Dear Student:

Welcome to Gaston College! Whether you are entering college straight from high school, or returning to school after being in the working world, you are sure to find exciting opportunities here.

For two-year transferring students, you’ll find general education courses that provide a firm foundation on which to build your career.

For those beginning, changing, expanding, or updating their careers, Gaston College has many varied and interesting courses and programs to enhance your working portfolio. As you become more deeply involved in your studies, be sure to check out all the opportunities.

Always keep in mind, the faculty, staff, and administration are here to help you achieve your goals. I encourage you to take advantage of their knowledge and many years of experience. There are numerous resources available.

Best wishes to you as you begin your studies. We wish you continued success as you strive to meet your personal and educational goals.

Sincerely,

Patricia A. Skinner, Ph.D.
President

The Student Handbook is not a contract, but it does serve as a ready reference for Gaston College students. As a student you are responsible for the information contained within it, so become familiar with the policies and procedures outlined. We know you will be studying and working diligently to be successful in your educational career. Be assured that the faculty and staff of Gaston College offer encouragement and support to make your educational experience on our campus one of success and enjoyment.

Contents are subject to change. Please go to www.gaston.edu, click on “Student Resources”, and scroll down to the “Student Handbook” link to view the most recent edition of the Student Handbook.

Revised July 2014
Dear Students,

On the behalf of Gaston College, we welcome you. The Student Government Association (SGA) is the voice of the students. To have the students’ voices heard is one of the main reasons for having this organization. Having an SGA unites the students, faculty, staff, administration, and community together as a whole.

Our focus is to see that every student has the opportunity to be involved in activities along with becoming more informed about what is happening on our campus. During SGA Senate meetings, students discuss campus activities, improvements, and issues. You do not have to be a senator in order to bring your thoughts to the group. Please come and voice your opinions. If you are interested in becoming more involved as a student leader you can contact us at 704.922.6472 or government.student@gaston.edu or simply stop by the second floor of the Myers Center. We look forward to meeting you.

Best Wishes,

Student Government Association
2014-2015
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**Dallas Campus**
- **Bookstore**
  Monday-Thursday: 8am-6pm
  Friday: 8am-3:30 pm
- **Business Office & Sponsorship Office**
  Monday-Thursday: 8am-6pm
  Friday: 8am-4pm
- **Campus Café**
  Monday-Thursday: 7:30am-1:30pm
- **Counseling and Career Center**
  Monday-Thursday: 8am-6pm
  Friday: 8am-4pm
- **Design, Print & Mail**
  Monday-Thursday: 8am-5pm
  Friday: 8am-4pm
- **Enrollment Management**
  Monday-Thursday: 8am-6pm
  Friday: 8am-4pm
- **Financial Aid & Veterans Affairs**
  Monday-Thursday: 8am-6pm
  Friday: 8am-4pm
- **Learning Center**
  Hours vary. Please call: 704.922.6349 (Dallas/Kimbrell) 704.748.5236 (Lincoln)
- **Morris Library**
  Monday-Thursday: 7:45am-9pm
  Friday: 7:45am-4pm
  Saturday: 9am-1pm
  Student Breaks: 8am-7pm
- **Office of Records & Registration**
  Monday-Thursday: 8am-6pm
  Friday: 8am-4pm
- **Office of Student Activities**
  Monday-Thursday: 8am-5pm
  Friday: 8am-4pm

**Lincoln Campus**
- **Bookstore**
  Monday-Thursday: 8am-5pm
  Friday: 8am-3pm
- **Business Office**
  Monday-Thursday: 8am-5pm
  Friday: 8am-4pm
- **Harvey Jonas Library**
  Monday-Thursday: 8am-9pm
  Friday: 8am-4pm
- **Learning Center**
  Hours vary. Please call:
    704.922.6349 (Dallas/Kimbrell)
    704.748.5236 (Lincoln)
- **Student Affairs Office**
  Monday-Thursday: 8am-6pm
  Friday: 8am-4pm
- **Kimbrell Campus**
  **Bookstore**
  Hours vary. Please call 704.825.6280
  **Library**
  Monday-Thursday: 8am-9pm
  Friday: 8am-4pm
  **Switchboard Hours**
  Monday-Thursday: 7:30am-6pm
  Friday: 7:30am-4pm
  **Student Affairs Office**
  Hours vary. KCC 116
  Please call 704.825.3737, x321

*During Faculty/Student breaks the College administration remains open for business, but may close early. During the summer semester the College is closed on Fridays.*
**Vision Statement**
Gaston College will be viewed as the premier post-secondary educational resource in the region, consistently recognized as an exceptional community college and known in the state and nation for successful and innovative programs.

**Mission Statement**
Gaston College is an open-door public community college, located in Gaston and Lincoln counties, that promotes student success and lifelong learning through high caliber, affordable, and comprehensive educational programs and services responding to economic and workforce development needs.

**Philosophy**
Gaston College students, faculty and staff share a committed responsibility to nurture a mentoring, collaborative, and diverse culture of skilled lifelong learners who are empowered to succeed in a constantly changing world. Self growth and empowerment are realized through many innovative processes, including an effective balance of assessment and evaluation. Empowered people set and achieve high standards of quality, create challenges for themselves and others, and support an active learner-centered environment offering real life educational experiences.

**Accreditations (3/26/13)**
Gaston College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Gaston College.

**Notification of Nondiscrimination**
Gaston College is committed to affirmative action and equal opportunity in employment and educational programs and activities and does not discriminate against current or potential employees or students on the basis of race, color, religion, sex, national origin, age, or disability. Gaston College supports protections under all applicable state and federal laws including but not limited to the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the

Inquiries regarding affirmative action/equal opportunity should be directed to: Chief Administrative Officer (Employees) or Vice President for Student Affairs and Enrollment Management (Students), 201 Highway 321 South, Dallas, NC 28034 or call 704.922.6200.
STUDENT RIGHTS AND RESPONSIBILITIES

Introduction
Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are held responsible for actions that support the educational process. As members of the larger community, students are entitled to all rights and protection accorded them by federal, state and local laws. Students are also subject to the enforcement of these laws which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

Student Rights
A. Students shall enjoy all the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina.
B. Students are free to pursue their educational goals through appropriate opportunities for learning in the classroom and on the campus. Student performance will be evaluated on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
C. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
D. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting their welfare through established student government procedures, campus committees, and college officials.
Annual Notice to Students of their Rights under the Family Educational Rights and Privacy Act of 1974 (FERPA)

Gaston College has a long-standing commitment to the protection of students’ rights and privacy of information. Gaston College complies with the provisions of the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), state of North Carolina Law, and the State Department of Education Division of Community College rules. These federal and state requirements relate to accessibility and confidentiality of student records.

Gaston college policies and procedures manual, section 4-31, Confidentiality and Access of Student Records, provides pertinent and detailed information concerning classification of student records.

Students’ Rights to Question of Their Official Student Record

Students have the right to inspect their educational records and correct such records, if warranted. Students are protected from release of information without written consent (excluding directory information). All student records are open for inspection and review by the student unless he or she waives this right. The parent(s) of a dependent student as defined in Title 26 U.S.C.S.S. 152 Internal Revenue Code, also has the right to inspect records that are maintained by the College on behalf of the student. Proof of dependency must be on record with the College or provided to the Office of Records and Registration prior to reviewing the records.

Definition and Release of Educational Records

There are three categories of records: 1) Directory Information Records, 2) Limited Access Records, and 3) Sole Possession Records.

1. Directory Information Records includes the student’s name, address, telephone number, major field of study or program, dates of attendance, enrollment status, and degrees and awards received. Gaston College may disclose directory information about a student without the consent of the student unless the student has properly objected to the release. Any
student not wishing the release of directory information must file a written request with the Records and Registration Office no later than the last day of Late Registration. This information will only be released by the Office of the Vice President for Student Affairs and Enrollment Management or a designee after the requestor has demonstrated a legitimate need to have such information. Otherwise, the College may disclose directory information for legitimate purposes.

2. Limited Access Records pertain to the permanent academic records of the student, disciplinary records, financial information, and testing data. The college will not release information in Limited Access Records without the written permission of the student.

3. Sole Possession Records pertain to records of instructional, supervisory, and administrative personnel that remain in the sole possession of the maker and are not accessible or revealed to any other person.

In addition, Gaston College may, without the consent of the student or eligible parents, disclose information kept in the student's permanent record to the following:

• Gaston College officials with a legitimate educational interest. College officials include faculty, administrators, staff, student employees, third parties or agents authorized to act on behalf of the College. A legitimate educational interest is presumed to exist if the information is necessary for the official to perform tasks that are specified in the position description or contract agreement; to perform a task related to the student's education, discipline, service or benefit such as, counseling, job placement, financial aid, health insurance, community resources, etc.

• Authorized representatives of the Comptroller General's Office, the Secretary of the Department of Education, and state educational authorities.

• Veterans Administration officials.

• Persons or organizations providing financial aid.

• Accrediting organizations carrying out their accrediting functions.

• Persons in compliance with a judicial order or a lawfully issued subpoena.
POLICIES & REGULATIONS  
Students Rights & Responsibilities

• Persons who seek information in connection with an emergency, if in the view of a reasonable person, the knowledge of such information by appropriate persons is necessary to protect the health or safety of the student or other persons.

• Organizations or individuals conducting studies on behalf of the College or for other educational agencies or institutions for the purposes of developing, validating, or administering predictive test, improving and understanding student services, student aid programs, improving instruction, etc. These studies must be conducted in a way that will not permit the personal identification of students and their families by persons other than the authorized representative of such organizations and the information must be destroyed when the studies have concluded.

• Military recruiters requesting recruitment information in accordance with the United States Code Title 10 and other pertinent laws.

• To institutions, authorities, and/or agencies in accordance with federal, state, and local laws, policies, and procedures.

Individuals or agencies not outlined above may obtain student record information only with written authorization from the student. The authorization for release of information must include:

1. date of request
2. student’s Social Security number
3. student’s signature
4. specific contact name or agency
5. summary of information which may be released

Student Code of Conduct
All students have the right to a safe, peaceful, quality and honest educational environment. Therefore, when in the judgment of College officials a student’s conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the mission, safety, peace, and integrity of the College.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of the Student Code of Conduct is not to restrict student
freedoms but to protect the rights of individuals in their academic pursuits. The actions identified below are specifically prohibited at Gaston College.

Students are responsible for having read and abiding by the provisions of the Student Code of Conduct.

1. **Dishonesty** - Students may not cheat, fabricate and falsify information, submit the same assignment multiple times, plagiarize, or be a part of academic dishonesty. Students cannot knowingly provide false information to the College, forge and alter or misuse College documents, accounts, records or instruments of identification. Dishonesty will not be tolerated in any transactions or interactions including the Student Code of Conduct process and other College proceedings. (Please see the Academic Dishonesty Policy, Appendix C of the Student Handbook.)

2. **Theft and Damage to Property** - Students may not steal, damage or misuse College property or the property of anyone on College premises or during any College-sponsored activity off campus.

3. **Trespassing** - Students may not enter or be present on College property or in a College facility or any portion thereof where entry or presence has been restricted, denied, or is unauthorized.

4. **Indecent Behavior** - Students may not exhibit lewd or indecent behavior on College property or at College-sponsored or College-supervised functions.

5. **Inappropriate Behavior** - Students may not engage in behavior or any form of expression which interferes with the learning process, peace, and order of the College. Not following an instructor’s classroom policies, being disruptive in or outside the classroom, and using threatening language are some examples of inappropriate behavior.

6. **Mental or Physical Abuse** - Students may not strike or threaten to strike a person or engage in verbal or physical actions that threaten or endanger the health, safety or welfare of a person or persons.

7. **Sexual Offenses and Harassment** - Students may not engage in verbal or physical acts of a sexually suggestive or harassing nature that create an intimidating, offen-
sive or hostile environment with any student, employee or member of the College community. (Please see Sexual Harassment, Appendix F of the Student Handbook.)

8. **Disruption** - Students may not participate in or conduct an assembly in a manner which threatens or causes injury to persons or property; which interferes with free access to College facilities; which is harmful, obstructive or disruptive to the learning environment and the overall mission and functions of the College.

9. **Unattended Children** - Students are not allowed to bring children to class or computer labs; only registered adults are authorized to be in a classroom while class is in progress. Minor children should not be unattended, and students are strongly discouraged from bringing them to Gaston College. The College does not assume responsibility for unattended children.

10. **Misuse of Communication Technologies** - Students may not use communication technologies (e-mail, telephones, social media, voice mail, fax machines, etc.) to communicate threatening, indecent, abusive, sexually harassing or otherwise disruptive communication to College employees or students.

11. **Weapon Possession** - Students may not possess or carry any weapon on College property including firearms, explosives, BB guns, stun guns, air rifles or pistols, sling shots, and knives or other sharp instruments. The only exceptions are for law enforcement and military personnel in the discharge of their official duties or as otherwise permitted by law, for ceremonial or educational purposes, or when tools such as knives are used for construction, maintenance, or food preparation.

12. **Setting False Alarms** - Students may not set off a fire alarm or tamper with any fire safety equipment except with reasonable belief that there is an emergency.

13. **Classroom Misuse of Electronic Communication Devices** - Students may not use devices in the classroom, such as telephones and other communication devices during labs and test taking situations unless otherwise instructed. (The only exception will be for on-call emergency personnel, i.e., EMS, police, fire, who are required to notify their
classroom instructor of their need for such devices at the beginning of the term and provide documentation verifying their occupation.

14. **Misuse of Computers** - Students may not damage College computer hardware and software, gain unauthorized access to remote sites, and/or view sexually explicit, pornographic or other inappropriate material. (Please see the Computer Resources - Acceptable Use Policy, Appendix G of the Student Handbook.)

15. **Gambling** - Students may not gamble on College premises or at College-sponsored or College-supervised functions.

16. **Use of Tobacco Products** - Students may not smoke or use other forms of tobacco products on College property and at College events. (Please see the Tobacco-Free Campus Policy, Appendix L of the Student Handbook.)

17. **Use or Possession of Drugs and Alcohol** - Students may not manufacture, distribute, dispense, possess or use a controlled substance or alcohol on College premises or as a part of any College-sponsored activity. (Please see the Drug and Alcohol Policy, Appendix D of the Student Handbook.)

18. **Failure to comply** - Students may not fail to comply with the directives of College officials or law enforcement officers during the performance of their duties and/or fail to identify themselves to these persons when requested to do so. Failing to respond to a notice of conduct charges is also prohibited.

19. **Fiscal Irresponsibility** - Students may not fail to pay College-levied fines or pass worthless checks to College officials.

20. **Improper Use of a Vehicle** - Students may not violate College regulations regarding the operation and parking of motor vehicles. (Please refer to Traffic and Parking Regulations in the Campus Police section of the Student Handbook.)

21. **Violation of College Policies** - Students may not violate any College policy, College regulation, or the terms of disciplinary probation.

22. **Legal Violations** - Students may not violate a local, state, or federal law.
Discretion to Warn or Temporarily Remove
If a student’s conduct significantly disrupts the learning environment, poses an immediate or continuing threat to the health or well-being of any member of the academic community, or interferes with the activities of the College, an instructor or administrative officer has the discretion to warn the student against violating the Student Code of Conduct or remove the student from one class period or activity for the duration of that specific class or activity. No disciplinary sanctions other than such a warning or temporary removal may be imposed upon any student except in accordance with this policy.

The instructor or administrative officer invoking such temporary removal shall file a charge in accordance with the Disciplinary Procedures section below with the Student Conduct Officer, or designee, within one working day following the incident. The Student Conduct Officer, or designee, shall resolve the matter in a timely fashion utilizing the steps outlined below in the Disciplinary Procedures section.

Interim Actions/Restrictions
The Student Conduct Officer, or designee, may impose restrictions and/or interim suspend a student from the campus community pending the scheduling of a meeting on an alleged violation(s) of the Student Code of Conduct. This may occur when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve College property and/or to prevent disruption of, or interference with, the normal operations of the College. The College reserves the right to take any interim action needed to protect the rights of students and to maintain a safe campus. Such actions may include, but are not limited to, modification of academic schedules, no contact orders, and interim suspension.

During an interim suspension, a student may be denied access to the College campus, facilities, and events. As determined appropriate by the Student Conduct Officer, or designee, this restriction may include classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of the Student Conduct Officer, or designee, and with
the approval of, and collaboration with, the appropriate Academic Administrators, alternative coursework options may be pursued to ensure as minimal impact as possible on the accused student.

**Responsibility for Implementation**
The Vice President for Student Affairs and Enrollment Management delegates the responsibility for implementing disciplinary procedures for Gaston College students to the Assistant Vice President for Student Affairs, who serves as the Student Conduct Officer. Other administrators may be designated to serve as the Student Conduct Officer in the absence of the Assistant Vice President.

**Disciplinary Procedures**
In order to provide an orderly procedure for handling student disciplinary cases and to provide adequate, reliable, and impartial investigations and resolutions, the following procedures shall be followed:

1. **Charges:** Any administrative official, faculty, staff, or student may file charges with the Student Conduct Officer (Assistant Vice President for Student Affairs, or designee) against any student or student organization for violations of College regulations. The individual(s) making the charge are expected to provide complete and truthful information throughout the disciplinary process and should submit a code of conduct violation form or a written statement which includes:
   a. name of the student(s) involved;
   b. the specific code(s) of conduct violated;
   c. a description of the incident(s), including the time, place, and date of the incident(s); and
   d. name(s) of person(s) directly involved or witnesses to the incident(s); and
   e. any action taken that is related to the matter.

2. **Preliminary Investigation and Decision:** Within five (5) working days after the charge is filed, the Student Conduct Officer shall conduct a preliminary investigation of the charge which shall include a meeting with the accused student and other witnesses. In sexual offenses and harassment cases, both the accuser and the accused may have one support person
present during these proceedings. Both parties must provide
the name of the support person at least three (3) days prior to
the meeting. A support person may only serve as an observer
and may not participate unless requested to do so by the
person(s) designated to conduct the meeting.

During the meeting with the Student Conduct Officer, the
accused student shall be told the evidence against him/her
and shall be given the opportunity to respond. In instances
where the accused student cannot be reached to schedule
an appointment with the Student Conduct Officer or where
the accused student refuses to cooperate, the Student
Conduct Officer shall send a certified letter to the student’s last
known address which shall inform the student of the charges,
the results of the preliminary investigation, the decision, and
the appeals process. The Student Conduct Officer’s decision is
based upon a preponderance of evidence.

3. Generally, the Student Conduct Officer shall send the accused
student a decision by certified mail, return receipt requested,
within ten (10) working days after the charge is filed. Deci-
sions in sexual offenses and harassment cases will be made
within 60 days.

4. If the Student Conduct Officer determines that the student
has violated the Student Code, the decision shall include:
a. a statement of the specific provision(s) of the Student
   Code that the student violated;
b. a statement of sanctions imposed;
c. a statement of the student’s right to appeal the decision;
   and
   d. instructions governing the appeals process (Appeals
      Procedure).

