

Syllabus Part Two

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

Services

Campus Security

Craven Community College (CCC) is committed to protecting our students, employees, and visitors on both campuses. The college takes steps to protect anyone who has reason to believe that s/he is in danger. Remember to keep your belongings in secure places and report any suspicious activities to college officials. Be proactive and report any threats to your instructor or to the Security Office. [Campus security](#) can be contacted 24/7 at 252-638-7261, direct link: <http://cravencc.edu/campus-security/>.

Learning and Other Resources on Campus

Craven Community College is committed to providing students an opportunity to be successful in their educational goals. A wide variety of learning support systems are available to assist students.

The Academic Skills Center (ASC)

The Academic Skills Center (ASC) provides a Computer Lab, Writing Lab, and Math Lab. Tutorial assistance for CCC students is provided through the Supplemental Instruction program and a nationally certified peer tutoring program. The ASC administers make-up tests per instructor guidelines, hosts a variety of workshops, and assists special needs students. For additional information, please visit the [Academic Skills Center](#) website. The direct link is: <http://www.cravencc.edu/asc>.

Student Services

At Craven Community College we offer many services and resources to our students. In the [Students](#) section of our website, direct link: <http://cravencc.edu/students>, you will find resources and information for First-Year Experience (FYE) Programs, TRiO Support Services, Campus Life, and Minority Male (M2) Success Initiative. You will also find quick links to Financial Aid, Registrar's Office, Registration, Career & Transfer, Campus Life, Academic Advising, Bookstore and Library.

College Bookstore

The Craven Community College Bookstore is located on the 1st Floor of the Business and Information Technology Building (BIT) Building (H). The college bookstore sells the required textbooks for all Craven courses, supplies, apparel and technology products. Many textbooks are

available for rent. For additional information please visit the [College Bookstore](http://www.cravencc.edu/bookstore) website. The direct link is: <http://www.cravencc.edu/bookstore>.

The Godwin Memorial Library

The Godwin Memorial Library provides a collection of resources selected to support the educational programs offered by the College. Internet access is available in the library to CCC students for educational purposes. For additional information please visit the [Godwin Memorial Library](http://www.cravencc.edu/library) website. The direct link is: <http://www.cravencc.edu/library>.

Policies and Procedures

Craven Community College is committed to maintaining and promoting a safe, respectful campus environment that is free from discrimination, harassment and sexual violence. Federal Law (Title IX, Clery Act, VAWA, & Campus SaVE) mandates that Craven Community College provide its employees and students with awareness, prevention, and training in the areas of sex based discrimination and sexual misconduct in all forms to include but not limited to: sexual assault, intimate partner violence, sexual harassment and stalking. The college also prohibits retaliation against an individual for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in an investigation or resolution of a complaint of discrimination or harassment. Inquiries concerning Craven Community College's policies and procedures on sexual harassment and sexual assault or complaints of discrimination or sexual harassment may be made to the Title IX Coordinator, Denise Horne, by phone at 252-638-7225 or by email at horned@cravencc.edu or to the Deputy Title IX Coordinator, Robert Bondurant, by phone at 252-638-7222 or by email at bondurantr@cravencc.edu. Complaints can also be made to the college's Confidential Advocate, Alison Dunn of Promise Place by phone at 252-474-8959.

Academic Dishonesty

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

Acceptable Use Policy

CCC's technology services resources are the property of the State of North Carolina and are subject to regulation by the State. The technology services resources are to be used only by authorized users. For the purposes of this policy,

authorized users are those students officially associated with CCC, including, active CCC students, or other individuals authorized in writing by the CCC Chief Information Officer (CIO). Use of technology services resources by anyone other than authorized users, including spouses, partners, children, or other family members, is not permitted at any time. Public access is offered through the college library. The Academic Skills Center is open to non-students for educational purposes only.

Accessibility

Craven Community College is committed to ensuring accessibility of all web and digital content for all users. If you find any inaccessible materials in your course, please contact your instructor so that the appropriate changes can be made.

