

COLLEGE OF THE ALBEMARLE



Together into the 21st Century

STUDENT HANDBOOK
1999 - 2000



WELCOME!!

This is going to be a terrific year here at COA! The Elizabeth City Campus has a brand new Technology Center, Dare County Campus begins construction of a new multi-purpose building, and Chowan County Center continues to expand their offerings and community involvement. The state legislature has just approved a bond issue which will mean over three million dollars will come to COA for future construction and expansion.

The COA faculty and staff pledge to you our full support in helping you achieve your educational goals. We want you to be successful in whatever stage you are in, as you continue your life-long learning experience.

This handbook is designed to assist all students by providing key information, which most will find useful and informative. It is intended to be a supplement to the 1999-2001 COA Catalog.

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 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. Call Ray Scaffa or Linda Lewis to get involved with COA PRIDE, tele 335-0821 ext. 2218 or 2251.

AUGUST 1999

MONDAY

TUESDAY

WEDNESDAY

2

3

4

9

10

11

16

17

18

23

24

25

First Day of Classes

Last Day to
Register/Add Classes

30

31

First Student Senate Meeting
12:00 noon

AUGUST 1999

THURSDAY

FRIDAY

SATURDAY

5

6

7

12

13

14

19

20

21

26

27

28

SEPTEMBER 1999

MONDAY

TUESDAY

WEDNESDAY

1

End of Refund Period

6

7

8

Labor Day - College Closed

13

14

15

20

21

22

27

28

29

SEPTEMBER 1999

THURSDAY

FRIDAY

SATURDAY

2

3

4

Blues Concert - "Blues Works"
7 p.m. Auditorium

9

10

11

16

17

18

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24

25

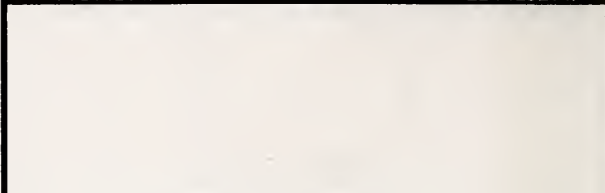
30

OCTOBER 1999

MONDAY

TUESDAY

WEDNESDAY



4

5

6

Blood Drive 10 a.m. - 3 p.m.
Auditorium Lobby

11

12

13

18

19

20

Last Day to Withdraw
Without Grade Penalty

First Day of Second Eight
Week Session

25

26

27

OCTOBER 1999

THURSDAY

FRIDAY

SATURDAY

	1	2
7	8	9
14	15	16
21	22	23
28	29	30

NOVEMBER 1999

MONDAY

TUESDAY

WEDNESDAY

1

2

3

Pre-Registration for Spring Semester Begins

8

9

10

15

16

17

22

23

24

Thanksgiving Holiday
No Classes

Thanksgiving Holiday
No Classes

29

30

Registration for Spring Semester Begins

NOVEMBER 1999

THURSDAY

FRIDAY

SATURDAY

4

5

6

11

12

13

18

19

20

25

26

27

Thanksgiving Holiday
No Classes

Thanksgiving Holiday
No Classes

DECEMBER 1999

MONDAY

TUESDAY

WEDNESDAY

		1 Spring Semester Registration
6 Spring Semester Registration	7	8 Blood Drive 10 a.m. - 3 p.m. Auditorium Lobby
13 Begin Exam Week	14	15
20	21	22
27 Winter Holiday College Closed	28 Winter Holiday College Closed	29 Winter Holiday College Closed

DECEMBER 1999

THURSDAY

FRIDAY

SATURDAY

2

3

4

Spring Semester Registration

Spring Semester Registration

9

10

11

Last Day of Fall Classes

16

17

18

Fall Semester Ends

23

24

25

Winter Holiday
College Closed

30

31

Winter Holiday
College Closed

Winter Holiday
College Closed

JANUARY 2000

MONDAY

TUESDAY

WEDNESDAY

3

Winter Holiday
College Closed

4

5

10

First Day of Classes
Spring Semester

11

Last Day To
Register/Add Classes

12

17

Martin Luther King, Jr. Day
College Closed

18

19

24/31

25

26

JANUARY 2000

THURSDAY

FRIDAY

SATURDAY

6	7	8
13	14	15
20	21	22
End Refund Period		
27	28	29

FEBRUARY 2000

MONDAY

TUESDAY

WEDNESDAY

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14

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16

21

22

23

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29

FEBRUARY 2000

THURSDAY

FRIDAY

SATURDAY

3

4

5

Blood Drive 10 a.m. - 3 p.m.
Auditorium Lobby

10

11

12

17

18

19

24

25

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MARCH 2000

MONDAY

TUESDAY

WEDNESDAY

		1
6 First Day of Second Eight Week Session	7 Mid-Term Break No Classes	8 Mid-Term Break No Classes
13	14	15
20	21	22
27	28	29

