An important part of the college experience at Johnston Community College is participation in student activities. JCC prides itself on the diverse opportunities available to students as a part of student life. These experiences include development of leadership skills through participation in student organizations, playing in intramural sports and events, as well as working together with fellow students on social, recreational, and community service projects. Student clubs and organizations are organized by students in response to student interest and need and are recognized as a significant dimension of the educational experience.

Student Government Association

These clubs and organizations are led by the Student Government Association, which exists to promote good relations and understanding among students, administration, faculty, and trustees; to unify the student body in the development of self-government and good citizenship; and to set high ethical standards for students through responsible conduct.

Six officers are elected in the spring for the following year. These positions are president, vice president, secretary, treasurer, public information officer, and parliamentarian. Responsibilities and requirements for each are listed below.

I. The duties of the office of President shall be as follows:
   a. To administer and uphold the Constitution of the Association, its bylaws, and laws enacted by the senate.
   b. To call and preside at meetings of the executive board, the senate, and the student body.
   c. To appoint any additional committees necessary to carry out executive functions, subject to approval of the senate.
   d. To issue orders to all committees and to require reports from them.
   e. To serve as a member of the College Board of Trustees, as provided for in the North Carolina General Statutes 115D.
   f. To represent the student body by serving as a member of the College Advisory Counsel.
   g. To be the official representative of the college on all other occasions and at functions wherein participation is appropriate.

II. The duties of the office of Vice President shall be as follows:
   a. To assist the President in any way required by the President.
   b. To fulfill the duties of the President in the case of illness or absence of the President.
   c. To assume the office of President and to carry out the duties of the office for the remainder of the term in the event that the President resigns or is unable to fulfill the duties of the office for any reason.
   d. To serve as chair for the judicial branch and to preside over all meetings of the judicial branch.

III. The duties of the office of Secretary shall be as follows:
   a. To accurately record and preserve the minutes of all regular and special meetings of the Association.
   b. To be in charge of all necessary paperwork required by the executive officers, the executive board, and the senate.
   c. To submit periodic reports to the membership or the Association, the advisor, and the college concerning the progress and actions taken by the Association.
   d. To prepare and keep a record of all actions, bylaws, statutes, and resolutions of the senate.

IV. The duties of the office of Treasurer shall be as follows:
   a. To keep an accurate record of financial actions of the Association based on financial reports prepared monthly by the college business office.
   b. To serve as Chairperson of the Finance Committee, which is responsible for submitting budget recommendations.
   c. To report periodically to the Association or at any time required.
   d. To prepare and submit to the Association an annual financial report.
   e. To solicit quotes and financial proposals from vendors.

V. The duties of the office of Parliamentarian shall be as follows:
   a. To assist the President in maintaining order in accordance with parliamentary procedure at meetings of the senate, the Association, and the student body.
   b. To serve as advisor to the President and the executive board on matters involving parliamentary procedure.

VI. The duties of the office of Public Information Officer shall be as follows:
   a. To gather facts about upcoming meetings, events, or issues and distribute them to the student body.
   b. To produce promotional and other material for dissemination.

Participation in College Governance

Johnston Community College encourages its students to participate in the College's decision-making processes to the fullest extent possible. Opportunities for participation are provided through formalized structures and the administration's practice of an open-door policy.

Formalized participation is provided in the following ways:

   a. The Student Government Association president serves as an ex officio member of the Board of Trustees (ex officio status accords the SGA president...
all rights as other trustees except the voting privilege).

b. Student representatives serve on several standing committees.

c. Student representatives serve on the College’s planning team when it conducts the strategic planning phase of the planning cycle and participates in the development of operational plans during the operational planning phase of the planning cycle for such areas as the SGA, student activities, ambassadors program, etc.

d. When appropriate, student representatives serve on College ad hoc committees.

e. The president meets with the SGA senate on a bimonthly basis to discuss how the College can best meet student needs.

f. Students may appeal decisions made by faculty and staff through the College’s appeals procedure.

The College’s administration practices an open-door policy. Students may, as individuals or groups, present ideas for improvement or concerns to the appropriate administrator or president at any time. The College administration will respond to such input in a timely manner. The College believes it can only achieve excellence by the full participation of those it serves, the students, in institutional decision-making.

