



Catalog and Student Handbook
2016-17
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Blue Ridge
COMMUNITY COLLEGE

Blue Ridge Community College

2016-17 Catalog
Volume 41

Henderson County Campus
180 West Campus Drive
Flat Rock, North Carolina 28731
(828) 694-1700

Transylvania County Campus
45 Oak Park Drive
Brevard, North Carolina 28712
(828) 883-2520 or (828) 694-1900

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Blue Ridge Community College is accredited by Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts Degree (A.A.), the Associate in Science Degree (A.S.), the Associate in Engineering (A.E.), the Associate in Fine Arts Degree (A.F.A.), the Associate in General Education (A.G.E.), and the Associate in Applied Science Degree (A.A.Sc.). Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Blue Ridge Community College.

Blue Ridge Community College is an equal opportunity college.

Notices

Blue Ridge Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the College or state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, or by local conditions, may make some alterations in curriculums, fees, etc., necessary. The College disclaims any liability of any kind by virtue of changes in any of the information contained in this catalog.

Blue Ridge Community College is an equal educational opportunity institution, which makes no distinction in the admission of students or in any activities on the basis of race, color, religion, gender, national origin, disability (as defined by law), or sexual orientation.

Blue Ridge Community College supports the protection available to members of its community under all applicable federal laws, including Titles VI and VII of the Civil Rights Act of 1964 (as amended), Title IX of the Education Amendments of 1972, the Public Health Service Act (as amended by the Nurse Training Amendment Act of 1971), the Age Discrimination Act of 1975, the Age Discrimination Act of 1967 (as amended), the Equal Pay Act of 1963, the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Executive Order 11246 of 1965 (as amended), and other related federal and state legislation pertaining to equal employment opportunity.

Inquiries concerning federal Title IX, Section 1681, and related laws may be addressed to:

Vice President for Student Services/Title IX Coordinator

Blue Ridge Community College

180 West Campus Drive

Flat Rock, NC 28731

Telephone (828) 694-1804

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2016-17 Academic Calendar for Curriculum Students

Fall 2016 Semester

Classes Begin	August 17
Labor Day Holiday	September 5
Fall Break.....	October 10
Veteran's Day Holiday.....	November 11
Thanksgiving Holidays	November 23-25
Reading Day	December 9
Final Exams	December 12-14
Graduation	December 16

Spring 2017 Semester

Classes Begin	January 5
Martin Luther King Holiday.....	January 16
Winter Break	February 23-24
Easter Holiday.....	April 14
Spring Break	April 17-21
Reading Day	May 4
Final Exams	May 5-9
Graduation	May 13

Summer 2017 Term

Classes Begin	May 17
Memorial Day Holiday.....	May 29
Independence Day Holiday.....	July 4
Last Class/Final Exam Day.....	July 27

****Note** - BRCC will be closed on Fridays during the summer

Frequently Called Numbers

Henderson County Campus

180 West Campus Drive, Flat Rock, NC, 28731
(828) 694-1700

Transylvania County Campus

45 Oak Park Drive, Brevard, NC, 28742
(828) 883-2520

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e-mail: information@blueridge.edu

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Message from the President



If this is your first look into the College you will find that we are dedicated to providing you with the best educational experience possible. We are committed to the belief that education should prepare people with the skills and abilities they will need to live a full, productive, and satisfying life.

That commitment is the motivation for everything we do at the College.

At the heart of Blue Ridge Community College is a dedicated and highly qualified faculty and support staff who work hard to make your learning experiences here challenging and rewarding. We are here to support you in attaining your educational goals. Whether your goal is a technical skill in which you wish to be certified, preparation for further study in a four-year institution, qualifications for a technical career achieved through an associate degree, pursuit of a technical interest or mastery of literacy and basic education, we want to provide instruction at convenient times and manageable costs.

Blue Ridge Community College is a vital part of all communities in Henderson and Transylvania Counties. However, our reach extends far beyond county lines, since many of the corporations here serve markets throughout the world. We recognize our obligation to keep at the forefront of information and technology in order to provide the best training and education for our students.

I want to thank you for your interest in Blue Ridge Community College. Education is a lifelong, life-sustaining journey. We are proud that you would consider us as a partner in your travels.

Molly A. Parkhill, Ed. D.
President

General Information

History

Blue Ridge Community College is one of 58 institutions that operate under the North Carolina State Board of Community Colleges.

The creation of BRCC dates back to 1963, when the North Carolina General Assembly authorized a system of comprehensive community colleges and technical institutes in areas of the state that had a need for institutions of higher learning. A few years later, the residents of Henderson County approved a bond issue and a special tax levy to provide funds for the construction, operation, and maintenance of a school facility to serve the community. Henderson County Technical Institute opened its doors in December 1969 and the first course was offered on January 8, 1970.

The first full-time curriculum classes began the following semester on September 14, 1970. Shortly after, in October of 1970, the Board of Trustees changed the name from Henderson County Technical Institute to Blue Ridge Technical Institute. Then nine years later they renamed the school Blue Ridge Technical College. The Board of Trustees approved the current name, Blue Ridge Community College 1987.

Mission Statement

Our mission is to provide quality education and training opportunities that support student learning, enhance student advancement and success, and meet the workforce needs of our community.

Vision

BRCC will continue to provide programs of excellence in academics and training that foster economic vitality in our community. Our College will lead by example with our partners in business, industry, and education to improve the quality of life for the people we serve by:

- Promoting instructional excellence in all program areas
- Serving the lifelong learning needs for all citizens
- Expanding and enhancing programs to meet the evolving needs of our community
- Working closely with business and industry to train a competent workforce
- Strengthening partnerships to advance the mission of the College
- Enhancing customer service to all who come our way
- Increasing the retention and success of our students
- Increasing community awareness of the programs of the College
- Infusing appropriate technologies for problem solving and enhanced program delivery
- Developing a multi-culturally competent citizenry
- Developing responsive and effective education programs

Values

We value excellence in teaching, training, and student-centered learning.

We open our doors to all who seek knowledge and a better life through academic growth and development.

We value the diversity of all people and will make our programs accessible to all learners regardless of disabilities or physical challenges.

We believe that our faculty, staff, and administration should conduct themselves with the highest integrity in the classroom and beyond.

We will be candid and supportive with our students in the assessment of their skills and their progress on the journey toward knowledge.

We will be responsive to the changing needs of our community by providing targeted programming that improves the skills, knowledge, and economic progress of our workforce.

We will be the champions of innovation, ever vigilant for opportunities to improve the delivery and quality of instruction through changes in technology and educational research.

As a public educational institution, our faculty and staff are accountable to the people we serve to deliver the best programs possible to enrich the lives of those within our reach. Our students are accountable to their instructors to strive for improvement and demonstrate the mastery of identified, measurable educational objectives in every class attended.

These are the values of Blue Ridge Community College that guide our behavior and frame our dreams. As your community college, we pledge to demonstrate these values in all that we do and say as we work in partnership to make our community a better place in which to live and work.

Location and Facilities

Blue Ridge Community College Henderson County Campus is located on 128 acres on College Drive, between Airport Road and South Allen Road in Flat Rock, North Carolina. The 13-building complex provides over 358,000 square feet of floor space. In addition to offices, classrooms, laboratory space and student center areas, facilities also include a distance learning center, a 66,000-square foot Applied Technology Building, a comprehensive library, an Environmental and Safety Training Center, teaching and performance auditoriums, and a state-of-the-art Technology and Education Development Center that includes virtual training, television and audio recording studios, and a 1,000-seat conference hall. The College's health care programs are housed in the Health Sciences Center, located in downtown Hendersonville adjacent to Pardee Hospital.

The Transylvania County Campus is located on nine acres on the corner of Oak Park Drive and Osborne Road in Brevard, North Carolina. The two-building complex houses instructional and office space, an Applied Technology Building completed in 2008, and the Blue Ridge Innovation Network, a 3,500 square-foot facility for small business incubation.

Situated near the Blue Ridge Mountains of North Carolina at an altitude of 2,140 feet, the College is easily accessible via Interstate 26, Highways 64, 25, 191, and 176. Commercial air service is provided by several major airlines which serve the Asheville Regional Airport located twelve miles north of Hendersonville. The location between the metropolitan areas of Asheville, North Carolina, and Greenville, South Carolina, place the College near the center of a rapid growth area in southwestern North Carolina. This location is also near several vacation/recreation destinations which include Flat Rock, the Pisgah National Forest, Brevard, Bat Cave-Chimney Rock, Biltmore House, and the Blue Ridge Parkway.

Accreditation

Blue Ridge Community College is accredited by Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts Degree (A.A.), the Associate in Science Degree (A.S.), the Associate in Engineering Degree (A.E.), the Associate in Fine Arts Degree (A.F.A.), the Associate in General Education (A.G.E.), and the Associate in Applied Science Degree (A.A.Sc.). Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Blue Ridge Community College.

Blue Ridge Community College is an accredited member of the North Carolina Community College System and all programs offered by the College have been approved by the North Carolina State Board of Community Colleges.

The Associate Degree Nursing Program is approved by the North Carolina State Board of Nursing.

The Surgical Technology Program is approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Hwy 19 North, Suite 158, Clearwater, FL 33763; Phone: 727-210-2350; Fax: 727-210-2354; www.caahep.org by the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120; Phone: 303-694-9262; Fax: 303-741-3655; www.arcstsa.org.

The Early Childhood and School Age Education Programs are accredited by the National Association for the Education of Young Children.

The Emergency Medical Science Program is credentialed as a North Carolina Advanced EMS Education Institution by the North Carolina Office of Emergency Medical Services.

The Emergency Medical Science Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; Phone: 727-210-2350; Fax: 727-210-2354; www.caahep.org by the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession; 8301 Lakeview Parkway, Suite 111-312, Rowlett Texas 75088; www.coaemsp.org.

The Emergency Medical Technician—Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs.

The Fire Protection Program is seeking accreditation by the International Fire Service Accreditation Congress.

Blue Ridge Community College Educational Foundation, Inc.

Blue Ridge Community College Educational Foundation was founded in 1974, just five years after the institution was chartered. Today Blue Ridge Community College Educational Foundation is a separate organization affiliated with, and serving only, Blue Ridge Community College. It is governed by a Board of Directors and qualifies as a 501(c)(3) organization under the guidelines of the Internal Revenue Service. As such, the Foundation ensures to donors the tax deductibility for charitable gifts that is provided by state and federal laws. The mission of the Foundation is to aid, strengthen, and further in every proper and useful way the work and services of Blue Ridge Community College and to provide broader educational opportunities to its students, staff, faculty, and to the residents of Henderson and Transylvania Counties. In fulfilling its mission, the Foundation provides financial assistance to students through scholarships, a work-study program, and emergency loans and grants; purchases state-of-the-art equipment for use in classrooms; sponsors faculty development through special projects; enables the College to achieve its institutional effectiveness goals; provides start-up costs for new programs; and solicits monies for other College projects. Private support through the Foundation enables Blue Ridge Community College to keep pace with the educational changes occurring in its service area and in the lives of its students, faculty and staff, and the citizens it serves. For further information, contact Blue Ridge Community College Educational Foundation, 180 West Campus Drive, Flat Rock, North Carolina 28731, (828) 694-1710.

Core Indicators of Student Success

The Performance Measures for Student Success Report is the North Carolina Community College System's major accountability document. This annual performance report is based on data compiled from the previous year and serves to inform colleges and the public on the performance of our 58 community colleges. The most current Performance Measures for Student Success Report is located on the NC Community College website at www.nccommunitycolleges.edu/performance-measures.

The report is filled with comprehensive information about the development of these measures and the performance of each community college in the system.

Admission

Entrance Requirements and Admissions Procedures

In keeping with the North Carolina Community College System's Open Door policy, Blue Ridge Community College enrolls students who are 18 years or older or are high school graduates or equivalent. For admission into all degree, diploma, and certificate programs, high school graduation or equivalent is required. Applicants who have not graduated from high school or otherwise fulfilled this requirement may do so by successfully completing the High School Equivalency Diploma formerly known as the General Educational Development (GED) Tests. Applicants without a high school diploma or a High School Equivalency Diploma may enroll in specific individual classes as a special credit student.

All applicants for admission are responsible for fulfilling the following steps:

1. Complete an application for admission and file with the Registrar's Office.
2. Have official copies of high school transcript and/or High School Equivalency Diploma scores sent to the Registrar's Office. Official transcripts are those with the school seal and Registrar's signature and must arrive unopened from the issuing school or agency. Students whose required transcripts have not been received will be admitted on a provisional basis for one semester. Applicants to all allied health programs who have a High School Equivalency Diploma or Adult High School diploma must also submit an official high school transcript if they completed ninth grade or higher. If transcripts cannot be obtained due to extenuating circumstances (loss by fire, school no longer exists, etc.), documentation of all efforts made by the student and a letter of explanation regarding the circumstances must be submitted to the Vice President for Student Services. Students under the age of 18 who are high school graduates or the equivalent must provide official transcripts prior to enrolling.
3. Complete a set of pre-enrollment placement tests. The College uses the College Board's NCDAP for placement testing. These tests examine the individual's levels of ability in reading, math, and English so that the student can be placed in appropriate developmental level courses if necessary. These tests are not admissions tests. Placement testing may be waived under conditions outlined in the Placement Testing Waiver Policy. Students who place into Readiness level reading will be allowed to enroll in curriculum courses for credit only after they have received appropriate remediation through the College and Career Readiness Center program. Students who test into Readiness level English and mathematics must also receive appropriate remediation prior to enrolling in curriculum courses for credit. Students who place into Readiness level math only or Readiness level English only will be allowed to take College and Career Readiness Center directed studies and/or curriculum classes with approval of their academic advisor.
4. Meet with assigned faculty advisor.

A student is officially accepted to the College when all requirements are met and the student receives written notification from the Vice President for Student Services. Acceptance to the College does not necessarily imply admission to a specific curriculum since certain programs, such as those in the allied health area, may have additional entrance requirements.

The College reserves the right to refuse admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course only if that applicant resides in a State where the college is not authorized to provide distance education in that State.

The College reserves the right to refuse admission to any applicant during any period of time that a student is suspended or expelled from another college or educational entity due to non-academic disciplinary reasons.

When a student self-reports on the College application (or it otherwise comes to the College's attention) that he/she is currently expelled or suspended from another college or university, the following actions will be taken:

1. The student must complete and sign a "Statement of Confidential Information Form" and submit to each college or university formerly attended. The student's signed release on this form permits the college to inform BRCC of the term and circumstances of the student's non-academic disciplinary suspension or expulsion, if any.
2. After BRCC receives the completed Statement of Confidential Information Form from all previously attended colleges, the Vice President for Student Services will review the information regarding any active suspension or expulsion and make the determination if the student should be provisionally admitted or denied admission.

The decision of the Vice President for Student Services is final.

Pre-Enrollment Placement Testing Waiver Policy

Students may waive the placement testing requirements under the following conditions:

1. Documentation of acceptable SAT or ACT scores. To be enrolled directly into first level curriculum English or math course, students would need to have a score of 500 on the applicable (Writing or Critical Reading, and/or Math) portion of the SAT, or a minimum of 18 on ACT English or 22 on ACT Reading, or a minimum of 22 on ACT Mathematics. SAT and ACT examinations must have been taken within the last five years.
2. Results of NC-DAP placement tests taken at another North Carolina Community College System institution, which have been taken within the preceding five years and meet Blue Ridge Community College scores, or equivalent, will also waive placement testing.
3. Transfer credit (grade C or better) received from a regionally accredited institution for first-level curriculum English or math courses will be accepted in lieu of placement testing. Developmental level courses may be considered for transfer credit if taken at a North Carolina Community College. The student must submit an official transcript to receive transfer credit and

to officially waive the need for placement testing. A maximum of 75% of the Total Semester Credit Hours in any program can be accepted in transfer.

- Effective fall semester 2016, students who have graduated from a North Carolina high school within the past five years, and who have an unweighted HS GPA of 2.6 or higher, and who have completed four high school math courses as outlined in Eligible 4th High School Math Courses for Multiple Measures, will be waived from placement testing. Students who use this method to waive developmental prerequisites for ENG 111 or any curriculum level math course and who subsequently receive a grade other than A, B, or C, will be allowed to take the placement exam for the appropriate subject, and based on the results of the placement exam, will be allowed to add appropriate developmental coursework to their program of study for financial aid purposes. Regardless of meeting the above requirements, a student may opt to be placed using NC-DAP. A student may speak with an appropriate advisor, and if the advisor and student agrees, the student will be allowed to take the appropriate placement exam, the results of which will be used to determine which developmental courses a student may take as part of their program for financial aid purposes. All other financial aid policies, including those related to academic progress, continue to apply.
- For certificate programs without developmental prerequisites, testing will be waived. For certificate programs that have developmental prerequisites and/or courses with developmental prerequisites, NC-DAP placement testing is required, unless the testing is waived based on one of the above conditions.

Pre-Enrollment Placement Testing Retesting Guidelines

In general the NC-DAP placement tests provide a reasonable assessment of a student's abilities in English, reading, and math skills. In some cases, however, students may question their placement in one or more of these areas.

Retesting: A student wishing to retake any part of the College's official placement test for any reason is allowed one retest attempt in each developmental module per semester. Students requesting a retest in a particular unit will be charged a fee for each unit in which a retest is desired. Fees are set annually by the College Trustees. Once the student has paid for the retest, he or she may receive a retest during a regularly scheduled official placement test session. Students will be placed in a course according to the better of the two test scores. Students are not allowed to retest to attempt to place out of a developmental class in which they are currently enrolled after the add/drop period has ended.

Associate Degree Nursing Admission Procedures

Phase I

- Submit Blue Ridge Community College Associate Degree Nursing Application for Admission. This application is generally available in April of each year.
- Submit official transcripts of all previous education. Transcripts must verify the following course work and grades:

High school biology - "C" average or above

High school chemistry - "C" average or above

If an applicant earned a High School Equivalency Diploma, requirements will be met with the following:

Biology - Standard score of 450 or above on Natural Science

Chemistry - no High School Equivalency Diploma equivalent

Students who have not met all of these prerequisites may do so by taking BIO 090 - Foundations of Biology, and CHM 092 - Fundamentals of Chemistry. Applicants who are currently enrolled in high school taking these courses and anticipate completing grade requirements may continue with the application process.

- Complete the Pre-Enrollment Placement Test. The following course work must be exempted or completed with a grade of "P".

DMA 010 – Operations with Integers

DMA 020 – Fractions and Decimals

DMA 030 – Proportion/Ratios/Rates/Percents

DMA 040 – Expressions, Linear Equations, Linear Inequalities

DMA 050 – Graphs and Equations of Lines

DMA 060 – Polynomials and Quadratic Applications

DMA 070 – Rational Expressions and Equations

DMA 080 – Radical Expressions and Equations

DRE 097 – Integrated Reading Writing II

DRE 098 – Integrated Reading Writing III

- Placement testing is waived for applicants with a bachelor's degree or college level English and math with a 'C' grade or above or applicants with acceptable SAT or ACT scores taken within the last five years. Acceptable scores are a SAT score of 500 or above on verbal and 500 or above on mathematics or an ACT score of 21 or above on English and 20 or above on Math.
- Attend a Nursing Information Session. Dates will be posted in the application packet. Applicants who complete all steps of Phase I by the deadline listed in the application packet will receive a letter acknowledging their eligibility to pick up Phase II packets during the time frame published in the application packet.
- Complete the Test of Essential Academic Skills (TEAS version V). A minimum composite score of 70 on the TEAS is required.

Phase II

Applicants who complete Phase I will be contacted by letter to pick up Phase II materials. Applicants will be required to sign that they have received the packet and instructions.

To complete the Phase II application process, the candidate will be required to submit the following items to the Dean for Allied Health.

- An acknowledgement of applicant's ability to provide safe nursing care to the public. The applicant will sign a statement that she/he understands they must demonstrate a level of physical and emotional health that is indicative of their ability to provide safe care to the public.