MARCH 2000

THURSDAY

FRIDAY

SATURDAY

2

3

4

Last Day to Withdraw
Without Grade Penalty

9

10

11

Mid-Term Break
No Classes

Mid-Term Break
No Classes

16

17

18

23

24

25

30

31

APRIL 2000

MONDAY

TUESDAY

WEDNESDAY

3

4

5

10

11

12

17

18

19

Begin Pre-Registration
For Summer Classes

24

25

26

Spring Holiday
College Closed

Spring Holiday
No Classes

Spring Holiday
No Classes

APRIL 2000

THURSDAY

FRIDAY

SATURDAY

		1
6	7	8
13	14	15
20	21	22
27	28	29
Spring Holiday No Classes	Spring Holiday No Classes	

MAY 2000

MONDAY

TUESDAY

WEDNESDAY

1

2

3

Summer Registration

8

9

10

Begin Exam Week

15

16

17

Spring Commencement

22

23

24

First Day of Summer Classes

29

30

31

MAY 2000

THURSDAY

FRIDAY

SATURDAY

4

Summer Registration

5

Last Day of Classes

6

11

12

Spring Semester Ends

13

18

19

20

25

26

27

Information Directory (Elizabeth City Campus)

Item of Interest	Student Handbook Page	College Catalog Page	Whom to See	Room
Academic Advising	32	23-24	Advisor/Counselor	
Academic Calendar	29	6-8	Mary Louise Brown	A121
Academic Honors	35	37-38	Rita Jennings	A101
Auditing Courses	35	14	Academic Counselor	
Books, Supplies	54		Karen Alexander	A152
Career Planning	54	24	Martha Swain	B110
Class Attendance	33	39-40	Instructor/Counselor	
College Work-Study		19	Angie Godfrey-Dawson	A108
Cont. Ed.-Non-Credit Courses		66-68	Floyd Horton	E131
Cooperative Education	55	63	Debra Williams	E214
Course Descriptions		44-123		
Course Load	35	39	Advisor/Counselor	
Credit By Exam		36	Student Development	A118
Curriculum Change		40	Advisor/Counselor	
Disciplinary Procedures	49	29-33	Ray Scaffa	A120
Drop/Add	36	40	Advisor/Counselor	
Emergencies	60	35	Student Development	A118
Evening Program		64	William Sterritt	A116
Financial Aid	41	18-22	Angie Godfrey-Dawson	A108
First Aid	33	25	Student Development	A118
Glossary of Terms		134-135		
Grading System	34	37	Instructors	
Housing	60	25	Kevin Sawyer	A125
Insurance	60	17	Business Office	A129
Job Placement		24-25	Debra Williams	E214
Public Information			Jeff Zeigler	A137
Registration		15	Advisor/Counselor	
Refunds/Tuition Credit	37	17	Mary Louise Brown	A121
Residency Requirements		16-17	Kenny Krentz	A117
Restrictive Probation Policy	48	31	Ray Scaffa	A120
Safety/Legal Concepts	45	28	James Welch/Security	C218B
Scholarships	42	19-20	Angie Godfrey-Dawson	A108
Student Senate	58	25-26	Jerry Oliver/ Ella Brown	A119
Student Clubs	62	25-26	Jerry Oliver	A119
Student Support services	56	25	Andrea Williams	A122
Student Records	40	34-35	Mary Louise Brown	A121
Students Rights/Responsibilities	44	29	Ray Scaffa	A120
Suspension - Academic Appeals	39	39	Ray Scaffa	A120
Testing/Placement	33	14	Kenny Krentz	A117
Traffic & Parking Regulations	52	28	James Welch/Security	C218B
Transcripts		17	Student Development	A118
Transfer Agreements		44	Advisor/Counselor	
Tuition Refund Policy	37	17		
Tutoring	56	25	Andrea Williams	A122
Veterans Affairs	57	26	Mary Louise Brown	A121
Withdrawal	37	40	Advisor/Counselor	

Phone Extensions (Elizabeth City Campus)