Accommodation of Disabilities

The College is committed to working with students with different learning styles and those with documented learning disabilities. If a student believes that disability-related issues have affected or may affect academic progress, he/she may voluntarily supply documentation about the disability and its specific impact on educational experiences to the Academic Skills Center Director. If the student supplies such documentation, the College will keep it confidential and use it only as part of efforts to increase access by individuals with disabilities in accordance with ADA mandates. If a student chooses **not** to supply this information, he/she will not be eligible for accommodations. Because each individual situation and each service, program, and activity are different, accommodation decisions are made on a case-by-case basis. It is the College's policy to afford disabled persons every reasonable opportunity to receive the benefits and services provided by the College and to succeed. The College strives to keep the lines of communication open between students with disabilities who require reasonable accommodation and those instructors and other College personnel who are responsible for the services, programs, and activities. For more information, visit [Accessibility Services](https://cravencc.edu/accessibility-services/) on our website, direct link: <https://cravencc.edu/accessibility-services/>.

Student Disability Appeal Procedures

Craven Community College does not discriminate against any individual on the basis of race, color, national origin, sex, age, religion, disability, or sexual orientation in its educational programs and activities or employment practices. Also, no qualified student with a disability should be denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any college program or activity, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title III of the Americans with Disabilities Act (ADA). More information may be found on page 39 of the [Student Handbook](https://cravencc.edu/students/student-handbook/), direct link: <https://cravencc.edu/students/student-handbook/>.

Classroom Access

Persons attending a class, lab, or shop must be registered students, except for (i) those special guests, speakers, or others granted temporary access to the classroom by the instructor, and (ii)

College officials while conducting their official duties.

Classroom Decorum

To promote a learning environment that provides each student with the opportunity for academic excellence, students of Craven Community College are expected to become familiar with and adhere to the Code of Conduct. The complete code of conduct may be found on page 27 of the [Student Handbook](https://cravencc.edu/students/student-handbook/), direct link: <https://cravencc.edu/students/student-handbook/>.

College Attendance Policy

Craven Community College has adopted a mandatory attendance policy. Faculty must document all attendance prior to the census date (10% point) and for the duration of each course. Attendance must be completed by the date listed on the academic calendar (just after the 10% date for each term). For DMA classes, attendance must be verified on the first day of class. If students stop attending after the 10% and receive a grade of an “F”, the last date of attendance is required. After the census date, instructors will continue to observe the College Attendance Policy. Instructors cannot assign NA at the end of the semester. The instructor’s attendance policy must be stated in the class syllabus. The College attendance policy is as follows:

“Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions. A student **WILL** be automatically withdrawn from any course when absent more than 20 percent of the total class, laboratory, clinical or shop periods. Any three tardy notices in a given class may constitute one class absence. A tardy may also be assessed when a student leaves class early.”

Absences in online/hybrid courses **WILL** be managed in the following manner:

- Faculty must ensure all online courses require activity each week for the duration of the semester.
- For any week in which a student fails to be active in a course, that week will constitute “one absence.”
- As is the case with seated classes, students **WILL** be automatically withdrawn from any course when absent more than 20 percent of the total class time.

Regardless of whether the course is being delivered in a seated format or online, instructors will provide specific course requirements in their syllabi.

Missing class for military assignment or for college-related activities will not constitute an absence when the instructor has received prior official notification such as a letter from the commanding officer in military matters or from approved college personnel for college-related activities.

Missing a maximum of two absences per academic year for religious observances will not constitute an absence when the instructor has received written notification from the student at least fourteen (14) working days prior to the date the student intends to be absent for the religious observance. Students shall be given the opportunity to make up any tests or other work missed due to the excused absence for religious observation. Responsibility for initiating such

notifications rests with the student.

