday

19



Thursday

20



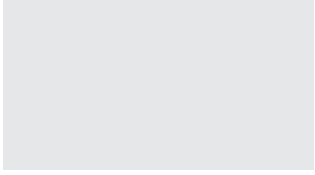
Friday

21

Maha Shivaratri (Hinduism)

Saturday

22



Sunday

23

Monday

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Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

29

Sunday

01

Mardi Gras/Shrove Tuesday (United States)

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17. Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)
Ash Wednesday (Christianity)

Women's History Month Begins (United States)

8-Week Minimester 1 Classes End

Monday

02

Professional Development Day, Student Break (No Classes for Students)

Tuesday

03

8-Week Minimester 2 Classes Begin
On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.

Wednesday

04

Thursday

05

Friday

06

Saturday

07

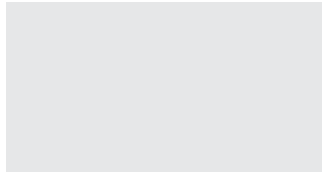
Daylight Savings Time Begins (Set clocks forward one hour)

Sunday

08

Monday

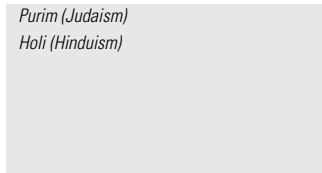
09



Tuesday

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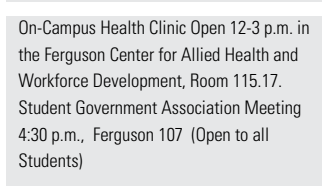
*Purim (Judaism)
Holi (Hinduism)*



Wednesday

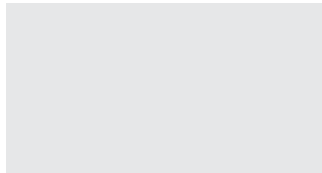
11

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17. Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)



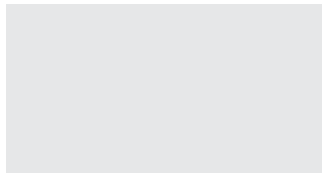
Thursday

12



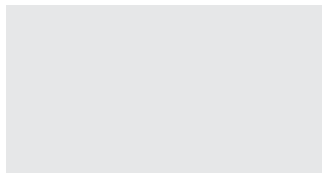
Friday

13



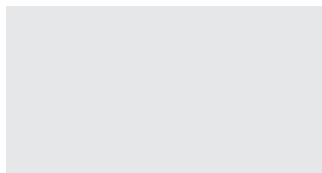
Saturday

14



Sunday

15



Student Spring Break (No Curriculum Classes - College Open)

Monday

16

Student Spring Break (No Curriculum Classes - College Open)

Tuesday

17

Student Spring Break (No Curriculum Classes - College Open)

Wednesday

18

Student Spring Break (No Curriculum Classes - College Open)

Thursday

19

Student Spring Break (No Curriculum Classes - College Open)

*Spring Equinox
Ostara (Paganism)*

Friday

20

Student Spring Break (No Curriculum Classes - College Open)

Saturday

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Sunday

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Monday

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Tuesday

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Wednesday

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Thursday

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Friday

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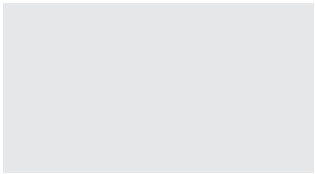
Saturday

28

Sunday

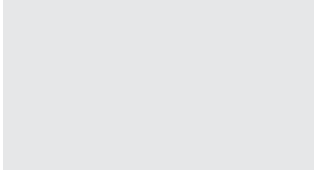
29

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.



Monday

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Tuesday

31

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17. Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)

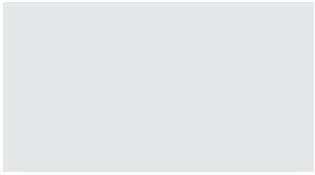
Wednesday

01

Rama Navami (Hinduism)

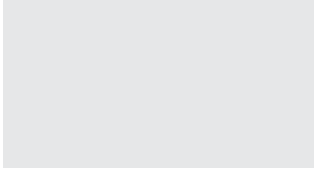
Thursday

02



Friday

03



Saturday

04

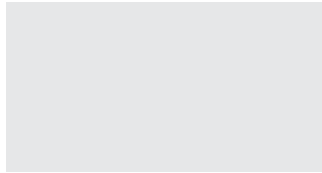
Palm Sunday (Christianity)

Sunday

05

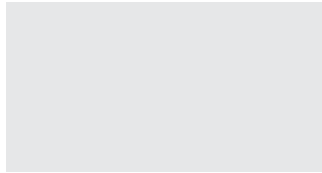
Monday

06



Tuesday

07



Wednesday

08

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17.
Hanuman Jayanti (Hindu)

Thursday

09

Pesach - Passover, first two days, Begins at Sunset (Judaism)

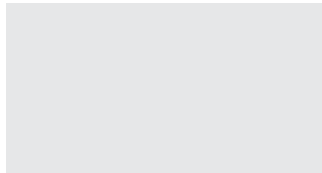
Friday

10

Good Friday (Christianity)

Saturday

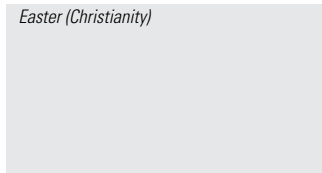
11



Sunday

12

Easter (Christianity)



Intramural Pickle Ball Sign-ups Begin in Coman Gymnasium - 11 a.m. and 12 p.m. (End April 17)

Registration Begins for Current/Returning Students

Monday

13

Tuesday

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On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17. Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)

Wednesday

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Intramural Volleyball Championship in Coman Gymnasium - 11 a.m. and 12 p.m.

Thursday

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Friday

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Saturday

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Sunday

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Monday

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Registration Begins for New Students

Tuesday

21

Intramural Pickle Ball Matches in Coman
Gymnasium - 11 a.m. and 12 p.m.
Yom HaShoah, Begins at Sunset (Judaism)

Wednesday

22

**Earth Day Celebration 11 a.m. - 1 p.m.
Beech Tree Deck
Activity Day - No curriculum classes
between 11 a.m. - 1 p.m.**
On-Campus Health Clinic Open 12-3 p.m. in
the Ferguson Center for Allied Health and
Workforce Development, Room 115.17.

Thursday

23

Intramural Pickle Ball Matches in Coman
Gymnasium - 11 a.m. and 12 p.m.

Friday

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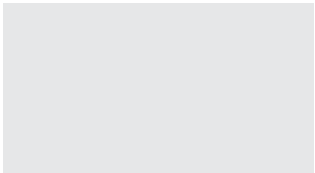
Ramadan, Begins at Sunset (Islam)

Saturday

25

Sunday

26



Monday

27

Intramural Pickle Ball Matches in Coman Gymnasium - 11 a.m. and 12 p.m.

Tuesday

28

On-Campus Health Clinic Open 12-3 p.m. in the Ferguson Center for Allied Health and Workforce Development, Room 115.17. Student Government Association Meeting 4:30 p.m., Ferguson 107 (Open to all Students)

Wednesday

29

Intramural Corn Hole Competitions at 11 a.m. and 12 p.m.

Thursday

30

Beltane (Wiccan/Paganism)
Asian Pacific American Heritage Month Begins (United States)

Friday

01

Saturday

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Sunday

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Monday

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Tuesday

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Friday

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Saturday

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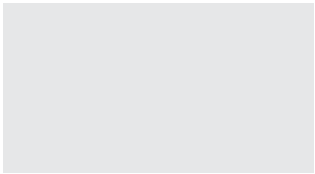
Sunday

10

Last Day of Spring Classes / Examinations

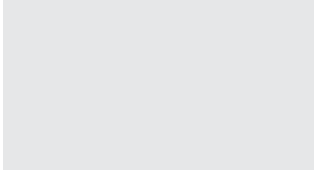
COMMENCEMENT CEREMONY
2 p.m. at the U.S. Cellular Center -
Congratulations Graduates!

Mother's Day (United States)



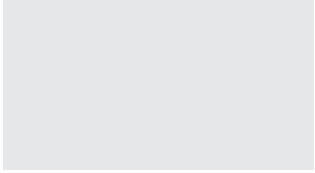
Monday

11



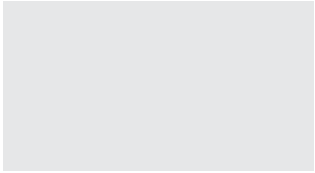
Tuesday

12



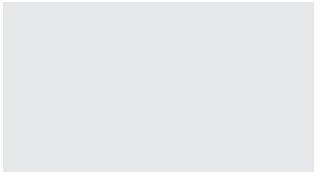
Wednesday

13



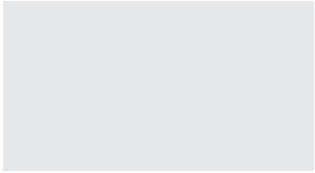
Thursday

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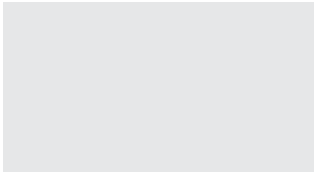
Friday

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Saturday

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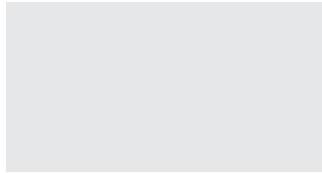


Sunday

17

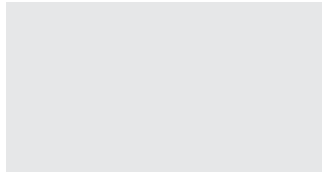
Monday

18



Tuesday

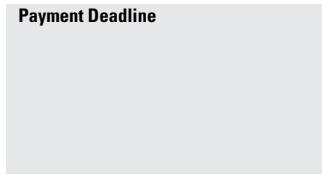
19



Wednesday

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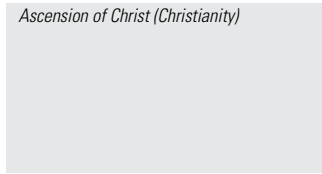
Payment Deadline



Thursday

21

Ascension of Christ (Christianity)



Friday

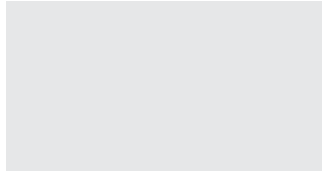
22

**SUMMER SEMESTER CLASSES BEGIN
10-Week Classes Begin**



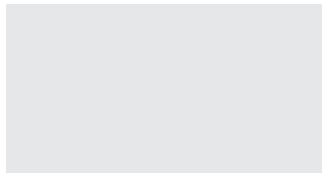
Saturday

23



Sunday

24



Memorial Day, Student Break (No Curriculum Classes - College Open)
Memorial Day (United States)

Monday

25

Tuesday

26

Wednesday

27

Thursday

28

Shavuot (Judaism)

Friday

29

Saturday

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Pentecost (Christianity)

Sunday

31

Monday

*Lesbian, Gay, Bisexual, Transgender, Queer
Pride Month Begins (United States)*

01

Tuesday

02

Wednesday

03

Thursday

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Friday

8-Week Minimester Begins
Eid al Fitr (Islam)

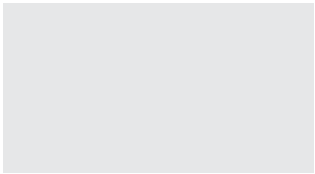
05

Saturday

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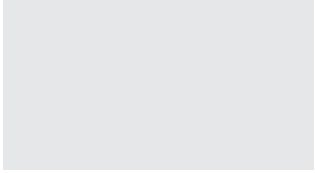
Sunday

07



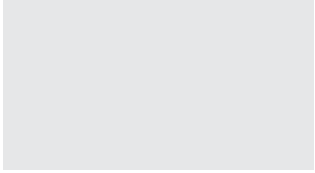
Monday

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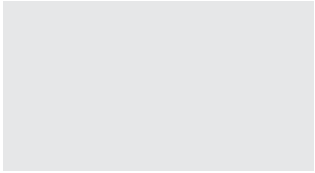
Tuesday

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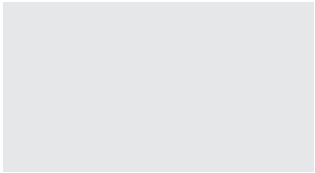
Wednesday

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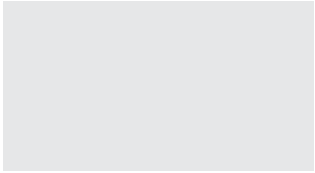
Thursday

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Friday

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Saturday

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Flag Day (United States)



Sunday

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Monday

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Tuesday

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Wednesday

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Thursday

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Friday

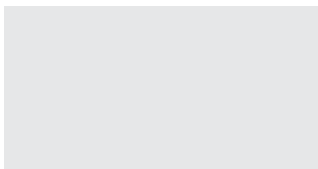
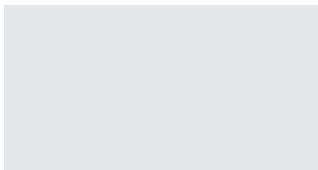
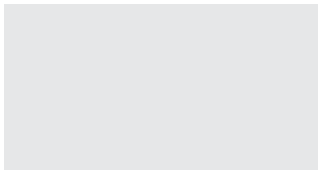
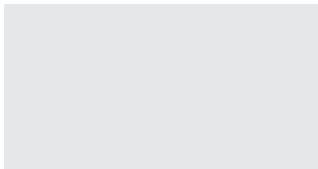
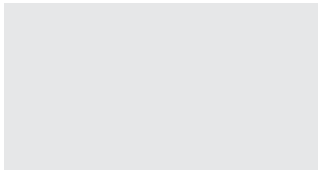
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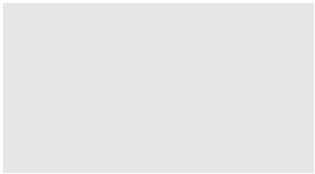
Saturday

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Sunday

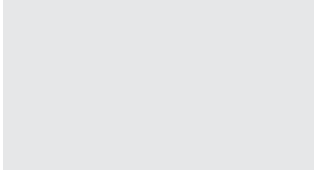
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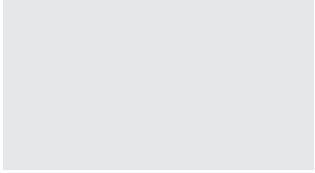
Monday

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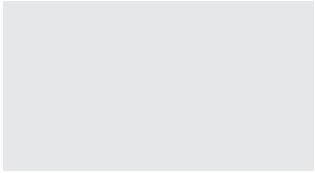
Tuesday

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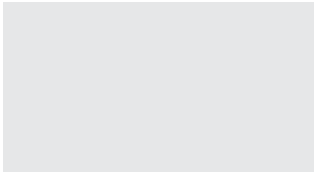
Wednesday

24



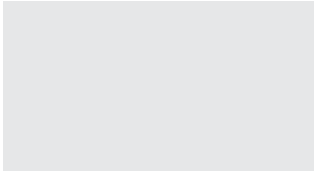
Thursday

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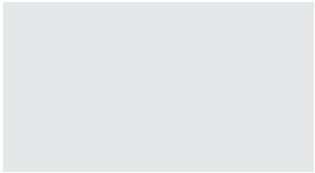
Friday

26



Saturday

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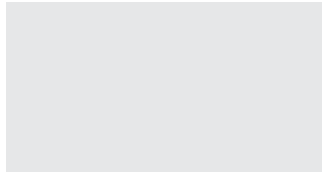


Sunday

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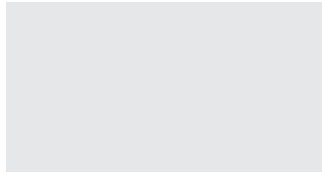
Monday

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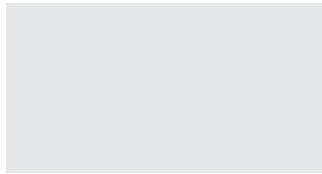
Tuesday

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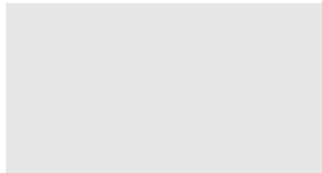
Wednesday

01



Thursday

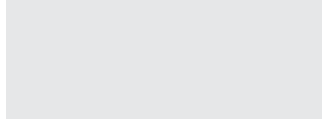
02



Friday

03

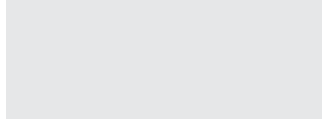
**Independence Day Holiday Observed -
College Closed**



Saturday

04

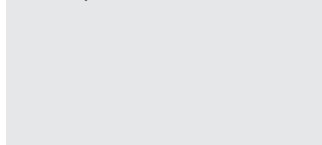
Independence Day (College Closed)
Independence Day (United States)

