FREE

Student Handbook and Calendar

2013-2014

Asheville-Buncombe Technical Community College

828.398.7900 | abtech.edu

Sponsored by the Student Life & Development Department & the Student Government Association

Locally Committed • Regionally Dynamic • World-Class Focused
Choices of Successful Students

Successful Students...

Accept personal responsibility, seeing themselves as the primary cause of their outcomes and experiences.

Discover self-motivation, finding purpose in their lives by discovering personally meaningful goals and dreams.

Master self-management, consistently planning and taking purposeful actions in pursuit of their goals and dreams.

Employ interdependence, building mutually supportive relationships that help them achieve their goals and dreams (while helping others do the same).

Gain self-awareness, consciously employing behaviors, beliefs, and attitudes that keep them on course.

Adopt lifelong learning, finding valuable lessons and wisdom in nearly every experience they have.

Develop emotional intelligence, effectively managing their emotions in support of their goals and dreams.

Believe in themselves, seeing themselves as capable, lovable, and unconditionally worthy human beings.

Struggling Students...

See themselves as victims, believing that what happens to them is determined primarily by external forces such as fate, luck, and powerful others.

Have difficulty sustaining motivation, often feeling depressed, frustrated, and/or resentful about a lack of direction in their lives.

Seldom identify specific actions needed to accomplish a desired outcome, and when they do, they tend to procrastinate.

Are solitary, seldom requesting, even rejecting, offers of assistance from those who could help.

Make important choices unconsciously, being directed by self-sabotaging habits and outdated life scripts.

Resist learning new ideas and skills, viewing learning as fearful or boring rather than as mental play.

Live at the mercy of strong emotions such as anger, depression, anxiety, or a need for instant gratification.

Doubt their competence and personal value, feeling inadequate to create their desired outcomes and experiences.

This planner belongs to:

Name @students.abtech.edu

Student email (first name, middle initial, last name)
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Your Path to Graduation Starts Here...Welcome to A-B Tech

On behalf of the Student Life & Development Department and the Student Government Association: Welcome to A-B Tech! The college offers many wonderful opportunities for you to learn and grow along your journey towards graduation. Use your Student Handbook/Calendar not only as a resource for navigating College services, but also as a resource for managing your time on campus. Get involved: visit the Academic Learning Center, join a club or become a student member of a professional organization, participate in a service or study abroad trip, play an intramural sport, or join the student leadership program. You name it — the sky’s the limit!

Stay connected to the latest updates and College events by follow us on Facebook at: facebook.com/studentlife.abtech or facebook.com/abtech.edu.

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.

Accreditation
Asheville-Buncombe Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Asheville-Buncombe Technical Community College.

Equal Opportunity Educational Institution
Getting Started

828-398-7900 for Directory Assistance
Accident Insurance - 398-7109
Admissions - 398-7520
- New Student Orientation
- Residency for Tuition Purposes
- Competitive Allied Health Programs
Child Care - 398-7143
Financial Aid - 398-7520
- Grants and Scholarships
- Work-Study Jobs
- Short/Long Term Loans
Testing Center - 398-7520
- Placement Testing
- Accommodations Testing
- Make-up exams
- Proctored exams for online courses
- Test of Essential Academic Skills (TEAS)
Records and Registration - 398-7520
- Official Withdrawals
- Drop/Add Forms
- Transcript Requests
- Registration Information
- Name Changes
- Graduation
- Transcript Evaluations
Advisors/Counselors - 398-7520
- Academic Advising
- Academic Counseling
- Personal Counseling
- Career Guidance
- Placement Testing
- Change of Major
- Veterans’ Benefits
- Disability Services
- International Student Services
Bookstore - 398-7208, 398-7274
- Textbooks and Supplies
- Convenience store
- A-B Tech Logo Merchandise
Business Office - 398-7152, 398-7155, 398-7156, 398-7540
- Charges and Payments
- Payment Plans
- Sponsored Student Transactions
- A-B Tech Access Card/Higher One

Transfer Advising Center - 398-7520
- Academic Advising for A.A.,
  A.S. and A.F.A. Degrees
- Transfer program questions
- Four-year college/university
  visitation/advising schedule
Security - 398-7115, 398-7870 or 0 from a
campus courtesy phone
- Lost and Found
- Stolen Items
- Dead Batteries
- Keys Locked in Car
- Medical Problems
For emergencies during school hours,
call - 398-7125 or 9-911.
- Officer Cell Phone - 828-279-3166.
Student Life & Development -
398-7203, 398-7594
- Student Activities
- Diversity Activities
- Community Engagement Service Trips
- Student Leadership Program
Student Government Association -
398-7205
- Clubs and Organizations
- Student Senate
Hours of Operations

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

Open Computer Labs:
Holly Library
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.

