

GENERAL INFORMATION



Access to Campus Facilities

Access to campus facilities is limited to the designed and intended purposes of the specific classroom laboratory or shop. Individuals not scheduled to have access should not enter these areas without permission. Students shall not use shop equipment unless under the supervision of an instructor.

Computer and Network User Policy - VGCC Board Policy

1. General Use Policy

a. Campus-wide access to computing facilities is restricted to Vance-Granville Community College faculty, staff, and active students. In addition, access to internet operations is restricted to faculty, staff, active curriculum students possessing a valid student identification card, and active extension or special students requiring access by nature of the course requirements or by an instructor's written permission. Authorized users may use College computing facilities, including transmissions over and through the College network, for research and scholarly or educational purposes, and for official College business, so long as such does not

- Violate any law or College policy,
- Involve significant use of College resources, direct costs, or substantial interference with the performance of College duties and work, or
- Result in commercial gain or profit.

b. No user shall disclose an account password or share an account with another person. Instructors will not share their accounts with students, work-study students, or temporary help of any kind. It is the responsibility of the user to protect the account from unauthorized use by changing the account password periodically and using passwords that are not easily guessed.

c. Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is forbidden.

d. Transferring copyrighted materials to or from any system or via the College network without express consent of the copyright owner is prohibited and may be a violation of Federal and State Law.

e. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network is forbidden. This includes electronic "chain letters."

2. Information Access and User Privacy

Electronic mail, information passing over the College network, and information stored in user accounts are considered to be private and

confidential. Although this type of information must be accessed by system personnel for the purpose of backups, network management, etc., the content of user files and network transmissions will not be viewed, monitored, or altered without the express permission of the user except in the following circumstances:

- The College has reason to believe that an account or system has been breached and is being used by someone other than the authorized user;
- The College has received a complaint that an account or system is being used to gain unauthorized access or to attempt to gain unauthorized access to another network site;
- The College has reason to believe that an account or system is being used in violation of College policy, State Law, or Federal Law; or
- The LRC staff has reason to believe that the patron in the LRC is using the Internet inappropriately.

Under these circumstances, the College President and/or his designee may authorize staff to monitor the activities of a specified account or computer system, and to search electronic information stored in that account. The authority for this search must be requested on an account-by-account basis and monitoring will be restricted to the specified account. If this search provides evidence of violation, the account will be disabled, and action will be taken with appropriate authorities.

3. Use of Public Facilities

Users are expected to take proper care of the equipment in all College facilities and to abide by the rules of the staff and faculty supervising the equipment. They are to report any malfunction as soon as possible to the Office of Information Technology for repair. A user should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems, including changing toolbars, screen savers or desktop themes. Users will be held responsible for any internal or external damage inflicted during use. No food or drink is permitted in public facilities (the Learning Resource Center, laboratories, classrooms, etc.). Display of offensive or inappropriate materials on public workstations is expressly forbidden and may result in revocation of computing privileges at the discretion of the supervising staff. Staff will periodically monitor appropriate usage. Users are required to sign a copy of the policy statement before using computer workstations in the LRC to document that they understand and are willing to comply with this policy.

4. Ponzi Schemes

A *Ponzi Scheme* is a form of chain letter that requests recipients to send money to people on a list. The US Supreme Court has determined that Ponzi Schemes are inherently fraudulent. The US Criminal Code prohibits the use of mail or wire in any attempt to defraud. Users should note that under the wire fraud statutes, the attempt to defraud is a violation, and all who are involved in the attempt, whether intentionally or not, may also be in violation.

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5. Sanctions for Policy Violations

Violations of policy will be treated as academic misconduct, misdemeanor, or felony as appropriate. For non-criminal matters, but serious misconduct, the following procedure will be followed:

- On the **first violation**, the user will be denied computing privileges for a period of one week.
- A **second violation** will result in the loss of computing privileges until the end of the semester.
- A **third violation** will result in permanent loss of computing privileges.

