

Student Handbook

1997-1998

An Open Door To A Better Future



Welcome!!!

We're Glad You're Here!

Welcome to COA, the very first community college in North Carolina to be chartered under the current community college system. If you are new to COA, we congratulate you on your wisdom in choosing to further your education and enhance your life. We pledge to you all of our support in helping you reach your goals.

If you are a returning student, welcome back. Congratulations on sticking to your plan, especially when so many of you have competing interests such as work, family obligations, and financial challenges. You should be proud of your accomplishments and determined to finish what you have started.

This handbook is designed to assist all students by providing information we think is very important. It is meant to be a supplement to the 1997-1998 College Catalog which you are encouraged to have. If there is any way we can improve this handbook for next year, please let us know.

Have a great year and remember, without you the student, the rest of us have no reason to be here.

COA Faculty & Staff

COA PRIDE

Self respect... Dignity... High-minded personal values... Satisfaction taken in your achievements... The fulfillment received from doing your best...
This is pride.

Courtesy... Responsibility... Service... Respect for fellow students, faculty, and staff... Taking responsibility for your actions... **This is COA Pride.**

COA Pride is a collective agreement among all students, faculty, and staff to sustain an excellent community for learning. We all work together to maintain a safe and clean campus. Each of us contributes to a friendly and helpful atmosphere from which all of us benefit. This includes - refraining from using profanity, - placing trash in trash cans, - attending every class on time, - completing each assignment to the best of your ability, - providing assistance to newcomers, - participating in activities and services, - and enabling each member of our campus community to reach individual and common goals. COA Pride sets a high standard of excellence for all of us.

Achieving your success at College of The Albemarle will lead you to a more fulfilling life.

1ST FULL TERM UNDER SEMESTER SYSTEM

You have something in common with students who attended COA in 1961. They began the semester system at COA, and now you are the first to be using it again. It is a great advantage to be using the same system as the universities.

If you have taken classes at COA under the quarter system and are now pursuing a curriculum, (not undecided or non-credit/non-degree), you should have in your possession a completed "Quarter Hour to Semester Hour Transition Sheet." This "transition" sheet should have been completed by your advisor/counselor either during last spring's registration or this fall semester's registration. The transition sheet should show you exactly how your quarter classes transitioned to semester classes, and what semester classes you have remaining to get your degree.

If you do not have a completed transition sheet see your advisor or a counselor right away.

- INFORMATION DIRECTORY -

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Adams, Bobby	203	Jennings, Lynn	303	Sawyer, Diane	271	Turner, Joe	219
Alexander, Karen	261	Jennings, Rita	308	Sawyer, Doug	210	Warren, Ruth	320
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Anderson, Jimmy	244	Keeton, Cheryl	207	Shannon, Renee	222	White, Wayman	341
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Balf, Ruth	270	Krauss, Kerry	220	Stancil, Angela	326	Whitehurst, Ryanee	247
Beloat, Hollis	266	Krentz, Kenny	321	Stephenson, Robert	209	Williams, Andrea	224
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Hill, Ben	319	Powell, Glynis	286				
Hodges, David	246	Riccardo, Barbara	280				
Hoffman, Faye	280	Riccardo, Ron	238				
Holland, Deborah	237	Riddick, Althea	298				
Holley, Arensia	276	Roberson, Annette	221				
Horton, Floyd	233	Rosenblatt, Harry	239				
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Faculty & Student Development Offices

Adams, Bobby A217	Leete, Jerry A206
Alexander, Miriam C203	Mansfield, Shelby A219
Alphin, Judy D151	McNary, Orville C129
Anderson, Jimmy C218	Morgan, Ernest B207
Aydlett, Julian A218	Nixon, Stanley C138
Belboat, Hollis A205	Oliver, Jerry A119
Brown, Mary Louise A121	Omer, Mary Pat A252
Boyce, Emma A112	Orr, Ken B212
Boyce, Sandra D154a	Overman, Gwen A250a
Douglass, Moses A125	Roberson, Annette A118
Dozier, Quay B105	Rosenblatt, Harry C102
Dubbe, Marsha A232	Riccardo, Barbara A238
Dunn, Sonya A122	Riccardo, Ron A251
Farless, Patti A248	Scaffa, Ray A120
Finch, Patricia A235	Stephens, Robert A243
George, Jean A241a	Sterritt, Patricia A250
Godfrey-Dawson, Angie A115	Sterritt, William A116A
Gregory, David A207	Swain, Martha B110
Halstead, Wanda B208	Talkington, Gene C103
Harris, Marion C135	Warren, Ruth A204
Harris, Wilma A102	Watts, Rhonda A240
Hill, Ben C222	White, Melody L. A247
Hodges, David C220	White, Nelson C211
Hoffman, Faye C144	Williams, Andrea A123
Jones, Betty A249	Williams, Debra C105
Jones, Carrie A107	Williams, Doug C153
Krauss, Kerry C111	Williams, Rose A246
Krentz, Kenny A117	Winslow, Lot C204
Lamm, Carnell C155		

Evening Counselors

Martha Goodman Room A125	Monday 6:00 - 8:30 p.m.
Brenda Gregory Room A125	Tuesday 6:00 - 8:30 p.m.
Donald Alexander Room A125	Wednesday 6:00 - 8:30 p.m.



College of The Albemarle

Dare County Campus

132 Russell Twiford Road
 Manteo, North Carolina 27954
 Phone (919) 473-2264 / TeleFax (919) 473-5497



HOURS OF OPERATION

Monday-Thursday 8:00 a.m. - 10:00 p.m.
 Friday 8:00 a.m. - 4:30 p.m.

FACULTY AND STAFF

Allen Aldridge	Math Instructor	Kathryn Lamb	Student Support Services/Co-op
Kay Barefoot	Business/Computer Instructor	Malinda Lathan	Student Records
Raymond Christie	Custodian	Vicki Loy	Assistant Professor of English
Cindy Crawford	Administrative Assistant	Sandy Reid	Counseling
	Curriculum Instructor	Virginia Tillett	Asst. Dean, Administrative Services
Marge Davenport	Receptionist		Continuing Education Coordinator
Martha Drummond	Evening Secretary	Marietta Trainor	Coordinator, Learning Lab
Marron Heller	Librarian	Justin Tillett	Dean
Teresa Kerber	Asst. Dean/Curriculum Instruction	Dottie Pratt	Administrative Assistant, Continuing Education
Nancy Morris	Administrative Assistant, Administrative Services		

CLUBS, ORGANIZATIONS, AND ADVISORS

Journalism Club	Kathryn Lamb
Phi Theta Kappa	Allen Aldridge
Students Against Driving Drunk	Virginia Tillett
Student Government Advisor	Kay Barefoot

BOOKSTORE HOURS

Fall & Spring Semesters

First two weeks of Semester:
 Monday-Thursday 7:30-11:30; 1:00-4:00; 5:00-8:00
 Friday 7:30-11:30; 1:00-4:00
 Remainder of Semester:
 Monday-Thursday 8:00-12:00; 1:00-4:00

Summer Term

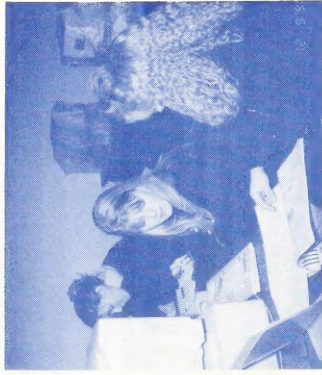
First week of Semester:
 Monday-Thursday 7:30-11:30; 1:00-4:00; 5:00-8:00
 Second week of Semester:
 Monday-Thursday 7:30-11:30; 12:30-4:30
 Remainder of Semester:
 Monday-Thursday 9:00-12:00; 1:00-4:00



College of The Albemarle

Chowan County Center

P.O. Box 145, 1316C North Broad Street
 Edenton, North Carolina 27932
 Phone (919) 482-7900 / Fax (919) 482-7999



STAFF

- Lynn Hurdle-Winslow, Dean
- Shirley Blount, Administrative Assistant
- Brenda Cross, Administrative Assistant
- Harold Nichols, Evening Office/Continuing Education Assistant
- Sheila Dash-Cooper, Evening Office/Continuing Education Assistant

HOURS OF OPERATION

Monday-Thursday 8:00 a.m. - 10:00 p.m.
 Friday 8:00 a.m. - 4:30 p.m.