Adams, Bobby	2203	Holley, Arensia	2276
Aiken, Jackie	2257	Horton, Floyd	2233
Alexander, Karen	2261	Hostutler, Ron	2276
Alexander, Miriam	2318	Jennings, Lynn	2303
Alphin, Judy	2265	Jennings, Rita	2256
Alston, Wesley	2330	Johnson, Martha	2328
Anderson, Jimmy	2244	Johnson, Roy	2216
Aydlett, Julian	2267	Johnson, Sam	2287
Balf, Ruth	2270	Jones, Betty	2289
Barnes, Stacy	2259	Jones, Carrie	2300
Beloat, Hollis	2266	Jones, Margaret	2242
Berry, Christal	2354	Keeton, Cheryl	2207
Boyce, Anna	2355	Kelsick, Dave	2242
Boyce, Cherrie	2355	Krauss, Kerry	2321
Boyce, Emma	2217	Krentz, Kenny	2220
Boyce, Sandra	2295	LaDow, Carolyn	2214
Brickhouse, Wendy	2236	Lamm, Carnell	2327
Brown, Ella	2240	Lauten, Jan	2282
Brown, Mary Louise	2252	Layden, Rita	2245
Bunch, Lynne	2215	Lee, Patricia	0
Cahill, Maureen	2204	Leete, Jerry	2200
Carter, Jeff	2260	Lennon, Anne	2275
Dozier, Quay	2279	Leverette, Clyde	2276
Dubbe, Marsha	2325	Leverette, Diane	2231
Fairchild, Sharon	2301	Lewis, Linda	2218
Farless, Patti	2304	Long, Julie	2274
Farmer, Nancy	2235	Madre, Jeff	2278
Fenwick, Susan	2290	McClintock, Rick	2326
Finch, Patricia	2205	McDonald, Carlton	2276
Fletcher, Wanda	2269	McNary, Orville	2340
Godfrey-Dawson, Angie	2225	Morgan, Ernest	2313
Gregory, David	2202	Nixon, Stanley	2285
Halstead, Wanda	2314	Oliver, Jerry	2277
Harless, Delores	2339	Omer, Mary Pat	2228
Harrell, Dara	2286	Overman, Gwen	2357
Harris, Marion	2317	Outlaw, Shirley	2270
Harris, Wilma	2241	Parker, Levern	2306
Hedrick, Marc	2316	Parkinson, Ann	2332
Hewitt, Sherry	2250	Pauline, Bob	2211
Hill, Ben	2319	Perry, Joy	2345
Hoffman, Faye	2272	Phelps, Sonya	2253
Holland, Deborah	2237		

Pike, Glenna	2302
Poole, Edith	2336
Poole, Jacqueline	2242
Ray, Sandra	2263
Riccardo, Barbara	2280
Riccardo, Ron	2238
Riddick, Althea	2298
Roberson, Annette	2221
Rosenblatt, Harry	2219
Rossman, Jane	2353
Rountree, Dawn	2213
Russell, Cris	2335
Sawyer, Diane	2271
Sawyer, Kevin	2281
Scaffa, Ray	2251
Schenck, Bob	2270
Schmidt, Steve	2322
Seymour, Richard	2276
Shannon, Renee	2254
Sheep, Michelle	2248
Stancil, Angela	2311
Stephenson, Louis	2315
Sterritt, Patricia	2309
Sterritt, William	2343
Strickland, Sandra	2262
Swain, Martha	2243
Taylor, Lance	2276
Thompson, Angel	2329
Turner, Joe	2239
Turner, Otis	2276
Warren, Ruth	2320
Watts, Rhonda	2206
White, Melody	2308
White, Wayman	2341
Whitehurst, Gladys	2276
Whitehurst, Ryanee	2247
Williams, Andrea	2224
Williams, Debra	2232
Williams, Linda	2223
Williams, Rose	2307
Winslow, Lot	2312
Young, Jamie	2299
Zeigler, Jeff	2255

Admissions	2290
Bookstore	2261
Bridges Program	2242
Business Office	2214
Career Development	2243
Cashier	2248
Community Center	2346
Continuing Education	2250
Co-op Education	2232
Cosmetology	2272
Drafting	2327
Electronics Lab	2284
Evening Counselor	2290
Evening Director	2212
Financial Aid	2225
Food Service	2226
Foundation	2265
JTPA	2354
Learning Center	2227
Learning Lab	2322
Learning Resources Center	2270
Maintenance	2276
Nursing Department	2283
Operator	0
Personnel	2236
Placement Office	2259
Public Relations	2255
Registrar	2252
Student Activities	2240
Student Development	2218
Student senate	2264
Student Support Services	2224
Supply Room	2229
Tutoring Lab	2329
Used Bookstore	2331

Faculty & Student Development Offices (Elizabeth City Campus)

