

STUDENT-RELATED POLICIES

STUDENT RECORDS POLICY

- I. **Responsibility for Security and Release of Students Records.** Associate Vice President of Student Development.
- II. **Definition of Student Records.** Records are defined as data of an administrative or educational nature normally stored in a student's cumulative record folder. Records not considered a part of the official school records include notes or other memory aids of a confidential nature maintained by school personnel for their own use in working with students. Such notes become part of the student's official record only when they are shared with another person.
- III. **Right to Inspect Student Records.** An eligible student's request to inspect or review his or her record shall be honored within a reasonable time by the Associate Vice President of Student Development; in all cases, within 45 days after the initial request.
- IV. **A. Personnel who may have access to student records:**
 1. School officials within the local educational agency who have legitimate educational interests.
 2. School officials of other local educational agencies in which the student intends to enroll.
 3. Certain authorized representatives of the State and Federal Government (PL 93-380).
 4. Official representatives of a college, university, or other higher educational institution in connection with a student's application for, or receipt of, financial aid.
 5. All other persons may gain access to a student's records only with the specific written consent of the eligible student.
 6. Recipients of student records will be cautioned that student information may not be released to third parties without the consent of the eligible student.**B.** Information from a student's record should be furnished without the student's consent when required by a judicial order or any lawfully issued subpoena upon condition that students are notified by the law enforcement agency of all such orders or subpoenas in advance of the compliance. Eligible students will be provided with the opportunity to review and challenge their records prior to compliance of the school with the judicial order or subpoena.
- V. **Request from Prospective Employers.** Every effort shall be made to cooperate with prospective employers of Surry Community College graduates. Information given shall be of a general nature such as: dates of enrollment; program of study; fair, poor, good, excellent student; participation in extra-curricular activities, etc.

COMMUNICABLE DISEASE POLICY

The communicable disease policy of Surry Community College is an effort to ensure the health and safety of all employees and students. This policy includes, but is not limited to, acquired immune deficiency syndrome (AIDS), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, and whooping cough.

Faculty, staff, students and employees of contractors or contracted services infected with communicable disease have the responsibility of reporting this fact to the Associate Vice President of Student Development, the Executive Vice President/Chief Financial Officer, or the Vice President for Academic and Student Affairs.

The College will support an ongoing program of educating and informing faculty, staff, and students about communicable diseases, warning signs, and protective measures through publications, seminars, and other appropriate means.

DRUG AND ALCOHOL ABUSE POLICY

Surry Community College has become increasingly aware of the immediate and long term health risks associated with the use of illicit drugs and the abuse of alcohol. These substances can create both physical and psychological dependence. The harmful effects of alcohol abuse are alcoholism; damage to brain cells; malnutrition; blackouts; memory loss; personality disorders; degeneration of muscles and bones; and the increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of the liver, mouth, throat, and stomach. The harmful effects of drug abuse include hallucinations, heart problems, malnutrition, loss of coordination, coma, convulsions, damage to the lungs, brain, liver, and bone marrow, risk of AIDS or hepatitis, or death.

Drugs and alcohol are detrimental to the learning process. Surry Community College pledges full support to other agencies in our community in the fight to rid our society of these elements in the school environment. Therefore,

drug or alcohol use, possession, and distribution on school grounds and at school functions by students or school personnel will not be tolerated. Surry Community College will impose sanctions on students and employees consistent with local, state and federal laws.

TOBACCO USE POLICY (Effective August 1, 2008)

Surry Community recognizes the need to maintain a safe and healthy working and learning environment for students, employees, and visitors. Therefore, the following tobacco restrictions and/or prohibitions apply to the campus of Surry Community College:

- No tobacco products are permitted for use in college vehicles on or off-campus; this includes cigarettes, chewing tobacco, smokeless tobacco, etc.
- No tobacco brand sponsorship is permitted for any college-related event, club, or activity.
- Tobacco products may not be sold, distributed, advertised, or sampled on or off campus by any college-related entity.
- No tobacco products are allowed to be used by coaches or players in a college athletic tournament, event, or contest in accordance with Article XX of the NJCAA Code of Conduct.
- Tobacco consumption (in all forms) is prohibited in all buildings and on the grounds of the campus (except for parking lots)

The college will display notice of this tobacco-free policy at several locations. Enforcement of restrictions and/or prohibitions shall consist of the following:

1. Education and information as it relates to the health hazards associated with any type of tobacco use;
2. Non-punitive "Policy Reminder" tickets given to offenders by campus police as well as staff/faculty/student volunteer helpers; and/or punitive "Notice of Violation" tickets issued by campus police; such violators are subject to disciplinary action.