For minor violations of policy, such as non-educational electronic mail, non-educational chatting, or any form of non-educational electronic communication, the following procedure will be implemented:

- On the **first violation**, a warning will be issued and documented.
- On the **second violation**, the user will be denied computing privileges for a period on one week.
- **Any violation** after the second will result in loss of computing privileges for the rest of the semester with no other warnings issued.

Criminal violation will be prosecuted to the fullest extent of the law and will result in the immediate suspension of computing privileges. The outcome of such violations may result in student or staff disciplinary or termination proceedings and permanent revocation of computing privileges.

Tobacco-Free Policy- VGCC Board Policy

Vance-Granville Community College is committed to providing its students and employees a safe and healthy campus environment. The College recognizes that the use of tobacco products can be detrimental to the health of students, employees, and visitors, and recognizes that it has an obligation to promote a healthy learning and work environment free from unwanted smoke and by-products of tobacco use. Thus, all College campus properties, grounds, and vehicles will become 100% tobacco-free effective August 18, 2009. Students and employees who violate this policy will be subject to appropriate disciplinary action.

Alcohol and Drug Abuse - VGCC Board Policy

It is the policy of Vance-Granville Community College to comply with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) as implemented by regulations contained in 34 CFR Part 86, Subpart B, (amended as Title IV Safe and Drug Free Schools and Communities Act of 1994.) Therefore, it is the policy of this College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the College's campuses or at any site or activity operated by Vance-Granville Community College is prohibited. Any student violating

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this policy is in violation of the College's rules and regulations and also the Student Code of Conduct of Vance-Granville Community College. Any student violating this policy will be subject to disciplinary action up to and including permanent expulsion.

Students who violate the College's policies relating to drug abuse will be referred to the appropriate legal agencies for prosecution under the federal and state laws governing use and possession of a controlled substance. This includes, but is not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of Section 2020 of the Controlled Substance Act (21 U.S.C. Section 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 or article 5 Chapter 90 of the North Carolina General Statute. Persons who violate this statute shall be guilty of a felony and may be imprisoned up to 10 years or fined up to \$10,000 or both at the discretion of the court.

Possession or use of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or supervised functions off-campus or in college-owned vehicles is prohibited. This includes, but is not limited to, alcoholic beverages, malt beverages, or fortified wine or other intoxicating liquor. Use of alcoholic beverages may result in referral to counseling programs and/or legal agencies for prosecution under federal and state laws.

Prescription drugs authorized by a registered physician or pharmacist are not in violation of the code of conduct as long as the individual intended to receive the prescription medication takes the drug according to the prescribed dosage. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.

Students should be aware that the use of alcohol, non-prescription use of depressants including sleeping pills, sedatives, tranquilizers, non-prescription use of stimulants including cocaine, prescription diet pills and marijuana can lead to lapses in attention, slowed reflexes and reaction time, impaired vision and impaired short term memory. Alcohol is strongly associated with the increased risk of cancers of the oral cavity, pharynx and larynx. Other research indicates chronic alcohol abuse may affect the immune system.

Agency Resources

Students desiring counseling or treatment for the abuse of alcohol or drugs should contact Counseling Services at the College or any of the following agencies:

- Alcoholics Anonymous
 - Vance County:.....252-438-2395
 - Granville County:..... 919-693-2329
 - Franklin County..... 1-877-619-3761
 - Warren County:..... 252-257-2774
 - Durham County:.....919-286-9499
 - Wake County:..... 919-783-8214
 - TriCounty Intergroup:..... 919-783-6144
- Narcotics Anonymous Hotline.....919-831-5100
- Alcohol Drug Council of N.C..... 1-800-662-7030

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- Alcohol Abuse 24-Hour Hotline & Treatment... 1-800-374-2800
- Alcohol Abuse 24-Hour Assistance & Treatment 1-800-234-1253
- Five County Mental Health Authority.....1-877-619-3761
(TTY) 1-877-338-0788
- Alcohol and Substance Abuse Program
UNC-Chapel Hill:.....1-888-457-7457
- Durham Council of Alcoholism
and Drug Dependence, Inc.:..... 919-309-2600
- Duke Addiction Program..... 919-684-3850
- Wake County Programs and Clinics:..... 919-212-7000
- Al-Anon/Alateen:.....919-713-1516

Sexual Assault

Vance-Granville Community College is committed to maintaining an environment that is supportive of its primary educational mission and free from all exploitation and intimidation. The College will not tolerate rape, sexual assault, or other forms of non-consensual sexual activity.