Clubs and Organizations

Student clubs and interest groups are encouraged as a means of developing common bonds or purpose and friendship between students with similar occupational and academic interests. Faculty/staff members serve as advisors and assist student leaders in planning club programs and developing group activities.

Student organizations on campus include SGA, Student Ambassadors, JCC Live, Phi Theta Kappa, and National Technical Honor Society, National Society of Leadership and Success, as well as clubs linked to programs of study, such as criminal justice, early childhood education, paralegal, radiography, and cosmetology.

Membership in student clubs and organizations is open to eligible curriculum students regardless of age, race, color, sex, national origin, disability, religion, creed, military or veteran status, genetic information or other protected group as defined by law.

b. Student clubs or organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization’s goals and agree with its faith, beliefs, and mission.

Recreational Activities

Informal recreation is part of the student activities program. Recreational activities are organized by students in response to student interest and needs and are supported by the student activity fund.

Students are encouraged to organize and participate in various recreational activities. Equipment may be checked out at the office of the director of student activities.

Intercollegiate Athletics

Intercollegiate athletics at Johnston Community College strives to provide a competitive athletic program that is consistent with the College’s mission and a total educational experience for its student-athletes. The underlying assumption that athletics contributes to the overall development of character, sportsmanship, leadership, integrity, and responsible decision making is consistent with the College’s mission to assist all students in developing their full potential for participation in a global workforce and lifelong learning experiences.

The athletic program, at all times, adheres to the tenets of fair play and amateur athletic competition as defined by National Junior College Athletic Association (NJCAA). The College also holds its coaches, administrators, and student-athletes to a high standard of sportsmanship and ethical conduct. The president of Johnston Community College has ultimate responsibility for, and exercises appropriate administrative and fiscal control over, the institution’s intercollegiate athletic program. Athletic offerings may vary depending on student interest and facilities availability.

Student Rights, Responsibilities and Judicial Procedures

Note: For purposes of brevity, the title “vice president” will refer to the vice president of student services throughout this section.

I. Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations accrued to them by virtue of this membership. As members of the larger community of which the College
is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will substantially disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If the student's behavior simultaneously violates both College regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

II. Student Rights

a. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.

b. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

c. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non discriminatory rules and regulations regarding time, place, and manner.

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

e. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records and this act will be adhered to by the College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved except under legal expulsion.

f. No disciplinary sanctions (other than temporary removal from class or activity only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

g. The Student Right To Know Act requires Johnston Community College to disclose information about graduation, completion, and transfer-out rates to current and prospective students and the public. This information is provided to students and prospective students in The College section of this catalog under the Performance Measures Results heading, through the College Web site, from the Office of Student Services, and in other publications.

III. Student Code of Conduct

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

The act of enrollment at Johnston Community College indicates acceptance by the student of published rules and policies of the College. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct prohibiting certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in Section V. Prohibited conduct shall include, but not be limited to:

a. Academic dishonesty involving taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).

b. Theft of, misuse of, or damage to College property, or theft of or damage to property of a member of the College community or a campus visitor on College premises or at College functions; unauthorized entry upon the property of the College or into a College facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.

c. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College sponsored or supervised functions off-campus or in College owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his or her actions.

d. Disorderly, lewd or indecent conduct, including but not limited to, public urination, defecation, sexual acts performed in public or on college premises, taking pictures of another person in a gym locker room or restroom without that person's consent, disrobing or streaking, and possession or distribution of any obscene materials.

e. The use of legally obscene language or behavior that materially or substantially disrupts college function.

f. Excessive noise on college property including its hallways, walkways, driveways, and parking areas.

g. Conduct which threatens or endangers the health/safety of any person on the campus, online, or at any College authorized function/activity including, but not limited to, physical abuse, the threat of physical abuse, sexual misconduct and assault.
h. Discrimination on the grounds of age, race, color, sex, national origin, disability, religion, creed, military or veteran status, or genetic information of on College premises, at College-sponsored or supervised functions, or online that is sufficiently severe that it limits or denies an individual the ability to participate in or benefit from the College's educational program or activities.

i. Any act, comment, or behavior that materially and substantially disrupts the college or interferes with a student's performance including that which promotes actual violence or harm, fighting words, true threats, violations of the law, criminal or severe harassment, defamation that harms a person's reputation, false advertising or commercial speech that is misleading, or the use of public resources for partisan political activities.

j. Intimidation (implied threats) or coercion that causes a reasonable fear of harm in another.