Approved by the Board of Trustees, 2/11/08

CHEATING AND PLAGIARISM POLICY

Students at Surry Community College are expected to complete their coursework without resorting to any form of cheating or plagiarism. SCC is a learning college committed to enhancing and improving student learning; when students cheat on assignments and tests, they rob themselves of the very learning opportunities they are paying for.

Cheating involves giving unauthorized help of any kind to another student on written assignments or tests. It also includes receiving such help from another student. Examples of cheating include possessing unauthorized notes during a test; assisting others to cheat; altering grade reports; giving test questions to students who have not taken the test; taking a test or writing an assignment for another person; and entering an instructor's office without authorization.

Plagiarism is offering the work of another person as one's own without proper acknowledgment. Examples of plagiarism include copying a source (whether it be phrases, sentences, or paragraphs) verbatim without using quotation marks; quoting or paraphrasing a source without including a citation; failing to give credit for a source's ideas; inaccurately citing and listing bibliographic information; and purchasing papers on the Internet to submit (in part or in whole) under one's own name.

Any student who engages in these activities will be subject to disciplinary action. Each faculty member at SCC outlines his/her policies on cheating and plagiarism, including disciplinary actions, in course syllabi. Students should be aware that there is no college-wide system of penalties for plagiarism and cheating and that individual instructor's policies are respected and followed. Students do have the right to due process through the review and appeal council. Any appeal or grievance should be filed with the department chairperson, appropriate dean, or supervisor within 30 days after the incident or problem developed.

Student Responsibilities: It is the students' responsibility to provide proof that all written work is indeed their work. Students should copy all drafts, notes, revisions, and source material (e.g., note cards) to offer as proof of ownership if such proof is requested. Students should acknowledge any assistance they have received, including proofreading, and should decline any unauthorized assistance on assignments. Students should not submit the same assignment in more than one course unless they have received prior permission from both instructors. Students should avoid the appearance of cheating during tests by covering their answers, sitting away from friends, keeping their eyes on their own work, speaking only to the instructor, and clearing their work space of all unauthorized material.

HARASSMENT AND DISCRIMINATION POLICY

Surry Community College prohibits discrimination based on race, color, creed, religion, national or ethnic origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status and will not tolerate any form of unlawful discrimination or harassment. Surry Community College will take all steps necessary to prohibit unlawful discrimination and/or harassment in the workplace and educational setting. All employees and students are responsible for ensuring a work and educational environment free from prohibited discrimination and harassment. Employees and students are encouraged to report violations of this Policy in the manner hereinafter stated.

1. **Scope of Policy.** This Policy applies to all Surry Community College employees and students, and to all College sponsored events, programs, and activities both on and off campus.
2. **Policy Objectives.** By adopting and publishing this Policy, it is the intention of the Surry Community College Board of Trustees to: (1) notify employees and students about the types of conduct which constitute unlawful discrimination or harassment prohibited by this Policy; (2) inform employees and students about the complaint procedures established by the College which enable any employee/student who believes (s)he is the victim of unlawful discrimination or harassment to submit a complaint which will be investigated by the College; (3) clearly advise all supervisory staff, administrators, employees, and students that discriminatory treatment or harassment based on race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, and veteran or marital status is strictly prohibited and no such person possesses the authority to harass or discriminate; and (4) notify all employees and students that the College has an appointed Compliance Officer who is specifically designated to receive complaints of discrimination or harassment and to ensure compliance with this Policy.
3. **Definitions.**
 - A. **“Prohibited Discrimination of Employees and/or Students”.**