Adams, Bobby	.A217	McNary, Orville	.C139E
Aiken, Jackie	.E219	Morgan Ernest	.E133
Alexander, Miriam	.C203	Nixon, Stanley	.C138
Alston, Wes	.B102	Oliver, Jerry	.A119
Anderson, Jimmy	.C103	Omer, Mary Pat	.A252
Aydlett, Julian	.A218	Overman, Gwen	.C139B
Barnes, Stacy	.C205	Riddick, Althea	.E218
Beloat, Hollis	.A205	Roberson, Annette	.A118
Boyce, Emma	.C107	Rosenblatt, Harry	.E213
Boyce, Sandra	.D152	Riccardo, Barbara	.A238
Brown, Ella	.A113	Riccardo, Ron	.A251
Brown, Mary Louise	.A121	Rossmann, Jane	.E212
Carter, Jeff	.C139A	Sawyer, Kevin	.A125
Dozier, Quay	.B105	Scaffa, Ray	.A120
Dubbe, Marsha	.A218	Stancil, Angela	.A250A
Farless, Patti	.A248	Sterritt, Patricia	.A250
Fenwick, Susan	.A118	Sterritt, William	.A125
Finch, Patricia	.A235	Swain, Martha	.B110
Godfery-Dawson, Angie	.A108	Turner, Joe	.E215
Gregory, David	.A207	Warren, Ruth	.A204
Harris, Marion	.C135	Watts, Rhonda	.A240
Hill, Ben	.C221	White, Melody L.	.A247
Hoffman, Faye	.C145	White, Nelson	.C211
Jennings, Lynn	.E217	Williams, Andrea	.A122
Johnson, Sam	.D154A	Williams, Debra	.E214
Jones, Betty	.A249	Williams, Doug	.C154
Krauss, Kerry	.E225	Williams, Rose	.A246
Krentz, Kenny	.A117	Winslow, Lot	.E211
Lamm, Carnell	.C155	Young, James	.D155
Lauten, Jan	.C204	Zeigler, Jeff	.A137
McClintock, Rick	.B207		

Evening Counselors

4:30-5:30 p.m. Mondays - Thursdays

Room A118

Dare County Campus

Address/Telephone

132 Russell Twiford Road
Manteo, North Carolina 27954
Phone (252) 473-2264 / Fax (252) 473-5497
www.albemarle.cc.nc.us/dare

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
Kay Barefoot	Business/Computer Instructor
Debbie Quigley	Admin.. Assistant Curriculum Instruction
Karen Rodgers	Receptionist
Teri O'Hara	Evening Secretary
Marion Heller	Librarian
Teresa Kerber	Asst. Dean/ Curriculum Instruction
Marvella Bryant	Administrative Assistant, Administrative Services
Kathryn Lamb	Student Support Services/ Co-Op
Malinda Lathan	Student Records
Vicki Loy	Assistant Professor of English
Emily Robertson	Asst. Dean, Student Services
Virginia Tillett	Asst. Dean, Admin. Services/ Cont. Ed. Coordinator
Martha Melugin	Coordinator, Learning Lab
Justin Tillett	Dean
TBA	Admin. Asst., Cont. Ed.

Clubs, Organizations, and Advisors

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

Bookstore Hours

Fall and Spring Semesters
Mon-Fri 10:00 a.m.- 3:00 p.m.

Chowan County Center

Address/Telephone

1316C North Broad Street
Edenton, North Carolina 27932
Phone (252) 482-7900 / Fax (252) 482-7999

Hours of Operation

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

Staff

Lynn Hurdle-Winslow, Dean
Nancy Semones- Dir, Student Services/Continuing Education
Shirley Blount, Administrative Assistant
Brenda Cross, Administrative Assistant

Instructors

Tom Abbott	English
Harvey Binns	Business, Legal Education
Robert Brown	Physical Education, Health
Melissa Johnson	English
Dolly Creekmoore	Nursing Assistant II
Cindy Evans	Medical Assisting
Barbara Ferrell	Office Systems
Juanita Flemming	Reading, Study Skills
Peggy Griffin	Math
Robert Jordan	Political Science
Robert Lowney	Business, Math, Info Systems
William Miller	Information Systems
Joe Pennick	Math
Susan Powell	Psychology
Preston Sisk	Communications
Doris Skinner	Business, Office Systems, Info Systems
Angela Kemp	Office Systems

COA Chowan County Center offers an array of programs for students. Students may take advantage of opportunities for leadership development and personal growth. A variety of activities are also planned by and for students. The Center works with the community to enable students to take advantage of learning experiences outside of the classroom.

The heart of the Chowan Center is a dedicated faculty and staff committed to helping students achieve their potential in all areas of their life. We look forward to serving you!

Financial Aid

Grant and Scholarship applications are available at the front office.

JobLink Career Resource Center

The Chowan County Center also houses a JobLink Career Resource Center available to students and the community. The JobLink Career Resource Center staffs representatives from Employment Security Commission, Vocational Rehabilitation, Department of Social Services, and the local JobReady Partnership. Career decision-making, and job seeking and keeping services are provided on site. Labor market information is also available.