2. Completion of the enclosed form noting education endeavors (specific course work), accomplishments (certifications, degree, etc.), and work/volunteer activities.
 - a. Transcripts must be on file in the Registrar's office.
 - b. Photocopy of certification, degree and or diploma enclosed in packet.
 - c. Documentation by employer or supervisor on letterhead stationary indicating dates for work or volunteer activities, role and function and enclosed in a sealed envelope within the packet.

Points are awarded for grades in specific courses and the applicants TEAS score. Details of the point value system are listed in the application packet.

After the deadline for Phase II applications, each applicant's file will be evaluated. Points will be based on documentation provided and evaluation of transcripts. The applicants with the highest points will be accepted until the 54 available spaces are filled. Then the next 15 will be designated as alternates.

Notification of provisional acceptance or non-acceptance will be mailed by mid-April.

Full acceptance into the program will be pending the following requirements:

1. Successful completion of a North Carolina approved Certified Nurse Aide I Program AND current listing on the North Carolina Nurse Aide I Registry with no substantiated finding of resident abuse, resident neglect, or misappropriation of resident property in a Nursing Facility. The Certified Nurse Aide I Training Program must include theory, lab, and clinical components.
2. If an applicant has taken the Certified Nurse Aide Program in a state other than North Carolina this will be considered on an individual basis if the student is listed on the North Carolina Nurse Aide I Registry with no substantiated finding of resident abuse, resident neglect, or misappropriation of resident property in a Nursing Facility. It will be the responsibility of this applicant to show documentation that the course they took contained a theory, clinical, and lab component.
3. A medical form verifying acceptable levels of immunization, physical, and mental health will be required prior to entering the nursing core classes in the fall.
4. Verification of current and continued American Heart Association Cardiopulmonary Resuscitation for a healthcare provider.

Additional requirements may be required based upon the clinical agencies utilized for clinical sites. A student must earn a grade of C or better in each required course in the major to remain in the program.

Associate Degree Nursing Regionally Increasing Baccalaureate Nursing (RIBN) Option

The RIBN option is a Dual Enrollment Program offered in collaboration with Western Carolina University. Students are accepted into and take courses at both Blue Ridge Community College and Western Carolina University (WCU) during enrollment in the RIBN option.

Students are required to:

1. Provide documentation of successful completion of a NC-approved Certified Nurse Aide I Program which includes theory, lab, and clinical components no later than the first day of fall semester year two. (A copy of a college transcript or a notarized course completion certificate will be acceptable documentation).
2. Hold a documented, current, unrestricted credential as a Nurse Aide I (NAI) from the North Carolina Nurse Aide Registry and the Division of Health Service Regulation.
3. Maintain dual admission and continued enrollment at both BRCC and WCU by completing at least one WCU course each semester (Fall/Spring) during years 1 through 3.
4. For retention in RIBN, students must take and pass with a grade of C (2.00) or better in all required courses in sequence and a cumulative G.P.A. of 2.25 for progression in the program and the student must demonstrate professional and safe nursing practice. In addition, courses which combine selected content areas require the student to demonstrate competency in each content area by achieving a minimum exam score average of C (77%). For more information on retention policies in the nursing program, refer to the Nursing program website (Western Carolina University).
5. RIBN is a four (4) year program. Year 1 students enroll in general education courses at BRCC and WCU as advised by the RIBN Nursing Student Advisor. Year 2 and 3 students enroll in the Associate Degree Nursing program at BRCC and continue enrollment in WCU courses as advised by the RIBN Nursing Student Advisor. After graduation from the A.D.N. program, year 4 classes are taken at WCU to complete the B.S.N.
6. Successfully pass NCLEX - RN to progress to year 4.
7. See the RIBN nursing advisor for the recommended course sequence.

Basic Law Enforcement Training Admission Procedures

Applicants for admission to the Basic Law Enforcement Training (BLET) Program must:

Have graduated from high school or have an Adult High School Diploma or have passed the High School Equivalency Diploma with an equivalency certificate that meets the minimum requirements set by the State of North Carolina.

Pass a reading test with a 10 grade level or higher score (administered by staff prior to admission)

Meet the minimum standards for employment as established by the NC Criminal Justice Education and Training Standards Commission and /or the NC Sheriffs' Education and Training Standards Commission which include:

1. Be a citizen of the United States;
2. Be at least 20 years of age (must be 20 years of age as of the first day of class or have prior written authorization from the Director of the Criminal Justice Standards Division if less than 20 years old);
3. Be of good moral character;
4. Be free of:
 - a. Any convictions of any serious crimes, civilian or military;
 - b. Recent convictions of driving while impaired or under the influence; and
 - c. Major motor vehicle law infractions
5. Be examined and certified by a licensed physician or surgeon to meet the physical requirements necessary to perform the functions of law enforcement officer.

Have not ever committed or been convicted of any of the following:

1. A felony;
2. A crime for which the punishment could have been imprisonment for more than two years;
3. A crime or unlawful act for which the punishment could have been imprisonment for more than six months but less than two years and the crime or unlawful act occurred within the last five years;
4. Four or more crimes or unlawful acts described in "c" above regardless of the date of occurrence; or;
5. Four or more crimes or unlawful acts for which the punishment could have been imprisonment for less than six months.

Complete a Reading Test and score at a 10th grade reading level or higher. This test will be administered by staff prior to admission.

Possess a valid North Carolina driver's license.

Final approval to begin the program is contingent upon meeting admissions requirements, acceptable health certification and proof that all minimum standards of the NC Criminal Justice Education and Training Standards

Commission and/or the NC Sheriffs' Education and Training Standards Commission are met.

Prior to enrollment in the BLET program an accepted applicant must provide the BLET Coordinator with a Medical Examination Report (Form F-1 and F-2) completed by a physician licensed to practice medicine in North Carolina. The Medical Examination Report must include a Cholesterol Screening Report and Medical Release Form for Basic Law Enforcement Training. Medical forms will be provided to applicants upon determination of their eligibility to enroll in the BLET program.

PROCEDURES FOR ADMISSION:

1. Obtain a BLET application packet from the program webpage and schedule a Reading Test with a law enforcement program area staff member.
2. Complete the Application for Admission.
3. Schedule an appointment with the BLET Coordinator, named on the face of the application. At this interview, the applicant will submit the application.

ADMISSION INTERVIEW

Each applicant is interviewed by the BLET Coordinator. The interview is used to determine if the applicant meets minimum standards for employment as established by the NC Training Standards Commission and if the applicant is free of conviction of any serious crimes, civilian or military; recent convictions of driving while impaired or under the influence; and major motor vehicle law infractions and to determine the disposition of such charges. At the interview, the applicant will be given additional information relative to details of the schedule, total cost of the program, attendance policy, etc. The applicant will be required to sign waivers which allow the applicant to participate in the training.

Early Childhood and School-Age Education Practicum Requirements

To register for the practicum courses in the early childhood or school-age programs, students will be required to sign that they have received the practicum packet and successfully complete the following process with the lead instructor of either the school-age or early childhood program.

1. Submit a completed practicum application form.
2. Complete an acknowledgement of applicant's ability to provide safe care of children. The applicant will sign a statement that she/he understands they must demonstrate a level of physical and emotional health that is indicative to their ability to provide safe care of children.
3. Effective January 1, 1996, anyone working, or wanting to work, in child care must complete a criminal records background check. For compliance with North Carolina Division of Child Development regulations, a criminal background check is a search of local, state, and/ or federal records to determine if a person has been convicted of a crime. The results of the background check are used to decide if the person's experience is fitting to care for children.
4. Sites hosting Blue Ridge Community College students in practicum experiences may require a criminal background check, a medical release, or additional requirements.

High School Student Enrollment (Career and College Promise)

A high school student enrolled in a North Carolina public school system, private high school system, or home school may enroll in a course(s) at Blue Ridge Community College through Career and College Promise, provided that the student meets one of the following sets of criteria:

For students wishing to take classes under the Associate in Arts or the Associate in Science Career and College Promise College Transfer Pathways, the student must:

- a. Be a high school junior or senior progressing toward high school graduation;
- b. Have a weighted GPA of 3.0 on high school courses; and
- c. Demonstrate college readiness in English, reading, and mathematics from an assessment or placement test.

For students wishing to take classes under one of the Career and Technical Education Pathway programs of study, the student must:

- a. Be a high school junior or senior progressing toward high school graduation;
- b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
- c. Receive career pathway information outlining program requirements for completion of the certificate or diploma.

Freshmen and sophomores may enroll in select Career and Technical Education Pathways with additional academic requirements.

Tuition is waived for high school students taking courses under an approved Career and College Promise Pathway. High school students are responsible for fees, course supplies, textbooks, and their own transportation to and from the Blue Ridge Community College Henderson County Campus and the Transylvania County Campus.

All other applicable College regulations apply to high school students upon their admission to Blue Ridge Community College.

All other provisions of the North Carolina Administrative Code and the Manual on Cooperative Programs in North Carolina High Schools and Community Colleges apply to high school students. For further information and how to apply, contact Student Services on either campus.

Surgical Technology Admission Procedures

Level I: Surgical Technology – Diploma Program

All Surgical Technology applicants must complete the requirements listed in steps 1-5.

1. Submit Blue Ridge Community College Surgical Technology application for admission. The application is generally available in November of each year.
2. Submit official transcripts of all previous education.

Transcripts must verify the following course work and grades:

3. High School math – “C” average or above
4. High School biology – “C” average or above
5. If an applicant earned a High School Equivalency Diploma, requirements will be met with the following:
6. Math – Standard score of 450 or above
7. Biology – Standard score of 450 or above on Natural Science
8. Students who have not met all of these prerequisites may do so by taking MAT 143 – Quantitative Literacy, and BIO 090 –
9. Foundations of Biology. Applicants who are currently enrolled in high school taking these courses and anticipate completing grade requirements may continue with the application process.
10. Complete the Pre-Enrollment Placement Test or waiver of test based on Placement Test Waiver Policy cited in the Blue Ridge Community College Catalog. The following course work must be exempted or completed with a grade of “P”.
 - DRE 097 – Integrated Reading Writing II
 - DRE 098 – Integrated Reading Writing III
 - DMA 010 – Operations with Integers
 - DMA 020 – Fractions and Decimals
 - DMA 030 – Proportion/Ratios/Rates/Percents
 - DMA 040 – Expressions, Linear Equations, Linear Inequalities
 - DMA 050 – Graphs and Equations of Lines
11. Placement testing is waived for applicants with a Bachelor degree or college level English and math with a ‘C’ grade or above or applicants with acceptable SAT or ACT scores taken within the last five years. Acceptable scores are a SAT score of 500 or above on verbal and 500 or above on mathematics or an ACT score of 21 or above on English and 20 or above on Math.
12. Attend a Surgical Technology information session. Dates will be posted in the application package.
13. The first eighteen (18) applicants meeting the above requirements will receive acceptance into the program. Once eighteen applicants are accepted, a waiting list of fifteen applicants will be formulated. A medical form verifying acceptable levels of immunization, physical health, and mental health will be required prior to entering surgical technology core courses in the fall.

Level II: Surgical Technology - Associate Degree Program

The Advanced SUR courses are individually tailored for surgical/special areas of concentration. The applicant must complete the requirements listed in steps 1-5.

1. Make an appointment with the Surgical Technology Program Faculty.

2. Successfully pass the National Certification Exam and provide proof of current CST card.
3. Present proof of current American Heart Association Cardiopulmonary Resuscitation Healthcare Provider level certification.
4. Documentation of 500 hours or more work experience or documentation of having been the primary scrub on 125 cases or successful completion of the SUR 212 course.
5. Two references – forms will be provided by Program Faculty.

Additional requirements may be required based upon the clinical agencies utilized for clinical sites. A student must earn a grade of “C” or better in each required course in the major to remain in the program.

International Students

The College is authorized under federal law to enroll non-immigrant alien students. An immigrant is subject to the same considerations as a citizen. Non-immigrant International students who wish to attend Blue Ridge must have a valid student visa (F-1 visa). Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States. The Test of English as a Foreign Language (TOEFL) with a score between 22-30 on Reading, between 22-30 on Listening, between 26-30 on Speaking, and between 24-30 on Writing except those from countries where English is the native language or those applicants with college-level English transfer credit from an accredited United States institution. Additionally, the college pre-enrollment placement test and documentation of financial support for one year’s tuition and living expenses are required of all international applicants seeking a completed I-20 Form for student visa status. International applicants should contact Student Services at Blue Ridge Community College for additional information. Alien Registration Card holders are admitted under the same guidelines used for U.S. citizens.

Students who have Permanent Residency Status do not need a student visa. They may apply and attend BRCC as Curriculum students. As part of the admissions process, students will need to present their permanent residency card.

Undocumented Individuals

The College admits undocumented individuals pursuant to the NC Administrative Code (23NCAC 02C.0301) and guidelines from the North Carolina Community College System as follows:

An undocumented immigrant with a diploma from a United States public high school, private high school, home school, or Adult High School that operates in compliance with State or local law is eligible to be admitted to Blue Ridge Community College. Undocumented individuals with a High School Equivalency Diploma do not meet these criteria and are ineligible for admission.

Undocumented students are required to pay the out-of-state tuition rate (see “NC Business Sponsor Exception for In-State Tuition” below for possible exception).

A student who is lawfully present in the United States will always have priority for a space or program of study over a student who is an undocumented student. Undocumented students cannot enroll into a class or program of study for which there are waiting lists and must wait until the conclusion of the last published (i.e. late) registration period to register for classes

Undocumented individuals may not be admitted into courses of study where licensure is required for employment.

Undocumented individuals who are high school students (public, private, or home school) in North Carolina who meet the eligibility criteria may enroll in college level courses consistent with Career and College Promise guidelines.

Undocumented students may enroll in non-college level courses or programs including High School Equivalency Diploma preparation courses, Adult Basic Education, Adult High School, English as a Second Language, and other continuing education courses less than college level.

Undocumented or battered illegal aliens who have been determined to meet one of the qualifying conditions set forth in Federal Law, 8 USC Section 1641, are eligible for college level courses. It is the applicant’s responsibility to produce sufficient documentation to satisfy the College that the applicant is eligible for post-secondary education benefits.

Admission of Students with Deferred Action for Childhood Arrivals - (DACA) Classification

The DACA Program is the recent ruling by the Federal Government that gives undocumented persons permission to live and to work in the U.S. and not be deported for a period of two years, even though they are not in the country legally.

Persons under the DACA Program have permission to work in the U.S. and are given Social Security numbers.

Persons under the DACA Program have a card, much like the Permanent Resident Card, however, the card confirms that they are allowed to work and not be deported, only for a period of two years. The card also confirms that persons under DACA have not been given a change in their legal status.

When persons under the DACA Program apply to Blue Ridge, a photocopy of their DACA card will be required.

In North Carolina, persons under the DACA program can study at BRCC, but only under the same conditions as an undocumented person (Admission of Undocumented Individuals), with the exception that persons under the DACA Program can enroll with other lawfully present students during regular registration periods.

Persons under the DACA Program are not eligible for Federal financial aid.

Persons under the DACA Program cannot receive in-state tuition (see “NC Business Sponsor Exception for In-State Tuition” below for possible exception).

At Blue Ridge Community College, persons under the DACA program may not be admitted into courses of study where licensure is required for employment.

Out-Of-State Students

Applicants classified as out-of-state for North Carolina tuition purposes are admitted under the same regulations as North Carolina residents. See also Residency for Tuition.

NC Business Sponsor Exception for In-State Tuition

The General Assembly has enacted laws applicable only to community colleges that creates an exception to the general requirements for in-state tuition. The Business Sponsor Exception, as it is called, states that “when an employer other than the Armed Forces...pays tuition for an employee to attend [a community college] and...the employee works at a North Carolina business location, the employer shall be charged the in-state tuition rate.” The requirements to take advantage of this exception are listed below:

1. Employer that will be sponsoring the student must provide a current Form W-9
2. Employer sponsoring the student must provide a letter, on company letterhead, stating that the student they wish to sponsor is indeed an employee of the company and that the company intends to pay in full for the student with a company check. This must be provided each semester.
3. Student must provide their 2 most recent pay stubs from the sponsoring company. This must be provided each semester.
4. Registrar’s Office must have a copy of the student’s EAD (Employment Authorization Document) card with a valid date (applicable to DACA students only).
5. After verification of all the above documents, the employer must provide a company check for payment in full of the student’s tuition and fees for each semester.

Practicum/Clinical Requirements

Sites hosting Blue Ridge Community College students in practicum/clinical experiences may require a criminal background check, a medical release, immunization records, or additional requirements.

Provisional Students

Students applying too late to furnish pre-entrance requirements before the registration period may be permitted to enter the college as a provisional student after an interview with the Vice President for Student Services or a counselor. Once students have fulfilled all admission requirements (application, transcripts, and tests if required), they will be accepted in good standing. All students must fulfill these requirements by the end of their first semester.

Note: Students under the age of 18 who are high school graduates or equivalent must provide official transcripts at the time of application for admission.

Readmission

Students with credit from Blue Ridge Community College who withdraw for any reason before completing the requirements for a degree, diploma, or certificate may be readmitted by submitting a College application if the student is returning after an absence of two or more semesters, excluding summer term. A conference with a counselor will be required for students returning after academic probation or suspension. Programs of study are under continuous review and course requirements are subject to change as students return after an absence of two or more semesters, excluding summer term. The current academic catalog determines program requirements. See also Academic Forgiveness and Academic Probation.

Advising and Registration

Dates for registration will be published prior to the beginning of each semester. Students are expected to register on the day or days specified for each semester. In cases of late registration, absences will be counted beginning with the student’s registration.

Changes in schedules must be approved by the student’s faculty advisor or appropriate dean. The College reserves the right to cancel any curriculum or course for reasons of insufficient enrollment or lack of funds.

Academic Advising

This institution views student advisement as one of its most important functions. Each student is assigned a faculty advisor who is usually a faculty member from the curriculum in which the student is enrolled. Advisors assist students in selecting and scheduling appropriate classes and developing future academic and career plans. Advisors may also refer students to other available campus resources.

Students are required to meet with their faculty advisor each semester for assistance in completing an Educational Plan on BRCC’s online WebAdvisor system. Advisors’ office hours are posted on their office doors and on the College website. It is important that students realize that it is ultimately their responsibility to familiarize themselves with specific course and program requirements so that they may complete their goals while enrolled at the College.

Bookstore

New and used textbooks and school supplies are available in the College Bookstore located in the Killian Building on the Henderson County Campus and the Student Center at the Transylvania County Campus. Books may also be purchased online at <http://blueridge.bncollege.com>. Pursuant to the Higher Education Opportunity Act, Blue Ridge Community College is required to share required textbook information (ISBN number and retail price) with students at the time they register for classes. This information can be found on the Blue Ridge Community College Bookstore website at <http://blueridge.bncollege.com>.

Orientation

To promote rapid and sound adjustment to the educational philosophy, program, and standards of the College, new curriculum students are required to participate in an orientation program prior to registration. The New Student Orientation can be accessed online.

Note: ACA 115 – Success and Study Skills or ACA 122 – College Transfer Success is a required course for all degree and diploma programs at BRCC. ACA 115 is not part of the Comprehensive Articulation Agreement for transferability and should be taken by students in programs that are not designed for transfer. ACA 122 is part of the Comprehensive Articulation Agreement for transferability and must be taken by all students in transfer programs. Students should preferably take the proper course for their program their first semester but no later than their second semester. Students who are enrolled as special credit students should take this course before they have completed 12 semester hours.

Prerequisites/Corequisites

Prerequisites: Prerequisites include developmental coursework as prescribed by placement testing, the preceding course in a sequence of courses, or a high school course. Certain programs require prerequisite courses be completed prior to fall enrollment. The advisor and the student must discuss the waiver of any course prerequisite; any request must be made prior to the process. There must be adequate documentation, which demonstrates that the student has the ability to be successful in the course materials. Developmental course prerequisites, however, may not be waived.

The decision to waive a prerequisite course will be made by the appropriate dean after consultation with the student's advisor, the department faculty, and the student. The Vice President for Instruction, who will provide written notice to the Registrar, must approve the decision.

If a student registers for a course without meeting the prerequisite(s), the student will be officially dropped prior to the first day of class unless a waiver is granted.