Prohibited discrimination of employees and/or students is any form of negative treatment of an employee or a student, by either a College employee, official, or student which: (a) negatively impacts an employee’s employment opportunities and/or employment negatively impacts a student’s educational opportunities; *and* (b) is based upon the employee’s or student’s race, color, creed, religion, national or ethnic origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status. Prohibited discrimination of employees or students can also take the form of harassment even where there is no tangible impact upon the employee’s employment opportunities and/or employment benefits or the student’s educational opportunities. The phrase “prohibited unlawful discrimination” as used in this Policy includes all forms of “prohibited unlawful harassment” (defined below).
 - B. **“Prohibited Unlawful Harassment”.**

Harassment can constitute a form of prohibited unlawful discrimination under this Policy if it is unwelcome and has the purpose or effect of unreasonably interfering with an individual’s work or educational performance, or creating an intimidating, hostile or offensive working or educational environment. Such harassment of employees or students is prohibited by this Policy if it is based upon race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, and veteran or marital status. In this regard, individuals subject to this Policy should be mindful that conduct or behavior that is acceptable, amusing or inoffensive to some individuals may be viewed as unwelcome, abusive or offensive to others.
 - C. **“Prohibited Behavior”.** While it is impossible to list all of the possible forms of unlawful harassment, the following is a list of *examples* of conduct that may constitute harassment:
 - Using slurs or derogatory terms based on race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status
 - Telling derogatory jokes or stories based on race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status
 - Displaying graffiti or other derogatory or insulting writings based on race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, and veteran or marital status
 - Making degrading comments about a person and/or his or her appearance based on race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status
 - Demeaning or criticizing an individual because of his or her race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status

- Sabotaging, damaging, or interfering with an individual's work because of that individual's race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status
- Threatening or intimidating an individual because of his or her race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status.

This list is not intended to be all-inclusive. Furthermore, while a single incident of these types of behavior may not create a hostile working or educational environment, if such behavior is severe, persistent or pervasive, or if submission to such conduct is made either explicitly or implicitly a term or condition of employment or receipt of employment benefits or educational outcome, such conduct constitutes prohibited discrimination and/or harassment.

4. **Policy Enforcement.**

A. **Complaint Procedure for Employees and/or Students**

1. **Notification Procedure.** Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of prohibited discrimination and/or harassment is encouraged, regardless of the offender's identity or position. An individual who feels aggrieved because of harassment or unlawful discrimination has several ways to make his or her concerns known:
 - a. An aggrieved person who feels comfortable doing so should directly inform the person[s] engaging in the harassment or unlawful discrimination that such conduct or communication is offensive and must stop.
NOTE: Confronting the offender is NOT required. All employees and/or students have the right to file a complaint without first communicating with the offender.
 - b. An aggrieved person who does not wish to communicate directly with the individual whose conduct or communication is offensive, or if direct communication with the offending party has not stopped the behavior, should contact the Compliance Officer listed in Section 8 of this Policy, or any Dean or Vice President, or the President.
 - c. An aggrieved person alleging harassment or discrimination by anyone with supervisory authority, or alleging failure of supervision to take immediate action on the individual's complaint, should contact the Compliance Officer, any Dean or Vice President, or the President.
2. **Making a Complaint.** All complaints should be in writing and should include: the name of the complaining party, the name of the alleged offender(s), date of the incident(s), description of the incident(s), names of witnesses to the incident(s) and the signature of the complaining party. Once the complaining party has completed and dated a written complaint, the complaint may be submitted, either by hand delivery or mail, to the Compliance Officer listed in Section 8 below, to any Dean or Vice President, or to the President who will then advise the Compliance Officer. Complainants are expected to cooperate with the College's investigation procedures by providing all relevant information relating to the complaint, as are other individuals having relevant or related knowledge or information.

B. **Time for Reporting a Complaint.** Prompt reporting of all complaints is strongly encouraged to ensure appropriate resolution of discrimination and harassment complaints.

C. **Confidentiality and Privacy.** In recognition of the personal nature of discrimination and harassment complaints and the emotional impact of alleged discrimination and harassment, the College shall keep complaints as confidential as is consistent with a thorough investigation and with laws and regulations regarding employees and/or students.

