Student Handbook and Calendar 2012-2013

Locally Committed • Regionally Dynamic • World-Class Focused

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Asheville-Buncombe Technical Community College
828.254.1921 | abtech.edu

Sponsored by the Student Life & Development Department & the Student Government Association
## Choices of Successful Students

<table>
<thead>
<tr>
<th>Successful Students...</th>
<th>Struggling Students...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accept personal responsibility,</strong> seeing themselves as the primary cause of their outcomes and experiences.</td>
<td><strong>See themselves as victims,</strong> believing that what happens to them is determined primarily by external forces such as fate, luck, and powerful others.</td>
</tr>
<tr>
<td><strong>Discover self-motivation,</strong> finding purpose in their lives by discovering personally meaningful goals and dreams.</td>
<td><strong>Have difficulty sustaining motivation,</strong> often feeling depressed, frustrated, and/or resentful about a lack of direction in their lives.</td>
</tr>
<tr>
<td><strong>Master self-management,</strong> consistently planning and taking purposeful actions in pursuit of their goals and dreams.</td>
<td><strong>Seldom identify specific actions needed to accomplish a desired outcome,</strong> and when they do, they tend to procrastinate.</td>
</tr>
<tr>
<td><strong>Employ interdependence,</strong> building mutually supportive relationships that help them achieve their goals and dreams (while helping others do the same).</td>
<td><strong>Are solitary,</strong> seldom requesting, even rejecting, offers of assistance from those who could help.</td>
</tr>
<tr>
<td><strong>Gain self-awareness,</strong> consciously employing behaviors, beliefs, and attitudes that keep them on course.</td>
<td><strong>Make important choices unconsciously,</strong> being directed by self sabotaging habits and outdated life scripts.</td>
</tr>
<tr>
<td><strong>Adopt lifelong learning,</strong> finding valuable lessons and wisdom in nearly every experience they have.</td>
<td><strong>Resist learning new ideas and skills,</strong> viewing learning as fearful or boring rather than as mental play.</td>
</tr>
<tr>
<td><strong>Develop emotional intelligence,</strong> effectively managing their emotions in support of their goals and dreams.</td>
<td><strong>Live at the mercy of strong emotions such as anger,</strong> depression, anxiety, or a need for instant gratification.</td>
</tr>
<tr>
<td><strong>Believe in themselves,</strong> seeing themselves as capable, lovable, and unconditionally worthy human beings.</td>
<td><strong>Doubt their competence and personal value,</strong> feeling inadequate to create their desired outcomes and experiences.</td>
</tr>
</tbody>
</table>

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**This planner belongs to:**

Name

@students.abtech.edu

Student email (first name, middle initial, last name)
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Welcome to A-B Tech
On behalf of the Student Life and Development Department and the Student Government Association: Welcome to A-B Tech! The college offers many wonderful opportunities for you to learn and grow. Use your Student Handbook/Calendar not only as a resource for navigating College services, but also as a key to managing your time on campus. Get involved: become a peer tutor, join a club, play intramural sports, or sign up for an alternative spring break service trip. You name it — the sky’s the limit!

To stay connected to the latest updates and College events, follow us on Facebook at facebook.com/abtechstudentlife. Be sure to regularly check your student email for information on scholarships, financial aid and other College announcements.

Vision Statement
Locally Committed • Regionally Dynamic • World-Class Focused

Mission Statement
A-B Tech inspires, nurtures and empowers students and the community toward a better quality of life through progressive teaching, bold innovation and supportive collaboration.

Values Statement
A-B Tech’s core beliefs guide behaviors, decisions and interactions towards accomplishing the mission and achieving the vision. A-B Tech is dedicated to student and community success through: Excellence, Supportive Environment, Continuous Improvement, Learning, Innovation and Inclusiveness.

Student Assurances and Responsibilities
Asheville-Buncombe Technical Community College has adopted these quality assurances and responsibilities, promising to treat you with respect and courtesy and in a professional manner.

Student Assurances
1. College services will be given impartially and without regard to race, color, sex, age, national origin, religion, disability, veterans’ status, creed, sexual orientation or political affiliation.
2. You will be treated with respect and consideration.
3. You will receive reasonable continuity of academic advice.
4. Academically trained professionals who are familiar with College policies will offer academic advice.
5. Information you share with College employees and your academic records will be kept in confidence in compliance with the Family Educational Rights and Privacy Act of 1974.
6. You will be placed in mathematics, English, and possibly, reading classes, on the basis of your performance on a high-quality, nationally-standardized placement test.

7. Academic advice offered to you will be personalized to meet your needs in consideration of other obligations such as childcare, work, and family. (Keep in mind that tailoring curricula to meet your needs is not possible with some programs. Also keep in mind that deviation from a curriculum as published in the catalog may delay your graduation.)

8. You will participate in course selection, course load, and other academic decisions made with any academic advisor.

9. You will receive relevant information from your advisor in order to make informed decisions regarding your education and future.

10. You will be notified through the College catalog or other appropriate media of deadlines or rules that affect your enrollment and fees.

11. You may request an exception to any College rule or deadline, knowing it may not always be practical or prudent to make such an exception.

12. You will be provided with a statement of fees you incur each semester and notification of the day by which they must be paid.

13. You will be offered career counseling by a trained professional counselor, if needed.

**Student Responsibilities**

1. You must provide accurate and complete information about your education history, both in high school and any other postsecondary institution.

2. You are expected to follow any academic prescription detailed for you, particularly any adult basic and developmental classes recommended as a result of placement testing.

3. You assume responsibility for any changes to approved academic advising that you make on your own.

4. You must pay fees promptly and by the established deadline or make arrangements with the Financial Aid Office or the Vice President for Student Services for any exceptions.

5. You agree to be respectful and considerate of College employees, even when the information they are imparting to you is not to your liking.

6. You must drop or withdraw from any course you do not choose to complete.

7. You must assume responsibility for meeting the requirements for graduation outlined in the catalog under which you were accepted into a program.

8. You must meet the prerequisites of any course you take as established at the time you take the course.

9. You must keep your address and phone number current in WebAdvisor.
Getting Started
254-1921, ext. 0
for Directory Assistance.
All numbers can be reached on
 campus by dialing only the ex-
tension. Off campus, dial 398 +
number listed.

Accident Insurance - Ext. 7109
Admissions - Ext. 7520, 7577, 7578
  - New Student Orientation
  - Residency for Tuition Purposes
  - Competitive Allied
    Health Programs

Child Care - Ext. 7143
Financial Aid - Ext. 7520
  - Grants and Scholarships
  - Work-Study Jobs
  - Short/Long Term Loans

Records and Registration
  - Ext. 7520
  - Official Withdrawals
  - Drop/Add Forms
  - Transcript Requests
  - Registration Information
  - Name Changes
  - Graduation
  - Transcript Evaluations

Advisors/Counselors - Ext. 7520
  - Academic Advising
  - Academic Counseling
  - Personal Counseling
  - Career Guidance
  - Placement Testing
  - Change of Major
  - Veterans’ Benefits
  - Disability Services
  - International Student Services

Bookstore - Ext. 7208, 7274
  - Textbooks and Supplies
  - Convenience store
  - A-B Tech Logo Merchandise

Business Office - Ext. 7152, 7155,
  7156, 7540
  - Charges and Payments
  - Refunds and Payment Plans
  - Sponsored Student Transactions

- A-B Tech Access Card
- Parking Permits

Transfer Advising Center
  - Ext. 7580, 7183, 7632
  - Academic Advising for A.A.,
    A.S. and A.F.A. Degrees
  - Transfer program questions

Security - Ext. 0, 7115, 7870
  - Lost and Found
  - Stolen Items
  - Dead Batteries
  - Keys Locked in Car
  - Medical Problems

For emergencies during school
hours, call - Ext. 7125 or 9-911.
For security, nights and
weekends, dial 279-3166.

Student Life & Development
  - Ext. 7203, 7594
  - Student Activities
  - Diversity Activities
  - Alternative Spring Break
  - Student Leadership Program

Student Government
  Association - Ext. 7205
  - Clubs and Organizations
  - Student Senate

Asheville-Buncombe Technical Community College is accredited by the
Southern Association of Colleges and Schools Commission on Colleges
(www.sacscoc.org) to award associate degrees and diplomas. Contact
the Commission of Colleges at 1866 Southern Lane, Decatur, GA 30033-
4097 or call 404-679-4500 only for questions about the accreditation of
Asheville-Buncombe Technical Community College.
**Hours of Operations**

**Academic Learning Center**
*(Tutoring and Testing Labs)*:
Ferguson 114, 114B, 118
- Mon-Thu: 9:00 a.m.-6:00 p.m.
- Fri: 9:00 a.m.-1:00 p.m.

**Testing Lab**
- Sat: 9:00 a.m.-1:00 p.m.

**Computer Labs**:
Holly
- Mon-Thu: 7:30 a.m.-6:00 p.m.
- Fri: 7:30 a.m.-5:00 p.m.
- Sat: 9:00 a.m.-1:00 p.m.

Ferguson 116
- Mon-Thu: 9:00 a.m.-6:00 p.m.
- Fri: 9:00 a.m.-1:00 p.m.

**Writing Center**:
- Mon-Thu: 9:00 a.m.-5:00 p.m.

**Basketball & Weight Room**:
Posted in gym and online each semester

**Bookstore**:
- Mon-Thu: 9:00 a.m.-7:00 p.m.
- Fri: 9:00 a.m.-5:00 p.m.
- Sat: 9:00 a.m.-noon

**Business Office Hours**:
- Mon-Thu: 9:00 a.m.-7:00 p.m.
- Fri: 9:00 a.m.-5:00 p.m.
- Sat: 9:00 a.m.-noon

**Café (Coman Student Activity Center)**:
- Mon-Thu: 7:00 a.m.-5:00 p.m.
- Fri: 7:00 a.m.-2:30 p.m.

**Holly Library**:
- Mon-Thu: 7:30 a.m.-8:00 p.m.
- Fri: 7:30 a.m.-5:00 p.m.
- Sat: 9:00 a.m.-1:00 p.m.

**Student Services**:
- Mon-Thu: 9:00 a.m.-7:00 p.m.
- Fri: 9:00 a.m.-5:00 p.m.
- Sat: 9:00 a.m.-noon

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**Tuition and Fees**

**Fall, Spring, and Summer Semester:**

North Carolina residents 65 years of age or older are exempted from payment of tuition for curriculum courses up to six credit hours.

**North Carolina Residents:**
- N.C. resident per semester .................................................. $1,104.00
  - (16 or more credit hours)
- N.C. resident per credit hour per semester ................................. $69.00
  - (15 or fewer credit hours)

**Nonresidents:**
- Nonresident of N.C. per semester ............................................. $4,176.00
  - (16 or more credit hours)
- Nonresident of N.C. per credit hour per semester ........................ $261.00
  - (15 or fewer credit hours)

**Fees:**
- Accident Insurance ....................................................... $1.40

**Activity Fee, Fall and Spring Semester:**
- 9 or more day, on-campus credit hours ................................. $19.00
- 1-8 day, on-campus credit hours ........................................ $14.00

**Individual course fees:**
Selected courses will have additional fees assessed. These fees are non-refundable if a class is dropped after the term begins.

**Computer Use and Technology Fee:**................................. $16 per semester

*All tuition and fees are subject to change without notice.*

For further information on College rules, regulations, procedures and activities, students should consult the College catalog, available at abtech.edu. Guidelines, events, and dates are subject to change.
Quick Reference to College Services

Career and Personal Counseling – Need assistance determining a future career path? Need assistance with academic difficulty, distress or other personal counseling needs? Visit the Counseling Center in the K. Ray Bailey Student Services Center. To schedule a Career Counseling appointment visit: abtech.edu/Student_Services/career.

Child Care Assistance – Limited child care assistance is available through the office of the Vice President for Student Services.

College Events – For an updated list of College-sponsored activities and events, please click on the calendar link on the College website: abtech.edu/calendar

Dental Services – Get your teeth cleaned for $25-$40. Have a full mouth series of X-rays taken for $35. Call 398-7255 or karenmpruett@abtech.edu for an appointment or more information.

Diversity Awareness Activities – For more information, contact Michele Hathcock at 398-7203 or michelechathcock@abtech.edu, or visit abtech.edu/Diversity.

Student Business Incubator Program – Start your own business! For more information, contact Christy Ramm at 398-7957 or christinalramm@abtech.edu.

Student ID Cards
A-B Tech issues student ID cards to all curriculum students during the registration process at the K. Ray Bailey Student Services Center. ID cards can be produced while students wait to see an advisor as long as they have a current application on file and bring a current government-issued photo ID card (driver’s license, passport, military ID).

After receiving an A-B Tech ID card, students should take it to the Holly Library to activate the card in the Library’s database. The library-activated photo ID card can be used to check out materials, use the research computers, and access reserve items.

ID Office Hours of Operation:
- Monday - 10:00 a.m.-2:00 p.m.
- Thursday - 3:00 p.m.-7:00 p.m.

The ID Card Office will be open full-time hours the week before classes start and the first week of classes for each semester.

A-B Tech Access Card
A-B Tech has partnered with Higher One, a financial services company, to bring you this powerful benefit, the A-B TechAccess Card. This partnership allows the College to expedite financial aid disbursements and student refunds by using direct deposit to distribute refunds. This means money will be available much more quickly than with traditional paper checks. Check out www.ABTechAccessCard.com to learn more. For questions, call 398-7152, 398-7510, or 398-7540.
Services for Students with Disabilities
The College focuses on the student as an individual and works toward equal opportunity, full integration into the campus environment, physical accessibility and the provision of reasonable accommodations, auxiliary aids, and services to students.

Student with disabilities who require the services of interpreters, readers, or notetakers, or need other reasonable accommodations should request these services from the Disability Services Office since federal law prohibits the College from making pre-admission inquiries about disabilities. This office is located in the K. Ray Bailey Student Services Center. In order to accommodate each disabled student’s needs and to provide the necessary support services, professional documentation of a disability or disabilities must be furnished to the Disability Services Office. Information provided by students is voluntary and appropriate confidentiality is maintained. For detailed information, refer to http://abtech.edu/Student_Services/disability/default.asp.

Students who need assistance for academic services should call the Disability Services office at 828-398-7581. Services are designed and developed on an individual-needs basis, and students may elect to use any or all of the services appropriate to their needs at no charge.

Americans with Disabilities Act Compliance
Individuals wishing to file a complaint of alleged discrimination on the basis of disability should contact the ADA Coordinator at 398-7170. For more information regarding disabilities, view the College website at www.abtech.edu.

Veterans’ Service Office
The Veterans’ Service Office provides assistance to veterans and other eligible persons in applying for educational benefits. The Veterans’ Service Office is located in the K. Ray Bailey Student Services Center.
Office hours are:
- Monday, Tuesday, Thursday, Friday: 9:00 a.m.-5:00 p.m.
- Wednesday: 11:30 a.m.-7:00 p.m.
Email: marycalbert@abtech.edu.

Safe Zone
A-B Tech is a participant in the Safe Zone program, which seeks to create a climate of safety for all members of the College community. When you see the Safe Zone symbol, you will find an individual who is empathetic and informed about gay, lesbian, bisexual, transgender, queer and questioning issues and who is willing and able to provide support, information, and confidentiality.
Health Clinic
The on-campus health clinic is open to students and employees. The clinic provides basic health care services for $10 for students and $25 for employees for a 15-minutes visit, regardless of insurance coverage. Services are provided for minor medical issues such as glucose testing, EKGs, emergency prescriptions for urinary tract infections and strep throat and smoking cessation assistance. Students will be served on a walk-in basis. All students are eligible, but must present student ID to receive services. The Health Clinic is located in Rhododendron Room 113. Check www.abtech.edu for hours of operation.

Student Insurance
A group policy, providing insurance protection, is maintained by the College and all curriculum students are required to subscribe to such coverage. The only exception is for students taking only off-campus courses. The cost of accident insurance to the student is $1.40 per semester.

Job Board
Employers are looking for A-B Tech students and graduates. Join our Job Board and connect with employers from the local community. Jobs, internships and co-ops are posted specifically for A-B Tech students and graduates. Connect with Job Board at www.abtech.edu.

Bookstore
Students may purchase textbooks, school supplies, and items of special interest from the College Bookstore in the K. Ray Bailey Student Services Center. Used books are available on a first-come, first-served basis. Payment may be made by cash, check, Visa, MasterCard or American Express.