5. If the Student Conduct Officer determines that the student
did not violate a provision of the Student Code of Conduct,
then the decision shall state the charge has been dismissed.

6. In sexual offenses and harassment cases, both the accused
student and the complainant will receive simultaneous written
notice of the final outcome of the complaint as to whether harassment was found to have occurred

7. The Student Conduct Officer shall send a copy of the statement of the charge and the decision to the College President/College President designee and other College officials on a need-to-know basis.

Sanctions

1. **Reprimand**: A written communication which gives official notice to the student that he/she has violated the Student Code and any subsequent violation of the Student Code may carry heavier penalties.

2. **General Probation**: An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if he/she violates the Code again, additional sanctions will be imposed for this violation. This probation will be in effect for no more than two (2) semesters.

3. **Restrictive Probation**: Restrictive Probation results in the loss of good standing and notation of such is made in the individual’s record. Restrictive conditions may limit activity in the College community. Generally the individual will not be eligible for initiation into any local or national organization and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any Gaston College or student organization, publication, or activity. This probation will be in effect for no less than two (2) semesters. Any violation of Restrictive Probation may result in immediate suspension.

4. **Restitution**: Paying for the damage, misuse, destruction or loss of property belonging to the College, College personnel, or students. This may include activities aimed at learning the consequences of one’s actions; for example: cleaning defaced property, writing reports, etc.
5. **Emergency or Interim Suspension:** Exclusion from class and/or other privileges or activities as set forth in the notice until a final decision has been made concerning the alleged violation (see Interim Actions/Restrictions section).

6. **Loss of Academic Credit or Grade:** Imposed as a result of academic dishonesty.

7. **Withholding transcript, grades, diploma or right to register:** Imposed when financial or other (e.g., disciplinary sanctions) obligations are not met.

8. **Suspension:** Exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must meet with the Student Conduct Officer to request re-enrollment at the end of the sanction period and get specific written permission before returning to campus. Students must be able to demonstrate that they have resolved the issues that led to their suspension, they are ready to be a productive member of the College community, and that they can refrain from violating the Student Code of Conduct. If the request to re-enroll is approved, students will be placed on probation for a specified time period upon their return to the College.

9. **Expulsion:** Permanent severance from the College.

10. **Group Probation:** Given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

11. **Group Restriction:** Removing College recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester). While under restriction the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

12. **Group Charter Revocation:** Removal of College recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the President of Gaston College.
Appeals Procedure

1. A student who disagrees with the decision of the Student Conduct Officer may request a hearing. The student must deliver a written request for a hearing to the chairperson of the Gaston College Judiciary Committee within three (3) working days of receipt of the Student Conduct Officer’s decision. The student requesting a hearing will be provided a list of people in the Gaston College Judiciary Committee pool. The student must indicate if they object to any persons in the Judiciary Committee pool reviewing the charges against him or her and provide reasons for the objection within five (5) working days of submitting the appeal hearing request.

The Judiciary Committee is composed of nine (9) members appointed by the President as described below. Committee members serve at the pleasure of the President with replacements appointed by the President as necessary:

a. Three faculty members recommended by the Faculty Senate and appointed by the President of the College.

b. Three staff members recommended by the Staff Senate and appointed by the President of the College.

c. Three student members recommended by the Student Government Association (SGA) and appointed by the President of the College/President of the College designee.

d. The chairperson of the Gaston College Judiciary Committee appointed by the President of Gaston College.

Within seven (7) working days after receiving the request for a hearing, the chairperson of the Gaston College Judiciary Committee shall appoint the Gaston College Disciplinary Committee to hear the appeal. Each Gaston College Disciplinary Committee shall be composed of one staff member, one student member, and one faculty member from the Gaston College Judiciary Committee. No person in the Judiciary Committee to whom the student has made a reasonable objection will be appointed. The Chairperson of the Judiciary Committee also serves as the Gaston College Disciplinary Committee Chair.
2. Within ten (10) working days after the appointment of the Gaston College Disciplinary Committee, it shall conduct a hearing to which the Student Conduct Officer and the student shall be invited.
   a. The Student Conduct Officer shall provide the committee and the student with a written statement of charges against the student.
   b. The committee shall provide the student with a statement of his/her basic procedural rights.
      1. The right to present relevant evidence and witnesses in his/her defense.
      2. The right to a hearing before an impartial Gaston College Disciplinary Committee.
      3. The right to know the name of the person(s) bringing the charge(s) against him/her.
      4. The right to hear the evidence against him/her and the right to question witnesses against him/her. Per the recommendation of the Office of Civil Rights, questioning of either party is not allowed in sexual offenses and harassment cases.
   c. The Student Conduct Officer and the student shall exchange any documents they expect to present to the Gaston College Disciplinary Committee.
   d. The Student Conduct Officer and the student shall exchange the names of their witnesses.
   e. Members of the committee shall inform the parties of any facts, which could reasonably affect their ability to give them a fair hearing. If either party objects to the continued service of a member and any committee member supports that objection, then the identified person shall resign from the committee. Within three (3) working days, the chairperson of the Gaston College Disciplinary Committee shall appoint a new member to the committee. The new committee member shall be subject to the same qualifications and obligations as the original committee members.
   f. Hearings before the committee shall be confidential and shall be closed to all persons except the following:
      1. The student
2. Student Conduct Officer

3. Witnesses who shall give testimony singularly and in the absence of other witnesses and leave the committee meeting room immediately upon completion of their testimony.

4. In sexual offenses and harassment cases, both the accuser and the accused may have one support person present during these proceedings. Both parties must provide the name of the support person at least three (3) days prior to the hearing. A support person may only serve as an observer and may not participate unless requested to do so by the person(s) designated to conduct the hearing.

g. The hearing will be tape-recorded. Tapes will become the property of the College. All tapes will be filed in the office of the Vice President for Student Affairs and Enrollment Management. The committee shall have the authority to adopt supplementary rules of procedure consistent with this policy.

h. The committee shall have the authority to render written advisory opinions concerning the meaning and application of this policy.

i. Upon the completion of a hearing, the committee shall meet in executive session to decide whether there has been a violation of the Student Code and, if so, to recommend sanctions.

j. Decisions of the committee shall be based upon a preponderance of the evidence as determined by a majority of the committee.

k. The decision of the committee shall be in writing and contain at least a statement of the specific provision of the Student Code that the student violated and a description of the facts supporting that conclusion; and a statement of recommended sanction or a statement that the charges were not proved by a preponderance of the evidence.

l. Within five (5) working days of the decision of the committee, the chairperson of the committee shall send a copy of the decision by certified mail, return receipt requested, to the student’s last known address. In sexual offenses and
harassment cases, both the accuser and the accused will receive simultaneous written notice of the final outcome of the appeal.

**Effect of Failure to Comply with Time Requirements or Voluntary Withdrawal**

1. If a student fails to comply with any of the time requirements set forth herein with respect to completing and delivering the documents required to pursue his or her appeal, to appear or be represented at any hearing, or otherwise to meet his or her other obligations under these procedures, then the last decision rendered on behalf of the College will stand as final.

2. The College shall make every reasonable effort to comply with the timeliness requirements specified in the Disciplinary Procedures and the Appeals Procedure. The College’s failure to meet any deadline shall not exempt the student from any sanctions under the Student Code of Conduct or from the decision of the Gaston College Disciplinary Committee after an appeal hearing.

3. A student’s decision to withdraw from school during a disciplinary proceeding shall not affect the College’s right to continue the disciplinary process or impose sanctions.
Gaston College Conduct Violation Form

Directions: Gaston College faculty, staff, or students should use this form to report a Student Code of Conduct violation. Remember, in an emergency call Campus Police. Students should provide a copy of this report along with applicable documentation to the Assistant Vice President for Student Affairs, or designee. Faculty and staff should provide a copy of this report along with applicable documentation to their immediate supervisor, Dean, and/or Vice President, and the Assistant Vice President for Student Affairs, or designee. (Additional policy information is in the Student Handbook under Student Code of Conduct/Disciplinary Procedures.)

Incident Date: _______________  Incident Time: _______________

Incident Location: ________________________________________________

Name of Student(s) involved in alleged conduct violation:

Name: __________________________________________________________
ID # (if known): _______________  Phone: _______________________

Name: __________________________________________________________
ID # (if known): _______________  Phone: _______________________

Name: __________________________________________________________
ID # (if known): _______________  Phone: _______________________

Witnesses

Name: __________________________________________________________
ID # (if known): _______________  Phone: _______________________

Name: __________________________________________________________
ID # (if known): _______________  Phone: _______________________

Name: __________________________________________________________
ID # (if known): _______________  Phone: _______________________

Alleged Code(s) of Conduct Violated: _______________________________
Incident Description: __________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Attach additional sheets or use the back of this form if necessary.

Actions Taken: ________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

The information provided on the above form is accurate to the best of my knowledge.

Name of Person Reporting: _______________________________________

Signature: _____________________________________________________

Date: _________________________________________________________

Phone: _________________________________________________________

Email: _________________________________________________________
REGISTRATION

Registration Process
Students who wish to register for curriculum classes at Gaston College must submit an application for admission and meet appropriate admissions requirements prior to registering for a class. Contact the Office of Student Affairs at 704.922.6232 for further information. Once the admissions process has been completed, which may include a placement test and new student orientation, students should meet with an academic advisor or counselor to select classes. Students are eligible to register during the designated registration periods. Payment is due for all classes by a specific date for the upcoming term. See the Gaston College Calendar for a complete list of dates or the Schedule of Classes located on the Gaston College homepage.

On-Line Registration (WebAdvisor)
On-line Registration is available through WebAdvisor found on the Gaston College web site, www.gaston.edu. To access WebAdvisor students must login using their username and password. Login instructions are available online. WebAdvisor is available to returning students at several designated times throughout the year for the upcoming semester. See the Gaston College Calendar for exact dates. To use WebAdvisor, students must have applied for admission, and met appropriate admissions requirements. Students are highly encouraged to meet with a counselor or academic advisor. In addition, students should have no outstanding financial obligation, parking fines, or overdue library materials. For further information about WebAdvisor, contact the Office of Records and Registration 704.922.6232.

Late Registration
Late registration is held prior to the official start date of the semester. See the Gaston College calendar or contact the Office of Records and Registration 704.922.6232 for specific dates and times. Students who register or make adjustments to their schedules during the Late Registration period must pay all registration fees the same day as registration. All class registrations and additions must be completed prior to the first class meeting. Once class has begun, no registration is allowed.
Adding a Class
Students should check with their advisor to make sure prerequisites have been met before adding a class. Students can add a class to their current schedule during designated registration periods. Students may add a class to their schedule prior to the first class meeting. Second chance classes may also be added prior to the first class meeting. During the Late Registration period, fee payments are due the same day that registration takes place. An updated copy of a student’s schedule may be obtained through WebAdvisor. Students attending the Lincoln Campus may obtain a copy of their schedule in the Dean’s Office of the Lincoln Campus (LC 216). Students attending the Kimbrell Campus may obtain a copy of their schedule in the Enrollment Services Office of the Kimbrell Campus (KCC 116B).

Dropping a Class
Dropping a class is different from withdrawing from a class. To drop a class means a student may be entitled to a 100 percent refund if a student officially drops a class prior to the first official day of the semester. In addition, students may be eligible to receive a 75 percent refund of tuition only if a class is dropped prior to or on the 10 percent point of the semester. During fall and spring, the 10 percent point is within the first 7-10 days. During summer, the 10 percent point is within the first 3-6 days. See the Gaston College Calendar or check with the Office of Records and Registration for the exact 10 percent date. Students may drop a class in WebAdvisor or in person by completing and submitting a Drop form in the Office of Records and Registration. For further information about dropping a class, contact the Office of Records and Registration 704.922.6232.

Withdrawing from a Class
Student Withdrawal Process
Students who withdraw from a class must obtain a Withdrawal form from the Office of Records and Registration, from the Dean’s Office at the Lincoln Campus, or from the Enrollment Services Office at the Kimbrell Campus. The completed form including the last date of attendance must be signed by the student. An instructor’s signature is not required. Students must return a completed Withdrawal form to the Office of Records and Registration by
the designated date in the Gaston College Calendar. There is no refund made for students who withdraw from a class. In addition, students who do not attend classes will receive a grade of “F” unless an official withdrawal form is on file with the Office of Records and Registration. After the deadline date, withdrawals are granted for medical or administrative reasons only. These special circumstances require documentation and the approval of the instructor and the division dean. Students receiving financial aid must consult with a financial aid specialist prior to withdrawing from a class. Students are ultimately responsible for the withdrawal process.

Instructor Withdrawal Process
Instructors may (they are not required to do so) choose to withdraw students from a class for non-attendance. Instructors must enter either a “WI” grade through WebAdvisor within 21 days of the last date of attendance not exceeding the 11th week of the semester. Students are ultimately responsible for the withdrawal process.

Auditing a Class
Students who audit a class must register and pay for the class. Students may obtain an Audit form from the Office of Records and Registration, from the Dean’s Office at the Lincoln Campus, or from the Enrollment Services Office at the Kimbrell Campus. Students who audit a class receive no credit and are encouraged to attend class, participate in class discussions, and take examinations. Audit status must be declared by the last day to drop a class with a 75% refund. Refer to the Gaston College Calendar for the exact dates. Once declared, audit status cannot be reversed. Return completed Audit form with instructor’s signature to the Office of Records and Registration. For further information, please contact the Office of Records and Registration 704.922.6232.
STUDENT ENROLLMENT STATUS

Full Time Status
Full time students are enrolled for 12 or more hours of credit.

Part Time Status
Part time students are enrolled for 11 or less hours of credit.

Visiting Students
Students from other colleges and universities who wish to take a class at Gaston College in order to transfer the work back to their home institution must complete an application for admission. Students should be prepared to submit official transcripts as proof of prerequisites that have been completed prior to enrolling at Gaston College.

Students who attend Gaston College and wish to take a class at another college or university for credit towards their Gaston College degree must apply and meet admission requirements at the other college or university. Once course work is completed at another school, an official transcript is requested by the student to be mailed back to Gaston College for evaluation of transfer credit.

Special Credit Students
Students who take class for personal interest or improvement are considered a special credit student. They may take up to 15 credit hours of non-degree, certificate, or diploma classes before declaring a major.

Career and College Promise
This is a program where high school students are also enrolled and taking classes at the College. Please contact Educational Partnerships at 704.922.6297 for further information regarding this program.
STUDENT RECORDS

Change of Name
Students are responsible for notifying the Office of Records and Registration in writing when a change occurs in a student’s legal name. Name Change forms are available in the Office of Records and Registration. Name changes must be accompanied by appropriate documentation such as driver’s license, Social Security card, etc.

Change of Address
Students may update their address by accessing WebAdvisor or in person.

Change of Major
Students who wish to change their major/program must complete a Change of Major form available in the Counseling Center. The form is routed to the appropriate offices and a new academic advisor is assigned if needed. Students receiving financial aid and veterans benefits who change their major should consult with the Office of Financial Aid or the VA representative.

Enrollment Verifications
Students may obtain an official enrollment verification letter for insurance purposes by accessing WebAdvisor or visiting the Office of Records and Registration. Picture identification is required for in person requests.

Directory Information Records, which may be made public, include a student’s name, address, telephone number, date of birth, major field of study, dates of attendance, and degrees received. This information will only be released after the requestor has demonstrated a legitimate need to have such information. Any student not wishing the release of directory information must file a written request with the Office of Records and Registration no later than the last day of Late Registration. Otherwise, the College may disclose directory information for legitimate purposes.
Limited Access Records pertain to the permanent academic records of the student, disciplinary records, financial information, and testing data. The College will not release information in Limited Access Records without the written permission of the student.

Sole Possession Records pertain to records of instructional, supervisory, and administrative personnel that remain in the sole possession of the maker and are not accessible or revealed to any other person.

Transcript Request
Requests for official transcripts may be made online at www.gaston.edu, Quick Links, Transcript Request. The authorization for release form must be returned via fax at 704.922.2344 in order to process the request. There is a $5.00 fee for each official transcript. Payment may be made online. Student copies of their transcript may be obtained by accessing WebAdvisor. Students requesting transcripts from the Adult High School should call 704.922.6319; for the GED program should call 704.922.6321; and for all other Continuing Education programs should call 704.922.6496.

Student Schedules
Schedules may be obtained by accessing WebAdvisor.
# Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Lowest Passing Grade</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>CE</td>
<td>Credit by Examination</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete Grade</td>
<td>0</td>
</tr>
<tr>
<td>WA</td>
<td>Withdrawal after the 10% date</td>
<td>0</td>
</tr>
<tr>
<td>WI</td>
<td>Withdrawal by Instructor</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>X</td>
<td>No grade reported by instructor</td>
<td>0</td>
</tr>
<tr>
<td>*TR</td>
<td>Transfer from another institution</td>
<td>0</td>
</tr>
<tr>
<td>*TA</td>
<td>Transfer from another institution. Grade of “A” assigned to the student by the transferring institution.</td>
<td>0</td>
</tr>
<tr>
<td>*TB</td>
<td>Transfer from another institution. Grade of “B” assigned to the student by the transferring institution.</td>
<td>0</td>
</tr>
<tr>
<td>*TC</td>
<td>Transfer from another institution. Grade of “C” assigned to the student by the transferring institution.</td>
<td>0</td>
</tr>
<tr>
<td>*TP</td>
<td>Transfer Pass (Tech Prep, AP, CLEP credit)</td>
<td>0</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass (Development Math)</td>
<td>0</td>
</tr>
<tr>
<td>R</td>
<td>Re-Enroll (Developmental Math)</td>
<td>0</td>
</tr>
<tr>
<td>E</td>
<td>Excluded Course – Academic Forgiveness</td>
<td>0</td>
</tr>
<tr>
<td>NS</td>
<td>No Show</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory Progress</td>
<td>0</td>
</tr>
</tbody>
</table>

*All transfer credits count toward hours attempted, but do not affect the student’s grade point average.*
Further Explanation of Grades

- **WI Grade** - Withdrawal by the instructor when the Attendance Policy is broken. WI grades count toward hours attempted, but do not affect the student’s grade point average.

- **WA Grade** - A “WA” is assigned to a student who wishes to withdraw from a course or courses within the first eleven weeks of the semester and who has previously attended one or more class meetings. WA grades count toward hours attempted, but do not affect the student’s grade point average. A student who wishes to withdraw from a course or courses must follow the official procedure, which is initiated in the Records and Registration Office. (See “Withdrawal Process.”)

- **AU Grade** - Students who wish to audit courses (see “Audit Process”) must follow the regular registration procedures and declare the audit status to the course instructor. A student who registers for an audit may not receive a grade or credit hours for the course. The fees are the same as for regular college credit. The decision to audit cannot be reversed. AU grades do not count toward hours attempted, and therefore, do not affect the student’s GPA.