D. **Acknowledgment of Complaints.** Upon receipt of a written complaint, the Compliance Officer, Dean, Vice President, or President shall contact the complainant within 10 business days to confirm that the written complaint has been received. If the complainant does not receive such confirmation promptly, (s)he is encouraged to contact the Compliance Officer, Dean, Vice President, or President. The purpose of this acknowledgment procedure is to ensure that all written complaints are received by authorized individuals, carefully processed, and promptly investigated.

5. **Investigation Procedures.**

A. **Timing of Investigations.** The College will promptly investigate all allegations of discrimination and harassment prohibited by this Policy and shall initiate the investigation within ten (10) business days following receipt of the complaint. The College will also attempt to complete investigations under this Policy promptly. The length of the investigation will depend upon the complexity and particular circumstances of each complaint.

- B. **Method of Investigation.** Investigations will be conducted by the College's Compliance Officer, the College's legal counsel, and/or other impartial persons designated by the President. The primary purposes of all investigations under this Policy will be to determine: (1) Did the conduct complained of occur?; (2) Did the conduct complained of violate this Policy?; and (3) What remedial or preventative steps, if any, are recommended? The College will investigate each complaint in a thorough and comprehensive manner. Any notes, memoranda, or other records created by College employees or agents conducting an investigation under this Policy shall be deemed confidential and/or privileged to the extent allowed by law.
- C. **Notification to Complainant and the Accused Party.** The President or his/her designee shall notify the complainant of the outcome of the investigation with justification for his decision. Such notification shall be in writing, shall include a brief summary of the factual findings and, wherever possible, shall include a summary of any remedial measures that have been or will be taken by the College. While reasonable efforts will be made to inform the complaining party about the outcome of investigations, the College will nonetheless consider the privacy rights of all parties involved in disseminating information obtained during and through the investigation. The President shall notify within fourteen (14) business days following the completion of the investigation the person accused of violating this Policy whether a violation of this Policy was found and what remedial measures, if any, will be taken by the College or recommended to the Board of Trustees for action.
- D. **Remedial Measures.** Surry Community College's primary goal in responding to complaints of prohibited discrimination under this Policy is prevention. This Policy is intended to prevent all forms of unlawful discrimination and harassment in the College and put an end to any prohibited discrimination that is found to have occurred. While disciplinary action may be appropriate in certain instances, punitive measures are not the exclusive means for responding to prohibited discrimination. During the pendency of any investigation being conducted pursuant to this Policy, remedial measures may be taken if appropriate and necessary. Any individual who is found to have engaged in prohibited discrimination or conduct which may be prohibited by this Policy, may receive education, training, counseling, warnings, discipline, and/or other measures designed to prevent future violations of this Policy. Disciplinary action may include reprimands, warnings, suspension, or discharge from employment or enrollment, in the event of a student. Any third party found to have engaged in discrimination or harassment of an employee and/or student may be barred from College property. *Time limitations set forth above in paragraphs A, B, and C may be extended by mutual agreement of the complainant and respondent with the approval of the President. Such extensions shall be confirmed in writing.*
6. **Prohibition Against Retaliation And Abuse Of The Policy.** Retaliation is strictly prohibited by this Policy and by law against anyone who in good faith reports a suspected violation of this Policy, who assists in making such a complaint, or who cooperates in a harassment or discrimination investigation. Retaliation means taking any adverse action in response to a complaint being made. Written complaints of retaliation should be brought directly to the Compliance Officer, Dean, Vice President, or the President. The written complaint should specify the date(s), time(s), location(s), and witness(es), and should describe the incident(s). Such complaints will be promptly investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a student up to and including suspension and/or dismissal. Because of the damage resulting from false accusations, any individual who in bad faith knowingly makes a false complaint or report of harassment or discrimination will be subject to disciplinary action up to and including termination from employment, or in the case of a student up to and including suspension and/or dismissal.
7. **Appeals.** Any complainant or accused party who wishes to appeal the procedures which the College followed in investigating a written complaint filed under this Policy, may do so within ten (10) business days of receipt of the appellant's notification of the investigation outcome. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Board of Trustees by submission to the President. The appellant shall be entitled to a hearing before the Board of Trustees or a panel of its membership selected by the Board's Chairperson. At the hearing the appellant may be represented by counsel at his or her expense and may present evidence as to why the decision of the President should be reversed or modified. Following a review of the evidence, as well as the information obtained in the investigation process and conclusions derived therefrom, the Board of Trustees shall issue a decision within fourteen (14) business days following completion of the hearing. The decision of the Board of Trustees shall be final.