k. Material or substantial obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions and other duly authorized activities on College premises.

l. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

m. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property, which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.

n. Possession or use of a firearm, incendiary device, or explosive, except in connection with a College approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.

o. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.

p. Gambling.

q. Smoking and/or using other forms of tobacco products or use of electronic cigarettes in classrooms, shops, and labs or other unauthorized areas.

r. Violation of College regulations regarding the operation and parking of motor vehicles.

s. Forgery, alteration, copyright violation, or misuse of College documents, records, computer software, or computer equipment with intent to deceive; making a knowingly false statement, either orally or in writing, to a College official.

t. Failure to comply with instructions of College officials acting in performance of their duties, including failure to provide student ID in a timely manner when requested.

u. Violations of the terms of disciplinary probation or any College regulation during the period of probation.

v. Fiscal irresponsibility such as failure to pay College levied fines, failure to repay College funded loans, or the passing of worthless checks to College officials.

w. Violation of a local, state, or federal criminal law on College premises adversely affecting the College community's pursuit of its proper educational purposes.

x. Violation of the College's Information Technology Acceptable Use Policy.

y. Use of cell phones, pagers or other electronic devices while attending class or participating in class-related activities (i.e. labs, clinicals, etc.) without prior approval of the instructor.

z. Failure to respond to a notice of charges.

Please note: Certain programs such as associate degree nursing and basic law enforcement training also have supplementary codes of conduct to which students within those programs must adhere.

IV. Disciplinary Procedures

a. Immediate Suspension

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative officer may direct the student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the student(s) fails to cease and desist, the instructor may then suspend the student(s) from the class. The vice president/designee or the president may suspend the student(s) from either the class or the College until a resolution of the matter can be made.

The instructor or administrative officer invoking such suspension shall notify the vice president in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two days following the incident. The vice president shall resolve the matter in a timely fashion utilizing the steps outlined below in Section IV, C.

b. Responsibility for Implementation

The vice president/designee is responsible for implementing student discipline procedures.

c. Disciplinary Procedures

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. Charges: Any administrative official, faculty member, or student may file charges with the vice president against any student or student organization for violations of College regulations. The individual(s) making the charge must complete a charge form (available from the office of the vice president or the College's Web site) stating:

   a. name of the student(s) involved,
   b. the alleged violation of the specific Code of Conduct,
   c. the time, place, and date of the incident,
   d. names of person(s) directly involved or witnesses to the infractions,
   e. any actions taken that relate to the matter, The completed charge form should be forwarded directly to the vice president.

2. Investigation and Decision: Within five working days after the charge is filed, the vice president/designee shall complete a preliminary investigation of the charge and shall schedule a
meeting with the student to discuss the alleged infraction.
The vice president/designee may act as follows:
a. Drop the charges.
b. Impose a sanction consistent with those shown in Section V.
c. Refer the student to a College office or community agency for services.
3. Notification: The decision of the vice president/designee shall be presented to the student orally or in writing immediately following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the vice president/designee or where the student refuses to cooperate, the vice president/designee shall send a certified letter to the student’s last known address providing the student with a list of the charges, the vice president's decision, and instructions governing the appeal process (Section VI).

V. Sanctions:
The Student Code of Conduct sanctions are listed below. The list does not imply an order or sequence of sanctions. The sanctions in each case will be determined by the factors related to the specific cases. Sanctions include the following:

a. Verbal Warning: A verbal warning statement, including friendly advice, counsel, criticism, or rebuke, to the student that further disciplinary action will take place if the specific behavior/condition is continued or repeated.
b. Reprimand: A written warning statement to the student which gives official notice to the student that further disciplinary action will take place if the student does not comply with any College or student organization, publication, or other organized group for a specified period of time. This probation will be in effect for not more than one other semester. While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
c. General Probation: An individual may be placed on general probation when involved in a minor disciplinary offense. General probation has two important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two semesters.
d. Restrictive Probation: Restrictive probation results in the loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally, the individual will not be eligible for initiation into any local or national organization and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This probation will be in effect for not less than two semesters. Any violation of restrictive probation may result in immediate suspension.
e. Restitution: Paying for damaging, misusing, destroying, or losing property belonging to the College, College personnel, or students.
f. Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice until a final decision has been made concerning the alleged violation.
g. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
h. Withholding the Transcript, Diploma, or Right to Register or Participate in Graduation Ceremonies: Imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are met.)
i. Suspension: Exclusion from class and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the vice president before returning to campus.
j. Expulsion: Dismissing a student from campus for an indefinite period resulting in losing student status. The student may be readmitted to the College only with the approval of the president.
k. Suspension from Campus Activities: Exclusion from participation in designated student clubs, organizations, or activities for a specified period of time and/or loss of officer standing within a student organization.
l. Group Probation: This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
m. Group Restriction: Removing College recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