FINANCIAL AID

Grant and Scholarship applications available in front office

INSTRUCTORS

Tom Abbott	English	Marie Miller	Nursing Assistant I, Home Health
Kay Barker	Political Science	William Miller	Information Systems
Harvey Binns	Business	Suzanne Palmer	Reading
Robert Brown	Physical Education, Health	Joe Pennick	Math
Sharron Chappell	English	Stephen Raisor	Humanities, Music
ECU School of Art	Art	Alicia Roberts	Psychology
Barbara Ferrell	Office Systems	Doris Skinner	Business, Office Systems, Information Systems
Juanita Flemming	Reading, English, Study Skills	Beth Wells	Office Systems
Peggy Griffin	Math	Nelson White	Accounting
Robert Lowney	Business		

Purpose of the College

In accordance with a statement drafted by the Board of Trustees in November 1993 and officially adopted in January 1994:

The purpose of College of The Albemarle is to provide accessible education and training for better jobs and better lives in Northeastern North Carolina.

Mission of the College

In keeping with the mission of the North Carolina Community College System, College of The Albemarle opens the door to opportunity to improve lives and well being by providing:

- education and training for the adult work force, including literacy education, occupational, and pre-baccalaureate programs;
- support for economic development through services to business and industry;
- services to communities and individuals which improve the quality of life; and
- an environment which promotes job satisfaction and career development for faculty and staff.

The College's Statement of Values

We respect the students, clients, and fellow employees whom we serve. We believe in the dignity and potential of every person. We appraise others by the depth of their character, appreciating their cultural heritages and their diverse opinions.

We respect our relationships with one another.

We work with one another on the basis of trust, giving trust to others, and seeking to earn their trust by speaking and acting with integrity, dependability, and sincerity. We value interdependent teamwork which operates through the exercise of mutual respect and the sharing of ideas and decisions.

We respect the education process which we provide.

We value excellence in instruction. Through the practice of our values and attitudes, we seek to foster the education of the whole person.

We respect the community which we serve.

We value participation in and service to community as one of the responsibilities of citizenship. We value the resources provided to us by our community and seek to employ them efficiently and effectively.

Education Agenda

College of The Albemarle has identified the following goals on which to focus for the next biennium:

- to enhance the quality and accessibility of instruction;
- to emphasize job training and retraining;
- to incorporate new technology;
- to enhance literacy education;
- to augment instructional program offerings, particularly in allied health and paraprofessions;
- to enhance programs and services at Dare County Campus and Chowan County Center; and
- to strengthen cooperative relationships with schools, colleges, and businesses.

Foreword

This handbook has been prepared with YOU, the student, in mind. As you will see, a variety of information including many of the policies and regulations affecting students, has been included. As a student, it is important that you know the proper procedure to follow in registering for classes, and in officially withdrawing from school, if necessary. It is also important that you know your advisor, members of the Student Development staff, and other officials who can either help you or refer you to the appropriate person, department, or office of assistance with specific problems.

In order that you might achieve your education goal within a reasonable period of time, it is our hope that you will avail yourself of each opportunity to broaden your views by taking full advantage of the facilities and training available to you. If you have not done so already, set a goal for yourself and then work toward it. Get to know the leaders of the Student Senate and the student clubs. Accept the challenges ahead of you with courage and determination. Become an integral part of each of your classes and COA by asking questions and by participating in extra-curricular activities.

Even though this HANDBOOK will answer most of your questions regarding class attendance, our grading system, student records, academic probation and suspension, financial aid, special services available to the students, etc., you are still reminded and encouraged to stop by the Student Development offices whenever you have a question or a problem with which you need assistance. Please keep this book with you and use it often since **you are responsible for knowing and observing all regulations contained herein.**

Civil Rights/Nondiscrimination Policy

College of The Albemarle is committed to the principle of equal opportunity. It is the college's policy to comply with the provisions of the Civil Rights Act of 1964 and other acts banning discrimination because of race, national origin, color, religion, gender, disability, age, or political affiliation with regard to its students, employees, or applicants for admission or employment.

Emergency Message Procedure

College of the Albemarle does not have an intercom system or message center. Persons such as relatives, day care providers, children's school, etc., should be informed that messages will only be delivered in an emergency/medical situation. Emergency messages are taken at the following numbers - Main Campus 335-0821, ext. 290, 221, or 218; Dare County Campus - 473-2264, ext. 221; Chowan County Campus - 482-7900. Every attempt will be made to locate the student, but is he/she is not in their scheduled class the message cannot be delivered.

Academic Information and Regulations

Honor Policy

Each student of College of The Albemarle is on his/her own honor during his relationship with the College. He/she is expected to abide by the standards and moral code which the College represents.

Academic Advising

Educational, vocational, career, and personal guidance are available to all students from the following two sources: The student development counselors and academic advisors.

The student development counselors provide admissions information designed to assist students to identify programs of study and to select courses for which they are best suited and which lead toward the attainment of their educational objectives. Academic advisors continue to work with students after they are enrolled to insure that their educational program is implemented and that they are making satisfactory progress toward the accomplishment of their educational goals. Counselors are available also for personal and social counseling if students desire to take advantage of this resource.

Since the college offers college transfer education, many students frequent their advisors' offices to discuss transfer admission requirements at senior institutions. **Although academic advisors assume the responsibility to be cognizant of transfer admission requirements, final analysis responsibility lies with each student to contact the senior college or university to determine requirements for transfer, thus verifying the information obtained from the advisor.**

Faculty members post regular office hours indicating when students and prospective students may seek advisement and consultation.

Within the first few weeks of each semester, Student Development personnel assign all day students enrolled in six credit hours or more in a curriculum program to an advisor who is either a full-time faculty member or a Student Development counselor. The academic advisor's role is to assist students in the decision-making process of selecting courses to take each semester which are consistent with the student's educational objective.

Students are responsible for contacting their advisor upon receiving their advisor assignment. Students assume responsibility for insuring that they know the requirements for the degree program they are pursuing at College of the Albemarle. Students should seek assistance from their advisors regularly. **This is especially important one to two weeks before each registration period in order for advisors to complete course registration forms with each student.**

It is recommended that students learn their advisor's name, phone number, office number and office hours, and to set up appointments with their advisor throughout the student's enrollment at the college.

Testing

Incoming students will be given a series of **placement tests** for course placement and admission to specific programs. The Career and Life Planning counselor can also provide and administer career interest inventories to assist students in choosing a major course of study.

Class Attendance

College of The Albemarle regards class lectures, demonstrations, discussions, and other in-class experiences as vital ingredients of the educational process which cannot be easily compensated for through out-of-class make-up work. Therefore, students who miss more than 10 percent of the classes in a course may be disenrolled from that course. Some programs may follow a more rigid attendance policy due to regulations set by state and federal licensing agencies.

Only registered students are permitted to attend college classes/labs and utilize certain institutional support services (i.e., tutoring, career interest inventories, etc.). Exceptions to this may be cleared with the appropriate administrative officer or department chair. Children of enrolled students and college employees may not attend classes/labs, nor should they be left to play in hallways, the Student Center, or other similar areas.

Health Services

Although the college does not have an elaborate system of health services, if necessary, the college representative will call 9-1-1, who dispatches the appropriate service. Please be advised that there may be a cost involved when Emergency Medical Services are used. First aid kits at main campus are available in the Occupational Education office (Room 104, C Building), the switchboard (A Building), the Community and Small Business Center (Room 113, D Building), the Continuing Education office (Room 143, A Building), the Maintenance office, and in certain laboratories. At the Dare County Campus, the kits are located in the Heating, Air Conditioning, and Refrigeration classroom and in the main office. At the Chowan County Center, kits are located at the front office. First aid kits are available for students use; however, the college does not assume responsibility for the administration of first aid. Further information and procedures for handling accidents and emergencies are included in the college's Policy and Procedure Manual.

Grading System

Students receive grades in each course at the end of the semester. Instructors, using numerical codes, may post grades outside their offices shortly after final grades are determined. Grade reports are mailed to students within a few days after the end of each semester.

The grading system is as follows:

GRADE	INTERPRETATION	QUALITY POINTS PER SEMESTER HOUR
A	Superior	4
B	Good	3
C	Average	2
D	Poor, but passing	1
F	Failure	0

I INCOMPLETE - a deficiency in the quantity of work accomplished. Given only when circumstances do not justify giving a specific grade. Must be removed by the end of the semester following the one in which the incomplete (I) was received, regardless of whether the student is officially enrolled (includes summer session). If not removed within this time, the incomplete (I) becomes a Failure (F).