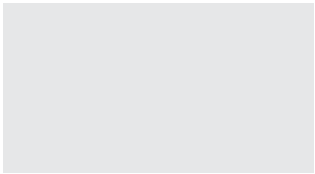


Sunday

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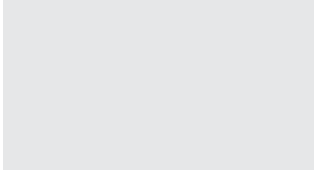
Asalha Puja (Buddism)





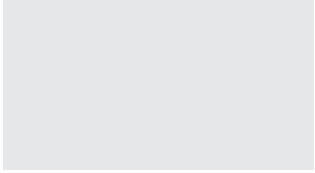
Monday

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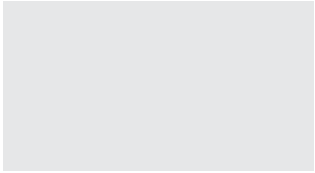
Tuesday

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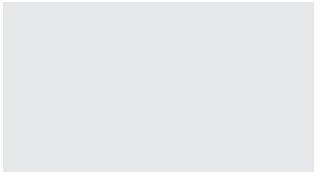
Wednesday

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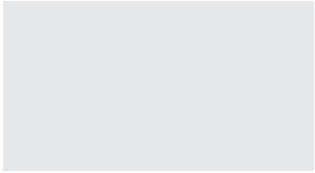
Thursday

09



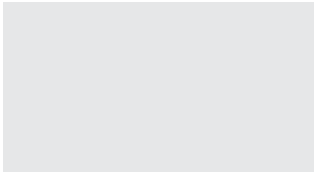
Friday

10



Saturday

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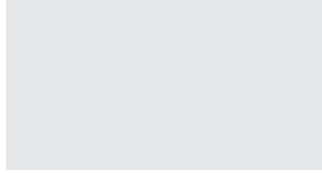


Sunday

12

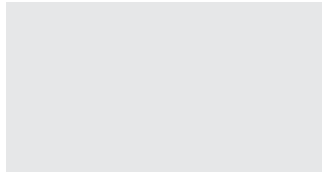
Monday

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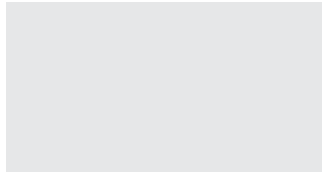
Tuesday

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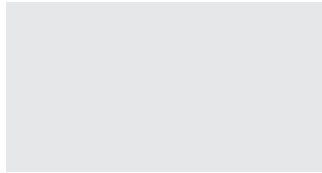
Wednesday

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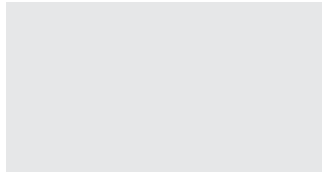
Thursday

16



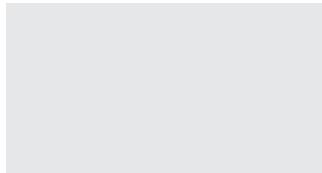
Friday

17



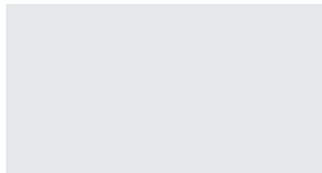
Saturday

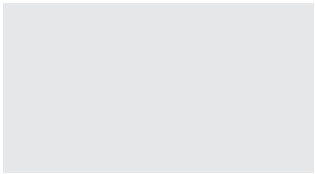
18



Sunday

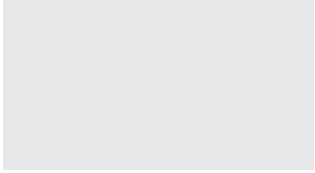
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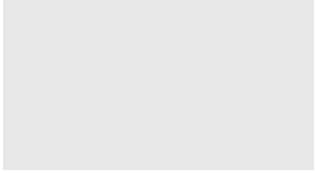
Monday

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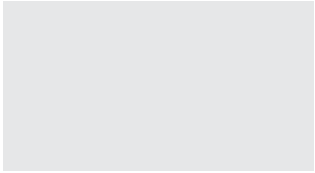
Tuesday

21



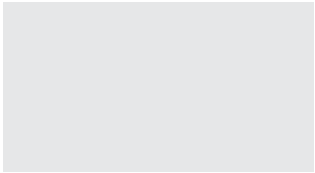
Wednesday

22



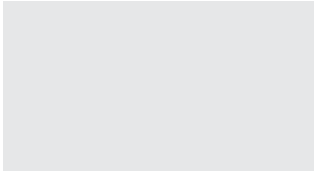
Thursday

23



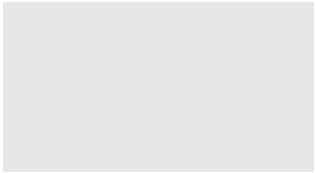
Friday

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Saturday

25

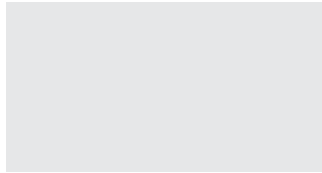


Sunday

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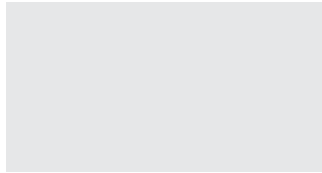
Monday

27



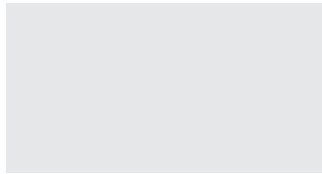
Tuesday

28



Wednesday

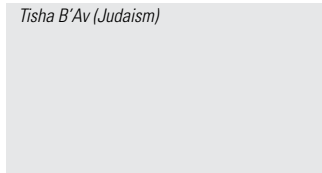
29



Thursday

Tisha B'Av (Judaism)

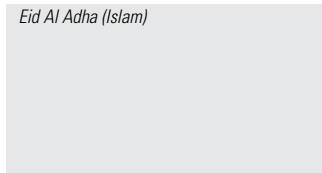
30



Friday

Eid Al Adha (Islam)

31



Saturday

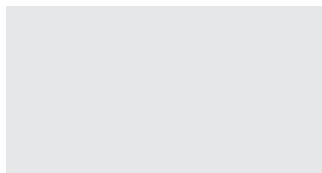
Lammas (Paganism)

1



Sunday

2



**Last Day of Summer Classes /
Examinations**

Monday

3

Tuesday

4

Wednesday

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Thursday

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Friday

7

Saturday

8

Sunday

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Student Rights and Responsibilities Section

A-B Tech is fully committed to providing a learning environment that is safe, nurturing, and free from prohibited discrimination. While academic advisors, deans, instructors, administrators, and other College officials assist students in becoming acquainted with College regulations, including rights and responsibilities; ultimately, students must assume final responsibility for being acquainted with College policy and procedures. A-B Tech recognizes the rights of students and is dedicated to resolving student complaints in a timely, fair, and reasonable manner as outlined in this section of the catalog. Any student, including those participating in online/distance courses and high school dual enrollment courses offered at any A-B Tech site may file a complaint and request a review. Students unable to attend hearings in person may request electronic options throughout the respective appeal process. For the most up-to-date version of College policies and procedures, please visit abtech.edu.

Non-Discrimination and Harassment Policy

It is the policy of the A-B Tech Board of Trustees that the College is fully committed to providing a learning and work environment that is free from prohibited discrimination. The College does not practice or condone discrimination or harassment based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information/medical history, age, political affiliation or veterans' status in the administration of any of its academic programs and employment practices.

Inquiries or complaints concerning possible discrimination or harassment should be referred to the following offices:

Discrimination and harassment for students, please contact:

Office of the Vice President for Student Services

340 Victoria Road, Asheville, NC 28801, (828) 398-7146

Sexual Misconduct for students (including discrimination or harassment related to sex, sexual orientation, gender identity or expression, or pregnancy), please contact:

Director of Title IX Compliance

340 Victoria Road, Asheville, NC 28801, (828) 398-7932

Discrimination and harassment for employee (including Sexual Misconduct), please contact:

Office of the Executive Director for Human Resources

340 Victoria Road, Asheville, NC 28801, (828) 398-7178

For more specific information, related to Sexual Misconduct (both student and employee), refer to Sexual Misconduct Policy and Procedures #112.

Non-Discrimination and Harassment Procedure

Non-Discrimination Statement

The A-B Tech Board of Trustees and administration are fully committed to encouraging and sustaining a learning and work environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic

information/medical history, age, political affiliation or veterans' status in the administration of any of its academic programs and employment practices.

For allegations of discrimination or harassment related to sex, sexual orientation, gender identity or expression, or pregnancy, please refer to the Sexual Misconduct Policy and Procedure #112.

Statements of Prohibition

Prohibition of Retaliation

The College strictly prohibits punishing students or employees for asserting their rights to be free from discrimination or harassment. Retaliation against any person participating in connection with a complaint of discrimination or harassment is strictly prohibited. Reports of retaliation will be addressed through this procedure and/or other applicable College procedures. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figure or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against any employee or student found to have retaliated against another.

Prohibition of Providing False Information

Any individual who knowingly files a false report or complaint, who knowingly provides false information to College officials, or who intentionally misleads College officials involved in the investigation or resolution of a complaint may be subject to disciplinary action including, but not limited to expulsion or employment termination. The College recognizes that an allegation made in good faith will not be considered false when the evidence does not confirm the allegation(s) of discrimination or harassment.

Individuals Requesting Accommodations

Students

Students with disabilities (as defined in the Americans with Disabilities Act of 1990, "ADA") wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact Support Services in the K. Ray Bailey Student Services Center. Support Services can be reached at (828) 398-7581 or email supportservices@abtech.edu. Information provided by students is voluntary and strict confidentiality is maintained. A-B Tech is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Employees

A-B Tech understands that most employees with disabilities, medical conditions, or serious illnesses benefit greatly from the normal routines of daily life. When such an employee is able to meet approved standards of job performance as outlined by the College, and the medical information indicates that the disability or condition does not endanger the employee, other employees, students, or the public, he or she must be treated fairly and consistently with and by other employees.

If an employee has a disability, medical condition, or serious disease, he or she should notify the College if it could adversely affect the health or safety of other employees or students, impair the employee's ability to safely and effectively perform their job, or the employee would like the College to consider a reasonable accommodation for a disability.

All medical information will be maintained in a separate benefits/medical file in the Human Resources Department. Access to the benefits/medical records and related discussions will be strictly limited to those with a legitimate need to know this information and/or those with legal authority for access to them.

Consistent with the College's policy, A-B Tech will provide a reasonable accommodation for qualified applicants and employees with disabilities in accordance with the Americans with Disabilities Act (ADA), as amended, unless such accommodation would cause an undue hardship for the College. For the purpose of this policy, disability, reasonable accommodation, and undue hardship will be defined in accordance with the ADA.

A-B Tech will also provide a reasonable accommodation of an employee's religious beliefs/practices provided such expression/practice does not create a hostile work environment for other employees and/or the accommodation does not cause an undue hardship for the College.

Confidentiality

Standards of Confidentiality

The College will respect and make every reasonable effort to preserve the confidentiality of the information and identities shared by the parties involved in an alleged discrimination or harassment matter. College administrators will, however, share information regarding an alleged incident, as appropriate and necessary, in order to address and resolve the allegation. In cases where the Complainant or reporting party requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim support and remedies to the Complainant but will not otherwise pursue formal action against the Respondent. However, in cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. The College administrators will evaluate the following when determining if a report can remain confidential:

- the seriousness of the allegation;
- the alleged Complainant's age;
- whether there have been other complaints of discrimination or harassment against the Respondent; and
- the applicability of any laws mandating disclosure to local law enforcement.

Dissemination of information and/or written materials to persons not involved in the resolution process is not permitted. Violations of the privacy of the reporting party or the responding party may lead to disciplinary action by the College which could include expulsion or employment termination.

Confidential Resources

If a Complainant would like to speak confidentially with someone about the details of an incident, the Complainant may contact:

On campus – Student Resources

- Professional counselors in the K. Ray Bailey Student Services, Asheville Campus (and by appointment at all A-B Tech instructional sites). Students may schedule an appointment with a counselor by calling (828) 398-7900. A-B Tech Counselors will maintain confidentiality except in cases of imminent harm to self or others or in cases related to the abuse of a child, elder, or dependent adult. Counselors are available to help free of charge and can be seen on an emergency basis during normal business hours.

Off-campus – Student and Employee Resources

- Mobile Crisis Management Services – 888-573-1006 (Community Counseling)
- Employee Assistance Network (EAN) 828-252-5725 (Support services for A-B Tech employees)

Reporting Options

Reporting to College Officials

1. Vice President for Student Services – Incidents solely between students may be referred directly to the Office of the Vice President.
Vice President, Student Services
Asheville Campus
828-398-7146
terrybrasier@abtech.edu
Online reporting:
<https://www.abtech.edu/incidentreport>
2. Executive Director for Human Resources - Incidents solely between employees may be referred directly to the Office for the Executive Director, Human Resources
Asheville Campus
828-398-7178
shannarchambers@abtech.edu
3. Student/Employee Allegations - For allegations between students and employees, you may contact either the Vice President for Student Services or the Executive Director for Human Resources. The Vice President for Student Services or designee will work in partnership with the Executive Director for Human Resources or designee to investigate and resolve the allegation.
4. A-B Tech Police - The A-B Tech Police Department is located across from the parking deck in the Mission Health/A-B Tech Conference Center and can be reached by phone at (828) 398-7125. A-B Tech Police Officers are available 24-hours a day, seven days a week. To reach the on-duty officer, call (828) 279-3166.
5. Anonymous Reporting - Individuals may also file anonymous reports by completing the report at <https://www.abtech.edu/incidentreport>. It may be very difficult for the College to take action on anonymous reports where supporting information is limited. Anonymous reports may be used for statistical reporting purposes.

Reporting to Local Law Enforcement

Individuals may report discrimination or harassment directly to local law enforcement agencies by dialing 911. Individuals who make a criminal allegation may also choose to pursue College disciplinary action simultaneously. A criminal investigation into the matter does not release the College from its obligation to conduct its own investigation. However, the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the College must take interim measures when necessary to protect the alleged Complainant and/or the College community.

Individuals may choose not to report alleged discrimination or harassment to law enforcement authorities. The College respects and supports individuals' decisions regarding reporting; nevertheless, the College may notify appropriate law enforcement authorities if required or warranted by the nature of the allegations.

Reporting Timeframe

Individuals filing discrimination or harassment complaints are urged to do so in writing as soon as possible and will be promptly and thoroughly investigated. Individuals should recognize that delays in reporting may impair the ability of College officials to investigate and respond.

Federal Statistical Reporting Obligations –

Hate Crimes

Hate crimes that are reported pertain to crimes that manifest evidence that the Complainant was intentionally selected because of the Complainant's actual or perceived race, gender, religion, sexual orientation, gender identity, ethnicity, national origin or disability. Hate crimes include criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property or any other crime involving personal injury.

According to the Jeanne Clery Act, all personally identifiable information is kept confidential, but statistical information must be shared with campus law enforcement. The information to be shared includes the date, the location of the incident and the crime category. This reporting protects the identity of the Complainant and may be done anonymously. The College's Annual Security Report helps to provide the community with a clear picture of the extent and nature of campus crime, in order to build community safety and awareness. To see a copy of the report, go to the College website under Consumer Information.

Investigation Process

Investigative Timeline

The College will make every reasonable effort to ensure that the investigation and resolution of a complaint occurs in as timely and efficient a manner as possible. The College's investigation and resolution of a complaint will generally be completed within 60 calendar days of the receipt of the complaint, absent extenuating circumstances. Any party may request an extension of any deadline by providing a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request.

Interim Measure

If at any point during the initial report, investigation, disciplinary, or appeal process the College administrator deems it necessary for the protection of any member of the College community, they may take actions such as the following for students:

- Temporarily suspend the Respondent for up to ten (10) College business days;
- Change the Respondent's and/or Complainant's class schedule;
- Take such steps as are reasonable, appropriate and necessary to restrict the Respondent's movement on campus.
- For employees, the College administrator may take the following actions:
- Take such steps as are reasonable, appropriate and necessary to restrict the Respondent's movement on campus;
- Request that the President place the Respondent on temporary paid administrative leave or reassign the Respondent to other duties.

Student Investigations

1. Initial Meeting - Complainant

As soon as is practicable, the Vice President for Student Services or designee will contact the Complainant to schedule an initial meeting. During these initial meetings, the Vice President for Student Services or designee will:

- Work with student to stop and remedy the impact of the current situation;
- Implement safety measures as necessary;
- Conduct an initial investigation to retrieve all relevant facts related to the alleged discrimination or harassment. During this initial meeting, the Vice President for Student Services or designee will explain how the investigation will move forward.

The Vice President for Student Services or designee will evaluate the situation and determine if any additional remedies are needed.