Academic Calendar 1999-2000

FALL SEMESTER 1999

Registration	Monday-Monday, July 19-26
First Day of Classes	Monday, August 23
Last Day to Register or Add Classes	Wednesday, August 25
End of Refund Period	Wednesday, September 1
Labor Day Holiday (College closed)	Monday, September 6
Last Day to Withdraw Without Grade Penalty	Monday, October 18
Last Day of First Eight-Week Session	Monday, October 18
First Day of Second Eight-Week Session	Tuesday, October 19
Preregistration for Spring Semester	Monday- Monday, Nov. 1-29
Thanksgiving Holiday (no classes)	Tuesday-Friday, November 23-26
Thanksgiving Holiday (College closed)	Thursday-Friday, November 25-26
Registration for Spring Semester	Tuesday-Monday, Nov 30-Dec 6
Last Day for Semester Classes	Friday, December 10
Exam week	Monday-Friday, December 13-17
Fall Semester Ends	Friday, December 17
Winter Holidays (College closed)	Friday-Monday Dec 24, 1999- Jan 3, 2000

SPRING SEMESTER 2000

Registration	Tuesday-Monday, Nov 30-Dec 6, 1999
First Day of Classes	Monday, January 10
Last Day to Register or Add Classes	Monday, January 12
Martin Luther King Jr. Day (College closed)	Monday, January 17
End of Refund Period	Thursday, January 20
Last Day to Withdraw Without Grade Penalty	Friday, March 3
Last Day of First Eight-Week Session	Monday, March 3
First Day of Second Eight-Week Session	Monday, March 6
Mid-Term Break (make-up days if necessary)	Tuesday-Friday, March 7-10
Preregistration for Summer Session	Wed-Wed, April 19-May 3
Spring Holiday (no classes)	Monday-Friday, April 24-28
Spring Holiday (College closed)	Monday, April 24
Registration for Summer Session	Wednesday-Thursday, May 3-4
Last Day for Semester Classes	Friday, May 5
Exam Week	Monday-Friday, May 8-12
Spring Semester Ends	Friday, May 12
Spring Commencement	Wednesday, May 17

Purpose of the College

The purpose of the 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 improved lives and well being 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 trust by speaking and acting with integrity, dependability, and sincerity. We value independent 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 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.

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 for you to 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 for assistance with specific problems.

In order that you might achieve your educational goals 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 Government and the student clubs. Accept the challenges ahead of you with courage and determination. Become an integral part of each of your classes at 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 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.

Academic Information and Regulations

Honor Policy

Each student of College of the Albemarle is on his/her own honor during their 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 curriculums and 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 programs, 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 admissions requirements, final 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 advisors 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 objectives. **The advisor must be consulted by the student when any of the following occurs: (1) registering for classes, (2) adding or dropping classes, (3) withdrawing from the college, and/or (4) planning for graduation from COA or for transferring to another educational institution.**

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

Testing Procedures

In coming Students (with certain exceptions) take a computerized, untimed placement test called COMPASS. This placement test is available at main campus with a walk in schedule. The hours of testing are Monday - Thursday from 2:00 p.m. - 7:00 p.m. Fridays are reserved for retesting and special needs testing.

Before testing, students are encouraged to go to the Learning Resources Center (library) to use the COMPASS Review Book and take a computerized practice test.

Class Attendance Policy

College of The Albemarle regards class lectures, demonstrations, discussions, and other inclass experiences as vital ingredients of the educational process which cannot be easily compensated for through outofclass makeup 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, and other similar areas.

Health Services

Although the college does not have an elaborate system of health services, if necessary, the college representative will call 911, who dispatches the appropriate service. Please be advised that there may be a cost involved when the Pasquotank/Camden Emergency Medical Services are used. First aid kits are also 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 student 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 or not the student is officially enrolled (includes the summer semester). 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 have been and may continue to be 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.

Students auditing courses will be charged the same tuition as students taking courses for credit. Anyone taking only audit courses will not be charged an activity fee.

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 point average, with no grade being below a 2.00 ("C").

Commencement Marshals

Rising sophomores who are firsttime freshmen and who have maintained the highest quality 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
summa cum laude (with highest honors)	3.854.00
magna cum laude (with high honors)	3.703.84
cum laude (with honors)	3.553.69

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 at least 12 hours of work is considered a fulltime student. For students to gain sophomore status at the college, they must earn a minimum of 28 credit hours.

Course Repetition Policy / GPA Adjustment

A student may repeat a course to attempt to improve a grade or replace a withdrawal. A student may enroll in a course no more than three times for credit or audit. Credit by examination may be attempted only once.

ALL courses and grades, including audited courses, will appear on the student's transcript. Only the higher grade will be used in computing total credit hours attempted, total quality points earned, and grade point average (GPA).

NOTE: If the course to be replaced was taken under the quarter system, and the identical course was repeated under the quarter system, the computer program will automatically make the GPA adjustment. The same is true if the course to be replaced was taken under the semester system and the identical course was repeated under the semester system.

However, if the initial course was taken under the quarter system and then an acceptable repeat course is taken under the semester system, the adjustment is not automatic. It is the responsibility of the student, with their advisor, to initiate a Course Repetition Form which, if approved, would result in a manual adjustment which would not count the hours attempted and quality points earned for the quarter course.