Hours of operation:
- Monday-Thursday: 9:00 a.m.-7:00 p.m.
- Friday: 9:00 a.m.-5:00 p.m.
- Saturday: 9:00 a.m.-noon

Return Policy
All returns or exchanges must be accompanied by a sales receipt. There are no exceptions. New books must be in new and resalable condition. Defective books will be exchanged if returned within 30 days from the date of purchase. Purchases paid for by check will be refunded by cash 15 days after the date of purchase. Credit card purchases will be credited back to the account and cash purchases will be refunded by cash.

A-B Tech Campus Police and Security Department
The department mission is to serve the College in a manner that is unsurpassed and serve as the standard for others to emulate. The primary function is to provide an environment that allows students, staff, faculty and visitors to interact in safe and secure surroundings. The role is to actively support the educational activities of the College through safety, security and parking services. These services
will meet the highest level of approval and will constantly strive to anticipate the needs of the College community.

**Telephone Numbers for Security Services**
- Main College: 254-1921
- Non-Emergency: 279-3166
- Emergency: 398-7125 or 9-911

**Safety Tips**
The following tips can help students avoid becoming a victim of a crime when at school, work, or just out and about.

**Be Prepared**
- Always be alert and aware of the people around you.
- Educate yourself concerning prevention tactics.
- Be aware of locations and situations that would make you vulnerable to crime, such as alleys and dark parking lots.

**Street and Parking Lot Precautions**
- Be alert of your surroundings and the people around you, especially if you are alone or it is dark.
- Whenever possible, travel with someone.
- Stay in well-lit areas as much as possible.
- Walk close to the curb. Avoid bushes and alleys where someone could hide.
- If you carry a purse, hold it securely between your arm and body.
- Walk confidently and at a steady pace.

**Car Safety**
- ALWAYS lock your car doors after entering or leaving your car.
- Park in well-lit areas.
- Have your car keys in your hand before you get to your car.
- Check the back seat before entering your car.
- If you think you are being followed, drive to a security, police, sheriff or fire station.
- Don't stop to aid motorists stopped on the side of the road. Go to a phone and request help for them.
- Never pick up hitchhikers.

**Office and Classroom Safety**
- Never leave your purse or billfold in plain view or in the pocket of a jacket hanging on a door or chair.
- Don't leave cash or valuables in the office or classroom, even for a short time, such as a break.
- Be aware of escape routes for emergencies.
- Report suspicious people and activities to security personnel.
- When sitting in the cafeteria, lounge or on outside benches, always keep personal belongings with you.
- If you work alone or before/after normal business hours, keep the door locked.
- If you attend night classes or work late, try to walk out with another person or call security for an escort.

**If a Crime Occurs - Report It**
Everyone should consider it his or her responsibility to report crime. Many crim-
nals target favorite areas and have predictable methods of operation. At least one out of two crimes in the United States goes unreported, usually because people don’t want to get involved. If you don’t report a crime, this allows the criminal to continue to operate without interference.

In many cases, it is the information provided by victims and witnesses that leads to the arrest of a criminal. So tell as much as you can; no fact is too trivial.


Parking
Any vehicle to be parked on campus must have a parking decal. Student parking decals are valid from August through July and must be renewed by the start of the fall semester each year. Parking decals are available in the Express Lane in the K. Ray Bailey Student Services Center. Students should bring their vehicle information, including make, model, and year of the vehicle to be registered, in addition to the license plate number and state. To facilitate the process, students should also bring their Student ID number. For parking regulations, including where to display parking decals, please go to: www.abtech.edu/security

Students needing special parking should apply for a temporary placard through the North Carolina Division of Motor Vehicles. A-B Tech does not issue special parking permits. Parking spaces for individuals with disabilities are located at each facility. Spaces marked by yellow lines are for faculty and staff use only. Students park in white-lined spaces.

All parking fines must be paid prior to registering for classes, seeing grades or getting transcripts.

Shuttle Service
A shuttle service is provided during the first few weeks of each semester. After evaluating ridership and traffic flow, the shuttle service may be changed or canceled. Shuttle schedules can be found by calling 254-1921, ext. 0.

Campus Visitors, Including Children, in the Classrooms
All visitors in the classroom must have the instructor’s approval.

Students should make off-campus arrangements for the care of their children, including during scheduled closings of public schools and emergency situations.

Dress and Personal Appearance
All students are expected to dress in a manner that is modest, neat, clean and safe and are expected to practice good personal hygiene and grooming. Shirts and shoes are required at all times.

Tobacco-Free College
Financial Aid

It is highly recommended that all students apply for the full range of financial assistance. Approximately 90% of all applicants receive some form of assistance. Several types of aid are available to students who demonstrate financial need and who maintain satisfactory academic progress. The satisfactory progress standards for financial aid recipients are outlined later in this section.

Students desiring financial aid for an academic year (August through May) are encouraged to apply early (January through March) to be given priority consideration for the funds available. Applications will be processed until all available funds are awarded. Applications should be completed online at www.fafsa.gov. Financial aid is awarded to fully-accepted curriculum students working toward a diploma or degree. Enrollment in six or more credit hours is required for most sources of assistance.

Financial aid is awarded as scholarships, grants, loans and employment, or in any combination of these. The College’s Financial Aid Office determines the type and amount of aid a student will receive based upon the student’s individual circumstances.

All correspondence from the Financial Aid Office is sent to students via their A-B Tech student email account. All students who apply for financial aid are automatically assigned a student email account. Information regarding how to access your student email account can be found at abtech.edu/students/email. Students should check their student email regularly for information regarding financial aid status, class information, registration, billing status, etc.

When financial aid is processed, students should go to their WebAdvisor account to view their award notification, which tells them how much and what types of financial aid they will receive. Students can access their WebAdvisor account from the A-B Tech website at abtech.edu.

Students encountering financial problems during their enrollment are urged to contact the Financial Aid Office at once. Only U.S. citizens and eligible noncitizens may apply for financial aid. Persons in the U.S. on F1, F2, J1 or J2 visa are not eligible to receive aid.

The Financial Aid Office is located in the K. Ray Bailey Student Services Center. Office hours are 9:00 a.m.-7:00 p.m. Monday through Thursday, 9:00 a.m.-5:00 p.m. on Friday, and 9:00 a.m.-noon on Saturday.

Satisfactory Academic Progress Standards for Financial Aid:
The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of “satisfactory
progress” for students receiving financial aid. For the purpose of maintaining a consistent policy for all students receiving financial aid administered by the College’s Financial Aid Office, these standards are applicable to all financial aid programs including all federally sponsored Title IV programs.

**Satisfactory Progress Defined:**
A student is considered to be making satisfactory progress toward his or her curriculum program of study when three requirements are satisfied:

1. Maintain a minimum cumulative grade point average of 2.0.
2. Complete a minimum number of credit hours with grades of A, B or C.
3. Successfully complete the curriculum program of study within a pre-established maximum timeframe.

Students not meeting the satisfactory progress standards will have their financial aid eligibility terminated. See the College catalog or the Financial Aid web page for more details and the complete policy.

**Auditing Courses**
Students wishing to audit courses must register through regular registration procedures and pay standard tuition and fees. Students who register to take a course for credit and then choose to audit the course must do so within the first 15 days of the term (for a full term class) with approval of the instructor and by applying through the Records and Registration Office in the K. Ray Bailey Student Services Center for audit status. A student may change from audit to credit status through the Records and Registration Office only during the first five days of the term. Audit work does not receive credit and cannot be used toward diploma or degree requirements. All prerequisites must be met before a course can be audited. Physical Education classes may not be audited. Audit work is not covered by financial assistance.

**Schedule Adjustments**

**Dropping a Class**
In order to officially drop or withdraw from a course without academic penalty, the student must complete the Drop/Add Registration Change Notice and submit by the deadline.

The student may drop classes through the first 10% point of each term. Specific dates can be provided by the Student Records and Registration Office. A class may be dropped in one of the following ways:

a. By submitting the Drop/Add Registration Change Notice electronically or to any registration center (K. Ray Bailey Student Services Center, Madison Site Office).

b. Students may drop a course through WebAdvisor up to the first day of the term. After that day, students must drop the class in person. Distance students may receive assistance from the Distance Advisor.
c. By having the program advisor or Academic Advisor process the drop. Students are responsible for ensuring this has been done.

In the case of drops, the course(s) will not be included on the transcript.

**Withdrawing from a Class**

After the 10% point of the term, a student wishing to withdraw from a class must complete a withdrawal form. A student receiving financial aid must obtain a signature of a financial aid officer and all instructors. Anyone receiving veteran’s benefits must obtain signatures from the instructor(s) and the Veterans’ Advisor. Any F-1 or M-1 international student must obtain signatures from the instructor(s) and the International Student Advisor. All withdrawal forms must be received by the K. Ray Bailey Student Services Center, or Madison Site Office during the first 75% of the term. Deadline dates are published in the calendar portion of this handbook. In the case of a withdrawal, the student will receive a grade of “W,” which will not influence the quality point ratio, but will appear on the transcript.

Exceptions such as serious illness or job transfer requiring withdrawal from all classes after the 75% point of the term will be considered on an individual basis by the Vice President for Student Services or his or her designee. A student who has withdrawn from a class may no longer attend the class.

**Adding a Class**

A student may add a class to his or her schedule by submitting the Drop/Add Registration Change Notice electronically or to any registration center (K. Ray Bailey Student Services Center, Madison Site Office). A class may only be added prior to the first scheduled class meeting and through the first day for online classes.

**Class Attendance**

Regular and punctual class attendance is expected of all students for them to achieve their potential in class and to develop desirable personal traits necessary to succeed in employment. Instructional time missed is a serious deterrent to learning. Students are responsible for fulfilling the requirements of the course by attending and completing course assignments. An accurate record of class attendance will be kept.

It is mandatory that the student attend at least once during the first 10% of the course. For online classes, a graded activity must be submitted during the first 10% of the course. Failure to attend or submit an assignment during the first 10% of the course will cause the grade of “No Show” to be awarded. The student will not be allowed to continue with the course or to receive a refund.

If instructional time is missed for excusable reasons, the student will be permitted to make up work to the extent possible. Because of the nature of some learning
experiences, especially clinics, labs and shops, it is difficult, if not impossible, to duplicate the work of the class. In some courses, absence or tardiness of an individual may be a major disruption to the performance of others in the class or an inconvenience to other organizations such as hospitals and clinics. The faculty may develop guidelines for advance notice of absences, makeup of work, etc. Students will be informed of guidelines at the beginning of the course.

A tardy is defined as arriving late for class, leaving early, or being away from class without permission during class hours. Three tardies may constitute one absence. It is the joint responsibility of the student and instructor to discuss attendance patterns that will endanger the success of the student in the course. If it appears that a student will not be able to complete a course successfully, the instructor may advise the student to withdraw no later than the official withdrawal date at the 75% point of the class.

To receive course credit, a student should attend a minimum of 85% of the contact hours of the class. Upon accumulating absences exceeding 15% of the course contact hours, the student may be dropped from the class unless the student follows the official withdrawal procedure before the withdrawal deadline for the class.

**Allied Health Students**

To receive course credit when enrolled in an Allied Health program, a student should attend a minimum of 90% of the contact hours of all major area courses. Upon accumulating absences exceeding 10% of the contact hours, the student may be dropped from the class, unless the student follows the official withdrawal procedure before the withdrawal deadline. The 90% minimum attendance requirement applies to these major area course prefixes: NUR, DEN, EMS, MED, MLT, SON, PBT, PHM, RAD, SUR and VET.

**Cosmetology Students**

To receive course credit when enrolled in a Cosmetology program, a student should attend a minimum of 95% of the contact hours of all major area courses. Upon accumulating absences exceeding 5% of the contact hours, the student may be dropped from the class unless the student follows the official withdrawal procedure before the grade of “U” is recorded. The 95% minimum attendance requirement applies to the major area course prefix of COS.

**Developmental Students**
To receive course credit when enrolled in a developmental course, a student should attend a minimum of 90% of the contact hours. Upon accumulating absences exceeding 10% of the contact hours, the student may be dropped from the class unless the student follows the official withdrawal procedure before the withdrawal deadline.

**Inclement Weather Schedule**

The College will close when weather conditions are such that driving is hazardous. The following procedure will be observed for inclement weather conditions:

1. The President shall determine the classifications of days as hazardous, marginal or late opening.
2. Announcements concerning school operation will be made as soon as possible and announced on all local radio and TV stations for all day classes. In addition, announced closings will be posted on the College web site, facebook page, on the switchboard, and on the Victoria Road electronic message board. To receive text message alerts, update your contact information in WebAdvisor. If it appears that ice or snow may be cleared before the day is over, a late opening will be announced as soon as possible. Students should attend classes as scheduled.

**Important:** If weather conditions become worse after an initial decision is made, an additional announcement closing school for the day will be made as soon as possible.

3. Closing or delaying the day programs does not automatically close evening classes. Announcements will be made concerning the evening classes in the afternoon through the media (See item 2).
4. When weather conditions dictate early dismissal of day or evening classes, the announcement will be made by telephone and classroom computers to each building on campus.
5. Commuters, particularly those commuting from outlying areas, should exercise personal judgment concerning highway conditions regardless of College announcements.
6. Curriculum class work can be made up by rescheduling the class, extra assignments, individual conferences, extended class sessions, online assignments, or other alternatives as determined by the Vice President for Instructional Services.
7. Continuing Education sessions missed because of inclement weather will be rescheduled whenever possible.

**The Student’s Role in Institutional Decision Making**

A-B Tech encourages student participation in the institution’s decision-making process. Toward this end, student representatives are included as permanent members of a large number of standing committees. Examples of such committees include the College Board of Trustees, the Academic Affairs Committee and the Diversity Committee.

The student representative is expected to attend regularly and to participate fully.
From time to time, students are also included on ad hoc committees, such as various academic appeals committees. Student members are expected to participate fully on these committees as well.

**Student Government Association**
The Student Government Association (SGA) is responsible for legislative and executive authority in regards to student affairs.

The SGA operates under the supervision of the Director of Student Life and Development and serves as the voice of students in their relationships with the officials of the College. The president and other officers of the SGA are elected in the spring semester of the school year.

The SGA Office is located in the Coman Student Activity Center and can be reached at sga@abtech.edu or 398-7205.

**Student Activity Fee Usage**
The Student Life and Development Office and Student Government Association enrich the academic and social growth of the student body with a wide range of activities and resources developed specifically for college students.

All student activities are financed through the activity fee paid by each day student. This is currently used to provide the following resources, services and activities:

- Fall Festival
- Community Partnership Programs
- Diversity Awareness Programs
- Earth Day Celebration
- Dean’s and President’s List Ceremonies
- Academic Awards Ceremony
- Graduation Reception
- Veterans’ Day Refreshments and Gifts
- Clubs – 18 co-curricular and general interest clubs
- Co-Curricular Outings – class trips to museums and plays
- Co-Sponsor the PTK Induction Ceremony Reception
- Passes to the Asheville Art Museum
- Student Membership to the Smith-McDowell House
- New Student Orientation
- Wellness brochures around campus
- Student Handbook/Calendar printing
- Student Government Association Services

**Activity Day Class Schedule**
Activity days for the 2012-2013 academic year are August 30, November 30, and
April 19. Activity days will be accommodated by cancellation of the 11 a.m. and 12 noon classes on that day. The canceled classes will be made up with out-of-class assignments.

**Student Intramurals**

A-B Tech offers a wide variety of intramural activities that are open for student and employee participation. Check the calendar portion of this handbook for a listing of intramural activities. Stop by the gymnasium in the Coman Student Activity Center to sign up. For more information, contact Carol Stanford at cstanford@abtech.edu or visit abtech.edu/Intramural_Sports.

**Forming Clubs and Organizations**

Students wishing to form a new club or organization on campus must seek official recognition through the Student Government Association. A petition for approval must be submitted along with a copy of the proposed organization’s constitution and bylaws. For a complete club handbook, contact the Director of Student Life and Development at michelechathcock@abtech.edu or 398-7203. Upon approval by the SGA Senate, the constitution and bylaws shall be forwarded to the Vice President for Student Services for final approval. Clubs approved to operate on campus must have their charters renewed each fall.