Testing Center:
Mon-Thu: 9:00 a.m. - 7:00 p.m.
Friday: 9:00 a.m. - 5:00 p.m.
Sat: 9:00 a.m. - 12:00 p.m.

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

Online Writing Center:
24/7 (see page 20 for details)

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.-12:00 p.m.

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.-12:00 p.m.

Café (Coman Student Activity Center):
Mon-Thu: 7:00 a.m.-5:00 p.m.
(2:30 p.m. during the summer term)
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.-12:00 p.m.

Tuition and Fees*

North Carolina Residents:
N.C. resident per semester ...........................................$1,144.00
(16 or more credit hours)
N.C. resident per credit hour per semester .......................$71.50
(15 or fewer credit hours)

Nonresidents:
Nonresident of N.C. per semester ....................................$4,216.00
(16 or more credit hours)
Nonresident of N.C. per credit hour per semester ...............$263.50
(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:
..................................................$16.00 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 Student Advising and Support Services 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

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 – Got a great business idea? Students enrolled in at least nine credit hours each semester may compete for the opportunity to earn up to $5,000 toward the development of a business. In addition, students also receive access to counseling, valuable business resources, and more. For more information, contact Diane Hendrickson at 398-7957 or dianehhendrickson@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.

Bookstore
Students may purchase textbooks, school supplies, convenience/ grab and go food 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. The Bookstore does not buyback textbooks on a daily basis. This is handled by an outside vendor and occurs 4 to 5 times a year at the Bookstore. You should receive an email and also look for information distributed on campus in regards to those buyback dates.

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.

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 Building, room 113. Check abtech.edu for hours of operation or call 398-7570 for more information.

Student Insurance
A group policy, providing supplemental accident insurance, is maintained by the College and all curriculum students are required to subscribe to such coverage. The only exceptions are for students taking only off-campus courses or all online 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 abtech.edu.

Services for Students with Disabilities
A-B Tech is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Support Services Office at the College ensures that the program and facilities of the College are accessible to all students. 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.

Students with disabilities who require the services of interpreters, readers or note-takers, or need other reasonable accommodations should request these services from the Support 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 Support Services Office. Information provided by students is voluntary and appropriate confidentiality is maintained. For detailed information, refer to: abtech.edu/content/disability-support-services/disability-support-services-overview.

Students who need assistance for academic services should call the Support Services office at 828-398-7581 or email supportservices@abtech.edu. 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.

An appointment with the Support Services staff is recommended in order to discuss any special concerns. Students who are not satisfied with the decisions of this office may utilize the College’s Student Appeals Policy.

**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 abtech.edu.

**Veterans’ Service Office**

The Veterans’ Coordinator helps veterans process their requests for benefits. The Veterans’ Office is located in the K. Ray Bailey Student Services Center. Individuals applying for veteran’s benefits must meet all entrance requirements and are required to meet the College’s Standards of Academic Progress as they progress through their programs. Failure to meet these standards will result in loss of veteran’s educational benefits. For more information the Veterans’ Coordinator can be reached at veteransservices@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.

**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.

The A-B Tech Police and Security Department employs both sworn police officers and non-sworn security officers. Police officers are state certified and have full authority to enforce state and local laws and to make arrests on all A-B Tech campuses and properties. Both police and security officers are authorized to issue A-B Tech campus citations and make disciplinary referrals for violations of College parking and traffic regulations and Code of Student Conduct.

**Telephone Numbers for Security Services**

Main College: 828-254-1921
Non-Emergency: 0
Officer Cell Phone: 828-279-3166
Emergency: 828-398-7125 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 criminals 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 current 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: abtech.edu/content/campus-police-and-security/traffic-and-parking-regulations.

Students needing special parking should apply for a temporary handicapped 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 828-398-7900.

Discounted Asheville Transit Passes

The A-B Tech Student Government Association, in partnership with an anonymous donor, offers discounted Asheville Transit passes to Curriculum students. A regular one-month Asheville Transit pass is $20 if purchased from the Transit Center. Currently enrolled Curriculum students can now purchase a one-month Asheville Transit pass for $10 (limit of one pass per month). Students must be currently enrolled and have a valid A-B Tech student ID card. Curriculum students may purchase a pass at the Cashier’s office in the 93 Victoria Road Building. For the latest maps and schedules, visit ridetheheart.com.

Campus Visitors

While on any A-B Tech campus or site, all visitors and salespersons must abide by the following:

a. When possible, instructors need to be informed of impending visitors and tours so that they can make appropriate preparations. Every effort will be made not to disrupt any classroom, lab or clinical activity.

b. Solicitation for commercial purposes that is not a necessary part of the College’s operations, activities or functions is restricted to time, place and manner as approved by the Vice President for Business & Finance/CFO or designee. If approved, sales calls must not disrupt the College’s normal operating and learning environment. Standard fees for the use of rooms, buildings or grounds may apply. (See Policy 318, Use of Facilities)

c. Visitors and salespersons are not permitted in shops, laboratories or any other potentially hazardous areas at any time unless they are escorted by a College employee.
d. Visitors and salespersons must comply with all College rules and regulations while on campus.
e. Individuals, who are not conducting business or purposely engaged in a sanctioned activity of A-B Tech, may be asked to leave the College premises.