- **Credit by Exam (CE)** - A student may petition the department for permission to seek class credit by examination. Upon the student’s successful completion of the exam, the division dean will notify the Office of Records and Registration of the outcome of the exam. A grade of “CE” will be earned as a result of successful completion of the examination. The student may take the examination for a class only one time. Although credits by examination will be applied toward graduation requirements, quality points are not computed for a grade of “CE.” For further information about credit by exam, contact the Office of Records and Registration.

- **I (Incomplete)** - Students who need extra time to complete the objectives of a class because of unusual circumstances such as extended sickness or hospitalization, may receive a grade of “I.” This must be agreed upon in advance by the student and the instructor. The instructor will submit a
final grade of “I”. Course work must be completed by the contracted date agreed to between the student and the instructor. The incomplete grade is not computed in the grade point average. However, if the coursework is not completed by the twelfth week of the following semester, the “I” grade will be converted to a grade if “F”.

- **IP (In Progress)** – Indicates the student has made satisfactory progress toward the completion of developmental course work, but has not completed all of the objectives necessary to progress to the next level. An “IP” grade is not computed in the grade point average (GPA). Students receiving a grade of “IP” will not receive financial aid for the class on the second enrollment. Effective Summer 2013, IP grades are no longer used.

- **Grades preceded by an “R”** – Indicate the class has been repeated. Only the highest grade will be computed or applied toward a degree or diploma. Students must contact the Office of Records and Registration after repeating classes.

- **Grades preceded by an “E”** – Indicate Academic Forgiveness was granted. These classes are excluded in the calculation of the cumulative grade point average.

- **Grades of “S”** – Indicate satisfactory progress in component classes.

- **Grades of “P”** – Indicate satisfactory progress in developmental classes. These classes are excluded in the calculation of the cumulative grade point average.

- **Grades of “R”** – Indicate that the student has made satisfactory progress toward the completion of developmental course work, but has not completed all of the objectives necessary to progress to the next level. These classes are excluded in the calculation of the cumulative grade point average.

- **An average of “C”** – Is defined as a grade point average of 2.00 on all computed grades.
How to Calculate Your Grade Point Average

A student’s grade point average (GPA) is computed by adding the total quality points for each and dividing that number by the total credit hours for the semester. Quality points are calculated by multiplying the credit hours by the semester quality points. The GPA is then computed by dividing the total quality points by the total credit hours. Please see the example below.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
<th>Semester Quality Points</th>
<th>Credit Hours</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 110</td>
<td>A</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>ENG 111</td>
<td>C</td>
<td>2</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>HIS 111</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>PSY 150</td>
<td>A</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td>12</td>
<td>39</td>
</tr>
</tbody>
</table>

39 Total Quality Points
12 Total Credit Hours
= 3.25 Semester GPA

Calculation of Grade Point Average

The formula for calculating a student’s grade point average is: Quality Points divided by Credit Hours Attempted = Grade Point Average.

Final Grades

At the end of each semester, students may obtain their grades online by accessing WebAdvisor at www.gaston.edu.

Final Grade Appeal Procedure

Questions and concerns about final grades are often the result of misunderstandings about grading practices and expected standards. Direct communication between the instructor and the student usually clears up these misunderstandings.

It is the purpose of the grade appeal policy to outline appropriate steps the student should take to clarify any questions about final grades or grading practices. These steps are summarized as follows:
1. The student should make an appointment with the appropriate instructor when there is any question about a particular grade or the instructor’s grading policy. Examples of questions that may be discussed include the following:
   a. Clarification of the overall grading plan for the course, including relative weights of exams, etc.
   b. Correction of errors made in grading.
   c. Explanation of specific grading questions such as the correct answer to an exam question or the basis for the grade received on a term paper.

2. The student seeking additional clarification or information on matters related to grading should make an appointment with the appropriate department chair. Questions such as the following may be answered by the chairperson:
   a. Department policy on grading for a particular course.
   b. Departmental attendance policy or an instructor’s approved attendance policy.
   c. Questions related to differences in interpretations of approved policies.

3. Students seeking further recourse related to a grade received should make an appointment with the division dean. The division dean should discuss the questions raised with the instructor and department chair, give an official interpretation of the grade, and explain the appeals process.

4. Should the student choose to appeal, the process is as follows:
   a. The student should make an appeal in writing to the Vice President for Student Affairs and Enrollment Management, or designee stating the sequence of events leading to his appeal and any personal interpretations related to the case. This written appeal must be made no later than the midterm of the semester following the semester in which the grade was received, excluding summer semester.
   b. The Vice President for Student Affairs and Enrollment Management, or designee notifies the instructor that an appeal has been made and activates a committee to hear the student’s appeal. Membership of the Final Grade Appeal Committee is as follows:
      1. Vice President for Student Affairs and Enrollment Management.
      2. Vice President of Academic Affairs.
3. An instructor from the department involved, selected by the instructor’s department chair. (The Chief Officer for Academic Affairs will select an instructor from another department within the division if the department chair’s grading policy is appealed.)

4. A faculty member selected by the student making the appeal.

5. An instructor selected by the instructor whose grade is being appealed.

6. An instructor selected by the President of the Faculty Senate. This instructor should be a member of the Senate from a division other than the one in which the appeal is made.

7. One additional instructor may be selected by the Vice President for Student Affairs and Enrollment Management, or designee if needed to insure a balanced representation.

5. A meeting of the Appeal Committee is scheduled by the Vice President for Student Affairs and Enrollment Management, or designee.
   a. The committee examines the evidence and discusses the case with the instructor and the student.
   b. The committee arrives at a decision which is sent as a recommendation to the instructor. (The student and Vice President for Student Affairs and Enrollment Management, or designee are also informed of the recommendation.)
   c. If the recommendation of the committee is not followed by the instructor, the President’s Executive Council will determine the appropriate course of action.
   d. In all cases, the faculty member has recourse through his/her department chair, division dean, and vice president.

6. After the Final Grade Appeal Committee has heard the student’s complaint, the appeal process is completed for the student.
Academic Alert/ Probation/ Suspension

Any student who maintains less than a 2.0 cumulative grade point average after any given semester is placed on Academic Alert. The Records and Registration Office will notify the student placed on Academic Alert, in writing. A student who is placed on Academic Alert must meet with his/her advisor or a counselor in order to develop a plan for improving his/her grade point average prior to registering for future terms.

The second successive semester that the GPA is below 2.0 the student will be placed on Academic Probation. A student who is placed on Academic Probation must meet with his/her advisor or a counselor in order to develop a plan for improving his/her grade point average prior to registering for future terms.

The third successive semester that the GPA is below 2.0 the student will be placed on Academic Suspension and will not be allowed to re-enroll at Gaston College for one semester.

During the period in which a student is placed on Academic Suspension, the student is encouraged to meet with a counselor or advisor in order to develop a plan for improving his/her grade point average. Students who wish to change their major/program must complete a Change of Major form available in the Counseling Center. Students receiving financial aid and veterans benefits who change their major should consult with the Office of Financial Aid or the VA representative.

Students who have been academically suspended and who choose to appeal their suspension status can do so by completing the appropriate forms available from the Records and Registration Office. Students are also strongly encouraged to attend one of the Student Success workshops in the Student Affairs division. Information on the workshop dates and the appeal process are available in the Records and Registration Office.

All written appeals should include a realistic plan to achieve good academic standing, recognition of the problems that have affected the student’s academic progress, and a plan to resolve those issues. If the Academic Suspension Appeal Committee approves
the appeal, the student will be allowed to register and continue their enrollment at Gaston College on a probationary basis. Gaston College may require additional requirements as a condition of re-enrollment.

Students who have been academically suspended and who expect to receive any type of financial aid must meet with a financial aid specialist to discuss the possibility of having financial aid reinstated as well as to discuss any other conditions that must be met.

**Academic Complaints**

Any complaints about your academic experiences (other than final grades - see Final Grade Appeal) may be addressed informally or formally. If possible, talk directly to your instructor in a professional, courteous manner about your issue, and make a good faith effort to resolve the issue. If this approach does not work to your satisfaction, you may wish to make a formal, written Academic Complaint. The Academic Complaint Form is located in Appendix I, and you may also obtain a copy from an administrative assistant in any dean’s office. The form asks you to put your complaint and your proposed resolution in writing, and it guides you through the process. It is recommended that you try to resolve the issue at the instructor level, but you may need to start at the department chair level if you are unable to start with the instructor. If you inappropriately attempt to register your complaint to a higher administrator at Gaston College, you will most likely be directed to follow the Academic Complaint process through the proper channels unless you have an urgent issue of health, safety, or welfare that warrants immediate attention. Please see Appendix H for further details.

**Academic Forgiveness**

The Academic Forgiveness Policy allows Gaston College students who have experienced academic difficulty at Gaston College to have one opportunity to have grades below a “C” excluded from the cumulative grade point average (GPA). Academic difficulty is defined as less than a 2.0 cumulative grade point average at Gaston College. This policy provides for raising the cumulative
grade point average by excluding all grades of “D” or “F” earned prior to the date of eligibility for Academic Forgiveness. A student may be granted Academic Forgiveness only once. For a complete list of criteria, benefits and provisions of Academic Forgiveness visit the Office of Records and Registration. Completed forms should be returned to the Office of Records and Registration. Once this office receives the form, it is forwarded to the appropriate divisional dean for review.

**Course Repeat Policy**
A student may repeat a class to attempt to raise his/her grade point average. The original class must be taken at Gaston College and be repeated at Gaston College in order to honor the repeat policy. When a class is repeated, both classes will remain on the academic record, but only the highest grade is used in computing the grade point average. Students may repeat a class for credit no more than three times within a five-year period. Counting the first attempt and three repeated attempts allowed by policy, a student may take the same class a maximum of four times. A student may not re-enroll in a class in which credit by exam (CE) has been awarded. Please note the Course Repeat Policy may be different in health related programs. For those specific requirements, please refer to that health program handbook.

**Honors Lists**
**President’s List** - A full time student achieving a grade point average of 4.0 for the semester for 12 or more semester hours with no grade of I, CE, WA, AU will be recognized on the President’s List.

Dean’s List - A full time student achieving a grade point average of 3.5 - 3.99 for the semester for 12 or more semester hours with no grade of I, CE, WA, AU will be recognized on the Dean’s List.

**Honor’s List** - A part time student enrolled for six to eleven credit hours, achieving a grade point average of 3.5 or above for the semester for 6-11 semester hours with no grade of I, CE, WA, AU will be recognized on the Honor’s List.
ACADEMIC CREDIT FROM OTHER INSTITUTIONS
For more detailed information regarding transfer credit please refer to the 2014-2015 Gaston College Catalog.

AP Credit
College credit is awarded to students who achieve a score of “3” or higher on an AP (Advanced Placement) exam administered by the College Board. Scores older than five years are not considered for transferred credit. In order to have scores reviewed, students must request an official score report to be sent to Gaston College from the College Board. Our CB code is 5262. For further information about how to request a score report, visit the following Web site: http://www.collegeboard.com/ap/students/exam/grades.html.

CLEP Credit
College level credit is awarded for students who provide official CLEP (College Level Examination Program) results to the Office of Records and Registration from the College Board. Scores of 50 or above on subject examinations are required for college credit. (No credit is given for the general examination.) CLEP scores older than five years are not considered for transferred credit. For further information on CLEP, contact:

CLEP
P.O. Box 6601
Princeton, NJ 08541-6601
609.771.7865

College Tech Prep
In order to receive college credit for high school courses through the College Tech Prep program, students must receive a grade of “B” or higher in the designated high school course, receive a raw score of 80 or higher on the standardized VoCATS post-assessment, and must enroll at Gaston College within two years of their high school graduation date. For classes that started after June 1, 2011, a grade of “B” or higher in the designated high school class and a raw score of 93 or higher on the standardized VoCATS post-assessment is required to receive college credit. This change does not apply to high school classes that started prior to that date.
The official high school transcript and all official standardized VoCATS post-assessment scores must be received by the Office of Enrollment Management to be considered for college credit. For further information on the College Tech Prep Program contact the Office of Records and Registration at 704.922.6232.

Transfer Evaluations
A transfer credit evaluation is provided for each student with prior college work once an application for admission has been filed with the College. All official transcripts from each college/university attended must be received. Students must earn at least 20 semester credit hours of their class work at Gaston College in order to receive a degree and 50% of required major courses to receive a diploma from Gaston College. For more information regarding transfer evaluations please contact the Office of Records and Registration at 704.922.6232.

Emergency Medical Science (EMS)
Credit is given to those that have passed the National Registry of Emergency Medical Technicians (NREMT) cognitive and practical examinations and received National EMS Certification as an EMT-Basic. These students must provide a letter from NREMT stating that they have passed their certification along with their NREMT certification card. Upon receipt, the EMS Department Chair reviews their course work for credit to be accepted by Gaston College.

Massage Therapy
Credit is given for those that complete the Massage Therapy Certificate containing 617 hours as well as passing the Massage and Body Licensing Exam (MBLEX). Students that meet these criteria are awarded credit for MTH 110, MTH 120, and MTH 125.

Dietetic Technician
Credit is given to those who complete the ServeSafe Certification. Students who meet these criteria are awarded credit for DET 115.

Military
Credit is awarded based on the Guide to the Evaluation of Education Experiences in the Armed Services.
North Carolina High School to Community College
Articulation Agreement
The North Carolina High School to Community College Articulation Agreement is honored by Gaston College. As outlined in this agreement, high school students have an opportunity to earn college credit for specific courses taken in high school.

GRADUATION

Graduation Requirements
Requirements for the degree, diploma, or certificate will vary according to the curriculum. Students should refer to their particular program requirements. A 2.0 grade point average is required for graduation from Gaston College. At least 20 semester credit hours for an associate degree or diploma must be completed in attendance at Gaston College. At least 75 percent of the requirements for a certificate must be completed at Gaston College. Certificate information may be obtained in the divisional dean’s office. Courses numbered less than 100 do not count for graduation credit.

Graduation Application Procedures
1. Obtain a current Student Copy of your transcript (WebAdvisor) along with an Application for Graduation from the Office of Records and Registration.
2. Present the application to your divisional dean’s office with the Student Copy of your transcript.
3. After receiving your approved application from the divisional dean’s office, see the Placement Office (Leana Sue Beam Building) for clearance.
4. Pay the $45.00 graduation fee in the Business Office (Myers Center 1st Floor).
5. Order your cap and gown online or visit the Bookstore for assistance.
6. Submit your completed application to the Office of Records and Registration by the designated deadline (Myers Center 2nd Floor). See the Academic Calendar 2014-2015 for deadline information.
Honors Graduates
Gaston College recognizes excellent scholarship by designating the status of “Honors” or “High Honors” to selected graduates receiving associate degrees or diplomas. To be eligible for graduation with “Honors,” a student must have a cumulative grade point average of 3.5 or above, but below a 3.8 on all work completed by the end of the semester prior to graduation. In order to be eligible for graduation with “High Honors,” a student must have a cumulative grade point average of 3.8 or above on all work completed by the end of the semester prior to graduation. Students who receive “Honors” or “High Honors” will receive an Honor cord to wear at the graduation ceremony. In addition, there will be a designation of the Honors status on the student’s actual diploma. Many local area newspapers run a list of the “Honors” and “High Honors” graduates. This information also appears on the Gaston College web page. Honors designations, however, do not appear on the Gaston College transcript.

Catalog of Record
A student who is in continuous attendance (summer semester excluded) may graduate under the provisions of the catalog in effect on his/her date of entry provided the courses are still offered or he/she may choose to meet the requirements of a subsequent issue. A student not enrolled for a period of six consecutive semesters (two years) must reapply and graduate under the provision of the catalog in effect at that time. A student who changes programs must meet the requirements of the catalog in effect at the time of the change of program.

TUITION AND FINANCIAL INFORMATION
Gaston College, supported by the taxpayers of North Carolina, Gaston County and Lincoln County, maintains modest instructional and general fees, which are subject to change by the State of North Carolina and the Board of Trustees of Gaston College.

Please visit the Business Office webpage for payment, refund, collection and transcript policies.
Cost to Attend
Gaston College Tuition and Fee Amounts are listed below:

**Tuition**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>In-State Tuition</th>
<th>Out-of-State Tuition</th>
<th>Credit Hours</th>
<th>In-State Tuition</th>
<th>Out-of-State Tuition</th>
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</thead>
<tbody>
<tr>
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<td>72.00</td>
<td>264.00</td>
<td>9</td>
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**Fees**

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<tr>
<th>Description</th>
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<tr>
<td>Usage Fee</td>
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<tr>
<td></td>
<td>$10.00 per semester, Summer</td>
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<tr>
<td>Lab Fee</td>
<td>$6.00 per lab hour</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$1.00 per credit hour, $16.00 maximum</td>
</tr>
<tr>
<td>Student Activity Fee*</td>
<td>$1.50 per credit hour, $12.00 maximum</td>
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<table>
<thead>
<tr>
<th>Hours</th>
<th>Fee</th>
<th>Hours</th>
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<td>8</td>
<td>12.00</td>
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*A student activity fee is not charged for the summer semester.*
Other Fees

<table>
<thead>
<tr>
<th>Malpractice Insurance</th>
<th>$13.00 annually (Health Services &amp; Nursing Programs)</th>
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<tbody>
<tr>
<td>Graduation Fee</td>
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<tr>
<td>Official Student Transcripts</td>
<td>$5.00 each</td>
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<tr>
<td>Parking Violation Fine</td>
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<tr>
<td>Returned Check Service Charge</td>
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Test Fees

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<td>Residual ACT</td>
<td>$33.50</td>
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<tr>
<td>TEAS</td>
<td>$40.00</td>
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</tbody>
</table>

Right To Change Fees:
All college fees are subject to change without notice.

Tuition Exceptions

Career and College Promise: Students enrolled in High School who are taking College courses (dual enrollment students) pay no tuition except for continuing education classes. All other fees apply.

Senior Citizens: Legal residents of North Carolina 65 or older are no longer waived from paying tuition and registration fees for up to six hours of credit instruction and one course of noncredit instruction per academic semester (excluding self-supporting classes).

Refund Policy

Curriculum Programs
A pre-registered student who officially drops from a curriculum class prior to the first day of the semester will be eligible for a 100 percent tuition refund.

Refunds are made up to the 10 percent date of the semester. Once the semester has begun, a 75 percent refund of tuition only
will be granted up to the 10 percent date. Refunds are not given after that date. To find out the exact 10 percent date, see the Office of Records and Registration. If a course fails to materialize, refunds are automatically processed. (The refund policy is subject to change. Refunds of tuition will be issued in accordance with the current state and college policy. Refund checks will be mailed by the Business Office within six weeks of the last drop-add day.)