2. Initial Meeting - Respondent

As soon as is practicable and after the initial meeting with the Complainant, the Vice President for Student Services or designee will contact the Respondent and schedule a meeting. At this meeting, the Vice President for Student Services or designee will, as applicable:

- Provide the Respondent details of the allegations being brought against him or her;
- Discuss with the Respondent, as applicable, any initial interim measures that were implemented as a result of the alleged discrimination or harassment;
- Work with Respondent to ensure that alleged actions of discrimination or harassment is immediately stopped and prevent future reoccurrence;
- Implement safety measures as necessary;
- Conduct an initial investigation to retrieve all relevant facts related to the alleged discrimination or harassment.

The Vice President for Student Services or designee will evaluate the situation and determine if any additional remedies are needed.

Employee Investigations

1. Initial Meetings - Complainant

As soon as is practicable, the Executive Director for Human Resources or designee will contact the Complainant to schedule an initial meeting, and will proceed with an initial investigation to retrieve all relevant facts related to the alleged discrimination or harassment. During this initial meeting, the Executive Director for Human Resources or designee will explain how the investigation will move forward.

The Executive Director for Human Resources or designee will evaluate the situation and determine if any additional remedies are needed.

2. Initial Meeting - Respondent

As soon as is practicable and after the initial meeting with the Complainant, the Executive Director for Human Resources or designee will contact the alleged Respondent to schedule an initial meeting. At this initial meeting the following resources may be discussed as applicable:

- Provide the Respondent, in writing, the alleged allegations being brought against him or her.
- Conduct an initial investigation to retrieve all relevant facts related to the alleged discrimination or harassment. During this initial meeting, the Executive Director for Human Resources or designee will explain how the investigation will move forward.
- Discuss with the Respondent, as appropriate, possible interim measures that can be provided to the Respondent pending the results of the investigative and resolution processes.

The Executive Director for Human Resources or designee will evaluate the situation and determine if any additional remedies are needed.

Student/Employee Investigation Process

All student/employee investigations will be handled jointly by the Vice President for Student Services and by the Executive Director for Human Resources. The investigation process will be determined by the role (student or employee) of the Respondent. If the Respondent is a student, the College will utilize the student investigation process. If the Respondent is an employee, the College will utilize the employee investigation process.

Recommendations and Hearing

Students

After the investigation is complete, the Vice President for Student Services or designee will provide a recommendation letter to the Respondent which may include the following:

- Determination if the Respondent is responsible or not responsible for violating the Non-Discrimination or Harassment Policy.
- Sanction, if appropriate.
- Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together. The Vice President for Student Services or designee will assist in this process.
- Short-term College counseling services or training.

If the recommendation is accepted by the Respondent, the sanction(s) become effective immediately and the Respondent forgoes the option of a formal hearing.

If the recommendations of the Vice President for Student Services or designee are not accepted, the case will move to a formal hearing. The Vice President for Student Services or a designee will preside over the hearing. If the incident involves a College employee, the Executive Director for Human Resources or designee and the Vice President for Student Services shall preside jointly over the hearing (Presiding Officers). The process for the hearing is outlined below:

- Prior to the hearing, the Complainant and the Respondent have the right to review all relevant information, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply.
- Written notice including the date, time, and location of the hearing will be sent to all parties.
- At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officers. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.
- The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officers. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to either Presiding Officer at least three College business days prior to the hearing date. In this case, the College Attorney will also be present.
- Both parties will be notified of the hearing outcome.

Employees

The Human Resources representative will put forward a recommendation of finding and sanctions to both the Complainant and Respondent. If the recommendation is accepted by both parties involved, the recommendation and sanctions will become effective and both parties forgo the option of a formal hearing. A final outcome letter will be submitted to the Complainant and Respondent that may include, but not limited to, the following:

- Determination if the Respondent is responsible, not responsible, or if the decision is deemed inconclusive, or there is a finding of shared responsibility.
- Sanction, if appropriate.
- Monitoring of academic schedules or workplace schedules between the Complainant and the Respondent, if needed.
- Short-term counseling services will be offered to each party.

If the recommendations of the Human Resources representative are not accepted by either the Complainant or the Respondent, the case will move to a formal hearing. The Executive Director for Human Resources or designee will preside over the hearing as the Presiding Officer. The HR representative presiding over the hearing will be different from the HR representative who conducted the investigation.

If either party is a student, the Vice President for Student Services or designee and the Executive Director for Human Resources or designee shall preside jointly over the hearing. The process for the hearing is outlined below:

- Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply.
- Written notice including the date, time, and location of the hearing will be sent to all parties.
- At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officers. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation; each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.
- The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officers. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to either Presiding Officer at least three College business days prior to the hearing date. In this case, the College Attorney will also be present.
- Both parties have a right to a written notice of the hearing outcome.

Sanctioning

The following sanctions may be imposed for those who have violated the Non-Discrimination and Harassment Policy:

Student Sanctions

- Verbal or Written Warning
- Probation
- Administrative withdrawal from a course without refund
- Required Counseling
- No Contact Directive
- Suspension
- Recommendation for Expulsion with automatic appeal to the President
- Other consequences deemed appropriate

Employee Sanctions

- Verbal or Written Warning
- Performance Improvement Plan
- Required Counseling
- Required Mediation
- Required Training or Education
- Recommendation of Demotion with automatic appeal to the President
- Recommendation to Suspend with or without Pay with automatic appeal to the President

- Recommendation for termination with automatic appeal to the President
- Other consequences deemed appropriate to the specific violation

Appeal Process

The Complainant or Respondent has a right to a final appeal to the President:

- Each party has the right to appeal the outcome of the hearing to the College President.
- Upon receipt of the hearing decision, both parties have five (5) College business days to submit a notice requesting an appeal. For students, this notice must be submitted in writing to the Office of the Vice President for Student Services. For employees, this notice must be submitted in writing to the Office of the Executive Director of Human Resources.
- If an appeal is requested, both parties will be notified.
- The President will conduct a document review which does not include a new hearing but shall consist of evidence presented at the hearing along with a recording of the proceeding.
- The President will affirm, modify, or reject the decision and/or sanctioning. The President's decision will be final and notification of the decision will be sent directly from the President's office to each party.

Records Retention

Records Retention for Students and Employees

1. Students - All documentation will be stored in the Vice President for Student Services' office for a period of seven years at which point the documentation will be moved to an electronic version to be retained permanently.
2. Students - In cases where the Respondent is found responsible for violating the Non-Discrimination and Harassment Policy, this information will be considered as a disciplinary record with the College.
3. Employees – Personnel files are retained for 30 years. If the action taken is informal counseling, this does not become part of the permanent record.
4. Civil Rights files are maintained for a minimum of two (2) years.

Pursuant to Board Policy 111, this procedure must be followed when dealing with non-discrimination and harassment.

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) gives students the following rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days after the day A-B Tech receives a request for access. Any such requests should be submitted in writing to the Records and Registration Office, either by email to registrar@abtech.edu or by hand-delivering or mailing a letter to: Records and Registration, K. Ray Bailey Student Services Building, 340 Victoria Rd., Asheville, NC 28801. The written request must identify the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Any such requests should be submitted in writing to Records and Registration, either by email to registrar@abtech.edu or by hand-delivering or mailing a letter to: Records and Registration, K. Ray Bailey Student Services Building, 340 Victoria Rd., Asheville, NC 28801. The written request must identify the part(s) of the record the student wants changed, and specify why it should be changed. If A-B Tech decides not to amend the record as requested, A-B Tech will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before A-B Tech discloses personally-identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by A-B Tech to comply with the requirements of FERPA.

As a general rule, a student's parents/guardians do not have access to a student's education records. When a student turns 18 years old or enrolls at an institution of postsecondary education (such as A-B Tech), a student's rights under FERPA transfer from the parent to the student. In order for parents to have access to a student's education records, beyond Directory Information and without written permission from the student, a parent must certify that the student is economically dependent as defined in Section 152 of the Internal Revenue Code of 1986. If a parent can prove dependency to the Records and Registration Office by showing a copy of the parent's most recent tax return or other acceptable documentation, then the parent may have full access to the student's education records.

Directory Information

In compliance with FERPA, A-B Tech will not disclose a student's education records without his or her consent except as otherwise stipulated herein.

Directory Information will be released to anyone who requests it, and Limited Directory Information will be released under specific conditions, unless the student requests in writing to the Records and Registration Office that his or her Directory Information be withheld. In such case, no Directory Information or Limited Directory Information will be released.

Directory Information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. At A-B Tech, Directory Information includes:

- Name
- Major field of study
- Dates of enrollment
- Enrollment status (full-time or part-time)
- Degrees, honors, and awards received

Limited Directory Information is information contained in a student's education record that may only be disclosed under certain circumstances. This includes:

- Date of birth, which may be disclosed only as a means of verifying a student's identity when a College employee has no other means of doing so
- Mailing address, telephone number, and email address, which may be disclosed only for educational purposes, at the discretion of College administration

Blocking the Release of Directory Information

A student may request that A-B Tech not release his or her Directory Information unless the student first provides written consent, except for the circumstances in which FERPA authorizes disclosure without student's consent. To request a block on the release of Directory Information, a student must submit their request in writing, either by submitting the "Request to Block the Release of Directory Information" form to the Records and Registration Office or emailing a written request to registrar@abtech.edu. Emailed requests must be sent from the student's official A-B Tech email account. A student's request to block the release of his or her Directory Information will remain in effect until the student requests that the block be removed.

A block on the release of a student's Directory Information will prevent the student's name and information from appearing in public directories, without the student's written consent, such as the Commencement Booklet, Dean's/President's lists, etc. In addition, a block will prevent A-B Tech from confirming a student's enrollment status, degrees, and other Directory Information with third-parties such as prospective employers, unless the student first provides his or her written consent.

Disclosure Without Student Consent

FERPA permits the disclosure of personally-identifiable information from a student's education records, without consent of the student, only under limited circumstances. These circumstances include the release of education records to:

- A-B Tech officials who have legitimate educational interest in the records. A school official typically includes a person employed by A-B Tech in an administrative, supervisory, academic, research, or support staff position; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or appeals committee. A school official also may include a volunteer or contractor outside of A-B Tech who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally-identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for A-B Tech.
- Officials of another college or university in which the student seeks or intends to enroll.
- Officials of secondary schools in which the student is concurrently enrolled.
- Certain federal and state educational authorities for purposes of meeting legal requirements in federally supported educational programs.
- Persons involved in granting financial aid or scholarships for which the student has applied or received.
- Testing and research organizations conducting certain studies for or on behalf of the school.

- Accrediting organizations to carry out their accrediting functions.
- Individuals named in a court order or lawfully issued subpoena, but only after the student has been duly notified. The College will then comply in the absence of any legal order cancelling the subpoena.
- Parents/guardians, law enforcement, and first responders in very narrowly defined emergencies affecting the health and safety of the student or other persons.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.
- Parents/guardians who have certified with the Records and Registration Office that the student is economically dependent as defined in Section 152 of the Internal Revenue Code of 1986.
- The public, when the discloser is the final results of an institutional disciplinary proceeding regarding a crime of violence or “non-forcible sex offense” where the institution has determined that a policy violation occurred.
- The victim of an alleged crime of violence or a non-forcible sex offense when the disclosure is the final results of an institutional disciplinary proceeding regarding that offense, regardless of whether the institution determined that a policy violation occurred.
- Certain individuals, pursuant to the specific conditions outlined in FERPA, in connection with a disciplinary proceeding when the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and, with respect to the allegation made against him or her, the student has committed a violation of A-B Tech policy.
- Parents of students under the age of 21 regarding the student’s violation of any Federal, State, or local law, or of any A-B Tech policy, governing the use or possession of alcohol or a controlled substance.
- Certain individuals when a student has been designated a sex offender or otherwise required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994.

Protection of Student Data

Safeguarding of personal information is a priority for A-B Tech. Great care is taken to protect all forms of sensitive data, including but not limited to personally identifying information. In addition to the FERPA requirements discussed in the previous section, the College continually strives to stay abreast of and adapt appropriately to changing expectations, guidelines and best practices, such as the Health Insurance Portability and Protection Act (HIPPA), the North Carolina Community College Institutional Information Processing System (IIPS) Security Manual, publications from the National Institute on Standards and Technology (NIST), the European Union’s General Data Protection Regulation (GDPR), and the Gramm-Leach-Bliley Act (GLBA). Information on the College’s current procedures and practices regarding data protection, identity management and authentication can be found in the Curriculum Distance Instruction Procedure (207.07) here, www.abtech.edu/online-distance-learning/curriculum-distance-instruction.

Student Complaints

A-B Tech recognizes the rights of students and is dedicated to resolving student complaints in a timely, fair, and reasonable manner. Any student, including those participating in online/

distance courses and high school dual enrollment courses offered at any A-B Tech site may file a complaint and request a review. Students unable to attend hearings in person may request electronic options throughout the respective appeal process. A-B Tech recognizes the following categories of written student complaints: Grade Appeals, Student Appeals, Discrimination and Harassment grievances, including Sexual Misconduct, and Code of Student Conduct Violation Appeals. As such, A-B Tech follows guidelines set forth in the Grade Appeals Policy and Procedure, the Student Appeals Policy and Procedure, the Non-Discrimination and Harassment Policy and Procedure, the Sexual Misconduct Policy and Procedure, Code of Student Conduct Policy and Procedure, and the Student Due Process Policy and Procedures when addressing student complaints. The College is committed to a prompt and fair resolution of any issues that arise between students and College employees and takes great care to ensure these policies and procedures are reviewed, updated and consistently followed when addressing student complaints.

A-B Tech is dedicated to resolving student complaints in a timely, fair, and amicable manner. A formal student complaint is a written request for a college action or decision to be reviewed to ensure compliance with College policies. A complaint may or may not be grade related. Any student, including those participating in online/distance courses, may file a complaint and request a review. For students attending A-B Tech who would like to file a formal written complaint, the College has two policies, one for Grade related complaints (Grade Appeals) and one for Non-Grade related complaints (Student Appeals).

Non-Discrimination and Harassment Policy: Inquiries or complaints concerning possible discrimination or harassment will be addressed via the Non-Discrimination and Harassment Policy.

Grade Appeals

- a. It is the responsibility of faculty and students to attempt, in good faith, to resolve disputes regarding course grades. If such discussions are unsuccessful, the student shall be entitled to initiate the grade appeals procedure if he or she has reason to believe that a course grade is inaccurate. At this time, a Grade Appeals Committee will be formed and a date and time set for a hearing.
- b. No student appealing any decision shall be subjected to harassment or intimidation or be in any way discouraged from filing an appeal pursuant to this procedure.
- c. At any stage of the appeal process, all parties shall have the right to be accompanied by an advocate of their choice. The advocate may not present the appeal or complaint on behalf of the student unless otherwise instructed to do so by the chair of the Grade Appeals Committee. If the student chooses to have an attorney present, the student must provide notification to the Vice President of Student Services at least three college business days prior to the scheduled hearing date.
- d. If the student and/or faculty wishes to present documentation to be considered during the hearing, it should be submitted to the Vice President for Student Services or his/her designee no later than two business days prior to the scheduled hearing. Both the student and faculty will be given an opportunity to review all documentation submitted prior to the hearing.
- e. The Vice President for Student Services shall monitor the handling of grade appeals through this procedure to ensure correct and prompt compliance by all parties.

Appeals Procedure Regarding Course Grades

- a. Students are strongly encouraged to first discuss the course grade with the involved instructor as soon as possible.
- b. The student will submit the completed written grade appeal form, including all necessary faculty and student signatures, within three weeks from the day the final course grade is awarded. The form will clearly explain the student's complaint as well as the student's proposed resolution of the complaint. The instructor will be given the opportunity to read the student's written complaint and to meet with the student one more time. Alternately, the instructor may sign the appeal form indicating that he or she is unable to resolve the problem. The student will then be directed to the department chair of the instructor, who will meet separately with the student to attempt to resolve the issue. If the department chair is unable to resolve the issue with the student, then the department chair will sign the appeal form and direct the student to the Vice President for Student Services or his or her designee. Completion of the form by the instructor or chair does not in any way indicate agreement with the complaint. Each party may propose solutions to the disagreement that, if accepted by both parties, results in resolution of the appeal. If either party refuses to accept a proposed solution, then the matter is referred to the Vice President of Student Services who will convene a Grade Appeals Committee.
- c. If the student has difficulty contacting the department chair, he or she should contact the Vice President for Student Services, who is responsible for assisting with contacts.
- d. If the student and/or faculty wishes to present documentation to be considered during the hearing, it should be submitted to the Vice President for Student Services or his/her designee no later than two business days prior to the scheduled hearing. Both the student and faculty will be given an opportunity to review all documentation submitted prior to the hearing. The Vice President for Student Services shall maintain files of all course grade appeal forms submitted to his or her office. Such forms, together with other records indicating final action on a problem, shall be maintained for a minimum of five years.
- e. Students enrolled in distance courses may find it difficult to come to campus in order to pursue an appeal. In these instances, the process may be handled by telephone with the instructor involved, the department chair, and the Vice President for Student Services by mail, fax, or other agreed upon electronic means for submission of the appeals document. As with other appeals, the Vice President for Student Services will closely monitor the progress, ensuring the contacts are made in a timely fashion and documents are submitted properly. If it becomes necessary for an appeal to go to the Grade Appeals Committee, conference calling or any other electronic means agreed upon by both parties will be used. When conference calling is employed for a hearing, no business can be conducted without the student being present on the telephone, with the exception of the deliberations of the Committee in executive session.