All children on campus who are under the age of sixteen (16) must abide by the following:

a. Must be a registered student or formally invited to attend a College-sponsored activity, or registered with the on-campus childcare center. Campus tours and student groups visiting the College are exempt from this procedure as long as the group is supervised by designated adults and a College representative.
b. In some instances, children may accompany a parent or guardian to conduct College business. These children must be under direct supervision of the parent or guardian at all times.

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

A-B Tech is committed to providing students and employees with a safe and healthy environment. It is the policy of A-B Tech that tobacco use is not permitted on any College property. A-B Tech is tobacco free.

Save Money and Support the A-B Tech Foundation

A-B Tech is partnering with You Get We Give that will allow you to save money on local products and services while also supporting the Foundation’s Student Emergency Fund at no additional cost. You Get We Give is an Asheville based online deal marketing company that supports local charities. When local businesses offer deals for Asheville residents through the You Get We Give web site, they donate 10% of the deal proceeds to charity. When you sign up for free with You Get We Give, you’ll receive weekly emails on a variety of great deals on pizza, automotive services, retail stores, spas and fitness programs, movies, local restaurants, and much more. Purchase the deals you want and check A-B Tech from the nonprofit partner list at check out and they donate 10% to support our Student Emergency Fund. It’s that easy.
Visit the website at yougetwegive.com.

Financial Aid

It is strongly recommended that all students apply for the full range of financial assistance. Approximately 70% of all students receive some form of financial aid assistance. Several types of aid are available to students who demonstrate financial need and who maintain satisfactory academic progress. The satisfactory academic progress standards for financial aid recipients are outlined later in this section.

Students desiring financial aid for an academic year (fall, spring, and summer) are encouraged to apply early (by March 1) to ensure that your application is processed prior to the first day of class in August.
Applications should be completed online at fafsa.gov. Only U.S. citizens and eligible noncitizens may apply for financial aid. Persons in the U.S. on F1, F2, J1 or J2 visas are not eligible to receive aid.

Financial aid is awarded to fully-accepted curriculum students working toward a certificate, diploma or degree. Please remember that not all certificate and diploma programs are eligible to receive funding (federal and state financial aid). Financial aid is awarded as scholarships, grants, loans and work-study, or a combination of any of these programs. 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 to the College are automatically assigned a student email account. Information regarding how to access your student email account can be found on the A-B Tech website at abtech.edu/students/email. Students should check their student email regularly for information regarding their financial aid status, class information, registration, billing status, etc.

After financial aid is awarded, students will receive an email instructing them to review their award letter in WebAdvisor. The award letter will display the amount and types of financial aid the student will receive. Students can access their WebAdvisor account from the A-B Tech website at abtech.edu. Students who are aware of any issues which may impact their ability to be academically successful are encouraged to contact the Financial Aid Office immediately for assistance.

The Financial Aid Office is located in the K. Ray Bailey Student Services Center. Office hours are:

- Mon-Thurs: 9:00 a.m. – 7:00 p.m.
- Fri: 9:00 a.m. – 5:00 p.m.
- Sat: 9:00 a.m. – 12:00 p.m.

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 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. Maintain a minimum cumulative completion rate of 67%.
3. Successfully complete the curriculum program of study within 150% of the published length of the program.
Students not meeting the satisfactory progress standards will have their financial aid eligibility suspended. See the College catalog or the Financial Aid Office web page for more details and the complete policy.

**A-B Tech Access Card for Financial Aid and Tuition Refunds**

A-B Tech has partnered with Higher One, a financial services company, to bring you this powerful benefit, the A-B Tech Access 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 abtech.edu/content/%252FHigherOne-Q-and-A and ABTechAccessCard.com to learn more. For questions, call 398-7152, 398-7150, or 398-7540.

**Auditing Courses**

Students wishing to audit courses must register through regular registration procedures and pay standard tuition and fees. Students wishing to audit course must express intent within the first 15 days of the term (for full term class) with approval of the instructor and by applying for audit status through the Records and Registration Office in the K. Ray Bailey Student Services Center. 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 program 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 or the A-B Tech South site).

b. Students may drop a course through WebAdvisor. Distance students may receive assistance from the Distance Advisor. 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 drops have been processed.

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, Madison Site Office or the A-B Tech South site 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 or the A-B Tech South site). 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.