8. **Compliance Officer.** The Director of Human Resources shall be the Compliance Officer for purposes of this policy and can be reached at (336) 386-3380.
9. **Effective Date And Policy Dissemination.** The effective date of this Policy shall be January 1, 2005. The President shall ensure that this Policy is adequately disseminated and made available to all employees and students of the College. This Policy shall be distributed at the beginning of each academic year with or as part of the College's Policy and Procedure Manual and on the College's web page at www.surry.edu. In addition, copies of this Policy shall be maintained at the following College offices: Admissions, Student Development, Human Resources, and the President.

Adopted by the Board of Trustees February, 2005

CAMPUS POLICE/SECURITY POLICY

Federal regulations require colleges to inform all students and employees about recent crime statistics and related concerns. This information can be viewed on the SCC homepage at www.surry.edu by following the Campus Police link, or a copy can be obtained in the Office of Student Development.

Surry Community College is a drug-free campus. Policies relating to this matter are available in their entirety in the Student Development Office, Building A-Room 108, and on the college web site.

1. **Reporting Criminal Activity.** Students and staff are advised to report any emergency or crime to the SCC Police Department and to the switchboard as soon as possible. These staff will report any crime that takes place at SCC to the College Police Department. In cases of extreme emergency, telephones are conveniently located throughout the campus for "911" calls.
2. **Orientation.** Students are advised of security and safety regulations at SCC during fall orientation and in College Student Success classes. Students are also familiarized with the college drug and alcohol policy, and are advised to seek help in Student Development for any related problems. Student Development refers students to other community agencies for additional services when appropriate.
3. **Safety Committee.** SCC has an active safety committee chaired by the Executive Vice President/Chief Financial Officer. This committee monitors all aspects of campus safety and security. Reviews of lighting, visibility, parking lot security and building security are made on a regular basis.
4. **Campus Police.** SCC is a certified law enforcement agency, and as such, employs sworn law enforcement officers to enhance the safety of students and staff while on campus. The police force patrols the campus on a regular basis. The officers are authorized to enforce federal, state and local laws, as well as certain campus policies, and they do have full arrest powers. The SCC Police Department cooperates with federal, state and local police agencies in law enforcement matters.
5. **Programs and Seminars.** SCC's Police chief speaks to all orientation classes about campus security and explains current policies to all new students. SCC offers one seminar per year on sexual assault/date rape and drug/alcohol concerns. SCC registration forms inform students about the Drug and Alcohol Policy, Sexual Harassment Policy, prohibition of weapons on campus, unlawful demonstrations, violence or force, and campus security. This information is also available in the SCC catalog. All on-campus activities are designated as drug-free activities. SCC hosts an annual Health Fair where information is available regarding domestic violence and other personal issues. One SCC counselor in Student Development is assigned to advise students on alcohol/drug issues.
6. **Publications.** The annual campus security report is published on the SCC website. (www.surry.edu).
7. **Security Awareness.** The Chief of the SCC Police Department is responsible for collecting statistics on campus crime and for maintaining a daily public crime log. The Chief is also responsible for distributing the campus security report to all employees. The Student Development Office is responsible for distributing the report to students and for informing the campus community in a timely manner of certain crimes considered to represent a threat to students or employees.

Surry Community College attempts to provide a safe environment in which to learn. The occurrence of crime on campus has been minimal throughout the history of the College. However, students are advised to keep up with books and other possessions and to lock their vehicles. Evening students are advised to walk to their cars with other students, especially if they stay late to complete a class or assignment. In general, SCC parking lots are close to the classroom buildings and are well lighted. The College is committed to providing a learning environment that is as safe and secure as possible.

Approved September, 2000; President's Cabinet

APPEAL PROCESS POLICY

In order to be fair and guarantee due process for faculty, employees, and students, the Board of Trustees of Surry Community College recognizes the need for an Appeal Policy. In approving the policy, the Board of Trustees recognizes that problems should be solved at the level of occurrence. The adoption of an Appeal Policy by the Board of Trustees does not relieve individuals of making every effort to find a solution to the problem before making an appeal to the next authority.