VI. Appeals Procedure
A student who disagrees with the decision of the vice president/designee may request a hearing before the Disciplinary Review Committee. This request must be submitted in writing to the vice president/designee within three working days after receipt of the decision. The vice president/designee shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the vice president’s/designee’s investigation.

a. Committee Composition
Membership of the Disciplinary Review Committee shall be composed of the following:
1. Three faculty/staff members appointed by the president of the College.*
2. Three student members appointed by the Student Government Association and approved by the president of the College.
3. The president will appoint one administrator to serve as committee chairperson who will vote only in case of a tie.
4. The vice president as an ex officio non voting member.
5. Committee members will serve a two-year term, beginning in January and ending in December. Replacements will be appointed by the president or SGA if necessary.
6. *The three faculty/staff members appointed by the President of the College will serve as the Disciplinary/Grievance Review Committee for all Title IX cases.

b. Procedure for Hearings Before the Disciplinary Review Committee

1. Procedural responsibilities of the vice president:
The Review Committee must meet within 10 working days of receipt of a request for a hearing. At least five working days prior to the date set for the hearing, the vice president shall send a certified letter to the student's last known address providing the student with the following information:
   a. A restatement of the charge or charges.
   b. The time and place of the hearing.
   c. A statement of the student's basic procedural rights.
   d. A list of witnesses.
   e. The names of committee members.

2. Basic procedural rights of students include the following:
   a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the committee. In cases of sexual misconduct, the accuser and accused can have an advisor of their choice present during the disciplinary hearing.
   b. The right to produce witnesses on one's behalf.
   c. The right to request, in writing, the president to disqualify any member of the committee for prejudice or bias. (The request must contain justification.) A request for disqualification, if made, must be submitted at least three working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
   d. The right to present evidence.
   e. The right to know the identity of the person(s) bringing the charge(s).
   f. The right to testify or to refuse to testify without such refusal being detrimental to the student.
   g. The right to appeal the decision of the committee to the president who will review the official record of the hearing. The appeal must be in writing and it must be made within five working days of the completion of the hearing.

3. The Conduct of the Committee Hearings
   a. Hearings before the committee shall be confidential and shall be closed to all persons except the following:
      1. The student.
      2. Counsel or, in cases of sexual misconduct, Advisors.
      3. Witnesses who shall:
         a. Give testimony singularly and in the absence of other witnesses.
         b. Leave the committee meeting room immediately following completion of the testimony.
   b. The hearing will be recorded. Recordings will be used for transcription purposes and will be erased once a written record of the hearing is established.
   c. The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
   d. The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
   e. Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions if applicable.
   f. Decisions of the committee shall be made by majority vote.
   g. Within two working days after the decision of the committee, the vice president shall send a certified letter to the student's last known address providing the student with the committee's decision.

4. Appeal to the President
   A student who refuses to accept the findings of the committee may appeal in writing to the president within five working days after receipt of the committee's decision. The president shall have the authority to:
   a. Review the findings of the proceedings of the committee.
   b. Hear from the student, the vice president, and the members of the committee before ruling on an appeal.
   c. Approve, modify, or overturn the decision of the committee.
   d. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

VII. Student Grievance Procedure

a. Purpose
   The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty, staff, and students concerning the following:
   1. Alleged discrimination on the basis of race, color, age, national origin, religion, disability, sex, covered veteran status or other conditions,
preferences or behavior, excluding sexual discrimination complaints.

2. Sexual misconduct, including sexual harassment and sexual violence, complaints should be directed to the vice president. Because of the sensitive nature of this kind of complaint, a conference with the vice president will replace the first and second steps of the grievance procedure. The vice president will counsel with the student to determine the appropriate action. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

3. Academic matters, excluding individual grades and attendance.

b. Procedure

1. First Step
   The student must go to the faculty or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five working days of the incident which generated the complaint.