Student Life & Development

A-B Tech’s Department of Student Life & Development (SL&D) works to create a dynamic, inclusive and collaborative college community environment. The department provides opportunities for personal enrichment, leadership development, civic engagement and supports co-curriculum education outside the classroom. Student Life & Development offers events and programming that provide enriching and transformative experiences for students. The SL&D offices are located in the Coman Student Center and can be reached at 398-7594 or 398-7203. For more information, follow us on Facebook at facebook.com/studentlife.abtech or at abtech.edu/content/student-activites/Student-Life-and-Development.

Student Government Association

Get involved in the Student Government Association (SGA). Meetings are open to all students. The SGA is committed to informing, guiding, serving and advocating for students, while offering opportunities for leadership, involvement, and personal growth. Operating under the supervision of the Director of Student Life & Development, the SGA serves as the voice of students to the College administration. Meetings are held in Rhododendron 351 for the fall term and Holly 121 for the spring term on Wednesdays (bi-monthly) at 4:30 p.m., and dates can be found in the calendar portion of this handbook. The SGA Office is located in the Coman Student Center and can be reached at sga@abtech.edu or 398-7205. Follow the SGA at facebook.com/SGA.ABTech

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 members of a large number of standing committees across campus. 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 asked to serve on ad hoc committees or on focus groups.

Student Activity Fee Usage

The Student Life & Development department 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 - Welcome Event
- Community Partnership Programs
- Diversity Awareness Programs
- Earth Day Celebration
- Dean’s and President’s List Ceremonies
- Academic Awards Ceremony
- Commencement Activities
- Veterans’ Day Refreshments and Gifts
- Clubs – 17 co-curricular and general interest clubs
- Co-Curricular Outings – class trips to museums and plays
- Student passes to the Asheville Art Museum
- Student Membership to the Smith-McDowell House (on the A-B Tech campus)
- New Student Orientation
- Wellness brochures around campus
- Student Handbook/Calendar
- Student Government Association Services
- Discounted Asheville Transit Passes
- Community Engagement Days

**Activity Day Class Schedule**

A-B Tech sets aside three Activity Days each academic year as an opportunity for students and faculty/staff to connect outside the classroom while enjoying music, food, and other festivities. For the 2013-2014 academic year, the activity days are August 29, December 6, and April 22. Classes are suspended during the 11 a.m. and 12 p.m. blocks on activity days. 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 Center to sign up. For more information, contact Carol Stanford at carolwstanford@abtech.edu.

**Forming Clubs and Organizations**

Currently there are 17 chartered campus clubs and societies. These groups sponsor many events for the entire campus, as well as those planned for their own members. Students wishing to form a new club or society on campus must seek official recognition through the Student Government Association. A chartering form must be submitted along with a copy of the proposed organization’s constitution and bylaws. Upon approval by the SGA Senate, the constitution and bylaws shall be forwarded to the Director of Student Life & Development and then on to the Vice President for Student Services for final approval. Clubs approved to operate on campus must have their charters renewed each fall. For a complete club handbook, contact the Director of Student Life & Development at michelechathcock@abtech.edu or 398-7203 or the Student Government Association at sga@abtech.edu or 398-7205.
Student Clubs, Societies and Organizations

Below is a list of chartered clubs and organizations along with advisor contact information. For more detailed information, please contact the Student Government Association at sga@abtech.edu.

- **American Dental Hygienists Association**: Marilee Bush - marileejbush@abtech.edu
  The objectives of this organization are to cultivate, promote and sustain the art and science of dental hygiene. The club represents and safeguards the common interest of the members of the dental hygiene profession.

- **Associate Degree Nursing**: Christy Andrews - christycandrews@abtech.edu
  The Associate Degree Nursing Club is a club for ADN students. The purpose of this club is to assume responsibility for contributing to nursing education and influence the educational process. The club provides programs that are representative of fundamental and current professional interests and concerns. This club aids in the development of the whole person, his or her professional role, and his or her responsibility for the health care of people of all walks of life.

- **Baking and Pastry Arts Club**: Vincent Donatelli - vincentjdonatelli@abtech.edu
  The Baking and Pastry Club fosters professional activities of all kinds, promotes the social interaction between students of the club, enhances the development of personal skills and encourages recruitment of students into ABTCC’s Baking program. The club plans to establish a junior chapter of the American Culinary Federation at the school and to encourage club interaction with the public through service projects.

- **Bridging the Gap**: Kate Bove - kathrynnbove@abtech.edu
  Bridging the Gap was formed to develop community among A-B Tech students to provide a positive atmosphere and influence for GLBTQ students and their allies. The club encourages networking, education and awareness to promote healthy relationships and general wellbeing.

- **Dental Assisting Club**: Karen Pruett - karenmpruett@abtech.edu
  The Dental Assisting Club cultivates, promotes and sustains the art and science of the dental assisting field. Open to current, full-time Dental Assisting Students, the club represents and safeguards the common interest of its members and contributes to the improvement of public health.