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 the semester class schedules. 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 advisor or counselor so that a class schedule can be devised in which no changes will be needed for the duration of the semester.

During the first week of classes and if the advisor or 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 withdrawals from the library are accounted for by the student, the Director of the Learning Resources Center must also 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.
 - b. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to the official 20 percent point of the semester.
 - 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 only for the registered class.

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.
4. This refund policy is subject to change upon periodic review by the North Carolina State Legislature.

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 fulltime and parttime 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 nonpunitive 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:

<u>Semester Credit Hours Attempted</u>	<u>Minimum GPA</u>
0-16	1.00
17-24	1.25
25-32	1.50
33-40	1.75
41-52	1.90
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 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 that 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 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 Affairs 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.

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 College 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 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 Learning Resources Center. Anyone with unpaid tuition and fees or unpaid library fees 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 COA 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 EDUCATION 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 Letter 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 period of 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 semester 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 during the following term within the award year, 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 of 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 office at main campus will be located in room C-107 during the fall semester, and back in the Student Development area of building AA@ during the spring semester.

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 a 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.
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 Center, 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.
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, slin shot, leaded cane, switchblade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or schoolsanctioned 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 wellbeing 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, illustrate 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.

Substance Abuse Policy

17. Under no circumstance 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 Procedures

I. Grievance Procedures on the Informal Level

- A. Students who think they have 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, students 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; and if the grievance involves a vice president, the student should discuss the problem with the President of College of The Albemarle.

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 15 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 nonacademic 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 the AStudent Rights, Responsibilities and Regulations@ section 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 after being placed on Restrictive Probation, he/she will be subject to immediate suspension from COA 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 V P of Academic Affairs within three working days of notification of the suspension. The VP of Academic Affairs will schedule a hearing to be conducted by the College Disciplinary Committee.

College Disciplinary Committee

The purpose of the College Disciplinary 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 Vice President of Student Development, and the Vice President of Academic Affairs. The Vice President of Academic Affairs serves as the chair and votes only in the event of a tie. The Vice President of Student Development, as a representative of the student's interests, will be a nonvoting 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 at 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 the merit of the appeal considering the committee's report and the procedure followed in the hearing.

Student Identification Cards

Each student receives a student identification card upon paying his/her 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/her identity as a COA student, and may qualify a student to receive a student discount at local stores.

Care Of The Campus

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

Bulletin Boards

The following are rules governing the use of bulletin boards on main campus:

1. Any material including AFor Sale@ items and flyers for organizations and events not associated with COA can be posted only on the large bulletin board located across from Room A-154; on the board on the stairway landing at the north end of AC@ building; and on the board on the stairway at the south end of AC@ building. Individuals posting items on these boards do not need to get prior permission, but they should put a date at the bottom left corner of the item so that out of date items can be periodically removed.
2. All of the other bulletin boards on campus, other than those designated for a specific purpose, such as Fine Arts, can be used for AOfficial COA Notices Only@. AOfficial Notices@ are those items that involve activities taking place at COA or events sponsored by COA, such as club meetings, theater activities and workshops.

Utilization of COA Bulletin Boards by Off-Campus Non-Profit and For Profit Organizations

Information from Non-Profit and For-Profit Organizations may be posted on the bulletin boards listed in paragraph 1 of the previous section for a maximum of 60 days. The Adate posted@ should be included on each notice. Due to limited space, the college will not allow posting of information requiring more than 11" x 14"@ of space. The college reserves the right to remove any item from any bulletin board.

Requests for Lists of Students

COA does not publish lists of applicants, currently enrolled students, or graduates for use by non-profit or for-profit off campus organizations. The Solomon-Pombo Amendment does enable branches of the US military to acquire lists of enrolled students.

Smoking

Smoking tobacco 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 the lanes within the parking lots is 10 mph.
- B. Parking: With the construction of the new Technology Center taking place on main campus for the next year, availability of parking spaces will be at a premium. Additional temporary parking areas have been constructed on the lawn between AD@ building and the Pasquotank River. Despite the crowded conditions parking and traffic regulations must be strictly enforced to insure safety and good order. 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 College President. Students and visitors may not park in the lots and spaces 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 College President for special events. No one other than authorized persons may park in spaces designated AReserve.@ Use of Albemarle Hospital parking while visiting, working, studying, or doing business at COA 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 AA@. 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 of 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/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 VP 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 Resources Center

The Learning Resources Center at main campus is located on the ground floor of AB@ Building.

During the fall and spring semesters the LRC is open weekdays from 8 a.m. to 10 p.m., except for Fridays when it closes at 4 p.m. Summer hours may vary.