The Grade Appeals Committee

- a. Composition of the Grade Appeals Committee:

The Grade Appeals Committee will consist of no less than seven voting members and will be composed as follows to ensure the representation of all constituent groups in the College community.

1. Two student representatives
 2. Two faculty representatives
 3. One Student Services representative
 4. One non-faculty employee, and
 5. One non-teaching professional representative at the level of coordinator or higher who will serve as chairperson
- b. Grade Appeals Committee Hearing and Procedures:
1. The Vice President for Student Services shall inform the instructor, the involved department chair, and the student of the date, time, and place of the appeals hearing. The Vice President for Student Services shall convene the Grade Appeals Committee no later than 15 college business days after receipt of the completed request, along with required signatures from both student and faculty, for a hearing.
 2. When an appeal is made by a student with a disability, the Committee, at its sole discretion, may consult with or include the Director of Support Services in the hearing process for such person's knowledge of disability and ADA issues and requirements.
 3. A quorum to conduct Committee business and vote is defined as a minimum of four members. In no case shall any business be conducted unless at least one student and one faculty member are present. There will be an audio recording of the appeal hearing.
 4. The decision of the Grade Appeals Committee will be conveyed to the student and may be appealed within five business days to the President whose decision will be final. The President's review does not include a new hearing, and his or her review shall consist of evidence presented at the hearing. The President will affirm, modify or reject the decision of the Grade Appeals Committee.
 5. In addition to the committee members, the following persons are permitted to attend the hearing:
 - a. Involved parties
 - b. An advocate for the appealing individual. The advocate may not present the appeal or complaint on behalf of the student unless otherwise instructed to do so by the chair of the Grade Appeals Committee. If the student chooses to have an attorney in attendance, the student must provide notification to the Vice President of Student Services at least three college business days prior to the scheduled hearing date.
 - c. The chair of the Grade Appeals Committee will manage all hearing proceedings, including the sequencing and time allocated for presentation of evidence by both student and faculty.
 - d. Administrative officers of the College who may be directly concerned with the dispute.
 6. If a student fails to attend the scheduled hearing, the appeal is considered to be dropped.

7. All steps of the appeal procedure for students shall be closed to the public, and all documents generated in the course of a complaint shall be confidential except to authorized College officials.

Availability of Information

The Grade Appeals Policy and Procedure are available on the College website.

Student Appeals

- a. It is the responsibility of all employees and students to attempt, in good faith, to resolve disputes regarding actions taken by College employees that are perceived to be unfair or unjust. If such discussions are unsuccessful, the student shall be entitled to initiate the appeals procedure. At this time, a Student Appeals Committee will be formed and a date and time set for a hearing.
- b. No student appealing any decision shall be subjected to harassment or intimidation or be in any way discouraged from filing an appeal pursuant to this procedure.
- c. At any stage of the appeal process, all parties shall have the right to be accompanied by an advocate of their choice. The advocate may not present the appeal or complaint on behalf of the student unless otherwise instructed to do so by the chair of the Student Appeals Committee. If the student chooses to have an attorney in attendance, the student must provide notification to the Vice President of Student Services or his or her designee at least three college business days prior to the scheduled hearing date.
- d. If the student and/or employee wishes to present documentation to be considered during the hearing, it should be submitted to the Vice President for Student Services or his/her designee no later than two business days prior to the scheduled hearing. Both the student and employee will be given an opportunity to review all documentation submitted prior to the hearing.
- e. The Vice President for Student Services or his or her designee shall monitor the handling of appeals through this procedure to ensure correct and prompt compliance by all parties.
- f. Please note this procedure applies to students wishing to appeal administrative action or decisions with exception to financial aid, code of student conduct sanctioning, grade appeals, and dismissal by a host clinical or other work-based learning site.

Appeal Procedure

- a. Students are strongly encouraged to first discuss the disputed matter with the involved employee as soon as possible.
- b. It is the responsibility of the student to complete and submit a written appeal form, including all necessary employee and student signatures, within six weeks of the date when the matter occurred. The form will clearly explain the student's complaint as well as the student's proposed resolution of the complaint. The employee will be given the opportunity to read the student's written complaint and to meet with the student one more time. Alternately, the employee may sign the appeal form indicating that he or she is unable to resolve the problem. The student will then be directed to the supervisor of the employee who will meet separately with the student to attempt to resolve the issue. If the supervisor is unable to resolve the issue with the student, then the supervisor will sign the appeal form and direct the student back to the Vice President for Student Services. Completion of the form by the employee and supervisor does not in any way indicate agreement with the complaint. Each party may propose solutions to the

disagreement that, if accepted by both parties, results in resolution of the appeal. If either party refuses to accept a proposed solution, the matter is referred to the Student Appeals Committee.

- c. If the student has difficulty contacting the supervisor, he or she should contact the Vice President for Student Services or his or her designee, who is responsible for assisting with contacts.
- d. If the student and/or employee wishes to present documentation to be considered during the hearing, it should be submitted to the Vice President for Student Services or his/her designee no later than two business days prior to the scheduled hearing. Both the student and employee will be given an opportunity to review all documentation submitted prior to the hearing. The Vice President for Student Services or his or her designee shall maintain files of all appeal forms submitted to his or her office. Such forms, together with other records indicating final action on a problem, shall be maintained for a minimum of five years.
- e. Students enrolled in distance courses may find it difficult to come to campus in order to pursue an appeal. In these instances, the process may be handled by telephone with the employee involved, the employee's supervisor, and the Vice President for Student Services by mail, fax, or other agreed upon electronic means for submission of the appeals document. As with other appeals, the Vice President for Student Services will closely monitor the progress, ensuring the contacts are made in a timely fashion and documents are submitted properly. If it becomes necessary for an appeal to go to the Student Appeals Committee, conference calling or any other electronic means agreed upon by both parties will be used. When conference calling is employed for a hearing, no business can be conducted without the student being present on the telephone, with the exception of the deliberations of the Committee in executive session.

The Student Appeals Committee

a. Composition of the Student Appeals Committee

The Student Appeals Committee will be comprised of no less than seven members and will be composed as follows in an effort to ensure the representation of all constituent groups in the College community.

1. Two student representatives
2. Two faculty representatives
3. One Student Services representative,
4. One non-faculty employee, and
5. One non-teaching professional representative at the level of coordinator or higher who will serve as chairperson.

b. Student Appeals Committee Hearing and Procedures

1. The Vice President for Student Services or his or her designee shall be responsible for informing the employee and supervisor involved and the student of the date, time, and place of the hearing. The Vice President for Student Services or his or her designee shall convene the Student Appeals Committee no later than 15 calendar days after receipt of the completed request, along with required signatures from both student and employee, for a hearing.

2. When an appeal is made by a disabled student, the Committee, at its sole discretion, may consult with or include the Director of Support Services in the hearing process for such person's knowledge of disability and ADA issues and requirements.
3. A quorum to conduct Committee business and vote is defined as a minimum of four members. In no case shall any business be conducted unless at least one student and one faculty member are present. There will be an audio recording of the appeal hearing.
4. The decision of the Student Appeals Committee will be conveyed to the student and may be appealed within five business days to the President whose decision will be final. The President's review does not include a new hearing and his or her review shall consist of evidence presented at the hearing. The President will affirm, modify or reject the decision of the Student Appeals Committee.
5. In addition to the committee members, the following persons are permitted to attend the hearing:
 - a. Involved parties
 - b. An advocate for the appealing individual. The advocate may not present the appeal or complaint on behalf of the student unless otherwise instructed to do so by the chair of the Student Appeals Committee. If the student chooses to have an attorney in attendance, the student must provide notification to the Vice President of Student Services or his or her designee at least three college business days prior to the scheduled hearing date.
 - c. The chair of the Student Appeals Committee will manage all hearing proceedings, including the sequencing and time allocated for presentation of evidence by both student and employee.
 - d. Administrative officers of the College who may be directly concerned with the dispute.
6. If a student fails to attend the scheduled hearing, the appeal is considered to be dropped.
7. All steps of the appeal procedure for students shall be closed to the public, and all documents generated in the course of a complaint shall be confidential except to authorized College officials.

Code of Classroom Conduct

A-B Tech is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, there must be respect for the instructor and fellow students. Listed below are guidelines for classroom behavior, which the College has established to ensure that the learning environment is not compromised.

1. **Absences.** Inform the instructor in advance if you know you are going to miss class. Also, take responsibility for getting missed assignments from other students. Do not expect that you will be allowed to make up assignments after an absence, instructors are not responsible for re-teaching the material you missed because of absence.

2. **Attendance.** You are expected to be in class the entire class time. Do not enter late or leave early. Rare exceptions may be excused, particularly under emergency circumstances, but you should be prepared to explain your tardiness to the instructor after class. Likewise, the need to leave early should be explained to the instructor before class.
3. **Classroom Behavior.** You are expected to conduct yourself in a professional and respectful manner with your fellow classmates and instructors while engaging in all classroom activities and discussions. All students shall be allowed to freely participate in classroom discourse and shall be allowed to express their viewpoints and ideas as long as those viewpoints and ideas are reasonably related to the topic or assignment being discussed. As a participant in an open and free learning environment, students are free and are encouraged to disagree and challenge others' viewpoints and ideas; however, students shall behave in a professional and respectful manner in class by: a) being recognized by instructors prior to speaking; b) not interrupting other students and instructors when they are speaking; c) listening to students and instructors while they are speaking; and d) speaking in a normal, calm voice when addressing students and instructors.
4. **Electronic Devices.** You may not send or receive personal communication on electronic devices during class.
5. **Conversation.** Do not carry on side conversations in class.
6. **Food, Drink, and Tobacco.** You may not have food or drink in class. You may not use tobacco of any form on campus, including electronic cigarettes, or vaping devices.
7. **Guests.** You may not bring unregistered friends or children to class.
8. **Internet.** In classes where internet access is provided, you may use the internet for valid, academic purposes only. You may not use it for open access to other non-academic sites, which are unrelated to the course.
9. **Other Activities.** You may not work on other activities while in class. This includes homework for other courses or other personal activities.
10. **Personal Business.** You may need to transact personal business with the instructor, asking him or her to sign forms. Plan to do this outside of class.
11. **Sleep.** Do not sleep in class.
12. **Personal Attire and Protective Equipment.** All students are expected to dress in a manner that is modest, clean and appropriate for the program of study. Good personal hygiene and grooming are also expected and may be outlined by the program of study. Shirts and shoes are required at all times. You must properly wear personal protective equipment at all times in any area of the College in which it is required.
13. **Fragrances.** You should avoid wearing strong fragrances of any kind as other students may be allergic to them.

14. **Animals:** Domestic Animals are not permitted on campus and may not be left in vehicles on campus property. If a student has a documented disability covered by the ADA and requires an Animal as an Accommodation for access, the student is required to request services from the Support Services Office to receive necessary accommodations. Appropriate documentation of the disability is required and accommodation are determined on a case-by-case basis. Persons with a disability who have a Service Animal are encouraged, but not required, to contact the Support Services Office in the K. Ray Bailey Student Services Center to register as a student requesting accommodations.

Typically, violations of the Code of Classroom Conduct will be dealt with as minor infractions. However, repetition of minor infractions or other more serious violations of the Code of Student Conduct may lead to removal from the classroom while the matter is resolved and referral to the Vice President for Student Services for disciplinary action.

Code of Student Conduct

A-B Tech strives to maintain a safe, nurturing, and orderly learning environment that supports the students, faculty, and staff. Therefore, there are behavioral expectations that outline the responsibilities and proper practices for all students at the College. When, in the judgment of College officials, the student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be administered. Students have the rights of Due Process when accused of a violation of the Code of Student Conduct (please reference policy 823). All matters related to alleged sexual misconduct shall be referred to the College's Title IX Coordinator and governed pursuant to the Sexual Misconduct Policy 112. For matters regarding alleged discrimination and harassment, please refer to the Non-Discrimination and Harassment Policy 111.

A student who is in possible violation of the Code of Student Conduct will be referred to the Vice President for Student Services or designee. If the student's alleged actions are considered egregious or disruptive to the teaching and learning environment or to campus safety, the student may be immediately suspended for up to ten College business days, at the discretion of the Vice President of Student Services or designee. The matter also may be referred to a Threat Assessment Team for review.

Students who have been found responsible of a violation of the Code of Student Conduct may be assigned consequences based upon the seriousness of the offense. Sanctions for violations may include but not be limited to: verbal warning, written warning, a failing grade for an assignment, examination, or course, administrative withdrawal from courses or academic program, restitution for damages, consequences adapted to the specific violation, suspension, expulsion or actions recommended by a Threat Assessment Team. The President shall have final approval in the expulsion of a student.

Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as campus discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.

Violations for which disciplinary proceedings may be initiated are as follows:

1. **Academic Dishonesty:** Academic Dishonesty includes submitting someone else's work as one's own; using notes or other material without permission from the faculty on an exam, homework, or other assignments; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; or having someone else take one's exam and submitting it as his or her own.
2. **Aiding Acts of Academic Dishonesty:** Providing information to another student with the awareness that the student intends to use it for deceptive purposes.
3. **Alcoholic Beverages:** Students may not possess or use alcoholic beverages on campus. Students may not be under the influence of alcoholic beverages on campus or at College-affiliated activities or events. (please reference Policy 501.05)
4. **Animals:** Students may not have an animal of any kind on campus, or at any College affiliated activities, sites or events. This includes animals left within a vehicle. Exceptions to this code would be working dogs such as police dogs, guide dogs, service dogs, and animals as an accommodation. (please reference Policy 802)
5. **Assault:** Students may not assault or threaten to assault another person for any reason whatsoever. Assault may include a demonstration of force, unlawful physical touching, or striking.
6. **Bullying:** Students may not intimidate or threaten with harm any other individual. Bullying is defined as "any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her person or damage to his or her property; or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits, or a College employee's ability to perform the essential functions of his or her job."
7. **Communicating Threats:** Students may not verbally, in writing, through a third party, or by any other means threaten to physically injure another person or that person's child, sibling, spouse, or dependent or willfully threaten to damage the property of another.
8. **Copyright Infringement and Peer-to-Peer File Sharing:** Students may not violate the College's Copyright Infringement and Peer-to-Peer File Sharing Policy through the act of violating, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. (please reference Policy 215 and Policy 1006)
9. **Damage to Property:** Students may not damage property of the College or of any other person working at or attending the College.
10. **Disobedience:** Students may not disobey the reasonable directions of College employees, including administrators, faculty members, security officers, and other staff employees.
11. **Disorderly Conduct:** Students may not conduct themselves in a way which will interrupt the academic mission of the College or which will disturb the peace of the College.

12. **Disrespect:** Students are expected to treat all College employees with respect and courtesy, particularly when and if disagreements arise.
13. **Disruption:** Students may not disrupt the normal activities of the College by physically or verbally interfering with instruction, meetings, traffic, or scheduled administrative functions.
14. **Drugs:** Students may not possess, use, or be under the influence of any narcotic or illegal drugs on campus or at any College-affiliated activities or event. This is in violation of the laws of the state of North Carolina of the United States. (please reference Policy 501.05)
15. **Failure to Comply:** Students must comply with the directives of College officials or law enforcement officers during the performance of their duties. Students must identify themselves to these persons when requested to do so. Failure to respond to notifications of conduct charges is also prohibited.
16. **False Information:** Students may not present to the College or its employees false information; neither may they knowingly withhold information which may have an effect on their enrollment or their status in the institution and which is properly and legally requested by the College.
17. **Gambling:** Students may not gamble on campus or at any College-affiliated activities or events.
18. **Internet and Campus Network Acceptable Use:** The College has an extensive policy for appropriate use of the Internet. Users of the College computers acknowledge the policy whenever they sign on. Students may not use the College's access to the Internet for access to sexually explicit material or for downloading music. Email accounts are provided for student use; however, no right of privacy exists for use of email. (please reference Policy 1003)
19. **Plagiarism:** The intentional theft or unacknowledged use of another's words or ideas. Plagiarism includes, but is not limited to paraphrasing or summarizing another's words or works without proper acknowledgement; using direct quotes of material without proper acknowledgement; or purchasing or using a paper or presentation written or produced by another. If a student is uncertain about what constitutes plagiarism, he or she should discuss this with the class instructor.
20. **Possession of Weapons:** Students may not have a weapon of any kind, including a knife, stun gun, or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by NC GS §14-269.4. Handguns are permitted under these circumstances:
 - The person has a concealed handgun permit that is lawfully issued.
 - The handgun is in a closed compartment or container within the person's locked vehicle.
 - The handgun is in a locked container securely affixed to the person's vehicle.
 - A person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times.
 - The vehicle is locked immediately following the entrance or exit.