2. Second Step
   If the complaint is not resolved at the informal conference with the faculty or staff member, the student should meet with the faculty member's director of programs in consultation with the dean or staff member's direct supervisor within five (5) working days after satisfying step 1. As part of the effort to resolve the issue, the director of programs or supervisor will consult with the individual who the complaint is directed toward and the dean or the chief administrative officer of that division.

3. Third Step
   If the complaint is not resolved at the informal conference with the director of programs in consultation with the dean or staff member's direct supervisor, the student may file a written grievance with the vice president of student services. The grievance form may be obtained from the Office of the Vice President of Student Services. The completed grievance form and the reason why the response of the dean or supervisor was unsatisfactory must be presented to the Office of the Vice President of Student Services within five (5) working days after satisfying Step 2.
   The vice president shall immediately notify the president who shall insure that the committee is organized in a manner consistent with Section C of this procedure (The Student Grievance Committee). The vice president will send copies of the appeal to the members of the committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the committee.
   Meetings shall be conducted between five and 15 (15) working days following the date of the request. A postponement may be granted by the chairperson upon written request of either party if the reason stated justifies such action.

   The committee shall hold interviews with the grievant, the employee, and the supervisor, singularly, and in the absence of other witnesses. The committee may interview any additional witnesses that it considers necessary to render a fair decision. The committee shall decide by a majority vote the resolution of the grievance. In case of a tie, the chairperson will vote, thus breaking the tie. The chairperson shall forward a copy of the committee's decision to all parties involved and to the Office of the President of the College within two working days.

c. The Disciplinary Review Committee will serve as the Student Grievance Committee.

d. Rights of Parties Involved in a Grievance
   When a grievance committee meeting is scheduled, the parties involved are entitled to:
   1. A written notice of the complaint.
   2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least three working days prior to the meeting unless they waive this requirement.
   3. Review all available evidence, documents, or exhibits that each party may present at the meeting.
   4. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
   5. Have access to the names of the witnesses who may testify.
   6. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the committee.
   7. In cases of sexual misconduct, the accuser and the accused can have an advisor of their choice present during the disciplinary proceedings.
   8. Time Periods and Limitations
   Reasonable efforts shall be made by all parties to expedite the grievance process. A time limitation specified for either party may be extended by mutual agreement. If there is no mutual written agreement to extend the time limits, and if a decision at one level is not appealed by the student to the next level of the procedure within the time limits specified, the right of the student to further appeal is terminated.

**TITLE IX and Sex Discrimination**

Title IX of the Education Amendments of 1972 is a law that prohibits discrimination based on sex. The law states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program and activity receiving Federal financial assistance.” (20 U.S.C. 1532).
Under Title IX, discrimination on the basis of sex can include sexual harassment, sexual assault, or sexual violence. Inquiries concerning the application of Title IX may be referred to the College’s Title IX coordinator. The Title IX coordinator will take immediate action to provide a prompt and equitable resolution to a complaint and take steps to prevent the recurrence of the discrimination or harassment. Listed below are the staff members who have primary responsibility for Title IX compliance.

**Title IX Coordinator**  
Director of Human Resources  
Wilson Building, C1023C  
(919) 209-2025

**Title IX Deputy Coordinator**  
(for students)  
Vice President of Student Services  
Wilson Building, C1045D  
(919) 209-2048

**Classroom Conduct**  
Faculty and students at Johnston Community College have the right to a classroom environment that is conducive to study, expression, and full concentration on study topics. The College expects:

- Classrooms where students arrive and depart on time
- Classrooms where there is no material or substantial disruptive behavior
- Classrooms where the rights of others are respected and where students treat each other and the instructor with civility and respect

**Parking and Traffic Regulations**  
Traffic regulations of the state of North Carolina are applicable to all persons who drive a motor vehicle on the campus. General student parking is available in any lined spaces not designated for visitors, handicapped persons, faculty and staff members, etc. Enforcement of JCC-issued parking and traffic regulations and penalties for violations are administered by Campus Police and Security and the Business Office.

**Parking Permits**  
A parking permit is provided to each student. Students should obtain a parking permit from the Campus Police and Security Office in the Wilson Building. The parking permit is valid from August to August.