I. Hearing the Appeal Procedure

- A. If a person has a grievance or if an impasse occurs between persons at the College, the aggrieved person may request in writing within 30 days a hearing by the department chairperson and appropriate dean or supervisor of employees. A hearing shall be granted within seven days, and within five days after such a hearing, the department shall render in writing a decision on the grievance. A copy of the decision shall be given to the petitioner and a copy filed with the president of the college.
- B. If the person receives an unsatisfactory decision from the hearing as outlined in Paragraph I.A., the petitioner may request in writing within seven days for a hearing or a review of the decision by the Appeal Council of the College. The Appeal Council shall render its decision in writing within five days after receiving the request from the petitioner.
- C. If the person receives an unsatisfactory decision from the Appeal Council, the petitioner may request in writing for a hearing or a review of the decision by the president. The person shall file his or her request within seven days from the time he or she receives the decision of the Appeal Council.
- D. A dean or supervisor of employees shall file his or her grievance directly with the Appeal Council.

II. Appeal Council

The Appeal Council is composed of the college's Associate Vice President for Curriculum Programs, the Associate Vice President of Corporate and Continuing Education, the Associate Vice President of Student Development, and three faculty representatives selected by the Employee Association.

- A. Schedule of Hearings. Upon receipt of a written request for hearing by a petitioner, the Appeal Council shall conduct such hearing within a period of seven days.
- B. Notice of Hearing. The petitioning party shall be given at least three days notice of the date, time, and place of the hearing.
- C. Conduct of Hearing
 1. The petitioning party shall appear before the Appeal Council with witnesses and evidence to support his or her contentions as to the reasons the decision should not be affirmed, but should be changed or modified.
 - a. It shall be at the discretion of the Appeal Council to determine the number of witnesses it will hear about the matter under consideration.
 - b. All witnesses may be questioned by the petitioner and by the members of the Appeal Council.
 2. Within five days after the termination of the hearing, the Appeal Council shall render its decision in writing and furnish a copy to the petitioner and file a copy with the president of the college.

III. Board of Trustees

Requests for Hearing. Within 30 days after a petitioner receives an unsatisfactory decision from the president, the petitioner may file a written request with the president of the college for a hearing by the Board of Trustees stating the reason for the appeal. The hearing by the Board of Trustees shall be conducted according to Article VI of the Bylaws of the Board of Trustees of Surry Community College.

IV. Failure to File Notice of Appeal

Failure to file a notice of appeal within the specified time limit shall result in the termination of the right to appeal unless such failure to file is the result of just cause not attributable to the petitioner.

Adopted June 14, 1976; Amended August 19, 1996

ATHLETIC POLICY

Surry Community College will strive to provide athletic programs as an integral part of the college's student development mission.

Students may contact the Athletic Director to begin the process of creating a new athletic program. New programs may be started as club teams. If significant long-term interest and adequate support can be identified, National Junior College Athletic Association (NJCAA) teams will be sponsored. All teams will be financed with student activity funds, monies raised by the participants, donor funds, etc. No student activity funds will be used for administrative expenses, coaching supplements, or athletic scholarships. Athletic scholarships may be funded by private donors through the Knights' Athletic Club or the SCC Foundation as well as unrestricted institutional funds.

Final decisions on the selection of scholarship recipients shall be made jointly by the Director of Financial Aid and the Athletic Director.

Surry Community College sponsors all athletic programs without regard to race, religion, national origin, age, gender, veterans' status, or disability. Moreover, the College will operate all athletic programs in accordance with the NJCAA bylaws.