- Law enforcement officers are exempt from this prohibition. This includes facsimiles of weapons. (please reference Policy 305)
21. **Public Laws:** Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as campus discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.
 22. **Retaliation:** Retaliation against any person submitting a report of possible violation(s) of the Code of Student Conduct against another person is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figure or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against students found to have retaliated against another.
 23. **Skate Boards and Roller Skates:** Skate boards and roller skates are not permitted to be used on campus.
 24. **Theft:** Students may not steal the property of another individual or of the College. Students who are caught stealing will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.
 25. **Threats:** Students may not engage in any behavior that constitutes a clear and present danger to the physical and/or emotion a well-being of the student and/or other students, faculty and staff.
 26. **Trespass:** Students are trespassing if in an unauthorized area of the College campus or remain on the College campus after having been directed to leave by a College official.
 27. **Tobacco, E-cigarettes, and Vaping:** Students may not use tobacco of any form, e-cigarettes, or vaporizing devices on campus or at any College-affiliated activity, sites, or events. (please reference Policy 306)
 28. **Unauthorized Access to Records:** Students may not access, view, copy or change official College records without official authorization to do so.
 29. **Use of Social Media:** Students should obey their social media platforms terms' of use. Students may not make, or cause to be made, communications (including electronically or through social media) to another person in any manner likely to seriously annoy or cause alarm. Social media may not be used to breach privacy, discriminate or harass. Students may not make, transmit, or attempt to transmit audio or video of any person(s) on College property where there is an explicit expectation of privacy. Any posts or tweets deemed inappropriate on an A-B Tech social web site or blog will be deleted immediately and may result in having access to the site blocked permanently.
 30. **Violations of Expected Classroom or Learning Environment Behaviors:** May include, but not limited to, being disobedient, disrespectful, disruptive to the classroom or learning environment, or not abiding by professional conduct standards.

Student Rights of Due Process

Students have the following rights of due process when an allegation has been brought against them regarding violations of the Code of Student Conduct (except, for issues involving sex and gender based discrimination, harassment and violence, see Sexual Misconduct Policy 112):

Students have a right to a Written Notice:

1. Upon receipt of an incident report to the Office of the Vice President of Student Services, the student in question will be sent a written notice to inform him or her of the allegations regarding the possible violation(s) of the Code of Student Conduct.

Students have a right to an Administrative Conference:

1. The student will be advised of the date, time, and location of the Administrative Conference with the Vice President for Student Services or designee to discuss and attempt to resolve the issue.
 - a. If the student's alleged actions are considered egregious or disruptive to the teaching and learning environment or to campus safety, the Vice President for Student Services or designee may suspend the student for up to ten College business days. The matter may be moved directly to a Student Due Process Hearing or referred to a Threat Assessment Team for review.
2. Outcome of Administrative Conference:
 - a. If the student admits responsibility for a violation(s) of the Code of Student Conduct, sanctions will be administered during the Administrative Conference process and this matter will be considered closed. The student will receive a written notice of all actions taken.
 - b. If the student disagrees with the proposed resolution or denies responsibility for any offense, the matter will move to a Student Due Process Hearing which will be conducted by the Vice President of Student Services or designee.
3. If the student fails to attend the scheduled conference, then the matter will be moved to a Student Due Process Hearing.

Students have a right to a Student Due Process Hearing:

1. The hearing will be scheduled as soon as practical after receipt of an incident report of allegations deemed to be egregious in nature or after the conclusion of the Administrative Conference.
2. Prior to the hearing, the student has the right to review all evidence, including written statements made against him or her. Strict rules of evidence do not apply in the hearing.
3. A written hearing notice including the date, time, and location of the hearing will be sent to the student.
4. At the hearing, all parties involved in the incident will attend and be given the opportunity to provide evidence. All pertinent parties have a right to speak and be questioned by the Vice President of Student Services or designee during the hearing. Cross-examination between parties is not permitted during the hearing.

5. The student is allowed to be accompanied by an advocate. The advocate may not present on behalf of the student unless otherwise instructed to do so by the Vice President for Student Services or designee. The student must provide the name and relationship/role of the advocate to the Vice President for Student Services at least three College business days prior to the hearing date.
6. The student has a right to a recording of the hearing.
7. The student has a right to a written notice of the hearing outcome.

Students have a right to a final appeal:

1. The student has the right to appeal the outcome of the Student Due Process Hearing to the College President.
2. Upon receipt of the hearing decision, the student has five College business days to submit a notice requesting an appeal. This notice must be submitted in writing to the Office of the Vice President for Student Services.
3. The President's document review does not include a new hearing but shall consist of evidence presented at the hearing along with a recording of the proceeding.
4. The President will affirm, modify, or reject the decision of the Vice President or designee. The President's decision will be final and notification of the decision will be sent directly from the President's office to the student.

The procedure above is in effect for all students. All meetings and/or hearings for distance learners will be arranged using email, fax, conference calls, or other agreed upon electronic means.

Threat Assessment

Overview

A-B Tech is committed to providing a safe learning and working environment. As such, the College utilizes a threat assessment process to determine whether or not a student's behavior constitutes a potential safety risk to the individual or others. Matters that rise to the level of a potential threat will be handled solely under the Threat Assessment Policy. If the potential violation of this procedure includes other behaviors or conduct that may also violate the Code of Student Conduct (Policy #804), the violations will also be handled through this procedure.

Introduction

A threat assessment is an objective process relying on a review of behaviors or conduct to identify potentially harmful, dangerous, or violent situations and to identify possible solutions. A threat is defined as any communication or behavior that suggests to a reasonable person that an individual may intend to harm him or herself or others. The threat may be spoken, written, or gestured and is considered a threat regardless of whether it is observed by or communicated to a third party.

Examples of prohibited conduct that may rise to the level of a threat assessment include, but are not limited to:

- Injuring another person physically including assault;
- Engaging in behavior that creates a reasonable fear of injury to oneself or others including bullying and/or disorderly conduct;

- Engaging in behavior that would subject a reasonable person to, and does subject another individual or individuals to, extreme emotional distress;
- Possessing, brandishing, or using a weapon while on College premises by students except where possession is a result of participation in an organized and scheduled exercise for a course, or where the student is a law enforcement professional;
- Intentionally damaging property;
- Threatening to injure an individual (including oneself) or to damage property; and
- Retaliating against any employee, student or community member who, in good faith, reports a violation of College policy.

In situations where a student may pose a threat to him or herself, the individual may be directed to Student Support Services. However, if the potential threat to him or herself includes other behavior or conduct that may also violate the Code of Student Conduct (Policy #804), the violation will be handled through this process.

There are many behaviors that may cause concern for the safety and well-being of an individual or the campus as a whole. The following is not an exhaustive list but provides examples of concerning behaviors or situations:

- Unusual or abrupt changes in behaviors or patterns;
- Extreme emotional reaction to a loss, traumatic event or situation;
- Preoccupation with weapons, violent events or persons who have engaged in violent acts;
- References to harming others or planning a violent or destructive event;
- Prolonged irritability, angry outbursts or inordinate reactions to situations;
- Strained interpersonal relations, isolating behaviors and/or hopelessness;
- Stalking others, either in person or electronically;
- Past history of disciplinary problems and issues; and
- Verbal or physical altercation with another student, faculty, staff, or community member.

These examples of potentially threatening behaviors are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. While a student's speech or expression may be deemed offensive by others, it does not necessarily mean it constitutes a threat under this Policy.

Reporting Potential Threats

Anyone who believes that the immediate safety and well-being of an individual or the campus as a whole are at risk should notify the A-B Tech Police Department or call 911. The A-B Tech Police Department is located across from the parking deck in the Mission Health/A-B Tech Conference Center and can be reached by phone at (828) 398-7125. A-B Tech Police officers are available 24-hours a day, 7-days a week. To reach the on-duty officer, please call (828) 279-3166. The A-B Tech Police will forward the report to the Vice President for Student Services (VPSS) or designee and will work in partnership to determine the best course of action.

Individuals may also make a report to the Office of the VPSS by submitting an incident report at www.abtech.edu/incidentreport. While anonymous reports are accepted, it is important that individuals making reports share as much information as possible. The College will

make every reasonable effort to preserve the confidentiality of those reporting threatening behaviors. However, confidentiality cannot be guaranteed in the process.

Retaliation

Retaliation against any person in connection with a report of a threat is strictly prohibited. Reports of retaliation will be addressed through this policy and/or other applicable College policies. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from an authority figure or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against anyone found to have retaliated against another.

Standard of Evidence

The College uses the preponderance of the evidence as the standard for proof of whether a violation occurred. In the threat assessment process, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable. Student Hearing outcomes take into account the totality of all evidence available from all relevant sources. The College will find the Student either “responsible” or “not responsible” for violating College this policy.

Threat Assessment Process

After the VPSS or designee reviews the initial report and determines that it warrants further review, a Threat Assessment Team (Team) will be assembled.

Interim measures shall only be used when necessary to protect the student’s emotional and physical health and to protect the safety of the campus community. When interim measures are implemented, every effort will be made to expedite the assessment process. Interim measures may include, but are not limited to, changing the student’s academic environment or temporary suspension through the investigation and hearing process. Suspensions can only be imposed by the VPSS or the President.

A Team will be comprised of no less than four members of the College’s Behavioral Intervention Team (CARE Team) in an effort to ensure an efficient and equitable assessment. The VPSS or designee may at his or her discretion include additional members to the Team. If a conflict or appearance of conflict arises for any member of the Team, the VPSS or designee shall appoint a substitute for that member.

The VPSS or designee will serve as chair and provide the Team with the following information:

- The original report or A-B Tech Police incident report;
- Any witness statements and/or any other supporting documentation;
- Any previous disciplinary issues relevant to the threat; and
- Any additional relevant information that would be useful to the Team.

The role of the Team is to review the alleged threat and evaluate the alleged student’s behavior/conduct in light of the accumulated evidence in order to determine if a violation of College policy has occurred and whether or not the student constitutes a threat.

The VPSS or designee will provide a written notification to the student explaining that a Team has been assembled and is evaluating the possible threat. This notification will also include the date and time of the Threat Assessment Hearing. Prior to the hearing, the student has the right to review all evidence, including written statements. Strict rules of evidence do

not apply in the hearing. If the student is not able to attend, reasonable modifications to the date will be made. However, if the student chooses not to attend the scheduled hearing, the hearing will proceed as planned utilizing the evidence available.

During the hearing, the Team will have full investigatory authority when reviewing the alleged threat and evaluating the student's behavior or conduct. The Team will interview or review statements from the student, witnesses, and other relevant parties involved in the incident. All pertinent parties have a right to speak and be questioned by the Team during the hearing. Direct cross-examination between parties takes place in a modified format. The student has the right to pose questions of those providing evidence through the Team chair.

The Team has the right to inspect the student's school record and may request that the student provide secondary and post-secondary school records. The Team may also request that the student provide additional information such as medical records.

The student is allowed to be accompanied by an advocate. The role of the advocate is to provide support to the student and not to speak on behalf of the student unless invited to do so by the chair. If the student chooses to have an advocate, the student must provide the name and role of the advocate to the VPSS at least three College business days prior to the hearing date.

Threat Assessment Finding

The student has a right to a written notice of the hearing outcome. The hearing outcome will determine if the student is in violation of this procedure and the Code of Student Conduct (Policy #804), and if any sanctions should be imposed. Possible sanctions may include:

- Warning;
- Probation;
- Administrative withdrawal from the Academic Program or course without refund;
- Required counseling;
- No contact directive;
- Suspension from the College without refund;
- Expulsion with automatic appeal to the President; and
- Other sanctions deemed appropriate

Appeal

The student has a right to appeal the outcome of the Threat Assessment Hearing to the College President or designee. Upon receipt of the hearing outcome, the student has five College business days to submit a notice requesting an appeal. This notice must be submitted in writing to the Office of the VPSS. If the recommendation of the Team is suspension from the College, the student will remain suspended through the appeal process. The President's document review does not include a new hearing but shall consist of evidence presented at the hearing along with a recording of the proceeding. The President or designee will affirm, modify, or overturn the decision of the Team. The President or designee's decision will be final and notification of the decision will be sent directly from the Office of the President to the student.

Return to Campus

A student who is suspended from the College as a result of a threat assessment may be considered for re-enrollment. A student wishing to be considered for re-enrollment should contact the Office of the VPSS. Based on sanction requirements additional documentation may be required, including compliance with any conditions that may have been set for re-enrollment.

Records Retention

All documentation will be stored in the Office of the VPSS for a period of seven years at which point the documentation will be moved to an electronic version to be retained permanently. In cases where the student is found to be in violation of this policy or other College policies, this information will be considered as a disciplinary record with the College.

Sexual Misconduct Policy (Title IX)

It is the policy of the Board of Trustees to provide the campus community with education and training to increase awareness, prevention and the prompt reporting and resolution of all types of sex/gender based discrimination, harassment and violence in compliance with all applicable federal and state laws and administrative regulations.

A-B Tech students, employees, and guests/visitors have the right to be free from all forms of sex/gender based misconduct, harassment, and discrimination, examples of which include acts of sexual assault, sexual harassment, domestic violence, dating violence, and stalking (collectively "Sexual Misconduct"). All members of the A-B Tech community are expected to conduct themselves in a manner that does not infringe upon the rights of others in an illegal or offensive manner. A-B Tech believes in zero tolerance for Sexual Misconduct. Zero tolerance means that when an allegation of Sexual Misconduct is brought to an appropriate administrator's attention, protective and other interim safety measures will be used to reasonably ensure that such conduct is stopped, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a respondent is found to have violated this Policy.

Non-Discrimination Statement

The A-B Tech Board of Trustees and administration are fully committed to encouraging and sustaining a learning and work environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information/medical history, age, political affiliation or veterans' status in the administration of any of its academic programs and employment practices.

Inquiries or complaints concerning possible discrimination based on any of the categories above should be referred to:

Sexual Misconduct, please contact:

Director of Title IX Compliance, Office of the Vice President for Student Services

340 Victoria Road, Asheville, NC 28801, (828) 398-7932

All other Student inquiries, contact:

Office of the Vice President for Student Services

340 Victoria Road, Asheville, NC 28801, (828) 398-7143

Employee inquiries, contact:

Office of the Vice President for Human Resources

340 Victoria Road, Asheville, NC 28801, (828) 398-7113

Sexual Misconduct Procedure

Introduction

Overview

This procedure applies to any allegation of Sexual Misconduct made by or against a student, a College employee or a third party regardless of where the alleged Sexual Misconduct took place. The College's disciplinary authority, however, may not extend to third parties who are not students or employees. A-B Tech may take disciplinary action to address Sexual Misconduct and will take appropriate action to investigate and adjudicate the matter if it impacts the educational environment of the College. This procedure applies regardless of the sexual orientation or gender identity of the parties involved.

Title IX

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex/gender in any federally funded education program or activity. Under Title IX, discrimination on the basis of sex or gender also includes sexual harassment, stalking, dating and domestic violence, or sexual violence, such as rape, sexual assault, sexual battery, and/or sexual coercion. The College's Director of Title IX Compliance has oversight responsibility for handling Sexual Misconduct complaints and for identifying and addressing any patterns and/or systemic problems involving Sexual Misconduct. All allegations involving Sexual Misconduct should be directed to the Director of Title IX Compliance or, in the case of actions solely between employees, the Executive Director for Human Resources. If the alleged incident involves both an employee and a student, the Director of Title IX Compliance shall take the lead but shall work cooperatively with the Executive Director for Human Resources.

Statements of Prohibition

Rules of Consent

In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent. Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates these procedures in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because the person lacks the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing.

Prohibition of Sexual Misconduct

The College prohibits Sexual Misconduct and is committed to a timely and fair resolution. The College encourages prompt reporting of all types of Sexual Misconduct. While the College will investigate any and all reports of Sexual Misconduct, some Sexual Misconduct

can be addressed effectively without full adjudication and/or without formal disciplinary sanctions against a Respondent.

Prohibition of Retaliation

Retaliation against any person in connection with a complaint of Sexual Misconduct is strictly prohibited. Reports of retaliation will be addressed through this procedure and/or other applicable College procedures. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figure or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against any employee or student found to have retaliated against another.

Prohibition of Providing False Information

Any individual who knowingly files a false report or complaint, who knowingly provides false information to College officials, or who intentionally misleads College officials involved in the investigation or resolution of a complaint may be subject to disciplinary action including, but not limited to expulsion or employment termination. The College recognizes that an allegation made in good faith will not be considered false when the evidence does not confirm the allegation(s) of Sexual Misconduct.

Prohibition of Student/Employee Relationships

Employee Relationships: Romantic or sexual relationships between College employees in a direct supervisor/supervisee relationship are prohibited. This prohibition shall continue as long as the employees remain in a direct supervisor/supervisee relationship or in the chain of supervision. Employees violating this provision will be subject to disciplinary action up to and including termination of employment.

Romantic or sexual relationships between College employees not in a supervisor/supervisee relationship that impairs the College employee's effectiveness, disrupts the workplace/learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment.