AUDIT Will be interpreted as an official statement of intent to audit the course at the time of registration.

W VOLUNTARY WITHDRAWAL by the student or administrative disenrollment by the instructor. Student Development counselors may assign grades of "W" until the end of the eighth week following the first day of classes for any semester. Thereafter, instructors assign all grades.

A few courses offered by the College are graded on a pass (P), repeat (R) basis. This is indicated in the course descriptions.

Auditing Courses

Students who wish to audit courses must follow the usual procedure for registration and must state their intentions to audit courses when they register. Students auditing courses receive no credit but are expected to attend classes regularly and to participate in class discussions. They are also encouraged to do all work and assignments expected of regularly enrolled students. In addition, they are responsible for observing the same regulations concerning attendance and behavior as students registered for credit.

Academic Honors

DEAN'S LIST

To qualify for the Dean's List, a student must pass a minimum of 12 semester hours of course work and attain at least a 3.50 grade average, with no grade being below a 2.00 (C).

COMMENCEMENT MARSHALS

Rising sophomores who are first-time freshmen and who have maintained the highest grade point average during their freshman year are honored by being named Commencement Marshals. The marshal who has the best academic record is designated Chief Marshal.

HONOR SEALS

The college, in an effort to recognize those candidates for graduation who have excelled academically, awards Honor Seals on degrees or diplomas in accordance with the cumulative grade point averages noted below. The appropriate citation is also read when awarding the degree or diploma during graduation exercises.

Honor Seal	GPA
<i>summa cum laude</i> (with highest honors)	3.85-4.00
<i>magna cum laude</i> (with high honors)	3.70-3.84
<i>cum laude</i> (with honors)	3.55-3.69

Course Load

Sixteen semester hours of college work is considered the normal student load. Permission must be obtained from the Vice President of Academic Affairs for scheduling more than 18 hours of work except when students are registering for the specific course load designated in their occupational program of study.

A student enrolled in a least 12 hours of work is considered a full-time student. For students to gain sophomore status at the college, they must earn a minimum of 28 credit hours.

Course Repetition Policy

A student may enroll in a course no more than three times for credit, audit, or credit by examination. Credit by examination may be attempted only once. A student may repeat a course to attempt to improve a grade or replace a withdrawal. **All grades**, including the record of audit, will appear on the student's official transcript. **Effective Fall 1994, only the higher grade will be used in computing total credit hours attempted, total quality points earned, and grade point average (GPA).** The student is responsible for initiating a "Course Repeat Form" which is available from Student Development. **The repeated grade will not replace the previous grade until that form is approved.** Developmental courses do not apply to the policy.

Schedule Changes (DROPPING & ADDING COURSES)

At the beginning of each semester, there is a scheduled period in which students may drop and add courses. The time limit for these changes is published in the academic calendar which appears in the front of the college catalog, and in this handbook. Students wishing to change their schedule should consult with their advisor or counselor. However, it should be noted that **students are advised to exercise good judgment and concern when registering with their counselor so that a class schedule can be devised in which no changes will be needed for the duration of the entire semester.**

During the first week of classes and if the advisor/counselor agrees that a change is in order, the student's advisor or counselor and the student must complete and sign the drop/add form, called a Registration Change Notice. In addition, all financial aid students must have their Registration Change Notice approved by the Director, Scholarships and Student Aid. Finally, all such change forms must be entered into the computer in the Student Development Office and any necessary payment made to the Cashier.

From the second through the eighth week of classes, students dropping

courses must see their instructor in addition to their advisor. The advisor will then complete a Registration Change Notice form. The student must take the form to the Student Development Office.

Withdrawal From College

Students who withdraw from the college must confer with their advisor or counselor to complete the withdrawal sections of the Registration Change Notice. Financial aid recipients must also confer with the Director of Scholarships and Student Aid. To ensure that obligations to and without draws from the library are accounted for by the student, the Director of Learning Resources Center must all sign the form. The Director of Accounting must also sign the form to ensure that tuition and fees have been received before tuition refunds are authorized.

Tuition Refund Policy

1. A refund shall not be made except under the following circumstances:
 - a. A 100 percent refund shall be made if the student officially withdraws prior to the first day of classes of the academic semester as noted in the college catalog calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is canceled due to insufficient enrollment. *Example: John Doe registered for classes on July 20, but changed jobs which would prevent him from taking those classes. He submitted a completed Registration Change Form (Drop Form) before classes began on August 25. He is eligible for a 100 percent refund of tuition and fees.*
 - b. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 20 percent point of the semester. *Example: Jane Doe registered for classes which began on August 25. She discovered that she will be leaving the area before the current semester ends. She withdraws from all classes on September 14, two days before the end of the refund period, (September 16). She is eligible for a 75 percent refund of tuition costs, but no refund of paid activity fees.*
 - c. For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 20 percent point of the class.
2. All fees, including student activity fees, are non-refundable unless the student withdraws before the first day of the semester. Fees are non-refundable after classes begin and are forfeited upon withdrawal from the college; however, fees may be refunded when a class is canceled by the college and the student registered only for the canceled class. *Example: See situation described in paragraph 1 b.*

September

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 LABOR DAY COLLEGE CLOSED	2	3	4	5	6
7	8 FIRST STUDENT GOVERNMENT MEETING 12:00	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 END OF REFUND PERIOD	24	25	26	27
28	29	30	EAST CAROLINA U. VISIT BLOOD DRIVE 9-3			

3. Withdrawal forms are available in the Student Development Office. Reasons for withdrawal will be considered unavoidable when circumstances beyond the student's control affect the student's life and livelihood to such an extent that continued enrollment is impossible. Matters of personal convenience or preferences are not considered unavoidable reasons.

Policy for Encouraging Academic Progress

The college's policy for encouraging academic progress is based on the following: prevention of failure; remediation; and as a last resort, exclusion from a program or from the college. The policy applies to all full-time and part-time curriculum students.

To impress upon students the necessity of maintaining a good academic record, the college has established the following methods for informing students about academic concerns:

I Academic Alert

This is a non-punitive method with the purpose of alerting students, counselors, and instructors to potential academic problems. Academic alert means students will be notified of their status and will be required to report to their counselor or advisor, who will attempt to identify the causes of poor academic performance, suggest ways to improve, and may suggest alternative programs for which the student is better qualified.

Students will be placed on Academic Alert if they have less than an overall 2.00 GPA ("C") for any one semester.

II Conditional Status

Students will be placed on Conditional Status if they fail to meet the requirements of the following Academic Progress Scale:

Semester Credit Hours Attempted	Minimum GPA
0-16	1.00
17-24	1.25
25-32	1.50
33-40	1.75
41-52	2.00
53 and above	2.00

This scale does not apply to summer school. Summer school performance will be computed and counted in the cumulative GPA in the succeeding semester. Exception: This scale does apply every semester for students receiving veterans' educational assistance.

Students should pay special attention to the following:

1. Students on Conditional Status may enroll for a maximum of 12 credit hours.

2. Students transferring from College of the Albemarle should be aware that the receiving institution may include all college work ever attempted in computing the GPA.

3. Students enrolled in Developmental Education courses who are on Academic Alert or Conditional Status are encouraged to meet with the Director of Student Support Services at the beginning of the semester and more often if necessary.

III Academic Suspension

Students who are unable to meet the requirements of the Academic Progress Scale after two consecutive semesters of Conditional Status will be academically suspended or directed to a more appropriate program offered by the college. Any student who fails to fulfill the conditions set forth under Conditional Status will be suspended immediately. Students should be advised they must attain at least a 2.0 GPA to graduate and receive a diploma.

Conditional Status II students who earn a 2.5 GPA at the conclusion of any semester may be given permission by the Vice President of Student Development to continue as a Conditional Status II student for the next semester without being suspended or without appealing their suspension to the Academic Appeals Committee. Unless they bring their average up to the minimum GPA on the Academic Progress Scale, students who fail to earn a 2.5 GPA in any semester thereafter will be suspended but will still maintain the right to appeal.

Suspended students who enroll in summer school and increase their overall GPA to meet the minimum standards will not have to appeal their suspension to the Academic Appeals Committee.

Appeals of Academic Suspension

The Academic Appeals Committee is composed of the Faculty Senate Executive Committee, the Vice President of Academic Affairs, and the Vice President of Student Development – all being voting members. In addition, faculty members who serve as advisors to students making appeals are consulting members of the committee, which considers letters of appeal from students who have been suspended because of unsatisfactory academic progress. If the student is a participant in the student support services program, the Director of Student Support Services is also a consulting member of the Academic Appeals Committee.