**Student Clubs and Organizations**

Below is a list of currently chartered clubs and advisor contact information. For more detailed information, please visit www.abtech.edu/clubs-organizations
- Student Government Association: SGA President - sga@abtech.edu
- American Dental Hygienists Association: Karen Pruett - karenmpruett@abtech.edu
- Associate Degree Nursing: Jane Headland - janekheadland@abtech.edu
- Baking and Pastry Arts Club: Vincent Donatelli - vincentjdonatelli@abtech.edu
- Bridging the Gap: Ellen Perry - ellenjperry@abtech.edu
- Dental Assisting Club: Marilee Bush - marileebush@abtech.edu
- Drama Club: Peter Carver - peterjcarver@abtech.edu
- Green Power: Heath Moody - brantonhmoody@abtech.edu
- Hospitality Club: Walter Rapetski - walterarapetski@abtech.edu
- Medical Assisting Club: Judy Brauer - judylbrauer@abtech.edu
- Phi Beta Lambda: Kathie Doole - kathleenrdoole@abtech.edu
- Phi Theta Kappa: Lisa York - lisasyork@abtech.edu
- Practical Nursing Club: Nita Kirkpatrick - nitamkirkpatrick@abtech.edu
- Radiology Club: Debra Reese - debrajreese@abtech.edu
- Student Paramedic Association: Keith Owens - richardkowens@abtech.edu
- Surgical Technology Club: Robin Keith - robinbkeith@abtech.edu
- Ultrasound Society: Chastity Case - chastitylcase@abtech.edu
- Veterinary Technology Club: JoEtta Newman - joettasnewman@abtech.edu

**Honor Society**
The College is proud to sponsor the Alpha Upsilon Eta Chapter of the Phi Theta Kappa Academic Honor Society. Membership is open to any student who has a GPA of 3.5 after 24 credits of completed work. Eligible students are welcome to seek more information from club advisor Lisa York at lisasyork@abtech.edu.

**Leadership Program**

A-B Tech’s Sigma Alpha Pi chapter of the National Society of Leadership and Success empowers students to discover and attain their goals. The program provides opportunities to interact with nationally-recognized leaders and for community building with other goal-oriented students. Speaker events take place in October, February and March. Speaker names will be announced on the Student Life & Development’s Facebook page at www.facebook.com/abtechstudentlife. For more information and membership details, please contact the Director of Student Life and Development at 398-7203 or michelechathcock@abtech.edu.

**Student Business Incubator Program**

The Student Business Incubator (SBI) Program is a 12-month extracurricular activity designed to provide a nurturing, supportive environment to A-B Tech students who want to start their own business and guide them toward becoming sustainable, contributing members of a strong economic community. This program is administered by the A-B Tech Small Business Center/Business Incubator and is located at A-B Tech’s Enka campus.

Students interested in participating in this program must submit an application and go through a selection process where they are expected to interview and present a thorough business plan. Four student-run businesses will then be selected to participate in the program, which runs from July–June of each year. Applications for the 2013-14 Student Business Incubator Program are due on March 1, 2013. For dates and more information, visit the College website at www.abtech.edu/content/business-development/small-business-center/Student-Business-Incubator-Program. For more information about the SBI, please contact Christy Ramm at christinalramm@abtech.edu or 398-7957.

**Fine Dining on Campus**

The Culinary Arts and Hospitality students offer dining experiences on most Thursdays in the fall and spring semesters. These lunches and dinners are held in the dining rooms of the Magnolia and Fernihurst buildings on the A-B Tech campus. If you would like to be on the email list to receive the schedule and menus, contact Lee Sokol at leewsokol@abtech.edu.

**Holly Library**

The Library provides students with access to books and electronic resources to meet their information needs. Unique collections include a North Carolina Collection, audio books and feature films. The library hours are Monday-Thursday 7:30 a.m.-8:00 p.m., Friday 7:30 a.m.-5:00 p.m., and Saturday 9:00 a.m.-1:00 p.m. The Research Central area is on the main level where students can use the inter-
net and electronic databases. Wireless access is located throughout the building and laptops can be checked out with your library card. Quiet study zones are located throughout the building and group study rooms are available. The lower level contains an open computer lab and individual computer stations.

**Counseling Services**

Counseling services are provided by the Student Advising and Support Services Department in the K. Ray Bailey Student Services Center. Students are encouraged to use counseling services at any time. Services include career and vocational counseling, academic and personal counseling, and testing. Referral services to other helping agencies are available. Services are available Monday through Thursday 9:00 a.m. to 7:00 p.m., Friday 9:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to noon.

**Academic Resources**

The College has a sincere interest in helping all students attain their goals. Students who find they need or want additional help outside the classroom – or who feel they would benefit by and enjoy more active involvement with faculty and students seeking to build a welcoming, inclusive, integrative and sustaining academic community at A-B Tech – should explore the following sources of support:

**Instructors:** All instructors post office hours when they are available to help students.

**Academic Learning Center:** The Academic Learning Center provides several types of academic assistance to students. The tutorial component serves developmental studies and curriculum students needing assistance outside of class in math- or English-related subjects. Tutoring is accomplished through individual help, small groups, and computer-assisted instruction. These labs are staffed by an instructor and assistants or peer tutors. Students are referred to the labs for tutoring by their instructor and should bring the signed referral form (green sheet) on their first visit. The tutoring labs are not to be used for working on homework assignments.

The Academic Learning Center houses a computer lab in Ferguson. This lab may be used by students to complete assignments requiring computers or may be reserved by an instructor for occasional use by a class.

The Testing Center has been established to facilitate online testing, re-testing, make-up testing, extra-time testing or other special needs testing. For the schedule, visit abtech.edu/academic-learning-center or contact the staff.

**Writing Center:** Serving students in all A-B Tech programs and offering assistance with revision of any writing assignment or project, Writing Center tutors are available on campus and online to conduct conferences with students who need extra help with their writing assignments or who feel they would benefit by
a collegial discussion of their writing assignments and projects.

The on-campus Writing Center, staffed by English faculty and peer tutors, is open during the fall and spring semesters and during the summer term from 9:00 a.m.-5:00 p.m. Monday through Thursday. The online Writing Center accepts submissions 24/7 with a 24- to 48-hour turnaround for papers submitted Sunday through Thursday and a turnaround of up to 72 hours for papers submitted on Friday and Saturday, during periods when the campus is closed for holidays and during midterm and final exam weeks.

**Faculty Advisor:** Associate in Applied Science and diploma students are assigned a faculty advisor, usually the major area department chairperson. Students who are experiencing academic problems should see their advisor for assistance. Unclassified students should see an Academic Advisor in the K. Ray Bailey Student Services Center. Transfer Program students should talk to the staff in the Transfer Advising Center, located in the K. Ray Bailey Student Services Center.

**Student Services for Distance Learners**
Following is a list of Student Services available to distant students. Most of these resources are available from the College website at abtech.edu.

1. **Application:** Application to the College may be made on the College website.
2. **Student Orientation:** The New Student Orientation is available in Moodle for all students.
3. **Student Handbook:** A copy of the annual Student Handbook will be mailed upon request to distance learners. The Student Handbook is also available on the College website.
4. **Transcript Evaluation:** Transcripts from colleges previously attended may be mailed or faxed to A-B Tech by the originating college and can be evaluated for transfer credit, if transfer credit is desired. Students will receive a summary of transfer credits in WebAdvisor.
5. **Application for Graduation:** Applications for graduation may be mailed to the Registrar’s Office for evaluation. The application is available on the College website. Applicants will receive an email response to their A-B Tech email account.
6. **Catalog:** The catalog is available on the College website at abtech.edu.
7. **A-B Tech Transcripts:** Transcript request forms are available on the College website.
8. **Dropping Classes:** Distance learners may drop classes by calling or emailing the Distance Advisor (distanceadvising@abtech.edu), or online via WebAdvisor, if permitted.
9. **Schedule of Classes:** Curriculum schedules are available on the College website and in WebAdvisor.
10. **Financial Aid:** Applications for federal financial aid (FAFSA) are available at www.fafsa.gov and scholarship applications are available on the College website. Financial Aid information is available by emailing
11. **Academic Advising:** Academic advice is available as follows: students classified into programs may receive academic advice by emailing their assigned program advisor at the College. Unclassified students who are not in any program may receive academic advice by contacting distanceadvising@abtech.edu.

12. **Veterans’ Services:** Veterans’ services and advice are available by emailing the Veterans’ advisor at marycalbert@abtech.edu.

13. **Disability Services:** Students with disabilities as defined by the Americans with Disabilities Act may seek services by emailing the academic advisor for students with disabilities: judithkharris@abtech.edu for college transfer, basic skills, and continuing education students; or shannanthomashough@abtech.edu for all other students.

14. **Career Counseling Services:** For those who need assistance in choosing a major/program, researching specifics of various occupations, writing resumes, and/or interviewing skills, counselors are available by appointment. Students may schedule an appointment at careerscheduling.abtech.edu. Career Services and a job and résumé posting service called Job Board are also available online at the College website.

15. **Placement Assessment:** Placement assessment may be accomplished at any college that offers the Accuplacer placement test. Scores can then be faxed by the originating college. Additionally, SAT or ACT scores may be used instead of taking the Accuplacer. The College will also accept Compass or ASSET scores. One of these tests is available at every community college in North Carolina as well as at other colleges throughout the country. For information, contact the Assessment Specialist at kareneedwards@abtech.edu. To schedule a placement assessment on the A-B Tech campus, visit placementtesting.abtech.edu.

16. **Payment of Tuition and Fees:** Tuition and fees may be paid online from the College website or by using WebAdvisor.

17. **Purchase of Books:** Books may be purchased online from the College Bookstore.

18. **Distance Learning:** Visit the Distance Learning web page at abtech.edu/vcampus for additional information.

19. **Online Technical Assistance:** The College provides a Help Desk for students who experience technical issues with Moodle, WebAdvisor and other College-related, online services. Contact helpdesk@abtech.edu.

20. **Library Services:** Students may access the resources of the Holly Library by visiting abtech.edu/holly-library.

21. **Academic Assistance:** Tutoring for distance learners in certain disciplines is available through smarthinking.com. For help with writing, contact the Writing Center at abtech.edu/writingcenter.

22. **College Events:** For an updated list of College-sponsored activities and events, check the calendar on the College website.
Transfer Credit (Transcript Evaluation)
Asheville-Buncombe Technical Community College will accept credit for parallel work completed in other post-secondary institutions accredited by a regional accrediting agency. Transfer applicants should complete the standard College application. No credit will be granted for work below a “C.” Information Technology courses must be less than 5 years old for transfer credit to be awarded.

Transfer credit will be awarded for course work without assigning grades or quality points. Proficiency credits from other institutions will not be accepted. No more than 75% of the credit hours required in a program may be earned by transfer credit. If any course is taken for credit after transfer credit has been awarded, and a grade of A, B, C, D or F is earned, it will replace the transfer credit. A student who must repeat a course may take it at another institution and transfer it to A-B Tech according to the guidelines above. Transfer credit may be awarded for appropriate military courses. Transfer credit may be awarded for courses completed at a foreign university; students should contact the International Student Advisor for more information. Credits will be evaluated in the context of the current catalog.

Students transferring into the Associate in Arts (A.A.), Associate in Science (A.S.), or Associate in Fine Arts (A.F.A.) program who have transfer credit from colleges other than the North Carolina Community College System (NCCCS) or the institutions in the University of North Carolina System should speak with their advisor regarding eligibility for the Articulation Agreement between the universities and NCCCS.

Academic Fresh Start
Any returning student who has not attended A-B Tech for three years and upon re-enrolling maintains a 2.0 GPA for a minimum of 12 semester hours may petition to have grades on all prior course work more than three years old with a grade less than a “C” excluded in calculating the cumulative GPA. Grades below “C” disregarded in calculating the GPA will not count toward graduation but will remain on the transcript. The student should complete an application for Academic Fresh Start, obtained in the Records and Registration Office, after the end of the semester in which he/she has completed the 12 semester hours required. A student who plans to transfer to another college should contact that institution to determine the impact of Academic Fresh Start on transfer.

Transcripts
Transcripts are issued by the Registrar’s Office. Written permission must be granted by the student before a transcript may be released. Permission may be granted by letter, by fax or by completing a Transcript Request Form in the K. Ray Bailey Student Services Center. Transcripts are printed within two days of being requested.
A $5 per transcript fee must be paid prior to release of the transcript. On-demand transcripts cost $10 each. A picture ID is required to pick up a transcript in person.

### Credit by Examination

Students who can provide tangible evidence of preparation to challenge a course, such as a transcript of similar college-level credits, record of military study, certification or license, standardized test scores, or written statements from employers regarding training or directly-related work experience indicating they may be proficient in a subject, may request credit by examination. A written request must be made to the proper Department Chairperson on a form obtained from the Student Records and Registration Office or from the website. This test must be administered immediately after the 10 percent point in the semester.

Examinations are comprehensive and must be approved by the supervisor of the instructor administering the exam. The examination may be oral, performance, written, or a combination of these methods. To receive credit by examination, the score must be above average (“A” or “B”). A grade of “A” or “B” will be posted on the transcript of the student who successfully completes the examination. The decision of the examining instructor is final.

No student may request a second test for Credit by Examination in the same course or request Credit by Examination in a course after receiving any recorded grade for that course. Exceptions must have approval of the Vice President for Instructional Services.

Because of specific requirements, credit for certain courses may not be received through Credit by Examination. Students who request Credit by Examination must:

1. Enroll as a credit student in the course to be challenged and pay tuition. There is no extra charge for full-time students who are taking at least 16 credit hours.
2. Present evidence of proficiency, complete the written request form, and have the request approved prior to the 10 percent point of the semester.
3. Remain enrolled and attend class until the examination is administered. During this period, students who have written approval for the exam may attend class without purchasing textbooks and materials. If books are purchased and returned for refund, they must be in new condition.
4. Students who are very confident of passing the exam may request a course overload.
5. Students who perform on the exam at a level sufficient to get credit may leave the course and will be awarded a grade of “A” or “B” for the course. Receiving credit does not entitle the student to a tuition refund.
6. Students who do not receive credit by examination must remain in the class and complete all course requirements to earn credit at the
end of the semester.
7. Students who receive financial assistance of any type are required to inform the director of their assistance program that they are seeking credit by exam. Assistance may be reduced and reimbursement will be required if the course load is reduced by receiving credit by examination.

Any exceptions to these procedures must have prior written approval by the appropriate Department Chairperson, Division Dean, and the Vice President for Instructional Services.

Curriculum Course Repetition
Students who need a course to graduate may take the course as many times as necessary to pass it, providing space is available. Any course that has been passed or audited may not be taken for credit or audited more than twice per academic year subject to space being available after registration. The twice-per-year regulation also applies to single or elective courses that are not required for graduation. No single physical education course may be attempted more than twice.

If a student has a failing grade in a required course, the course must be passed prior to graduation. If a student fails a prerequisite course, it must be repeated successfully before beginning the next course. This could result in the student being enrolled for a longer period than is normally required to complete requirements for graduation.

As courses are repeated, the higher grade becomes the official grade. Only a grade of “D” or above can replace an existing grade.

Final Exams
Each instructor will schedule a comprehensive final course evaluation at some point during the last five days of the semester or the last two days of the class. The evaluation may consist of one or multiple components or methods. The course schedule will indicate the date(s) and method(s) of evaluation. If the final evaluation is given prior to the last day of class, the schedule will reflect the class activities to take place after the final evaluation.

Students are required to take their final examinations at the time(s) and place(s) scheduled. Conflicts may be resolved by arrangement with the faculty member. Three examinations scheduled for the same day is considered a conflict.

Graduation Requirements
The College holds a graduation ceremony in May each year. To graduate with a diploma or degree, students must meet the following minimum requirements:

1. Declare an academic major and complete the requirements of a College-approved program of study according to the student’s official catalog. The official catalog is determined by the program chair in
consultation with the student and should be the catalog that is in effect at the time that the student declares a major. The official catalog may not be a catalog prior to the student’s first date of enrollment and must be a College catalog dated no more than five years prior to the date of graduation (i.e., a student graduating in 2013 cannot use a catalog earlier than 2008-2009). Students should be aware that prerequisites for courses change frequently and that they will be required to meet the prerequisites in place at the time a course is taken.

2. Each course in the program of study must be completed by one of the following methods:
   a. Take the course at A-B Tech.
   b. Receive transfer credit.
      To be eligible for graduation, at least 25% of the required program hours must be completed at A-B Tech. The following programs require that selected upper-level courses be completed in residency at A-B Tech: Associate Degree Nursing, Basic Law Enforcement Training, Dental Assisting, Dental Hygiene, Emergency Medical Science, Medical Assisting, Medical Laboratory Technology, Medical Sonography, Pharmacy Technology, Phlebotomy, Practical Nursing, Radiography, Surgical Technology, Veterinary Medical Technology, Cosmetology, and Therapeutic Massage. A student who desires to transfer credit into one of these programs should consult with the department chairperson. Exceptions may be approved by the Vice President for Instructional Services.
   c. Earn Credit-by-Exam.