**Economic and Workforce Development**

If a student drops from a state supported class or classes before the 10 percent date of class(es), a 75 percent tuition refund will be given for the class(es) dropped. A 100% refund will be made if the student withdraws from the class prior to the class start date. No refunds will be given after the 10 percent date. If a course fails to materialize, refunds are automatically processed. (The refund policy is subject to change. Refunds of tuition will be issued in accordance with the current state and college policy. Refund checks will be mailed within six weeks of class cancellation or notification of withdrawal from the class.)

**Accident Insurance**

Gaston College does not have insurance to cover students if they are injured on Gaston College campuses or in a college-related activity. (Insurance is available to students while enrolled in selected classes or programs) It is advisable, therefore, that students, especially those in areas that could be considered to be potentially hazardous, make certain they have appropriate coverage under a personal accident policy or that of a parent.

**Financial Aid (Applies to Curriculum Students Only)**

*Financial Aid Philosophy* - The U. S. Department of Education and Gaston College maintain the view that the primary responsibility for providing educational expenses rests with the student and the student’s family. However, students who cannot provide the entire cost, and demonstrate financial need, may obtain monetary assistance through the Financial Aid Office.

Financial Aid is distributed at Gaston College without regard to race, sex, religion, national origin, age, or disability. Gaston College is an equal opportunity educational institution.
Types of Financial Aid

All Financial Aid programs fall into one of two categories: gifts and work. Gift assistance includes grants and scholarships, and does not have to be repaid provided that the student receiving financial aid attends classes through the 60% point of the semester and maintains Financial Aid Satisfactory Academic Progress (SAP) Standards (available online or in the Financial Aid Office). Work is a self-help program that enables students to pay part of their expenses through their own earnings. The work-study program gives students the opportunity to work and earn money at or above the current minimum wage. Please note: Gaston College does not participate in the Federal Direct Loan Program.

Application Procedure

Students entering Gaston College in need of financial aid are requested to follow this application procedure:

1. After the application for admission has been submitted (see the Office of Admissions), the student should complete the Free Application for Federal Student Aid (FAFSA).
2. Students should submit their FAFSA information at www.fafsa.gov using Gaston College school code #002973. Normally, Gaston will have access to your FAFSA within 1-2 weeks, however, it can take 4-6 weeks to process a complete file. It is to the student’s advantage to apply as early as possible for financial assistance several weeks before the student registers for classes.
3. In addition, the student should submit other documentation if requested by the Financial Aid Office. Additional documentation includes the Gaston College Financial Aid Application, the Verification Form, and other financial information.
4. Students interested in scholarships and/or work-study must submit separate applications. Gaston College Foundation Scholarship Applications must be completed online through the online scholarship system, which is located on the college’s home page each year during January - March. The Work-Study Application is available online in the Financial Aid forms section on the college web page or in the Financial Aid Office.
Applicants may apply for a scholarship, grant, work-study, or any combination of these. The total combined sum of these must not exceed total financial need. The awarding of aid is based on funds available. Students will be notified of their financial aid eligibility via mail and their WebAdvisor account. The award letter will state the type and amount of awards. Students should retain their copy of the award notification letter for their records. **If the student does not plan to enroll or use their financial aid award at Gaston College, the student should notify the financial aid office immediately.**

In the event that a student receiving federal aid completely withdraws from the institution and stops attending all of their classes prior to the 60% point of the semester, the student will be responsible for repayment of a prorated portion of all financial aid funds. Financial Aid does not pay for audited courses, credit-by-exam, or certificate courses/programs. If the student never attends class(es), the student is not eligible to receive financial aid for the class(es) and will be responsible for repayment and billed for the aid in which they became ineligible. It is the student’s responsibility to complete the necessary forms in the Registrar’s Office to drop or withdraw. **If the student never attends their class(es) and does not officially drop or withdraw, the student is still responsible for the payment of their tuition, fees, and/or books.** In addition, the student may not be entitled to their Gaston College financial aid award(s) if they have received all or part of the awards at another institution prior to enrolling at Gaston College.

The student has the obligation to read, understand and maintain the “Satisfactory Academic Progress (SAP) Standards” as defined specifically for financial aid recipients. The student’s failure to read and understand the Financial Aid Satisfactory Academic Progress Standards and Policies **does not release the student from their responsibilities.** Failure to maintain academic progress will result in the loss of eligibility for financial aid. Eligibility may be regained unless the student has exceeded his or her eligibility to receive federal aid. Student coursework must be restricted to the major that is on file in the Office of Records and Registration. Courses
taken outside of the approved major may require adjustment to the financial aid award. Financial aid will pay for repeated courses as long as it falls within the college’s repeat policy guidelines. However, Financial Aid will not pay for excessive repeats beyond this policy nor will it pay for repeated courses that are not necessary to complete the student’s major (i.e., courses that have been repeated twice and successfully passed/completed, or Elective Courses). In addition, Financial Aid will pay for remedial/developmental courses up to a maximum of 30 credit hours.

**Student Responsibilities:**

- Review and consider all information about the College’s programs before enrolling.
- Apply/re-apply for financial assistance EACH year by submitting the FAFSA - preferably by the Gaston College Financial Aid Office April 30 priority deadline - for the upcoming school year.
- Return all required documentation to the Financial Aid Office or CFI as instructed.
- Read and understand all forms before signing them and keep copies of all forms.
- Notify the lender of previous student loans of changes in name, address, and school status.
- Perform the work that is agreed upon in accepting a College work-study award.
- Notify the Financial Aid Office in writing about additional income not reported on the aid application.
- Express written appreciation to any scholarship donor for Gaston College Foundation Scholarships awarded.
- Understand and maintain Financial Aid Satisfactory Academic Progress (SAP) Standards in order to continue to receive financial aid. Students are not considered to be making satisfactory academic progress if they do not maintain at least a 2.0 GPA each semester.
- Contact the Financial Aid Office before withdrawing from school or changing course schedule.
- Officially drop or withdraw from a class(es) that the student registered for but is not attending even if that student applied for and/or received financial aid. **Students**
cannot assume that automatic drops or withdrawals will be performed for them in the event that they do not pay for their registration fees.

• Notify the Financial Aid Office immediately if the student rejects any/all financial aid that his/her have been awarded.
• Make sure that your legal name, as it appears on your Social Security card, is on file with the Office of Records and Registration (via your WebAdvisor Account) and is the name you use on your FAFSA application.
• Make sure that your correct mailing address and current phone number are on file with the Office of Records and Registration (via your WebAdvisor Account) in order to properly receive correspondence and/or refund checks (if applicable) that are mailed to you.
• Use financial aid funds for educationally related expenses.

Scholarships
Gaston College and the Gaston College Foundation offer a variety of scholarships ranging in value from $250 to $2,500 per academic year. Foundation scholarships are donated by civic clubs, foundations, friends of the college, and local businesses. Applicants are considered for all scholarships for which they qualify. Gaston College Foundation scholarship applicants must satisfy all Gaston College admissions requirements, including any required placement tests for their program of study. Applicants must submit the FAFSA using Gaston College’s school code #002973 in addition to completing a Gaston College Foundation Scholarship Application online through the online scholarship system located on the college’s home page each year during December - February. Completed applications must be submitted online EACH year by the deadline published online. Information about student financial aid and scholarships may be obtained on the Gaston College web page or from the Financial Aid Office located in the Myers Center on the Dallas Campus, in the Student Affairs Office on the Lincoln Campus and Kimbrell Campus in Belmont. A full listing of Gaston College Foundation Scholarships can be obtained in Financial Aid on the Gaston College web page (www.gaston.edu).
**College, State, and Federal Awards**

- Federal Pell Grant Program
- Federal Supplemental Education Opportunity Grant
- College Work-Study Program (Federal/Institutional)
- North Carolina Community College Grant
- North Carolina Education Lottery Scholarship
- Gaston College Foundation Scholarships
- Gaston College Academic Scholarships (Management Honors & Careers)
- North Carolina Nurse Education Scholarship Loan Program (NESLP)
- North Carolina Nurse Scholars Program (NSP)
- North Carolina Student Loan Program for Health, Science, and Mathematics
- Wells Fargo Technical Scholarship

*For additional programs or more information regarding financial aid, please refer to the Gaston College catalog, web page, or contact the Financial Aid Office.*

**Resident Status for Tuition Payments**

Students who are not North Carolina residents pay out-of-state tuition for credit (degree) classes. A student’s official residency status is determined at the time they complete the admissions application according to the residency policy of the state of North Carolina, the North Carolina Community College System, and the Gaston College Board of Trustees. In order for a student to be considered a legal resident for tuition purposes, the applicant’s residency must be established and maintained in North Carolina for at least 12 months preceding the date of enrollment. Immigrants lawfully admitted to the United States for permanent residence may establish North Carolina residence in the same manner as any other non-resident.

The legal residence of a person under 18 years of age is that of his or her parents, surviving parent, or legal guardian. In cases where parents are divorced or legally separated, the minor’s domicile is deemed to be North Carolina for the time period that either parent, as a North Carolina legal resident, claims the minor as a taxable dependent.
A change of address does not automatically entitle a student to pay the same tuition as a North Carolina resident. A request to change one’s residency status must be submitted to the Enrollment Management Office prior to registration. More information on residency requirements may be obtained from the Office of Enrollment Management.

**Veterans Benefits**
Gaston College is approved by the Department of Veterans Affairs and NC State Approving Agency to offer VA educational benefits. Eligibility is established by the Department of Veterans Affairs (DVA). Eligibility remains in effect until consumed or ten years from active duty release date for Chapter 30 recipients and 15 years for Chapter 33 recipients. Students serving in the Reserves may also be eligible for benefits. Please contact the Veterans Affairs office located in the Myers Center on Dallas Campus to complete the necessary forms and any other details.

Applicants for educational benefits must fulfill all requirements for general admission. In addition, transfer applicants must submit for evaluation transcripts from ALL other post-secondary institutions attended.

By law, no certification can be sent to the DVA Regional Office for any course or program until all of the admission requirements have been completed.

Eligibility may apply to widows or widowers of deceased veterans, spouses of living veterans, and children of either who are between 18 and 26 years of age when the death or permanent disability, resulting from service in the Armed Forces, occurs.

Educational benefits are provided under the provisions of Chapter 30, 31, 33, or 35 of Title 38 of the U.S. Code and Chapter 1606 and 1607 of Title 10 of the U.S. Code.

‘AU’ (Audit), ‘NS’ (No Show), and ‘CE’ (Credit by Examination) are not accepted by the Department of Veterans Affairs for payment purposes. Marks of ‘WA’ (Withdrawal), ‘WI’ (Withdrawal by
Instructor), any course that a student does not complete or stops attending can result in repayment of funds to DVA.

All questions and problems pertaining to eligibility, certification of programs, and payment should be directed to the Veterans Affairs Office.
### Fall Semester 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18</td>
<td>Last Registration Day Fall ends at 6pm / Payment Due</td>
</tr>
<tr>
<td>August 20</td>
<td>First Day of Fall Classes</td>
</tr>
<tr>
<td>September 1</td>
<td>College Closed: Holiday</td>
</tr>
<tr>
<td>September 2</td>
<td>Last Day to Drop Classes with a 75% Refund or Audit</td>
</tr>
<tr>
<td>October 13-14</td>
<td>Faculty/Student Break (College Closes at 4pm)</td>
</tr>
<tr>
<td>October 30-</td>
<td></td>
</tr>
<tr>
<td>January 4</td>
<td>Spring Advising/Registration - Returning Students Begins</td>
</tr>
<tr>
<td>November 11</td>
<td>Last Day to Petition for Spring 2015 Graduation</td>
</tr>
<tr>
<td>November 12-</td>
<td></td>
</tr>
<tr>
<td>January 4</td>
<td>Spring Advising/Registration - New Students Begins</td>
</tr>
<tr>
<td>November 20</td>
<td>Last Day to Withdraw</td>
</tr>
<tr>
<td>November 26</td>
<td>Faculty/Student Break (College Closes at 1pm)</td>
</tr>
<tr>
<td>November 27-28</td>
<td>College Closed: Holiday</td>
</tr>
<tr>
<td>December 11-17</td>
<td>Final Exam Week/Last Day of Class</td>
</tr>
<tr>
<td>December 16*</td>
<td>Pay Tuition &amp; Fees for Spring Semester by Noon</td>
</tr>
<tr>
<td>December 18</td>
<td>Grades Due</td>
</tr>
<tr>
<td>December 18-19</td>
<td>Faculty/Student Break (College Closes at 3pm on 12/19)</td>
</tr>
<tr>
<td>December 22-31</td>
<td>College Closed</td>
</tr>
</tbody>
</table>

### Spring Semester 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1-2</td>
<td>College Closed: Holiday</td>
</tr>
<tr>
<td>January 5-7</td>
<td>Faculty Break</td>
</tr>
<tr>
<td>January 5-9</td>
<td>Student Break</td>
</tr>
<tr>
<td>January 8</td>
<td>Last Registration Day Spring Ends at 6pm / Payment Due</td>
</tr>
<tr>
<td>January 12</td>
<td>First Day of Spring Classes</td>
</tr>
<tr>
<td>January 19</td>
<td>College Closed: Holiday</td>
</tr>
<tr>
<td>January 22</td>
<td>Last Day to Drop Classes with a 75% Refund or Audit</td>
</tr>
<tr>
<td>February 9</td>
<td>Financial Aid Checks Mailed</td>
</tr>
<tr>
<td>February 11</td>
<td>Last Day to Petition for Spring Commencement Ceremony</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>March 2-3</td>
<td>Faculty/Student Break (College Closes at 4pm)</td>
</tr>
<tr>
<td>April 2</td>
<td>Faculty/Student Break (College Closes at 4pm)</td>
</tr>
<tr>
<td>April 3-6</td>
<td>College Closed: Holiday</td>
</tr>
<tr>
<td>April 7-10</td>
<td>Faculty/Student Break (College Closes at 4pm)</td>
</tr>
<tr>
<td>April 15</td>
<td>Last Day to Withdraw &amp; Last Day to Petition for Summer Graduation</td>
</tr>
<tr>
<td>April 28</td>
<td>Summer &amp; Fall Advising/Registration - Returning Students Begins May 5</td>
</tr>
<tr>
<td></td>
<td>Summer Advising / Registration - New Students Begins</td>
</tr>
<tr>
<td>May 8-14</td>
<td>Final Exam Week / May 14 Last Day of Class</td>
</tr>
<tr>
<td>May 13</td>
<td>Pay Tuition &amp; Fees for Summer Semester by 5pm</td>
</tr>
<tr>
<td>May 15</td>
<td>Grades Due / Graduation, Bojangles Coliseum</td>
</tr>
<tr>
<td>May 18-21</td>
<td>Faculty/Student Break</td>
</tr>
<tr>
<td>May 18</td>
<td>Start Summer Flex Schedule</td>
</tr>
<tr>
<td></td>
<td>(Monday-Thursday, 8am-6pm)</td>
</tr>
<tr>
<td><strong>Summer Semester 2015</strong></td>
<td></td>
</tr>
<tr>
<td>May 20</td>
<td>Last Registration Day Summer Ends at 6pm / Payment Due</td>
</tr>
<tr>
<td>May 21</td>
<td>WebAdvisor Unavailable for Registration</td>
</tr>
<tr>
<td>May 25</td>
<td>College Closed: Holiday</td>
</tr>
<tr>
<td>May 26</td>
<td>First Day of Full/First Summer Session Classes</td>
</tr>
<tr>
<td>June 1</td>
<td>Last Day to Drop Classes with a 75% Refund or Audit – First and Full Sessions</td>
</tr>
<tr>
<td>June 18</td>
<td>Last Day to Withdraw - First Summer Session Classes</td>
</tr>
<tr>
<td>June 22</td>
<td>Financial Aid Checks Mailed</td>
</tr>
<tr>
<td>June 25</td>
<td>Last Day of First Summer</td>
</tr>
<tr>
<td></td>
<td>Session Classes</td>
</tr>
<tr>
<td>June 29-July 1</td>
<td>Faculty/Student Break</td>
</tr>
<tr>
<td>July 2</td>
<td>College Closed: Holiday</td>
</tr>
<tr>
<td>July 6</td>
<td>First Day of Second Summer Session</td>
</tr>
<tr>
<td>July 7</td>
<td>Fall Advising/Registration - New Students Begins</td>
</tr>
<tr>
<td>July 9</td>
<td>Last Day to Drop Classes with a 75% Refund or Audit - Second Session / Last Day to Petition for Fall Graduation</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>July 22</td>
<td>Last Day to Withdraw - Full Summer Session / Last Day to Withdraw - Second Summer Semester Classes</td>
</tr>
<tr>
<td>August 6</td>
<td>Pay Tuition &amp; Fees for Fall Semester by 5pm / Last Day of Class</td>
</tr>
<tr>
<td>August 10</td>
<td>Grades Due</td>
</tr>
<tr>
<td>August 10-19</td>
<td>Faculty/Student Break</td>
</tr>
<tr>
<td>August 17</td>
<td>End Summer Flex Schedule (Return to Regular Schedule 8/17)</td>
</tr>
<tr>
<td>August 20-21</td>
<td>Student Break</td>
</tr>
</tbody>
</table>

**Fall Semester 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20</td>
<td>Last Registration Day Fall Ends at 6:00pm / Payment Due</td>
</tr>
<tr>
<td>August 24</td>
<td>First Day of Fall Classes</td>
</tr>
<tr>
<td>September 2</td>
<td>Last Day to Drop Classes with a 75% Refund or Audit</td>
</tr>
<tr>
<td>September 7</td>
<td>College Closed: Holiday</td>
</tr>
<tr>
<td>September 22</td>
<td>Financial Aid Checks Mailed</td>
</tr>
<tr>
<td>October 12-13</td>
<td>Faculty/Student Break</td>
</tr>
<tr>
<td>(College Closes at 4pm)</td>
<td></td>
</tr>
<tr>
<td>October 29</td>
<td>Spring Advising/Registration - Returning Students Begins</td>
</tr>
<tr>
<td>November 11</td>
<td>Last Day to Petition for Spring 2016 Graduation</td>
</tr>
<tr>
<td>November 12</td>
<td>Spring Advising/Registration - New Students Begins</td>
</tr>
<tr>
<td>November 19</td>
<td>Last Day to Withdraw</td>
</tr>
<tr>
<td>November 25</td>
<td>Faculty/Student Break (College Closes at 1pm)</td>
</tr>
<tr>
<td>November 26-27</td>
<td>College Closed: Holiday</td>
</tr>
<tr>
<td>December 14-18</td>
<td>Final Exam Week / December 18 Last Day of Class</td>
</tr>
<tr>
<td>December 16</td>
<td>Pay Tuition &amp; Fees for Spring Semester by 5pm</td>
</tr>
<tr>
<td>December 21</td>
<td>Grades Due</td>
</tr>
<tr>
<td>December 21-22</td>
<td>Faculty/Student Break</td>
</tr>
<tr>
<td>(College Closes at 3pm on 12/22)</td>
<td></td>
</tr>
<tr>
<td>December 23-31</td>
<td>College Closed</td>
</tr>
</tbody>
</table>
STUDENT ACTIVITIES, CLUBS AND ORGANIZATIONS

Social and Cultural Events
For students, clubs, or organizations to schedule an event on campus, an activity clearance form must be obtained from the Coordinator of Student Activities’ office located on the second floor of the Myers Center or at www.gaston.edu. Completion of this form is necessary to secure the cooperation of individuals on campus and to avoid a scheduling conflict.