STATEMENT OF COLLEGE POLICY

Surry Community College is proud of its history, its faculty, and its student body. A statement at this time does not indicate any special concern in regard to possible activities on our campus such as have been witnessed on college campuses across the country. However, in view of the temper of the times, we believe it proper to reassure our students, faculty, alumni, and friends by a clear statement relative to the following items:

1. Surry Community College is a county owned and state operated and controlled community college. It has grown and expanded over the past few years with state and local funds. In accordance with state law, its management and control are the responsibility of the Board of Trustees.
2. Surry Community College proudly affirms its belief in and support of the philosophy of individual freedom and responsibility. Academic freedom is not academic license, and the right to criticize and protest is not the right to disrupt or interfere with the freedom of others. Surry Community College believes in a government of law and not of men. It is the right of any citizen to criticize, protest, and attempt to change the law in accordance with constitutional procedures. It is not the citizen's right, however, to disregard or disobey the law even under the excuse of his own conscience.
3. A student enters Surry Community College voluntarily. Students apply presumably because they wish to further their education and because they believe Surry Community College, with its traditions and reputation, is capable of advancing their intellectual development. Any student who is not in agreement with the rules and regulations, traditions, and policies of the college is always welcome to suggest changes in an orderly manner; however, having been accepted and having decided to enroll, he or she is expected to abide by the laws of our nation and comply with the rules and policies of Surry Community College until change is accomplished by proper procedure.
4. Moreover, the administration of the College pledges unequivocally to give full and prompt attention to proposals presented in a serious and orderly manner. The use of violence, disturbances, or force of any kind--whether by single students, a minority or a majority group--will not be tolerated.

Accordingly, the Board of Trustees formally announces this college offers no sanctuary to any individual or group which condones, advocates, or exercises the taking over or damaging of property or the use of intimidation or physical force. Any who engage in such activities will be held legally and individually responsible. Corrective steps may include suspension, expulsion, and/or prosecution in the courts of the State of North Carolina.

-Board of Trustees, SCC

BULLETIN BOARDS POLICY

1. Campus bulletin boards are provided for use by recognized student organizations and by individual students for the sale of used books.
2. For purposes of this policy a "recognized student organization" is defined as an organized student group that is recognized by the Student Development Office. To attain this recognition, a student group must file with the Associate Vice President of Student Development an application stating the names, addresses, and student identification numbers of at least ten students who are members of that group, the name and signature of a Surry Community College faculty member who has agreed to serve as advisor for the group, and a copy of the group's bylaws, constitution, or other document outlining its purpose or function.
3. Prior to posting, all materials must be presented to the Associate Vice President of Student Development (or his designee) for verification of the group's recognized status. Neither the recognition of a student organization nor the authorization for its use of campus bulletin boards is the affirmation or acceptance by Surry Community College of the organization's purpose, philosophy, or objective.
4. The use of campus bulletin boards by recognized student organizations or by individual students for the sale of books is subject to the following general regulations:
 - All materials posted on campus bulletin boards must be directly related to college programs.
 - All posted materials must be clear and legible, must include the organization's name and must provide current contact information.

- Posted materials shall not include: (1) any commercial advertisement; (2) any endorsement of the use, sale, consumption, or distribution of alcohol, controlled substances, or illicit drugs; or (3) profanity, or other language that is offensive, discriminatory, or harassing.
 - No notice, advertisement, document, or signage of any kind may be affixed to any building, wall, window, door, street, sidewalk, traffic sign, campus signage, light post or pole, trash can, staircase, railing, tree or other vegetation, or any other part of the campus of Surry Community College. Campus bulletin boards are the sole designated location for posting of communication.
 - The use of campus bulletin boards to advertise the sale of used books is limited to current or former students of Surry Community College and limited to required or supplemental books used in courses offered through Surry Community College.
5. Any violation of this policy shall result in the immediate forfeiture of the privilege of using campus bulletin boards.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Access to electronic systems is a privilege that is granted by Surry Community College and comes with a responsibility to respect the rights of other users and the rights of the college at all times. It is the policy of the College that the facilities and equipment be used ethically and legally, in accordance with applicable licenses and contracts, and according to their intended use for educational purposes in support of the college's mission and goals.

All technology equipment, data and records are considered the property of Surry Community College, and their use may be monitored as a means to ensure their proper and effective use. Users should be aware that seemingly private computer records may be subject to public disclosure. It is unacceptable use of the College communication system if users connect non-college owned computers – laptop, desktop, or other non-college owned peripheral devices to the LAN except in public wireless access areas.

