

STUDENTS' RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

Surry Community College exists to help students attain the educational goals they have set for themselves. When students register for classes and pay tuition, they gain certain specific rights designed to guarantee fair and consistent services for all students. Students have the right to

- 1) receive in writing the requirements, evaluation methods, and the method of grade determination of a course at the beginning of each semester;
- 2) appeal any grade they think is unfair;
- 3) express any concerns privately with instructors, administrators, and other staff members;
- 4) participate in a college-approved process of course evaluation;
- 5) access their official academic student records;
- 6) be assured confidentiality of their official student records; (Access to student records will be granted to appropriate college officials and persons or agencies having a legitimate educational interest. Others wishing access must have written consent from the student. An exception to the above right will be made in the event of legal action where the safety of persons or property is involved);
- 7) permanent maintenance of their academic transcript by the College; and
- 8) receive information concerning college student graduation rates.

STUDENT RESPONSIBILITIES

All programs establish certain academic requirements that must be met before an academic award is granted. Advisors, department chairpersons and deans are available to help the student understand and arrange to meet these requirements, but the student is responsible for fulfilling them. If at the end of a student's course of study, the requirements for graduation have not been satisfied, the respective certificate, degree, or diploma will not be granted. For this reason, it is important for each student to acquaint himself or herself with all academic requirements throughout his or her college career and to be responsible for completing all such requirements.

Students are responsible for

- 1) being aware of and abiding by institutional rules, regulations, and policies;
- 2) maintaining individual honor in their academic pursuits by neither participating in nor condoning acts of academic dishonesty;
- 3) maintaining the standards of academic performance established by each course in which they are enrolled;
- 4) learning the content and demonstrating the competencies of any course of study in which they are enrolled;
- 5) maintaining in each course the standard of classroom conduct deemed by the institution to be conducive to the learning process;
- 6) complying with procedures governing tardies and absences explained in each course syllabus;
- 7) reviewing periodically their institutional academic record for completeness and accuracy;
- 8) conducting themselves in an appropriate manner while on campus or while functioning as a representative of Surry Community College;
- 9) conducting the business of student clubs and associations in a fair and equitable manner; and
- 10) adhering to and complying with prescribed institutional grievance procedures.

ROLE IN DECISION-MAKING

The college trustees, administrative staff, and faculty are involved constantly in making decisions which affect students. Because students' ideas and concerns are highly valued, every effort is made to solicit student input for the decision-making process. Student representatives are found on the SCC Foundation Board, Board of Trustees, and administrative standing committees. Guidelines for appointment to these groups can be found in the Inter-Club Council/Student Government Association Bylaws.

STUDENT CONDUCT

The conduct of college students, both in and out of school, is expected to be that of any respectable adult in a public place. Students should consider at all times that the reputation of the institution depends in no small part upon their behavior. No long list of rules and penalties should be necessary if each student abides by the rules of common courtesy and cooperation; however, certain North Carolina state laws govern the use and possession of drugs or alcoholic beverages in public and the possession of firecrackers, firearms, or explosives of any kind. Surry Community College has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

State laws also prohibit hazing of any student by another student or students. The College will dismiss any students who in its judgment conduct themselves in a manner incompatible with the purposes of the College.

DISCIPLINARY ACTION

Students on SCC premises or at college-sponsored events whose conduct adversely affects the objectives of the College or violates the rules and regulations of the College are subject to disciplinary action. Violations involving cheating; copying; forgery; disruptions; physical threat or abuse; theft; property damage; failure to heed an official's directive; persistent infractions of traffic regulations; selling or solicitation of goods or services; harassing; using, possessing, transmitting, or being under the influence of alcohol or drugs; and behavior conflicting with safety are all subject to disciplinary action. The SCC Police Department is responsible for enforcing these policies.

STUDENT SAFETY

The administration and staff at Surry Community College make an effort to provide a safe and healthy educational environment. From time to time, certain elements or factors such as weather conditions, power outages, accidents, human error, or poor judgment by other students can create potentially dangerous situations. Students at Surry Community College are advised and encouraged to be conscious of their personal safety and to always take whatever actions necessary to preserve that safety. Students having concerns about safety on campus should contact the SCC Police Department.

RESPECT FOR PROPERTY

Respect for private and public property reflects upon a person's character. Students at Surry Community College are requested to show respect for the property of others at all times.

Traditionally, students take pride in their school's property. This means assuming a responsibility for preserving the beauty of the grounds and the buildings. The Inter-Club Council/Student Government Association asks that all students join in an effort to carry out this student responsibility.

INCLEMENT WEATHER SITUATIONS

Extreme weather conditions during the winter months may require Surry Community College to cancel or delay classes. According to college policy, weather conditions must be **extreme** before classes will be cancelled.

Two decisions are possible in the mornings: (1) Surry Community College will be closed, or (2) the college will delay its opening. **If no announcement is made, classes will operate on a regular schedule.** If classes are cancelled or delayed, faculty and staff workday is also cancelled or delayed, unless otherwise specified.

An announcement concerning evening classes will be made by 5:00 p.m.

Suggestions are listed below for faculty and students to follow.

1. Listen to one of the following radio or television stations for information:

WPAQ - Mount Airy (740 AM)	WBOB-AM - Galax
WSYD - Mount Airy (1300 AM)	WKZL - Winston-Salem (107.5 FM)
WYZD - Dobson	WMAG - Winston-Salem (99.5 FM)
WIFM - Elkin (100.9 FM)	WXII-TV - Winston-Salem
WSJS - Winston-Salem (600 AM)	WFMY-TV - Greensboro
WCOK - Sparta	WGHP-TV - High Point
WHHV - Hillsville	WXLV-TV 45 - Winston-Salem
WBRF-FM - Galax	
WFDD - Winston-Salem (88.5 FM)	

2. A decision to close the college or operate on a delayed schedule will be announced no later than 7:00 a.m. (usually earlier). **No announcement will be made if the college is to operate on a regular schedule.**
3. Any decision to delay or cancel classes will be available as soon as it is made by calling the main campus phone number (386-8121) and by connecting to the college internet website (*www.surry.edu*).
4. A decision to close early will be implemented so that everyone gets the message as close to the same time as possible. No classes are to dismiss before receiving an official message. A decision to close means that faculty and staff may also leave after reasonably assuring that all students in their charge have been released. Any exception to the early release of faculty and staff will be announced.
5. If no announcement is made, classes will operate on a regular schedule.

If you have questions concerning this policy, contact a member of the college administrative staff.

GRADUATION RATE DISCLOSURE

Title II, Public Law 101-542, dated November 8, 1990, requires educational institutions to disclose graduation rate data. Such data for Surry Community College are available in the Office of Planning, Research, and Assessment, Richards Health Sciences Building, Room H-218.