To reserve any section of the Myers Center for student or club use, approval must be obtained by contacting the Administrative Assistant to the Vice President of Finance, Operations and Facilities at 704.922.6406. To reserve space at the Kimbrell or Lincoln Campuses, contact the Dean’s Office for that campus.

Procedure for Starting New Student Clubs
When a group of students recognize a common interest which it wishes to strengthen through formal organization, a written proposal should be submitted to the Vice President for Student Affairs and Enrollment Management and the Coordinator of Student Activities. The proposal should show the need for the organization, its purpose, its goal and/or objectives, number of persons interested, name of the advisor (advisors must be a fulltime faculty or staff member at Gaston College), and the constitution or bylaws.

- A faculty, staff, or student interested in starting a student club should contact the Coordinator of Student Activities for further information at 704.922.6312.
- The Coordinator of Student Activities and the Vice President for Student Affairs and Enrollment Management must review and approve the formation of the organization. Thereafter the interested group must present its proposal to the Inter-Club Council (ICC).
- If the Inter-Club Council agrees to the formation of the organization, its representative will present the proposal to the Student Government Association for final action. If the proposal is approved, the Student Government Association will grant recognition conferring all the privileges and responsibilities accorded similar organizations.
Club Activities and Fundraisers
Club activities are approved at several levels. The club advisor is the first to give permission for an activity. Approval is indicated with a signature on the Club and Organization Activity and Fundraiser Clearance Form. The signature of the advisor is a commitment to be present at the activity and give it the proper supervision. After the advisor gives approval, the information about the activity is presented to the Inter-Club Council (ICC). The support of other College clubs is assured from this presentation to the ICC. The chairperson and advisor of this group sign the form. After the club advisor and ICC representatives sign, other signatures may be needed. For example, if security is required for the event, Campus Police must sign the form. The final signatures needed to begin the activity are the Coordinator of Student Activities and the Vice President for Student Affairs and Enrollment Management. The activity clearance form with its signed approvals is filed in this office.

Active Clubs and Organizations
For a complete listing of active campus clubs and organizations, please visit the College homepage at www.gaston.edu.

CAMPUS POLICE/ CAMPUS SECURITY DEPARTMENT

Introduction
Gaston College is committed to providing a safe and secure campus and learning environment. All members of the Campus Community are expected to exercise responsible judgment and conduct themselves in accordance with generally accepted standards.

Campus Police Department
Per N.C.G.S. 115D-21.1, Gaston College has a Campus Police Department comprised of both sworn Police Officers and non-sworn Security Officers. Campus Police Officers are armed and identified by their slate blue or white shirts and distinctive “Campus Police” shoulder patch and badge. Security Officers are unarmed and identified by their dark blue uniform shirts and distinctive “Campus Security” shoulder patch and badge.
Campus Police Officers have full police authority on college property, including College owned or leased property and any portion of a public road or highway passing through the property and immediately adjoining it.

When needed, the Campus Police Department works closely with other law enforcement agencies, including:

- NC State Bureau of Investigation
- NC Highway Patrol
- Gaston County Police (Dallas & Kimbrell Campus)
- Gaston County Sheriff’s Department (Dallas & Kimbrell Campus)
- Dallas Police Department (Dallas Campus)
- Lincoln County Sheriff’s Office (Lincoln Campus)
- Lincolnton Police (Lincoln Campus)
- Belmont Police (Kimbrell Campus)

Locations and Contact Information
Contact Numbers: 704.922.6480 or ext. 6480 from a College network. Phone calls after business hours may require several rings to transfer and connect.

- **Dallas Campus (Main Office)**
  Comer Engineering Technology Building
  CET 122
  Hours: Mon-Fri, 7am to 5pm

- **Lincoln Campus**
  Lincoln Classroom Building
  LC 119
  Hours vary

- **Kimbrell Campus**
  Kimbrell Campus Classroom Building
  KCC 102
  Hours vary

Photo Identification (ID)
Photo IDs are available for employees and curriculum students. There is no charge for the initial ID. Replacements are $10.00.
Curriculum students must provide a current class schedule to receive an ID. A monthly schedule is published that lists specific dates, times and locations. IDs may be obtained at the following locations:

- Dallas Campus: Comer Engineering Technology Building (CET 207)
- Kimbrell Campus: Kimbrell Campus Classroom Building (KCC 102)
- Lincoln Campus: Lincoln Classroom Building (LC 119)

**Lost and Found**

Items that are left in classrooms and other areas of campus can be turned into one of the Campus Police Department locations on any campus. To report a lost item, please contact the Campus Police Department’s Main Office on the Dallas Campus at 704.922.6480. Please be prepared to provide the following:

- Your contact information (name, phone number and e-mail address)
- Date and location the item was lost or last seen
- Description of the item (if it is a cell phone, please leave the number of the cell phone, the carrier and brand of the phone)

If your item has been located you will be contacted to arrange pick up. You will not be contacted if the item was not turned in. Property that remains unclaimed for 120 days will become the property of the College.

**Emergency Notification System (GC Alert)**

The Campus Emergency Notification System is available to all students and employees. The system is designed to notify subscribers of weather closings, crimes in progress, and other emergency situations. Notifications are sent via text message (mobile phone) and/or email. Text message charges may apply and are the responsibility of the subscriber. To learn more about the Emergency Notification System and to subscribe, visit the GC Alert page on the College’s website ([www.gaston.edu](http://www.gaston.edu)) or contact Campus Police at 704.922.6480.
Notification of Public Danger
In situations that are deemed to pose an immediate threat to the Campus Community, Campus Police will issue a notification or statement regarding the matter using various systems including: College radio station, posting of notices and flyers, e-mail, GC Alert, and the PA system.

Emergency Response Guide
The College publishes an Emergency Response Guide for dealing with various emergency situations. Emergency Response Guides are located in classrooms and other locations throughout each campus.

No Weapons Policy
It is a violation to possess or carry any weapon on College property including firearms, explosives, BB guns, stun guns, air rifles or pistols, sling shots, and knives or other sharp instruments. The only exceptions to this policy are for law enforcement and military personnel in the discharge of their official duties or as otherwise permitted by law, for ceremonial or educational purposes, or when tools such as knives are used for construction, maintenance, or food preparation.

Pursuant to G.S. 14-269, a person who has a concealed handgun permit in accordance with Article 54B, has a concealed handgun permit considered valid under G.S. 14-415.24, or is exempt from obtaining a permit pursuant to G.S. 14-415.25, is permitted to have a handgun provided it is in a closed compartment or container within the person’s locked vehicle and the vehicle is parked in a College parking area. A person may unlock the vehicle to enter or exit, but the handgun must remain in the closed compartment at all times and the vehicle must be locked immediately following the entrance or exit.

Violators may be subject to criminal prosecution, and faculty, staff, or student violators may also be subject to disciplinary action up to and including suspension, expulsion and/or dismissal.
Traffic and Parking

Per N.C.G.C. 115D-21, all the provisions relating to the operation of motor vehicles, public or private, on NC highways, streets, roads, alleys and driveways of the College apply on a 24-hour basis, including any other rules and regulations approved by the College’s Board of Trustees. Additionally, an operator of any vehicle on College property is expected to follow the instructions of any campus police or security officer and all traffic signs. A copy of the Traffic and Parking Policy is available upon request. Failure to obtain such a copy is not an excuse for violation of the policy.

The responsibility of finding a legal parking space rests with the motor vehicle operator. Failure to find a legal parking space does not permit the violation of parking rules and regulations. If a vehicle is illegally or improperly parked, the driver of the vehicle will be notified as quickly as possible, which may include calling the student out of class. Repeat violations may result in the loss of driving privileges on the College campus.

Some of the common offenses include:

- Reckless driving
- Blocking or obstructing traffic, street, crosswalk, sidewalk, fire hydrant, building entrance or exit, or another vehicle properly parked
• Protruding into lane of traffic
• Double parking
• Parking on shoulder of road, except where parking is indicated by official signs
• Driving in excess of posted speed limits
• Failure to obey traffic signs
• Failure to obey directions of campus police or security officers
• Failure to yield right-of-way at pedestrian crossings
• Following too closely
• Driving under the influence of alcohol or narcotics
• Operating a vehicle causing loud and unnecessary noise such as loud mufflers, horns, public address systems, stereo systems, and ultra-sensitive alarm systems
• Failure to yield right-of-way to emergency vehicles
• Operating or parking a vehicle in any manner that creates a safety hazard
• Leaving a vehicle on campus overnight without notifying campus police
• Parking, standing, or stopping so as to impede the flow of traffic
• Improper parking so that any portion of a vehicle is outside the marked limits of a parking space
• Parking in unauthorized areas such as those areas posted as visitor parking, faculty/staff parking, no parking, handicapped parking, loading zones, designated crosswalks, or areas other than those specified by the vehicle permit
• Parking trailers or boats on campus
• Passing moving vehicles going in the same direction
• Traffic accidents such as collision with another vehicle, a person, sign, or immovable object

**Traffic Accidents**
Traffic accidents are to be reported immediately to the Campus Police Department. Unless a person(s) requires medical treatment, those involved in an accident are to remain at the scene of the accident until an investigation is complete.
**Enforcement**
Campus Police and/or Security Officers have at their discretion several enforcement options that can be used singularly or in combination including:
- Referral to Student Affairs
- Verbal warning
- Written citation
- Gaston College citation
- Initiating criminal charges by arrest or issuing a N.C. Uniform Citation under NC State law, which are adjudicated by the General Court of Justice through the criminal courts system

**Fines and Penalties**
Fines and/or penalties may be issued for violation of traffic and parking rules. The current fine amount for receiving a traffic or parking citation is $5.00 per violation. Fines are to be paid at the College’s Business Office within five (5) calendar days of the date issued or immediately following any appeals, as applicable. Unpaid fines will be added to a student’s financial account with the College.

Failure to pay fines may result in additional penalties; a hold on a student’s ability to register or re-enroll for classes, the withholding of grades, transcripts, degrees, diplomas, and/or certificates, graduation denial, revocation of parking privileges, and any of the provisions as detailed in the N.C. General Statutes. Additionally, the accumulation of three (3) or more citations for violation of parking and traffic rules during one term will subject a student to the College’s Student Code of Conduct.

**Handicapped Parking**
Handicap parking is available for those with disabilities. To park in handicap parking spaces, a person must have and properly display an officially issued handicap license plate or appropriate windshield placard. Handicapped parking placards and license
plates are issued to individuals, not to vehicles. Using another person’s handicap placard or licensed vehicle is illegal.

Campus Police and Security routinely check the vehicle registration of those parking in handicap spaces to ensure compliance. Improper use of these handicap parking spaces is punishable by a maximum fine of $250.00, plus court costs.

**Internal Appeal Process for College Citations**
A student has the right to an internal appeal for receipt of a College citation or penalty in regards to parking and traffic rules. An appeal must be in writing and submitted to the Vice President for Student Affairs and Enrollment Management or designee within five (5) days of the date the citation or penalty is issued. Appeal forms are available in the Campus Police department and Admissions office. Decisions by the Vice President for Student Affairs and Enrollment Management are final. North Carolina Uniform Citations or arrests adjudicated by the General Court of Justice through the criminal courts system are not subject to an internal appeal.

**Crime Incident Logs**
The Campus Police Department maintains a log of all crimes, which is available for viewing in the main office of the Campus Police Department on the Dallas Campus.

**Crime Prevention Tips**
Be aware of your surroundings at all times. It is when you are least aware (e.g., during exams, illness, tired, etc.) that you are the most vulnerable to crimes. Always use discretion and caution when taking shortcuts through isolated parts of campus and keep personal belongings in view while on campus.

**Domestic and Dating Violence**
Domestic and dating violence is a serious problem and can happen to anyone. If you are a victim of domestic or dating violence, you should try to get to a safe place and contact Campus Police, another law enforcement agency, a shelter, and/or a friend or family member as soon as possible. Additional assistance is available at:
The Shelter of Gaston County
Department of Social Services
330 North Marietta Street
Gastonia, NC 28052
Telephone: 704.810.6495 or 704.810.6492
24-Hour Crisis Line 704.852.6000

Additional information can be found online at at [http://www.gastongov.com/departments/shelter/web-links](http://www.gastongov.com/departments/shelter/web-links) and on Gaston College’s homepage (www.gaston.edu).

**If you are the victim of a sex crime, you should:**

- Clearly state your sexual limits to the other person and say “no” forcefully if pressured for unwanted sex.
- If the other person does not respond to “no,” try to get away by running and scream for help.
- To preserve any evidence, DO NOT wash your hands, bathe, shower, douche, change clothes or disturb the area.
- Try to get to a safe place and contact Campus Police, another law enforcement agency, rape crisis or counseling center, and/or a friend or family member.
- Get medical attention as quickly as possible. The physician should collect specimens and make detailed notes about the physical evidence, such as bruises, cuts, torn clothing, and traces of bodily fluids. You should be tested for sexually transmitted diseases and HIV. If you are female, you should be tested for pregnancy.

Reporting is your choice. If you do not report, write down the details of the assault and save them in case you change your mind. Whether you report or not, get medical attention for treatment of external and/or internal injuries and test for sexually transmitted diseases and pregnancy and consider counseling.

**Registered Sex Offenders**
The Campus Sex Crime Prevention Act (2002) requires the College to publish the web address of where information can be obtained about registered sex offenders. This information is located at [http://sexoffender.ncdoj.gov/](http://sexoffender.ncdoj.gov/).
## STATE LAW PENALTIES FOR DRUG POSSESSION, SALE AND/OR MANUFACTURE

<table>
<thead>
<tr>
<th>SCHEDULE</th>
<th>DRUGS</th>
<th>PENALTY: POSSESSION (maximum penalties)</th>
<th>PENALTY: SALE AND/OR MANUFACTURER</th>
<th>HEALTH RISKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Heroin, LSD, Peyote, Mescaline, Psilocybin, Methaqualone, PCP, MDA</td>
<td>Five (5) years in prison and/or fine (Felony)</td>
<td>Ten (10) years in prison and/or fine (Felony)</td>
<td>Has a high potential for abuse. Has no medical use. Has a lack of accepted safety.</td>
</tr>
<tr>
<td>II</td>
<td>Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Secondal, Nembutal, Cocaine, Amphetamines, Anabolic steroids</td>
<td>Two (2) years in prison and/or $2,000 fine (Misdemeanor) unless:  Exceeds four (4) tablets of Hydro-morphon  Exceeds 100 tablets, capsules, other dosage units or equivalent quantity  Any amount of Cocaine. Maximum penalty: Five (5) years in prison and/or fine (Felony)</td>
<td>Ten (10) years in prison and/or fine (Felony)</td>
<td>Has a high potential for abuse. Has accepted medical use with severe restrictions. Abuse may lead to physical or psychological dependence.</td>
</tr>
<tr>
<td>III</td>
<td>Certain Barbiturates in codeine containing medicine (Tylenol #3, Empirin #3, Tussinonex)</td>
<td>Less than 100 tablets: Two (2) years in prison and/or fine (Misdemeanor)  More than 100 tablets: Five (5) years in prison and/or fine (Felony)</td>
<td>Five (5) years in prison and/or fine (Felony)</td>
<td>Has potential for abuse, but less than Schedule I or II substances. Has an accepted medical use. Abuse may lead to limited dependence.</td>
</tr>
<tr>
<td>SCHEDULE</td>
<td>DRUGS</td>
<td>PENALTY: POSSESSION (maximum penalties)</td>
<td>PENALTY: SALE AND/OR MANUFACTURER</td>
<td>HEALTH RISKS</td>
</tr>
<tr>
<td>-----------</td>
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</tr>
<tr>
<td>IV</td>
<td>Barbiturates, narcotics and stimulants (including Valium, Talwin, Librium, arvon, Tranaene, Serax, Equanil, Lonamin)</td>
<td>Less than 100 tablets: Two (2) years in prison and/or fine (Misdemeanor) More than 100 tablets: Five (5) years in prison and/or fine (Felony)</td>
<td>Five (5) years in prison and/or fine (Felony)</td>
<td>Has a low potential for abuse. Has an accepted medical use. Abuse may lead to limited dependence.</td>
</tr>
<tr>
<td>V</td>
<td>Compounds with limited Codeine, such as Terpine Hydrate, Robitussin AC</td>
<td>Six (6) months in prison and/or fine (Misdemeanor)</td>
<td>Five (5) years in prison and/or fine (Felony)</td>
<td>Has a low potential for abuse. Has an accepted medical use. Abuse may lead to limited dependence.</td>
</tr>
<tr>
<td>VI</td>
<td>Marijuana, THC, Hashish, Hash Oil</td>
<td>Less than 1/2 oz. Marijuana or 1/20 oz. Hashish: 30 days in prison and/or $100 fine (Misdemeanor) More than 1/2 oz. Marijuana or 1/20 oz. Hashish: Five (5) years in prison</td>
<td>Five (5) years in prison and/or fine (Felony)</td>
<td>Has a low potential for abuse. Has no accepted medical use. Abuse may lead to limited dependence.</td>
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### Gaston College Crime Statistics Calendar Years 2010-2012

<table>
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<th>Crime / Year</th>
<th>Dallas Campus</th>
<th>Adjacent Public Property</th>
<th>Lincoln Campus</th>
<th>Adjacent Public Property</th>
<th>Kimbrell Campus</th>
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**HATE CRIMES** – Gaston College has experienced no crimes where the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.
STUDENT RESOURCES

Following are some frequently asked questions, plus we also have an online 24/7 system, “Ask Us”, which can be accessed by visiting [www.gaston.edu/askUs/](http://www.gaston.edu/askUs/).

Q: *I need to pay my tuition and fees.*
A: The Business Office, located on the first floor of the Myers Center (Dallas Campus), is responsible for collecting all tuition and fees. The Business Office on the second floor of the Lincoln Campus and the second floor of the Harney Hall Building on the Kimbrell Campus also collects tuition and fees. Or, you can pay online through WebAdvisor.

Q: *I need financial aid or scholarships.*
A: Visit the Office of Financial Aid and Veteran’s Affairs located in the Myers Center (Dallas Campus), the Student Affairs Office on the second floor of the Lincoln Campus or the Student Affairs Office in KCC Room 116 on the Kimbrell Campus. Students can also apply for financial aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Q: *I would like to apply for an on-campus (work-study) job.*
A: Visit the Office of Financial Aid and Veterans Affairs located in the Myers Center (Dallas Campus) for work-study job applications and job openings.