Corequisites: In some cases, corequisites must be taken at the same time, such as CHM 131 and CHM 131A. In other cases, the corequisite course must be taken prior to or in the same semester as the course for which it is a corequisite. Exceptions may be approved by the appropriate dean and will be documented in the student's academic file.

Priority Registration

Priority Registration dates are published online on the College website. All currently-enrolled curriculum students are strongly encouraged to register during Priority Registration in order to get the courses they need to progress in their programs.

Registration for Continuing Education Students

Pre-registration for continuing education classes can be made in person, online, or by mail with enrollment available on a first-come, first-serve basis. Late registration is held at the first class meeting if space is available.

Special Credit Students

Students who do not wish to apply for a degree, diploma, or certificate program may enroll for individual curriculum courses upon completion of an application for admission and documentation (transcripts) of prerequisite coursework, if applicable. Special credit students who later wish to enroll in a program of study must complete all admission requirements and declare a program of study. Credit earned as a special credit student may be applied to program requirements, if appropriate.

Student Classification

A full-time student is a student enrolled in a given semester with twelve (12) or more semester hours of credit. A part-time student is a student enrolled with fewer than twelve (12) semester hours of credit. A freshman is a student who has completed less than half the required credit hours of an associate degree program and a sophomore is a student who has completed half or more of the required credit hours of an associate degree program.

Withdrawals from Courses

This policy applies to all Blue Ridge Community College curriculum courses.

Withdrawals from Courses

A. Voluntary withdrawals from curriculum courses

1. A student may only drop a class for a partial refund on or before the official 10% date of the semester. After the schedule adjustment period (first three class days of the semester), students who drop one or more of their courses on or before the official 10% date of the term must log into WebAdvisor to drop the course(s). In the case of drops prior to the official 10% date of the semester, the course(s) will not be included on the transcript.
2. Students officially withdrawing from a course after the official 10% date of the semester must see the instructor of the course or the appropriate Dean.
3. All official withdrawals must be submitted to the Registrar during the first 75% of the term. Students may not voluntarily withdraw from a class during the final 25% of the term. Students must officially withdraw from any course they stop attending in order to ensure that they will not receive an F in the course. For semester classes the 75% point occurs at the end of the 12th week. For summer term it occurs in the middle of the seventh week. Deadline dates will be published in the Student Calendar.
4. In the case of a withdrawal, the student will receive a grade of W which will not influence the grade point average, but which will appear on the student's official transcript.
5. Students receiving financial aid should notify the Financial Aid Office if they withdraw from a course or withdraw from the College.

B. Involuntary withdrawals from curriculum courses

1. Students who register for a course and do not attend classes prior to 10% of the contact hours of the course will be dropped by the instructor.
2. Any student who accumulates absences in excess of 10% of the course contact hours may be withdrawn from the class. If the student is withdrawn from a class during the final 25% of the term for excessive absences, the student will receive a grade of F.
3. The instructor may make exceptions to this policy in cases of extenuating circumstances such as serious illness or job transfer and award a grade of W during the final 25% of the term. These exceptions must be approved by the appropriate Dean and the Vice President for Instruction.

Tuition and Fees

Residency for Tuition

Under North Carolina law, a person must qualify as a resident for a curriculum tuition rate lower than that for non-residents. North Carolina statute 116-143.1 requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes." Substantial inquiry is made on the application for admission to determine initial classification.

New applicants and returning students classified as out-of-state for tuition purposes are responsible for submitting the North Carolina Residence and Tuition Status Application to the admissions office for reclassification to in-state status. Applications are available at the Student Services receptionist desk in the Sink building. Individuals are encouraged to submit the application as early as possible. The admissions office will review the application, make a determination as to the individual's residency/non-residency status, and then will advise the individual of the decision. The change in classification, if deemed to be warranted, shall be effective at the beginning of the next academic semester following the reclassification. Applications received less than two (2) weeks prior to registration for a semester may result in a delay in reclassification until the following academic semester.

Students who provide false residency information or knowingly withhold residency information shall be deemed to have submitted a fraudulent application. Students making fraudulent application are subject to reclassification and payment of the difference between out-of-state and in-state tuition for the enrolled term(s) intervening between the fraudulent application and its discovery.

Regulations concerning the classification of students by residence are set forth in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." A copy of the manual is available in Student Services for student inspection.

A new Residency Determination Service (RDS) is scheduled to go live September 2016. RDS will shift residency decisions from campus-based to a centralized process through the online college application through College Foundation of North Carolina (CFNC) to enhance the consistency and accuracy of residency determination.

Tuition for Curriculum Students

Tuition rates for Blue Ridge Community College are established by the North Carolina General Assembly. These rates are subject to change.

Resident of N.C.

\$76 per semester hour

16 or more semester hours\$1,216

Non-resident

\$268 per semester hour

16 or more semester hours\$4,288

Other Fees and Expenses for Curriculum Students

Student Activity Fee

The student activity fee is applicable to all curriculum students and is non-refundable after the 100% refund period. This fee will be charged for Fall and Spring semesters only. The student activity fee is waived for students taking only distance education classes which do not require attendance on campus.

Students taking:

12 or more semester hour	\$35
6 - 11 semester hours.....	\$30
1 - 5 semester hours.....	\$25

Accident Insurance Fee\$1.30

Students are required to take limited coverage accident insurance while enrolled. The amount varies each year. The accident insurance fee is waived for students taking only distance education classes which do not require attendance on campus. This insurance fee is not refundable after the 100% refund period. Due to the changing nature of the insurance industry, types of policies and rates are subject to change without notice. Blue Ridge Community College is not liable for injury suffered by students while participating in classes, shop work, or other school activities.

Transcript Fee is \$5 for an official transcript. An unofficial transcript can be obtained through WebAdvisor at no fee.

Technology Fee is non-refundable after the 100% refund period. The fee is charged each semester:

16 or more semester hours	\$48
1 - 15 semester hours.....	\$3/per semester hour

Professional Liability Fee

The Professional Liability Fee is charged to Associate Degree Nursing (\$15), Surgical Technology (\$15), Emergency Medical Science (\$74), and Cosmetology (\$10/per course) students.

Pre-Enrollment Placement Test Retest Fee \$5 per unit

Course Fees

Other course fees may apply ranging from \$10 to \$150. For a detailed schedule of course fees, please see www.blueridge.edu/admissions/how-apply/tuition-fees

Distance Learning

There are no fees solely associated with Distance Learning courses or with verification of student identity.

Textbooks, Supplies, and Tools

Costs for textbooks, supplies, and tools are variable depending on the student's enrollment status and program. Students are required to have the textbooks, supplies, and tools prescribed in the curriculum program they are entering. New and used textbooks and school supplies are available in the College Bookstore located in the Killian Building on the Henderson County Campus and the Student Center at the Transylvania County Campus. Books may be purchased online at <http://blueridge.bncollege.com>. Pursuant to the Higher Education Opportunity Act, Blue Ridge Community College is required to share required textbook information

(ISBN number and retail price) with students at the time they register for classes. This information can be found on the Blue Ridge Community College Bookstore website at <http://blueridge.bnccollege.com>.

Tuition and fees paid by students do not represent the total operating expenses of the College. The balance is provided by local, state, and federal tax funds.

Tuition and fees must be paid in full or deferred through the College tuition payment plan by the published tuition payment deadline or the student's schedule will be deleted. High school students at least 16 years of age who are enrolled at least half-time in high school courses are exempt from tuition for select courses. However, all students are required to pay the student accident insurance fee, the technology fee, and the activity fee. If high school students are enrolled in Blue Ridge Community College courses offered on a high school campus, the student accident insurance fee, the activity fee, and the technology fee may be waived. The student accident insurance fee and the activity fee may also be waived for the distance learning student who does not attend the Blue Ridge Community College campus. However, it is the responsibility of the student to notify the business office of the high school or distance learning status at the time charges are paid.

Deferred Payment Plan

The College offers a deferred payment plan for curriculum students. The amount of tuition and fees that can be deferred is determined by the amount due and deferred payment plan enrollment date. Enrollment and service fees may apply. The Deferred Payment Plan is not available for summer term. Information is available from the Cashier/Student Accounts Office or faculty advisors.

Fulfillment of Financial Obligations

Students are responsible for any and all amounts due on their account. Continuing Education students must pay all required course fees or provide an authorization letter for sponsor payment at the time of registration for the course. Curriculum students must pay all tuition and fees in full, officially enroll in the Deferred Payment Plan (Fall and Spring semesters only), have pending financial aid showing on their account, or provide an authorization letter for sponsor payment by the payment deadlines published for each semester. Curriculum students are considered to have a past due balance if a balance is still due on their account after the published payment deadline or on the last day of academic semester for which the charges are incurred. This balance could have resulted from failure to adhere to the conditions of the Deferred Payment Plan, financial aid was reduced or revoked, or a sponsor declined payment for any reason. Failure to pay any past due balance in full may result in:

- Unable to register for any classes
- Unable to receive grades or official transcripts
- Account may be turned over to the North Carolina Department of Revenue for collection
- Account may be turned over to a collection agency where credit could be adversely affected

Attempts are made during the semester for collection through billing statements that are to be mailed for all outstanding accounts. Past due accounts will have a second notice mailed at the end of the semester. If no collection is made

within 30 days of the second notice, a third and final personal letter will be sent. The letter will detail the date, purpose and amount of the debt as well as advise the student of the State policy regarding grades, transcripts and registration for future classes. If the above procedure fails within 30 days the following collection options are available to the college based on the amount past due:

- Any account over sixty (60) days past due may be turned over to the NC Department of Revenue, Set-Off Debt Unit, to collect from your NC State Tax Refund until your account is paid in full. This is in accordance with G.S. Chapter 105A of the North Carolina General Statutes, Set-Off Debt Collection Act.
- Any account over sixty (60) days past due may be turned over to a collection agency where credit may be adversely affected. Once the account has been submitted to a Collection Agency, payment must be remitted to them directly.
- Payment plans and/or other payment arrangements are not available to past due accounts.

Fees for Continuing Education Students

To comply with North Carolina law, nominal registration fees are charged for continuing education courses. The fee for each course is indicated in the schedule of courses and usually ranges from \$65 to \$175. There is no charge for volunteer rescue and lifesaving personnel or local law enforcement officers for their special extension training programs. Students are responsible for buying supplies and materials as necessary. Basic Skills programs are provided at no charge to the participants.

The registration fee for continuing education computer classes includes a \$5 computer use and technology fee. This is required and is non-refundable after the 100% refund period.

A \$10 graduation fee is charged to basic law enforcement students. A \$15 graduation fee is charged to paramedic students.

In some cases, allied health and emergency medical courses may carry additional costs such as professional liability fees and course lab fees. A complete list of fees is available from the program director/coordinator upon request.

Tax Information

There may be tax credits or deductions claimed by the student and/or parent in the form of education credits, tuition and fees deduction, and student loan interest deduction. In addition, some awarded grants and scholarships may be subject to taxation as taxable income. Students should consult their tax advisor or visit the IRS website www.irs.gov for detailed tax information.

Collection of Social Security Numbers

Blue Ridge Community College is required to collect a Social Security Number (SSN) or Taxpayer Identification Number (TIN) from all degree seeking students in accordance with Internal Revenue Service (IRS) regulation §1.6050S-1(e). The IRS also requires the College to notify all degree seeking students that if you choose not to disclose your SSN or TIN, you may personally be subject to a \$100 penalty imposed by Internal Revenue Service.

All degree seeking students will be asked to supply their SSN or TIN accurately on the Admissions application. When completing the admissions application, please include your legal name as it appears on your Social Security Card or Taxpayer Identification.

Student social security numbers will be used on Tax Form 1098-T to correctly report invoiced tuition and fee amounts to the Internal Revenue Service each year. If the SSN or TIN submitted on your admissions application was incorrect, please fill out the IRS Form W-9S that will be included in your enrollment packet and return it to the Registrar's Office. Additional information concerning IRS Form 1098-T is available on the College's website under Admissions - Tuition and Fees.

Tuition Refund Policy, Curriculum Students

Title 23 of the N.C. Administrative Code states that a 100% refund of tuition shall be made if the student officially withdraws prior to the first day of classes of the semester as noted in the college calendar. A student may drop a class for a partial (75%) refund of the tuition only amount after the first day of classes and on or before the official 10% date of the semester.

During the schedule adjustment period, which is the first three class days of the semester, students should see their adviser and sign a drop/add card to receive a refund. After the schedule adjustment period, students who drop one or more of their courses on or before the official 10% date of the term must log into WebAdvisor to drop the course(s). In the case of drops prior to the official 10% date of the semester, the course(s) will not be included on the transcript.

Students officially withdrawing from a course after the official 10% date of the semester must see the instructor of the course or the appropriate Dean

Refunds for official withdrawals from classes beginning later in the semester than the scheduled date in the academic calendar (e.g., telecourse and second session classes) are as follows: 100% if officially withdrawn before the first day the class meets; 75% of the tuition only amount if officially withdrawn prior to or on the 10% point of class. Student fees are not refundable. Questions about the College tuition refund policy should be directed to the Vice President for Student Services. Requests for refunds will not be considered after the 10% point.

Refunds will be made to the payee's card if paid by debit or credit. If paid by cash, check or with financial aid, refunds will be processed by HigherOne, a financial services company.

When each student receives his/her green envelope from HigherOne containing his/her Blue Ridge Access Card, he/she should go online (www.blueridgeaccesscard.com) to activate the card and select the preferred refund method in order to receive the refund in a timely manner.

Refund methods offered through HigherOne include

- Direct deposit to a HigherOne checking account
- Direct deposit to another bank
- Printed paper check

If a student makes no refund selection or does not activate his/her card, a printed paper check is mailed. If no choice is made, HigherOne cannot track the refund in the event that the

check is lost in the mail. Students are asked to make a refund choice for their protection.

Students who choose to open a HigherOne checking account are asked to carefully read the terms of agreement and applicable fees as when opening any bank account. More information and Frequently Asked Questions are available on BRCC's website.

Federal regulations require a refund calculation for all students receiving Title IV funds who officially withdraw from the semester on or before the 60% point in semester. Students earn a portion of the Title IV funds on a ratio of number of calendar days attended and the number of calendar days in the term. Unearned federal aid will be returned in the following order: Federal Direct Loan, Federal PLUS Loan, Pell Grant, and SEOG. NC monies will be returned according to state regulations. Institutional and outside scholarships will be fully applied to the student's account, unless otherwise restricted.

If there is a student account balance resulting from these adjustments, the student is responsible for payment.

Tuition Refund Policy, Continuing Education Students

The College may refund continuing education registration fees under the following circumstances:

1. If a student officially withdraws from the class prior to the first class session, the student will receive a 100% refund.
2. If a class is canceled due to insufficient enrollment, the student will receive a 100% refund.
3. After a class begins and a student officially withdraws from the class prior to or on the 10% point of the scheduled hours, the student will receive a 75% refund of the registration fee (not additional fees).

This refund is limited to the fees paid and does not include textbooks or supplies.

Students should request a refund in writing, by email, or complete a Course Withdrawal Form. Course Withdrawal forms must be received by the Continuing Education Office on or prior to the deadlines listed above before a refund can be initiated. Forms are available at the Continuing Education Office or on the College website www.blueridge.edu.

Financial Aid

Students may receive assistance through federal programs, state programs, and local scholarship funds. Funds may also be available for veterans and children or spouses of deceased or disabled veterans through the Department of Veterans Affairs. Students should be aware that some certificate curriculum programs are not eligible for federal or state financial aid, some diploma curriculum programs are only eligible for a prorated amount of federal financial aid, and some diploma and certificate programs are considered clock-hour programs for purposes of financial aid eligibility. You should check with the Financial Aid Office to see if your program of study is one of those affected.

Initial Application for financial aid should be made at the time of applying for admission to the College. Processing the results of the Free Application for Federal Student Aid (FAFSA) takes approximately two weeks; however, it may

take longer if verification of information is required and corrections processed. Financial aid applications for returning students should be filed each year, preferably after US Income Taxes have been filed. Priority dates for having your financial aid file complete in order to cover charges for that term are August 5 (Fall Semester), December 15 (Spring Semester) and May 3 (Summer Term). A 'complete' financial aid file is when we have a processed FAFSA with a calculated EFC, all verification documents required have been received by our office for review, and all eligibility criteria are met. If you do not meet those dates, another payment arrangement should be made in order to hold your classes; however, your financial aid will continue to be processed. The Blue Ridge Community College Federal School code number is 009684. The Free Application for Federal Student Aid may be completed online at www.fafsa.gov.

In order to receive financial aid, students must also enroll in an eligible program, be a high school/High School Equivalency Diploma/AHS graduate, be a U.S. citizen or eligible non-citizen, and not be in default on a federal loan or owe on a Pell Grant overpayment. Special credit status does not qualify as an eligible program. In addition, a student must maintain Satisfactory Academic Progress (see below).

The College is required by Federal regulations to verify the application data provided by some students. Financial aid applicants should utilize the IRS Data Retrieval Tool (DRT) to populate their income information on the FAFSA, either initially or through making a correction. If you do not or cannot use the DRT and are selected for verification, you may order a tax return transcript by going to www.irs.gov and clicking on "Get Transcript of Your Tax Records" under Tools, click on the "Get Transcript Online" button and select tax return for the transcript type or call 1-800-908-9946 and select "Option 2" and enter "2015" – either of these two options will take 7-10 business days. Other documents may also be requested by the Financial Aid Office.

Satisfactory Academic Progress for Financial Aid

Federal and state regulations require that students receiving financial aid maintain satisfactory academic progress. BRCC applies these standards to all federal and state financial aid funds in order to maintain a consistent procedure for all students receiving assistance. In order to be eligible for financial aid, students must meet the following minimum guidelines:

- Students must successfully complete at least 67% of cumulative credit hours attempted (pass rate).
- Students must maintain a cumulative grade point average of 2.00 (C) or higher at BRCC.
- Students must complete their program of study in a time frame not to exceed 150 percent of the credit hours required of the program. All credit hours attempted will be counted even if the student changes programs.

Withdrawal: Students who officially withdraw from classes (or are withdrawn unofficially by their instructor for non-attendance) should understand their withdrawal might affect their eligibility for future financial aid determined by this Satisfactory Academic Progress policy. Students who are withdrawn from all of their classes or end the semester with a 0.00 GPA will be subject to the Return of Title IV Funds Policy for the current semester.

Grades: Grades of A, B, C, D, P or CR will be considered as hours attempted and earned. Grades of F, W, R or I will be considered as hours attempted, but will not be considered as hours earned. Grades of NS or Y will not be counted as hours attempted or earned. Transfer credit hours accepted from other institutions are included in the calculation of the pass rate maximum time frame calculations.

Repeated Courses: Students are permitted to repeat a class in which their prior grade was a "W", "F", "R", or a "D". This provision may not apply to a student who is receiving VA benefits.

Concurrent Enrollment (Consortium Agreement): A student's academic progress will be calculated by BRCC as the Home Institution, with the 67% rule being calculated based on total number of hours attempted at both institutions and the GPA requirement from BRCC only.

Developmental Courses: Developmental courses (designated by course numbers below 100, e.g. DRE 097) are eligible for inclusion in receipt of financial aid, and therefore, meeting Satisfactory Academic Progress guidelines. However, a student may only receive financial aid for a maximum 30 credit hours of attempted developmental courses.

Review Process: It is the student's responsibility to be aware of his/her eligibility for financial aid. Each student's academic record will be evaluated at the end of every semester to determine their eligibility for financial aid the next term. Once a student becomes ineligible for financial aid based upon his/her failure to meet the minimum guidelines for attempted hours and/or GPA, the student will be placed on Financial Aid Warning for ONE semester. The student is eligible to receive aid during that semester. If the student fails to regain eligibility at the end of the warning semester, financial aid will be suspended and the student must pay for their next semester of enrollment. A student's financial aid will be reinstated the next semester of enrollment after they meet both the 67% hours attempted AND the 2.00 cumulative GPA requirements, as long as they are within the 150% maximum time frame.