- **Drama Society**: Peter Carver - peterjcarver@abtech.edu
  The A-B Tech Drama Society was founded in 2003 to encourage students to participate in drama at the community college. Drama Society membership is open to all A-B Tech students. The society sponsors several productions each year that range from one-act plays to full-length plays.

- **Green Power**: Heath Moody - brantonhmoody@abtech.edu
  The purpose of Green Power is to educate students, staff, and faculty on the importance of sustainability, and to be the voice to implement sustainable programs and technologies on our campus.

- **Hospitality Club**: Walter Rapetski - walterarapetski@abtech.edu
  The objective of the club is to stimulate a greater interest and development in the hospitality industry within the members of the organization and students in the Hotel Restaurant Management curriculum.
• Medical Assisting Club: Judy Brauer - judylbrauer@abtech.edu
MASA promotes the exchange of ideas, experience and fellowship among Medical Assisting students and educators at A-B Tech. Members are encouraged in scholarship, leadership, and service. Through club membership, students are provided the opportunity to join the American Association of Medical Assistants.

• Phi Beta Lambda: Kathie Doole - kathleenrdoole@abtech.edu
The purpose of this chapter shall be to further the goals of Phi Beta Lambda within the state of North Carolina. This chapter shall provide opportunities for college students to develop competencies for business and the educational world. Phi Beta Lambda is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

• Phi Theta Kappa Academic Honor Society: Lisa York - lisasyork@abtech.edu
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.

• Practical Nursing Club: Nita Kirkpatrick - nitamkirkpatrick@abtech.edu
The purpose of the PNE club is to assume responsibility for contributing to nursing education and influence the educational process. PNE club provides members with an opportunity to explore the fundamentals and current professional interests.

• Radiology Club: Angie Goodwin - angeladgoodwin@abtech.edu
The purpose of this club is to provide incoming radiography program students with a base to develop a wider understanding of diagnostics radiography and coordinating modalities. This club encourages the discussion of thoughts, experiences and ideas for a radiography student in clinic and academic curriculum.

• Student Paramedic Association: Keith Owens - richardkowens@abtech.edu
The mission of the Association of Student Paramedics is to provide a unified voice in representing the members to institutes of learning, government agencies and other organizations. The Association of Student Paramedics provides a resource for the exchange of ideas and the advancement of the paramedic profession.

• Surgical Technology Club: Robin Keith - robinkkeith@abtech.edu
The purpose of the A-B Tech Surgical Technology Club is to promote the exchange of ideas and experiences of surgical technology as a profession. A variety of fundraising activities occur throughout the year in the curriculum to provide funds for professional organization membership and pinning ceremony.

• Ultrasound Society: Chastity Case - chastitylcase@abtech.edu
Purpose of the A-B Tech Ultrasound/Sonography Society at the college shall be the promotion of scholarship, the development of leadership and service and the cultivation of fellowship among qualified Medical Sonography students.

• Veterinary Technology Club: JoEtta Newman - joettasnewman@abtech.edu
The club provides learning opportunities for Veterinary Technician students through field trips, guest speakers and community activities. It increases the profile of the A-B Tech Veterinary Medical Technology program and the community of veterinary medicine by participation and organizing career days, seminars and conferences. It raises awareness about issues pertaining to the health and well-being of companion animals and livestock by participating in campus and Student Government activities.
Leadership Program
The A-B Tech Student Life & Development office is proud to sponsor the Sigma Alpha Pi chapter of the National Society of Leadership and Success. This leadership development program is open to curriculum students who have completed at least 12 credit hours in good standing with a 3.0 GPA. The National Society of Leadership and Success Sigma Alpha Pi chapter is a leadership program that has hundreds of branches throughout the nation at community colleges and universities to help empower students to discover and attain their goals. The program provides opportunities for students to interact with nationally-recognized leaders through live broadcast speaker events. Speaker names will be announced on the Student Life & Development’s Facebook page at facebook.com/studentlife.abtech. For more information and membership details, please contact the student Leadership Team at nsls@abtech.edu.

Student Business Incubator Program
The Student Business Incubator Program is a 12-month extracurricular activity designed to provide a nurturing, supportive environment to current A-B Tech students (enrolled in at least 9 credit hours) who want to either start or grow their own business. Program participants may earn up to $5,000 in grant money for starting and developing their proposed businesses. Students interested in participating in this competitive program must submit an application and go through a selection process where they are expected to interview and present a business plan. The program runs from July to June of each year and has been supported by the A-B Tech Foundation Lavender Fund.

Throughout the academic year, information sessions are offered, granting students the opportunity to discuss the program and application process with Small Business Center staff. All students are encouraged to apply. Please watch the school calendar for key program dates, or visit us online at abtech.edu/content/student-business-incubator/student-business-incubator-program for more information. Applications for the 2014-15 Student Business Incubator Program are due on March 3, 2014. For more information about the SBI, please contact Diane Hendrickson at dianehhendrickson@abtech.edu or call 398-7957.