Q: *I need to pay a parking ticket.*
A: Parking tickets should be paid in the Business Office located in the Myers Center (Dallas Campus), or the Business Office located on the second floor of the Lincoln Campus and the second floor of the Harney Hall Building on the Kimbrell Campus.

Q: *I need to know what courses to take.*
A: Contact your academic advisor or divisional dean’s office in your program of study. New students, pre-health science majors, and special credit students should see a Counselor in the Counseling Center, located in the Myers Center (Dallas Campus), the Student Affairs Office of the Lincoln Campus, or the Student Affairs Office in KCC Room 116 on the Kimbrell Campus.
Q: I need help with a personal problem or I need help in choosing a career.
A: Visit the Counseling and Career Development Center located in the Myers Center (Dallas Campus), or the Student Affairs Office on the second floor of the Lincoln Campus. All services are free and confidential. Students who need long-term or mental health counseling will be referred to community resources to be assisted more effectively.

Q: I do not know my academic advisor.
A: Contact the Office of Records and Registration, located in the Myers Center (Dallas Campus), the Dean’s Office at the Lincoln Campus, or the Student Affairs Office in KCC Room 116 on the Kimbrell Campus.

Q: I have a physical or learning disability and need special accommodations or assistance.
A: Contact the Special Needs Counselor, located in the Counseling and Career Development Center, in the Myers Center (Dallas Campus), or call 704.922.6224.

Q: I want to find out how to become involved in a club or organization or I want to start a new club.
A: Contact the Coordinator of Student Activities located in the Myers Center (Dallas Campus).

Q: I want to know the names of the Student Government Association officers, club officers or club advisors.
A: Visit the Coordinator of Student Activities located in the Myers Center (Dallas Campus), or visit the Student Organizations website at www.gaston.edu.

Q: I don’t know where my classes are located.
A: Obtain a printed copy of your schedule in the Office of Records and Registration located in the Myers Center (Dallas Campus), or the Student Affairs Offices of the Lincoln or Kimbrell Campuses. Campus maps are also available in any Student Affairs office.
Q: I need a transcript of my grades sent to another college or to a business.
A: Official transcripts can be obtained in the Office of Records and Registration located in the Myers Center (Dallas Campus). Photo identification is required in order to obtain a transcript. There is a $5.00 charge for official transcripts. Continuing Education transcripts are available from the Continuing Education Registration office located in DSC Rooms 113/114. GED diplomas and/or transcripts are available from the North Carolina State GED office in Raleigh. The address is 5016 Mail Service Center, Raleigh, North Carolina 27699-5016.

Q: I want to find out about appealing a grade.
A: Contact your instructor or see the Final Grade Appeal Procedure in the Student Handbook.

Q: I have questions about transferring to a 4-year college or university.
A: The Dean’s Office in Arts and Sciences provides valuable information for students pursuing transfer degrees. The Transfer Advising Center offers a number of services to new and returning students enrolled in the Associate in Arts and Associate in Science. Students enrolled in these majors can seek assistance in career and educational planning, academic advising, and transition assistance to a student’s four year school of choice. Students enrolled in these majors can seek assistance in career and educational planning, academic advising, and transition assistance to a student’s four year school of choice. In addition, the Counseling Center can provide general information as well as dates of upcoming college and university on-site visits.

Q: I want to find out about credit by examination.
A: Contact the course instructor or contact the Office of Records and Registration located in the Myers Center (Dallas Campus), or the Student Affairs Offices on the Lincoln and Kimbrell Campuses.
Q: I want to drop, add, or withdraw from a course(s).
A: Visit the Office of Records and Registration, located in the Myers Center (Dallas Campus), for the proper forms and further information. These forms and information are also available in the Student Affairs Offices of the Lincoln Campus & Kimbrell Campus.

Q: I need to know the attendance policy.
A: The attendance policy is up to each individual instructor. Check with your instructors for specific information on class attendance policies.

Q: I missed a class, or feel certain I will miss an upcoming class.
A: Contact your instructor as soon as possible.

Q: I need to locate my instructor outside of class.
A: Your instructor has office hours posted on his/her office door. Also, most instructors provide their office phone number and e-mail address on their course syllabi. Further information about instructor’s office locations and office phone numbers can be obtained from the Office of Records and Registration located in the Myers Center (Dallas Campus). This information is also available from the Dean’s Office of the Lincoln Campus, or the Student Affairs Office on the Kimbrell Campus.

Q: I want to find out about student ID cards.
A: Visit the Student ID Services Office in Comer Engineering Technology Building room 207 (Dallas Campus), or the Lincoln or the Kimbrell Campus Security Offices for more information. There is no charge, except for a replacement ID.

Q: I have lost or found an item.
A: Visit the Office of the Campus Police and Security located in the Comer Engineering Technology Building room 122 (Dallas Campus), or the Lincoln or Kimbrell Campus Security Offices.

Q: I need to use a computer.
A: Computer labs are available on the Dallas, Lincoln & Kimbrell Campuses. Further information about labs and lab services can be obtained from the Office of Technology Services.
located in Room 11 of the Comer Engineering Technology Building (Dallas Campus), or visit http://www.gaston.edu/wp-content/uploads/2014/07/Computer-Labs-on-Campus-7-2014.pdf for a current list of labs and locations.

Q: *I need to use a computer on campus and I do not know my user ID.*
A: Each semester Technology Services automatically assigns user ID logins. If you are experiencing difficulty logging onto a campus computer, please see your faculty member and they can assist you. Technology Services is located in Room 11 of the Comer Engineering Technology Building.

Q: *I need information from the campus library.*
A: Visit the Morris Library (Dallas Campus) for checkout and renewal of books, and access to audiovisual and electronic information. The Lincoln Campus library is located on the second floor of the Lincoln Campus building, and the Kimbrell Library is located in KCH Room 102 on the Kimbrell Campus.

Q: *I am having trouble with one or more of my classes or I need a tutor.*
A: Contact your instructor or the Learning Centers located on the Dallas, Lincoln and Kimbrell Campuses.

Q: *I need to use photocopy machines on campus & in the library.*
A: Students have the ability to use the Toshiba copiers that are located in the halls of each classroom building, library, and the Myers Center. Copies can be made by entering your print management (Papercut) login and you can print to them by using the web printing feature.

Q: *I need to buy my textbooks.*
A: The College Bookstore is located on the first floor of the Myers Center (Dallas Campus), or at the Lincoln Campus Bookstore, located on the second floor and room 230 (KCH) at the Kimbrell Campus building.

Q: *I need a catalog, calendar, or Student Handbook.*
A: All catalogs, calendars, and Student Handbooks are available
on the Gaston College website at www.gaston.edu or a copy can be obtained in any Student Affairs office.

Q: I want to find out about available food services.
A: Visit the Campus Cafe located in the Myers Center (Dallas Campus), or the vending areas on the first floor of the Lincoln Campus, or second floor of the Kimbrell Campus classroom building. A limited selection of food is also available in the College Bookstore.

Q: I need additional information about classes or services offered at the Lincoln Campus.
A: More information about the Lincoln Campus can be found in the Dean’s Office on the second floor of the Lincoln Campus building or visit http://www.gaston.edu/lincolnCampus/.

Q: I need additional information about classes or services offered at the Kimbrell Campus.
A: More information about the Kimbrell Campus can be found in Harney Hall at the reception desk, or the Student Affairs Office in KCC 116 on the Kimbrell Campus or visit - http://www.gaston.edu/locations-maps-directions/kimbrell-campus/

STRATEGIES FOR SUCCESS FOR GASTON COLLEGE STUDENTS
1. Pay your registration fees by the designated deadline!
2. Meet with your academic advisor or department before registration begins.
3. Register for classes in which you meet the pre-requisites.
4. Attend classes regularly.
5. Know where to go if you have questions or need help (see the FAQ’s for starters).
6. Attend orientation dates for online and/or hybrid courses.
7. Keep your current address and phone number on file with the Office of Records and Registration.
8. Take responsibility for yourself and your actions.
9. Take care of official college business (i.e., getting advised, getting registered, applying for financial aid, etc.) prior to deadlines.
10. Solve transportation, child care, or work schedule issues prior to registering for classes.
Learning Center
Mission Statement: In keeping with the mission of Gaston College, the Gaston College Learning Center exists to serve the needs of the students of the College as they pursue their educational goals and develop into intellectually mature persons. Students are served along a broad continuum, ranging from one tutoring session to a combination of ongoing multiple forms of support.

These services may include:

- Peer Tutoring
- Individualized Learning Assistance
- Computer-Assisted Instruction
- Video Tutorials
- Make-up Testing for many courses
- Quiet and/or Group Study

Please call 704.922.6349 (Dallas Campus), 704.748.5236 (Lincoln Campus), or 704.922.6349 (Kimbrell Campus) for details and schedule.

Disability Services
The Counseling and Career Development Center will assist and advise students with documented disabilities in arranging academic support and reasonable accommodations. Accommodations will be arranged on an individual basis, specific to the student’s needs. The Counseling Center’s goal is to provide students with disabilities with necessary accommodations so they may compete on an equal basis in the classroom with their peers. Students must meet with the Special Needs Counselor and provide all necessary documentation prior to receiving accommodations. Thereafter, students will need to meet with the Special Needs Counselor each semester to renew the accommodation plan and continue to receive their accommodations.

The Counseling Center serves as a resource to students, faculty, and staff on issues related to compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation
Act of 1973. For more information, contact the Special Needs Counselor at 704.922.6224. The Counseling Center is located on the second floor of the Myers Center.

For information regarding students’ rights, responsibilities, documentation guidelines, accommodations, and other resources, please refer to *The Student Guide to Disability Policies & Procedures*. This guide is available in the Office of Student Affairs and on the College website.

**Instructions for Requesting Accommodations**

1. Students who need reasonable accommodations based on a documented disability or special need are responsible for requesting the accommodations with personnel in the Counseling and Career Development Center at Gaston College. Specific information can be provided by the Special Needs Counselor at 704.922.6224.

2. Before accommodations can be made, students must provide the Special Needs Counselor with the following:
   • Documentation that describes the disability or condition; is no older than three years; is written on official letterhead; and is dated and signed by a licensed physician, psychiatrist, psychologist, other credentialed professional, or appropriate agency. The documentation should provide a comprehensive evaluation of all disabilities that impact the student’s learning in a post-secondary/college environment, as well as suggested accommodations that are specific to the student’s learning needs. Prescription notes, IEP’s, or 504 plans are not accepted as appropriate documentation but may be included as part of the comprehensive evaluation.
   • A completed Confidential Student Disclosure Form.

3. Once the appropriate documentation has been received and reviewed, the student will meet with the Special Needs Counselor to develop an accommodation plan. When discussing the accommodation plan, the counselor and student will determine reasonable accommodations based on the documentation provided. The counselor will then prepare Letters of Accommodation which will be sent to the student’s current instructors. An updated accommodation plan must be
completed by the student and the Special Needs Counselor each semester, preferably prior to the start of classes, in order for students to access their accommodations. It may take up to two weeks to arrange some accommodations.

4. Gaston College promotes student self-advocacy. Students will be advised to discuss their special accommodations with each of their instructors. This philosophy promotes independence and develops the skills that students will need to function successfully in future work settings.

5. The Special Needs Counselor is available for faculty consultation and meetings with students and faculty upon request.

6. The Counseling Center will maintain copies of all documentation and disability correspondence in the student’s confidential file located within the Counseling Center.

Gaston College Libraries

In Dallas, the Morris Library & Media Center is located on Library Lane adjacent to the Rauch Science & Fine Arts Building. Parking is available. The Morris Library is a spacious facility that offers a variety of library services for students. Collections include books, magazines and newspapers, videos, CDs, etc. Gaston Libraries are members of the CCLINC consortium. This consortium, composed of 46 of the 58 community colleges, shares a library system and provides students with access to the members’ collections.

There are 36 computer workstations located in the Morris Library. Computer users must abide by the college’s Acceptable Use Policy. Internet access is provided. Wireless Internet is also available to students on the first floor of Morris Library. NCLIVE and other Web-based resources are available from the library homepage at www.gaston.edu/library. NCLIVE passwords are issued at the circulation desk along with library cards. Distance education resources are available through the library homepage and Blackboard.

Library services include the following: checkout and renewal of materials, reference and research assistance, Internet access, interlibrary loan service, use of study and viewing areas, and remote access services. Distance learning classrooms, including the NCIH classroom, are located on the second floor of the Morris Library.
All campus libraries have services identical to those available at the Dallas Campus. For campus library hours please see the front of the handbook and the library website.

**Gainful Employment**

For information about our graduation rates, the median debt of students who completed a particular program of study, and other important information related to choosing a program of study, please visit our Gainful Employment website at [http://www.gaston.edu/consumer-information/gainful-employment/](http://www.gaston.edu/consumer-information/gainful-employment/).

**Office of Persistence and Retention**

From the first day of class to graduation, the Office of Persistence and Retention helps students stay on track by helping them overcome any barriers, and by providing tools and strategies that will assist with academic and personal success. For additional information go to our website at: [http://www.gaston.edu/student-success-support-programs/](http://www.gaston.edu/student-success-support-programs/). The Office of Persistence and Retention holds fast to the idea that all students have the ability to succeed and achieve through full use of the resources and application of the strategies provided. The following programs are under the Office of Persistence and Retention.

**ACA**

The Office of Persistence and Retention manages the Academic Related (ACA) courses and encourages all students to enroll in ACA 118 or ACA 122 during their first semester in an effort to increase successful course completion and progress to graduation. College Study Skills: ACA 118 is recommended during the first semester. Topics include study skills, time management and motivation. It is required by some programs. This course will provide an important foundation to your success as a college student. College Transfer Success: ACA 122 class is required for all students in the college transfer program.

**Early Alert**

The Office of Persistence and Retention also manages the College’s Student Persistence and Success Plan (SPSP). This reporting system provides a tool for staff, academic advisors,
and faculty to work collaboratively concerning students’ academic performance in a course, including: attendance, homework completion, study skills, motivation, class participation, and grades. The purpose of the SPSP is to:

- Provide feedback concerning students’ overall performance in a course
- Give suggestions/strategies for students to improve
- Enable the College to better identify and intervene with students

**Title III**

Title III is a grant program funded by the U.S. Department of Education. Also known as the Strengthening Institutions Grant, it was created in 1965 to provide colleges and universities resources to strengthen and improve their institutions. In 2009, the U.S. Department of Education awarded Gaston College a five-year Title III grant to help at-risk students. For the purposes of this grant, at-risk students have been defined as students receiving financial aid.

The Title III grant focuses on three primary goals: 1. Increase the success and retention rate of at-risk students; 2. Improve the academic advising process for at-risk students; 3. Consolidate data tracking and outcome assessment related to retention, persistence, and academic success. Some of the services provided by Title III include: personal assistance to students completing the FAFSA, individual holistic advising services, career guidance and planning, financial planning workshops, and faculty mentoring opportunities.

**Gaston Foundation Student Academic Assistance Program**

The SEAP was developed to assist students with academic-related emergencies that typically derail their academic progress. The Gaston College Foundation raises funds to support this program. Students can apply for a maximum of $200 per academic year for an immediate academic need that is deterring their success at Gaston College. Items covered under the fund include: tuition and fees, textbooks, academic supplies such as required kit, tools, uniforms, tests, etc. After students
complete and submit the application, a staff member from the Office of Persistence and Retention provides assistance with the application process and later informs students if they are approved. Students are asked to write a letter of appreciation to the College Foundation. Application criteria and forms can be found on the Persistence and Retention website.

**TRiO/ Student Support Services**
TRiO/SSS is a federally funded Program. TRiO/SSS provides a supportive environment where students can feel comfortable asking for help. TRiO/SSS provides the student with a one-stop-shop for all academic, personal, and career needs. Eligibility for Student Support Services is based on federally defined criteria. Students who meet one of the following criteria are welcome to apply:
- Low Income
- First Generation
- Documented Disability

Participants must also:
- be a US Citizen
- have GPA of 2.0 or higher
- attend Gaston College
- not hold a bachelor’s degree

**Learn 4 Life**
This program was developed in order to help students enhance their experience and employability by earning the Learn 4 Life Award. This optional program involves hands-on learning, in-depth studies, and guidance along the way. After meeting all the requirements for the program, the student will receive recognition during graduation ceremonies. Applications for Learn 4 Life can be found online or can be picked up at the Office of Persistence and Retention.

**Community Resources**
It is evident that students need support beyond what the College is able to provide. Many students need food, shelter, clothing, transportation, and other basic things. A manual outlining community resources is available on the College website.
The manual includes the contact information and the type of support that local agencies provide. In addition, members of the P&R staff visit agencies to build relationships. If you are in need of community resources, please see the secretary of Persistence and Retention.

COLLEGE SERVICES

Bookstore
The Gaston College Bookstore provides textbooks, school/office supplies, and study aids to complement the education experience at Gaston College. Computer software along with laptops, tablets and other electronic products can be purchased at the main campus. The Bookstore also provides imprinted apparel, greeting cards and gift items for school spirit and convenience. Store hours are located in the front of this handbook. There are three locations that service both Gaston and Lincoln counties:

*Dallas Campus Bookstore*,
The bookstore is located in the Myers Center on the first floor. Contact Gaston College Bookstore at 704.922.6428.

*Lincoln Campus Bookstore*
The bookstore is located in the main building of the campus. Contact the Lincoln Campus Bookstore at 704.748.1075.

*Kimbrell Campus Bookstore*
The Kimbrell Campus Bookstore is located on the lower level in Harney Hall. Contact the Kimbrell Campus Bookstore at 704.825.6280.

*Website*
The Gaston College Bookstore has a website for online book purchases, price checks, and upcoming events. Just go to: [www.gaston.bkstr.com](http://www.gaston.bkstr.com). Your new, used or rental textbook purchase are only a click away.

*Textbook Buyback*
Textbooks can be sold back to the bookstore during the book buybacks held at the end of each semester. The buyback for
the fall and spring semesters are held on the last three days of scheduled classes.

Refund Policy
Textbooks — Refunds are given each semester based on the following:

**Full refunds will be given during the first ten business days of the current semester or ten days from the date of purchase.** You must provide proof of purchase when you are making returns. Returned textbooks must be unmarked and in re-saleable condition. Bundled textbooks cannot be unwrapped. Refunds are NOT given on textbooks purchased for a previous semester. No refunds are given on supplies, gifts, or non-textbook items.

The Counseling and Career Development Center
The Counseling and Career Development Center provides academic, career, and personal counseling services and academic advising to Gaston College students. The center also provides career assessments (aptitude, interest, personality, and values inventories), college-transfer information, and disability services. The Counseling Center is located on the second floor of the Myers Center at the Dallas Campus. A counselor is also on staff at the Lincoln Campus. All services are free and confidential.