Appeal Process: A student who has become ineligible for financial aid due to a failure to meet the minimum guidelines for Satisfactory Academic Progress may appeal their status to the Financial Aid Office and request to be placed on Financial Aid Probation. Appeals will be considered for unusual circumstances only (i.e. an extended illness or injury, death in the immediate family, length of time out of school, less than a full-time semester remaining, etc.) and must be made in writing, stating why they failed to meet the guidelines and how those circumstances have changed. In addition, the student should provide any relevant supporting documentation (e.g. hospital/doctor verification, death certificate, etc). Circumstances that are deemed to be academic in nature or within the student's area of control are not usually considered as grounds for appeal. All appeals should be submitted to the Financial Aid Office. The student will receive a notice of approval or denial of their appeal to be placed on Financial Aid Probation in a timely manner.

Students who are placed on Financial Aid Probation may be required to meet specific criteria as outlined in an individualized Academic Plan in order to be eligible for continued receipt of financial aid. Financial aid will continue to remain in effect as long as the student meets the criteria set forth in the plan.

If the student's appeal is denied, their financial aid will be suspended and the student must pay for their next semester of enrollment. A student's financial aid will be reinstated the next semester of enrollment after meeting both the 67% hours attempted AND the 2.00 cumulative GPA requirements, as long as they are within the 150% maximum time frame. A student may appeal the decision of the Financial Aid Office by requesting, in writing, that their appeal be reviewed by the Financial Aid and Scholarship Committee.

Return of Title IV Funds Policy

Students who are withdrawn completely from BRCC should understand their withdrawal may affect their eligibility for financial aid for the current semester as well as future semesters. Federal regulations require a refund calculation for all students receiving Title IV funds who are withdrawn from all classes for the semester on or before the 60% point in semester or who complete the semester with no earned hours. Students earn a portion of the Title IV funds on a ratio of number of calendar days attended and the number of calendar days in the term. Unearned federal aid will be returned in the following order: Federal Unsubsidized Direct Loan, Federal Subsidized Direct Loan, Federal PLUS Loan, Pell Grant, and SEOG. NC monies will be returned according to state regulations. Institutional and outside scholarships will be fully applied to the student's account for attendance through the official census date of the term, unless otherwise restricted.

If there is a student account balance resulting from these adjustments, the student is responsible for payment. The student must pay this balance before they will be able to receive a transcript or are allowed to register and attend subsequent terms.

Students Receiving Financial Aid—Change of Status

Financial aid recipients must immediately notify the Financial Aid Office of any changes that may affect their status. Such changes include change of program, change of hours, or credit by exam. Financial Aid awards will be reduced if the student remains enrolled but officially reduces enrollment status prior to the 10% point of the semester.

Types of Financial Aid

Blue Ridge Community College Educational Foundation Scholarships: Scholarships are provided each year to Blue Ridge Community College students through the fundraising efforts of Blue Ridge Community College Educational Foundation, Inc. Annual awards are made by the Financial Aid and Scholarship Committee. Students must maintain a cumulative 2.00 grade point average in order to be eligible to apply for scholarship assistance from the Foundation. Applications are available online at www.blueridge.edu/scholarships.

Federal Pell Grants: Students attending Blue Ridge Community College may be eligible for Federal Pell Grant assistance. Amounts vary, and eligibility is based on financial need as determined by a formula developed by the U.S. Department of Education. Applicants must have a high school diploma, a High School Equivalency Diploma, or AHS certificate to be eligible. Students are ineligible if they have a bachelor's degree. Students with exceptional financial need may be eligible for further aid through the Federal Supplemental Educational Opportunity Grant Program.

Students need to complete a FAFSA application online at www.fafsa.gov in order to determine eligibility.

North Carolina Community College Grants/North Carolina Education Lottery Scholarships: The North Carolina Community College Grants (NCCCG), and North Carolina Education Lottery Scholarships (NCELS) are administered by College Foundation of North Carolina to provide assistance to North Carolina residents demonstrating financial need. Students receiving NCCCG or NCELS must be enrolled at least half-time. Application is made through the Free Application for Federal Student Aid (FAFSA).

Educational Assistance for Veterans and Certain Dependents of Veterans: Most curriculum programs and some continuing education courses offered by the College are approved for the training of veterans. Eligible veterans and/or their eligible dependents who wish to pursue their education should contact the Financial Aid Office for application procedures and assistance.

Childcare Funds: The State of North Carolina provides limited funds to assist curriculum students with childcare. A student must demonstrate financial need as determined by the Expected Family Contribution (EFC) calculated by the FAFSA. Applications are available from the Financial Aid Office on July 1 of each year. A student must be using a licensed daycare provider.

Federal Loans: Student loans are borrowed money that must be repaid with interest. BRCC participates in the William D. Ford Federal Direct Loan Program. Student loans, both Subsidized (need-based) and Unsubsidized (non-need-based), and PLUS loans to parents are available. The amounts vary depending on the student's year in college, financial need and other aid received. Students must be enrolled at least half-time (6 credits) in an eligible program at the time of disbursement and maintain Satisfactory Academic Progress. Students need to complete a FAFSA application to determine eligibility. BRCC requires all loans to be made in two disbursements. For Fall/Spring borrowers, one disbursement is made in the Fall term and the second disbursement is made the Spring term; however, if a student borrows for a single term, one disbursement is made at the beginning of the term and the second disbursement is made at mid-term. In addition, all first-time borrowers first loan disbursements will be not be posted until after the first 30 days of the semester has elapsed.

Federal Work-Study Program: Blue Ridge Community College participates in the Federal Work-Study Program, which provides on-campus work and community service opportunities for students needing financial assistance to attend school. Work is available for qualified students to assist in the library, faculty and administrative offices, and labs. Students working under this program are paid once a month for the work performed. There is limited funding for the program. Students need to complete a FAFSA application online at www.fafsa.gov in order to determine eligibility.

Federal Workforce Investment Act Grants: Individuals who are (1) unemployed/underemployed or (2) have recently been dislocated from their jobs and want to learn new skills to enter or re-enter the workforce may be eligible for WIA funding of books and tuition. Those interested should contact NCWorks at 694-1755.

Local Scholarships: Some local scholarship funds provided by interested citizens and civic organizations are available.

Requirements for local scholarships vary. Interested students should apply directly with the agency or organization.

Emergency Grants and Loans: Emergency grants and loans are available to enable a student to begin or continue a program of study by alleviating a short-term lack of funds or providing temporary assistance. Preference for emergency grants and loans is given to currently enrolled students who have attended BRCC for at least one semester. There is limited funding for these programs, and students must be maintaining Satisfactory Academic Progress. These funds are not intended for those students who have failed to file their financial aid forms in a timely manner.

Veteran's Benefits

Application for Veteran's Benefits

To apply for benefits, the veteran must be a fully accepted student in an approved curriculum program, Nursing Assistant or Basic Law Enforcement Training (BLET). Students eligible for veteran's benefits should follow the procedures outlined below.

1. Select a program and apply for admission to the College. All admission requirements must be completed before application for veteran's benefits can be processed. This includes submission and evaluation of all high school and college transcripts.
2. Provide the VA Certifying Official with a certificate of eligibility and Form DD214 from the VA. Veterans and dependents of veterans make application via the online application process (VONAPP) on the VA website www.benefits.va.gov/gibill.
3. Disabled veterans attending under Vocational Rehabilitation must have the approval of a counselor at the DVA before payment of benefits may be authorized.
4. Members of the Selected Reserve and National Guard may be eligible under Chapter 1606 or 1607 to receive benefits while attending the College. Reservists must provide a notice of basic eligibility (N.O.B.E.) to the VA Certifying Official.
5. Information can be obtained by calling the Department of Veterans Affairs (DVA) Regional Office at (888) 442-4551.

The veteran's office at BRCC is located in the Sink Building on the Henderson County Campus in the Financial Aid Office. The VA Certifying Official can be contacted at (828) 694-1815 or dh_turner@blueridge.edu.

Certification of Veteran's Benefits

- Veterans must provide the VA Certifying Official with a copy of their registration each semester showing their program and the hours in which they are enrolled in order to be certified.
- Veterans cannot charge against the VA to attend class (except Chapter 31 recipients). Students should be prepared to pay out-of-pocket to attend school.
- The typical processing time is 10-12 weeks once certification has been completed.

Interruption of Veteran's Benefits Due to Unsatisfactory Progress

For the purpose of veteran's assistance, students must meet the College's academic standards of a cumulative grade point average of 2.0 or above (see Catalog under Student Policies: Academic Probation and Satisfactory Academic Progress). Failure to meet these academic standards will result in suspension of veteran's educational benefits.

Students receiving veteran's benefits who are placed on suspension may appeal this decision in writing to the VA Certifying Official. Appropriate documentation will be required. A student may appeal the decision of the Financial Aid Office by requesting, in writing, that their appeal be reviewed by the Financial Aid and Scholarship Committee. Additionally, the VA may require its own appeal process separate from the College's.

Student Receiving Veteran's Benefits—Change of Status

Benefit recipients must immediately notify the VA Certifying Official of any changes that may affect their pay status. Such changes include change of program, dropping or adding of classes, or taking a course as 'credit by exam'. Benefit recipients must also notify the VA Certifying Official of address and telephone number changes.

Student Policies

Academic Forgiveness

- A. A student who has not been enrolled in curriculum courses at Blue Ridge Community College for 48 consecutive months may request in writing to the Director of Enrollment Management, a request for academic forgiveness during the subsequent semester after 12 semester hours have been completed. Under this policy, the student may request that his or her previous grade(s) of D or F not be used in calculating the cumulative grade point average (GPA).
- B. Prior to the reevaluation, the student must be readmitted to the College, register for courses, and complete at least 12 credit hours of coursework with a minimum grade point average of 2.0.
- C. Requests for academic forgiveness must specify (1) the period of initial enrollment, (2) the courses and grades considered for forgiveness, and (3) the period of non-enrollment. The Director of Enrollment Management evaluates the request for meeting forgiveness procedure guidelines and makes a recommendation to the Vice President for Student Services who is responsible for final approval.
- D. If the request is approved, all grades of D and F within the requested review period will be forgiven and will not be used for GPA computation for credits earned toward graduation requirements. Any forgiven work, if needed for completion of a certificate, degree, or diploma must be retaken. All grades will remain on the student's transcript.

- E. Academic forgiveness may only be granted once to a student. Once academic forgiveness has been granted the student will receive a letter and updated transcript from the Director of Enrollment Management. If denied, the student will be notified by letter, and there is no appeals process for a denied request. All reviews are final and irrevocable. Grades that are included in academic forgiveness are not exempt from academic progress relating to State and/or Federal Financial Aid and VA educational benefits. Courses approved for academic forgiveness do not count in degree completion and may not be recognized as “forgiven” by any other college and/or university.

Academic Probation and Satisfactory Academic Progress

The following procedures apply to those students who experience academic difficulty:

A student is considered to be making unsatisfactory academic progress, and will be placed on academic probation, when his/her cumulative grade point average falls below 2.0. A student on academic probation for one semester will be required to consult with a counselor before registering for another semester.

During this conference the counselor and student will determine that one of the following actions is required:

1. Continue with normal academic load next semester
2. Reduced academic load next semester
3. Either 1 or 2 and participate in academic assistance in the form of tutoring, counseling sessions, learning center, or other appropriate resources
4. Enroll in preparatory courses of study
5. Transfer to another program of study

Students who fail to maintain satisfactory academic progress two successive semesters will be required to consult with a counselor. As a result of this conference, the counselor, in conjunction with the academic advisor, may require the student to take one of the actions described in point 3 above.

In certain circumstances the counselor, in conjunction with the academic advisor, may institute one semester of academic suspension when it appears to be in the best interest of the student. This option will be exercised only after two consecutive semesters of academic probation and when it is clear that other assistance for the student is not appropriate.

Note: See Readmission.

Acceptance of Academic Credit

College credit may be awarded up to a maximum of 75% of the applicable program requirements if appropriate conditions are met by transfer credit, Credit by Examination, Advanced Placement (AP) courses, College Level Examination Program (CLEP) test scores, Regional Articulation in Vocational Education (R.A.C.E.) courses, or professional certifications. See Student Services Division for details.

Advanced Placement Courses: Blue Ridge Community College academic credit will be awarded to enrolled students who receive scores of 3, 4, or 5 on the AP tests offered by the College Board. AP credit accepted at other postsecondary institutions is not automatically transferred to Blue Ridge Community College, but is reviewed when scores are received.

College Level Examination Program (CLEP): Blue Ridge Community College credit may be granted to students who have satisfactorily passed certain CLEP tests. Credit may be considered only for those courses which have been approved by the various divisions and/or programs of the College. A listing of CLEP equivalencies is available from the Student Services Division or on the Blue Ridge Community College Website at www.blueridge.edu.

Regional Articulation in Career Education (R.A.C.E.): Blue Ridge Community College will grant advanced placement credit to high school graduates for successful completion of certain high school courses. This credit expires two years after the student graduates from high school. The requirements for each course include:

1. The student must obtain a grade of “B” or higher in the course.
2. The student must obtain a score of 93 or higher on the standardized CTE post-assessment. The student must complete all application procedures and enroll in a member institution of the NCCCS authorized to offer the applicable college courses within two years of their high school graduation.
3. The student must notify (with the method established by the community college) the appropriate admissions officer of his/her qualifications for college credit under this agreement.
4. The student must receive teacher recommendation for completed course.

Blue Ridge Community College programs eligible for advanced placement credit include: Automotive Systems Technology, Business Administration, Computer Programming, Networking Technology, Web Technologies, Computer Information Technology, Office Administration, Cosmetology, Early Childhood, Mechanical Engineering Technology, Electronics Engineering Technology, Horticulture Technology, Computer-Integrated Machining, and Welding Technology.

For information about specific courses, contact the Blue Ridge Community College Registrar or your high school counselor.

Reverse Transfer: In accordance with UNC General Administration and the North Carolina Community College System policies, reverse transfer of credit for students who transfer before completing a credential at the community college will be supported. Students will be able to “transfer back” credits completed at the university that fulfill the AA/AS requirements, so that Blue Ridge Community College may award an associate’s degree. The Registrar’s Office follows NCCCS Policies and Procedures entitled “Credit When It’s Due/Reverse Transfer Process” in implementing this procedure.

Transfer Credit: Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Blue Ridge Community College undergraduate degree program. This work must be documented by official transcript and must meet the minimum Blue Ridge academic standards of a grade of “C” or better. Blue Ridge Community College accepts transfer credit of coursework from regionally

accredited institutions only. In assessing and documenting equivalent learning and qualified faculty, Blue Ridge Community College uses recognized guides that aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs. Course work transferred or accepted for credit toward the Degrees and Diplomas which are part of the College Transfer program is governed by the North Carolina Comprehensive Articulation Agreement. Students wishing to use credit from foreign institutions for transfer may, at the discretion of the College, be required to provide foreign credential evaluation from a nationally recognized service such as "World Education Services." For further information, contact the Student Services Division.

Continuing Education to Curriculum Transfer Credit:

Continuing Education course work from Blue Ridge Community College only and related to curriculum instruction may be transferred or accepted for credit towards curriculum courses in specific programs. Students must have earned a minimum letter grade of a "C", passed the final assessment with a proficiency of 70% or better or successfully passed the applicable credentialing exam. The appropriate Dean for each division will approve continuing education course material prior to official granting of curriculum credit and the "Continuing Education to Curriculum Articulation Form" will be completed based on approval from the Dean that all appropriate learning outcomes have been met. A handout outlining the specific continuing education to curriculum course equivalencies is available in Student services.

Professional Certifications: Blue Ridge Community College currently recognizes 1) the Automotive Service Excellence certification (A.S.E.) and awards credit in the Automotive Systems Technology curriculum program; 2) Basic Law Enforcement Training certification and awards credit in the Criminal Justice Technology curriculum program; 3) Emergency Medical Technology certification and awards credit in the Emergency Medical Science curriculum program; and 4) Fire Fighter certification and awards credit for the Fire Protection Technology curriculum program. A handout outlining specific course credit for certification levels is available in Student Services.

Auditing

A student who audits a course pays the normal tuition and fees. Auditing students do not take tests or examinations, nor do they receive grades, credit, or financial aid. They cannot later change the "audit" to credit. Students auditing a course must meet the same course prerequisite and attendance standards as other students. Students who audit a course and withdraw or are dropped from the course will be issued a grade of W. Students who desire to audit must inform their instructor at the first class session, complete a "Request for Audit" form, and return it to the Registrar's Office within 15 days. Audits appear on the grade report as "Y."

Certificates and Diplomas, Continuing Education Classes

Certificates and diplomas are awarded to students who successfully complete the requirements of the class and are given for certification, state testing, documentation of training, or by request of the instructor or student.

Change of Major

A student completes requirements as listed in the most current curriculum standard at the time of entry into a program of study. A change of major constitutes moving to the most current curriculum standard outlined in the College Catalog. Appropriate forms are located in the Registrar's Office or on the Blue Ridge Community College website at www.blueridge.edu.

Course Overload Policy

The minimum number of hours required to qualify as a full-time student is twelve (12) semester hours. No student may take more than twenty-one (21) semester hours without written permission from the Vice President for Student Services. Requests to take course overloads will be considered in light of the student's previous academic performance.

Any student enrolled in two or more colleges concurrently during a semester shall give each of the colleges complete enrollment information including the name of each college in which the student is enrolled, the number of credit hours taken, the class schedules, and other relevant information. Any student who exceeds 21 credit hours during a semester without prior approval of the home college or fails to give complete and accurate enrollment information shall be prohibited from taking courses at any community college for one academic year.

Course Repetitions

Curriculum Students: A student may elect to repeat courses in which "D", "F", or "R" was the assigned grade. A student may not audit or repeat a course in any curriculum for credit more than one time. The appropriate Dean must approve any exception. A student may not repeat a course for credit when transfer credit has been awarded. When a course is repeated for credit, the last grade assigned will be used in computing the grade point average unless the last grade assigned is a non-weighted grade such as W, NS or Y.

Continuing Education Students: Students who take an occupational extension course more than twice within a five-year period will be charged the actual cost of the course, currently \$6.50 per classroom hour. Students may repeat an occupational extension course more than once if repetitions are required for certification, licensure, or recertification.

Course Substitutions

Substitution of courses is generally not allowed except in extreme circumstances. Such occasions might include changes in curriculum course requirements or addition of new courses which might be more beneficial to the long-term, part-time student who matriculates over a period of several years. In such cases it is the student's responsibility to initiate a request for course substitution with the appropriate faculty advisor at the time the student is registering for the course. The form is forwarded to the appropriate dean for approval. If approved at that level, the request will then be forwarded to the Vice President for Instruction for review and final approval. If approved by the Vice President for Instruction, the request is routed to the Registrar for the student's official record. Financial aid and veterans benefits recipients may be limited in the number of course substitutions by federal regulations.

Credit by Examination

Students who can document their proficiencies in a subject area may request credit by examination. Examples of documentation include: transcript(s) of similar college level courses, record of military study, certification or licensure, or written statements from employers regarding training or directly related work experience.

Exams are comprehensive and may be taken only once. A student who has previously received any recorded grade for a course may not request credit by exam for that course. The testing instructor's decision will be final. Credit by examination appears on the grade report as "CR."

The Dean within the department offering the course is responsible for testing procedures within that department. The following procedure should be used by the student who requests credit by examination:

1. The student must be currently enrolled at Blue Ridge Community College.
2. The student must enroll in the course and attend class prior to requesting credit by examination.
3. The student must confer with his/her advisor and/or instructor regarding the procedure and documentation requirements.
4. The student must present proper documentation before permission is granted.
5. The student must complete the Application for Credit by Examination with his/her advisor and be tested within the first 15 school days of the semester.
6. The student who successfully completes credit by examination will have a grade of "CR" posted to their academic record.

NOTE: Tuition charges paid for credit by examination are nonrefundable. Federal and/or state financial aid cannot be used to pay for credit by examination classes.

Dean's List

Full-time students in degree or diploma programs can be named to the Dean's List. For the Dean's List, a full-time student is defined as a student carrying a minimum of twelve (12) credit hours for Fall and Spring semesters and nine (9) credit hours for Summer Term.