Any student facing a lengthy illness may apply for extended absences through ADA in Student Services. All ADA standards must be met for this exception to be granted. **Students who cannot adhere to the attendance policy must officially withdraw from class(es) to avoid a possible failing grade(s).** (See Withdrawal Procedures.) Refer to the [academic calendar](http://cravencc.edu/calendar/) at <http://cravencc.edu/calendar/>, in the catalog or your course handout for the specific withdrawal deadline. For extenuating circumstances, refer to the paragraph "Grade: I" in the Academic Regulations section of the catalog.

Instructors must issue automatic withdrawals by the official withdrawal date for the term. After this date, students will receive a grade for the courses.

College Cancellation/Closing

Weather related cancellations will be announced on the [College's webpage](#), direct link at: www.cravencc.edu. Cancellations may also be announced on Public Radio East (89.3 WTEB, 91.5 WBJD, 88.5 WZNB, 90.3 WKNS, 88.1 Greenville) and local radio and television. For a complete list of stations, please visit the [Student Handbook](#), direct link: <https://cravencc.edu/students/student-handbook/>.

Please note that if the college opening is delayed, students are expected to attend the remaining portion of scheduled classes. For instance, if the college opens at 10:00, and a class is scheduled for 9:30-10:45, then students/faculty should come to campus/class at 10:00, and the class will continue until 10:45.

College Email Accounts

All curriculum students will receive a Google Mail (Gmail) address. You can access [Gmail](#) through the CCC Website, direct link: <http://gmail.student.cravencc.edu>.

Your Gmail address is the address that will be used in distance education courses for communicating with your instructor. You need to check your Gmail on a regular basis.

Distance Education Orientation

First-time distance learning students are required to complete a Distance Learning Student Orientation in Moodle prior to the start of classes. Online and hybrid instructors may require students to provide a Certificate of Completion for the orientation. The DL Student Orientation will show up in your course list in Moodle under "My courses". It is the student's responsibility to contact the instructor or their advisor for orientation information prior to the first day of classes. If you do not follow the orientation instructions, the instructor can drop you from the class. Some instructors offer face-to-face orientations; attending the face-to-face orientation is optional, but recommended. Additional information pertaining to distance education courses can be found in [the Distance Learning Student Handbook](#) located at [CravenCC Online](#), direct

link: <http://cravencc.edu/distance-learning/#orientation>.

Withdrawal Procedure

After registration, students cannot add classes, but may withdraw from a course through the last day to withdraw from class (see the Academic Calendar). This procedure must be completed before students miss 20% of the class meetings or 10% of class meetings for developmental courses. Withdrawal from a course can affect financial aid awards, but does not affect a student's grade point average. A student should first talk to the instructor and advisor to see if there is any way to remain in the course. If not, the student must (1) complete a Registration Change Form, (2) have an advisor sign the form, and (3) submit the form to Student Services.

Technology

Technical Support

Technical support services to Gmail, Moodle, Office 365, Academic Skills Center, WebAdvisor, and 24/7 Self Help Portal can be accessed at [CravenCC Online](http://cravencc.edu/distance-learning/#tech), direct link: <http://cravencc.edu/distance-learning/#tech>.

Technology Requirements

Sufficient technology and internet access is required to complete online classes at Craven Community College. Details of the college's technology requirements can be accessed at [CravenCC Online](http://cravencc.edu/distance-learning/#req), direct link is: <http://cravencc.edu/distance-learning/#req>.

Minimum Technical Skills

For a full list of the minimum technical skills required to successfully complete an online course, visit [CravenCC Online](http://cravencc.edu/distance-learning/#skills), direct link: <http://cravencc.edu/distance-learning/#skills>.

Online Etiquette (Netiquette)

Online etiquette or netiquette are guidelines established for proper online communication between your peers and your instructors. Following these guidelines will create and maintain an atmosphere that is conducive to learning. Netiquette guidelines are located at [CravenCC Online](http://cravencc.edu/distance-learning/#netiquette), directly accessed at: <http://cravencc.edu/distance-learning/#netiquette>.