Fine Dining on Campus
The Culinary Arts and Hospitality Management students offer dining experiences on most Thursdays in the fall and spring semesters. These lunches and dinners are staged by the students to gain real world experience while still in school. Meals are held in the Magnolia Building and Fernihurst Building dining rooms on the A-B Tech campus. If you would like to be on the email list to receive the schedule and menus, please contact Lee Sokol at leewsokol@abtech.edu.
Holly Library

Holly library provides books and electronic resources to help students meet their information needs. The library also has a large collection of DVDs, a North Carolina collection, and audiobooks. Open 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 library is wireless with research computers available on the main level and an open computer lab on the lower level. Laptops are available to check out for in-library and home use. Comfortable seating, group study rooms and quiet zones are located throughout the building.

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 tutoring and support to students who need assistance in math, science, or English-related subjects. There is no charge for this service. Instructors, assistants, and peer tutors provide tutoring and skills exercises in a friendly, supportive environment. Students must be referred to the ALC by their instructor and should bring a signed referral form, called a “green sheet,” on their first visit. This form is available in the ALC and on our website. Our labs cannot be used as a study hall for working on homework assignments, and students cannot be in the Math or English Lab when they are scheduled to be in class. Students will be asked to participate actively with their tutor and observe On Course principles when they visit the ALC. No appointment is necessary; once students have submitted a signed green sheet, they can drop in any time for help. If you have questions about how to take advantage of the ALC’s services, please stop by, visit our website, or call us at 398-7219.

Testing Center: The Testing Center has been established to facilitate placement testing, online testing, re-testing, make-up testing, extra-time testing or other special needs testing. For additional information, please contact the Testing Center staff at 398-7583.

Writing Center: The Writing Center welcomes students in all A-B Tech programs and offers help with interpreting assignment guidelines, prewriting, drafting, incorporating and documenting sources and revising. 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. to 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 Fridays and Saturdays, during periods when the campus is closed for holidays or inclement weather and during midterm and final exam periods.
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.

Counseling Services
A-B Tech provides free, confidential counseling and related services for students in the K. Ray Bailey Student Services Center. Students are encouraged to use counseling services at any time if they have personal, academic, or career concerns. The professional counseling staff, after initial assessment, will refer students who need specialized or long-term services to appropriate resources within the community. Students may call 828-398-7581 or e-mail supportservices@abtech.edu to schedule an appointment.

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: Official copies of transcripts from colleges previously attended may be mailed or sent via certified electronic submission to A-B Tech by the originating institution or by the student (opened copies are considered unofficial and therefore not accepted for transfer credits) 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 fafsa.gov and scholarship applications are available on the College website. Financial Aid information is available by emailing financialaidoffice@abtech.edu or calling 828-398-7520.
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 veteranservices@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 at supportservices@abtech.edu.

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 generaladvising@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 smartthinking.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.

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**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 program of study, change programs, or add a second program of study, students are encouraged to use “Change My Academic Program” in WebAdvisor. The catalog in effect at the time of the change will be the catalog recorded for the selected program of
study. If a student is unable to use this feature or if the student needs to change a program for the current semester, the student should contact an advisor in the Bailey Building or send an email to generaladvising@abtech.edu for more information.

**Prerequisites and Corequisites**
Before enrolling in a course with prerequisite requirements, students must satisfactorily complete the prerequisite course(s). Corequisite courses must be taken prior to or during the same term. 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 Associate Registrar.

**Introduction to College Courses for Diploma or Degree-Seeking Students**
Degree-seeking students who enroll in a college program requiring ACA 115, EGR 110 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 registering for future semesters without enrolling in the course.

Any student who places into more than one developmental course must enroll concurrently in ACA 115 and EGR 110 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 and EGR 110 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.

**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.
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 in cumulative GPA calculation. 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 syllabus will indicate the date(s) and method(s) of evaluation. If the final evaluation is given prior to the last day of class, the syllabus 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 2014 cannot use a catalog earlier than 2009-2010). 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>
</tbody>
</table>
W  Official Withdrawal (no penalty)

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 Registrar or his or her designee.

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 didn’t attend the course during the first 10% of the term. 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 “R”, “P”, “X”, “I” and “W”). A ratio of 2.00 indicates that a student has an average of “C.”