The student must have a minimum 3.50 grade point average to qualify for the semester under consideration. Grades of D, F, I, W, R, or NS will eliminate a student from the Dean's List for that particular semester. Coursework completed with a grade of "CR" issued for Credit by Exam will not count towards full-time enrollment.

A list of students attaining honors will be compiled by the Registrar each semester and sent to the Director of Marketing and Communications for publication in local and pertinent hometown newspapers.

Double Major

A student may declare a double major pending approval by the appropriate Dean and the Registrar. The student's academic file will reflect both majors. Upon completion of required courses for each major, the student will receive the associate degree, diploma, or certificate depending upon the curriculum in which the student is enrolled. The second major is not eligible for financial aid or veteran's benefits.

Final Examination Policy

Final examinations are normally scheduled during the last three days of the Fall and Spring Semester. Final examinations for Summer Term are normally the last day of class. The length of the final examination is at the discretion of the instructor and the Vice President for Instruction.

General Education Competencies

The College has identified four specific college-level competencies within the general education core that are tracked for associate degree students to gauge the level of proficiency of its graduates.

Communication: Students will effectively communicate through various media.

Mathematics: Students will solve problems and communicate findings using discipline appropriate techniques and technologies.

Computer Skills: Students will properly employ appropriate computing software and technology to store, manipulate, and communicate information.

Essential Workplace Skills: Students will demonstrate attitudes and behaviors necessary to function effectively as an employee.

Grade Point Average (GPA)

The grade point is used to evaluate the student's scholarship record. Grade points are allocated to semester credit hours earned as follows:

A	4 grade points for each credit hour
B	3 grade points for each credit hour
C	2 grade points for each credit hour
D	1 grade point for each credit hour
F	0 grade points for each credit hour
P	not calculated in grade points
R	not calculated in grade points
W	not calculated in grade points
I	not calculated in grade points
NS	not calculated in grade points
Y	not calculated in grade points
CR	not calculated in grade points

A qualitative index of the student's scholarship, or overall grade point average, is obtained by dividing the total number of grade points earned by the total number of semester hours attempted in which a grade of A, B, C, D, or F is received. For example, if a student has earned 136 grade points on 48 hours attempted, the grade point average is 136 divided by 48 or 2.833.

The qualitative index of the student's scholarship in the program of study, the major grade point average, is obtained by dividing the number of grade points earned in the program of study by the total number of semester hours attempted in the program of study in which a grade of A, B, C, D, or F is received. Grade points and hours attempted for courses not in the program of study are not included in the calculation of the major grade point average.

In order to improve the ratio, a student may elect to repeat courses in which the grade assigned has been D or F. A student may not repeat courses for credit for which transfer credit has previously been granted. When a course is repeated for credit, the grade and hours earned the last time the course is taken will be used in computing the grade point average. The previous grades cannot be removed from a student's record, and the records will show all grades for all courses taken.

Grade Significance

Grades issued by the College are based upon quality of achievement of the objectives of the course being taken.

- A Represents work of definitely superior quality and is reserved for the few outstanding students. It is distinctly the honor mark.
- B Represents work of excellent quality and is recorded for those who do work which is clearly above average
- C Represents work of average quality and is recorded for those students who do average work
- D Represents work which is below the average but above failure
- F Represents work that is not of an acceptable quality
- P Passing*
- R Repeat*
- I Represents incomplete. An incomplete grade must be removed before the end of the succeeding term or the incomplete automatically becomes a grade of F
- W Represents withdrawal from a course prior to the 75% point of the semester
- NS Represents never attending a class for which a student registered
- Y Represents audit
- TR Transfer Credit
- CR Credit by Examination
- AP Advanced Placement or R.A.C.E.
- (*) Represents repeated courses; GPA refigured
- (.) Represents course not included in GPA of current program of study
- S Passing, student accomplished class objectives from "standard of progress" (for Continuing Education course work only)
- U Failing - student failed to meet course requirements and/or attend 80% of the course contact hours to be eligible for a passing grade (for Continuing Education course work only)

*These grades are assigned only for DMA, DMS, and DRE prefix developmental courses.

Grades and Grade Changes

All grades are recorded on a student's official transcript after the completion of each semester. The student will be furnished with a report of grades earned. Once grades have been awarded, they may be changed only with the written authorization of the instructor and the approval of the Vice President for Instruction.

The College has the right to set academic standards which students must meet. A student is entitled to an explanation from his or her instructor(s) for the basis of his/her grade to ensure that the grade has not been assigned in an arbitrary and capricious manner. For purposes of these Procedures, a course grade is deemed to have been assigned in an arbitrary and capricious manner if:

1. The course grade was based upon the student's race, color, religion, national origin, age, sex, disability, sexual orientation, or for some other arbitrary or personal reason unrelated to the instructor's exercise of his or her professional academic judgment in the evaluation of the academic performance of the student;
2. The course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, usually at the beginning of the course in the course syllabus but supplemented on occasion during the semester in other written or oral communications directed to the class as a whole; or
3. The course grade assigned by the instructor was the result of a clear and material mistake in calculating or recording grades.

A course grade assigned consistent with these Procedures can only be changed by the instructor; however, the instructor may be forced to change the grade if it is determined that the grade was assigned in an arbitrary and capricious manner.

Grade Appeal - Procedure 4.10.6

The grade appeal process applies only to final course grades. In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. For sequential classes that have a clinical component, the student will be allowed to take the academic coursework, but will not be allowed to participate in the clinical component of the class until the appeal is over. If the grade is upheld, the student will be administratively dropped from the course and refunded the tuition.

1. If a student is dissatisfied with his or her grade, the student must first meet with the instructor who assigned the grade within ten (10) business days after official receipt of that grade. The instructor will make a written determination and provide it to the student. In cases where the student is unable to meet in person with the instructor, the student may contact the instructor by letter or email. If the instructor is no longer employed at Blue Ridge Community College, the student may proceed to step two.
2. If the student is still dissatisfied with the instructor's determination, within ten (10) business days thereafter, the student may meet with the Department Dean. The student must present the instructor's written determination. In cases where the student is unable to meet in person with the Department Dean, the

student may contact the Dean by letter or email. The Department Dean will make a written determination and provide it to the student.

3. If the student is dissatisfied with the Department Dean's determination, within ten (10) business days thereafter, the student may meet with the Vice President for Instruction. The student must present the Department Dean's written determination. In cases where the student is unable to meet in person with the Vice President for Instruction, the student may contact the Vice President by letter or email. The Vice President for Instruction shall make a written determination and provide it to the student.
4. This step is considered to be the formal grade appeal. If the student is dissatisfied with the Vice President's determination, within ten (10) business days thereafter, the student may file a written appeal with all documentary evidence to the President. The Vice President for Instruction shall also file a written response, attaching the instructor and Department Dean's prior written decisions, to the President. The President shall perform an "on the record review" and will make a determination within thirty (30) business days after receipt of the student's appeal. If needed for clarification, the President may meet with the student or ask the student or Vice President to submit additional information. The President's decision is final.

Graduation Requirements

The student will be held responsible for fulfilling all requirements for the degree, diploma, or certificate.

In order to graduate, students must:

1. Achieve a minimum grade point average (GPA) of 2.0 in their program of study.
2. Apply to the Registrar's Office for the degree, diploma, or certificate during registration for the last semester of enrollment or no later than October 31 or January 31.
3. Fulfill all financial obligations and admissions requirements to the College.
4. Complete a minimum of one-fourth (25%) of the required credit hours as a student at Blue Ridge Community College.

Candidates for graduation from degree, diploma, and certificate programs are encouraged to participate in graduation rehearsal and exercises. Students who complete requirements for degrees, diplomas, or certificates will be eligible to graduate at the next scheduled graduation ceremony following the semester during which requirements are completed.

Prospective graduates can purchase commencement announcements and caps and gowns in the Bookstore.

Graduation with Honors: Any student who has a grade point average of 3.50 or greater in their program of study and has completed at least half of the curriculum requirements in residence at Blue Ridge Community College will be granted a degree, diploma, or certificate with honors.

Incompletes

Incomplete indicates failure to complete certain course requirements because of extenuating circumstances. All incompletes must be removed before the end of the succeeding term or the incomplete automatically becomes a failure. The student is responsible for completing requirements when an incomplete "I" grade is issued. Two or more incompletes in a semester will result in the student being required to carry a reduced load the following semester. Students with three or more incompletes may register for the following semester by special permission only. Incompletes will be counted as hours attempted and not earned for Satisfactory Academic Progress in determining financial aid eligibility.

Licensure

Graduates of certain Blue Ridge Community College programs, such as Associate Degree Nursing and Cosmetology, are eligible to sit for licensing examinations. Surgical Technology graduates will take the National Certification Examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) within thirty (30) days of completion. However, the College assumes no responsibility for the administration of these exams. Students are encouraged to inquire about the possibility of licensing prior to entering a program of study.

Second Degree, Diploma, or Certificate

A graduate who holds one associate degree or diploma may earn a second associate degree or diploma by taking additional work equal to at least one-fourth (25%) of the total credit hours for the second degree or diploma and by meeting all requirements for the second degree or diploma. Multiple certificates may be earned by any student completing all the coursework required for each certificate.

Student Records

Student records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). Blue Ridge Community College considers the following information to be "Directory Information" and will release such information to individuals or entities that have a legitimate education interest in the information or provide a service on BRCC's behalf on request unless the individual student declares in writing to the Registrar that such information is not to be made available:

Student's name

Dates of attendance, degrees, diplomas, certificates, or awards received

Major field of study or program

Enrollment status

Most recent educational agency or institutions attended

Date and place of birth

Full address

Telephone number or email address

Participation in officially recognized activities

Photograph

Grade level

All other information contained in the individual's educational record is considered confidential and will be released only on written approval from the student concerned.

The individual student is authorized, upon request to the Registrar, to review his/her educational record and to challenge erroneous or misleading information contained therein. Copies of the detailed policy concerning student records are maintained in the Registrar's Office and are available upon request.

Blue Ridge Community College does not sell or otherwise provide mailing lists of students to any person or entity except as mandated by certain federal laws for military recruiters. The Solomon Amendment requires the release of name, address, and date of birth to military recruiters upon their request.

Transcript Request of a Student's Academic Record

Official transcripts of a student's Blue Ridge Community College academic record will be released only on written request from the student concerned. Forms to request transcripts are available in the Registrar's Office or students may write, fax, or send a scanned signature to the Registrar. There is a \$3 charge for this service; An unofficial transcript can be obtained through WebAdvisor at no fee. Transcripts will normally be available 48 hours after the request is received. Transcripts may be picked up at the Receptionist desk in the Sink Building on the Henderson County Campus, at the Transylvania County Campus (if designated on the transcript request form), or will be mailed to the location requested on the transcript request form. Wait time may be longer at the end of the semester and during registration. Please check with the Registrar's Office during these peak times to inquire about processing times. Transcripts are not faxed. Persons who pick up transcripts for students must have written, signed permission to do so from the student.

Transfer of Blue Ridge Credits to Senior Institutions

As an accredited community college, courses from the College Transfer programs (Associate in Arts, Associate in Science, and Associate in Engineering) transfer to senior institutions throughout the state and country. Transfer of courses between institutions in the North Carolina Community College System and the University of North Carolina is governed by the Comprehensive Articulation Agreement developed by the two systems. Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). For more detailed information on transferring to Senior Institutions, please contact the Transfer Coordinator in the Student Services Division.

In addition to the comprehensive articulation agreement, many senior institutions in the area have prepared transfer equivalency lists which demonstrate how Blue Ridge Community College courses match courses at their institution. More information is available from the Transfer Coordinator in the Student Services Division.

Transfer of credits from Blue Ridge Community College's Associate Degree Nursing Program to University of North Carolina BSN programs is governed by the Uniform Articulation Agreement between The University of North Carolina RN to BSN Programs and North Carolina Community College System Associate Degree Nursing Programs.

In addition to courses in the College Transfer Program, many courses in the Associate in Fine Arts and technology programs (Associate in Applied Science) transfer to certain senior institutions. Other colleges have signed agreements whereby they will accept graduates of Blue Ridge Community College technical programs, normally granting the student junior status. Details on transfer agreements, including those in progress but not approved prior to publication of this catalog, are available from the Transfer Coordinator in the Student Services Division. It is important that students consult with the four-year institution of choice about transfer procedures as early as possible during their enrollment at Blue Ridge Community College. It is always the prerogative of the receiving institution to accept or reject transfer credit.

Students who plan to transfer to a member institution of the University of North Carolina system should be aware that the NC General Assembly requires UNC schools to impose a tuition surcharge of 50% on students who a) take more than 140 degree credit hours to complete a Baccalaureate degree in a four-year program or b) take more than 110% of the credit hours needed for a five-year baccalaureate degree program. All hours attempted at a community college in North Carolina, with the exception of developmental coursework, add to the number of credit hours that apply to this policy. More information may be found at <http://registrar.unc.edu/registration/registration-guide/fifty-percent-tuition-surcharge>.

Blue Ridge Community College has the following specific transfer/articulation agreements to facilitate further education for graduates:

Collaborative Program Agreements

Brunswick Community College

Interpreter Education

Fayetteville Technical College

Interpreter Education

Southeastern Community College

Interpreter Education

Wilkes Community College

Interpreter Education

One-Plus-One Programs

Greenville (SC) Technical College

Dental Hygiene

Occupational Therapy Assistant

Physical Therapist Assistant

Two-Plus-Two and Transfer Agreements

Appalachian State University

Fermentation Sciences

East Carolina University

Early Childhood Education

Mars Hill University

Business Administration
 Criminal Justice
 Education
 Elementary Education
 Special Education
 Integrated Education
 ESL
 Middle Grades

Norwich University

Criminal Justice Technology
 Criminal Justice- Latent Evidence

UNC-Greensboro

Nursing
 Business Administration
 Business Administration/Marketing and Retailing
 Early Childhood Education

Western Carolina University

Accounting
 Theatre/Stage and Screen
 Kindergarten (teacher licensure)
 Elementary Education
 Middle Grades Education

Nursing (RIBN program)**Wingate University**

Pharmacy

Transfer to Another Program Within BRCC

All transfers within the College will be carefully considered on an individual basis, with special attention being given to the student's past academic record.

Students granted internal transfers of program will be given credit for courses taken in their previous programs that are comparable or identical to courses offered in their new program, provided their grades meet minimum college academic standards.

Grades of "D" or better for all identical courses will be transferred and will be included in the grade point average of the new program. Courses with grades of "C" or better will be transferred for all comparable courses and will be included in the total hours completed in a program but will not be included in the computation of the grade point average. Students receiving financial aid should notify the Financial Aid Office if they transfer to another program.

Tutoring

The Peer and Volunteer Tutoring Program provides additional support to all students at the College. Free tutoring is available in most subject areas by trained, instructor-recommended tutors. For more information, students should contact their instructor or the Student Success Center on either campus.

Smarthinking

Smarthinking, an online tutoring service, is available free for distance learning and traditional students. More information is posted on the website at blueridge.edu/smarthinking.

Unit of Credit

The unit of credit at Blue Ridge Community College is the semester hour. The school year consists of two 16-week semesters (fall and spring) and a 10-week summer term.

For full semester (16-week) fall and spring semester classes, credit hours may be computed by the following formula:

1 classroom hour per week = 1 semester credit hour

2 laboratory hours per week = 1 semester credit hour

3 manipulative laboratory hours per week = 1 semester credit hour

10 work experience (cooperative education) hours per week = 1 semester credit hour

For 10-week summer term classes, classroom, laboratory, manipulative laboratory, and work experience hours are multiplied by 1.6 to receive the same credit. Classes offered in shorter formats (4 week, 8 week, etc.) receive the appropriate proportional credit. The credit value of a given course may be found by consulting the course descriptions in this catalog.

Continuing Education Units: Continuing Education Units (CEUs) will be awarded to those persons satisfactorily completing any of the courses listed as offering a specified number of CEUs. One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

A permanent record of each person's CEU attainments will be maintained. Individuals, firms, and professional organizations may use compilations of CEUs to provide measures of recognition for non-credit educational achievements.

Student Life**Bookstore**

New and used textbooks and school supplies are available in the College Bookstore located in the Killian Building on the Henderson County Campus and the Student Center at the Transylvania County Campus. Books may be purchased online at blueridge.bncollege.com. Pursuant to the Higher Education Opportunity Act, Blue Ridge Community College is required to share required textbook information (ISBN number and retail price) with students at the time they register for classes. This information can be found on the Blue Ridge Community College Bookstore website at blueridge.bncollege.com.

Campus Police and Public Safety

The BRCC Police and Public Safety Department serves the safety and security needs of the College. It is the mission of Blue Ridge Community College to provide the safest educational environment possible for faculty, staff, students, and visitors at Blue Ridge Community College campus locations.

9-1-1 Emergency Services should be contacted in any situation involving imminent harm or threat to self or others.

Crime awareness is a collective responsibility of the College, its staff, faculty, students, and visitors. All must recognize that they must take individual steps to protect themselves from becoming the victim of a crime and to promote security on campus and at College events.

Access to Campus Facilities: All Blue Ridge Community College campus locations are open to faculty, staff, students, and visitors during normal operating hours. Access during closed hours will be governed by prior arrangements with the Technology and Development Division for community groups and with the College vice presidents for employees. All persons, while on the premises, are expected and required to obey all federal, state, and local laws and ordinances, as well as College procedures governing appropriate conduct. Persons in violation of the above will be subject to any action deemed appropriate by competent authority.

Campus Law Enforcement: Blue Ridge Community College provides law enforcement officers on both the Henderson County Campus and the Transylvania County Campus. These officers are sworn law enforcement officers who have the same authority and powers of arrest as any other law enforcement officer in the State. All persons on any of the BRCC campuses are expected to comply with any lawful orders given by any of these officers.

Criminal Activity Reporting: Known or suspected violations of federal and state criminal laws should be reported to 9-1-1 if the violation is in process, then to the BRCC Police and Public Safety at (828) 243-9950 on the Henderson County Campus or (828) 708-9293 on the Transylvania County Campus. Students may also contact the Switchboard at (828) 694-1700. Examples of criminal activity to be reported include: larceny, theft, assault, threats, fighting, vandalism, disorderly/disruptive behavior, suspicious persons, vehicles or activity.

Criminal Activity at Off-Campus Student Organizations: Criminal incidents occurring off-campus including students participating in a College function should be reported to the law enforcement agency having jurisdiction, the BRCC Police and Public Safety Department and the Vice President for Student Services.

Other Incident Reporting: For non-criminal incidents such as accidents, major injuries, illness or fire, call 9-1-1 if it is an emergency, then call the on-duty officer at (828) 243-9950 on the Henderson County Campus or (828) 708-9293 on the Transylvania County Campus. Students may also call the College Switchboard (Henderson County Campus: (828) 694-1700, Transylvania County Campus: (828) 883-2520) and the College Switchboard will notify the proper responders.

Current Statistics Concerning Crime on Campus: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), Blue Ridge's Annual Security Report includes data for

the previous three years concerning reported crimes that occurred on or around the campus. Data is updated each year in October and can be found at blueridge.edu. Please contact the BRCC Chief of Police for more information regarding crime statistics.

Registered Sex Offenders on Campus: The Federal Campus Sex Crimes Prevention Act requires registered sex offenders/predators to provide to the Henderson County or Transylvania County Sheriff's Office notice of each institution of higher education in the state at which the offender/predator is employed, carries on a vocation, or is a student. Any member of the Blue Ridge Community College community who wishes to obtain further information regarding sexual offenders/predators in their area may refer to any the following websites:

Federal Bureau of Investigation:

fbi.gov/hq/cid/cac/states.htm

Dru Sjodin National Sex Offender Public website:

nsopr.gov

NC Sex Offender and Public Protection Registry:

sexoffender.ncsbi.gov

Clery Act: Campus Security

Blue Ridge Community College is committed to providing a safe and secure environment for all members of the College's community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

DEFINITIONS

1. Campus Security Authority ("CSA") is a Clery-specific term that encompasses four groups of individuals and organizations associated with an educational institution:
 - a. A member of the educational institution's police department or campus security department;
 - b. Any individual(s) who has responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into the College's property);
 - c. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. For purposes of this College, these people include: an employee's supervisor, a Vice President, the Human Resources Director, or a Campus Security/Resource Officer.
 - d. An official or who has significant responsibility for student and campus activities, including, but not limited to: student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on the College's behalf.