Vance-Granville Community College supports this effort for students, staff, and faculty through educational prevention programs and counseling.

Vance-Granville Community College will enforce violations through internal disciplinary procedures, educational programs, and the encouragement of external prosecution of alleged offenders through appropriate external law enforcement agencies. Violations shall include, but are not limited to, the following:

1. Any form of non-consensual sexual intercourse, committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim. Sexual intercourse can involve anal, oral, or vaginal penetration.

2. Any actual or attempted non-consensual sexual activity, by a person(s) known or unknown to the victim, including, but not limited to:

a) Sexual intercourse or sexual touching committed with or without physical force, coercion, threat, or intimidation

b) Exhibitionism

c) Sexual language of a threatening nature

Non-consensual sexual activity shall include, but is not limited to, situations where the victim is unable to consent because he/she is physically helpless or mentally incapacitated due to drug or alcohol consumption or is unconscious, regardless of whether or not the consumption was with the victim's consent. Victims of non-consensual sexual intercourse and/or activity are encouraged to file a complaint through any College office as soon as possible after the alleged incident. Parties not directly related to the College may also file complaints when a significant relationship to the mission and interest of the College can be shown. If a complaint is filed with the College by a party not directly related to the College, the party will be advised to contact local law enforcement officials to file a report.

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Complaints by or against students will be forwarded to the Vice President of Student Affairs for resolution within the College's Student Code of Conduct. Complaints by or against college employees will be forwarded to the Personnel Director.

Members of the College community found to be in violation shall be subject to sanctions including probation, suspension, and permanent expulsion for students, and probation and termination for employees.

Sexual Harassment - VGCC Board Policy

Vance-Granville Community College expressly forbids harassment of any type by college employees and students. The college will not tolerate sexual harassment of any student or employee, male or female. For employees, sexual harassment constitutes unsatisfactory job performance and is subject to disciplinary action up to and including dismissal. Students who engage in sexual harassment face disciplinary action up to and including expulsion. The Board of Trustees authorizes the President to develop and administer procedures for reporting, investigating and disciplining incidents of sexual harassment.

Definition:

Sexual harassment is defined as unwelcome advances, requests or offers of sexual favors, or other verbal or physical conduct of a sexual nature by either a male or female toward a male, female or group when such conduct has the purpose or effect of interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive working or learning environment.

Reporting Sexual Harassment

In an effort to prevent sexual harassment from occurring at the institution, it is policy to encourage the reporting of sexual harassment to members of the College administration.

General Student Grievance Procedure

Student grievances that are not academic or disciplinary in nature and/or involve conflicts with other students, alleged violation of students' civil rights, including sexual harassment, should be addressed according to the following procedures:

1. When circumstances occur that cause a student to feel that he/she has a grievance, the student should discuss the issue with the VP of Student Affairs within a reasonable time after the grievance has occurred. The VP may:

- a. Disseminate information concerning the complaint to the appropriate college officials,
- b. Investigate the complaint,
- c. Refer the student to appropriate college staff
- d. Negotiate a resolution to the grievance.

2. If a satisfactory resolution is not reached, the student may file a general Grievance Form with the VP of Student Affairs. If the student is not satisfied with the decision of the Vice President, he or she may request a formal hearing within five working days. Upon hearing the merits of

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the complaint, the Vice President may mediate a remedy for the parties involved, dismiss the grievance, or may recommend to the President that a grievance committee appointed by the President be assigned to hear the complaint.