### Policy and Procedure Resource Section

For a helpful collection of A-B Tech policies and procedures, please turn to page 134, after the calendar section for more information.
# Fall Semester - 2013

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Aug. 19</td>
</tr>
<tr>
<td>4-Week Minimester 1</td>
<td>Aug. 19-Sept. 16</td>
</tr>
<tr>
<td>8-Week Minimester 1</td>
<td>Aug. 19-Oct. 14</td>
</tr>
<tr>
<td>Student Activity Day</td>
<td>Aug. 29</td>
</tr>
<tr>
<td>Labor Day Weekend Student Holiday</td>
<td>Aug. 31-Sept. 2</td>
</tr>
<tr>
<td>Last Day to withdraw from 8 week session 1</td>
<td>Sept. 30</td>
</tr>
<tr>
<td>Professional Development Day</td>
<td>Oct. 15</td>
</tr>
<tr>
<td>4-Week Minimester 3</td>
<td>Oct. 16-Nov. 12</td>
</tr>
<tr>
<td>8-Week Minimester 2</td>
<td>Oct. 16-Dec. 14</td>
</tr>
<tr>
<td>4-Week Minimester 4</td>
<td>Nov. 13-Dec. 14</td>
</tr>
<tr>
<td>Last Day to withdraw from a 16 week session</td>
<td>Nov. 12</td>
</tr>
<tr>
<td>Thanksgiving Student Holiday</td>
<td>Nov. 27-Dec. 1</td>
</tr>
<tr>
<td>Thanksgiving College Holiday</td>
<td>Nov. 28-Dec. 1</td>
</tr>
<tr>
<td>Last Day to withdraw from 8 week session 2</td>
<td>Dec. 6</td>
</tr>
<tr>
<td>Last Day of Class/Examinations</td>
<td>Nov. 26</td>
</tr>
<tr>
<td>Winter College Holidays</td>
<td>Dec. 21-Jan. 4</td>
</tr>
</tbody>
</table>

# Spring Semester - 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Begins</td>
<td>Nov. 4</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Jan. 13</td>
</tr>
<tr>
<td>4-Week Minimester 1</td>
<td>Jan. 13-Feb. 10</td>
</tr>
<tr>
<td>8-Week Minimester 1</td>
<td>Jan. 13-March 10</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day College Holiday</td>
<td>Jan. 18-20</td>
</tr>
<tr>
<td>4-Week Minimester 2</td>
<td>Feb. 11-March 10</td>
</tr>
<tr>
<td>Last day to withdraw from 8 week session 1</td>
<td>Feb. 24</td>
</tr>
<tr>
<td>4-Week Minimester 3</td>
<td>March 11-April 14</td>
</tr>
<tr>
<td>8-Week Minimester 2</td>
<td>March 11-May 12</td>
</tr>
<tr>
<td>Student Spring Break</td>
<td>March 17-22</td>
</tr>
<tr>
<td>Spring College Holiday</td>
<td>March 21-23</td>
</tr>
<tr>
<td>Last Day to withdraw from a 16 week session</td>
<td>April 14</td>
</tr>
<tr>
<td>4-Week Minimester 4</td>
<td>April 15-May 12</td>
</tr>
<tr>
<td>Student Activity Day</td>
<td>April 22</td>
</tr>
<tr>
<td>Last Day of Class/Examinations</td>
<td>May 12</td>
</tr>
<tr>
<td>Graduation/Commencement Ceremony</td>
<td>May 17</td>
</tr>
</tbody>
</table>
Summer Session - 2014

Registration Begins ................................................................. April 21
Classes Begin ................................................................................. May 21
  5-Week Minimester 1 ............................................................ May 21-June 25
Memorial Day College Holiday .............................................. May 24-26
Last Day to withdraw from 5 week session 1 ......................... June 17
  5-Week Minimester 2 .............................................................. June 26-Aug. 1
Student Summer Holiday ....................................................... July 3
Independence Day College Holiday ...................................... July 4-5
  Last 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

For withdrawal deadlines for the shorter terms, please contact the Service Desk in the K. Ray Student Services Center.

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.

* Up to three days may be made up at the end of the semester for inclement weather.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| **Monday, 19 August** | FALL SEMESTER CLASSES BEGIN  
4-Week Minimester 1 and 8-Week Minimester 1 Classes Begin |
| **Tuesday, 20 August** | Student Government Association  
Meeting 4:30 p.m., RHO 351 (Open to All Students) |
2013 **August**

**Monday**

26

---

**Tuesday**

27

---

**Wednesday**

28

---

**August 26**

- Book Buyback in Bookstore, 9 a.m.-6 p.m. Bailey Building

---

**August 27**

- Book Buyback in Bookstore, 9 a.m.-6 p.m. Bailey Building

---

**August 28**

- Last Day Financial Aid recipients can charge in the bookstore.
- Student Government Association Meeting 4:30 p.m., RHO 351 (Open to All Students)
**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

**DUI Simulator** 9:30 a.m.-3:30 p.m., Near Beech Tree Deck

---

**Labor Day Weekend**
(College Closed)

---

**August/September 2013**

**Thursday**

**29**

---

**Friday**

**30**

---

**Saturday**

**31**

---

**Sunday**

**1**
2013 September
Monday
2

Labor Day (College Closed)

Tuesday
3

Labor Day (United States)

Intramural Volleyball and Tennis
Sign-ups/Evaluations in Coman
Gymnasium

Wednesday
4

Student Government Association
Meeting 4:30 p.m., RHO 351 (Open to
All Students)

Rosh Hashanah - Begins at Sunset
(Judaism)
On-Campus Health Clinic Open 12-2 p.m. RHO 113

Intramural Volleyball Matches Begin in Coman Gymnasium - 11 a.m. and 12 p.m.