**Personal Counseling Services:**
Counselors are available to discuss academic, social, or personal concerns that may interfere with student success. Students who need long-term or mental health counseling will be referred to community resources to be assisted more effectively.

**Career Services:**
The counseling staff provides career guidance to students who need help deciding an educational and career goal. Counselors use a variety of interest inventories and online resources to assist students in the career exploration process.
Academic Advisement:
The majority of new students enrolling at Gaston College are advised in the Counseling Center during their first semester. Pre-health, undecided, and special credit students are advised by counseling staff beyond their initial semester. Academic advising is an integral part of student success. It is recommended that continuing students meet with their assigned advisor on a regular basis to review academic plans and progress.

Food Service and Vending
The Gaston College Café is located on the Dallas Campus in the Myers Center Building (MC) next to the Bookstore. The menu includes daily breakfast and lunch choices that offer a wide variety of hot and cold food items, full salad bar, various side items, desserts and beverages. Daily specials offer a value added combination that is hard to beat in the local area.

The regular hours of operation are Monday - Friday, 7:30am to 1:30pm

Beverages offered are: coffee, tea, milk, sodas, bottled water, juices and other quality energy drinks. Vending stations are located on all campuses to supply quick snack food and beverages also. They are located in most buildings on all campuses for your convenience. You may report any vending concerns to the Bookstore.

Housing
Gaston College is a commuter institution founded to serve residents of the surrounding area and does not provide housing for its students. It is the responsibility of students who require housing to arrange their own accommodations. A listing apartments is available in the office of the Vice President for Student Affairs and Enrollment Management. The college assumes no responsibility for the arrangements agreed upon by the landlord and tenant.

Myers Center
The Myers Center provides students with the opportunity to relax in lounge areas; to eat in an attractive, comfortable dining
Design, Print and Mail
The Design, Print and Mail is located in the basement of the Comer Engineering and Technology Building, room 17A. For hours of operation, see the front section of this document.

Printing Services: Various printing services are available, and require a three (3) day turnaround. These services include the following:

- Black and White Copies: $0.10 each
- Black and White Photo Copies: $0.25 each
- Color Copies: $1.00 each or 100 or more $0.75 each
- Laminating: $0.35 per foot

Mailroom Services: Students may deposit mail for afternoon delivery to the Dallas Post Office. Stamps may also be purchased in the mailroom.

Print Management
Gaston College is implementing a print management system, PaperCut, as a green initiative and in an effort to reduce waste in all curriculum computer labs and libraries. Each semester, currently enrolled curriculum students will be credited $10.00 each semester for printing. Remaining balances at the end of each semester will not roll over.

The price for printing is as follows:

Black and White
- Single sided - $0.10/per page
- Duplex - $0.15/per page
Color

Single sided - $0.25/per page
Duplex - $0.38/per page

Color Printing is available in the Dallas and Lincoln Campus libraries. Students have the capability to add funds to their accounts if the amount allocated is exceeded via PayPal or coin-ops (available in each of the libraries). Public users and non-curriculum students have the capability of utilizing the library computer. For more information go to: http://www.gaston.edu/wp-content/uploads/2014/07/GC-PRINT-MANAGEMENT-FAQ_0723141.pdf or http://www.gaston.edu/wp-content/uploads/2014/07/8.5x11-Poster-6.pdf.

Student ID Cards

Although not required, student photo ID cards are made in the Student ID Office in the Comer Engineering Technology Building, room 207 (Dallas Campus), or the Lincoln or the Kimbrell Campus Security Offices. There is no charge for the ID, except for a replacement ID. A replacement photo ID card is $10.00. Photo ID’s are made for current curriculum students only. Students must provide the Campus Police/Security Office with proof of current student class schedule. For further information, contact Campus Police at 704.922.6480.

GASTON COUNTY ACCESS CENTRAL TRANSPORTATION

ACCESS provides bus service to the Gaston College Campus Monday through Friday. For more information call 704.866.3206.

PICKUP @ DALPIAZ BUILDING
Only $1.00 One-Way Fare

<table>
<thead>
<tr>
<th>Gastonia Transit</th>
<th>Gaston College Campus</th>
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</thead>
<tbody>
<tr>
<td>Pickup</td>
<td>Arrival</td>
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<td>Departure Time</td>
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<td>7:15 am</td>
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<td>7:30 am</td>
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<tr>
<td>2:00 pm</td>
<td>2:15 pm</td>
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</tbody>
</table>
INCLEMENT WEATHER DEFINITIONS-
GASTON COLLEGE CLOSINGS/ DELAYS

IN THE EVENT OF INCLEMENT WEATHER, THE COLLEGE PRESIDENT MAY DEEM THE IMPACT SUFFICIENT TO WARRANT CLOSING OF THE COLLEGE OR OPERATING ON A DELAYED SCHEDULE.

GASTON COLLEGE CLOSINGS OR DELAYS ARE DETERMINED SEPARATE AND APART FROM GASTON AND LINCOLN COUNTY SCHOOLS. (Please do not assume that whatever decision is made for Gaston or Lincoln County Schools also applies to Gaston College.)

To have up-to-date weather alerts sent by text to your cell phone or email, go to the Gaston College Website Home Page (www.gaston.edu), click the GC Alert button, and follow instructions for subscribing to the Campus Emergency Notification System.

Closings/delays will be posted on the Gaston College Website (www.gaston.edu); closing/delay messages can be accessed by calling the College switchboard at 704.922.6200, and will be broadcast on the following television and radio stations:

The following TV and radio stations are contacted to announce an inclement weather message:

1. EDAC-TV (Educ. Access), Gaston (Channel 21)
2. WSGE FM 91.7, Gaston College, Dallas, NC
3. WBTV-TV (CBS), Charlotte, NC
4. WBT FM 99.3, Charlotte, NC
5. WBT AM 1110, Charlotte, NC
6. WLNK FM 107.9, Charlotte, NC

Effective: 1/14/11 Supersedes: 1/5/11
APPENDIX A: 14-18.1 ACADEMIC FORGIVENESS POLICY

Purposes
The Academic Forgiveness Policy allows Gaston College students who have experienced academic difficulty at Gaston College to have one opportunity to have grades below a ‘C’ excluded from the cumulative grade point average (GPA). Academic difficulty is defined as less than a 2.00 cumulative grade point average at Gaston College. This policy provides for raising the cumulative grade point average by excluding all grades of ‘D’ and/or ‘F’ earned prior to the date of eligibility for Academic Forgiveness. A student may be granted Academic Forgiveness only once.

Criteria for Applying for Academic Forgiveness
- A student must have been out of school for at least three sequential semesters OR have changed his/her major.
- Grades must reflect at least a 2.00 grade point average in at least 12 semester hours in the new major before a student is eligible to apply for Academic Forgiveness.

Procedures for Academic Forgiveness
- Students who are interested in applying for Academic Forgiveness must obtain the Academic Forgiveness Petition and information from the Office of Records and Registration.
- Once completed by the student, the Office of Records and Registration will review the petition to determine basic eligibility. Eligible petitions will be forwarded to the student’s divisional dean for review and a final decision.
- The student’s divisional dean will act upon the petition and return it to the Office of Records and Registration.
- If forgiveness is approved, the Office of Records and Registration will notify the student of the decision and include an updated student transcript, which will reflect the excluded grades.
- The new GPA calculation on the updated student transcript will exclude all ‘D’ and/or ‘F’ grades. All other grades that are ‘A’, ‘B’, and/or ‘C’ will be included in the GPA calculation and will count toward graduation requirements unless other policies supersede this policy.
• The student’s GPA will be calculated based upon the date of eligibility and all criteria being met. The excluded courses will remain on the student’s transcript but will not count toward program/graduation requirements or be calculated in the student’s grade point average. No courses are removed from the transcript. If Academic Forgiveness is approved, the excluded course grades will be preceded by an ‘E’ on the student’s transcript.
• If forgiveness is denied, the Office of Records and Registration will notify the student with a letter of explanation.
• Review and processing of Academic Forgiveness generally takes two to four weeks.

Exclusions and Limitations of Academic Forgiveness
• Any credits for courses earned with a grade of ‘D’ are not retained.
• Students who plan to transfer to another college or university should know that the receiving institution is not required to disregard the excluded course grades. Once approved, Academic Forgiveness cannot be reversed.
• The minimum grade point average needed for admission for specific programs may or may not utilize the new grade point average.
• Financial Aid policies regarding Satisfactory Academic Progress are still applicable. Students who receive any type of financial aid should contact the Office of Financial Aid prior to applying for Forgiveness.
**APPENDIX B: STUDENT PETITION FOR ACADEMIC FORGIVENESS**

Date of Petition: ____________________________________________

Student’s Name: ______________________________________________

Student’s I.D. Number: _________________________________________

List the dates for the time period you previously attended Gaston College: ____________________________________________

Indicate the beginning date of re-enrollment at Gaston College: ____________________________________________

Indicate the term a change of major was processed (if applicable): ____________________________________________

Please summarize your reason(s) for petitioning for Academic Forgiveness: ______________________________________

I accept the conditions for Academic Forgiveness and hereby apply to be granted Academic Forgiveness.

Student’s signature: ___________________ Date: __________

**For Processing Purposes Only**

Referred by the Office of Records and Registration: ________

Dean’s signature: ________________________________

_____ Approved  ________ Denied

If petition is denied, please provide a brief explanation for the student: ____________________________________________

______________________________________________________________
APPENDIX C: ACADEMIC DISHONESTY

In this section defining student violations of academic integrity: (a) “Intent” refers only to the intent to commit the dishonest action; (b) “Authorization” is legitimate only if given by the faculty member responsible for the evaluation of the student’s work.

CHEATING - Intentional use or attempted use of unauthorized materials, information, notes, study aids, devices or other assistance in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.

Typical Examples: Copying from another student’s paper or receiving unauthorized assistance during a quiz, test or examination using books, notes or other devices (e.g., communication devices) when these are not authorized; procuring without authorization tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected they will not be discussed); copying reports, laboratory work, computer programs or files and the like from other students; collaborating on laboratory work, computer work or online work without authorization and without indication of the nature and extent of the collaboration; having a substitute take an examination, do an assignments or do online work; receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.

FABRICATION AND FALSIFICATION - Intentional alteration or invention of any information or citation in an academic exercise.

Falsification refers to the alteration of information; fabrication refers to the invention or counterfeiting of information.

Typical Examples: (Fabrication) inventing or counterfeiting data, research results, information or procedures inventing data or faking research procedures to make it appear that the results of one process are actually the results of several processes; counterfeiting a record of internship or practicum experiences; (Falsification) altering the record of data or
experimental procedures or results; false citation of the source of information (e.g., reproducing a quotation from a book review while indicating that the quotation was obtained from the book itself); altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; altering a returned examination paper and seeking regrading.

Intentionally misleading a College official investigating a case of alleged academic dishonesty is also a form of fabrication and falsification.

**MULTIPLE SUBMISSIONS** - The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.

Typical Examples: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work. (Different aspects of the same work may receive separate credit; for example, a report in history may receive credit for its content in a history course and for the quality of presentation in a speech course.)

**PLAGIARISM** - Intentional presentation of the work of another as one’s own without proper acknowledgment of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

Typical Examples: Submitting as one’s own the work of a “ghost writer” or commercial writing service; directly quoting from a source without citation; paraphrasing or summarizing another’s work without acknowledging the source using facts, figures, graphs, charts or information without acknowledgment of the source. Plagiarism may occur orally and in writing. It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information, which belongs to another.
**COMPILICY IN ACADEMIC DISHONESTY** - Intentionally helping or attempting to help another to commit an act of academic dishonesty.

Typical Examples: Intentionally allowing another to copy from one’s paper during an examination or test; intentionally distributing test questions or substantive information about the material to be tested before the scheduled exercise; collaborating on academic work knowing that the collaboration will not be reported; taking an examination or test for another student, or signing a false name on an academic exercise. This applies to traditional or online instruction. (Note: Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Instructors should make expectations about collaborations clear to students. Students should seek clarification when in doubt.)

**APPENDIX D: DRUG AND ALCOHOL POLICY**

Drug and alcohol use and abuse are growing concerns in our society. The associated problems are typically very complex and are difficult to resolve. Drug or alcohol use may impair a person’s well being and jeopardize his or her personal safety and the safety of others. To help prevent the use and abuse of drugs and alcohol, College policy prohibits distribution, dispensation, possession, or use of a controlled substance in the workplace, on College premises, or as part of any College-sponsored activities. Exceptions to this policy may only be made by the College’s Board of Trustees and/or the President. Students who are impaired by alcohol or a controlled substance while on College premises or during a College-sponsored activity are also subject to this policy.

Any student violating this policy will be subject to disciplinary action up to and including termination from employment and/or expulsion and referral for prosecution. The specifics of the policy are as follows:

1. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina. The term “controlled
substance” means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these drugs have a high potential for abuse. Such drugs include, but are not limited to heroin, marijuana, cocaine, PCP, and “crack.” They also include “legal drugs” which are not prescribed by a licensed physician.

2. Students employed under the College Work Study-Program are considered to be employees of the college if the work is performed for the college in which the student is enrolled. For work performed for a federal, state, local public agency, a private nonprofit or a private for profit agency, students are considered to be employees of the college unless the agreement between the college and the organization specifies that the organization is considered to be the employer.

3. Gaston College does not differentiate between drug users, drug pushers, or sellers. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person, or manufactures a controlled substance while in the workplace, on college premises, or as part of any college-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

4. The college may require a person to successfully undergo a drug and/or alcohol rehabilitation program sponsored by an approved private or governmental institution as a precondition for continued employment and/or enrollment at the College.

5. Each student is required to inform the college, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while on college premises, or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
APPENDIX E: COMMUNICABLE DISEASE POLICY

The College is committed to assure, insofar as possible, that each student enjoys safe and healthful work and/or study conditions. To this end, the college offers the following information for students and employees.

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or be restricted of access to the institution’s services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or other members of the institution.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease which may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge so as to protect themselves and others. Employees and students should report such information to Human Resources and the Vice President of Student Affairs and Enrollment Management respectively. All information will be kept confidential except to those persons as determined who have a need to know. These persons will be informed after the individual is advised that such action will be taken.

I. Students or Applicants Currently Infected
   A. Any applicant or currently enrolled student in a health or related program who has tuberculosis, HIV, Hepatitis B infection, or other communicable diseases will be individually evaluated and all enrollment decisions concerning the individual shall be based upon a consideration of the following factors:
      1. The potential harm that the individual poses to other people
      2. The ability of the individual to accomplish the objectives of the course or curriculum
      3. Whether or not a reasonable accommodation can be made that will enable the individual to safely and efficiently accomplish the objectives and/or tasks of the course or curriculum in question without
significantly exposing the individual or other persons to the risk of infection

B. All students who have a communicable disease will be assessed as needed by a college approved physician(s) in keeping with the current standards, requirements, and recommendations of the Centers for Disease Control and in keeping with the provisions of this policy.

C. The evaluation of an applicant or currently enrolled student with a known communicable disease will include a physician’s statement of the individual’s health status as it relates to the individual’s ability to adequately and safely accomplish the essential objectives of his/her course or curriculum.

D. All students who are involved with nursing are required to adhere to universal precautions including the appropriate use of hand washing, protective barriers, and care in the use and disposal of needles and other sharp instruments.

The College will give the following instructions to nursing and allied health students as well as any student who is identified as positive for communicable diseases. These instructions are consistent with CDC Universal Guidelines used by affiliating agencies.

The student must be made aware by the College of the potential risks associated with patient care and the student will, at all times, follow recommendations regarding positive HIV/HBV or other infectious diseases for health care workers from the affiliating clinical agencies.

In each instance, a determination will be made as to an appropriate and limited release of the student’s infectious disease status to the student’s clinical instructor or Chairperson in order that performance may be adequately reviewed and supervised on an ongoing basis. When a student is known to be positive for HIV/HBV or other infectious diseases, the student’s College approved physician and the Dean of Health Sciences programs will carefully evaluate whether or not someone in the clinical agency needs to be informed of the student’s positive infectious disease status. The student will be advised of this release of information.
In the event a patient is exposed to a student's blood or body fluids, the student will immediately report the incident to the clinical instructor who will report the incident to the infection control nurse/site physician. The clinical instructor will complete an accident/incident report and send it to the Dean of Health Sciences and the Vice President of Student Affairs and Enrollment Management. This procedure of reporting applies to ALL students regardless of their HIV/HBV status.

**APPENDIX F: SEXUAL HARASSMENT**

In accordance with College Policy and Title IX of the Education Amendments of 1972 (Title IX), Gaston College is committed to maintaining an environment that is free from harassment of any kind and specifically sexual harassment.

Sexual harassment is defined as unwelcome or unwanted sexual advances, requests for sexual favors, and verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment also includes when submission to such conduct is made explicitly or implicitly a term or condition of instruction or participation in any college activity; when submission to, or rejection of, such conduct is threatened to be used, or is used, as a basis for academic decisions; or when it is reasonably determined that such conduct would interfere with a freedom to learn or participate in College-related activities.

Students, employees, and third parties are encouraged to report incidents of sexual offenses and harassment. Incidents involving students should be reported to the Vice President for Student Affairs and Enrollment Management (Title IX Deputy Coordinator), or designee. Incidents involving College employees should be reported to the Chief Administrative Officer (Title IX Coordinator), or designee. Reports must be complete, truthful, and in writing. Reports may be submitted by using a Conduct Violation Form and must include the following:

- The name of the person(s) directly involved in the incident(s)
• The name of the person(s) who are, or may be, a witness to the incidents(s)
• A description of the incident(s), including date(s), time(s), and location(s)
• The specific Code(s) of Conduct that is believed to be violated
• Any action(s) that have been taken regarding the matter

Internal interference, coercion, restraint or reprisal against any student who files a complaint concerning an occurrence of alleged sexual harassment is prohibited. Requests for confidentiality will be considered in light of the College’s ability to fully investigate the matter. Students who violate this policy will be subject to disciplinary action up to and including suspension or expulsion in accordance with the Student Code of Conduct. Employees who violate this policy will be subject to disciplinary action in accordance with Policy 3-20, Violations of Employee Standards of Conduct. Third parties will be subject to appropriate action such as issuance of a “Do Not Return” order and notification of law enforcement agencies.