Employee/Student Relationships: Romantic or sexual relationships between College employees and students are prohibited if the employee and the student have an academic relationship. Academic relationships include any activities in which the employee is a direct or indirect supervisor (i.e. student working in the program or department such as a work study/student worker or an employee serving as an advisor for a student club or organizational activity) or faculty and staff in an instructional setting for the student (i.e. classroom, lab, or clinical/practical setting). This prohibition shall continue until the student or the employee is no longer affiliated with the College. Employees engaging in inappropriate relationships will be subject to disciplinary action up to and including termination of employment.

Romantic or sexual relationships between College employees and students not in an academic relationship that impairs the College employee's effectiveness, disrupts the workplace/learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment or expulsion from the College.

Confidentiality

Standards of Confidentiality

The College will respect and make every reasonable effort to preserve the confidentiality of the information and identities shared by the parties involved in a Sexual Misconduct matter. College administrators will, however, share information regarding an alleged Sexual Misconduct, as appropriate and necessary, in order to address and resolve the allegation, prevent the recurrence of similar Sexual Misconduct and address the effects of the Sexual Misconduct. In keeping with this respect for confidentiality, information regarding alleged Sexual Misconduct will generally be disclosed by College personnel only as follows:

1. All full-time and part-time regular employees and curriculum adjunct faculty members are considered Responsible Employees and have a duty to report to the Director of Title IX Compliance (for student matters) or the Executive Director for Human Resources (for employee matters) unless they fall under the “Confidential Employee” section below. Complainants may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Director of Title IX Compliance or Executive Director for Human Resources. No employee is authorized to investigate or resolve allegations without the involvement of the College’s Director of Title IX Compliance or Executive Director for Human Resources. If a Complainant does not wish for his or her name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the Complainants may make such a request to the Director of Title IX Compliance or Executive Director for Human Resources.
2. In cases where the Complainant or reporting party requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the Complainant but will not otherwise pursue formal action against the Respondent. However, in cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. The Director of Title IX Compliance or Executive Director for Human Resources will evaluate the following when determining if a report can remain confidential:
 - a. the seriousness of the alleged Sexual Misconduct;
 - b. the alleged Complainant’s age;
 - c. whether there have been other complaints of Sexual Misconduct against the Respondent; and/or
 - d. the applicability of any laws mandating disclosure to local law enforcement.

The privacy of all parties to a report of Sexual Misconduct will be respected unless it interferes with the College’s obligation to fully investigate allegations of Sexual Misconduct. Dissemination of information and/or written materials to persons not involved in the resolution process is not permitted. Violations of the privacy of the reporting party or the responding party may lead to disciplinary action by the College which could include expulsion or employment termination.

Confidential Employees

If a Complainant would like to speak confidentially with someone about the details of an incident, the Complainant may contact:

On campus – Student Resources:

Professional counselors in the K. Ray Bailey Student Services Building on the Asheville Campus (and by appointment at all A-B Tech instructional sites). Students may schedule an appointment with a counselor by calling (828) 398-7581. A-B Tech Counselors will maintain confidentiality except in cases of imminent harm to self or others or in cases related to the abuse of a child, elder, or dependent adult. Counselors are available to help free of charge and can be seen on an emergency basis during normal business hours.

Off-campus – Student and Employee Resources:

Mobile Crisis Management Services – 888-573-1006 (Community Counseling)

Helpline 24-Hour Hotline – 828-254-0516 (Domestic Violence)

Our Voice 24-Hour Crisis Line – 828-255-7576 (Sexual Assault)

Employee Assistance Network (EAN) 800-454-1477 (Support services for A-B Tech employees)

Federal Timely Warning Reporting Obligations

Complainants of Sexual Misconduct should be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the College community. The College will make every effort to ensure that no identifying information is disclosed, while still providing enough information for A-B Tech community members to make safety decisions in light of the danger.

Reporting Options

Reporting to Local Law Enforcement

Individuals may report Sexual Misconduct directly to local law enforcement agencies by dialing 911. Individuals who make a criminal allegation may also choose to pursue College disciplinary action simultaneously. A criminal investigation into the matter does not release the College from its obligation to conduct its own investigation (nor is a criminal investigation determinative of whether Sexual Misconduct, for purposes of this procedure, has occurred). However, the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the College must take interim measures when necessary to protect the alleged Complainant and/or the College community.

Individuals may choose not to report alleged Sexual Misconduct to law enforcement authorities. The College respects and supports individuals' decisions regarding reporting; nevertheless, the College may notify appropriate law enforcement authorities if required or warranted by the nature of the allegations.

Reporting to College Officials

For incidents between students and employees, the Director of Title IX Compliance will work in partnership with the Executive Director for Human Resources or designee to investigate and resolve the allegation.

Director of Title IX Compliance - A-B Tech's Director of Title IX Compliance oversees compliance with all aspects of the Sexual Misconduct policy. The Coordinator works under the Vice President for Student Services. Questions about this policy and procedure should be directed to the Director of Title IX Compliance. Anyone wishing to make a report relating to Sexual Misconduct, discrimination or harassment may do so by reporting the concern to the

College's Director of Title IX Compliance.

Michele Hathcock
Director of Title IX Compliance
Office of the Vice President for Student Services
Asheville Campus
828-398-7932
michelechathcock@abtech.edu

Online reporting:

To submit an online report, please visit
www.abtech.edu/incidentreport.

Executive Director, Human Resources - Incidents solely between employees may be referred directly to the Human Resources Office.

Shanna Chambers
Executive Director, Human Resources
Asheville Campus
828-398-7178
shannarchambers@abtech.edu

A-B Tech Police - The A-B Tech Police Department is located across from the parking deck in the Mission Health/A-B Tech Conference Center and can be reached by phone at (828) 398-7125. A-B Tech Police Officers are available 24-hours a day, 7-days a week. To reach the on-duty officer, please call (828) 279-3166.

Anonymous Reporting - Individuals may also file anonymous reports by completing the Incident Report Form. It may be very difficult for the College to take action on anonymous reports since supporting information may be limited. Anonymous reports may be used for statistical reporting purposes.

Reporting Timeframe

An allegation of Sexual Misconduct may be filed at any time, regardless of the length of time between the alleged Sexual Misconduct and the decision to file the complaint. The College strongly encourages individuals to file complaints promptly in order to preserve evidence for a potential disciplinary or legal proceedings. A delay in filing a complaint may hinder the College's investigation.

Limited Immunity

The College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interest of this College that as many Complainants as possible choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, the College offers Sexual Misconduct Complainants and witnesses amnesty from minor policy violations.

State and Federal Reporting Obligations

A-B Tech follows all state laws regarding mandatory reporting of child abuse to appropriate state officials. Director of Title IX Compliance Additionally, Campus Security Authorities have a duty to report sexual assault, domestic violence, dating violence and stalking for

federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be shared with campus law enforcement. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the Complainant and may be done anonymously. The Annual Security Report helps to provide the community with a clear picture of the extent and nature of campus crime, in order to build community safety and awareness. To see a copy of the report, you may go to the College website under Consumer Information.

Investigation Process

Investigative Timeline

The College will make every reasonable effort to ensure that the investigation and resolution of a complaint occurs in as timely and efficient a manner as possible. The College's investigation and resolution of a complaint will generally be completed within 60 College business days of the receipt of the complaint, absent extenuating circumstances. Any party may request an extension of any deadline by providing the Director of Title IX Compliance or Executive Director for Human Resources with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request. The Director of Title IX Compliance or Executive Director for Human Resources may modify any deadline contained in this procedure as necessary and for good cause.

Standard of Evidence

The College uses the preponderance of the evidence as the standard for proof of whether a violation occurred. In the student hearing and employee grievance process, legal terms like "guilt," "innocence" and "burden of proof" are not applicable. Student and employee hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the Respondent either "responsible" or "not responsible" for violating this procedure.

Advocates

The Complainant and the Respondent are allowed to be accompanied by an advocate. The role of the advocate is to provide support solely to the Complainant or Respondent and not to speak on behalf of either party unless invited to do so by the Presiding Officer. If the Complainant or the Respondent chooses to have an advocate, the name must be provided as well as the role of the advocate to the Presiding Officer at least three College business days prior to the initial meeting or hearing date.

Interim Measure

If at any point the Vice President for Student Services, Director of Title IX Compliance, or designee deems it necessary to implement interim measures for the protection of any member of the College community, actions may be taken including but not limited to the following:

- Temporarily suspend the Respondent for up to ten College business days and move the matter to a hearing;
- Change the Respondent's and/or Complainant's class schedule;
- Take such steps as are reasonable, appropriate and necessary to restrict the Respondent's movement on campus.
- For employees, the President may take the following actions including but not limited to:

- Take such steps as are reasonable, appropriate and necessary to restrict the Respondent's movement on campus;
- Place Respondent on temporary paid administrative leave or reassign the Respondent to other duties.

Interim measures shall only be used when necessary to protect health and safety and, when interim measures are implemented, every effort will be made to expedite the process.

Determination of Investigator and Resolution Process

This procedure applies to students and employees as either the Complainant or the Respondent. The administrator receiving the incident report will determine if the case should be handled by the Director of Title IX Compliance (student/student cases) or the Human Resources representative (employee/employee cases). For incidents involving students and employees, the College will utilize the process for both the student investigation and the employee investigation sections as applicable.

Investigations

When an individual brings forward an allegation of Sexual Misconduct, the individual is referred to as the Complainant. The individual named in the allegation is referred to as the Respondent. The investigation will follow the process below.

Complainants

Student Complainant – Administrative Conference

As soon as is practical, the Director of Title IX Compliance will contact the Complainant to schedule an administrative conference. During these initial meetings, the Director of Title IX Compliance will:

- Work with Complainant to stop and remedy the impact of the current situation;
- Implement safety measures as necessary;
- Conduct an initial investigation to retrieve all relevant facts related to the alleged Sexual Misconduct. During this initial meeting, the Director of Title IX Compliance will explain how the investigation will move forward;
- When applicable, arrange for escort on campus. ;
- Work as a liaison between Complainant and instructor(s) to allow the details of the situation to remain private;
- Work with the Registrar to adjust class schedule and delivery method as needed so as to separate the Respondent from the Complainant. Other accommodations may also be necessary;
- Assist Complainant with accessing our college counseling services;
- Work with faculty to excuse class absences and allow extra time to make up assignments and/or exams;
- Assist Complainant with transportation needs (bus passes);
- Assist Complainant with issues related to Financial Aid;
- Assist Complainant who wish to take their case through the A-B Tech disciplinary process;

- Assist Complainant in connecting with community resources (Pisgah Legal Services, Help Mate, Our Voice, etc.); and/or
- Connect Complainant with resources regarding Protective Orders and work with Campus Police to enforce Protective Orders on College property.

Employee Complainant – Administrative Conference

As soon as is practical, the Human Resources representative will contact the Complainant to schedule an administrative conference. During these initial meetings the following resources may be discussed as applicable:

- Conduct an initial investigation to retrieve all relevant facts related to the alleged Sexual Misconduct. During this initial meeting, the Human Resources representative will explain how the investigation will move forward;
- Work as a liaison between Complainant and supervisor to allow the details of the situation to remain private;
- Connect Complainant with resources regarding Protective Orders;
- Work with Campus Police to enforce Protective Orders on campus;
- When applicable, arrange for escort on campus;
- Work with supervisor to adjust work schedules and duties as needed;
- Work with Human Resources to excuse absences;
- Assist Complainants with accessing the Employee Assistance Network Counseling Services;
- Assist Complainant in connecting with community resources (Pisgah Legal Services, Help Mate, Our Voice, etc.).

Respondents

Student Respondent – Administrative Conference

Prior to the administrative conference with the Respondent, the Director of Title IX Compliance will provide the Respondent, in writing, the allegations. As soon as is practical and after the administrative conference with the Complainant, the Director of Title IX Compliance will contact the alleged Respondent to schedule a meeting. At this meeting, the Director of Title IX Compliance will, as applicable:

- Discuss with the Respondent any initial interim measures that were implemented as a result of the alleged Sexual Misconduct;
- Work with Respondent to ensure that alleged actions of Sexual Misconduct are immediately stopped and prevent future reoccurrence;
- Implement safety measures as necessary;
- Conduct an initial investigation to retrieve all relevant facts related to the alleged Sexual Misconduct. During this initial meeting, the Director of Title IX Compliance will explain how the investigation will move forward;
- Work as a liaison between Respondent and instructor(s) to allow the details of the situation to remain private;
- Assist Respondent with accessing College counseling services;

- Work with faculty to excuse class absences and allow extra time to make up assignments and/or exams;
- Work with the Registrar to adjust class schedule and delivery method as needed so as to separate the Respondent from the Complainant. Other accommodations may also be necessary;
- Assist Respondent with transportation needs (bus passes);
- Assist Respondent with issues related to Financial Aid;
- When applicable, arrange for escort on campus. and/or
- Assist Respondent in connecting with community resources (Pisgah Legal Services, Help Mate, Our Voice, etc.).

Employee Respondent – Administrative Conference

As soon as is practical and after the administrative conference with the Complainant, the Human Resources representative will contact the alleged Respondent to schedule an administrative conference. At this initial meeting the following resources may be discussed as applicable:

- Provide the Respondent, in writing, the allegations being brought against him or her;
- Conduct an initial investigation to retrieve all relevant facts related to the alleged Sexual Misconduct. During this initial meeting, the Human Resources representative will explain how the investigation will move forward;
- Discuss with the Respondent, as appropriate, possible interim measures that can be provided to the Respondent pending the results of the investigative and resolution processes;
- Connect the Respondent with resources regarding legal recourse;
- Work as a liaison between the Respondent and supervisor to allow the details of the situation to remain private;
- When applicable, arrange for escort on campus;
- Work with supervisor to adjust work schedules and duties as needed;
- Work with Human Resources to excuse absences;
- Assist Respondent with accessing the Employee Assistance Network Counseling Services;
- Assist Respondent in connecting with community resources (Pisgah Legal Services, Help Mate, Our Voice, etc.).

Recommendations and Hearing

Students

After the investigation is complete, the Director of Title IX Compliance will put forward a recommendation of finding and sanction(s) to both the Complainant and Respondent. If the recommendation is accepted by both parties involved, the recommendation and sanction(s) will become effective and both parties forgo the option of a formal hearing. The Director of Title IX Compliance will submit to each party a final outcome letter that will include, but not limited to, the following:

- Determination if the Respondent is responsible or not responsible for violating the Sexual Misconduct Policy.
- Sanction, if appropriate.
- Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together (the Director of Title IX Compliance will assist in this process).
- Short-term College counseling services available to each party.

If the recommendations of the Director of Title IX Compliance are not accepted by either the Complainant or the Respondent, the case will move to a formal hearing. The Vice President for Student Services or a designee will preside over the hearing as the Presiding Officer. If either party is an employee, the Executive Director for Human Resources, and the Vice President for Student Services shall preside jointly over the hearing. The process for the hearing is outlined below:

- Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply.
- Written notice including the date, time, and location of the hearing will be sent to all parties. If the respondent is not able to attend, reasonable modifications to the date will be made. However, if the respondent does not show for the scheduled hearing, the hearing will proceed as planned utilizing the evidence available.
- At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination takes place in a modified format. Each party has the right to pose questions to the other party through the Presiding Officer. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.
- The Complainant and the Respondent are allowed to be accompanied by an advocate. The role of the advocate is to provide support to the Complainant or Respondent and not to speak on behalf of either party unless invited to do so by the Presiding Officer. If the Complainant or the Respondent chooses to have an advocate, the name must be provided as well as the role of the advocate to the Presiding Officer at least three College business days prior to the hearing date.
- Both parties have a right to a written notice of the hearing outcome.

Employees

After the investigation is complete, the Human Resources representative will put forward a recommendation of finding and sanctions to both the Complainant and Respondent. If the recommendation is accepted by both parties involved, the recommendation and sanctions will become effective and both parties forgo the option of a formal hearing. A final outcome letter will be submitted to the Complainant and Respondent that may include, but not limited to, the following:

- Determination if the Respondent is responsible, not responsible, or if the decision is deemed inconclusive, or shared responsibility.
- Sanction, if appropriate.
- Monitoring of academic schedules or workplace schedule if needed.

- Short-term counseling services will be offered to each party.

If the recommendations of the Human Resources representative are not accepted by either the Complainant or the Respondent, the case will move to a formal hearing. The Executive Director for Human Resources or a designee will preside over the hearing as the Presiding Officer. If either party is a student, the Vice President for Student Services and the Executive Director for Human Resources shall preside jointly over the hearing. The process for the hearing is outlined below:

- Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply.
- Written notice including the date, time, and location of the hearing will be sent to all parties. If the Respondent is not able to attend, reasonable modifications to the date will be made. However, if the Respondent does not show for the scheduled hearing, the hearing will proceed as planned utilizing the evidence available.
- At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.
- The Complainant and the Respondent are allowed to be accompanied by an advocate. The role of the advocate is to provide support to the Complainant or Respondent and not to speak on behalf of either party unless invited to do so by the Presiding Officer. If the Complainant or the Respondent chooses to have an advocate, the name must be provided as well as the role of the advocate to the Presiding Officer at least three College business days prior to the hearing date.
- Both parties have a right to a written notice of the hearing outcome.