All letters from suspended students must be received by the Vice President of Student Development no later than noon of the second day of classes of the semester following suspension. The committee meets at 12:00 noon on the third or fourth class day of the semester, whichever falls on a Monday, Wednesday, or Friday. A quorum of three committee members is necessary for the committee to consider appeals. The committee is chaired by the Chair of the Faculty Senate Executive Committee.

October

1997

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

LAST DAY TO
WITHDRAW
WITHOUT PENALTY

ECSU VISIT
12-1

COLLEGE DAY
8:00-9:30 am

FALL BREAK
NO CLASSES

FALL BREAK
NO CLASSES

The Vice President of Student Development is responsible for distributing letters of appeal and student transcripts to members of the Academic Appeals Committee prior to an assigned meeting. Students wishing to appeal their suspension must submit a written appeal, which includes their home address and telephone number, to the Vice President of Student Development. The Vice President of Student Development will notify the students of the date, place, and time the committee will discuss their appeal. Students may appear before the committee and speak in their own behalf.

Student Records

Please see the school catalog, page 31, for complete information regarding student records.

Upon a student's written request, the registrar will mail an official COA transcript to wherever it is needed. There is no charge for this procedure but a written request is required; no telephone requests can be honored. For further information, please contact the Student Development office.

Financial Information Obligations, Procedures, and Assistance Financial Obligations

Students are responsible for payment of all obligations to the Business Office or Library. Anyone with unpaid tuition and fees or unpaid Library fines may be excluded from registering and attending classes until such obligations are cleared with the appropriate office. No transcript request will be honored for any student with an unpaid Business Office or Library account.

Student Financial Assistance

Financial assistance is available to the students attending College of The Albemarle who demonstrate need and who meet satisfactory academic and measurable time progress requirements. The financial assistance, granted on the basis of individual needs, is administered by the financial aid office staff. This office also assists other agents in the administration of financial aid.

Financial assistance may be awarded in the form of a scholarship, grant, loan, part-time employment, or any combination of these. Scholarships and grants are awarded outright and do not have to be repaid provided the student completes the period of enrollment. A student loan consists of a sum of money awarded to a student on a temporary basis to be used to help meet the student's educational expenses and must be repaid.

In addition to the college scholarships, which are awarded to eligible financial aid applicants, the college participates in the following federally sponsored programs:

- FEDERAL PELL GRANT
- NC STUDENT INCENTIVE GRANT (NCSIG)
- FEDERAL WORK STUDY (FWS)
- FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)
- FEDERAL STAFFORD LOANS

Application Procedure

For a student to be considered for all assistance offered by COA, he/she must request the following forms from the financial aid office, complete them, and should have the FAFSA reviewed by the staff.

1. Free Application for Federal Student Aid (FAFSA)
2. COA Private Scholarship Application

The following forms are required for financial assistance from federal sources:

1. Student Aid Report (SAR)
2. Federal Tax returns and W-2 statements
3. Other forms may be requested as needed.

Note: Electronic processing of the Federal Student Aid Application is available and all students are encouraged to take advantage of this option.

Students whose folders are complete by June 1 should receive their Award Letters no later than August 1. Others will be notified by an Award Letter when their application for financial aid is complete. If notification has not been received within a reasonable time after the student believes all forms should have been received, it is recommended that he/she contact the financial aid office concerning the application.

Scholarships

COA offers more than one hundred scholarships to certain eligible students. Please inquire at the financial aid office for applications for these scholarships which range from \$50 to \$1500 a year. Most scholarships require that the student attend full time (12 or more hours), maintain a 2.5 or better grade point average, and complete forms showing financial need and scholastic aptitude.

Deadline Dates

Deadlines are necessary for certain awards. The following completed forms must be at their destination by the dates given below:

- North Carolina Student Incentive Grant March 15
- Most COA Scholarships April 1

Academic Requirements

Students who drop below the GPA satisfactory academic requirements or the measurable time progress requirements will be placed on financial aid probation the following term and will not be eligible for further financial aid until a 2.5 GPA (with a minimum of six credit hours) has been maintained for each term thereafter or until their overall GPA is within the satisfactory academic requirements scale and the measurable time progress requirements scale. Financial assistance may be reinstated the term following demonstration of satisfactory progress in academics and time progress.

Support Services

All students who are receiving financial aid whose grade point average falls below 2.0 are requested to apply for academic tutoring through the Student Support Services Program.

Repeating Courses

No aid will be awarded for repeating a course for which credit already has been awarded, unless curriculum standards require that the course be repeated or by the advice of the student's advisor and with the approval of the VP Student Development.

When eligible students receive an Award Letter, they should sign and return it within 20 days, signifying acceptance of the award. If the aid is not suitable for the student's needs, he/she should make an appointment with the Director of Scholarships & Student Aid for consultation.

Personal Interview

The Director of Scholarships & Student Aid and staff will be happy to have a student and his/her parents visit the campus and discuss financial matters personally. Although an appointment is not necessary, it is suggested that visitors advise the financial aid office of the proposed visit. Office hours are from 8 a.m. to 4:30 p.m. weekdays. The offices are located in Building A.

In Summary

The financial aid office staff is here to help you in any way we can with your financial needs while you are attending COA. To assure a continued flow of your financial aid, you should:

1. Register during the early registration period.
2. Keep your grade point average above 2.0.

And you must:

1. Take and pass sufficient credit hours to show that you are progressing normally toward your degree/certificate program.
2. Apply yearly for financial aid.

General College Regulations Student Responsibilities, Regulations and Conduct

College students are considered to be mature individuals. Their conduct, both on and off campus, is expected to be that of responsible adults in public places. Common courtesy and cooperation are the basic rules for conduct at the college. Students are required to know and follow the college regulations listed below.

Academic Integrity

1. Each student is held responsible for information published in the College of The Albemarle Catalog, Student Handbook, and announcements placed on student bulletin boards.
2. Cheating and plagiarism are those processes of utilizing as one's own, another's work, words, or ideas. Those processes are not the mark of the competent college student; students who cheat or plagiarize are subject to disciplinary action by the college.
3. College of The Albemarle honors the right of free discussion and expression. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of others cannot be tolerated. Accordingly, it shall be the policy of the college to deal with such disruption, destruction, or interference promptly and effectively but also fairly and impartially without regard to race, religion, sex, and political beliefs. Students interested in information concerning campus demonstrations are required to consult with the Vice President of Student Development.

Courtesy/Social Behavior

4. Dress of students and/or their guests should be appropriate for the school function involved.
5. The playing of portable radios, tape recorders, and other similar equipment by students in halls, classrooms, labs, Student Center, and other common areas is prohibited. However, with the approval of an instructor, students may use tape recorders to record lectures and class discussions.
6. Admittance to all social events will be by student identification cards.

December

1997

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

REGISTRATION
SPRING SEMESTER

REGISTRATION

REGISTRATION

REGISTRATION

REGISTRATION

LAST DAY OF
FALL SEMESTER
CLASSES

EXAM WEEK
BEGINS

FALL SEMESTER
ENDS
EXAM WEEK ENDS

WINTER HOLIDAYS COLLEGE CLOSED

January

1998

1998

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8 NEW YEARS DAY COLLEGE CLOSED	9	10
11	12	13	14	15	16	17
18	19 FIRST DAY OF SPRING SEMESTER	20	21	22	23 LAST DAY TO REGISTER/ADD CLASSES	24
25	26 MARTIN LUTHER KING JR. DAY COLLEGE CLOSED	27	28	29	30	31

15. No student shall possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any college building or vehicle or other property owned, used, or operated by the college.

Respect for Normal Operation

16. Any student who, with the intent to obstruct or disrupt any normal operation or function of the college or any of its components, engages or invites others to engage in individual or collective conduct which destroys or significantly damages any college property; which impairs or threatens impairment of the physical well-being of any member of the college community; or which because of its violent, forceful, threatening, or intimidating nature or because it restrains freedom of lawful movement or otherwise prevents members of the college community from conducting their normal activities within the college, shall be subject to prompt and appropriate disciplinary action which may include suspension, expulsion, or dismissal from the college.