The LRC provides books and journals, documents on microfilm, video recordings, CD-ROMs, and access to electronic databases. Materials from other libraries may be borrowed through interlibrary loan. Computer workstations are available for word processing and for searching the Internet. A coin operated photocopier is also located in the LRC

LRC staff are available to assist students.

The Bookstore

The bookstore on main campus is located in the Student Center in AA@ Building. Day and evening hours are posted.

Used Bookstore

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

Counseling and Career Development Services

The experience of college goes far beyond the classroom. Successful students acquire skills to manage an education, a career, and their personal lives. At COA, we recognize the counseling function as an integral part of the educational process and we are committed to this holistic approach to education. To foster the full development of students, The Office of Counseling and Career Development is involved in all aspects of college life. The counseling staff works to engage students in planning, implementing, and evaluating their future goals and learning to cope effectively with crises. Individual, group, and instructional activities and assessment are methods that may be used to facilitate this developmental process.

Student Development counselors provide educational, career, and personal-social counseling: Counselors provide help in the selection of programs or classes which are appropriate for students - existing life/career goals. College transfer students are assisted by the counseling staff in gaining admission into senior colleges and universities to complete their

baccalaureate programs. Counselors provide opportunities for students to develop a basis for career decision-making and assist students in developing their individual career plans. Counseling services are available to all students to enhance their personal growth, thereby enabling them to achieve their highest potential both at the college and in life.

Center for Career and Life Planning

If you want to get help managing your career of life situation, you can find it at the Center for Career and Life Planning. With the help of well-trained, experienced career development specialists, you can learn to make the changes you want to make. The mission of the Center is to encourage and assist students to engage in a continuous process of discovering their uniqueness, along with a knowledge of the world of work, and to relate directly that information to planning and achieving realistic and satisfying career and life goals.

Career information is available in the Center for Career and Life Planning on topics ranging from career exploration to planning an effective job search. Career counseling is offered individually or in a group setting to currently enrolled students who are undecided about their career goals. Various assessment instruments are available to students who prefer in-depth, one-on-one career counseling to enable them to choose career paths consistent with their values, personalities, interests, abilities, and lifestyle needs.

It is most helpful when students discover and begin using these services early in their college career. Located in the Learning Resources Center, the Center for Career and Life Planning offers a variety of free services. The Center is open from 8:00 a.m. until 4:30 p.m., Monday through Friday.

Job Placement

COA provides both educational and job placement services for its students. 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 are 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.

JTPA

COA 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.

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 the 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 on 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.

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 the federal and state agencies to determine cutoffs.

Approved

Curriculums - Contact Christal Berry in room C212, 335-0821 ext. 2354 for current list of supported programs.

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 the curriculum with the need for more than two developmental classes
- Apply for financial assistance if applicable
- Maintain at least a 2.5 GPA

Veterans Affairs

Veterans are invited to take advantage of the student services and educational programs offered by the college. COA cooperates with the Department of Veterans Affairs (DVA) and the North Carolina Department of Veterans Affairs in assisting veterans and dependents of disabled or deceased veterans. Please see the college 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 taking curriculum classes are required to pay an activity fee. The activity fee for North Carolina residents attending full-time (12 hours) was \$14 per semester, and students enrolled for 11 semester hours or less paid \$7.50, during the 1997-98 college year. While the activity fee will probably remain the same for the 1998-99 college year, it is subject to be changed each summer by the North Carolina State Legislature. Senior citizens, full-time COA employees, Nursing Assistant students, and BLET students are exempt from paying the activity fee.

Activity fees entitle students admission to various college sponsored activities. The fees partially or totally fund the following: student government; campus publications such as the yearbook and this handbook; intramurals; various student clubs; COAST Players; Spring Awards Ceremony; new student orientation; three student scholarships; student activities; and cultural and social events.

Student Government

The Student Senate is the governing body of the students at main campus. The Student Senate appropriates funding for a variety of campus programs, activities, and publications, including this handbook, from the activity fees which are paid by part-time and full-time students. The advisor for the student Senate is The Assistant Dean, Special Projects and Student Activities, who helps plan and assist in campus activities.

Students may participate in the Student Senate as elected and appointed government offices, or Senators who are appointed and entitled to vote, as club representatives who are entitled to vote, or as non-voting attendees at any meeting. All students of COA are invited and encouraged to attend the Student Senate meetings and to voice their concerns and ideas. The Senate normally meets every Monday, during normal class weeks, at 12:00 noon. The room number will be posted on the monthly Student Activities Calendar.

Dare County Campus has a separate Student Government Association.

Social Events

The social life of COA 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/staff personally. Events include club activities, dances, Student Senate sponsored lunches, and other special activities.

It is the hope of the Student Senate that all students will take part in these activities. Any suggestions for events will be welcomed.