North Carolina criminal statutes outlaw certain computer-related conduct, including unauthorized access or use of another person's computer, computer system, or computer network to (1) commit fraud or obtain property under false pretenses; (2) cause computer-related damage; or (3) alter, disable, delete, or copy computer data. It is also a crime to send (or allow to be sent) electronic communications that (1) threaten harm to a person or property; (2) are sent, repeatedly, for the purpose of "abusing, annoying, threatening, terrifying, harassing, or embarrassing any person," or (3) contain any false statement "concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct with the intent to abuse, annoy, threaten, terrify, harass, or embarrass." Educational institutions or officials who are victimized by such conduct, therefore, may file criminal charges against perpetrators of such crimes, and may recover damages through civil actions.

According to state law, examples of specific activities not permitted on college-owned equipment include:

- Damaging electronic components, computers, computer systems, or networks, including knowingly transferring viruses;
- Violating the rights of any person protected by copyright, trade secret, patent, or other intellectual property laws, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the College;
- Using the network for commercial, political or any unlawful purposes;
- Trespassing in others' files, folders or storage areas of any kind or using others' passwords;
- Sending or displaying offensive messages, pictures or materials;
- Using obscene language, or sending/posting any harassing, abusive, libelous, or obscene materials, or assisting in any similar activities;
- Connecting to inappropriate Internet sites, such as pornography, hate groups, and other similar sites. Refer to the College Internet policy;
- Installation of personal software on college hardware;
- Installation of software or hardware components not supported by the IT and Computer Services Department.

Electronic information systems include, but are not limited to, terminals, computers, computer peripherals, communication devices, content management systems, telephones and telecommunications equipment, fax machines, computer data networks, video equipment, tapes or video networks, photocopying machines, computer software, supporting documentation, supplies, storage media, support facilities and energy sources. Electronic systems are limited to those leased, rented, owned by, or loaned to the College wherever located.

Users of Surry's electronic services are expected to abide by the following policies. Violation of this policy should be reported to the appropriate area supervisor. Violations may result in suspension of privileges to access the

information technology involved, initiation of college disciplinary procedures, or in certain cases, criminal prosecution under federal or state law. Before attempting any activity about which you are in doubt, or if you have questions about this policy, consult your local area supervisor, dean or vice-president.

Refer to the College catalog for specific information pertaining to disciplinary procedures.

Approved by the Board of Trustees on 8/13/07

INTERNET USAGE POLICY

At Surry Community College, Information Technology Services has provided equipment and access for students, faculty, and staff to connect to the Internet. The College wants the Internet to be an effective resource that adheres to the mission of the College. Users of Surry's computer services are expected to abide by the following policies, which are intended to preserve the utility of the system, to protect the privacy and work of students, faculty, and staff, and to preserve the right to access the international networks to which the College systems are connected.

General Usage Policy

1. Faculty, staff, and students with permission from College officials may use the College's computing facilities for scholarly purposes and official College business so long as such use does not violate any laws or College policy and does not result in commercial gain or private profit.
2. The College prohibits accessing internet services that do not further educational interests. This specifically includes but is not limited to subjects pertaining to pornography, hate groups, and other similar sites. Accessing or distributing inappropriate and/or illegal materials is a violation of this policy that will result in disciplinary action, up to and including termination or expulsion.
3. Use of content management systems (i.e. Blackboard, Moodle, EdToGo) should be for purposes of communicating and documenting class or educational related activities.
4. Use of electronic mail (e-mail) should be for purposes of communicating or documenting class or educational related activities.
5. Use of e-mail and other network communications facilities to harass, offend, or invade the privacy of others is prohibited.
6. SCC user accounts are to be used solely by SCC faculty, staff and students. Employees and students may not give other persons including relatives or friends access to their accounts.
7. The College reserves the right to access files that it has reason to believe violate College policy. Data, including email stored on College systems, is the property of the College.
8. Besides providing access to the internet, the College has its own website. The Marketing Director monitors and/or approves website content. It will be the only official website representing the College.
9. Students, faculty and staff members are not permitted to use the College's name or any association with the College in websites they create that reflect negatively on the College or violate any of the policies contained herein.

Violation of any of the above provisions will result in disciplinary action, up to and including termination or expulsion.

Approved by the Board of Trustees on 8/13/07