The following, while not intended to be inclusive, illustrates offenses which are regarded as obstructive and disruptive:

- a. Occupation of any college building or part thereof with intent to deprive others of its normal use;
- b. Blocking the entrance or exit of any college building or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room;
- c. Setting fire to or by any other means destroying or substantially damaging premises;
- d. Any possession or display of or attempt to threaten to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any college building or on any college campus;
- e. Prevention of, or attempt to prevent by physical act, the attending, convening, continuation, or orderly conduct of any college class or activity or of any lawful meeting or assembly in any college building; and
- f. Blocking normal pedestrian or vehicular traffic on or into any college campus.

7. No outside guests, other than a student's date, are allowed at college social events.

8. General misconduct by students and/or their guests at college functions will subject students to disciplinary action by the college Disciplinary Committee.

9. Personal cleanliness and property cleanliness are important phases of training. Students will be expected to make use of the disposal containers in the halls, Student Centers, shops, and classrooms.

10. College of The Albemarle prohibits sexual harassment of staff, faculty, and students. "Sexual harassment" is defined as unwelcome or offensive sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It includes but is not limited to uninvited touching or physical contact, verbal or written comments of a sexual nature, display of obscene objects, pictures, posters, or other graphic materials of a sexually explicit or suggestive nature, and obscene gestures or sounds. Sexual harassment does not refer to occasional compliments of a socially acceptable nature or to acts which are usually found acceptable by all elements of society.

In addition to constituting a violation of the policy of College of The Albemarle, sexual harassment is unlawful and a violation of Title VII of the Civil Rights Act of 1964 where submission to such conduct is made (explicitly or implicitly) a condition of an individual's employment or education; or, submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

Safety/Legal Concepts

- 11. Any and all actions or materials prohibited by federal, state, and city/county law are also prohibited on the college campus.
- 12. The use of skateboards on campus is prohibited.
- 13. Students who negligently lose, damage, destroy, sell, or otherwise dispose of college property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and be subject to disciplinary action.
- 14. Students who engage in such acts as stealing, cheating, gambling, using profane language, engaging in personal combat, and possessing firearms or dangerous weapons on college property are subject to disciplinary action.

February

1998

1998

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10 END OF REFUND PERIOD	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Substance Abuse Policy

17. Under no condition will intoxicating liquor (any beverage containing as much as one half of one percent alcohol), narcotics, illicit drugs, hallucinogens, barbiturates, or amphetamines be permitted in or on College property. Anyone known to be under the influence of same is prohibited from College property. Additionally, the introduction, possession, sale, exchange, and/or use thereof is considered grounds for dismissal and possible legal action. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

Student Grievance Procedure

I. Grievance Procedures on the Informal Level

- A.** A student who thinks he or she has received unfair or improper treatment should address the problem informally through discussion with the faculty member, staff member, or administrator involved. In certain situations, however, the student may feel more comfortable in first discussing the problem with one of the Student Development counselors. This discussion should be to determine the necessary procedures to solve the problem at the lowest level.
- B.** If this discussion does not resolve the situation, the student should request input from the immediate supervisor of the person involved. If the grievance involves a faculty member, the student should discuss the problem with the departmental chair; if the grievance involves a staff member or administrator, the student should discuss the problem with the appropriate dean or vice president; if the grievance involves a vice president, the student should discuss the problem with the President of COA.

II. Grievance Procedures on the Formal Level

- A.** A student who is not satisfied with the resolution reached at the informal level may submit a formal grievance in writing to the appropriate vice president. This document must be submitted within 20 days after the alleged grievance occurred. The grievance must be dated and signed by the student and must include the following:
1. A detailed description of the grievance and the facts related to the grievance;
 2. An identification of the person, policy, or procedure against whom or what the grievance is filed;
 3. An explanation of the steps taken in an effort to resolve the grievance at the informal level; and
 4. A description of the student's idea of a satisfactory resolution.

- B.** The vice president will review the grievance, make such inquiries as deemed appropriate, and provide the student with a written response within fifteen working days. The decision will include the following:

1. A disposition of the grievances and discussion of the steps taken in the inquiry; and
2. Subsequent appeal steps possible for the student, such as pursuit of the grievance through discussion with the President of College of the Albemarle and/or appropriate college committees.

III. Appropriate Channels for Appealing Grievances at the Formal Level

- A.** A student who has an unresolved complaint involving a faculty member or a problem concerning an academic matter should submit a grievance to the Vice President of Academic Affairs.
- B.** A student who has a problem concerning a non-academic matter or a problem dealing with federal regulations concerning the handicapped (Section 504 of the Rehabilitation Act of 1973) should submit a grievance to the Vice President of Student Development.
- C.** A student who has a problem involving sexual harassment or discrimination (Title IX of the Education Amendments of 1972) or affirmative action should contact the Director of Human Resources.

Restrictive Probation

A COA curriculum student who violates a college regulation as listed under student rights, responsibilities and regulations in the college catalog may be placed on Restrictive Probation with the agreement of the VP of Business and Finance, and the VP of Student Development, or their designees. A student placed on restrictive probation must be in a class he/she is currently enrolled in, or studying in the Learning Resource Center. He/she will be limited to one-half hour daily in the Student Center.

A student will be notified in writing of his/her Restrictive Probation status. The Restrictive Probation status will remain in effect for the remainder of the current semester, or three months, whichever is longer.

If any of the restrictions listed above are violated by the student placed on Restrictive Probation, he/she will be subject to immediate suspension from College of the Albemarle for a period of one additional semester. A student may appeal the suspension to the College Disciplinary Committee. This request must be submitted in writing to the Vice President of Academic Affairs within three working days of notification of suspension. The VP of Academic Affairs will schedule a hearing to be conducted by the College Disciplinary Committee.

March

1998

1998

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9 LAST DAY TO WITHDRAW WITHOUT GRADE PENALTY	10 FACULTY DEVEL- OPMENT DAY NO CLASSES	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



College Disciplinary Committee

The purpose of this committee is to hear charges against students accused by any member of the college community of infractions of rules or regulations applying to student behavior; to judge the guilt or innocence of students so charged; and to decide upon action to be taken against students judged to be guilty of such infractions.

The College Disciplinary Committee shall be composed of all current members of the Faculty Executive Committee, a student representative appointed by the current President of the Student Senate, the VP of Student Development, and the VP of Academic Affairs. The VP of Academic Affairs serves as the chairman and votes only in the event of a tie. The VP of Student Development, as a representative of the student's interests, will be a non-voting member.

Student Disciplinary Procedures

Any student, faculty member, or administrator may file a written complaint against a student. The complainant must notify, in writing, the Vice President of Academic Affairs of the complaint and request that the College Disciplinary Committee be convened to hear the charges. The complainant must specify the rule(s) and/or regulation(s) that have allegedly been violated according to the Student Rights, Responsibilities, and Regulations as written in the College of the Albemarle Catalog, Policy and Procedure Manual and included in the Student Handbook. The following procedure will then be initiated:

1. The Vice President of Academic Affairs shall distribute copies of the written complaint to the committee members and to the student against whom the complaint is lodged. A copy of the charges shall be hand delivered to the accused by the Vice President of Academic Affairs (or designee) or mailed to the student's residence. The Vice President of Academic Affairs will request a written response to those charges to be submitted prior to the scheduled hearing.
2. The Vice President of Academic Affairs will notify committee members, the complainant, and the accused of the hearing date and time. No less than 20 working days will elapse between the receipt of the complaint and the hearing. The complainant and/or accused may request an extension of time, up to two days prior to the hearing. This request must be in writing and addressed to the Vice President of Academic Affairs. If the request is granted, all parties and committee members will be notified of the change of hearing date. The Vice President of Academic Affairs must be notified if either party is unable to appear at the scheduled hearing for a valid reason, and the hearing will be rescheduled.