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. Weights and weight lifting exercise equipment have been received and weight lifting/exercise room will be opened soon on the Elizabeth City Campus.

Special Information

Student Housing

Many students from other countries and states desire to live in the Albemarle area, and attend COA. 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 can make available upon request a list of realtors, apartments, and current listings of available rentals.

Facilities for Physically Disabled Persons

All buildings, classrooms, and meeting areas at COA are accessible to the disabled. Handicapped-only parking spaces are provided close to building entrances in the AA@ and AC@ building parking lots. Doorways can accommodate wheelchairs in every building.

Elevators are located in AA@ building near the information desk, and in the lobby of AC@ building. Access to the second floor of AB@ building may be gained by using the Acatwalk@ connecting the second floors of buildings AA@ and AB@.

Student Accident Insurance

All full-time students may purchase a Standard Life Accident Insurance policy during the registration period of 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 school activities 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 the appropriate forms available 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 3350821, ext. 290, 221, or 218 and an attempt to locate the student in class is made; however, if the student is not in class, the message cannot be delivered.

Change of Name/Address

If you move or change your name please notify the Student Development Office to complete the 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. Student, faculty, and staff 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 located in the Student Center, in the first floor lobby of C building, or across from room A-154 in A building. 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) with at least a 1.50 GPA. A graduate of COA is qualified to order a class ring anytime. The rings, which can be ordered through the Bookstore, requires a deposit. All rings will be shipped C.O.D. directly to the student.

Student Organizations

Elizabeth City Campus Student Senate Office

Room A-149. Advisor- Jerry Oliver; Room A -119, tele. 335-0821 ext. 2277, or Ella Brown, Room A-113, ext. 2240.

Main Campus Clubs and Organizations

Associate Degree Nursing 1999; Associate Degree Nursing 2000; Adopt a Grandparent Club; Arts Club; Biology Club; Christians on Campus; COA Show Choir; Cosmetology Club; Criminal Justice Club; Foreign Arts Club; Gospel Club; Phi Theta Kappa (PTK); Practical Nursing Club (PNC); COA PRIDE; COA HOPE Group.

Students are encouraged to get involved in student activities and to join clubs and organizations. If you have questions regarding clubs, seek out a Student senate officer or member, or the Student Senate advisor.

If you are interested in starting a new club or group please see the Student Senate advisor.

Dare County Campus SGA/Clubs

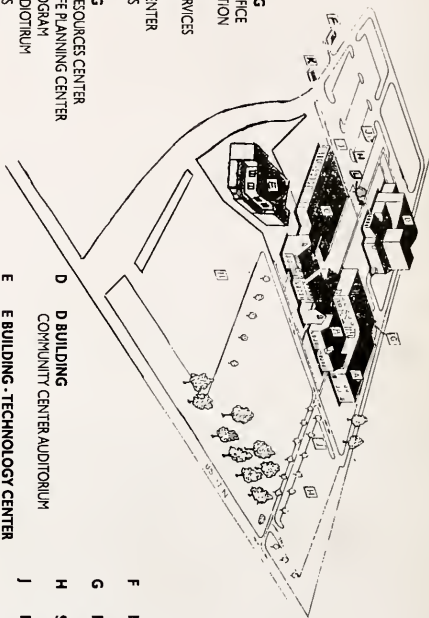
Student Senate Advisor- Dr. Emily Robertson, tele. 473-2264 ext. 223
Clubs include Phi Theta Kappa, Journalism Club and SADD.



NOTES

COLLEGE OF THE ALBEMARLE

ELIZABETH CITY, N.C.



- A**
- A BUILDING**
 - BUSINESS OFFICE
 - ADMINISTRATION
 - ADMISSIONS
 - STUDENT SERVICES
 - BOOKSTORE
 - STUDENT CENTER
 - CLASSROOMS

- B**
- B BUILDING**
 - LEARNING RESOURCES CENTER
 - CAREER & LIFE PLANNING CENTER
 - BRIDGES PROGRAM
 - LECTURE AUDITORIUM
 - CLASSROOMS

- C**
- C BUILDING**
 - VOCATIONAL AND TECHNICAL
 - SHOPS AND LABS
 - CLASSROOMS

- D**
- D BUILDING**
 - COMMUNITY CENTER AUDITORIUM
- E**
- E BUILDING - TECHNOLOGY CENTER**
 - CCOMPUTER LABS
 - CLASSROOMS
 - CONTINUING EDUCATION
 - SMALL BUSINESS CENTER
 - COA FOUNDATION

- F**
- F MAINTENANCE BUILDING**
- G**
- G FACULTY / STAFF PARKING**
- H**
- H STUDENT & VISITOR PARKING**
- I**
- I HANDICAPPED PARKING**
- J**
- J CERAMICS BUILDING**
- K**
- K BOX OFFICE ENTRANCE AND PARKING**