3. Earn a grade of at least “C” in each course identified in the catalog as a major course and a minimum average of 2.0 (“C”) quality points for the current program. Students completing their program of study with a program grade point average of 4.0 will be graduated with highest honors. Those who have a minimum program GPA of 3.75 will be graduated with high honors and those with a minimum program GPA of 3.50 will be graduated with honors. The student must assume primary responsibility for assuring that all requirements for graduation are met.

4. Apply for graduation in the K. Ray Bailey Student Services Center the semester before completing degree requirements. Purchase caps, gowns, and diplomas in March. Students who cannot attend graduation must still pay for the diploma.

5. Be in good standing; fulfill all financial obligations to the College;
receive library clearance.
6. Fulfill programmatic-related graduation requirements as defined by special accreditation compliance standards.

### Grading System

Final grades will be issued to all students at the end of the term based on the criteria outlined in the course syllabus. A student who wants to contest a grade must do so within six weeks of the awarding of the grade. A grade cannot be changed after this period without approval by the department chair and the division dean.

Students will be graded by the following system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent academic performance, consistent mastery of facts and concepts, and a thorough understanding of course content.</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Good academic performance, high-level mastery of course content.</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Average academic performance.</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Marginal academic performance, poor mastery of course content.</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>Very poor performance, no demonstration of even minimal mastery of course content.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Assigned when a student is unable to complete work or take a final examination because of illness or other reasons over which the student has no control. An incomplete grade must be completed within the first six weeks of the next semester. Otherwise, the grade becomes an “F.”</td>
</tr>
<tr>
<td>P</td>
<td>Proficiency</td>
<td>Does not affect quality point ratio.</td>
</tr>
<tr>
<td>R</td>
<td>Retake</td>
<td>Proficiency not demonstrated. Class must be retaken. Does not affect quality point ratio.</td>
</tr>
<tr>
<td>U</td>
<td>Unofficial Withdrawal (penalty)</td>
<td>Assigned when the student does not follow the College’s official withdrawal policy by the course withdrawal deadline or is dropped for excessive absences. This is the equivalent of an “F” grade and will influence the quality point ratio.</td>
</tr>
<tr>
<td>W</td>
<td>Official Withdrawal (no penalty)</td>
<td>Assigned when the student OFFICIALLY WITHDRAWS. This will not influence the quality point ratio. Official withdrawals are not allowed after the 75% point of a semester or term, as identified in the official college calendar, except for exceptional and documented emergencies. In such circumstances, the student must withdraw from all courses. Approval for an emergency withdrawal must come from the Vice President for Student Services.</td>
</tr>
</tbody>
</table>
| X     | Continuing | Assigned when a student is unable to complete work during the current semester because of class scheduling over consecutive semesters or at the discretion of the instructor to allow additional time to complete work. A “contract” of
conditions for completion and time limit, not to exceed 12 months, will be executed by the instructor and signed by both the instructor and student. If the terms to remove the grade of “X” are not fulfilled by the end of the contract period, the grade will revert to the average held at the beginning of the contract period, including zeros for work not completed.

Transcript Codes
Other codes that may appear on the college transcript include:

- **AP** Advanced Placement course credit.
- **AR** North Carolina High School to Community College Articulation Agreement course credit.
- **CR** CLEP (College Level Examination Program) course credit, or other academic credit applied from non-course activity.
- **NS** No Show. Student enrolled but never attended the class. This will not influence the quality point ratio.
- **P** Proficiency. Does not affect quality point ratio.
- **R** Retake. Proficiency not demonstrated. Class must be retaken. Does not affect quality point ratio.
- **T** Transfer credit from other colleges, universities, and military credit.
- **TA** Transfer credit from other North Carolina colleges and universities that articulates under the Comprehensive Articulation Agreement.
- **TS** Transfer credit from other North Carolina community colleges, which can be used only for diploma or A.A.S. programs.
- **Y** Audit.

To Compute the Quality Point Average
At the end of each semester quality points are assigned in accordance with the following formula. (The minimum program grade-point ratio for graduation is 2.00 or an average of grade “C.”)

- **A** 4 quality points per credit hour
- **B** 3 quality points per credit hour
- **C** 2 quality points per credit hour
- **D** 1 quality point per credit hour
- **F** no quality points
- **U** no quality points

Quality ratings are determined by dividing the total number of quality points by the number of hours attempted (excluding grades of “X”, “I” and “W”). A ratio of 2.00 indicates that a student has an average of “C.”
Academic Procedures

Classification of Students

Full-time student: A student enrolled for 12 or more credit hours during fall and spring semester, and 9 or more credit hours during the summer session.

Part-time student: A student enrolled for fewer than 12 hours during fall or spring semesters or fewer than 9 credit hours during summer session. (Please note that financial aid recipients registered during the summer will need 12 credit hours for full Pell awards.)

Declaring, Changing, or Adding Second Majors

In order to declare a major, change majors, or add a second major, the student needs to see an Academic Advisor in Student Services who will complete a change-of-major form indicating the new major or the second major. The catalog in effect at the time of this declaration will be the catalog recorded for this major.

Class Attendance

Regular and punctual class attendance is expected of all students for them to achieve their potential in class and to develop desirable personal traits necessary to succeed in employment. Instructional time missed is a serious deterrent to learning. Students are responsible for fulfilling the requirements of the course by attending and completing course assignments. An accurate record of class attendance will be kept.

It is mandatory that the student attend at least once during the first 10% of the course. For online classes, a graded activity must be submitted during the first 10% of the course. Failure to attend or submit an assignment during the first 10% of the course will cause the grade of “No Show” to be awarded. The student will not be allowed to continue with the course or to receive a refund.

If instructional time is missed for excusable reasons, the student will be permitted to make up work to the extent possible. Because of the nature of some learning experiences, especially clinics, labs and shops, it is difficult, if not impossible, to duplicate the work of the class. In some courses, absence or tardiness of an individual may be a major disruption to the performance of others in the class or an inconvenience to other organizations such as hospitals and clinics. The faculty may develop guidelines for advance notice of absences, makeup of work, etc. Students will be informed of guidelines at the beginning of the course.

A tardy is defined as arriving late for class, leaving early, or being away from class without permission during class hours. Three tardies may constitute one absence. It is the joint responsibility of the student and instructor to discuss attendance patterns that will endanger the success of the student in the course. If it appears that a student will not be able to complete a course successfully, the instructor may advise the student to withdraw no later than the official withdrawal date at the 75% point of the class.
To receive course credit, a student should attend a minimum of 85% of the contact hours of the class. Upon accumulating absences exceeding 15% of the course contact hours, the student may be dropped from the class unless the student follows the official withdrawal procedure before the withdrawal deadline for the class.

**Allied Health Students**
To receive course credit when enrolled in an Allied Health program, a student should attend a minimum of 90% of the contact hours of all major area courses. Upon accumulating absences exceeding 10% of the contact hours, the student may be dropped from the class, unless the student follows the official withdrawal procedure before the withdrawal deadline. The 90% minimum attendance requirement applies to these major area course prefixes: NUR, DEN, EMS, MED, MLT, SON, PBT, PHM, RAD, SUR and VET.

**Cosmetology Students**
To receive course credit when enrolled in a Cosmetology program, a student should attend a minimum of 95% of the contact hours of all major area courses. Upon accumulating absences exceeding 5% of the contact hours, the student may be dropped from the class unless the student follows the official withdrawal procedure before the grade of “U” is recorded. The 95% minimum attendance requirement applies to the major area course prefix of COS.

**Developmental Students**
To receive course credit when enrolled in a developmental course, a student should attend a minimum of 90% of the contact hours. Upon accumulating absences exceeding 10% of the contact hours, the student may be dropped from the class unless the student follows the official withdrawal procedure before the withdrawal deadline.

**Prerequisites and Corequisites**
Before enrolling in a course with prerequisite requirements, students must satisfactorily complete the prerequisite course(s). Corequisite courses must be taken the same semester. Exceptions may be approved by the appropriate department chairperson and will be documented in the student’s academic file.

**Course Substitutions**
Curriculum course substitutions must be approved by the program area dean and forwarded to the Registrar.

**Introduction to College Courses for Degree-Seeking Students**
Degree-seeking students who enroll in a college program requiring ACA 115, EGR 110, CUL 111, or any equivalent course, must enroll in and successfully complete the course with a grade of “C” or better in their first semester of enrollment. Students who do not meet this requirement will be prevented from regis-
tering for future semesters without enrolling in the course. Any student who places into more than one developmental course must enroll concurrently in ACA 115, EGR 110 or CUL 111 as appropriate for his or her curriculum.

Students transferring a similar course or who transfer in 24 or more transfer credit hours of college-level work, will be permitted to substitute another course for ACA 115, EGR 110, or CUL 111 and will not be subject to the above requirement and subsequent restrictions.

Cooperative Education
In selected programs, A-B Tech provides students with an opportunity to integrate classroom learning with supervised work experience in an employment situation directly related to the educational program of the student. The work experience component is an integral part of the total educational process. The primary objective of cooperative education is to prepare the student for employment.

To be eligible to participate in a cooperative work experience activity, a student must be 18 years of age, be enrolled in a curriculum program that provides a cooperative education option, have a minimum 2.0 cumulative program GPA, have completed required course prerequisites, and have completed a minimum of 9 semester credit hours within the appropriate program of study. Approval by the department chairperson is required for a student to participate in a cooperative education activity. Any exceptions to these requirements must be approved by the appropriate academic dean.

Schedule Adjustments
Dropping a Class
In order to officially drop or withdraw from a course without academic penalty, the student must complete the Drop/Add Registration Change Notice and submit by the deadline.

The student may drop classes through the first 10% point of each term. Specific dates can be provided by the Student Records and Registration Office. A class may be dropped in one of the following ways:

a. By submitting the Drop/Add Registration Change Notice electronically or to any registration center (K. Ray Bailey Student Services Center, Madison Site Office).

b. Students may drop a course through WebAdvisor up to the first day of the term. After that day, students must drop the class in person. Distance students may receive assistance from the Distance Advisor.

c. By having the program advisor or Academic Advisor process the drop. Students are responsible for ensuring this has been done.

In the case of drops, the course(s) will not be included on the transcript.
Withdrawing from a Class
After the 10% point of the term, a student wishing to withdraw from a class must complete a withdrawal form. A student receiving financial aid must obtain a signature of a financial aid officer and all instructors. Anyone receiving veteran’s benefits must obtain signatures from the instructor(s) and the Veteran’s Affairs Advisor. Any F-1 or M-1 international student must obtain signatures from the instructor(s) and the International Student Advisor. All withdrawal forms must be received by the K. Ray Bailey Student Services Center, or Madison Site Office during the first 75% of the term. Deadline dates will be published in the Student Handbook and Events Calendar each year. In the case of a withdrawal, the student will receive a grade of “W”, which will not influence the quality point ratio, but will appear on the transcript.

Exceptions such as serious illness or job transfer requiring withdrawal from all classes after the 75% point of the term will be considered on an individual basis by the Vice President for Student Services or his or her designee. A student who has withdrawn from a class may no longer attend the class.

Adding a Class
A student may add a class to his or her schedule by submitting the Drop/Add Registration Change Notice electronically or to any registration center (K. Ray Bailey Student Services Center, Madison Site Office). A class may only be added prior to the first scheduled meeting and through the first day for online classes.

Final Examinations
Each instructor will schedule a comprehensive final course evaluation at some point during the last five days of the semester or the last two days of the class. The evaluation may consist of one or multiple components or methods. The course schedule will indicate the date(s) and method(s) of evaluation. If the final evaluation is given prior to the last day of class, the schedule will reflect the class activities to take place after the final evaluation.

Students are required to take their final examinations at the time(s) and place(s) scheduled. Conflicts may be resolved by arrangement with the faculty member. Three examinations scheduled for the same day is considered a conflict.

Independent Study
Selected courses may be available for independent study, with approval of the appropriate dean. A student requesting to take a course by independent study must complete the Request for Independent Study form and have it approved by the department chair and division dean prior to registration. The request to enroll in a course by independent study may be approved when the following conditions are met:

1. The course is not offered during the current semester or is in schedule
conflict with another required course and is needed for the student to qualify for graduation or transfer.
2. The student has a cumulative grade point average of 2.0 or higher.
3. The student has completed 15 semester hours of study in his or her academic program at Asheville-Buncombe Technical Community College.
4. A full-time faculty member, with the approval of the department chair, agrees to serve as the instructor for the semester of independent study.

Any exceptions must be justified by special circumstances and approved by the Vice President for Instructional Services.

Maximum Course Load
Because of the amount of effort that is expected to be put forth in college-level courses, students are limited to a maximum of 20 hours of course work each semester. Exceptions to this rule may be granted by the Vice President for Instructional Services.

Honors and Achievements

Dean’s List
1. For the Dean’s List, students must be enrolled in an academic program (degree, diploma or certificate), carrying a minimum of eight credit hours of curriculum courses numbered 100 or above.
2. Students must have a minimum 3.75 quality point average to qualify for the Dean’s List for the semester under consideration.
3. Students who earn grades of F, I, U or X are not eligible for the Dean’s List for that semester. Students receiving credit for a course by examination are not affected. Only courses numbered 100 and above will be considered.
4. The Dean’s List will be compiled by the Registrar and the Executive Assistant of Instructional Services. The draft of candidates will be posted on major bulletin boards for students to review. The Vice President for Instructional Services will be responsible for final approval and publication.

President’s List
1. For the President’s List, students must be enrolled in an academic program (degree, diploma or certificate), carrying a minimum of twelve credit hours of curriculum courses numbered 100 or above.
2. Students must have a 4.0 quality point average to qualify for the President’s List during the semester under consideration. Only courses numbered 100 and above will be considered.
3. Students who earn grades F, I, U or X are not eligible for the President’s List for that semester. Students receiving credit for a course by examination are not affected.
4. The President’s List will be compiled by the Registrar and the Executive Assistant for Instructional Services. The draft of candidates will be posted on major bulletin boards for students to review. The Vice President for Instructional Services will be responsible for final approval and publication.
## Fall Semester - 2012

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Registration Begins</td>
<td>April 16</td>
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<tr>
<td>Classes Begin</td>
<td>Aug. 20</td>
</tr>
<tr>
<td>4-Week Minimester 1</td>
<td>Aug. 20-Sept. 17</td>
</tr>
<tr>
<td>8-Week Minimester 1</td>
<td>Aug. 20-Oct. 15</td>
</tr>
<tr>
<td>Student Activity Day</td>
<td>Aug. 30</td>
</tr>
<tr>
<td>Labor Day Weekend Student Holiday</td>
<td>Sept. 1</td>
</tr>
<tr>
<td>Labor Day College Holiday</td>
<td>Sept. 3</td>
</tr>
<tr>
<td>Last Day to withdraw from 4 week session 1</td>
<td>Sept. 10</td>
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<tr>
<td>4-Week Minimester 2</td>
<td>Sept. 18-Oct. 15</td>
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<tr>
<td>Last Day to withdraw from 8 week session 1</td>
<td>Oct. 1</td>
</tr>
<tr>
<td>Last Day to withdraw from 4 week session 2</td>
<td>Oct. 8</td>
</tr>
<tr>
<td>Professional Development Day</td>
<td>Oct. 16</td>
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<tr>
<td>4-Week Minimester 3</td>
<td>Oct. 17-Nov. 13</td>
</tr>
<tr>
<td>8-Week Minimester 2</td>
<td>Oct. 17-Dec. 15</td>
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<tr>
<td>Last Day to withdraw from 4 week session 3</td>
<td>Nov. 6</td>
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<tr>
<td>4-Week Minimester 4</td>
<td>Nov. 14-Dec. 15</td>
</tr>
<tr>
<td>Last Day to withdraw from a 16 week session</td>
<td>Nov. 13</td>
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<tr>
<td>Thanksgiving Student Holiday</td>
<td>Nov. 21-25</td>
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<tr>
<td>Thanksgiving College Holiday</td>
<td>Nov. 22-25</td>
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<tr>
<td>Student Activity Day</td>
<td>Nov. 30</td>
</tr>
<tr>
<td>Last Day to withdraw from 8 week session 2</td>
<td>Nov. 30</td>
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<tr>
<td>Last day to withdraw from 4 week session 4</td>
<td>Dec. 7</td>
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<tr>
<td>Last Day of Class/Examinations</td>
<td>Dec. 15</td>
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<tr>
<td>Winter College Holidays</td>
<td>Dec. 22-Jan. 6</td>
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## Spring Semester - 2013