**Smoking on Campus**  
All buildings on the JCC campus are smoke-free. In addition, smoking adjacent to buildings will only be permitted at outdoor areas that have been designated as smoking areas. This policy is implemented to reduce secondhand smoke, litter and fire hazards. The designated smoking areas are listed below:

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elsee</td>
<td>Gazebo at the rear south end</td>
</tr>
</tbody>
</table>

**Minors on Campus**  
College policy does not allow minors to be left unattended in vehicles or on campus, or brought to class. Although minors may accompany parents or guardians to the campus during registration and other appropriate times, minors are not allowed on campus unattended while parents are attending class. The practice of bringing minors to class is a potential disruption for others and places the College in a position of liability. Students bringing minors to campus, the library, or during any inappropriate time will be asked to leave; however, children may visit the Children’s Room of the library when accompanied by an adult.

**Student Publications**  
Student publications, either by an individual or student organization, must be approved through the appropriate organization advisor and the vice president of student services before production and distribution. The Publications Guidelines for College publications contained in the Johnston Community College Operational Policies and Procedures Manual must be followed if the student publication meets the criteria for a public document. Student publications must not be in conflict with the Student Code of Conduct as published in this section of this catalog.

**Student Lounge**  
The student lounge provides a convenient place for relaxation, conversation, and a break between classes. Sandwiches, coffee, soft drinks, and other food items are available in the lounge from vending machines or Chef Judy’s Jaguar Grill. Vending machines are also available at various locations on the campus. Non-students are not allowed to use the student lounge without permission of the administration. ID cards are checked on a random basis.

**Student Identification Card**  
The student identification card (ID card) is provided to each student and is made in the College library. Students need a driver’s license and a copy of their current class schedule in order to obtain an ID card. Each semester a student should
take his or her ID card to the library to receive a validation sticker for the current semester. There is a $5 replacement fee for lost cards.

The student ID card serves as the college library card and no materials will be issued without one. The card is also required for student functions on campus. Students should carry their ID card with them at all times. Police and Campus Security or a College official may ask a student to show his or her ID at any time while on campus or at any activity sponsored by the school off campus. If the student fails to show identification, the college official may ask the student to leave campus.

**Student Dress Recommendations**

Johnston Community College students are expected to dress appropriately at all times, and their dress should not be distracting to the educational environment. Students are not allowed in any campus facility without shoes and shirts.

Students should be advised that certain program specific apparel or protective equipment requirements exist. Explanation of these requirements will be explained during program orientation or at the start of the semester. Students in violation of dress policies which create a health or safety issue may be subject to corrective action, including removal from the setting.

Students' overall personal appearance must reflect cleanliness and good grooming. If a student's dress or hygiene interferes with the learning process, the student's instructor will counsel the student. Repeat offenses will result in referral to the CARE Team.

**Security and Emergencies**

Johnston Community College encourages all students and employees to report emergencies and/or criminal actions. If the emergency or criminal action involves personal injury or damage, Campus Police and Security and the vice president of student services should be notified immediately. If the emergency or criminal action involves injury to property or buildings, the vice president of administrative services should be notified immediately. The vice president of student services and vice president of administrative services are responsible for responding to emergencies and criminal actions. In their absence, other college vice presidents are responsible for responding to any emergency in their areas.

The administration attempts to provide a safe, secure educational environment for all students and employees. Security officers are on duty at nights and on weekends. The security officers provided by the College have no law enforcement powers and contact the Smithfield Police Department as needed. The College also contracts with the Smithfield Police Department to provide police authority on campus and these police officers have full law enforcement powers.

Campus safety information is presented at new student orientation. Information regarding drug and alcohol abuse is covered under a separate drug and alcohol policy in the Student Development Services section of this catalog and on the College Web site.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, information pertaining to the number and type of criminal actions occurring on campus is collected by the college security and emergency preparedness coordinator and compiled annually. It is housed in the Student Services Office and is provided to students and employees through publications, including the Campus Crime Report, the College Web site, email correspondence, and other media. A copy of the report may be obtained from the Office of the Vice President of Student Services. Also, the Campus Crime Report can be found on the College's Web site.

**Information Technology Acceptable Use Policy**

**General Policy**

Faculty, staff, students, and LRC public patrons shall be expected to be responsible for appropriate behavior with regard to use of the College's computer network and computing resources, and given that communications on the network are often public in nature.

The computer network shall be provided for faculty and students to conduct research and for communications. Access to the computer network shall be considered a privilege, not a right.