3. If either party fails to appear at the scheduled hearing without valid reason, the committee will make its decision based upon the written documentation submitted by each party prior to the hearing. The consequence for the accused student not appearing without a valid reason will be automatic suspension for the remainder of the current semester and until a hearing with the accused has been conducted, and a decision arrived by the College Disciplinary Committee.
4. No member of the College Disciplinary Committee who has an interest in the case shall sit in judgment. A temporary replacement shall be appointed by the Vice President of Academic Affairs except in the event of replacing the Student Senate representative, whose replacement shall be appointed by the President of the Student Senate.
5. At the hearing, the Vice President of Academic Affairs shall preside. The Vice President of Student Development shall present any information relative to the situation.
6. Both the accused and the complainant will each present their own case and shall have the right to make statements in extenuation or rebuttal and to call witnesses on their behalf. Both shall also have the right to question witnesses. Both shall have the right to be accompanied by an advisor of their choice.
7. Members of the committee shall have the right to call other persons to appear and to question anyone present.
8. Any member of the college faculty or staff, or any student or group of students, or witnesses, or advisors may appear only with prior permission of the committee.
9. The Vice President of Student Development may make a recommendation to the committee.
10. The Vice President of Academic Affairs shall be responsible for keeping a verbatim record of the hearing (e.g., a recording). In addition, the Vice President of Academic Affairs shall prepare three case summaries of the proceedings. One copy of the case summary shall be kept permanently in the Vice President of Academic Affairs' office; another kept in the Vice President of Student Development's office (to be retained in files separate from the student's permanent academic files); and the third shall be mailed to the student. The recording shall be retained by the Vice President of Academic Affairs.
11. An appeal of a decision by the College Disciplinary Committee may be made in writing by the accused and/or complainant to the President of the College within ten working days after the student has received notice of the decision of the committee. The President will judge merit of the appeal considering the committee's report and the procedure followed by in the hearing.

April

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SPRING HOLIDAY
COLLEGE CLOSED

- SPRING HOLIDAY - NO CLASSES - SPRING HOLIDAY - NO CLASSES -

PRE-REGISTRATION
FOR
SUMMER SESSION
UNTIL MAY 6



Student Identification Cards

Each student receives a student identification card upon paying his student activity fee. The ID Card will admit full-time students to school functions without admission charge unless otherwise specified. The ID Card may also be used by a student when needed to establish his identity as a COA student and may qualify a student to receive a student discount at local stores.

Visitors

Visitors are welcome at the college. However, persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities. Loitering is prohibited.

Only registered students are permitted to attend college classes/labs and utilize certain institutional support services (i.e., tutoring, career interest inventories, etc.). Exceptions to this may be cleared with the appropriate administrative officer or department chair. Children of enrolled students and college employees may not attend classes/labs, nor should they be left to play in hallways, the Student Center, and other similar areas.

Care Of The Campus

Property cleanliness is vital to the care of the college campus. Students will be expected to make use of the disposal containers in the halls, outside and in all areas of shops and classrooms, using the appropriate containers for recycling.

Bulletin Boards

Following are regulations governing the use of all College bulletin boards:

1. All notices, posters, etc., to be posted must bear the initials of the appointed designee in one of the following areas: A-118, Linda Lewis; A-119, Jerry Oliver; B-110, Martha Swain; or C-102, Nancy Farmer;. The "date posted" and "date to be removed" should be included on each notice.
2. Notices, posters, etc., not in compliance with the above guidelines will be removed.

Utilization of College of The Albemarle Bulletin Boards by Off-Campus Non-Profit and For-Profit Organizations

Information from Non-Profit and For-Profit Organizations may be posted on campus bulletin boards for a maximum of thirty days. The "date posted" and "date to be removed" should be included on each notice. Interested parties are required to contact the Dean, Dare County Campus; Dean, Chowan Center; or the Student Development Secretary, Elizabeth City Campus before posting items. Due to limited space, the college will not post information requiring more than 11" x 14" of space. The college reserves the right to decline requests.

Requests for Lists of Students

College of The Albemarle does not publish lists of applicants, currently enrolled students, or graduates for use by non-profit or for-profit off campus organizations.

Smoking

Smoking tobacco products or related products is prohibited inside all buildings on the Elizabeth City campus, including the Extension Center on Riverside Avenue. Smoking is also prohibited inside buildings on the Dare County Campus, the Chowan County Center, the ABLE Center in Elizabeth City, and the instructional areas in buildings used by the college throughout the service area.

Smoking areas will be designated outside the buildings, with receptacles being provided for the disposal of cigarette butts and other tobacco products.

Smoking is prohibited inside all college vehicles.

Traffic and Parking Regulations

- A. **Speed Limits:** The speed limit on all roadways is 20 mph, except the speed limit on roadways within parking lots is 10 mph.
- B. **Parking:** Parking is permitted only in college parking lots within marked spaces and in other areas which may be designated on a temporary basis by the President as space requirements may dictate. Students and visitors may not park in space designated for faculty and staff. Only handicapped persons may park in spaces designated for the handicapped. Special reserve parking spaces may be designated by the President for special events. No one other than authorized persons may park in spaces designated "Reserve." Use of Albemarle Hospital parking while visiting, working, studying, or doing business at College of The Albemarle is prohibited.

C. **Vehicle Identification:** Students will receive a parking decal at the time of payment of tuition at the Business Office. At other times, decals will be available from the receptionist desk in Building A. One decal should be obtained for each vehicle to be driven onto the campus. Handicapped persons are required to register their vehicles with the VP Student Development and to display the necessary parking permit. Parking decals and permits must be placed on the rear bumper of the vehicle.

Violations and Adjudication

If one receives a parking citation and feels that the citation was issued in error, he or she may appeal to the VP of Student Development within 48 hours. If the VP of Student Development determines an error has been made, the citation will be voided. If the dean determines no error has been made, the person receiving the citation may appeal to the president of the college within 24 hours. The president's decision is final.

College Services

Learning Resource Center

The library is located on the ground floor of B-Building. During the fall and spring semesters, the LRC is open each day from 8:00 a.m. to 9:00 p.m., except for Friday when it closes at 4:00 p.m.

A library handbook is available for the students. The reference librarian and library staff are available to assist with library usage.

The Bookstore

The bookstore is located in the Student Center in A-Building; day and evening hours are posted.

Used Bookstore

Operated by Phi Theta Kappa Honor Fraternity, the Used Bookstore is located in the Student Center and is open during the first week of each semester. Students can both sell and purchase college textbooks at the Used Bookstore. Hours of operation will be posted.

Career Development Services

Career Development Services at College of The Albemarle provide a complete career planning process to assist students in choosing the right path. Resources are available to help you:

- Discover your interests, skills, and abilities;
- Explore career and work options;

- Decide on a college major or a vocation;
- Select a college or vocational school;
- Learn job search strategies.

Career Counseling

Student Development counselors are available to assist students in developing their individual career plans. Career planning begins with self-assessment that helps students to identify their interests, abilities, personality, and values. The next step is career exploration that leads to students looking at occupations that correspond to their self-assessment. In the action phase of career preparation, students learn the skills it takes to find the job best suited for them.

Career Assessment

The Career Assessment Inventory is available to prospective and enrolled students. This is an interesting inventory designed to assist individuals in making career decisions.

Center for Career and Life Planning

The Center for Career and Life Planning, located in the LRC, provides accurate, up-to-date information to help users with their career and education exploration and planning. Resources are available to anyone seeking occupational or education information. No fees are charged for any of the services provided.

Occupational Information

Available on over 20,000 occupations. Includes work descriptions, employment opportunities, earning potential, education and training requirements, and job outlook information.

Educational Information

Available on over 3,000 colleges and schools. Includes entrance requirements, tuition and related costs, training offered, financial aid programs, and other specific information.

Career Planning Information

Making a career decision is a process. Resources are available to assist you in making sound decisions regarding your career choice.

Computer Assisted Career Assessment & Planning

CCAPP is a computerized system which provides each student with the opportunity to gain knowledge and learn decision-making skills. The system contains four separate programs: career assessment, selecting alternatives, career planning, and career exploration. *N.C. Careers System* is designed to supplement the *Career Choices in N.C.* tabloid and provides additional job outlook information to assist students in making career decisions. It is highly recommended that counselor follow-up be initiated for computer-generated printouts.

Video Instruction

Videos assist first-time job seekers by presenting common problems and attitudes of inexperienced workers. Topics include first time out on your own; what employers look for and expect from entry-level workers; acceptable behavior on the job; how and where to look for work; and how to interview for a job.

Resu-Riter Software

Utilize this user friendly software package to prepare a basic resume to assist you in your job search.

Job Search Skills

Information on how and where to look for jobs, how to prepare resumes, and interviewing tips.

Assistance in Using Materials

See the career and life planning counselor during office hours for career counseling and assistance in using the Career Development Center materials. For additional assistance, see the library technician on duty Monday-Thursday, 8:00 a.m.-9:30 p.m., and on Friday, 8:00 a.m.-4:00 p.m., in the Learning Resources Center.

Career Outlook Information

Obtain meaningful career outlook information and projected salaries locally and statewide through COA's Job Outlook Report, the N.C. Jobs and Careers Getting Started publication, and the Occupational Trends booklet. Individual counseling will be provided at your request.