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Registration Begins</td>
<td>Oct. 29</td>
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<tr>
<td>Classes Begin</td>
<td>Jan. 14</td>
</tr>
<tr>
<td>4-Week Minimester 1</td>
<td>Jan. 14-Feb. 11</td>
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<tr>
<td>8-Week Minimester 1</td>
<td>Jan. 14-March 11</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day College Holiday</td>
<td>Jan. 19-21</td>
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<tr>
<td>Last Day to withdraw from 4 week session 1</td>
<td>Feb. 4</td>
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<tr>
<td>4-Week Minimester 2</td>
<td>Feb. 12-March 11</td>
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<tr>
<td>Last day to withdraw from 8 week session 1</td>
<td>Feb. 25</td>
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<tr>
<td>Last day to withdraw from 4 week session 2</td>
<td>March 4</td>
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<tr>
<td>4-Week Minimester 3</td>
<td>March 12-April 15</td>
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<tr>
<td>8-Week Minimester 2</td>
<td>March 12-May 13</td>
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<tr>
<td>Student Spring Break</td>
<td>March 25-30</td>
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<tr>
<td>Spring College Holiday</td>
<td>March 29-30</td>
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<tr>
<td>Last Day to withdraw from 4 week session 3</td>
<td>April 8</td>
</tr>
<tr>
<td>Last Day to withdraw from a 16 week session</td>
<td>April 15</td>
</tr>
<tr>
<td>4-Week Minimester 4</td>
<td>April 16-May 13</td>
</tr>
</tbody>
</table>
Student Activity Day ................................................................. April 19
Last Day to withdraw from 8 week session 2 .................................. April 29
Last Day to withdraw from 4 week session 4 ................................... May 6
Lazy Day of Class/Examinations .................................................. May 13
Graduation/Commencement Ceremony ......................................... May 18

Summer Session - 2013
Registration Begins ........................................................................ April 22
Classes Begin ................................................................................ May 22
5-Week Minimester 1 ..................................................................... May 22-June 26
Memorial Day College Holiday ..................................................... May 25-27
Last Day to withdraw from 5 week session 1 .................................. June 18
5-Week Minimester 2 ..................................................................... June 27-Aug. 1
Independence Day College Holiday ............................................. July 4
Lazy day to withdraw from a 10 week session .............................. July 16
Last Day to withdraw from 5 week session 2 ............................... July 24
Last Day of Class/Examinations .................................................... Aug. 1

**Wednesday, July 31 will operate on a Monday Schedule**

*Up to two days may be made up at the end of the semester or during spring break for inclement weather. All dates in this calendar are subject to change.*

The Calendar portion of the Student Handbook follows. College dates, deadlines, religious observances and holidays are included; however, please note that the list is not exhaustive. The calendar is provided as a planning tool and a guide to assist members of the A-B Tech community in planning courses or personal scheduling.
2012 August

Monday

20

Tuesday

21

Wednesday

22

FALL SEMESTER CLASSES BEGIN

4-week Minimester 1 and 8-week Minimester 1 classes begin

Last day to drop for a partial refund (4-week Minimester 1)

Student Government Association
Meeting 4:30 p.m., Simpson Lecture Hall (Open to all students)
www.abtech.edu

Last day to drop for a partial refund (8-week Minimester 1)

August 2012

Thursday

23

Friday

24

Saturday

25

Sunday

26

www.abtech.edu
2012 August

Monday

27

Tuesday

28

Wednesday

29

www.abtech.edu

Late Start classes begin (M/W/F)

Late Start classes begin (T/TH)

Last day to drop for a partial refund (Full semester classes)

Student Government Association Meeting 4:30 p.m., Simpson Lecture Hall (Open to all students)

Last day financial aid recipients and sponsored students can charge in the Bookstore
Activity Day - no classes between 11 a.m.-1 p.m.
Fall Festival - Welcome Back Event
11 a.m.-1 p.m., Beech Tree Deck
Health clinic open for student physicals 10 a.m.-2 p.m.,
Rhododendron Room 113

Labor Day weekend - College closed (United States)
September 2012

Monday

3

Labor Day - College closed
(United States)

Tuesday

4

Intramural tennis sign-ups in Coman Gymnasium

Wednesday

5

Student Government Association Meeting 4:30 p.m., Simpson Lecture Hall (Open to all students)
Intramural tennis sign-ups in Coman Gymnasium
Last day to drop for a partial refund (M/W/F late start classes)

Intramural volleyball and tennis sign-ups/evaluations in Coman Gymnasium

Health clinic open for student physicals 10 a.m.-2 p.m., Rhododendron Room 113

Last day to drop for a partial refund (T/TH Late Start classes)

Intramural tennis sign-ups in Coman Gymnasium

International Literacy Day (United Nations)

Grandparents’ Day (United States)
2012 September

Monday

10

Last day to withdraw (4-week Minimester 1)
Intramural tennis matches begin

Tuesday

11

Intramural volleyball matches begin

Wednesday

12

World Suicide Prevention Day
Hispanic Heritage Month begins
September 15 - October 15
(United States)

Rosh Hashanah - begins at sunset
(Judaism)
Monday  
17

Tuesday  
18

Wednesday  
19

2012 September

4-week Minimester 1 ends

Citizenship Day and Constitution Day  
(United States)

4-week Minimester 2 begins

Last day to drop for a partial refund  
(4-week Minimester 2)

Student Government Association Meeting 4:30 p.m., Simpson Lecture Hall (Open to all students)

Student Business Incubator Information Session noon-1 p.m., Ferguson Auditorium
Student Business Incubator Information Session 2-3 p.m., Ferguson Auditorium
Health clinic open for student physicals noon.-2 p.m., Rhododendron 113

Financial aid refunds released
International Day of Peace (United Nations)
Yom Kippur - begins at sunset (Judaism)
September 2012

Thursday 27

Friday 28

Saturday 29

Sunday 30

Tuition refunds released
2012 October

Monday

1

- Last day to withdraw (8-week Minimester 1)
- Competitive Allied Health application period begins - Bailey Building
- Domestic Violence Awareness Month Begins (United States)
- Sukkot - begins at sunset (Judaism)

Tuesday

2

- National Society of Leadership and Success - Speaker Event 1 - Live, 7 p.m. Ferguson Auditorium (Open to everyone)
- International Day of Non-Violence (United Nations)

Wednesday

3

- Student Government Association Meeting 4:30 p.m., Simpson Lecture Hall (Open to all students)
Health Clinic open noon-2 p.m., Rhododendron 113

October 2012

Thursday 4

Friday 5

Saturday 6

Sunday 7

Sukkot - ends at sunset (Judaism)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Monday 8</td>
<td>Last day to withdraw (4-week Minimester 2)</td>
</tr>
<tr>
<td>Tuesday 9</td>
<td>Columbus Day (US)</td>
</tr>
<tr>
<td></td>
<td>Día de la Resistencia Indígena - Indigenous People’s Day (United States/Latin America)</td>
</tr>
<tr>
<td>Wednesday 10</td>
<td>Simhat Torah (Judaism)</td>
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<tr>
<td></td>
<td>National Society of Leadership and Success - Speaker Event 1 - Rebroadcast, 11 a.m., Ferguson Auditorium (Open to everyone)</td>
</tr>
</tbody>
</table>
Deadline for voter registration for November General Election
Monday
15

2012 October

4-week Minimester 2 and 8-week Minimester 1 end

Tuesday
16

Professional Development Day - No day classes
National Society of Leadership and Success - Speaker Event 2 - Live, 7 p.m., Ferguson Auditorium (Open to everyone)

Wednesday
17

4-week Minimester 3 and 8-week Minimester 2 begin
Student Government Association Meeting 4:30 p.m., Simpson Lecture Hall (Open to all students)
Last day to drop for a partial refund (4-week Minimester 3)

Health Clinic Open noon-2 p.m., Rhododendron 113

Early voting & same-day registration begins for November General Election.

Birth of the B’ab (Baha’i)
2012 October

Monday 22

Tuesday 23

Wednesday 24

www.abtech.edu

Last day to drop for a partial refund (8-week Minimester 2)

College-wide Wellness Fair
9 a.m.-3 p.m., Coman Gym

National Society of Leadership and Success - Speaker Event 2 - rebroadcast, 11 a.m., Ferguson Auditorium
(Open to everyone)

United Nations Day
Intramural tennis matches end

Waqf Al Arafa - Hajj (Islam)

Eid al Adha (Islam)
Monday
29

Tuesday
30

Wednesday
31

Spring Term registration begins

National Society of Leadership and Success - Speaker Event 3 - Live 7 p.m., Ferguson Auditorium (Open to everyone)

Student Government Association Meeting 4:30 p.m., Simpson Lecture Hall (Open to All Students)

Halloween (United States)
Samhain (Paganism)
Health Clinic Open noon-2 p.m., Rhododendron 113

American Indian Heritage Month begins (United States)
All Saints’ Day (Christianity)

All Souls’ Day (Christianity)

Early voting & same-day registration for November General Election ends

Daylight Savings Time ends (Standard Time returns)
2012 **November**

**Monday**

5

---

**Tuesday**

6

- Last day to withdraw (4-week Minimester 3)
- Election Day (United States)

---

**Wednesday**

7

- National Society of Leadership and Success - Speaker Event 3 - Rebroadcast 11 a.m., Ferguson Auditorium (Open to everyone)

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<table>
<thead>
<tr>
<th>Thursday</th>
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<th>Saturday</th>
<th>Sunday</th>
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</tbody>
</table>
Monday 12

Veterans Day (United States)
Birth of Baha’u’l-Ilah (Bahai)

Tuesday 13

4-week Minimester 3 ends
Last day to withdraw (full semester classes)
Intramural volleyball matches end
Diwali (Hinduism)

Wednesday 14

4-week Minimester 4 begins
Student Government Association Meeting, 4:30 p.m., Simpson Lecture Hall (Open to all students)
Al Hijra/Muharram - New Year - begins at sunset (Islam)
Last day to drop for a partial refund (4-week Minimester 4 and late start classes)

Intramural volleyball championship match in Coman Gymnasium - 11:30 a.m.

Health Clinic open noon-2 p.m., Rhododendron 113

Competitive Allied Health application period ends 5 p.m.
November

Monday

19

Tuesday

20

Intramural dodgeball in Coman Gymnasium - 11 a.m. and noon

Wednesday

21

Thanksgiving Break - Student Holiday (College open)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>November 22</td>
<td>Thanksgiving Break (College closed)</td>
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<tr>
<td>November 23</td>
<td>Thanksgiving Break (College closed)</td>
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<tr>
<td>November 24</td>
<td>Thanksgiving Break - Student Holiday (College closed)</td>
</tr>
<tr>
<td>November 25</td>
<td>Thanksgiving Break - Student Holiday (College closed)</td>
</tr>
</tbody>
</table>
Monday
26

Day of Covenant (Baha’i)

Tuesday
27

Intramural dodgeball in Coman Gymnasium - 11 a.m. and noon

Chanukkah - begins at sunset (Judaism)

Wednesday
28

Student Government Association Meeting 4:30 p.m., Simpson Lecture Hall (Open to all students)

Ascension of Abdu’l-Baha (Baha’i)
Last day to withdraw (8-week Minimester 2)
Activity Day - No classes between 11 a.m.-1 p.m.
Community Partnership Event - Children's Holiday Party 11 a.m.-1 p.m.
Gifts that Give: Global Shopping Village 9 a.m.-noon Ferguson Lobby

Universal Human Rights Month begins (United Nations)

Advent - First Sunday (Christianity)
Health Clinic Open noon-2 p.m., Rhododendron 113

Last day to withdraw (4-week Minimester 4)

Chanukah - begins at sunset (Judaism)
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
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<th>Wednesday</th>
<th>Thursday</th>
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<td>13 December 2012</td>
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<td>14 December 2012</td>
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<td>15 December 2012</td>
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<td>16 December 2012</td>
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</tbody>
</table>
First day sponsored students can charge in the Bookstore
Last day to pay tuition and fees for Spring term. Due by 5 p.m.

Health Clinic open noon-2 p.m., Rhododendron 113

Winter Solstice
Yule (Paganismism)

Winter Break
(College closed)

Winter Break
(College closed)
Monday

24

Tuesday

25

Christmas Day (Christianity)

Wednesday

26

Zarathosht Diso - Death of Prophet Zarathushtra (Zoroastrianism)
December 2012

Thursday

27

Winter Break (College Closed)

Friday

28

Winter Break (College Closed)

Holy Innocents (Christianity)

Saturday

29

Winter Break (College Closed)

Sunday

30

Winter Break (College Closed)
Monday

31

Winter Break (College Closed)

Watch Night (Christianity)

Tuesday

1

Winter Break (College Closed)

Apply for financial aid for the 2013-2014 school year online at www.fafsa.gov

New Year’s Day (Gregorian Calendar)

Gantan-sai - New Years (Shinto)

Wednesday

2

Winter Break (College Closed)
January 2013

Thursday

3

Friday

4

Saturday

5

Winter Break (College Closed)

Twelfth Night (Christianity)

Winter Break (College Closed)

Sunday

6

Winter Break (College Closed)

Epiphany (Christianity)
Feast of the Theophany (Christianity)
Applications for Foundation scholarships available online at www.abtech.edu/foundation/scholarships

Nativity of Christ (Christianity)

First day financial aid recipients with last name beginning with M-Z can charge in the Bookstore.

First day financial aid recipients with last name beginning with A-L can charge in the Bookstore.
January 2013

Thursday
10

Friday
11

Saturday
12

Last day to pay tuition and fees. Due by noon.

Sunday
13

Maghi (Sikhism)
SPRING SEMESTER
CLASSES BEGIN
4-week Minimester 1 and 8-week Minimester 1 classes begin

Makar Sankranti (Hinduism)

Last day to drop for a partial refund (4-week Minimester 1)
January 2013

Thursday

17

Last day to drop for a partial refund (8-week Minimester 1)
Health Clinic open noon-2 p.m., Rhododendron 113

Friday

18

Saturday

19

Martin Luther King, Jr. Day
(College closed)

Sunday

20

World Religion Day
(Baha’i)
Inauguration Day
(United States)
Monday
21

- Martin Luther King, Jr. Day (College closed)

Tuesday
22

- Intramural 3-on-3 basketball in Coman Gymnasium, 11 a.m. and noon

Wednesday
23

- Student Government Association Meeting 4:30 p.m., Simpson Lecture Hall (Open to all students)
- Student Business Incubator information session 12-1 p.m., Ferguson Auditorium
Last day to drop for a partial refund (full semester classes)

Last day financial aid recipients and sponsored students can charge in the Bookstore

Student Business Incubator information session 2-3 p.m., Ferguson Auditorium

Intramural 3-on-3 basketball in Coman Gymnasium - 11 a.m. and noon

Tu B’shvat - Begins at Sunset (Judaism)
Monday 28

Tuesday 29

Intramural 3-on-3 basketball in Coman Gymnasium - 11 a.m. and noon

Wednesday 30
Thursday

31

Intramural basketball inclement weather makeup day

Apply for financial aid for the 2013-2014 school year online at www.fafsa.gov

Black History Month begins (United States)
Imbolc - begins at sunset (Paganism)

Friday

1

Saturday

2

Groundhog Day (United States)

Sunday

3

Four Chaplains Sunday (Interfaith)
Monday

4

Last day to withdraw (4-week Minimester 1)

World Cancer Day (World Health Organization)

Tuesday

5

National Society of Leadership and Success - Speaker Event 4 - Live, 7 p.m., Ferguson Auditorium (Open to everyone)

Wednesday

6

Last day to drop for a partial refund (Late start classes)

Student Government Association Meeting 4:30 p.m., Simpson Lecture Hall (Open to all students)
Intramural volleyball sign-ups/evaluations in Coman - 11 a.m. and noon
Health Clinic open noon-2 p.m., Rhododendron 113

Chinese New Year (Confucianism/Daoism/Buddhism)
2013 February

Monday
11

Tuesday
12

Wednesday
13

4-week Minimester 1 ends

4-week Minimester 2 begins
Intramural volleyball matches begin in Coman Gymnasium - 11 a.m. and 12 noon

Shrove Tuesday/Mardi Gras (United States)

Last day to drop for a partial refund (4-week Minimester 2)
National Society of Leadership and Success - Speaker Event 4 - rebroadcast, 11 a.m., Ferguson Auditorium (Open to everyone)

Ash Wednesday (Christianity)
Get Engaged... In Your College Experience! Coman Student Center 9 a.m.-noon

Valentine’s Day (Christianity)
2013 February
Monday
18

National Entrepreneurship Week
Feb. 18 - 23

Financial Aid Awareness Week
Feb. 18-23

Washington’s Birthday (United States)

Tuesday
19

Wednesday
20

Student Government Association Meeting 4:30 p.m., Simpson Lecture Hall (Open to all students)

World Day of Social Justice (United Nations)
Health Clinic open noon-2 p.m., Rhododendron 113

International Mother Language Day (UNESCO)

Financial aid refunds released

February 2013

Thursday 21

Friday 22

Saturday 23

FAFSA Day at UNC Asheville

Sunday 24

Purim - begins at sunset (Judaism)
Monday 25

Tuesday 26

Wednesday 27

Last day to withdraw (8-week Minimester 1)

National Society of Leadership and Success - Speaker Event 5 - Live, 7 p.m. Ferguson Auditorium (Open to everyone)
Thursday 28

Tuition refunds released

Friday 1

Last day to submit applications for Student Business Incubator Program

Apply for financial aid online for 2013-2014 school year online at www.fafsa.gov

Women’s History Month begins (United States)
2013 March

Monday

4

Last day to withdraw (4-week Minimester 2)

Tuesday

5

Student Government Association
Meeting 4:30 p.m., Simpson Lecture Hall (Open to all students)

National Society of Leadership and Success - Speaker Event 5 - rebroadcast, 11 a.m. Ferguson Auditorium
(Open to everyone)
Health Clinic noon-2 p.m,
Rhododendron 113

March 2013

Thursday
7

Friday
8

Saturday
9

Sunday
10

Daylight Savings
Time begins
Mahashivaratri
(Hinduism)
2013 March

Monday

11

Last day to pay tuition and fees. Unpaid registrations will be deleted from the computer registration system at noon.