2. Clery Act Crimes are the following crimes that must be reported by Campus Security Authorities to law enforcement and crimes that are listed in the College's Annual Security Report:
 - a. Murder/non-negligent manslaughter; negligent manslaughter; sex offenses (forcible and non-forcible); domestic and dating violence; stalking; robbery; aggravated assault; burglary; motor vehicle theft; and arson;
 - b. Hate Crimes: any of the above-mentioned offenses, and any incidents of larceny-theft; simple assault; intimidation; or destruction / damage / vandalism of property that were motivated by bias on race, religion ethnicity, national origin, gender, sexual orientation, gender identity or disability; and
 - c. Arrests and referrals for disciplinary action for weapons (carrying, possessing, etc); drug abuse violations and liquor law violations.
3. College Property is all the following property:
 - a. Campus Grounds, Buildings and Structures – Any building or property owned by or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support or, or in a manner related to, the College's educational purposes; and any building or property that is within or reasonably contiguous to such buildings or property that is owned by the College but controlled by another person and is frequently used by students and supports College purposes.
 - b. Off-Campus and Affiliated Property – Any building or property owned or controlled by a student organization that is officially recognized by the College; or any building or property owned or controlled by the College that is used in direct support or, in relation to, the College's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.
 - c. Public Property – All thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

Clery Act: Campus Security Reporting

Safety and Reporting Procedures - The College encourages all members of the College community to report suspicious or criminal activity to law enforcement as soon as possible. Crimes may be reported anonymously. In the event of a crime in progress or at any time there is a risk of harm to persons or property, call 911.

In addition, CSAs have a legal obligation to file a report of suspected criminal activity with law enforcement and with the Office of Student Services to ensure statistical inclusion of all Clery Act Crimes in the College's Annual Security Report when those crimes occur on or near College Property. Any individual identified by the College as a CSA shall receive notification of that designation and the requirement that the individual report information about Clery Act Crimes. Training will also be provided to all so designated persons. While CSAs must report any Clery Act Crime that comes to their attention, at the request of the victim, the victim's identity may remain anonymous.

To promote safety and security at the College, and in compliance with the Clery Act, the College shall:

- Submit crime statistics to the United States Department of Education;
- Maintain a daily crime log (open to public inspection);
- Issue campus alerts to timely warn the College community when there is information that a Clery Act Crime has occurred that represents a serious or ongoing threat to campus safety;
- Issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The College tests the emergency notification procedure bi-annually.
- Publishes and maintains an Annual Security Report containing safety and security related policy statements and statistics of Clery Act Crimes occurring on College Property. To prepare the Annual Security Report, the College collects, classifies and counts crime reports and crime statistics.

The Annual Security Report is available on the College's website and hard copies are available through the Office of Student Services for inspection.

Sexual Assault Victims' Notice of Rights

Blue Ridge Community College strives to make its campuses safe and welcoming learning environments. Pursuant to federal law, the College shall afford all sexual assault victims certain basic rights:

Accuser and accused must have the same opportunity to have others present during disciplinary hearings;

Both parties shall be informed of the outcome of any disciplinary proceeding;

Sexual assault victims shall be informed of their options to notify law enforcement;

Sexual assault victims shall be notified of counseling services; and

Sexual assault victims shall be notified of options for changing academic and living situations.

Reporting a Sexual Harassment/Discrimination Claim

The College is committed to providing and promoting an atmosphere in which students can fully engage in the learning process. Sexual, gender and other unlawful harassment or discrimination as well as sexual violence is prohibited. For more information, consult the College's Policies and Procedures (specifically, Procedures 4.15.1 – Harassment/Discrimination; 4.16.2 – Student Rights; and 4.16.3 – Sexual Assault Victims' Notice of Rights).

For more information or to make a report, please contact the College's Title IX Coordinator (who is also the Vice President for Student Services) at (828) 694-1804.

Class Locations

Most curriculum and continuing education classes are held at the Henderson County Campus and the Transylvania County Campus of Blue Ridge Community College. Other continuing education courses are conducted throughout Henderson and Transylvania Counties at local public schools, community centers, churches, industries, businesses, or wherever a suitable meeting place can be arranged. Continuing Education classes may be organized in any community whenever a sufficient number of prospective class members indicate an interest.

Counseling

Counseling services are available for students who desire assistance with vocational, educational, or personal problems. All interviews with the counselor are conducted in strict confidence. Counselors are available both day and evening.

Disability Services

Blue Ridge Community College shall operate its programs, activities, and services to ensure that no otherwise qualified individuals with a disability shall be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any such program, activity, or service solely by reason of their disability.

Individuals with disabilities (as defined in the Americans with Disabilities Act) wishing to make a request for reasonable accommodation or desiring to file a complaint of alleged discrimination on the basis of disability should contact the Disability Services Office located in Room 127 of the Sink Building. It is the student's responsibility to request services from this office. Current documentation of the disability by an appropriate professional will be required. All information will be kept confidential. Students will be required to sign a release of information form before any special contact is made to arrange accommodations. Requests for reasonable accommodation should be made at least two weeks in advance to allow sufficient time for accommodations to be arranged.

Drug Prevention Program

Blue Ridge Community College conducts an ongoing informational program for students and employees describing the dangers of abuse of narcotics, alcoholic beverages, and stimulant drugs. The Student Services Division will provide informational materials designed to alert the entire college community to the above described hazards. The College will cooperate with all other appropriate community agencies in this endeavor. Specific college policies strictly prohibit possession and use of such substances on the campus and during any college sponsored function. Severe sanctions against violators are provided for in these policies.

Electronic Images

Blue Ridge Community College reserves the right to use photographs, motion pictures, and electronic images of students who are age 18 or older with the following provisions:

Such photographs, pictures, or images are taken on College property or at College-sponsored events; and

The use of such photographs, pictures, and images is for marketing and promotional purposes.

Objection to the use of an individual's photograph in such a manner may be made in writing to the Director of Marketing and Communications.

Electronic Mail

Student electronic mail is considered to be an official means of communication between the College and a curriculum student. Curriculum student email is an official account of Blue Ridge Community College. It is the property of the College and should be used only for institutional purposes. When a student first enrolls in any curriculum course, he/she will be issued a free student email account. Instructions to log into the student electronic mail system and other online resources are in the 'Student Guide to Moodle' document located under the Academics section of the BRCC website and on the Moodle home page. Students may also contact the BRCC Help Desk at (828) 694-1895 for assistance with accessing their student electronic mail account. Online students must activate their BRCC email accounts as soon as possible following registration for classes.

Emergency Closings

Blue Ridge Community College will remain open as scheduled unless the following emergencies exist: (a) severe or inclement weather conditions that would endanger the adult population while traveling to and from places of employment such as in business, industry, and service agencies; (b) quarantines or epidemics declared by medical authorities for public health purposes; (c) critical power failure that would prevent normal operation of the school plant; (d) declared national or state emergencies or restrictions imposed by civil authorities; (e) bomb threats, conveyed by phone or other communications; (f) fire emergencies; (g) tornadoes; (h) disruptive activities; (i) financial emergency.

Notice of closings will be made using radio, television messaging, telephone recordings, and Internet postings. Announcements will specify openings, closings, and delayed schedules for both day and evening classes, and for both the Henderson County Campus and the Transylvania County Campus. Morning announcements will be made by 6 a.m. A separate announcement about evening classes will be made by 2 p.m.

Delay or cancellation of classes may not always coincide with announced closings of local public schools, colleges, or governmental agencies. It is also possible, for example, that classes at the Transylvania County Campus may be held while the Henderson County Campus is closed. In some cases, off-campus instruction may continue when safety permits and when those class locations are deemed operational by other agencies.

In cases when the College announces a late opening, students should report to the class/lab/clinical they would normally be in at the late opening time.

Emergency Contact of Students

In medical emergencies, a student may be contacted through the Student Services Division. Classes will not be disturbed to deliver personal messages except in emergencies as determined by the Vice President for Student Services or a designated substitute.

Emergency Medical Assistance

Blue Ridge Community College has no facilities for medical treatment. Students are encouraged to disclose any acute medical conditions to the Registrar's Office and to their instructors. Such information will be held in confidence.

Blue Ridge Community College personnel and/or individuals will contact emergency services at 9-1-1 and request first responder services in the event of a medical emergency.

Emergency Notification System

Blue Ridge Community College offers an emergency messaging alert system as part of its comprehensive emergency preparedness plan to quickly notify students, faculty and staff of campus emergencies or campus closures via SMS text message, email, voice message or any combination of the three. Participation is completely voluntary.

In the event of a campus emergency, it is vital that Blue Ridge Community College is able to contact you as quickly as possible with critical information regarding campus emergencies or closures. Students are strongly encouraged to sign-up online at alert.blueridge.edu.

Gainful Employment

Federal regulations require Blue Ridge Community College to report information about certain federal Title IV eligible diploma and certificate programs that lead to employment in a recognized occupation. Gainful employment information is posted on the College website and includes occupational information (via link), estimated costs, normal time frame for program completion, median debt at program completion, and job placement rate for completers (if applicable).

NCWorks Career Centers

Located on the Henderson County Campus in the Continuing Education Building, Room 125 and on the Transylvania campus in the Straus Building, Room 141, provide a comprehensive system of services to area job seekers and businesses. Workforce Development Professionals from Blue Ridge Community College, Mountain Area Workforce Development, and the Department of Commerce Division of Workforce Solutions collaborate to offer career planning, training, placement, and business services. The Centers have an "open door" policy and serves anyone regardless of age or income level.

NCWorks Career Centers are committed to building an integrated economic and workforce development system in Henderson County and Transylvania Counties which effectively pools the resources of diverse partner agencies and delivers optimal quality, customer focused services. The Centers assist job seekers in choosing career direction, identifying training programs and funding, refining job seeking skills, finding employment and career progression. Services to job seekers include:

- Career assessments/exploration and career counseling

- Employment coaching

- Job-seeking skills workshops

- ACT® WorkKeys Assessment in Communication, Problem Solving, Interpersonal and Personal Skills

- Preparation for and issuance of the North Carolina Career Readiness Certificate

- Workplace skills enhancement using Career Ready 101 curriculum

- Job readiness skills training

- Job search strategies

- Job referral

- Internet access to employment and training resources

- Information on community resources

- Resume consultation and preparation

- Computer software tutorials and assessments

- Workforce Innovation and Opportunity Act (WIOA) job training assistance funding as well as other scholarships and grants

- On-site Division of Workforce Solutions services

NCWorks Career Centers assist local businesses in finding well-trained, highly qualified employees by pre-screening applicants based on company specifications. Center staff members are available to test applicants using a variety of assessments, assist with specific training needs and advise companies on eligibility for financial incentives for hiring from specific populations. Business services include:

- ACT® WorkKeys Profiling on Nine Comprehensive Workplace Skills

- ACT® WorkKeys Assessment of all Twelve Cognitive and Interpersonal Skills

- Workplace skill enhancement using Career Ready 101 curriculum

- Online Job Listing Service through College Central Network and NCWorks Online

- On-the-Job Training

- Human Resource Consultation

- On-site job fairs

- On-site interviewing

- Computer software tutorials and assessments

- Compilation or review of Employee Handbooks

- Conducting Wage and Benefits Surveys

Housing

The College does not provide housing; students commute to campus from their place of residence.

Multi-Cultural Services

Blue Ridge Community College recognizes and respects cultural differences. The College strives to help minority students find a sense of identity, belonging, commitment, and achievement. For more information about services for multi-cultural students, contact the Director of Minority Services in the Student Services Division.

Print Shop

The College Print Shop offers photocopying and printing services for students at a nominal fee. All work is performed in strict accordance with federal copyright laws and N.C. General Statute 66-58(a).

Student Accident Insurance

Students covered under the student accident insurance policy should notify the Vice President for Student Services or a designee within forty-eight (48) hours of an accident. The Vice President for Student Services or a designee will assist the student in making a claim to the insurance company.

Student Ambassador Program

The Student Ambassador Program involves an honorary group of students who participate in public relations activities for Blue Ridge Community College. Student Ambassadors provide an invaluable service to the College by serving as liaisons between the College, its students, and the community. Students representing the diversity of areas of the College and a variety of career goals and experiences will be selected each year to serve as Student Ambassadors. Student Ambassadors are required to serve for three consecutive semesters beginning in the Fall semester and ending at the end of the Summer term. Scholarship assistance may be available for Student Ambassadors.

Student Government Association (SGA)

The Student Government Association (SGA) is made up of representatives from the student body. SGA coordinates and regulates student activities and serves as the official voice of the student body. All curriculum students who pay an activity fee are considered members of SGA and are welcome and encouraged to attend meetings. The President of the SGA is a non-voting member of the BRCC Board of Trustees. The SGA constitution can be found in the SGA office in the Student Center of the Killian Building.

Traditionally SGA has promoted at least one major social activity each term. Allied Health Day is generally held for day and evening students during October and the Annual Spring Picnic in April. SGA purchases twenty-five (25) memberships to the YMCA for Blue Ridge Community College curriculum students living in Henderson County. Activity fees are further used for the annual SGA Awards Ceremony as well as various other fun events on campus. SGA also provides six merit scholarships each year.

Student Activity Fee

State funds cannot be used for extracurricular activities; therefore, such activities at Blue Ridge Community College are established and maintained by Student Government Association (SGA) funds. These SGA funds are derived from the activity fee. Their use is determined by the SGA.

Student Center

The Student Center on the Henderson County Campus is located in the Killian Building. Wireless Internet access is available as well as game tables and vending. The Student Center on the Transylvania County Campus is located in the Straus Building.

Student Consumer Information

Blue Ridge Community College believes it has a major responsibility in helping students to make sound decisions about availing themselves of the educational opportunities available at the College. Through the admissions process and beyond, the College shall endeavor to provide accurate and reliable information about its programs of study and career fields they represent. Graduation rates by program, opportunities for employment in the chosen field, and average salary rates are available upon request from the Student Services Division.

Student Identification Cards

All curriculum students (full-time or part-time) enrolled at BRCC and taking classes on campus are required to obtain a student identification (ID) card at the time of registration for classes. ID cards will have a photograph of the student and will contain embedded data. The card may be used at the College Library, in BRCC computer labs, or for admission to College activities or events. Students enrolled in certain classes, such as "clinical site" classes, must display their BRCC identification. ID cards will be issued at the College Bookstore. To obtain an ID card, students must have a current semester schedule and a valid photo identification. Students will be charged a nominal fee for the first ID card. All ID cards will remain valid for one year. The President, a College Vice President, and Security Officers have the authority to retrieve a student ID card in the event of a disciplinary action by the college, such as suspension or dismissal, or in the event of misuse of the card, such as using the card for false identification.

Sustainability Policy

Blue Ridge Community College is committed to providing a sustainable campus by reducing, reusing, and recycling resources, and adopting sound institutional energy conservation practices to enhance the long-term well-being of the College.

Visitors on Campus

Classes should not be interrupted by visitors except in cases of emergency or by permission of the instructor. Visitors coming to see students are directed to the Student Services Division.

The College encourages visitors to campus, but due to certain hazards that may exist on campus, children must be supervised at all times by a responsible adult who shall be deemed responsible for the children's actions. Children who are unsupervised must be considered to be in a dangerous position. An administrator should be alerted immediately. Students should not bring children with them to class.

Stalking, as defined in North Carolina General Statute 14-277.3, is the following or being in the presence of someone without legal purpose, with the intent to cause emotional distress by placing that person in fear of death or bodily injury. Such activity is illegal and should be reported to the Vice President for Student Services or the Vice President for Finance and Operations.

Dogs on Campus

Dogs are permitted on College grounds only under the following conditions:

1. Dogs must be restrained at all times and kept on a hand-held leash. Dogs may not be tethered or unattended for any length of time.
2. All dogs must have a current license and evidence of rabies vaccinations.
3. Persons walking dogs on campus are responsible for removing any refuse left by the animal and depositing such in a proper receptacle.
4. No dog defined as dangerous by either state or county law is allowed on College grounds at any time.
5. No dog, except guide dogs or dogs used for law enforcement, may be brought into College buildings.
6. Dogs in violation of any of the above may be subject to apprehension and impounding.

Student Conduct

Academic Freedom

Blue Ridge Community College recognizes the necessity for freedom in legitimate academic decisions that foster a learning environment where faculty and students can freely inquire, study, and evaluate in order to gain greater understanding of the subjects being taught. To that end, the College endeavors to give faculty members the freedom to conduct individual academic affairs in accordance with each member's best judgment.

The content of most college courses is designed for mature learners. Parents of minors who take college level courses should be aware that these students may be exposed to frank portrayals of world events, history, and controversial events that take place in contemporary society. It is each parent's responsibility to determine if the student is mature enough to participate in advanced studies at the college level.

Academic Honesty

Blue Ridge Community College operates under the premise of academic honesty. The policy is that plagiarism and cheating are prohibited. Whereas it is the instructor's responsibility to create an environment in which academic honesty is expected, it is the student's obligation to uphold this policy.

A student is responsible for authenticating any assignment submitted to an instructor. If asked, the student must be able to substantiate to the instructor's satisfaction that the assignment submitted is actually his/her own work. The instructor may employ various means of ascertaining authenticity - such as requiring photocopies of source documents, requiring copies of all drafts of the work, engaging in Internet searches, creating quizzes based on student work, requiring the student to explain the work and/or process orally, etc.

- A. **Academic Honesty Policy:** A student who violates the academic honesty policy, either directly or indirectly, is immediately responsible to the instructor of the course. The following terms are defined:

Cheating: Cheating is defined as the act of practicing or attempting to practice dishonesty or deception in the taking of tests or in the preparation or submission of academic work purporting to be one's own. It includes any of the following actions without instructor permission: (a) copying or attempting to copy from another person's test, paper, online file, or other graded work in a course; (b) allowing someone to copy one's test, paper, online file, or other graded work; (c) using during a testing period, or bringing into a testing area with the intent to use, any notes or other materials which a student is not permitted to consult; (d) creating, falsifying or misrepresenting any data in connection with a seated (traditional) class, lab or online class or the act of giving any unauthorized assistance or collaboration in a learning environment.

Plagiarism: Plagiarism is defined as the act of copying a sentence, several sentences, or a significant part of a sentence that has been written by someone other than the person submitting the paper, and then neglecting to indicate, through the use of quotation marks or blocking, that the material has been copied. Plagiarism includes copying from another writer in such a way as to change one or two words in the sentence, or to rearrange the order of the wording, or to paraphrase, or to summarize information and then neglect to furnish documentation. Failure to cite sources, when appropriate, is a form of dishonesty.

Online Identity: Any student registered in an online or hybrid course(s) will be the same student who participates in and completes the course or program and receives the credit for the online course. Further, any student who allows his/her unique username and password to be used by another individual to complete an assignment or participation within the course will be in violation of this policy.

The acts of cheating and/or plagiarism shall encompass, but shall not be limited to the examples or context cited above.

- B. **Violations of Academic Honesty:** In situations involving violations of academic honesty, the student's instructor will take disciplinary actions that may include but are not limited to the following:

1. A written warning describing the offense and detailing further consequences should the infraction be repeated.
2. The instructor may assign a failing grade ("F" or "zero") for the course, any portion of the course, or a single assignment. If the course serves as a prerequisite for sequential courses within the curriculum, the student will not be able to progress in the program of study until completing the course with a passing grade.
3. Referral to the Vice President for Instruction for further disciplinary action.

The President or the President's designee may suspend or expel a student if there are repeated violations of the Academic Honesty Policy.

A student charged with a violation of the Academic Honesty Policy retains the rights of appeal contained in the Student Grievance Procedure and Due Process section of this catalog.