3. The President will consider the committee's recommendation and will make a decision within five (5) college working days of receiving the committee's recommendation. *The President's decision will be final.*

Approval of Activities/Fund Raising

All club extracurricular activities and fund raising must be approved by the Vice President of Student Affairs to ensure that they are coordinated throughout the entire College.

Bulletin Boards

- Posters of any type are not permitted on walls, doors, windows, or exterior surfaces of buildings. Important announcements concerning student activities, meetings, pre-registration, job openings, and special events are posted on the bulletin boards. Students are held responsible for removing all notices that are outdated or improperly posted.

- Ads (books for sale, rentals, items for sale, etc.) may be posted on bulletin boards. Permission to mount posters or notices on bulletin boards must be obtained from the Student Affairs office.

- Placing inappropriate or obscene material on bulletin boards or in any campus location is a violation of the Student Code of Conduct.

Campus Security

VGCC strives to provide a safe and secure working and learning environment for its faculty, staff, students, and visitors. Campus Security encourages everyone to be vigilant, to be aware of his/her surroundings, to keep his/her belongings secure, and to report any suspicious persons or behaviors to Campus Security or any College official. Victims or witnesses can report crimes or threats anonymously and confidentially by calling the Security Division at (252) 438-0446 or by emailing the Director of Public Safety and Preparedness at newtons@vgcc.edu.

Children on Campus

Children are not allowed in classrooms, testing center, nor should they be left alone in any area on campus. Students should not bring children on campus unless they are enrolled in the College day care program. The College cannot assume responsibility for these individuals while on campus. The recreational facilities, classrooms, and other areas of the College are designated primarily for the student population.

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Communicable Disease

Communicable and infectious disease shall include, but is not limited to, chicken pox, influenza, tuberculosis, conjunctivitis, hepatitis A, B, and D, infectious mononucleosis, and acquired immune deficiency syndrome (AIDS).

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease which may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge, so as to protect themselves and others. Accordingly, employees and student should report the information to the Vice President of Student Affairs. All information will be kept confidential except to those persons determined by the Vice President of Student Affairs as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

Any student who believes or knows he/she is infected and is engaged in clinical patient-care is required to share that information as soon as possible with the Vice President of Student Affairs on a confidential basis, so that the College can protect the welfare of patients and others.

Operation and Parking of Motor Vehicles

A. Enforcement

Under the provisions of North Carolina Statue 115D-21, the College may enforce traffic and parking regulations on campus.

B. Application of State Law

All the provisions of Chapter 20 of the General Statutes relating to the use of the highways of the State of North Carolina and the operation of motor vehicles thereon shall apply to the streets, roads, and driveways of the Vance-Granville Community College campus, along with rules and regulations approved by the Board of Trustees.

C. General Rules

- Parking: Students must park in spaces marked for student parking.
- Permit Decals: The College issues a plastic decal that must be displayed from your car's rearview mirror.
- Citations will be issued for violations of the College traffic and parking regulations.
- Accountability: The person to whom a vehicle parking decal is issued shall be responsible for parking and traffic violations of the vehicle for which the permit is issued.
- Citation Fees for drivers not complying with parking and traffic violations have been established. Failure to pay citations may affect enrollment status.

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Publications

Publications are defined to include but are not limited to the following: newspapers, pamphlets, newsletters, brochures, flyers, books, posters, or magazines. Publications are not to be printed, distributed, or displayed without official approval of the Vice President of Institutional Advancement. Off-campus organizations are not allowed to distribute their publications on any of the college's properties without the approval of the College President.

- **Offensive Publications:** Publications containing profanity, language that is offensive to race, sex, or creed, and incorrect statements will not be approved for printing or distribution. All publications must represent the dignity, mission, and standards of the College.

Recruiting on Campus

The College periodically allows representatives from the business community, government agencies, and other colleges access to campus for the purpose of providing opportunities for students.

Speakers on Campus

When speakers are invited to campus under established procedures, they should be allowed to speak. Respect for the democratic principles of open discussions and the right to hold and present differing opinions carries with it the obligation to allow speakers to speak and to permit audiences to listen.