Automated Job Information System

Located in room B-110 (LRC), this system provides local, state, and national job listings. You can search for job opportunities or enter 2 new applications if you are not currently registered with Job Service. An Employment Security Commission employee is also available on alternating Wednesdays from 9:00 a.m.-11:30 a.m. for consultation.

Career Choices in North Carolina

Tabloid *Career Choices* provides occupational information, including 220 career briefs, to support career exploration and decision-making.

Job Placement

College of The Albemarle provides both educational and job placement assistance for its students. College transfer students are assisted by the Student Development counseling staff in gaining admission into senior colleges and universities to complete their baccalaureate program.

Students who do not plan to further their education after graduation from college are urged to register with the Cooperative Education and Job Placement Office (C-104) a minimum of three months prior to their graduation date, regardless of whether they plan to seek employment immediately upon graduation.

Students who desire employment are recommended to prospective employers in business and government and notified of vacancies which exist. Upon request by a prospective employer and approval of the student, the student's credentials consisting of personal data, references, and college transcripts are sent to the employer by the Cooperative Education and Job Placement Office. Registrants are eligible for interviews with recruiters who come to the Cooperative Education and Job Placement Office seeking applicants for jobs. The director is also available for advising registrants who need information about job opportunities. Individual resumes can be prepared for the student by the Job Placement Office.

There is no charge for any of the services of the Cooperative Education and Job Placement Office.

Student Support Services

Student Support Services is a federally-funded program which serves students with academic potential who are economically disadvantaged and/or first-generation college students and those who are learning disabled or physically handicapped. The program offers supportive services to a select group of students who may not otherwise show their true academic potential. Academic advisement, no-cost tutoring, child care services, assistance in applying for financial aid, personal development counseling, resource information and guidance, and cultural enrichment activities are facets of the program which increase the likelihood that students will successfully reach their college goals.

The tutorial program is a component of Student Support Services and is available to Student Support Services participants in all regular curriculum courses. The tutorial program is designed to help those students who are having difficulty making satisfactory grades in any particular subject. Students recommended by instructors will tutor those students in need of assistance. Students interested in the tutorial program should contact the Student Support Services main office.

The child care program, also a component of Student Support Services, is a federally-funded program designed to meet the needs of single parents and/or homemakers who may not otherwise be able to attend classes. Depending upon the availability of funds, the college contracts with local child care providers who meet the standards of the Day Care Services Office to provide child care services to eligible Student Support Services participants enrolled in vocational and technical curricula. Interested students should contact the Student Support Services Program's Intake Technician/Child Care Coordinator.

Alternative Career Education Studies (ACES)

This nontraditional occupations program at COA originates from the Carl D. Perkins Vocational and Applied Technology Education Act, and grant funds are administered through the N.C. Community College System. The project is designed to provide benefits and services to students enrolled in vocational or technical programs of study targeted as nontraditional in terms of gender participation.

Students participating in the program are eligible for limited financial assistance for tuition/fees, books/supplies, and transportation. Counseling, career development activities, workshops, and the benefits of a support group made up of professionals and peers are also available to program participants.

The overall aim of Alternative Career Education Studies is to encourage and support women and men in nontraditional curricula and to provide services that aid in retention and successful completion of course work, followed by job placement directly related to the student's programs of

study. For more information or to request an application, please contact Martha Swain, Director, Counseling and Career Development.

JTPA

College of The Albemarle administers a federally funded training program under the Job Training Partnership Act (JTPA). This program is designed to provide suitable candidates with technical and vocational skills training that will result in increased employment opportunities and decreased dependency on welfare. Due to limited funding, few students will be accepted into the 1997-98 program.

The following criteria must be met for acceptance in the program:

Financial - The program participant must be classified as "Economically Disadvantaged". This is determined by totaling the applicant's gross family income during the six months preceding the date of the interview. The JTPA counselor uses guidelines established by federal and state agencies to determine cutoffs.

Approved Curriculums - JTPA supports only certain technical and vocational curriculums:

- * Associate Degree Nursing
- * Basic Law Enforcement
- * Carpentry
- * Computer Engineering Technology
- * Electrical/Electronics Technology
- * Electronics Engineering Technology
- * Information Systems
- * Information Systems - Programming
- * Machining Technology
- * Mechanical Drafting Technology
- * Office Systems Technology
- * Office Systems Technology - Medical
- * Paralegal Technology
- * Practical Nursing

In addition to these two basic requirements the JTPA participant must also:

- * Agree to a career interest assessment
- * Meet college admissions standards
- * Attend every semester until program completion
- * Be a full-time student every semester (4-6 classes)
- * Start directly in curriculum without need for more than two developmental classes
- * Apply for financial assistance if applicable
- * Maintain at least a 2.50 GPA

Veterans Affairs

Veterans are invited to take advantage of the student services and educational programs offered by the college. College of The Albemarle cooperates with the Department of Veterans Affairs (DVA) and the North Carolina Department of Veterans of Affairs in assisting veterans and dependents of disabled or deceased veterans. Please see the school catalog for more information or the Registrar who is the veterans certifying official.

Student Activities

Student Activity Fee

All full-time and part-time students enrolled in curriculum programs are required to pay an activity fee as applicable. For full-time North Carolina resident students, the fee will be \$14 per semester. Part-time North Carolina resident students will pay a student activity fee of \$7.50 each semester. Senior citizens, full-time College of The Albemarle employees, students who audit classes, Nursing Assistant students, and BLET students will be exempt from paying activity fees.

Activity fees entitle students admission to various college-sponsored activities. The fees partially and totally fund the following: student government; campus publications such as *Argus*, *The Student Voice*, and the *Student Handbook*; Yearbook; intramurals; various student clubs; COAST Players; Spring Awards Ceremony; new student orientation; three student scholarships; campus renovation projects; student activities; and cultural and social events.

Student Government

The Student Senate is the governing body of the students at COA. From the activity fees which are paid by part-time or full-time students, the Student Senate appropriates funding for a variety of campus programs, activities, and publications, including this handbook. The Senate works closely with the Assistant Dean, Counseling & Student Activities to plan and direct campus events.

Students may participate in the Senate as elected and appointed government officers or Senators who are entitled to vote, or as non-voting attendants at any meeting. All students of the College are invited and encouraged to attend the Student Senate meetings and to voice their concerns and ideas. The Senate meets every Monday at 12:00 p.m. in Room B-202 during regular class weeks.

Dare County Campus and Chowan County Center have separate Student Government Associations.

Social Events

The social life of College of The Albemarle is aimed to meet the needs and desires of the students. Social events provide opportunities to get to know fellow students and members of the faculty personally.

It is the hope and desire of the Student Senate that all students will take part in these activities. Any suggestions will be welcomed by the respective SGA's.

Athletics

The opportunity for students to participate in an athletic program is made available in two ways -- through physical education classes which are creditable toward graduation and through an active intramural program which is designed to afford maximum participation.

The intramural activities at COA include, but are not limited to, basketball, volleyball, bowling, softball, tennis, ping-pong, golf, and archery.

Physical education courses offered include the following:

ADAPTED PHYSICAL EDUCATION

Aerobics	Volleyball	Swimming	Golf
Basketball	Tennis	Sailing	Bowling
Archery	Water Safety	Lifesaving	Softball

Special Information

Student Housing

Many students from other counties and states desire to live in Elizabeth City while attending College of The Albemarle. No dormitory facilities are provided. Students must arrange their own living accommodations. *The college does not assume responsibility for the acquisition, approval, or supervision of such housing.* However, the admissions office can make available upon request a list of realtors, apartments, and current listings of available rentals.

Facilities for Physically Disabled Persons

All of the buildings, classrooms, and meeting areas at COA are accessible to the disabled. Handicapped-only parking spaces are provided close to building entrances in the A and C Building parking lots. Doorways can accommodate wheelchairs in every building; please note, however, that some wheelchair users entering Building C may find the side entrance to the building's breezeway area easier to manage than the airlock entry at the front of the building.

Elevators are located in the A building hallway across from the information desk, and in the C Building lobby. Access to the second floor of the B Building may be gained by using the "catwalk" connecting the second floors of Building A and B.

Student Accident Insurance

All full-time students may purchase Standard Life Accident Insurance policies during the registration period each semester. The cost is \$2.00 per semester. This policy provides protection while: (a) at school during the hours that school is in session; (b) at/or taking part in a school activity and traveling to and from such activity in school transportation. The Policy pays regardless of other insurance you may carry -- **with no deductible**. Insured students who receive injuries are reminded that they are responsible for completing appropriate forms in the Business Office.