Sanctioning

The following sanctions may be imposed for those who have violated the Sexual Misconduct Policy:

Student Sanctions:

- Verbal or Written Warning
- Probation
- Administrative withdrawal from an Academic Program or course without refund
- Required Counseling
- No Contact Directive
- Suspension from the College without refund
- Recommendation for Expulsion with automatic appeal to the President
- Other consequences deemed appropriate

Employee Sanctions:

- Verbal or Written Warning
- Performance Improvement Plan
- Required Counseling

- Required Training or Education
- Recommendation of Demotion (Automatic appeal to the President)
- Recommendation to Suspend with or without Pay (Automatic appeal to the President)
- Recommendation for termination (Automatic appeal to the President)
- Other consequences deemed appropriate to the specific violation

Appeal Process

The Complainant or Respondent has a right to a final appeal to the President:

- Upon receipt of the hearing outcome, both parties have five College business days to submit a notice requesting an appeal. For students, this notice must be submitted in writing to the Office of the Vice President for Student Services. For employees, this notice must be submitted in writing to the Office of the Executive Director for Human Resources.
- If an appeal is requested, both parties will be notified.
- The President will conduct a document review which does not include a new hearing but shall consist of evidence presented at the hearing along with a recording of the proceeding.
- The President will affirm, modify, or overturn the decision and/or sanctioning. The President's decision will be final and notification of the decision will be sent directly from the President's office to each party.

Records and Training Requirements

Records Retention for Students and Employees - All documentation will be stored in the Vice President for Student Services' office for a period of seven years at which point the documentation will be moved to an electronic version to be retained permanently.

Students - In cases where the Respondent is found responsible for violating the Sexual Misconduct Policy, this information will be considered as a disciplinary record with the College.

Employees – Personnel files are retained for 30 years. If the action taken is informal counseling, this does not become part of the permanent record.

Civil Rights files must be maintained for a minimum of two years.

Student/Employee Education – The College will provide education to students and employees on an annual basis related to Sexual Misconduct, consent, risk reduction, and bystander interventions.

Pursuant to Board Policy 112, this procedure must be followed when dealing with sexual misconduct.

Drug and Alcohol Policy

A-B Tech is committed to providing a drug-free learning and working environment. From a safety perspective, the use of drugs or alcohol may impair the well-being of students, employees, and visitors, interfere with the College's educational environment, and result in damage to College property. Therefore, it is the College's policy that the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances or alcohol is prohibited on College premises or as part of any College-sponsored activity.

A-B Tech complies with the Drug Free Workplace Act and the Drug Free Schools and Campuses Act (DFSCA) and applicable Department of Education requirements by instituting the following practices:

- The College will conduct an annual review of the effectiveness of the Drug and Alcohol Abuse Prevention Program (DAAPP). This activity will be the responsibility of the Vice President for Student Services, Executive Director, Human Resources and Organizational Development, or designee. The review will be completed by June 30 of each year so that this information may be used to revise the DAAPP for optimum effectiveness.
- Annual review information will be compiled to produce a biennial review as required by the Department of Education and the DFSCA.

Limited Immunity

A-B Tech realizes that individuals may be hesitant to report to College officials or participate in the resolution process because they fear that they themselves may be accused of policy violations, such as underage drinking or being under the influence of drugs and alcohol at the time of the incident. To encourage individuals to receive appropriate help for various circumstances and to encourage reporting, limited immunity will be provided in the following incidents:

Sexual misconduct: The College offers the reporting party and witnesses limited immunity from minor drug and alcohol policy violations. (Refer to the Sexual Misconduct Policy 112)

Substance misuse treatment: The College offers the reporting party limited immunity when seeking treatment assistance for an addiction. Likewise, a person seeking medical assistance for an individual experiencing a drug-related overdose may also be permitted limited immunity from minor drug and alcohol policy violations (NC Senate Bill 20, 2013).

Students

- No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other “controlled substance” before, during, or after school hours on College premises, at any other College locations, or at College sponsored events activities or events. Students in Continuing Education or Brewing programs over the age of 21, in which alcohol is part of the curriculum, may consume beverages as applicable to the course.
- A student’s legal use of prescribed or over-the-counter drugs is not a violation of policy only if such use does not endanger the student or others and it does not interfere with student learning or participation in student-related activities. Students shall be held strictly accountable for their behavior while under the influence of prescribed drugs or over-the-counter drugs.
- Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance while on College premises or as part of any College-sponsored activity will be subject to disciplinary action up to and including expulsion and referral for prosecution, and possible legal sanctions.

- A-B Tech hosts an Addition, Recovery, and Coping (ARC) program for students each semester. These programs are open to all students, but may be required for students in violation of this policy as a first level disciplinary sanction. Additional educational materials, programs, and other resources are available through both our Student Life and Support Services departments.
- Instructors have the discretion to determine whether a student may be under the influence of drugs or alcohol. If the instructor suspects a student is under the influence of drugs or alcohol, he or she has the authority to contact campus police to remove the student from the classroom. Instructors must notify the Vice President for Student Services or designee of this alleged violation of Code of Student Conduct as soon as possible.
- A-B Tech complies with applicable Department of Education requirements by taking the following steps, as they apply to students:
 - Prepares the College's Drug and Alcohol Abuse Prevention Program (DAAPP) for annual distribution to all currently enrolled students.
 - Publishes the Drug and Alcohol Policy and Procedures on the website and establishes an annual email notification to students with a link to the online documents.
 - Incorporates information about drug and alcohol Policy and Procedures in New Student Orientation.
 - Reserves the right to search the student, vehicle, and/or personal property of student when on College property or other location where instruction occurs, consistent with applicable law.

Consequences for Violating Policy/Procedures

A student who violates the terms of this policy will be subject to disciplinary action in accordance with the Code of Student Conduct and Student Due Process policies and procedures. The Vice President for Student Services or designee may require any student who violates the terms of this policy to satisfactorily participate in a drug abuse awareness program or other sanctions as listed below. For more severe infractions, the student may be required to complete an off-campus drug or alcohol abuse rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the College. The following sanction options may include, but are not limited to, the following:

- Determination of disciplinary Warning, Probation, or Suspension.
- Complete a drug and alcohol use assessment in order to identify the student's current level of use and to identify appropriate service recommendations.
- Required to attend one or more collegiate recovery group and/or a community recovery event.
- Mandatory counseling focusing on drug or alcohol abuse.
- Referral for off-site formal clinical assessment and treatment.

Employees

A-B Tech complies with the Drug Free Workplace Act and applicable Department of Education requirements by taking the following steps, as they apply to employees:

- Prepares the College's Drug and Alcohol Abuse Prevention Program (DAAPP) for annual distribution to all employees.
- Publishes the Drug and Alcohol Policy and Procedures on the employee Portal page and established an annual email notification with a link to the online documents.
- Incorporates information about the Drug and Alcohol policy and procedures in New Employee Orientation.
- Offers an Employee Assistance Program (EAP), which includes drug and alcohol information, short-term counseling, and referrals.
- Notifies employees of their obligation to inform the Human Resources Department of any conviction of a criminal drug violation in the workplace (see below).
- Maintains a process for notifying the contracting or granting agency within ten days of receiving notice that a covered employee has been convicted of a criminal drug violation that occurred while on the College's premises or while participating in a work-related activity. Conducts a thorough and timely assessment regarding internal consequences for such conviction.
- Reserves the right to search the person, vehicle, and/or personal property of employees when on College property and/or while on duty regardless of location, consistent with applicable law.
- Establishes a separate file in the Human Resources Department where employee drug/alcohol information is maintained. The confidentiality of any medical issues discussed is protected as required by law, and this information will only be shared on a legitimate need-to-know basis or when required by law.

Consistent with the Drug Free Workplace Act, employees are required to:

- Sign a Drug-Free Workplace Statement as a condition of employment.
- Abide by all terms of the Drug and Alcohol Policy and Procedures.
- Notify the Human Resources Department in writing, within five calendar days after conviction of a criminal drug violation that occurred while on the College's premises or while participating in a work-related activity.
- Participate in the Employee Assistance Program and/or complete a treatment program, if required by the College as a condition of continued employment.

The legal use of prescribed or over-the-counter drugs is permitted on the job only:

- If it does not impair the employee's ability to perform the job effectively and in a safe manner, and that does not endanger the employee or others in the workplace, or interfere with student learning or services.

If an employee needs to take a prescribed or over-the-counter drug that may impair his/her judgment or performance in any way, the employee is required to notify the immediate supervisor before working. It is the employee's responsibility to use appropriate College procedures (i.e. request sick leave) if any use of legal drugs presents a safety risk. Any medical issues discussed will be kept in confidence according to legal requirements.

Employee Assistance Program/Substance Abuse Treatment

A-B Tech encourages the identification and treatment of alcohol and chemical dependency in its early stages before work is affected. Toward this end, the College retains the services of

an Employee Assistance Program (EAP) to assist employees who request help with substance abuse. Employees will not be disciplined, demoted, or terminated for seeking professional counseling and/or treatment to recover from an alcohol or chemical dependency. However, employee performance and work behavior will continue to be evaluated consistent with the College's expectations and requirements.

Drug/Alcohol Screening

A-B Tech maintains a drug/alcohol screening program consistent with legal requirements. All drug/alcohol screening is conducted in an approved laboratory identified by the College and in accordance with the NC Controlled Substance Examination Regulation Act. All drug/alcohol screens must be approved by, and coordinated through, the Human Resources Department, except those required after hours, which must be approved and coordinated by the Campus Police Department.

Drug and/or alcohol testing occurs under the following circumstances:

- **Pre-Employment:** Pre-employment drug screens are required for employees in safety-sensitive positions and/or College programs where such screening is a requirement for placement at a clinical or other site.
- **Post-Accident:** When there is reasonable suspicion that drug and/or alcohol use or impairment may have contributed to the accident or incident, a post-accident drug/alcohol screen is required for any employee.
- The College will arrange transportation for the employee to the screening location and then home, if necessary to ensure the employee's safety.
- **Reasonable Suspicion:** A supervisor, with agreement of the next level supervisor, senior administrator, College police or security officer, and/or Human Resources Department, may require an employee to participate in drug and/or alcohol screening under the following circumstances:
 - There is evidence of drugs and/or alcohol on or about the employee's person or in the employee's vicinity.
 - There is unusual conduct on the employee's part that suggests impairment or influence of drugs and/or alcohol.

The College will arrange transportation for the employee to the screening location and then home, if necessary to ensure the employee's safety.

Participation in College - Sanctioned and other Work-related Activities where Alcohol Is Served

When an employee and/or guest attend a College-sanctioned or work-related activity where alcohol is served, each individual is expected to use good judgment with regard to the amount of alcohol consumed and the legal requirements for safely driving away from the activity. Under no circumstances may an individual under the age of 21 hold or drink an alcoholic beverage on the College's premises or work-related activity at another location.

When the activity is hosted by A-B Tech, the College will arrange for alternate transportation to assist an impaired employee and/or guest in getting home safely when the need is brought to the attention of the A-B Tech employee in charge of the activity. In all situations, each employee and/or guest is responsible for their own behavior and any resulting consequences.

When an employee is chaperoning students during an off-site activity, she or he has an obligation to inform the students that the College's Drug and Alcohol policy is still in effect. Knowingly permitting a student to consume alcohol, except as specifically allowed by the Drug and Alcohol Policy, may result in disciplinary action or dismissal, depending on the College's interpretation of the circumstances and/or legal requirements.

Consequences for Violating Policy/Procedures

Violations of this policy or procedures and/or a confirmed positive drug/alcohol screen may result, at A-B Tech's sole discretion, in disciplinary action and/or dismissal of any employee, depending on the College's interpretation of the circumstances and subject to Policy 509.02, Employee Due Process. Violations may also result in legal consequences, as A-B Tech will notify the appropriate authorities whenever warranted.

At its sole discretion, in lieu of or in addition to taking disciplinary action against an employee, the College may require the employee to satisfactorily complete a drug or alcohol abuse assistance or rehabilitation program. If an employee refuses to seek treatment when required, does not respond to treatment, and/or there are indications that the drug or alcohol dependency persists, the situation will be handled by the College like any other event which adversely affects job performance.

An employee who refuses to submit to a drug or alcohol screen that is consistent with the above criteria, adulterates or dilutes the specimen/sample, substitutes the specimen/sample with that from another person, sends an imposter, refuses to sign the required consent forms, and/or refuses to cooperate in the screening process in such a way that it prevents completion of the examination, will be dismissed subject to Policy 509.02, Employee Due Process, when applicable.

Requirements for A-B Tech and Third Party Events when Alcohol is Sold or Served

At A-B Tech events, and events held on A-B Tech property by third parties, the following guidelines shall apply when alcohol is served:

- Alcoholic beverages may be served no more than one (1) hour before food for the main event is served.
- Once food has been served for the main event, only beer and wine may be served during the main event.
- Events at which alcoholic beverages are served may last no longer than three (3) hours.
- For events that do not precede a meal function, serving heavy hors d'oeuvres, with at least two (2) hot hors d'oeuvres, is required.
- Service of alcohol must be discontinued fifteen (15) minutes prior to the anticipated end of the event.
- When serving alcohol, a "Request to Serve Alcohol" application, provided by A-B Tech, must be completed and returned ten (10) full business days prior to the event.
- In cases where only malt beverages or unfortified wine, are to be served, only the approved "Request to Serve Alcohol" is required.

In addition, in cases where fortified wine or spirituous liquor (i.e. more than malt beverages and unfortified wine) are to be served, all entities, including A-B Tech internal events, must apply for, and be approved for, a "Limited Special Occasion Permit," submitted to, and received from, the NC ABC Commission Permits. This permit must be received by A-B Tech no

later than five (5) full business days prior to the event date. Failure to obtain, or deliver, this permit will result in alcohol being banned from the event.

Finally, in cases where malt beverages, unfortified wine, fortified wine or spirituous liquor are to be sold, all entities, including A-B Tech internal events, must apply for, and be approved for, a "Special Occasion Permit," submitted to, and received from, the NC ABC Commission (<http://abc.nc.gov/Permit/SpecialPermits>). This permit must be received by A-B Tech no later than five (5) full business days prior to the event date. Failure to obtain, or deliver, this permit will result in alcohol being banned from the event.

- Alcoholic beverages must be served/consumed only in the area designated for the event. It is not permissible for individuals to take alcoholic beverages from that area.
- The service of alcohol is limited to invitation-only, private events. Alcohol may not be served at events open to the general public.
- Violation of this policy may lead to the termination of the event by an A-B Tech staff person and/or A-B Tech Police.

Bartenders and/or Catering Services must be licensed to serve alcohol. They shall provide proof that their staff has been adequately trained to recognize the early signs of intoxication in patrons. Staff must also be trained to exercise adequate intervention techniques to reduce or stop patrons' alcohol intake. Bartenders and/or Catering Services shall provide, in writing, intervention techniques, along with a copy of the liquor/serving license, appropriate insurance coverage, and a list of names, addresses, and ages of those who will distribute the alcohol. This documentation must be provided to A-B Tech Event Coordinator at least ten (10) business days prior to the event.

Food and non-alcoholic beverages **MUST** be made available at all events where alcohol is distributed.

Events held on the Victoria Road campus under the provisions of the Mission Health/A-B Tech Conference Center Memorandum of Understanding are exempt from guideline seven. Servers must be at least eighteen (18) years of age.

Serving Minors

- No one under the age of twenty-one (21) will be allowed to consume alcohol at an A-B Tech event or event held on A-B Tech campuses. Sponsoring group will need to provide the A-B Tech Event Coordinator with detailed procedures to be followed to prevent service to minors (this is submitted with the "Request to Serve Alcohol" application).
- A-B Tech Police must be notified at least ten (10) days in advance of the date and time of all events at which alcohol service is to be served. A-B Tech Police will provide security coverage. The sponsoring organization will be responsible for any additional costs associated with that coverage.
- If requested, guests must provide photo identification for proof of age before being served.
- No one under the age of twenty-one (21) may sign a Facilities Usage Agreement for an event where alcohol will be served.
- At an event, if anyone is found to have provided an alcoholic beverage to an underage person, A-B Tech Police will respond and local police may be called.

All parties involved in coordinating food service or catering an event at A-B Tech must sign a "Notice of Sale or Distribution of Alcoholic Beverages on A-B Tech Property" indicating their agreement and understanding of the above policy guidelines and agree to adhere to them at all times. Any member of the College community found to be in violation of the College alcohol policy shall be subject to disciplinary actions by the appropriate College office. A-B Tech departments require the approval and signature of the College President if students are to be present at the event.

Refer to Policy 308, Use of Facilities, for more information regarding third party events on College property

Tobacco Free Campus

It is the policy of the Board of Trustees that Asheville- Buncombe Technical Community College provide students and employees with a safe and healthy environment. No form of tobacco, e-cigarette, or vaporizing device usage is permitted on A-B Tech's campuses, sites, or at College-affiliated activities and events.