Tuesday

12

4-week Minimester 3 and 8-week Minimester 2 Begin

Wednesday

13

Last day to drop for a partial refund (4-week Minimester 3)

L. Ron Hubbard’s Birthday
(Scientology)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, March 14</td>
<td>First day sponsored students can charge in the Bookstore</td>
</tr>
<tr>
<td>Friday, March 15</td>
<td>Last day to drop for a partial refund (8-week Minimester 2) &lt;br&gt; Last day to submit FAFSA for Foundation scholarships</td>
</tr>
<tr>
<td>Saturday, March 16</td>
<td></td>
</tr>
<tr>
<td>Sunday, March 17</td>
<td>St Patrick’s Day (Christianity)</td>
</tr>
</tbody>
</table>
Monday

18

Intramural tennis sign-ups in Coman Gymnasium

Tuesday

19

National Society of Leadership and Success - Speaker Event 6 - Live
7 p.m., Ferguson Auditorium
(Open to everyone)

Intramural tennis sign-ups in Coman Gymnasium

Wednesday

20

Student Government Association Meeting 4:30 p.m., Simpson Lecture Hall (Open to all students)

Intramural tennis sign-ups in Coman Gymnasium

Mawlid an Nabi (Islam)

Vernal Equinox
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>Intramural tennis sign-ups in Coman Gymnasium</td>
</tr>
<tr>
<td></td>
<td>Health Clinic open noon-2 p.m., Rhododendron 113</td>
</tr>
<tr>
<td></td>
<td>Norouz - New Year (Bahai, Persian, Zoroastrianism)</td>
</tr>
<tr>
<td></td>
<td>World Poetry Day (UNESCO)</td>
</tr>
<tr>
<td>Friday</td>
<td>Intramural tennis sign-ups in Coman Gymnasium</td>
</tr>
<tr>
<td></td>
<td>World Water Day (United Nations)</td>
</tr>
<tr>
<td>Saturday</td>
<td>Palm Sunday (Christianity)</td>
</tr>
<tr>
<td>Sunday</td>
<td>Palm Sunday (Christianity)</td>
</tr>
</tbody>
</table>
Monday
25

Spring Break (College open)

Pesach - Passover, first two days - begins at sunset (Judaism)

Tuesday
26

Spring Break (College open)

Khordad Sal - Birth of Prophet Zaranushtra (Zoroastrianism)

Wednesday
27

Spring Break (College open)

Magha Puja Day (Buddhism)

Holi (Hinduism)
www.abtech.edu

Spring Break (College open)

Hola Mohalla (Sikhism)

Spring Break (College closed)

Online application and reference forms for Foundation scholarships must be submitted, 5 p.m.

Good Friday (Christianity)

Spring Break (College closed)

Easter (Christianity)
2013 April

Monday

1

Intramural tennis matches begin
Apply for financial aid online for 2013-2014 school year at www.fafsa.gov

Tuesday

2

Pesach - Passover, last two days - begins at sunset (Judaism)
World Autism Day (United Nations)

Wednesday

3

Student Government Association Meeting 4:30 p.m., Simpson Lecture Hall (Open to all students)
National Society of Leadership and Success - Speaker Event 6 - rebroadcast, 11 a.m., Ferguson Auditorium (Open to everyone)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 4</td>
<td>Health Clinic Open noon-2 p.m., Rhododendron 113</td>
</tr>
<tr>
<td>April 5</td>
<td>Yom HaShoah - begins at sunset (Judaism)</td>
</tr>
<tr>
<td>April 6</td>
<td></td>
</tr>
<tr>
<td>April 7</td>
<td></td>
</tr>
</tbody>
</table>
Monday

8

Tuesday

9

Wednesday

10

Last day to withdraw (4-week Minimester 3)
April 2013

Thursday
11

Hindi New Year (Hinduism)

Friday
12


Saturday
13


Sunday
14

Vaisakhi (Sikhism/Hinduism)
Saka New Year (Buddhism)
Monday

15

Last day to withdraw (full semester classes)

4-week Minimester 3 ends

Federal income taxes due (United States)

Tuesday

16

4-week Minimester 4 begins
Intramural volleyball matches end

Wednesday

17

Last day to drop for a partial refund
(4-week Minimester 4)

Student Government Association Meeting 4:30 p.m., Simpson Lecture Hall (Open to all students)
Last day to withdraw (late start classes)

Intramural volleyball championship in Coman Gymnasium

Health clinic open noon-2 p.m., Rhododendron 113

Activity Day - no classes between 11 a.m.-1 p.m.

Earth Day Celebration 11 a.m.-1 p.m.
Beech Tree Deck

Last day to apply for graduation

World Day for Cultural Diversity for Dialogue and Development (United Nations)
Monday

22

Summer and Fall Term registration begins

Earth Day (United States)
International Mother Earth Day (United Nations)

Tuesday

23

Wednesday

24
Hanuman Jayanti (Hindu)
Mahavir Jayanti (Jainism)
2013 April/May

Monday

29

Tuesday

30

Wednesday

1

Last day to withdraw (8-week Minimester 2)

Intramural 2-mile run competition at Asheville High Track

St. James the Great Day (Christianity)

Student Government Association Meeting 4:30 p.m., Simpson Lecture Hall (Open to all students)

Apply for financial aid online at www.fafsa.gov for 2013-2014 school year

Asian Pacific American Heritage Month begins (United States)

Beltane - begins at sunset (Paganism)
**Thursday, May 2, 2013**

- Health clinic open noon-2 p.m., Rhododendron 113
- Intramural 2-mile run competition inclement weather makeup day
- National Day of Prayer (Interfaith)

**Friday, May 3, 2013**

- Holy Friday (Christianity)

**Saturday, May 4, 2013**

**Sunday, May 5, 2013**

- Easter/Pascha (Christianity)
2013 May
Monday
6

Tuesday
7

Wednesday
8

www.abtech.edu

Last day to withdraw (4-week Minimester 4)
Intramural tennis matches end

Ascension of Christ (Christianity)

May 2013

Thursday
9

Friday
10

Saturday
11

Sunday
12

Mother's Day (United States)
2013 May
Monday
13

Last day of classes/examinations

Tuesday
14

First day sponsored students can charge in the Bookstore.

Shavuot - begins at sunset (Judaism)

Wednesday
15
May 2013

Thursday 16

Shavuot - ends at sunset (Judaism)

Friday 17

Bike-to-Work Day (United States)

Saturday 18

Commencement Ceremony

Armed Forces Day (United States)

Sunday 19

Pentecost (Christianity)
First day financial aid recipients can charge in the Bookstore.

Last day to pay tuition and fees. Payment due by 5 p.m.

SUMMER SESSION CLASSES BEGIN

5-week Minimester 1 begins
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 23</td>
<td>Declaration of the Bab - begins at sunset (Baha’i)</td>
</tr>
<tr>
<td>Friday 24</td>
<td>Last day to drop for a partial refund (5-week Minimester 1)</td>
</tr>
<tr>
<td>Saturday 25</td>
<td>Memorial Day Weekend (College closed)</td>
</tr>
<tr>
<td></td>
<td>Visakha Puja - Buddha Day (Buddhism)</td>
</tr>
<tr>
<td>Sunday 26</td>
<td>Trinity Sunday (Christianity)</td>
</tr>
</tbody>
</table>
Monday
27

Memorial Day (College closed) (United States)

Tuesday
28

Ascension of Baha’u’llah - begins at sunset (Baha’i)

Wednesday
29

Last day to drop for a partial refund (Summer 10-week classes)
Last day financial aid recipients and sponsored students can charge in the Bookstore
Apply for financial aid online for the 2013-2014 school year

Lesbian, Gay, Bisexual, Transgender, Queer Pride Month begins (United States)
2013 June

Monday
3

Tuesday
4

Wednesday
5

Foundation scholarship awards notification sent by email

Lailat al Miraj - begins at sunset (Islam)
June 2013

Thursday

6

Friday

7

Sacred Heart of Jesus (Christianity)

Saturday

8

World Oceans Day (United Nations)

Sunday

9

World Oceans Day (United Nations)
<table>
<thead>
<tr>
<th>Day</th>
<th>June 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>13</td>
</tr>
<tr>
<td>Friday</td>
<td>14</td>
</tr>
<tr>
<td>Saturday</td>
<td>15</td>
</tr>
<tr>
<td>Sunday</td>
<td>16</td>
</tr>
</tbody>
</table>

- **Ascension of Jesus (Christianity)**
- **Financial aid refunds released**
- **Flag Day (United States)**
17

Tuesday

18

Last day to withdraw (5-week Minimester 1)

19

Wednesday
Thursday

World Refuge Day (United Nations)

Friday

Summer Solstice
National Aboriginal Day (Canada)

Saturday

Sunday

2012-2013 Student Handbook and Calendar • 123
Monday
24

Tuesday
25

Wednesday
26

5-week Minimester 1 ends
www.abtech.edu

5-week Minimester 2 begins

June 2013

Thursday

27

Friday

28

Saturday

29

Sunday

30
Independence Day Holiday - College closed (United States)
2013 July

Monday

8

---

Tuesday

9

Martyrdom of the Bab (Baha’i)

Ramadan - begins at sunset (Islam)

---

Wednesday

10

---
Monday
15

Obon ends (Shinto)
Tish’a B’Av - begins at sunset (Judaism)

Tuesday
16

Last day to withdraw (Summer 10-week classes)

Wednesday
17
Monday
22

Tuesday
23

Wednesday
24

Last day to withdraw (5-week Minimester 2)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>St. James the Great Day (Christianity)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Classes operate on a Monday schedule</td>
</tr>
</tbody>
</table>

2013 July

Monday

29

Tuesday

30

Wednesday

31
Last day of class/examinations

August 2013

Thursday

1

Friday

2

Saturday

3

Sunday

4
Tuition Refunds

The tuition policy is set by the State of North Carolina and is subject to change. A 100% refund shall be made if a student drops the class(es) by completing the required paperwork prior to the first day of classes for the term as noted in the College calendar on the website at abtech.edu/calendar. Also, a student is eligible for a 100% refund if the class in which the student is registered is canceled. A 75% refund shall be made if the student officially drops the class(es) prior to or on the official 10% point of the term. Insurance, technology, and student activity fees are not refundable. Federal regulations, if different from above, will overrule this policy.

For classes that start a week or more into a term, a full refund will be provided if a student drops a class(es) prior to the beginning date of the class(es). A 75% refund will be provided for a class(es) dropped on the beginning date through the 10% point of the class(es).

Only hours dropped below a total of 16 credit hours are eligible for a refund.

Tuition Refund Process: To be eligible for a tuition refund, the student must:
1. Register and pay tuition and fees.
2. Officially drop the class on or before the 10% point of the term in one of the following ways:
   a. By submitting in person to any Registration Center (K. Ray Bailey Student Services Center, Madison Site Office) a Drop/Add Registration Change Notice during business hours.
   b. By having an advisor process the drop. The student is responsible for ensuring this has been done.

Federal Return of Title IV Funds Policy

The Higher Education Act of 1965, as amended Oct. 1, 1998, allows institutions participating in any Title IV program (e.g. Pell Grant, Direct Loan Program, etc.) to implement the policy and make a “good faith effort” to enforce it prior to the writing of the final regulations, which became effective on October 7, 2000.

In general, the law focuses on the return of Title IV Funds received for the semester the student was enrolled if that student completely withdraws or partially withdraws (terms with modules) from the College prior to the 60 percent point of the semester.
If a student withdraws after the 60 percent point of the semester or minimester, the student will be considered to have earned all funds disbursed and no return of funds will be required unless, of course, a student had received a loan that was subject to repayment under the terms of the loan.

Any student who decides to completely withdraw from the College prior to the 60 percent point of the semester and who has been disbursed Title IV funds may be required to repay a portion of those funds based on the federal formula calculation.

Students may request a copy of the complete policy and the calculation sheet used to determine liability from the Financial Aid Office located in the K. Ray Bailey Student Services Center.

**Right to Know: Program Completion**

The federal government requires that the College provide current students and prospective students with the program completion rates for its academic programs. These data are available on the College web page at www.abtech.edu/factbook.

**Standards for Academic Progress**

The College has established this standard to:

- Provide students with a warning when they fail to meet satisfactory academic performance standards;
- Limit scheduling when a student's academic performance indicates the necessity for intervention; and
- Provides a means for preventing prolonged academic failure.

This policy applies to all curriculum students, classified and unclassified. Students whose semester grade point average (GPA) falls below 2.0 are subject to academic warning, which may be followed by probation and suspension. GPA will be calculated using the current official grade for each course taken that semester at Asheville-Buncombe Technical Community College.

**Academic Warning**

Students failing to meet the minimum GPA during any semester will receive an academic warning. The warning is posted on the student grade report for that semester, and the student's Academic Program Dean, Department Chair, and Academic Advisor are notified by the Registrar. To assist students in improving their GPA, the following steps are recommended:

- Student meets with student's assigned Academic Advisor within the first eight days of the semester to develop strategies for academic success;
- Student completes the one-hour “What it Means to be a Successful Student at A-B Tech” session prior to next registration; and
c. Student meets again with his or her assigned Academic Advisor to review student’s academic progress prior to next term’s registration.

Students whose semester GPA is:
- 2.0 and above will be considered in good academic standing.
- Below 2.0 will be moved to academic probation.

A student remains on academic warning until the student’s GPA in the next term of enrollment is 2.0 or above.

**Academic Probation**
Students whose semester GPA falls below 2.0 for two successive semesters will be placed on academic probation. Students on academic probation have restricted scheduling and must meet with their assigned Academic Advisor to complete an individualized Academic Probation/Suspension Success Contract which may include the following:
- A limitation on the number of hours attempted;
- Scheduling developmental courses as needed;
- Scheduling a repeat of courses;
- Referral to other College resources, such as the Financial Aid Office, to receive further guidance.

Academic Probation is posted to the student’s official transcript. Students will be notified of their status by an Academic Advisor.

A student remains on Academic Probation until his or her GPA in the next term of enrollment is 2.0 or above.

**Academic Suspension**
Students whose semester GPA falls below 2.0 for three consecutive semesters will be placed on academic suspension for one semester. Students on academic suspension are not allowed to register for curriculum courses. Continuing Education courses may still be taken. Academic Suspension is posted to the student’s official transcript.

**Academic Appeal**
Academic Suspension may only be appealed through the Vice President for Instructional Services or his or her designee. Appeals will be considered by the Academic Appeals Committee prior to the first day of class of each semester.