Accountability Statement

Each student at Blue Ridge Community College shall:

1. Accept the stated philosophy and purpose of the College as a standard for student rights and

responsibilities while enrolled;

2. Be responsible for abiding by the regulations designed to promote an atmosphere conducive to learning;
3. Agree to share this responsibility with the faculty and administration of the College for the creation of an effective learning environment;
4. Remain informed about the objectives of each course, work diligently to complete those objectives, and at all times observe class and institutional policies and procedures;
5. Recognize that failure to live up to class and institutional policies and procedures could jeopardize his/her standing as a student at Blue Ridge Community College; and
6. Acknowledge by signature on the application for admission to Blue Ridge Community College, acceptance of these responsibilities.

Attendance

Regularity of class attendance is necessary in order to receive maximum benefits from the program offered and for maintenance of a satisfactory academic record. Whenever students' attendance or punctuality endangers their own success or that of other students, they may be dropped from the course. Two tardies may constitute one contact hour absence. Students will normally be dropped after they have accumulated a combination of excused or unexcused absences exceeding ten percent of the scheduled class contact hours for the semester. The instructor may make exception in cases of extenuating circumstances such as a disabling accident or illness. A student is expected to confer with each instructor before anticipated or after unavoidable absences. The responsibility for making up class work rests entirely with the student.

Continuing education students are expected to attend class regularly. Instructors maintain attendance records. Insufficient enrollment will result in cancellation of the class.

Closings or delayed openings of the public school system in Henderson and/or Transylvania Counties may not correspond with closings or delayed openings of Blue Ridge Community College. High school students who are dependent on transportation provided by the public school system may be unable to attend class on days that the public schools are closed or delayed if Blue Ridge Community College is on a normal schedule. Absences caused by this situation will not be considered in the students' class attendance for drop purposes, nor will the absences be included in the determination of a grade for participation of which class attendance is a part. The responsibility for making up class work rests entirely with the student, and it is the student's responsibility to communicate to the instructor that they are dependent on public school transportation.

Religious Observances: Students are permitted to be absent from class for religious observances required by the student's faith. Two days during the academic year may be approved as excused absences. Students must consult with their instructors during the first week of class and acquire a request form for excused absences for any regularly scheduled religious observance. Information is also available in the Office for Student Services and the Office for Instruction.

Campus Parking and Traffic Regulations

BRCC Police and Public Safety personnel are employed to enforce the parking rules, traffic offenses and to work motor vehicle accidents on Blue Ridge Community College campuses. Other State and local law enforcement agencies will also prosecute for violations of applicable laws on campus and assist with reports and enforcement when necessary. In case of accident, contact BRCC Police and Public Safety, which will assist with what steps to take.

Students and employees parking on campus must display a valid parking decal. Temporary handicapped decals, valid only on campus with BRCC Police and Public Safety, may be obtained from the Police and Public Safety Department. Park only in designated parking places, obey posted parking and traffic signs, and observe flow-of-traffic arrows and "stop" markings painted on paved roads and lots. In emergency situations and repeat offenses, illegally parked vehicles may be towed at the expense of the owner.

Parking and Traffic Offenses

- Parking in Unauthorized Areas
- Reckless Driving
- Speeding
- Failure to Yield to Pedestrian
- Parking in Handicapped Space
- Parking in Fire Lanes

Questions about College parking regulations should be directed to the Chief of Police.

Computer Usage

Students must adhere to the following policy concerning computer usage at Blue Ridge Community College.

The following are examples of unauthorized uses of the BRCC network or other computer resources:

1. Use of a BRCC network account by someone other than that student for whom the account is specifically designated.
2. Interfering with the ability of other users to make effective use of the BRCC network, computer, or telecommunications services.
3. Gaining illegal access to files, damaging systems or information, or using the network for illegal activities
4. Interfering with the effective operation of the College bandwidth capacity.
5. Creating computer worms or viruses or deliberately infecting College property.
6. Using BRCC network accounts, facilities, or equipment for commercial use or for personal use or profit.
7. Sending, receiving, or viewing unwanted, threatening, abusive, obscene, or pornographic messages, language, material, or files to others, including posting such on a website or otherwise displaying such.
8. Using chat rooms for non-College-related purposes
9. Using unauthorized peer-to-peer file sharing programs for accessing music, videos, movies, games, network files, applications, or other unauthorized activities.
10. Using BRCC resources to violate copyright protection, transmit or store any copyrighted work without proper authorization from the copyright holder

All student Web pages on College servers or those linked to College resources must comply with BRCC acceptable use policies.

Student email is an official means of communication between student and instructor. It is the property of the College and should be used only for institutional purposes. When a student submits an application to the college for a curriculum program of study, he/she will be issued a free student email account.

The wireless Internet access provided to visitors of the BRCC campuses is for use free of charge and is limited to web and email access to off-campus hosts and web access only to on-campus hosts.

For guest users, wireless Internet access is provided on an "as is" and "as available" basis. BRCC does not warrant that this service will be uninterrupted, error-free, or free of viruses or other harmful components. Users are required to agree to the "Terms and Conditions of Use" statement before gaining access to the wireless network.

Students are expected to comply with all College published policies and procedures.

All computer software on College computers is protected by federal copyright laws and by legal licensing agreements. Copying, providing, receiving, or using copyrighted material may be in violation of licensing agreements.

Violations of computer use policies by students must be reported to the Vice President for Technology and Development and/or the Vice President for Student Services. Individuals violating these guidelines will immediately lose their access rights; other disciplinary action may also be taken by the College.

The College reserves the right to inspect all information on the network in order to ensure compliance with these policies, applicable laws, and regulations.

Users should not assume that any use not listed is otherwise excluded. Questions regarding whether a specific use is permitted should be referred to the Director of Information Technologies, Director of Media Services, or the Director of Learning Technologies.

BRCC departments may have additional rules relative to computer or equipment use in their respective areas. Users are expected to abide by such rules.

Harassment/Discrimination

Blue Ridge Community College ("College") strives to make its campuses inclusive, safe and welcoming learning environments for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to College policy, the College prohibits discrimination in its activities, services and programs based on race, religion, ethnicity, national origin, gender, gender identity, gender expression, sexual orientation, sex, age, disability, genetic information and veteran status.

I. DEFINITIONS

The following definitions shall apply to these Procedures and shall be collectively referred to herein as "discrimination, harassment and sexual-based violence".

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

A. Confidential Employee – is not a Responsible Employee and is not required to report incidents of sexual misconduct to the College's Title IX Coordinator if confidentiality is requested by the student. Campus counselors are considered Confidential Employees. If a student is unsure of someone's duties and ability to maintain one's privacy, the student should ask the person before he/she speaks to him/her.

B. Consent – explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual: i) is forced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.

C. Dating Violence – crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship.

D. Discrimination – any act or failure to act that unreasonably differentiates treatment of others based solely on their Protected Status and is sufficiently serious, based on the perspective of a reasonable person, to unreasonably interfere with or limit the ability of that individual to participate in, access or benefit from the College's programs and activities. Discrimination may be intentional or unintentional.

E. Domestic Violence – crimes of violence against a current or former spouse or intimate partner, a person with whom the student shares a child in common, a person with whom the student cohabitates or has cohabitated as a spouse, a person similarly situated to the student as a spouse, a person who is related to the student as a parent, child or person who is related to the student as a grandparent or grandchild.

F. Harassment – a type of Discrimination that happens when verbal, physical, electronic or other behavior based on a person's Protected Status interferes with a person's participation in the College's programs and activities and it either creates an environment that a reasonable person would find hostile, intimidated or abusive or where submitting to or rejecting the conduct is used as the basis for decisions that affect the person's participation in the College's programs and activities.

G. Protected Status – means race, religion, ethnicity, national origin, gender, gender identity, gender expression, sexual orientation, sex, age, disability, genetic information and veteran status

H. Rape – as stipulated by the Federal Bureau of Investigation's (FBI) updated definition in the UCR Summary Reporting System means the penetration, no matter how

slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

This definition includes any sex of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

I. Responsible Employee – a College employee who has the authority to take action to redress sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX coordinator or other appropriate designee; or who a student reasonably believes has this authority or duty. The College's Responsible Employees include all College administrators (Deans, Directors, Coordinators and Vice Presidents). If a student is unsure of someone's duties and ability to maintain one's privacy, the student should ask the person before he/she speaks to him/her.

J. Sexual Assault – subjecting any person to contact or behavior of a sexual nature for the purposes of sexual gratification without the person's expressed and explicit consent.

K. Sexual or Gender-Based Harassment – unwelcome sexual advances, requests for sexual favors and other verbal, physical, or electronic conduct of a sexual nature that, from the perspective of a reasonable person, creates a hostile, intimidating, or abusive environment; involve verbal, physical, or electronic conduct based on a person's sex, gender, or sex-stereotyping that, from the perspective of a reasonable person, creates a hostile, intimidating, or abusive environment, even if those acts do not involve conduct of a sexual nature; or include harassment for displaying what is perceived as a stereotypical characteristic for one's sex or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, gender identity, or gender expression of the person(s) involved.

L. Stalking – engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress by placing that person in fear of death, bodily injury or continued harassment.

II. REPORTING

All members of the College community are expected to take appropriate action to prevent discrimination, harassment and sexual-based violence. All Responsible Employees are required to report such alleged acts to the appropriate College officials. All Responsible Employees receiving a complaint of discrimination, harassment or sexual based violence shall immediately refer the complaint to the appropriate person. For acts of sexual based violence, Responsible Employees shall inform the Complainant of the right to contact law enforcement.

If a student wishes to keep the details of an alleged incident confidential, he/she should speak with a Confidential

Employee, health service provider or off-campus counselors in order to maintain confidentiality. Campus counselors are available to help students free of charge and can be seen on an emergency basis. For information on the College's counseling services, contact the Vice President for Student Services at (828) 694-1804.

Reports of sexual and gender-based harassment and sexual-based violence should be made to the College's Title IX Coordinator:

Vice President for Student Services
Sink Building 139, Henderson County Campus
180 West Campus Drive
Flat Rock, NC 28731
(828) 694-1804

The Coordinator shall receive annual training on issues related to discrimination, harassment and sexual-based violence and how to conduct a fair and impartial investigation that protects alleged victims and promotes accountability.

Reports of disability discrimination should be made to the College's Director of Disability:

Director of Disability Services
Sink Building 127, Henderson County Campus
180 West Campus Drive
Flat Rock, NC 28731
(828) 694-1800

All other issues raised hereunder should be reported to the Vice President for Student Services.

For the remainder of these Procedures, the person who receives an initial report shall be referred to the "Coordinator".

III. INITIAL INVESTIGATION

Members of the College community are encouraged, but not required, to resolve issues informally and may attempt to do so directly with the other party or with the assistance of a supervisor or other College official. In circumstances in which an informal process fails or is inappropriate, in the cases of sexual harassment and sexual-based violence, or in which the Complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the following procedures:

- A. Individuals filing complaints ("Complainants") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Coordinator shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the College's Director of Human Resources. During the course of the investigation, the Coordinator may consult with other relevant College administrators and the College Attorney.
- B. During the investigation, the Coordinator shall meet with the Complainant and the alleged Perpetrator and give each party an equal opportunity to provide evidence, including informing the Coordinator of any potential witnesses. Both parties will be provided access to any information provided by the other in accordance with any federal or state confidentiality laws.
- C. During the investigation process, the Coordinator may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary

actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to complete coursework); or directives that include no contact between the involved parties.

D. A confidential file regarding the complaint shall be maintained by the Coordinator. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceeding alleging sexual harassment or sexual-based violence.

E. The Coordinator shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Coordinator may have an additional ten (10) calendar days to complete the investigation. The Coordinator shall notify the parties of this extension.

F. Upon making the complaint, Complainants alleging sexual harassment and sexual-based violence will be immediately notified that they have the right to seek additional assistance from law enforcement and have the right to seek, among other things, judicial no-contact, restraining and protective orders. Complainants will also be notified of available counseling services and their options of changing academic situations and other interim protective measures.

IV. DETERMINATION AND APPEAL

A. Coordinator's Report and Determination

The Coordinator shall prepare a report of his/her investigation and review the report with both the Complainant and the alleged Perpetrator and, if appropriate, implement any corrective and/or disciplinary action based on the preponderance of the evidence. Appropriate disciplinary action shall depend upon the seriousness of the misconduct and may include: a warning, written reprimand, suspension, expulsion from College property or denial of access to College services or programs.

Any disciplinary action will be implemented immediately and shall not be tolled pending an appeal.

B. Appeal to the President

If the Complainant or alleged Perpetrator is dissatisfied with the Coordinator's determination, s/he may appeal to the President within five (5) calendar days upon receipt of the Coordinator's report.

Upon receipt of the appeal, the President shall convene a Review Committee ("Committee") to hear the matter and provide a non-binding recommendation.

1. Committee Membership

a. The Committee shall be composed of the following members: i) one faculty and one staff member; and ii) and one senior administrator who will serve as the Chair. All Committee members shall be appointed by the President and shall receive training on conducting hearings for this process.

2. Hearing Procedures

a.) The Committee must meet and hold the hearing within ten (10) business days of receipt of the appeal from the President. At least five (5) business day prior to the date set for the hearing, the Chair shall send notification to the Complainant and alleged Perpetrator of the time and place of the hearing and the members of the Committee.

The Committee's hearing shall be *de novo*; provided, however, that the President shall inform the Committee of the Coordinator's prior disciplinary determination, if any.

At least two (2) business days prior to the hearing, the parties will notify the Chair as to whether or not they will be represented by legal counsel. Failure to notify the Chair regarding legal counsel could result in the hearing being continued until such time that the College can have its legal counsel present. Should the College's legal counsel attend, he/she shall serve as the procedural officer for the hearing.

Also, at least two (2) business days prior to the hearing, the Complainant and alleged Perpetrator have the right to request, in writing, that the President disqualify any member of the Committee for prejudice or bias. The request must contain specific reasons and must be sent directly to the President. The President shall consider the matter and if such disqualification occurs, the President shall replace the disqualified member with an individual from the same employment category.

b.) The following due process rights shall apply to the hearing:

1. Each party has a right to have legal counsel and/or an advocate present.

The role of the legal counsel or advocate is solely to advise the individual. Except for a closing argument, the legal counsel or advocate shall not have the right to address the Committee.

2. Each party has the right to produce witnesses on their behalf.

3. Each party has the right to present testimonial and documentary evidence.

4. Each party has the right to be present and hear the witnesses presented for both sides.

5. Each party has the right to testify or to refuse to testify without such refusal being detrimental.

c. The following hearing procedures shall apply:

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the parties; legal counsel and/or advocate; and Committee members and the College attorney. Witnesses shall only be present in the hearing room when giving their testimony.

2. The Complainant shall have an opportunity to make an opening statement and present evidence and witnesses to the Committee. Committee members may ask questions to the witnesses.

3. The alleged Perpetrator will then have an opportunity to make a short opening statement and present evidence and witnesses to the Committee. Committee members may ask questions to the witnesses.

4. Each side will have an opportunity to make a short, closing argument with the Complainant going first.

5. The College will make an audio recording of the hearing.

6. Formal rules of evidence do not apply and the Committee may rely on evidence that a reasonably prudent person would consider in the conduct of serious affairs. A preponderance of evidence shall be the standard of evidence used at the hearing. Redundant testimony and character witnesses may be limited by the Chair of the Committee.

7. Upon completion of a hearing, the Committee shall meet in closed session. The College Attorney may be present to provide the Committee with legal advice. Based on a preponderance of the evidence standard, the Committee shall review the evidence and make a written, non-binding recommendation to the President within five business days. The parties shall also receive a copy of the non-binding recommendation.

d. Within five business days after receipt of the Committee's non-binding recommendation, the President will render a final written decision. Both parties shall receive a copy of the decision.

V. PROTECTION AGAINST RETALIATION

The College will not in any way retaliate against an individual who makes a report of discrimination, harassment or sexual-based violence in good faith or who assists in an investigation. Retaliation includes, but is not limited to: any form of intimidation, disciplinary action, reprisal or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate action against any employee or student found to have retaliated against another in violation of these procedures.

VI. EMPLOYEE AND STUDENT RELATIONSHIPS

Romantic or sexual relationships between College employees and students are prohibited if the employee and the student have an academic relationship. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any College activity involving the student, including work study or organizational/club/sport activities. This prohibition shall continue until the student or the employee is no longer affiliated with the College. Employees engaging in inappropriate relationships will be subject to disciplinary action up to and including termination of employment. Students engaging in inappropriate relationships may be subject to disciplinary action up to and including expulsion.

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

VII. SUSPENDING PROCEDURES

In cases of emergency or serious misconduct, the College reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

VIII. STUDENT AND EMPLOYEE EDUCATION AND ANNUAL TRAINING

All new students and all employees shall be required to participate in a primary prevention and awareness program that promotes awareness of discrimination, harassment and sexual based violence. This program will be held annually at the beginning of each fall semester.

At this annual training, students and employees must receive training in the following areas:

1. Information about safe and positive options for bystander intervention skills;
2. What "consent" means with reference to sexual activities;
3. Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks;
4. How and to whom to report an incident regarding discrimination, harassment and sexual based violence;
5. The importance of preserving physical evidence in a sexual-based violent crime; and,
6. Options about the involvement of law enforcement and campus authorities, including the alleged victim's option to: i) notify law enforcement; ii) be assisted by campus

authorities in notifying law enforcement; iii) decline to notify law enforcement; and iv) obtain "no-contact" or restraining orders.

Each year, all students and employees will receive an electronic copy of these Procedures sent to their College email address of record. These Procedures will be maintained on the College's website and a hard copy will be kept on file (in English and Spanish) in the Coordinator's office.

Other translations will be made available upon request.

Student Conduct

A student enrolled at Blue Ridge Community College may rightfully expect that the teachers and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus.

Blue Ridge Community College ("College") students assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. The College has adopted basic standards of student conduct and when these standards are violated, penalties may be incurred. Consequences for violations include, but are not limited to: warnings, fines, restitution, loss of privileges or access to campus resources, probation, suspension or expulsion. The College reserves the right to withhold academic records or to deny registration for subsequent semesters.

If a student's behavior simultaneously violates both College regulation and federal, state and/or local laws, the College may take disciplinary action independent of that taken by legal authorities.

A. Code of Student Conduct

Types of student conduct for which disciplinary proceeding may be initiated include but are not limited to the following:

1. **Disruption of School** - A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall a student engage in such conduct for the purpose of causing the substantial and material disruption if obstruction is reasonably certain to result.

The following illustrate the kinds of offenses encompassed here:

- (a) occupying any school building, school grounds, or part thereof, with intent to deprive others of its use;
- (b) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
- (c) setting fire to or damaging any school building or property;
- (d) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
- (e) prevention of or attempting to prevent by physical act the convening or continued functioning of any school class, or activity, or of any lawful meeting or assembly on the school campus;
- (f) preventing students from attending a class or school activity;

(g) except under the direct instruction of an administrator, blocking normal pedestrian or vehicular traffic on a school campus;

(h) making noise or acting in any manner so as to interfere seriously with the instructor's ability to conduct the class; and

(i) unruly conduct at a school activity, function or event.

2. Damage or Destruction of School Property - A student shall not intentionally cause or attempt to cause damage to school property or steal school property.

3. Damage or Destruction of Private Property - A student shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds.

Repeated damage, theft, or fraud involving private property shall be a basis for long-term suspension or expulsion from school.

4. Physical Abuse of a School Employee, Student or other Person not Employed by the School - A student shall not intentionally do bodily injury to any person (1) on the school grounds during and immediately before or immediately after school hours, (2) on the school grounds at any other time when the school is being used by a school group, or (3) off the school grounds at a school activity, function, event, or in a College-owned vehicle. Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

5. Weapons and Dangerous Instruments - A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon: (a) on the school grounds during and immediately before or immediately after school hours; (b) on the school grounds at any other time when the school is being used by a school group; or (c) off the school grounds at any school activity, function, event, or in a school-owned vehicle. Weapons and dangerous instruments are defined in Section 2.18.1 of this Manual.

6. Narcotics, Alcoholic Beverages and Stimulant Drugs - A student shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind (a) on the school grounds during and immediately before or immediately after school hours or (b) on the school grounds at any other time when the school is being used by any school group. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

7. Tobacco Use - A student shall not violate the College Tobacco-Free Campus regulations.

Smoking and the use of smokeless tobacco products are prohibited on all College properties including inside any building or facility and on College grounds. Exceptions are limited only to smoking or the use of tobacco products inside the confines of a motor vehicle on College grounds. See Procedure 5.9.1.