Victim’s Rights

• Confidential on- and off-campus counseling. Counseling resources are provided in the following section under College and Community Resources.
• Notify or not notify appropriate campus and/or local law enforcement authorities. If requested, the College will assist with notifying appropriate agencies and authorities.
• When reasonably possible, a change in class assignment, a no-contact order, or a change in working environment to prevent unwanted contact or close proximity with the accused.
• Have a person present to support and accompany you throughout the College proceedings.
• Be notified of the outcome of the investigation and the procedures for appeal.
• Not be retaliated against for filing a complaint of a sexual crime or related offense, including sexual harassment.
If you are the victim of a sex crime, you should:

- Clearly state your sexual limits to the other person and say "no" forcefully if pressured for unwanted sex.
- If the other person does not respond to "no," try to get away by running and scream for help.
- To preserve any evidence, DO NOT wash your hands, bathe, shower, douche, change clothes or disturb the area.
- Try to get to a safe place and contact Campus Police, another law enforcement agency, rape crisis or counseling center, and/or a friend or family member.
- Get medical attention as quickly as possible. The physician should collect specimens and make detailed notes about the physical evidence, such as bruises, cuts, torn clothing, and traces of bodily fluids. You should be tested for sexually transmitted diseases and HIV. If you are female, you should be tested for pregnancy.

Reporting is your choice. If you do not report, write down the details of the assault and save them in case you change your mind. Whether you report or not, get medical attention for treatment of external and/or internal injuries and test for sexually transmitted diseases and pregnancy and consider counseling.

College and Community Resources

The following on- and off-campus counseling services are available to you. Gaston College does not endorse a particular community agency over another.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Gaston College Counseling and Career Development Center</td>
<td>704.922.6220 or 704.748.1051</td>
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<tr>
<td>Carolina Center for Counseling</td>
<td>704.861.2234</td>
</tr>
<tr>
<td>Family Services, Inc.</td>
<td>704.864.7704</td>
</tr>
<tr>
<td>Partners Behavior Health Management Referral Services</td>
<td>1.888.235.4673</td>
</tr>
<tr>
<td>Phoenix Counseling Center</td>
<td>704.854.4830</td>
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<tr>
<td>Piedmont Psychological Associates</td>
<td>704.861.0271</td>
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<td>Crisis Lines</td>
<td>Telephone</td>
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<td>AVID 24 hour Crisis Hotline (Assault and Victimization, Intervention and Deterrence):</td>
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<tr>
<td>AVID OF Gaston County</td>
<td>704.864.7704</td>
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<tr>
<td>AVID of Lincoln County</td>
<td>704.240.4447</td>
</tr>
<tr>
<td>AVID 24-hour Hotline</td>
<td>704.864.0060</td>
</tr>
<tr>
<td>National Sexual Assault Hotline</td>
<td>1.800.656.HOPE</td>
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</tbody>
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APPENDIX G: COMPUTER RESOURCES - ACCEPTABLE USE POLICY

A. General

1. College owned or operated computer resources are intended for the use of its faculty, students, staff and other authorized individuals for purposes directly related to instruction and administrative activities. Access to these resources is a privilege. Those granted privileges are responsible for using resources in an effective, ethical and lawful manner. The College does not attempt to articulate all required or unacceptable behavior by its users of the computer resources at Gaston College. This policy is in addition to and complements any existing or future policies relating to the use of computers and technology.

2. Each user is required to read and certify that he or she understands this policy relating to acceptable use of Gaston College computer resources.

B. Acceptable Use Policies

1. Access and privileges of College’s information systems are assigned and managed by the Chief Technology Officer. Users may not, under any circumstances, transfer or confer these privileges to other individuals. Any account assigned to an individual shall not be used by others.

2. Computer resources and access accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-college related activities.

3. All computer software is protected by the federal copyright law and most is proprietary and protected by legal binding agreements in addition to the copyright law. Users
are responsible for being aware of and compliant with the licensing restrictions for any software used on any system.

4. Gaston College provides access to outside networks which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that they may encounter material which may be considered offensive or objectionable in nature or content. Gaston College does not assume responsibility for the content of any of these outside networks.

C. Users are expected to comply with legal and ethical standards. Certain behaviors are forbidden, including but not limited to:

1. Damage or disruption to hardware or communications, such as virus creation and propagation.

2. Deletions, examinations, copying or modification of data files belonging to Gaston College or other users without their prior consent.

3. Use of systems and or networks in an attempt to gain unauthorized access to remote systems or to view or capture data.

4. “Spoofing,” i.e., unauthorized electronic communications so it appears to be from, or created by, someone else.

5. “Snooping,” i.e., unauthorized access to electronic files or information with no substantial College business purpose.

6. It will be understood that some materials retrieved from Internet sites, especially graphics files, are inappropriate for College purposes and offensive to many users. Display of offensive or inappropriate materials on public workstations is expressly forbidden and may result in revocation of computing privileges. Any attempt to create, display, transmit or make accessible threatening, racist, sexist, obscene or harassing language or materials, such as broadcasting unsolicited or sending unwanted mail, is strictly forbidden.

7. Further, it is not permissible to deliberately attempt to damage and/or sabotage institutional computers, computer software or computer networks.

D. Reservations of Rights & Limits of Liability

1. Gaston College reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files, resources and/or
computer support services, or to terminate service at any time and for any reason without notice.

2. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private or secure.

3. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.

4. The College reserves the right to limit the allocation of computer resources for users, i.e., bandwidth, computer crime, disk space, etc.

E. Electronic Mail

1. Access and Use of Electronic Mail
   a. Only Gaston College faculty, staff, and students and other persons who have received permission under the appropriate College authority are authorized users of the College’s electronic mail systems and resources.
   b. The use of any College resources for electronic mail must be related to College business, including academic pursuits. Incidental and occasional personal use of electronic mail may occur when such use does not generate a direct cost for the College. All uses of electronic mail utilizing Gaston College computer resources are subject to the provisions of this policy.

2. Monitoring and Disclosure of Electronic Mail
   a. Gaston College will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College can assure neither the privacy of an individual user’s use of the College’s electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.
   b. The College will not monitor electronic mail as a routine matter but it may do so to the extent permitted by law as the College deems necessary for purposes of maintaining the integrity and effective operation
of the College’s electronic mail systems. Any user of the College’s electronic mail resources who makes use of an encryption device to restrict or inhibit access to his or her electronic mail must provide access to such encrypted communications when requested to do so under appropriate College authority.

c. To the extent permitted by law, the College reserves the right to access and disclose the contents of faculty, staff, students', and other users’ electronic mail without the consent of the user. The College will do so when it believes it has a legitimate business need including, but not limited to, those listed below, and only after explicit authorization is obtained from vice president responsible for technology services:

(1) in the course of an investigation triggered by indications of misconduct or misuse

(2) as needed to protect health and safety

(3) as needed to prevent interference with the academic mission, or

(4) as needed to locate substantive information required for College business that is not more readily available by some other means

d. The College will inspect and disclose the contents of electronic mail when such action is necessary to respond to legal processes and to fulfill the College’s obligations to third parties.

F. Public Inspection and Archiving of Electronic Mail

a. Electronic mail of students may constitute “education records” subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA). The College may access, inspect, and disclose such records under conditions that are set forth in the statute.

b. North Carolina law provides that communications of College personnel that are sent by electronic mail may constitute “correspondence” and, therefore, may be considered public records subject to public inspection under North Carolina General Statutes 121 and 132.

c. Electronic files, including electronic mail, that are considered to be public records are to be retained, archived
and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Resources.

G. Violations
   a. Violations of this policy will be treated in accordance with College disciplinary procedures for employees and students.
   b. Criminal violation will be prosecuted to the fullest extent of the law and may result in the immediate suspension of computing privileges.

History
Issued: 5/16/06, Technology Services Policy only, not included in this policy and procedure manual.

Revised: 6/1/11, added to the Policy and Procedure Manual; prohibited unauthorized “Spoofing” and “Snooping;” banned attempts to damage or sabotage College computers, software, and networks; established guidelines for computer monitoring, inspection, disclosure of computer-related information, and public inspection and archiving of electronic mail; and set forth revised guidelines for violations of the policy.

APPENDIX H: ACADEMIC COMPLAINT BY STUDENT PROCEDURE
Most academic matters generally will be left to the discretion of the faculty member. Instructors have the academic freedom to cover the material on the departmentally approved syllabus in a variety of ways. Some instructors may have primarily lecture formats while others may have class discussion/participation driven formats. Some classes, by nature of the course, cover controversial topics. This does not mean the instructor personally espouses a particular point of view (lifestyle, religious affiliation, ethnic view, etc.).

Students may follow the procedure below concerning academic complaints. Academic complaints are defined as complaints regarding course design and content, teaching performance, and instructor conduct. No retaliation or adverse action will be taken against the student for filing the complaint.
1. The student must notify the instructor of the complaint within five (5) working days of the incident that generates the complaint.

2. The instructor will discuss the matter with the student within five (5) working days of this notice. Most complaints will be resolved at this informal level.

3. If the complaint is not resolved between the student and instructor, or if there is good reason for the student not to speak directly with the faculty member, the student must complete the form titled “Academic Complaint by Student.” This form must be submitted to the appropriate Department Chair within five (5) working days of the last relevant step in this policy. (If the academic complaint involves a Department Chair, the form must be submitted to the appropriate academic dean.) The form may be found in the Student Handbook (online print) or in any academic division office.

4. The supervisor must respond to the complaint within five (5) working days of the receipt of the complaint.

5. If the matter is still not resolved, the student will have five (5) working days to present the written complaint to the next level supervisor (the dean or Vice President for Academic Affairs).

6. If the matter is still not resolved, the student will have five (5) working days to present the written complaint to the Vice President for Academic Affairs. In all cases, the decision of the vice president will be final.
APPENDI X I: ACADEMIC COMPLAINT BY STUDENT FORM

Form 1A
(To Be Completed by Student and Returned to Department Chairperson or Dean Within 5 Working Days)

Student Name ________________________________________
SS# __________________________ Phone # __________________
Instructor Name ________________________________________
Course/Section ___________________ Semester/Year _________

1. Describe the nature of your complaint about the instructor or course and explain why you believe corrective action should be taken:

2. Have you discussed this complaint with your instructor?
   Yes___ No___ If not, describe your reasoning: __________

3. Explain what you think should be done to address your concerns: __________________________________________

   ______________________________________________________________________________________________

   ______________________________________________________________________________________________

   ______________________________________________________________________________________________

   ______________________________________________________________________________________________

Student Signature _____________________________________
Date ________________________________________________
I received this written complaint from ___________________
on _____________________.

____________________________________________________________________________________________
(Signature of Department Chairperson/Dean)

This complaint has been personally delivered to the instructor involved on ______________ (date).

I received the complaint of ___________________ on _____________ (Student) on _____________ (Date).

____________________________________________________________________________________________
(Faculty Member Signature)
APPENDIX J: STUDENT COMPLAINT PROCEDURE

Background
A complaint is a College-related problem or condition, which a student believes is unfair, inequitable, or a hindrance to his or her participation in the College learning experience. Complaints are due to misunderstandings about College practices and expected standards. Communications between the individuals involved usually clears misunderstandings. Students are required to follow these guidelines to resolve problems. It is the responsibility of the faculty member, staff member, and administrator to fulfill his or her role in accordance with these procedures.

Procedures
1. Complaint Regarding a Condition or Another Person
   a. If the complaint is regarding a condition, the student should make an appointment with the appropriate person. If the complaint is regarding another person, the student should make an appointment to discuss the situation with that person. The simplest, quickest, and most satisfactory solution may be accomplished at this level.
   b. If the situation is not resolved at this level, the student should make an appointment to discuss the situation with the first level supervisor, if applicable.
   c. Students seeking further recourse should make an appointment with the next level supervisor. If the student has difficulty in determining the sequence of supervisors, the Vice President for Student Affairs and Enrollment Management should be contacted for assistance.
   d. If all the preceding contacts have been made and the complaint is still not resolved, and the student chooses to appeal, the process is as follows:
      (1) A written appeal is made to the Vice President for Student Affairs and Enrollment Management stating the sequence of events leading to the appeal and any personal interpretations related to the complaint. This written appeal must be made no later than one month after the alleged complaint occurred.
      (2) If the complaint is about a person, the Vice President for Student Affairs and Enrollment Management
notifies the person against whom the complaint has been made. If the complaint is regarding a condition, the Vice President for Student Affairs and Enrollment Management notifies the appropriate person in the organization. The Vice President for Student Affairs and Enrollment Management activates a committee to hear the student’s appeal. Membership of the committee is as follows:

(a) The Vice President for Student Affairs and Enrollment Management, or designee, who serves as the Chair of the Appeals Committee.

(b) If a complaint involves a Gaston College employee, the Chief Administrative Officer or designee.

(c) If the complaint involves a Gaston College faculty member, the appropriate divisional vice president.

(d) A faculty or staff member selected by the student making the appeal. If the complaint is against a faculty member, a faculty member will be selected. If the complaint is against a staff member or administrator, a staff member or administrator will be selected.

(e) If the complaint involves a faculty member, that faculty member will select another faculty member. If the complaint involves a staff member or administrator, the staff member or administrator will select another staff member or administrator.

(f) A faculty, staff member, or administrator as appropriate (faculty if complaint is against faculty, staff if complaint is against staff, administrator if complaint is against administrator) selected by the president of the Student Government Association.

(g) One additional person may be selected by the Vice President for Student Affairs and Enrollment Management, if needed, to insure a balanced representation.

(h) If attorneys are present, they may advise their clients. They may not present the complaint or defend the complaint before the committee. They may address the committee only at the choice of the Chair.
e. A meeting of the Appeals Committee is scheduled by the Vice President for Student Affairs and Enrollment Management.
   (1) The committee examines the evidence and discusses the complaint with both parties.
   (2) The committee arrives at a decision which is sent as a recommendation to the person against whom the complaint was filed. The student, the Vice President for Student Affairs and Enrollment Management, and appropriate supervisor will be informed of the recommendation.
   (3) If appropriate, the recommendation will be sent to Human Resources to be made a part of the records of the individual against whom the complaint was brought.
   (4) If the recommendation of the committee is not followed by the person against whom the complaint was made, the President’s Executive Council will determine an appropriate course of action.

f. After the Appeals Committee has heard the student’s complaint, the process is complete.

APPENDIX K: DISABILITY GRIEVANCE PROCEDURE

Background and the Law  (Draft Revised 10/18/2004)
The law requires institutions, such as Gaston College, to have a set of grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging actions prohibited by Section 504 or Title II of the Americans with Disabilities Act of 1990.

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 provide that qualified persons with disabilities cannot be excluded from participation in, denied the benefits of, or be subjected to discrimination by any service, program or activity of a postsecondary institution. In order to meet the needs of students with disabilities and fulfill its legal obligations under Section 504 and the ADA, the Special Needs Counselor at Gaston College assists students with disabilities in accessing reasonable accommodations through the College’s accommodations process.
Procedures for Filing a Complaint
If any student believes that he/she has been discriminated against because of a disability by any Gaston College employee, he/she has the right to seek review of such concerns. Students have the option of pursuing either an informal complaint or a formal grievance. If a student opts to pursue an informal complaint, he/she may later pursue a formal grievance if not satisfied with the resolution of the informal process. At any point in the complaint process, students may file a complaint of discrimination with the Office of Civil Rights. However, the Office of Civil Rights encourages students to first follow the institution’s grievance procedures, although this is not required by law.

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1100
202.205.5413; 1.800.421.3481
FAX: 202.205.9862; TTY: 877.521.2172
E-mail: OCR@ed.gov
Web: http://www.ed.gov/ocr/

Informal Procedures for Resolving a Complaint
Prior to initiating a formal grievance as outlined in this procedure, students should use the identified organizational levels of administration or supervision to resolve their concerns. It is encouraged that concerns and complaints be resolved in a respectful discussion at the most direct level. It is strongly recommended and expected that the student first discuss his/her complaint with the person against whom the complaint is being made. If the circumstances of the complaint prevent the student from having this discussion, or if the complaint is not resolved within five business days, the student should discuss the complaint with immediate and other supervisors involved.

Formal Grievance Procedures
The formal grievance is advised when the informal procedure has not brought about a satisfactory conclusion to a concern or complaint about a College policy or procedure or a state or federal law.
All formal grievances from students should be directed to the Vice President for Student Affairs and Enrollment Management at Gaston College and should be filed within 30 days of the incident. The location and phone number are Gaston College, Highway 321 South, Dallas, NC 28034, 704.922.6217.

All formal grievances should include the following:

- The exact nature of the complaint and how the student feels his/her rights have been denied and the person(s) they believe are responsible;
- The date, time and place of the incident(s);
- The names of witnesses or persons who have knowledge of the incident;
- Copies of any available written documentation or evidence;
- Actions that could be taken to correct the violation.

The Vice President for Student Affairs and Enrollment Management in consultation with the Vice President for Academic Affairs will investigate the complaint within seven (7) business days to determine whether or not College policy has been followed. If College policy has not been followed, the vice presidents will take steps to correct policy violations and to address the consequences that may have resulted.

If the Vice Presidents determine a hearing is warranted as a part of the investigation, they shall conduct such hearing providing full due process to the grieving party. The grieving party has the right to have legal counsel, faculty, staff or another student present to act as his/her representative or advocate. The student must provide the name of the representative or advocate three (3) days prior to the hearing. The person believed to be responsible for the complaint will be provided a copy of the formal complaint.

The Vice Presidents shall reach a decision within five (5) business days of the review. The student and other appropriate parties will be sent a written copy of the findings and the decision upon completion of the investigation. The decision shall include a summary of the complaint, the decision, a statement of the student’s right to appeal, and instructions regarding the appeal process.
Appeal
A student who believes that a grievance has not been resolved to his or her satisfaction after a written finding is completed may appeal the outcome to the President of the College within 10 business days of receiving the written finding from the Vice Presidents. All appeals shall be made in writing and signed by the student. The President shall make a determination on the appeal and promptly inform the student in writing of that determination. The decision of the President is final.

Retaliation
A student who makes use of the grievance procedures shall not be retaliated against.

APPENDIX L: TOBACCO-FREE CAMPUS
Gaston College is committed to providing a healthy, safe, comfortable, and productive environment for its students, employees, and visitors. Smoking and the use of any tobacco products are prohibited on College property and at College events. College property includes any College buildings, facilities, vehicles, and outside grounds owned and/or leased by the College. College events include any lectures, conferences, meetings, and social/cultural events held by the College.

Smoking is defined as the use or possession of a lighted cigarette, cigar, pipe, or any other lighted tobacco product, or the use of an electronic inhaler that employs a mechanical heating element, battery, electronic circuit of similar device to heat a liquid nicotine solution or other product (e.g., vapor cartridge), such as an electronic cigarette, cigar, or pipe. Other tobacco products are defined as any type of tobacco that is chewed or used in any form. Examples include chewing tobacco, loose leaf, pellets, plugs, twist, pastes, dipping, pouches, dissovable, and nasal/dry snuff.

The success of this tobacco-free policy depends on the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. All students, employees, and visitors are responsible for adhering to this policy.
Campus maps and directions can also be found on the Gaston College website: www.gaston.edu/locations-maps-directions/
GENERAL INFORMATION
Lincoln Campus & Kimbrell Campus & Textile Technology Center Maps
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