**Registration after Academic Suspension**
An individualized Academic Probation/Suspension Success Contract must be completed and may include the following:
- A limitation on the number of hours attempted;
- Scheduling developmental courses as needed;
• Scheduling a repeat of courses, and
• Referral to other College resources, such as the Financial Aid Office, to receive further guidance.

Students may re-register after one semester of academic suspension (excluding summer semester). They must meet with the chair of their program or their assigned academic advisor to develop strategies for academic success.

**Privacy of Student Records**

All student records, including records of distance learners, will be maintained with utmost confidentiality and in compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA). All regulations pursuant to implementation of this policy must comply with FERPA.

1. **Definitions:**
   
a. **Directory Information:** Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. For purposes of this section, directory information includes: name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance and degrees received.

b. **Education Record:** Records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution.

c. **Eligible Student:** A student who is eighteen years old (or starts attending any postsecondary institution) and has complete control of his or her education records.

d. **Law Enforcement Purpose:** Enforcing state, local or federal law; referring possible violations of such law to law enforcement agencies or enforcement; or otherwise maintaining the physical security or safety of the school.

e. **Law Enforcement Unit:** The A-B Tech Campus Police Force, which is officially authorized by A-B Tech to:
   
   • enforce any local, State or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State or Federal law against any individual or organization other than the agency or institution itself; or
   
   • maintain the physical security and safety of the agency or institution.

f. **Law Enforcement Unit Record:** Any records, files, documents and other materials that are:
   
   • created by a law enforcement unit;
   
   • created for a law enforcement purpose; and
   
   • maintained by the law enforcement unit. Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a student disciplinary action or proceeding conducted by the education agency or
institution, are not law enforcement unit records, even if created and maintained by law enforcement unit personnel.

g. Legitimate Educational Interest: The need for an individual to know the content of a student's education record for purposes of educational-related matters (including but not limited to academic and disciplinary issues). For purposes of this section, the personnel of the A-B Tech Campus Police are designated as school officials with a legitimate educational interest in student's education records.

2. In compliance with the Family Educational Rights and Privacy Act of 1974 (“FERPA”), commonly known as the Buckley Amendment, A-B Tech will not disclose education records concerning its students except for directory information and as otherwise stipulated herein.

Directory information may be released to anyone who requests it, unless the student specifies in writing to the Student Records and Registration office that his or her directory information be withheld. In such case, no directory information will be released.

3. A parent of an eligible student does not have access to the student's education records. In order for parents to have access to an eligible student's education records, beyond directory information and without written permission from the student, a parent must certify that the student is economically dependent as defined in Section 152 of the Internal Revenue Code of 1954. If a parent can prove dependency to the Student Records and Registration office by showing a copy of the parent's current tax report form or another acceptable report of current dependency, then the parent may have total access to the student’s education records.

4. A-B Tech will release a student’s educational records without his or her approval only under the following circumstances:
   • to A-B Tech officials who have legitimate educational interest in the records.
   • to officials of another college or university in which a student seeks to enroll.
   • to certain federal and state educational authorities for purposes of enforcing legal requirements in federally-supported educational programs.
   • to persons involved in granting financial aid for which the student has applied.
   • to testing and research organizations conducting certain studies for or on behalf of the school.
   • to accrediting organizations.
   • in compliance with a court order or lawfully-issued subpoena.
   • in very narrowly defined emergencies affecting the health and safety of the student or other persons.
• to state and local authorities, within a juvenile justice system, pursuant to specific state law.
• to parents of eligible students under the provision outlined in number 3 above.

5. Law enforcement unit records are not education records and may be disclosed by the A-B Tech Campus Police Force to College officials, other law enforcement personnel and court officials without parental consent. Parents do not have an automatic right to inspect law enforcement unit records. Public inspection of law enforcement unit records is subject to the Chapter 132 of the North Carolina General Statutes (the North Carolina Public Records Act). All public records requests for law enforcement unit records must be reviewed by the College Attorney for legal compliance.

6. Questions regarding student records should be directed to the College's Student Records and Registration Office, located in the K. Ray Bailey Student Services Center.

**Code of Student Conduct**

The Board of Trustees establishes and maintains a learning environment that supports the students, the values, vision and mission of the institution. There are behavioral expectations that outline the responsibilities and proper practices for all students at the College. When the Code of Conduct is challenged, the following types of discipline include but are not limited to: verbal warning, written warning, a failing grade for an assignment or exam, probation, administrative withdrawal from a course, restitution for damages, consequences adapted to the specific violation, suspension, expulsion or actions recommended by a Threat Assessment Team.

The President shall have final approval in the expulsion of a student.

**Academically-Related Violations:**

Academically-related violations include academic integrity and other matters that have a negative impact on the teaching and learning environment.

Faculty members are responsible for ensuring the academic integrity of the College. Violations of academic integrity are considered serious offenses. Students are forewarned that some acts of academic dishonesty may result in action being taken by outside individuals or entities.

The following matters will be referred to the Vice President for Instructional Services or his or her designee:

1. Plagiarism: The intentional theft or unacknowledged use of another’s words or ideas. Plagiarism includes, but is not limited to paraphrasing or summarizing another’s words or works without proper acknowledgement;
using direct quotes of material without proper acknowledgement; or purchasing or using a paper or presentation written or produced by another. If a student is uncertain about what constitutes plagiarism, he or she should discuss this with the class instructor.

2. Cheating: Cheating includes using notes or other material without permission from the faculty on an exam; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting someone else's work as one's own; or having someone else take one's exam and submitting it as his or her own.

3. Aiding Acts of Academic Dishonesty: Providing information to another student with the awareness that the student intends to use it for deceptive purposes.

4. Violations of Normal Classroom Behavior such as, but not limited to, being disobedient, showing disrespect, causing disruption of the classroom or not abiding by professional conduct. These behaviors are also considered academically-related violations. The intent is to make sure that the learning environment is not compromised.

Non-Academic Related Violations:
Non-Academically Related Violations of the Code of Student Conduct will be referred to the Vice President for Student Services or his or her designee. These violations include:

1. Alcoholic Beverages: Students may not possess or use alcoholic beverages on campus. Students may not be under the influence of alcoholic beverages on campus or at College-affiliated activities or events.

2. Animals: Students may not have an animal of any kind on campus. This includes animals left within a vehicle. Working dogs, such as police dogs and Seeing Eye dogs, are permitted.

3. Assault and/or Battery: Students may not strike or threaten to strike another person for any reason whatsoever. Threatening to strike another person is defined as assault, and striking another person is defined as battery.

4. Bullying: Students may not intimidate or threaten with harm any other individual. Bullying is defined as “any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on College premises or at any College-sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her person or damage to his or her property; or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits, or a College employee’s ability to perform the essential functions of his or her job.”

5. Damage to Property: Students may not damage property of the College or of any other person working at or attending the College.

6. Disobedience (Outside the classroom): Students may not disobey the
reasonable directions of College employees, including administrators, faculty members, security officers, and other staff employees.

7. Disorderly Conduct (Outside the classroom): Students may not conduct themselves in a way which will interrupt the academic mission of the College or which will disturb the peace of the College.

8. Disrespect (Outside the classroom): Students are expected to treat all College employees with respect and courtesy, particularly when and if disagreements arise.

9. Disruption: Students may not disrupt the normal activities of the College by physically or verbally interfering with instruction, meetings, traffic, or scheduled administrative functions.

10. Drugs: Students may not possess, use, or be under the influence of any narcotic or illegal drugs on campus or at any College-affiliated activities or event. This is in violation of the laws of the state of North Carolina or of the United States.

11. False Information: Students may not present to the College or its employees false information; neither may they knowingly withhold information which may have an effect on their enrollment or their status in the institution and which is properly and legally requested by the College.

12. Gambling: Students may not gamble on campus or at any College-affiliated activities or events.

13. Possession of Weapons: Students may not have a weapon of any kind, including a knife, stun gun, or any firearm in their possession on campus or at any College-affiliated activities or events. Law enforcement officers are exempt from this prohibition. This includes facsimiles of weapons.

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

15. Sexual and Other Unlawful Harassment: Students may not harass any member of the College community, including other students, employees, or other persons on the College campus. This prohibition includes sexual, verbal or physical harassment for any reason including race, color, religion, sex, national origin, disability, veteran's status, creed, sexual orientation, or political affiliation.

16. Skate Boards and Roller Skates: Skate boards and roller skates are not permitted to be used on campus.

17. Stalking: Students may not follow another individual in a threatening manner. Stalking is defined as the severe intrusions on a victim's personal privacy and autonomy. It includes, but is not limited to, a pattern of observing or monitoring the victim or committing violent or intimidating acts, regardless of the means, against the victim.

18. Theft: Students may not steal the property of another individual or of the College. Students who are caught stealing will be required to make restitution and may be eligible for civil or criminal prosecution as well
19. Threats: Students may not engage in any behavior that constitutes a clear and present danger to the physical and/or emotional well-being of the student and/or other students, faculty and staff.

20. Tobacco: Students may not use tobacco of any form on campus or at any College-affiliated activities or events.

21. Unauthorized Access to Records: Students may not access, view, copy or change official College records without official authorization to do so.

22. Use of the Internet: The College has an extensive policy for appropriate use of the Internet. Users of the College computers acknowledge the policy whenever they sign on. Students may not use the College’s access to the Internet for access to sexually explicit material or for downloading music. Email accounts are provided for student use; however, no right of privacy exists for use of email.

Violations of the Code of Student Conduct:
A student who violates the Code of Student Conduct may be referred to the Vice President for Instructional Services or his or her designee or to the Vice President for Student Services or his or her designee, depending on the nature of the violation. Students who have been charged with a violation of these regulations may be assigned consequences based upon the seriousness of the offense.

Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as campus discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student’s continued presence on campus constitutes a threat to the safety and order of the campus.

Sanctions for violations may include but not be limited to: verbal warnings, written warnings, a failing grade for an assignment or examination, administrative withdrawal from a course, restitution for damages, consequences adapted to the specific violation, suspensions, expulsions or actions recommended by a Threat Assessment Team.

The President shall have final approval in the expulsion of a student.

Threat Assessment:
When a violation leads to a concern about the safety of a student or members of the College community, a Threat Assessment Team will review and make recommendations to the Vice President for Student Services or his or her designee prior to a hearing. If a student engages in criminal activity or demonstrates threatening behavior that constitutes a clear and present danger to the physical and/or emotional well-being of the student and/or other students, faculty and staff, the Vice President for Student Services or his or her designee may immediately suspend the student and remove him/her from campus for no more than 14 calendar days.
days from the date the suspension is instituted, pending a hearing. In this situation, the Vice President for Student Services or his or her designee must convene a Threat Assessment Team. For a copy of this policy, see the Vice President for Student Services.

For violations that do not require the implementation of the Threat Assessment Policy, the appropriate College administrator will review initial disciplinary referrals and may suspend a student for up to 10 College business days while the review is conducted. Students are allowed to appeal any disciplinary action, unless they have waived this right, and will be informed of their rights of due process. (See Student Due Process.)

**Student Due Process**

Students have the rights of due process when accused of a violation of the Code of Student Conduct:

1. The student may request to have an informal meeting with the appropriate vice president to attempt to discuss and resolve the issue.
2. If the violation of the Code of Student Conduct is not resolved, the student shall receive written notice of the provision of the Code of Student Conduct which he or she is accused of violating and a summary of the relevant facts. Students shall also be informed of their due process rights.
3. If a student's behavior is egregious or disruptive to the teaching and learning environment or to campus safety, the appropriate vice president or his or her designee may suspend the student on an interim basis for up to 10 College business days.
4. Within five business days after receipt of the notice of violation of the Code of Student Conduct, and suspension when warranted from the appropriate vice president, the student may request, in writing, a hearing before the Vice President for Instructional Services or his or her designee for academically-related violations or a hearing before the Vice President for Student Services or his or her designee for all other violations.
5. The student may waive his or her rights to a hearing immediately and accept the sanctions implemented by the appropriate vice president. Failure to request a hearing within five College business days will be considered a waiver of the right to a hearing and any subsequent appeal. If the student requests a hearing, the appropriate vice president shall inform the student of the date, time and place for the hearing. The hearing shall be scheduled within five College business days after receipt of the student's request for a hearing.
6. Prior to the hearing, the student has the right to review all evidence, including written statements made against him or her. Strict rules of evidence do not apply in the hearing.
7. At the hearing, the student may present witnesses and evidence. All pertinent parties have a right to speak and be questioned during the hearing. The student will be allowed to be accompanied by an advisor, who
Student Due Process Flow Chart

Complaint Received by Appropriate VP or his or her Designee

- Threat Assessment if Needed
- Interim Suspension for up to 10 days if deemed appropriate

Academic Related Complaints
VP — Instructional Services

Non-Academic Related Complaints
VP — Student Services

Informal Meeting with Student

Student receives Notice of Complaint & Hearing Options from Appropriate VP

Resolved — No Appeal

Student waives right to hearing and appeal

Student notified of Sanctions within 10 College Business Days

Student requests hearing within five college business days

Hearing held within five college business days after request

Decision made by VP or Designee

Student notified of decision (& sanctions) within five college business days

Appeal to President within 10 college business days

Student notified of final decision by President

NO Appeal
may not be an attorney.
8. The student has the right to a recording of the hearing.
9. The student has the right to a written notice of a decision as soon as possible but no later than five College business days after his or her hearing.

The student has the right to appeal to the President any action taken by the appropriate vice president or his or her designee. Any appeal must be in writing and be submitted to the President's office within ten College business days. The appropriate vice president will forward the appeal, along with all documentation concerning the matter, to the President whose decision will be final.

The procedure above is in effect for all students. All meetings and/or hearings for distance learners will be arranged using mail, fax, conference calls, or other agreed upon electronic means.

Drug and Alcohol Free Workplace Policy

The safety and health of our employees and students is our paramount concern. Drugs and alcohol abuse are harmful to the health and well being of the employees and students of Asheville-Buncombe Technical Community College (the "College"). People who use prohibited drugs and abuse alcohol tend to be less productive, less reliable and prone to greater absenteeism resulting in greater costs, delay and risks in the College's operations. The College will not tolerate any drug use or alcohol abuse, which imperils the health and well being of its employees and students or threatens its operations. The College is committed to maintaining a safe workplace and an educational environment free from the influence of drugs and alcohol.

Violations and Consequences

A violation of the policy occurs when an employee or student:
1. Possesses, manufactures, distributes, dispenses or uses prohibited drugs while on campus, while engaging in official College activities, or on official College business;
2. Is under the influence of prohibited drugs while on campus, while engaging in official College activities, or on official College business;
3. Distributes prohibited drugs on or off the College's premises;
4. Is charged and convicted of possessing, manufacturing, distributing, or being under the influence of prohibited drugs;
5. Fails to report a conviction for a violation of a criminal drug statute occurring in the workplace to his or her supervisor within five (5) days of such conviction;
6. Engages in the unauthorized possession, manufacture, distribution, sale or use of alcohol, or is under the influence of alcohol, while on campus, while engaging in official College activities, or on official College business.

Commission of the above violations may result at the College's sole discretion,
in disciplinary action, up to and including suspension or termination of any employee and suspension or expulsion of a student. At its sole discretion, in lieu of or in addition to taking disciplinary action against an employee, the College may require the employee to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

**Definitions**

“Prohibited drugs” means any “Controlled substances” as defined at 21 U.S.C. §802 and listed in Schedules I through V of 21 U.S.C. §812, as revised from time to time, and other federal laws and regulations. Generally, these are drugs that have a high potential for abuse and include, but are not limited to, heroin, marijuana, cocaine, PCP, amphetamines, and “crack.” Also included are any other drugs that are illegal under federal, state or local law, and legal drugs that have been obtained illegally or are not intended for human consumption (such as glue).

The term “alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

The term “criminal drug statute” means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of a controlled substance.

The term “conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug and alcoholic beverage statutes.

“Disciplinary action” may include suspension, probation, expulsion, dismissal or termination.

**Procedure**

Each employee or student is required by law to inform the College within five days after a conviction for violation of any federal or state criminal drug statute where such violation occurred on the College campus or on official business or as a part of any official College activity.

The President of the College must notify the federal governmental agencies granting funds to the College within 10 days after receiving notice of the conviction. Any employee or student convicted of violating a criminal drug statute while on the College campus or on official business of the College or as part of any official College activity will be subject to disciplinary sanction up to
and including termination of the employee or expulsion of a student. Alternatively, the College may require the employee or student to finish successfully a drug or alcohol counseling treatment or rehabilitation program sponsored by an approved private or governmental institution as a precondition to continued employment or enrollment.