Emergency Message Procedure

College of The Albemarle does not have an intercom system or message center. Persons such as relatives, day care providers, children's schools, etc., should be informed that messages will only be delivered in an emergency/medical situation. Emergency messages are taken at the following numbers - Main Campus 335-0821 ext. 290, 221, or 218; Dare County Campus 473-2264, ext. 221; Chowan County Center 482-7900. Every attempt will be made to locate the student, but if he/she is not in their scheduled class the message cannot be delivered.

Change of Name/Address

If you move or change your name at any time, please notify the Student Development Office to complete a Student Information Change Form. This will help to ensure that important documents, such as transcripts, are correctly filed and that you will receive information sent to you by mail.

Lost and Found

If a student loses an item on campus, he/she should check with the switchboard operator to see if it has been turned in. All students are urged to turn in items that have been found to the switchboard operator as soon as possible.

Telephone Calls

Students having to make telephone calls are asked to use the pay phones in the first floor lobby of C-Building or in the Student Center or at the Dare County Campus or Chowan County Center. **Students will not be called from classes except in the case of a medical emergency.**

Class Rings

Class rings are available for any regularly enrolled student who has reached sophomore status (28 semester hours credit) with at least a 1.50 average. A graduate of COA is qualified to order a class ring at anytime.

The rings, which can be ordered through the Bookstore for all qualified students, require a deposit. All rings will be shipped C.O.D. directly to the student.



Everybody ready to go?

Main Campus Student Senate

(Office A-149)

Advisor

Jerry Oliver

Student Clubs, Organizations and Advisors (97-98)

Main Campus (as of 7/28/97)

ADN 98	vacant
ADN 99	Patricia Sterritt
Adopt a Grandparent Club	Andrea Williams
Alt. Career Ed. Studies (ACES)	Martha Swain
Arts Club	Ben Hill
Biology Club	Jerry Leete
Christians on Campus	Wanda Halstead
C.O.A. Choral	vacant
Cosmetology Club	Faye Hoffman
Criminal Justice Club	Kenneth Orr/John Avery
Foreign Arts Club	Barbara Riccardo
Gospel Club	Clyde Leverette
Journalism Club	Jeff Zeigler
Model United Nations Club	Ernest Morgan
Paralegal Club	Harry Rosenblatt
Phi Theta Kappa (PTK)	Angela Stancil/Ernest Morgan
Practical Nursing Club (PNC)	vacant
Student Voice Club	Robert Stephens

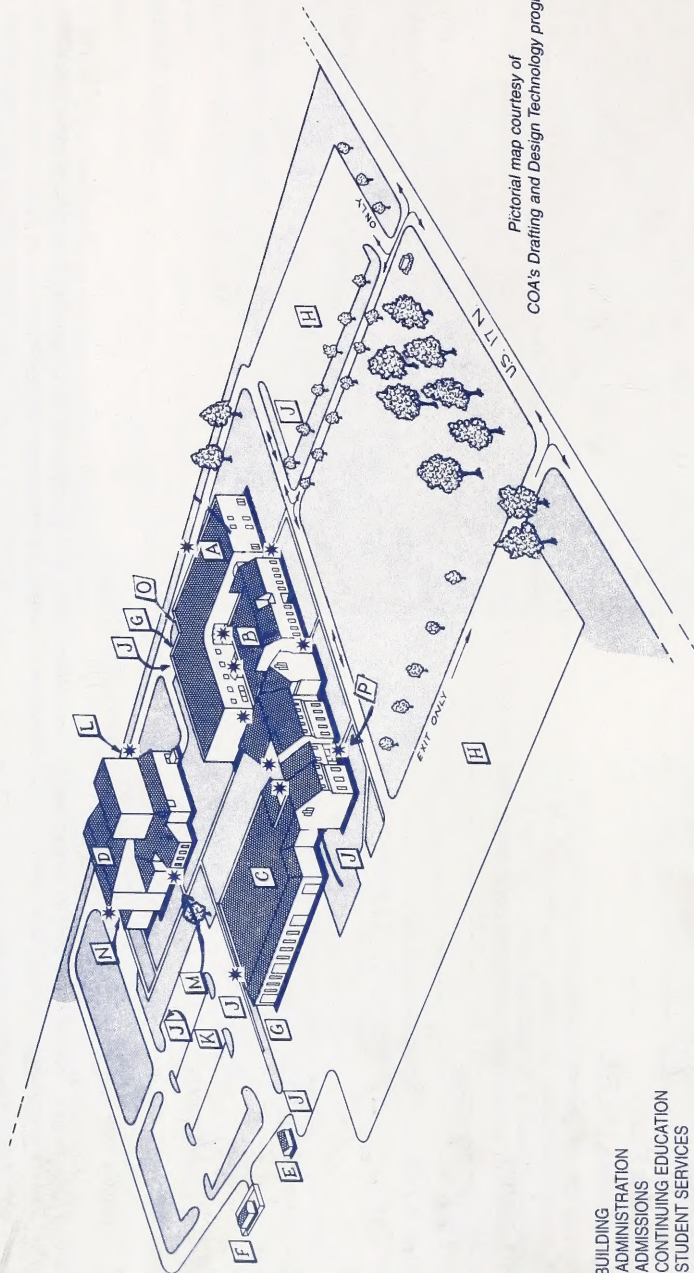
Dare County Campus has Phi Theta Kappa, Journalism, and SADD Clubs.

Students are encouraged to get involved in student activities and to join student clubs and/or organizations. If you have questions regarding clubs, seek out a Student Senate officer or member; or the advisors listed above; or a Student Development counselor.

If you are interested in investigating the possibility of forming a new club or organization, see the Assistant Dean for Counseling and Student Activities in room A-119.

COLLEGE OF THE ALBEMARLE

ELIZABETH CITY, N.C.



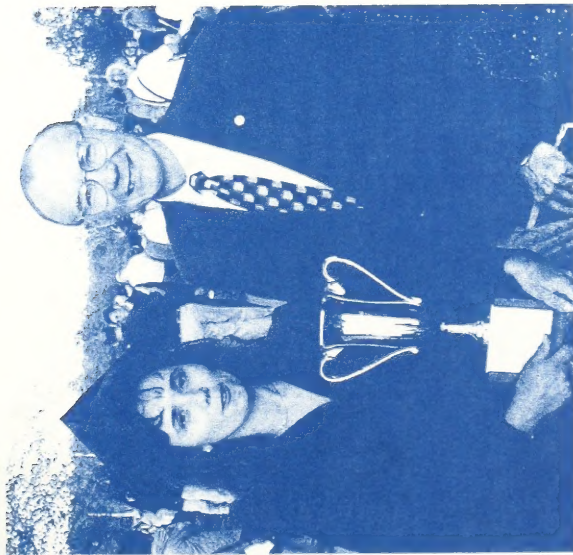
* Exits

Pictorial map courtesy of
COA's Drafting and Design Technology program

- A** A BUILDING
ADMINISTRATION
ADMISSIONS
CONTINUING EDUCATION
STUDENT SERVICES
BOOKSTORE
CLASSROOMS
LECTURE CENTER
LECTURE AUDITORIUM ENTRANCE
- B** BUILDING
LEARNING RESOURCE CENTER
LECTURE AUDITORIUM
CLASSROOMS
- C** BUILDING
VOCATIONAL AND TECHNICAL
SHOPS AND LABS
CLASSROOMS
- D** COMMUNITY AND
SMALL BUSINESS CENTER

- E** CERAMICS BUILDING
- F** MAINTENANCE BUILDING
- G** STAFF PARKING
- H** STUDENT AND VISITOR PARKING
- J** HANDICAPPED PARKING
- K** COMMUNITY AND SMALL
BUSINESS CENTER PARKING

- L** BOX OFFICE ENTRANCE
AND PARKING
- M** SMALL BUSINESS CENTER ENTRANCE
- N** COMMUNITY CENTER AUDITORIUM
ENTRANCE
- O** ELEVATOR
- P** ELEVATOR



June Marie Yuiska is congratulated by COA President Larry R. Donnithorne for receiving the President's Cup during the May 1997 COA graduation. June was chosen the outstanding student at the Elizabeth City Campus.



Cynthia Lee Gapko is congratulated by COA President Larry R. Donnithorne for receiving the President's Cup during the May 1997 COA graduation. Cynthia was chosen the outstanding student at the Dare County Campus.