Weapons On Campus Policy

The Board of Trustees prohibits the use or possession of any weapons on A-B Tech property or at any College sponsored activities or events except handguns as allowed by NC GS §14-269.4. Handguns are permitted under these circumstances:

- The person has a concealed handgun permit that is lawfully issued.
- The handgun is in a closed compartment or container within the person's locked vehicle
- The handgun is in a locked container securely affixed to the person's vehicle.
- A person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times.
- The vehicle is locked immediately following the entrance or exit.

The above criteria do not apply to persons and/or situations outlined in GS §14-269, such as sworn law enforcement officers.

Any person found to be in violation of this policy shall be disciplined at the discretion of the A-B Tech administration. Additionally, any person found to be in possession of any weapon will be charged under State law with a misdemeanor or a felony, as stipulated by GS §14-269.2(b) and §14-269.2(c). Upon conviction, a person will be adjudicated at the discretion of the court.

Workplace Violence Prevention Policy and Procedures

A-B Tech is committed to providing everyone associated with the College a work and learning environment that is safe and free of violence. To this end, the College prohibits any form of violence.

Reporting Threats or Acts of Violence

1. Every member of the College community is responsible for reporting any threats or acts of violence that he/she has witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, members of the College community should report any behavior he/she has witnessed which he/she regards as threatening or violent when that behavior is job related, might be carried out on College

property, or is connected to College employment or activities.

2. Reports should be made immediately to A-B Tech Police.
3. The College will investigate all threats or acts of violence promptly and objectively.

Threats or Acts of Violence

Any member of the College community who threatens or commits an act of violence toward other persons or property on campus, while engaged in any work for or on behalf of the College, or a College sponsored event, shall be subject to disciplinary action, up to and including dismissal from employment, expulsion from the College, and/or banishment from campus, exclusive of any civil and/or criminal penalties that may be pursued, as appropriate. No existing College policy, practice, or procedure shall supersede prevention or acts of violence or threats as defined in this Policy.

Students with Disabilities

Students with disabilities (as defined in the Americans with Disabilities Act of 1990, "ADA") wishing to make a request for reasonable accommodation, auxiliary communication aids or services, or materials in alternative accessible formats should contact Support Services in the K. Ray Bailey Student Services Center, email supportservices@abtech.edu or call 828-398-7581. A student who wishes to file a complaint of alleged discrimination on the basis of disability should contact the Office of the Vice President of Student Services at 398-7146 or 398-7143.

Animals on Campus

Domestic Animals are not permitted on campus and may not be left in vehicles on campus property.

Law Enforcement Agency (Patrol) Animals and Search and Rescue Animals shall be permitted on campus in accordance with federal, state, and local laws, regulations, and ordinances. Therapy Dogs approved through A-B Tech's Volunteers Program (see Policy and Procedure #513) are permitted on campus.

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and state law, A-B Tech may be required to accommodate an otherwise qualified individual with a disability by making a reasonable modification in its services, programs, or activities. This procedure addresses the use of Service Animals and Service Animals in Training (referred to as "Service Animal(s)" throughout this procedure), and Animals as an Accommodation on campus by qualified individuals with disabilities or individuals authorized to provide training.

The ADA provides that businesses and other entities that serve the public must allow people with disabilities to bring their Service Animals into all areas of the facility where customers and other members of the public are allowed to go. For purposes of this procedure, areas include all classrooms, labs, and other educational and social spaces where a student would go in the course of enrollment in the College.

If another person on campus has a covered disability under the ADA and it includes an allergic reaction to animals, and that person has contact with a Service Animal, a request for accommodation should be made by the individual to the Director of Human Resources (employees) or the Director of Support Services (students). All facts surrounding the concern will be considered in an effort to resolve the concern and provide reasonable accommodation for both individuals.

If a student has a documented disability covered by the ADA and requires an Animal as an Accommodation for access, the student is required to request services from Support Services to receive necessary accommodations. Appropriate documentation of the disability is required and accommodations are determined on a case-by-case basis.

Responsibilities of the Person with a Disability

The care and supervision of a Service Animal or an Animal as an Accommodation is the responsibility of the person with a disability who is using the animal's services. This individual must ensure the animal is in good health, is current on required immunizations, and is licensed in accordance with Buncombe County and Asheville City regulations. The burden of proof of licensure and immunizations remains with the person with a disability.

Dogs must wear a rabies tab at all times. (NC Rabies Law- NCGS. §130A-185)

The Service Animal or Animal as an Accommodation must be under the control of the person with a disability or handler at all times. A Service Animal or Animal as an Accommodation must be restrained by a leash or other appropriate device that does not exceed six (6) feet in length or otherwise be under the control of the person with a disability if the leash or tether will interfere with the ability of the Service Animal to perform required tasks.

Persons with a disability who have a Service Animal are encouraged, but not required, to contact Support Services in the K. Ray Bailey Student Services Center to register as a student requesting accommodations. Individuals registering with this office will be provided with information about other accommodations for which the individual may be eligible. Individuals with Service Animals on other campus sites may contact Support Services via phone at 828-398-7581 or email supportservices@abtech.edu.

Persons with a disability requiring an Animal as an Accommodation are required to contact Support Services in the K. Ray Bailey Student Services Center to determine specific accommodations for which the individual may be eligible prior to being permitted to bring an animal to campus. Individuals approved for accommodations which include an animal will receive a letter of accommodation that must be kept with the animal at all times and must be provided to any campus official upon request.

Responsibilities of the College Community

If the need for a Service Animal is clear, individuals may not question the presence of the animal on campus. If the need for a Service Animal is not apparent, members of the campus community are permitted to ask the individual two questions:

1. Is the animal required because of a disability?
2. What work or task(s) has the animal been individually trained to perform?

At no point may campus community members require a Service Animal to demonstrate the tasks for which they have been trained nor may they inquire as to the nature of the individual's disability.

If an individual indicates the animal is an Animal as an Accommodation (oftentimes referred to as an Emotional Support ("Comfort") Animal in popular vernacular), the letter of accommodation must be provided to the requesting college official. If the letter of accommodation is not in the possession of the individual, the college official should contact Support Services for verification of accommodation or the animal may be removed from campus.

Individuals with medical issues who may be impacted by the presence of a Service Animal or an Animal as an Accommodation should communicate with Support Services or Human Resources if they have a concern about exposure to said animal. The individual with the concern will be asked to provide medical documentation that identifies a disability and the need for a reasonable accommodation.

Consequences for Violations

The College has the authority to remove a Service Animal or Animal as an Accommodation from its facilities or properties if the animal becomes unruly or disruptive, unclean and/ or unhealthy to the extent that the animal's behavior or condition poses a direct threat to the health or safety of others or otherwise causes a fundamental alteration in the College's services, programs, or activities. The person with a disability is responsible for the costs of repair to any damage to College property caused by the service animal.

It is a Class 3 misdemeanor "to disguise an animal as a service animal or service animal in training" (N.C.G.S. § 168-4.5). In other words, it is a crime under North Carolina law to attempt to obtain access for an animal under the false pretense that it is a service animal. In addition, it is a violation of the Asheville Animal Ordinance to conceal any animal for the purpose of evading any federal, state or local law.

Additionally, any student who violates any portion of this procedure is subject to discipline under the Student Code of Conduct in addition to any applicable federal, state, or local laws.

Communicable Disease and Occupational Exposure to Blood-borne Pathogens

A-B Tech shall not exclude individuals with communicable diseases unless a determination is made that the individual presents a health risk to himself or others. It is the policy of the College to consider the educational or employment status of those with a communicable disease on an individual basis based on the program of study or work assignment. It is the policy of the College to comply with federal regulations and state statutes regarding blood-borne pathogens as set forth in the Federal Register, 29 CFR. § 1910.1030, and the North Carolina Administrative Code, 10A NCAC 41A, by attempting to limit/prevent occupational exposure of employees and students to blood or other potentially infectious bodily fluids and materials that may transmit blood-borne pathogens and lead to disease or death.

Free Speech, Distribution of Materials and Assembly

A-B Tech is a limited public forum that does not regulate speech or activities based on content or viewpoint. All individuals using College space must comply with the following Procedures. These procedures only apply to the use of College space and not to the use of facilities on campus. For more information regarding facility use, see Use of Facilities Policy 318.

Speech, Distribution of Material and Assembly for College Members

1. The College is committed to making the majority of its College space available to College members who wish to exercise their rights to speech, distribution of material and assembly. The College maintains the right to reserve any College space at any time, with or without prior notice, for College use and such use will take priority or over any other use.
2. All outdoor assembly may not be conducted within 30 feet of any building or otherwise interfere with free flow of vehicular, bicycle or pedestrian traffic.

3. Although registration by College members to use College space is not required, it is recommended for planning purposes. Registration ensures that the desired space will be available on the desired date and time. For more information about registration, see Section II (B) herein.

Speech, Distribution of Material and Assembly for Non-College members

1. Non-College members shall be allowed to use the Designated Area (see Definitions section below) between the hours of 8:00 a.m. and 9:00 p.m. on Mondays through Fridays when the College's general curriculum classes are in sessions. The Designated Area is not available on the weekends, on days scheduled for College functions or on days when the College is officially closed. The College maintains the right to use the Designated Area at any time, with or without prior notice, for College use and such use will take priority over any other use.
2. Any Non-College members will be allowed to use the Designated Area within the time restriction. All Non-College members must complete a Registration Form (the "Form") and submit it to the Office of Student Life and Development no earlier or later than three (3) business days prior to their activity on campus. The College does not restrict speech and/or activities based on content or viewpoint. The purpose of the Form is to make sure there is adequate space in the Designated Area for the requested date and time and safety concerns. Upon request by College officials, Non-College members will be required to provide proof of registration for use of the Designated Area. Forms will only cover one (1) day at a time. Requests for standing dates (i.e., every Tuesday) will not be honored.
3. The College will assign use of a Designated Area on a first come, first serve basis; however, the College may regulate hours to fairly accommodate multiple groups.

General Rules and Regulations for both College and Non-College Members

1. While expressing speech, distributing material or assembling, both College and Non-College members are prohibited from doing the following: 1) engaging in non-protected speech such as obscenity, speech inciting criminal conduct or speech that constitutes a clear and present danger or speech that constitutes defamation; 2) touching, striking, approaching or impeding the progress of pedestrians in any way, except for incidental or accidental contact; 3) obstructing the free flow of pedestrian or vehicular traffic; 4) using sound amplification or creating noise levels that are reasonably likely to or do cause a material and substantial disruption to the educational environment and/or the operation of the College; 5) damaging, destroying or stealing College or private property; and 6) possessing or using firearms, explosives or dangerous weapons or substances not allowed on campus by law or by College policy (e.g., drugs, alcohol, non-service animals, etc.). Any acts that are disruptive to the normal operations of the College will not be tolerated and may result in an immediate termination of the activity. Non-College members are required to remain in the Designated Area while on campus.
2. Individuals may distribute pamphlets, booklets, brochures, and other forms of printed materials on the condition that such material is designed for informational (not commercial) purposes. Individuals distributing materials must provide a receptacle for the disposal of such materials. The College does not assume any obligation or liability for the content of such distributed material. Any signs used may not be larger than three feet by four feet in size. Signs must either be held by participants or be

freestanding signs that do not stick into the ground. No signs may be mounted on buildings, trees or other College property.

If available, the College will allow officially recognized College student groups to use College chairs and tables. All others individuals and groups will be required to use their own chairs and tables if desired.

3. Individuals are responsible for the cleanliness and order of the area they use. Individuals shall leave the area in the same condition it was in before the activity. Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes the campus buildings, sidewalks, lawns, shrubs and trees.
4. Individuals are subject to sanction for failing to comply with these procedures or other College policies. Such sanctions may include, but are not limited to repairing, cleaning, painting, replacement costs, restitution (as order by a court) and being banned from future use. College members may also be subject to College disciplinary action as outlined in College policies and procedures. Individuals who violate these procedures may be issued a trespass warning and denied future access to College premises. Violations that require police intervention will be reported to the College's Police Department.

Polling Places on Campus

If campus buildings are used as public polling places, all activity must be in accordance with statutory and state/local Board of Elections requirements.

City Sidewalks

City sidewalks that run along the borders of the College's campus are public forums and available to all members of the public. Use of city sidewalks must comply with federal and state laws and city ordinances.

Internet and Campus Network Acceptable Use Policy

Asheville-Buncombe Technical Community College provides campus network and computing facilities including Internet access for the use of faculty, staff, students, and other authorized individuals in support of the research, educational, and administrative purposes of the College.

The College has extensive information technology resources and systems available for both instruction and administrative applications. Faculty, staff, and students are encouraged to become familiar with College technology resources and systems and to use them on a regular basis. Users are expected to exercise responsible, ethical behavior when using these resources and to adhere to the following guidelines:

1. Information available on the Internet is not generated or selected by the College. Therefore, the College assumes no responsibility for the accuracy or quality of the information obtained through or stored on the campus network.
2. While the College respects First Amendment rights with regard to the Internet, the creation, display and transmittal of illegal, malicious, or obscene materials or fighting words is prohibited.
3. The College is not liable for the actions of anyone connecting to the Internet through College facilities. All users assume liability for their own actions.

4. The user is responsible for complying with laws protecting software or other accessed information. Downloading programs and files may violate United States copyright laws that protect information and software. All files downloaded from a source external to the College must be scanned for viruses. All users of the Internet by way of College facilities must comply with all relevant policies and procedures of the College.
5. Because of the unsecure nature of transmitting files electronically, no right to privacy exists with regard to e-mail, Internet sessions, or electronic file storage and transmission.
6. Anonymous e-mails or postings are expressly prohibited.
7. Users should be aware that usage statistics in archived log files, used for monitoring system performance and usage patterns, are maintained by the College concerning computer and telephone facilities.
8. College employees may make reasonable use of the College network, e-mail, and the Internet as long as the direct measurable cost to the public is negligible, and there is no negative impact on the employee's performance of duties.
9. All users of the Internet by way of College facilities must comply with all relevant policies and procedures of the Board of Trustees.
10. Use of the campus network, including e-mail and Internet, for personal gain is prohibited.
11. Failure to comply with any of the provisions of this procedure will result in disciplinary action as provided for under the disciplinary policies and procedures for both students and employees.

The College provides access to the Internet by way of the North Carolina Integrated Information Network. All users are subject to the governing policies established by the North Carolina Information Resource Management Commission (IRMC), in addition to this College policy. The current IRMC policy governing the use of the North Carolina Integrated Information Network and the Internet can be reviewed on the Website at www.scio.nc.gov/mission/itPoliciesStandards.aspx.

Peer-to-Peer File Sharing

Federal legislation holds any postsecondary institution receiving Title IV financial aid legally responsible for use of peer-to-peer file-sharing on the institution's network which is in violation of copyright protections. The Higher Education Opportunity Act of 2008 specifically requires the institution's policies and sanctions related to copyright infringement to include the following:

- an annual disclosure that explicitly informs students that unauthorized distribution of copy- righted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities;
- a summary of the penalties for violation of Federal copyright laws; and
- a description of the institution's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in unauthorized distribution of copyrighted materials using the institution's information technology system.

Pursuant to these requirements, a Peer-to-Peer File-Sharing Statement that included this information will be contained in the College's Policies and Procedures Manual, in the annual Student Handbook, and communicated on an annual basis to all College employees.

The College is expected to take measures to effectively combat the unauthorized distribution of copyrighted material, including through the use of a variety of technology-based deterrents. These measures may include, but are not limited to, electronic countermeasures such as network monitoring, port blocking or bandwidth filtering. The College will, to the extent practicable, offer alternatives to illegal downloading or peer-to-peer distribution of intellectual property.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Violation of these protections may result in disciplinary measures against employees or students as outlined in the institution's Code of Student Conduct up to and including suspension or expulsion. Violations may also result in criminal and civil liabilities.

US copyright laws provide for civil penalties of up to \$150,000 per violation (<http://www.copyright.gov/title17/92chap5.html#504>) as well as criminal penalties of up to \$250,000 and up to five years in prison for the first conviction (http://www.copyright.gov/docs/2265_stat.html).

Intellectual Property

Intellectual property is a creative work that merits protection by a copyright, trademark, or patent. In the pursuit of academic studies, a student or faculty member may produce such a creative work. A-B Tech supports the development and production of intellectual property.

The College publishes an Intellectual Property policy and procedure, the purpose of which is to protect the College and the creators, including students, as they attempt to transfer inventions or creative works to the marketplace. This policy supports the sharing of property rights between the College and the originator as specified in the procedures.

Unless otherwise specified in a rights agreement, the College owns all rights to intellectual property created by an employee inside the normal scope of work or using College resources. If the property was created outside the normal scope of work or without College resources, then the property belongs to the creator. Typically, students retain rights to original works created within the course of their studies, unless otherwise specified in a rights agreement.

For a complete copy of the Intellectual Property policy and procedure, see the Vice President for Instructional Services.

The information in the 2019-2020 Student Handbook was current at the time of publication, but is subject to change. For the most up-to-date version of College policies, please visit the College website at abtech.edu.



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Asheville-Buncombe Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Asheville-Buncombe Technical Community College.

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