Extracurricular student activities sponsored by the College or any student organization of the College will not provide alcohol to students. Students or employees suspected of using alcohol while on campus, while engaging in official College activities, or on official College business will be subject to identification verification and other appropriate verification necessary to the enforcement of this policy.

Student Complaints
The College has two policies, one for student appeals and one for grade appeals. The following associated procedures need to be followed:

Grade Appeals
It is the responsibility of faculty and students to attempt, in good faith, to resolve disputes regarding course grades. If such discussions are unsuccessful, the student shall be entitled to initiate the grade appeals procedure if he/she has reason to believe that a course grade is inaccurate.

No student appealing any decision shall be subjected to harassment or intimidation or be in any way discouraged from filing an appeal pursuant to this procedure.

At any stage of the appeal process, all parties shall have the right to be accompanied by another person of their choice, who may not be an attorney.

The Vice President for Instructional Services shall monitor the handling of grade appeals through this procedure to ensure correct and prompt compliance by all parties.

Appeals Procedure Regarding Course Grades
a. Students are strongly encouraged to first discuss the course grade with the involved instructor as soon as possible.

b. The student will submit the written grade appeal form within six weeks of the start of the next term. The form will clearly explain the student’s complaint as well as the student’s proposed resolution of the complaint. The instructor will be given the opportunity to read the student’s written complaint and to meet with the student one more time. Alternately, the instructor may sign the appeal form indicating that he or she is unable to resolve the problem. The student will then be directed to the department chair of the instructor, who will meet separately with the student to attempt to resolve the issue. If the department chair is unable to resolve the issue with the student,
then the department chair will sign the appeal form and direct the student to the Vice President for Instructional Services. Completion of the form by the instructor and chair does not in any way indicate agreement with the complaint. Each party may propose solutions to the disagreement that, if accepted by both parties, results in resolution of the appeal. If either party refuses to accept a proposed solution, the matter is referred to the Grade Appeals Committee.

c. If the student has difficulty contacting the department chair, he or she should contact the Vice President for Instructional Services, who is responsible for assisting with contacts.

d. The Vice President for Instructional Services shall maintain files of all course grade appeal forms submitted to his or her office. Such forms, together with other records indicating final action on a problem, shall be maintained for a minimum of five years.

e. Students enrolled in distance courses may find it difficult to come to campus in order to pursue an appeal. In these instances, the process may be handled by telephone with the instructor involved, the department chair, and the Vice President for Instructional Services, and by mail, fax, or other agreed upon electronic means for submission of the appeals document. As with other appeals, the Vice President for Instructional Services will closely monitor the progress, ensuring the contacts are made in a timely fashion and documents are submitted properly. If it becomes necessary for an appeal to go to the Grade Appeals Committee, conference calling or any other electronic means agreed upon by both parties will be used. When conference calling is employed for a hearing, no business can be conducted without the student being present on the telephone, with the exception of the deliberations of the Committee in executive session.

The Grade Appeals Committee

a. Composition of the Grade Appeals Committee

The Grade Appeals Committee will consist of no less than five voting members and will be composed as follows to ensure the representation of all constituent groups in the College community.

- Two student representatives
- Two faculty representatives
- One Student Services representative
- One non-faculty employee, and
- One non-teaching professional representative at the level of coordinator or higher who will serve as chairperson

b. Grade Appeals Committee Hearing and Procedures

1. The Vice President for Instructional Services shall inform the instructor, the involved department chair, and the student of the date, time, and place of the appeals hearing. The Vice President for Instructional Services shall convene the Grade Appeals Committee no later than 15 days after receipt of the request for a hearing.
2. When an appeal is made by a student with a disability, the Committee, at its sole discretion, may consult with or include the Disability Services Coordinator in the hearing process for such person’s knowledge of disability and Disability Services issues and requirements.

3. A quorum to conduct Committee business and vote is defined as a minimum of four members. In no case shall any business be conducted unless at least one student and one faculty member are present. There will be an audio recording of the appeal hearing.

4. The decision of the Grade Appeals Committee will be rendered within two business days of the hearing and conveyed to the student.

5. The decision of the Grade Appeals Committee may be appealed to the President whose decision will be final. The President’s review does not include a new hearing, and his or her review shall consist of evidence presented at the hearing. The President will affirm, modify, or reject the decision of the Grade Appeals Committee within five business days of the hearing date.

6. In addition to the committee members, the following persons are permitted to attend the hearing:
   - Involved parties
   - An advisor for the appealing individual. Advisors may not be attorneys.
   - Administrative officers of the College who may be directly concerned with the dispute.

7. If a student fails to attend the scheduled hearing, the appeal is considered to be dropped.

8. All steps of the appeal procedure for students shall be closed to the public, and all documents generated in the course of a complaint shall be confidential except to authorized College officials.

**Availability of Information**
The Grade Appeals Policy and Procedure are available on the College website.

**Student Appeals**
It is the responsibility of all employees and students to attempt, in good faith, to resolve disputes regarding actions taken by College employees that are perceived to be unfair or unjust. If such discussions are unsuccessful, the student shall be entitled to initiate the appeals procedure.

No student appealing any decision shall be subjected to harassment or intimidation or be in any way discouraged from filing an appeal pursuant to this procedure.

At any stage of the appeal process, all parties shall have the right to be accompanied by another person of their choice, who may not be an attorney.
The Vice President for Student Services or his or her designee shall monitor the handling of appeals through this procedure to ensure correct and prompt compliance by all parties.

**Appeal Procedure**

a. Students are strongly encouraged to first discuss the disputed matter with the involved employee as soon as possible.

b. It is the responsibility of the student to complete and submit a written appeal form within two weeks of the date when the matter occurred. The form will clearly explain the student's complaint as well as the student's proposed resolution of the complaint. The employee will be given the opportunity to read the student's written complaint and to meet with the student one more time. Alternately, the employee may sign the appeal form indicating that he or she is unable to resolve the problem. The student will then be directed to the supervisor of the employee who will meet separately with the student to attempt to resolve the issue. If the supervisor is unable to resolve the issue with the student, then the supervisor will sign the appeal form and direct the student back to the Vice President for Student Services. Completion of the form by the employee and supervisor does not in any way indicate agreement with the complaint. Each party may propose solutions to the disagreement that, if accepted by both parties, results in resolution of the appeal. If either party refuses to accept a proposed solution, the matter is referred to the Student Appeals Committee.

c. If the student has difficulty contacting the supervisor, he or she should contact the Vice President for Student Services or his or her designee, who is responsible for assisting with contacts.

d. The Vice President for Student Services or his or her designee shall maintain files of all appeal forms submitted to his or her office. Such forms, together with other records indicating final action on a problem, shall be maintained for a minimum of five years.

e. Students enrolled in distance courses may find it difficult to come to campus in order to pursue an appeal. In these instances, the process may be handled by telephone with the employee involved, the employee's supervisor, and the Vice President for Student Services, and by mail, fax, or other agreed upon electronic means for submission of the appeals document. As with other appeals, the Vice President for Student Services will closely monitor the progress, ensuring the contacts are made in a timely fashion and documents are submitted properly. If it becomes necessary for an appeal to go to the Student Appeals Committee, conference calling or any other electronic means agreed upon by both parties will be used. When conference calling is employed for a hearing, no business can be conducted without the student being present on the telephone, with the exception of the deliberations of the
The Student Appeals Committee

a. Composition of the Student Appeals Committee

The Student Appeals Committee will be comprised of no less than seven members and will be composed as follows in an effort to ensure the representation of all constituent groups in the College community.

- Two student representatives
- Two faculty representatives
- One Student Services representative
- One non-faculty employee, and
- One non-teaching professional representative at the level of coordinator or higher who will serve as chairperson

b. Student Appeals Committee Hearing and Procedures

1. The Vice President for Student Services or his or her designee shall be responsible for informing the employees and supervisor involved and the students of the date, time, and place of the hearing. The Vice President for Student Services or his or her designee shall convene the Student Appeals Committee no later than 15 calendar days after receipt of the request for a hearing.

2. When an appeal is made by a disabled student, the Committee, at its sole discretion, may consult with or include the ADA Coordinator in the hearing process for such person’s knowledge of disability and ADA issues and requirements.

3. A quorum to conduct Committee business and vote is defined as a minimum of four members. In no case shall any business be conducted unless at least one student and one faculty member are present. There will be an audio recording of the appeal hearing.

4. The decision of the Student Appeals Committee will be rendered within two business days of the hearing and conveyed to the student.

5. The decision of the Student Appeals Committee may be appealed to the President whose decision will be final. The President’s review does not include a new hearing and his or her review shall consist of evidence presented at the hearing. The President will affirm, modify, or reject the decision of the Student Appeals Committee within five business days of the hearing date.

6. In addition to the committee members, the following persons are permitted to attend the hearing:
   - Involved parties
   - An advisor for the appealing individual. Advisors may not be attorneys.
   - Administrative officers of the College who may be directly concerned with the dispute.

7. If a student fails to attend the scheduled hearing, the appeal is considered to be dropped.

8. All steps of the appeal procedure for students shall be closed to the public, and all documents generated in the course of a complaint
shall be confidential except to authorized College officials.

**Availability of Information**
The Student Appeal Policy and Procedure is available on the College website.

**Exception for Disciplinary Appeals:**
When these procedures are used to appeal a disciplinary action taken by the Vice President for Student Services or his or her designee, in his or her capacity as the College discipline officer, the appeal will be forwarded directly to the President. An appeal of a disciplinary action taken by the Vice President for Student Services must be submitted in writing to the Vice President for Student Services or his or her designee within five business days of the action. He or she will forward the appeal, along with all documentation concerning the matter, to the President, whose decision will be final following an on-the-record review. The President may, in his or her discretion, allow the parties to supplement the record if additional information is needed for the fair disposition to the matter.

**Sexual and Other Unlawful Harassment Policy**

**Policy**
It is the policy of the Board of Trustees of the College that a learning and working environment free from sexual and other unlawful harassment shall be maintained. Harassment, retaliation, coercion, interference, or intimidation of an employee or student due to his or her race, color, religion, sex, age, national origin, disability, veteran’s status, creed, sexual orientation, political affiliation or any other legally protected status not listed herein, or that of any employee’s or student’s relatives, friends, or associates, is strictly forbidden and will not be tolerated of anyone associated with the College either at a campus facility or College-sponsored event. The scope of this policy also extends to any visitor, vendor, or contractor while on campus property.

**Sexual Harassment**
Sexual harassment includes physical contact and/or conduct that creates an unwelcome or hostile environment. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when submission to the conduct is made a term or condition of an individual’s employment or academic performance (either implicitly or explicitly), when submission to or rejection of the conduct is used as the basis for employment or educational decisions affecting the individual, or when the conduct is sufficiently severe, persistent, or pervasive to interfere with an individual’s work or academic performance or to create an intimidating, hostile, or offensive working or learning environment. Occasional compliments of a socially acceptable nature do not constitute sexual harassment.

Sexual harassment may include, but is not limited to:

- Physical assault, including rape, or any coerced sexual relations.
b. Subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic coloring, thereby exceeding the limits of healthy relation.

c. Any demeaning sexual propositions.

d. Unnecessary touching in any form.

e. Sexually explicit or suggestive remarks about a person's physical attributes, clothing, or behavior.

f. Sexually stereotyped or sexually charged insults, humor, verbal abuse, or graffiti.

g. Any sexually inappropriate behavior that prevents an individual from participating in their employment, academic performance, or in any functions of the College.

Other Unlawful Harassment

Other unlawful harassment may consist of verbal or physical conduct that denigrate or shows hostility or aversion toward an individual because of his or her race, color, religion, age, national origin, disability, veteran's status, creed, sexual orientation, political affiliation, or any other legally protected status not listed herein, or that of his or her relatives, friends, or associates, and has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment; has the purpose or effect of interfering unreasonably with an individual's work or academic performance; or otherwise adversely affects an individual's employment or educational opportunities.

Other unlawful harassment may include, but is not limited to:

a. Threatening or intimidating conduct directed at another because of the individual's race, color, religion, age, national origin, disability, veteran's status, creed, sexual orientation, political affiliation, or any legally protected status not listed herein.

b. Jokes, name calling, or rumors based upon an individual's race, color, religion, age, national origin, disability, veteran's status, creed, sexual orientation, political affiliation, or any legally protected status not listed herein.

c. Ethnic slurs, negative stereotypes and hostile acts based on an individual's race, color, religion, age, national origin, disability, veteran's status, creed, sexual orientation, political affiliation, or any legally protected status not listed herein.

Reports and Investigations

Employees and students, without any fear of reprisal, have the responsibility to bring any form of sexual or other unlawful harassment (whether by a co-worker, student, or other person who is participating in, observing or otherwise engaged in the activities of A-B Tech) to the attention of his or her immediate supervisor.
or instructor so that a prompt investigation into the circumstances of the incident and the alleged harassment may be conducted.

An employee who has a complaint of harassment at work is urged to bring the matter to the attention of his or her immediate supervisor. If the employee is not comfortable bringing the complaint to the immediate supervisor, then the complaint should be brought to the Director of Human Resources. If an employee is not comfortable bringing the complaint to the Director of Human Resources, then the complaint may be brought to the Vice President of Human Resources and Organizational Development (formerly Vice President of College Relations).

A student who has a complaint of harassment is urged to bring the matter to the attention of his or her instructor. If the student is not comfortable bringing the complaint to the instructor, then the complaint should be brought to the Vice President for Student Services. If a student is not comfortable bringing the complaint to the Vice President for Student Services, then the complaint may be brought to the Director of Human Resources.

Individuals with complaints of harassment are urged to place their complaints in writing. All charges of harassment shall be brought to the attention of the Director of Human Resources. The Director of Human Resources or Vice President of Human Resources and Organizational Development (formerly Vice President of College Relations) shall conduct an investigation of charges of harassment made by an employee. The Vice President for Student Services shall conduct an investigation when a charge of harassment is made by a student.

A confidential file regarding the charge of harassment by an employee shall be maintained in the office of the Director of Human Resources. A confidential file regarding the charge of harassment by a student shall be maintained in the office of the Vice President for Student Services.

A-B Tech will keep all information relating to harassment allegations and investigations as confidential as possible.

**Corrective and/or Disciplinary Action**

Following an investigation, a review of the results of the investigation with the person involved will be conducted and if appropriate, corrective and/or disciplinary action will be taken. Appropriate disciplinary action shall depend upon the seriousness of the misconduct and may include a warning, written reprimand, demotion, suspension from employment or from the College, termination of employment, expulsion, removal from College property, or denial of access to College services or programs.
Protection Against Retaliation
A-B Tech will not in any way retaliate against an individual who makes a report of harassment in good faith or who assists in an investigation. Retaliation includes, but is not limited to, any form of intimidation, disciplinary action, reprisal or harassment. Retaliation is a serious violation of this harassment policy and should be reported immediately. A-B Tech will take appropriate action against any employee or student found to have retaliated against another in violation of this policy.

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

Distribution of Material
A-B Tech is a limited public forum and use of all College buildings and grounds is available primarily for programs offered by and intended for the campus community and is subject to the rules contained herein and in Policy 318, “Use of Facilities”. A-B Tech considers the sidewalk north of the tennis courts and south of parking lot A14 to be a free speech zone. Any group or individual is allowed to use this area as provided by federal, state, and local law and prior authorization.

For more information on the College Distribution of Materials Policy, Free Speech Zone or on how to submit an application, contact the Director of Student Life and Development at michelechathcock@abtech.edu.

For the most up-to-date version of College policies, please visit the College website at www.abtech.edu.
You, Too,
Can Become
A Graduate

Show your pride in A-B Tech by becoming a member of the Alumni Association!

Why should you join?

• Special events and networking opportunities
• Stay up-to-date on developments at the College
• Access to the A-B Tech Jobs Board
• Giving and volunteer opportunities
• Support students through the A-B Tech Foundation
• Alumni membership card with discounts at local businesses
• A-B Tech Alumni window decal

The A-B Tech Alumni Association aims to facilitate lifelong connections between our alumni and the College. Through on- and off-campus events, online resources, publications, volunteer opportunities and programs that connect alumni with students, fellow graduates and faculty members, we hope to provide opportunities for alumni to remain close to A-B Tech.

Sign up today at www.abtech.edu/alumni