8. Campus Parking and Traffic Regulations - A student shall not violate campus parking and traffic regulations. See Procedure 5.14.1.

9. Discrimination, Harassment and Sexual-Based Offenses – for all issues related to this topic, see Procedure 4.15.2.

10. Computer Use - For all issues related to violations of the College Computer Use policy, see Procedure 8.1.3.

11. Disruptive Communications - A student shall not intentionally send electronic communications which disrupt the learning environment. In addition to items listed specifically in the College Computer Use procedures, this may include but is not limited to the use of profanity, insulting or harassing remarks in e-mail, discussions, chat, electronic text, or telephone communications. Violations may be grounds for the student to receive a failing grade, suspension, or expulsion.

12. Classroom Conduct - A student shall not engage in any conduct that endangers the success of the student or others in the classroom. Examples of this type of conduct include, but are not limited to: stealing, cheating, gambling of any type, personal combat; loud, profane, or boisterous language; or any other conditions on the campus which would be considered unbecoming to a member of the student body. See Procedure 6.6.1.

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

14. Assault – Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching or striking. For sexual assault, see Procedures 4.15.2.

15. Communicating Threats – Students shall not verbally, in writing, through a third party or by any other means threaten to physically injure another person or that person's child, sibling, spouse or dependent or willfully threaten to damage the property of another.

16. Bullying – Students shall not intimidate or threaten with harm any other individual. Bullying is defined as any pattern of gestures or written, electronic or verbal communications or any physical act or any threatening communication that takes place on the College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her property; or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits or a College employees ability to perform the essential functions of his/her job. Hostile environment means that the victim subjectively views the conduct as bullying and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

17. Threats – Students shall not engage in any behavior that constitutes a clear and present danger to the physical and/or emotional well-being of the student and/or other students, faculty, and staff.

18. Academic Honesty - for all issues related to this topic, see Procedure 4.15.3.

B. Immediate Removal from Campus

If an act of student misconduct threatens the health, safety or well-being of any member of the academic community and/or seriously disrupts the function and good order of the College,

an instructor will immediately notify the Vice President for Student Services who will direct student involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate dismissal from the class or campus. If the student fails to cease and desist, or if the behavior is such that the student needs to immediately be removed from campus, the Vice President for Student Services may then immediately have the student temporarily removed from campus.

The Vice President shall notify the President in writing of the student involved and the nature of the infraction as soon as possible but no more than one (1) working day following the incident. Upon receipt of the Vice President's written notice, the President shall meet with the student as soon as possible to allow the student to present his or her side. Depending and the nature of the allegations and the demonstrated behavior, the President may temporarily suspend the student pending the result of the disciplinary process.

C. Student Due Process (For issues related to discrimination, harassment and sexual-based violence, see Procedure 4.15.2)

The following due process procedures shall apply in student disciplinary matters.

1. Upon concluding an investigation into the matter, the Vice President for Student Services shall present the student with a written notice of charges that provide a description of the alleged violations and short factual summary. The notice shall also include recommended disciplinary action. If the student accepts the recommended disciplinary action, the matter will be closed. If the student is not satisfied with the Vice President's recommendation, with five business days' receipt of the recommendation, the student may request, in writing to the President, a Judicial Board hearing.

2. Upon receipt of the student's request, the President shall convene a Judicial Board to hear the matter. The Judicial Board shall consist of three members: a Vice President (but not the Vice President for Student Services) who shall serve as the Chair; one faculty member appointed by the President who is not an interested party in the issue to be heard; and the President of the Student Government Association (SGA) or his/her designee who is also a member of the SGA.

3. The hearing shall be scheduled within ten business days of receipt of the student's written request for a hearing.

4. Within five business days, the student must inform the President whether s/he will have legal counsel present. If the student does not provide timely notice, the Chair may continue the hearing until the College's attorney can be present. The student is allowed to have legal counsel present but only in an advisory capacity. Legal counsel will not be allowed to address the Judicial Board. The College's attorney will serve as procedural officer.

5. The Judicial Board hearing procedure shall be as follows:

A. The Chair shall introduce all present.

B. The student shall have the opportunity to present evidence and witnesses in support of his or her case. The Judicial Board shall have the opportunity to question the student and, if applicable, his or her witnesses.

C. The College administrator and/or other College representatives will present their evidence and witnesses in support of their case. The Judicial Board shall have the opportunity to question the administrator and/or

other College representatives and, if applicable, their witnesses.

D. Both sides will have the opportunity to make a closing statement.

E. The Judicial Board shall deliberate in closed session. The College attorney may sit with the Judicial Board and provide legal advice should such advice be necessary. The North Carolina Rules of Evidence do not apply and all relevant evidence shall be included in the official record; however, in reaching its decision, the Judicial Board shall weigh and consider the credibility of the presented evidence.

F. The Judicial Board hearing shall be audio recorded and that recording shall serve as the official hearing minutes.

G. Within five business days of the hearing, the Chair shall, in writing, summarize the Judicial Board decision and send a copy to the parties and to the President.

6. If any of the parties are not satisfied with the Judicial Board's decision, they may, within ten business days of the date of the decision, appeal, in writing, to the President. The Vice President for Student Services shall accept the appeal on behalf of the President. The President shall review the official record and the hearing minutes. If, after his or her initial review, the President needs additional information, he or she may ask the parties to supplement the official record by responding to his or her additional questions. Within ten business days of receipt of the party's appeal, or an additional five business days after the official record has been supplemented, the President shall issue his or her final decision to affirm, reject, or modify the Judicial Board's decision. A written copy of the President's decision shall be sent to both parties. The President's decision shall be final, subject only to the student's right of appeal to the Board of Trustees. Any appeal of the President's decision must be submitted, in writing, to the Board of Trustees, within ten business days of the date of that decision.

7. For an appeal to the Board of Trustees, a panel of the Board, as designated by the Chair, shall conduct an "on the record review" of the evidence presented at the Judicial Hearing.

Within ten (10) business after receipt of the student's appeal, unless the parties agree to a continuance, the Board panel shall meet and the President shall be granted an opportunity to address the Board panel in closed session. The student will also be given the same opportunity to address the Board panel. No new evidence shall be presented to the Board panel. The Board Attorney shall serve as the procedural officer. The Board panel will make a determination and inform the student in writing within five (5) business days.

Student Grievance Procedure and Due Process

Any Blue Ridge Community College student has the right to be officially heard in matters where they have general grievances and for which there is no other approved grievance or review process.

To ensure that the grievance is given proper attention, the student should follow these steps:

1. Student initiated grievances should first be directed to the appropriate dean and then to the applicable vice president. Should there be no satisfactory resolution

following a conference with the applicable vice president, the student may initiate a formal grievance by submitting in writing to the President, within ten (10) business days of the conference, a request for a hearing before the Judicial Board. The student shall state the grievance, the remedy desired, the efforts made to remedy the matter, and any other pertinent information.

2. The Vice President for Student Services shall convene and chair the Judicial Board except in cases where the grievance involves the appeal of a decision made or upheld by the Vice President for Student Services. In such cases, the President shall appoint another vice president to take the place of the Vice President for Student Services.
3. The Judicial Board shall consist of three (3) members: The Vice President for Student Services (or Presidential designate); one faculty member appointed by the President, who is not an interested party in the issue to be heard; and the President of the Student Government Association (SGA) or his/her designee who is also a member of the SGA.
4. The hearing shall be scheduled within ten (10) business days of receipt of the student's written request for a hearing. In extraordinary circumstances, if the student wishes to be accompanied by legal counsel, for advisory purposes only, he/she shall include his request with his/her written request for a hearing. In such cases, the College may also be similarly represented.

The Judicial Board hearing procedure shall be as follows:

1. The Chair shall introduce all present.
2. The student shall have the opportunity to present evidence and witnesses in support of his or her case. The Judicial Board shall have the opportunity to question the student and, if applicable, his or her witnesses.
3. The administrator and/or other College representatives will present their evidence and witnesses in support of their case. The Judicial Board shall have the opportunity to question the administrator and/or other College representative and, if applicable, their witnesses.
4. The student will have the opportunity to make a closing statement. After the student's closing statement, the College representative will have the opportunity to make a closing statement.
5. The Judicial Board shall deliberate in closed session. The College's attorney may sit with the Judicial Board and provide legal advice should such advice be necessary. The North Carolina Rules of Evidence do not apply and all relevant evidence shall be included in the official record; however, in reaching its decision, the Judicial Board shall weigh and consider the credibility of the presented evidence.
6. The Judicial Board hearing shall be audio recorded and that recording shall serve as the official hearing minutes.
7. Within five (5) business days of the hearing, the Chair shall, in writing, summarize the Judicial Board's decision and send a copy to the parties and to the President.
8. If any of the parties are not satisfied with the Judicial Board's decision, they may, within ten (10) business days of the date of the decision, appeal, in writing, to the President. The Vice President for Student Services shall accept the appeal on behalf of the President. The President shall review the official record and the

hearing minutes. If, after his or her initial review, the President needs additional information, he or she may ask the parties to supplement the official record by responding to his or her additional questions. Within ten (10) business days of receipt of the party's appeal, or an additional five (5) business days after the official record has been supplemented, the President shall issue his or her final decision to affirm, reject, or modify the Judicial Board's decision. A written copy of the President's decision shall be sent to both parties. The President's decision shall be final, subject only to the student's right of appeal to the Board of Trustees, and ultimately to the courts. Any appeal of the President's decision must be submitted, in writing, to the Board of Trustees, within ten (10) business days of the date of that decision.

To afford a student due process and the expedient resolution of issues where it is impractical or impossible, given the situation, for a student or his/her supporting witnesses to appear and participate in their grievance in person, special accommodation may be made including: written statements, telephone conferences, electronic mail, videotape, live video, or similar means of communication. Once a student initiates this formal grievance, in writing, the complaint becomes part of the record of complaints that is maintained by the College.

Student Rights

All students at Blue Ridge Community College shall be treated in an equitable and fair manner and afforded certain due process rights in academic, discipline, and grievance matters as established in the following College procedures:

- For issues with respect to grade appeals, see Procedure 4.10.1.
- For issues with respect to academic honesty, see Procedure 4.15.3.
- For issues with respect to disciplinary matters (aside from allegations of unlawful harassment and discrimination), see Procedure 4.15.2.
- For issues with respect to sexual and other unlawful harassment and discrimination, see Procedure 4.15.1.
- For issues with respect to general grievances, see Procedure 4.16.1.
- For issues with respect to students records and the Family Education Rights and Privacy Act, see Procedure 4.23.1.
- For issues with respect to student use of computers, see Procedure 8.1.3.

As a general matter, students are free to pursue their educational goals and, in so doing, have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable, appropriate, and non-discriminatory College rules and regulations regarding time, place and manner.

Students have the right to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and College offices.

Tobacco-Free Campus

Blue Ridge Community College is committed to providing students, employees, and visitors a safe and healthy environment. To address this commitment, smoking and the use of smokeless tobacco products is prohibited on all College properties including inside any building or facility and on College grounds. Exceptions are only limited to smoking or the use of tobacco products inside the confines of a motor vehicle on College grounds. This shall also be known as the College's "Tobacco-free Policy." (5.9.1)

For the purposes of this policy, tobacco products includes cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snus, snuff, e-cigarettes, and any other items containing or reasonably resembling tobacco or tobacco products, or any product simulating smoking instruments.

Academic Support

Adult Education & Literacy Programs

Adult Basic Education (ABE): The ABE Program at BRCC provides foundational academic instruction to under-educated learners who want to attain high school level proficiency. A variety of approaches are used to teach reading, writing and mathematics in real-world contexts. All classes are offered free-of-charge.

Compensatory Education (CED): The CED program is designed to provide remedial academic and workplace readiness education to adults who have been diagnosed as being intellectually disabled. The program supports using real-world contexts to develop reading comprehension, business writing and math skills, basic employability, general workplace knowledge, and digital literacy. Course fees may apply.

English Language Acquisition (ELA): ELA classes are designed for adults who are not native English speakers. Three distinct levels are offered to help students acquire functional English competence: Beginning, Intermediate, and Advanced. Contextualized classroom instruction helps students transfer newly acquired concepts to real-world situations in order to create a more meaningful learning experience. All classes are offered free-of-charge.

Adult Secondary Education (ASE): The ASE program is designed for adults who need to sharpen their academic skills in preparation for the High School Equivalency exam or the College Placement test. Because student needs vary based on academic levels and goals, instruction is offered on an individualized basis and through contextualized lessons that promote greater understanding and transfer of knowledge. Students progress at their own pace. ASE is offered to students free-of-charge.

Adult High School (AHS): The AHS program is designed specifically for adults who want to utilize their existing high school credits to obtain an Adult High School Diploma. Course work is delivered through the Odysseyware® computer program and through direct classroom instruction. Students progress at their own pace. The AHS program is offered to students free-of-charge.

Work Based Learning (formerly Cooperative Education)

Work Based Learning (WBL) is an educational program that combines classroom instruction with practical work experience directly related to the student's curriculum. This combined classroom study and work experience is a meaningful way for students to practice skills they have learned in their programs of study while earning college credit.

Any student enrolled in a program offering WBL for academic credit as a requirement or elective may apply. The Work Based Learning Office will make the final determination of a student's acceptance into the program based on selection criteria. These criteria include, but are not limited to, the student's prior experience, academic status (minimum 2.0 grade point average) and position availability. After determination of WBL status, the Director will be responsible for locating or approving an appropriate work assignment.

Students accepted for WBL must have completed nine (9) credit hours, three (3) of which are required to be in their prescribed program of study. Students who are approved for WBL must register with the WBL Office and attend an orientation before going to their assignments.

A student may earn up to four credit hours during any one semester, with the allowed maximum credit hours differing for each curriculum.

WBL is an open enrollment program, which means students have the option of enrolling during the semester, not only at registration.

Benefits to the Student

- Gain work experience in one's chosen field of study
- Practice marketable skills
- Explore career interests
- Earn academic credit toward one's degree
- Enhance one's résumé
- Meet job placement and employment contacts
- Develop confidence, responsibility, and greater human relations skills
- Explore one's own abilities in relation to a real job
- Develop references
- Be considered for a full time job at one's work based learning site after WBL is complete

Distance Education

In an effort to better meet the needs of its students, Blue Ridge Community College may offer courses through distance education. Such courses are offered to improve access and provide increased flexibility in scheduling. These courses may include telecourses, teleweb courses, online courses, or courses via broadcasting technologies. Blue Ridge Community College strives to ensure that the quality and content of these courses are the same as for traditional, classroom courses. A qualified, competent instructor serves as facilitator for each course offered through one of these methods of delivery. The following guidelines will govern delivery of these courses:

- All academic policies, including, but not limited to, admissions, credits, degree completion, academic honesty, dropping and adding classes, repetition of courses, course withdrawal, grading, student conduct, computer usage, grievance procedure, and due process for distance education courses are the same as those for traditional classroom courses.
- In cases of student grievance or disciplinary matters, where it is impractical for a distance education student to appear in person to be heard, to afford the student due process and expedient resolution of issues, special accommodation may be made (e.g., written statements, telephone conferences, electronic mail, video tape, live video, or similar means of communication).
- Beginning and ending dates for distance education courses are aligned with the College calendar.
- Blue Ridge Community College guidelines for tuition and materials will apply.
- The student must meet prerequisite requirements for distance education courses unless a Waiver of Prerequisites form is completed with the consent of the advisor and the instructor of the course.
- The student is strongly urged to have updated computer skills (within the previous three years) before attempting an online course.

- The student is required to have access to the appropriate technology (including software and hardware) for the distance education courses for which he/she registers.
- Blue Ridge Community College faculty teaching distance education courses will attempt to contact students enrolling in these courses. It is suggested that the student contact the instructor at the time of registration for the course to provide necessary information (e.g., current mailing address, email address, or phone number). Ultimate responsibility for contact rests with the student.
- A student enrolled in online classes is required to complete an online orientation or attend a scheduled orientation in person. All students registered for Internet, Hybrid, or Web based classes are automatically enrolled in the online orientation which can be accessed from the login page of Moodle at <http://moodle.blueridge.edu>.
- The student is required to attend any scheduled orientation sessions, review sessions, or test sessions.
- The student must communicate with the instructor at least once a week unless more communication is necessary to meet course requirements. A student who fails to maintain this communication may be dropped from the course for nonattendance.
- Materials will be faxed or mailed when necessary and feasible.

Due to Federal requirements outlined in the Higher Education Opportunity Act (HEOA) of 1965 as reauthorized in 2008 and amended in October 2010, all U.S. states require post-secondary educational institutions to be legally authorized to provide post-secondary educational instruction in their states. Specifically, BRCC must obtain State Authorization prior to offering online/distance education programs or courses to students residing outside of North Carolina. Please refer to college website for updates regarding state authorization.

Before registering for a distance education course the student should access the Distance Learning Home page on the college website at www.blueridge.edu. This site provides a self-assessment to assist the student in determining whether this mode of learning is consistent with personal study habits and learning styles. Links are also provided to technology requirements, general information about distance education at Blue Ridge Community College, and a listing of distance education courses.

The student enrolled in distance education courses may access the Blue Ridge Community College Library and online resources through links provided on the College website at www.blueridge.edu. This Web page has links to websites that provide access to other libraries, resources, and services such as NC LIVE. Use of some resources requires a Student ID Card which can be obtained in the College Bookstore.

There are no fees solely associated with Distance Learning courses or with verification of student identity.

Library

The Library's mission is to serve as a resource center for the College with books and other materials particularly adapted to the objectives and curricula of Blue Ridge Community College. Audiovisual materials, electronic resources, and other resource materials augment the instructional programs. Microfilm and microfiche readers, as well as photocopy services, are available for use. A variety of opportunities is provided for serious study and leisure reading by students, faculty, staff, and community patrons. The Library is located

at the front entrance of the William D. Killian Building. The Library has approximately 34,000 volumes, and subscribes to 250 periodicals and 11 newspapers.

Library services at the Transylvania County Campus include online access to research materials and a direct link to the automated card catalog located on the Henderson County Campus. Students also have access to a collection of approximately 500 volumes. Other services include audiovisuals, interlibrary loans, and networking resources. Through a cooperative agreement, the James A. Jones Library of Brevard College provides additional library services for the Transylvania County Campus.

College and Career Readiness Center

The College and Career Readiness Center is located on the second floor of the Continuing Education Building on the Henderson County Campus and in the Straus Building on the Transylvania County Campus. The College and Career Readiness Center instructors provide seated classes and academic assistance to help students succeed in Adult Basic Education (ABE) and Adult Secondary Education (ASE). Students may enroll in ABE with or without a high school diploma or high school equivalency diploma. Students enrolled in ASE may pursue completion of a high school equivalency diploma, or if already high school graduates, may brush up on academic skills to become college-ready.

Student Success Center

The Student Success Center (SSC) is located in the General Studies Building on the Henderson County Campus and in the Straus Building on the Transylvania County Campus. The SSC provides academic support to students in curriculum and developmental courses through the use of one-on-one instruction, peer and faculty tutoring, computerized and video instruction, workshops, and information sessions. A Student Success Center instructor is always available, during SSC open hours, to provide assistance.

Faculty Tutoring: The English and Math Labs are located in the Student Success Center and are staffed by curriculum faculty to provide additional instruction, outside the classroom. Students can drop by for assistance or be referred by an instructor. Faculty tutoring in other subjects, such as computer information technology, is also offered in the SSC. Hours of assistance vary each semester according to instructor schedules. Contact the SSC for more information.

Peer Tutoring Program: Students who need supplemental instruction in a particular course can receive free tutoring from an instructor recommended student who excels in the same subject. Peer tutors and tutees must have an instructor recommendation. Tutors are paid by the hour, with College funds. Any student interested in receiving tutoring or becoming a tutor can contact the Student Success Center or see an instructor.

Workshops: Workshops on topics including test taking strategies, note taking, and study skills are offered periodically throughout the semester and are free to anyone at BRCC.