Access entails responsibility, and access to network services shall be provided to employees and students who agree to act in a considerate and responsible manner.

Individual users of the College's computer network shall be responsible for their behavior and for communications over the network. Users shall be expected to comply with the College's standards and honor all agreements.

Computer network storage areas shall be treated as public space, and network administrators shall be authorized to review computer files and communications to maintain system integrity and ensure that users are using the system responsibly.

**Policy Provisions**

**Rules/Sanctions for Computer Use**

The following computer uses shall not be permitted, and violations may result in a loss of access, and as applicable, the involvement of law enforcement agencies and potential prosecution:

a. Sending or displaying legally obscene messages or images;
b. Using legally obscene language;
c. Severe or pervasive harassing behaviour;
d. Damaging computers, computer systems, or computer networks;
e. Violating copyright laws;
f. Using the passwords or identities of others;
g. Trespassing in the folders, work, or files of others;
h. Intentionally wasting limited resources; and
i. Employing the network for commercial purposes.

Acceptable Use

Given that the College considers access to its computer resources a privilege, which may be limited or forfeited by abuse, misuse or violations, users shall be expected to comply with the following conditions:

a. Compliance with all federal and state laws pertaining to copyright, privacy and confidentiality and regarding transmission of illegal, harassing or obscene materials;
b. Use of the computer only for educational, instructional, and administrative purposes;
c. Use of the computer in a manner that does not impede access by other authorized users by unnecessarily tying up the network resources or disrupting the use of the network;
d. Demonstration of respect for other users, both College users and users who can be reached through network connections, by adhering to proper network etiquette; and
e. Demonstration of respect for the integrity of the computer system and all networks by operating the system properly;
f. Use of computing resources and access accounts only for the purpose assigned and not for commercial purposes or non-college related activities;
g. Responsible use of assigned accounts, including password protection and Internet resources – allowing friends, family, or co-workers to use an account shall be deemed a serious use violation;
h. Use that does not damage or disrupt hardware or communication such as virus creation and propagation, wasting system resources, or overloading networks;
i. Use that does not create, display, transmit, or make accessible (Threatening, legally obscene, pornographic, or severe or pervasive harassing language and/or materials); and
j. Use that does not broadcast unsolicited messages or unwanted e-mail.

Peer-To-Peer File Sharing Policy

Johnston Community College maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, staff and other campus users. The College is required by Federal Law – H.R. 4137, Higher Education Opportunity Act (HEOA) – to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. Also, the HEOA requires institutions to take steps to combat and disclose its policies and sanctions for copyright infringement. The College must certify to the Secretary of Education that a policy is in place. Finally, the HEOA requires the College to provide alternatives to illegal file sharing.

Although the HEOA makes reference only to students using Peer-to-Peer (P2P), this policy applies to all Johnston Community College network users. The College reserves the right to suspend or terminate network access to any campus user. Likewise, network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution.

Annual Disclosure

Johnston Community College computers and wireless access will require users to click okay to agreeing with our acceptable use policy which references copyright violations. Each semester a reminder of these policies will be sent to student, faculty, and staff e-mail accounts. This information is also referenced in the Johnston Community College Student Handbook and Johnston Community College Catalog.

Offering Alternatives to Illegal File Sharing

Both the Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) have Web sites that list legal alternatives to illegal P2P. Some of the more popular alternatives include:

Music
iTunes
SpiralFrog
Pandora
amazonMP3

Movies and Television
iTunes
Hulu
Netflix Watch Instantly
Major Television Network Web Sites

For more information on legal alternatives, please visit:
RIAA: http://www.riaa.org/toolsforparents.php?content_selector=legal_music_sites

Intellectual Property Policy

Johnston Community College seeks to provide an environment that supports the teaching, learning, scholarship, and creativity of its students, faculty, and staff. Within this context, the College has adopted a policy that addresses the ownership of materials, compensation and copyright issues, and the use of revenue from the creation and production of all intellectual property that applies to students, faculty, and staff. The Intellectual Property Policy was approved by the Johnston Community College Board of Trustees and is published in the Personnel Policies and Procedures Manual (PM 2.14). The policy is also available to faculty, staff, and students on the College's Web site and in hard copy in Student Services or Human Resources.

Plans to “Effectively Combat” the Unauthorized Distribution of Copyrighted Material