Intramural Tennis Sign-ups/ Evaluations in Coman Gymnasium

National Grandparents' Day (United States)
International Literacy Day (United Nations)
2013 September

Monday

9

Intramural Tennis Matches Begin, A-B Tech Tennis Courts

Ganesh Chaturthi - Hinduism

Tuesday

10

World Suicide Prevention Day (World Health Organization)

Wednesday

11
On-Campus Health Clinic Open 12-2 p.m. RHO 113

Yom Kippur (Begins at Sunset) - Judaism

Hispanic Heritage Month Begins (September 15-October 15)
2013 September

Monday

16

Tuesday

17

Wednesday

18

4-Week Minimester 1 Classes End

4-Week Minimester 2 Classes Begin

Citizenship Day and Constitution Day (United States)

Student Government Association Meeting 4:30 p.m., RHO 351 (Open to All Students)

Sukkot (Begins at Sunset) - Judaism
On-Campus Health Clinic Open 12-2 p.m. RHO 113

Sukkot (Judaism)

September 2013

Thursday

19

Friday

20

Sukkot (Judaism)

Saturday

21

International Day of Peace (United Nations)

Sukkot (Judaism)

Sunday

22

Fall Equinox
Sukkot (Judaism)
Monday 23

Sukkot (Judaism)

Tuesday 24

Student Town Hall Meeting, 12-1 p.m. RHO 351, Open to All Students

Sukkot (Judaism)

Wednesday 25

Student Business Incubator Informational Session, 12-1 p.m. Holly 121

Sukkot - Ends at Sunset (Judaism)
Student Business Incubator Informational Session, 3:30 - 4:30 p.m. Holly 121

Simhat Torah (Judaism)

Tuition Refunds processed for Fall 2013
2013 September/October

Monday

30

Tuesday

1

Student Government Association Meeting 4:30 p.m., RHO 351 (Open to All Students)

Wednesday

2
October 2013

Thursday

3

On-Campus Health Clinic Open 12-2 p.m. RHO 113

Friday

4

Saturday

5

Sunday

6
On-Campus Health Clinic Open 12-2 p.m. RHO 113

Regular Deadline for Voter Registration
Monday

14

4-Week Minimester 2 and 8-Week Minimester 1 Classes End

Columbus Day (United States)
Dia de la Resistencia Indigena - Indigenous People’s Day (United States/Latin America)
Waqf Al Arafa - Hajj (Islam)

Tuesday

15

Professional Development Day - No Day Classes

Eid al Adha (Islam)

Wednesday

16

4-Week Minimester 3 and 8-Week Minimester 2 Classes Begin
Student Government Association Meeting 4:30 p.m., RHO 351 (Open to All Students)

World Food Day (United Nations)
On-Campus Health Clinic Open 12-2 p.m. RHO 113

Early Voting and Same-Day Registration Begins

Birth of the Bab (Baha’i)
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>21</td>
</tr>
<tr>
<td>Tuesday</td>
<td>22</td>
</tr>
<tr>
<td>Wednesday</td>
<td>23</td>
</tr>
</tbody>
</table>
Wellness Fair, 9 a.m. - 3 p.m. Coman Gymnasium, Open to Students and Employees

United Nations Day
<table>
<thead>
<tr>
<th>Monday 28 October</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intramural Tennis Matches End, A-B Tech Tennis Courts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday 29 October</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Wednesday 30 October</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Government Association Meeting 4:30 p.m., RHO 351 (Open to All Students)</td>
</tr>
<tr>
<td>Absentee Ballot Requests Due for Absentee Voting</td>
</tr>
</tbody>
</table>
October/November 2013

Thursday

31

Halloween (United States)
Samhain (Gaelic)

Friday

1

Native American Heritage Month Begins (United States)
All Saints’ Day (Christian)

Saturday

2

All Souls’ Day (Catholic Christian)

Sunday

3

Early Voting and Same-Day Registration Ends

Daylight Savings Time Ends (Standard Time Returns)
2013 November

Monday

4

Spring Semester Registration Begins

Al Hijra/Muharram - New Year - Begins at Sunset (Islam)

Tuesday

5

Election Day (United States)

Absentee Ballots Due at County Board of Elections

Wednesday

6

abtech.edu
On-Campus Health Clinic Open 12-2 p.m. RHO 113
Monday

November 11

Veterans Day (United States)

Tuesday

12

4-Week Minimester 3 Classes Ends
Intramural Volleyball Matches End, Coman Gymnasium - 11 a.m. and 12 p.m.

Birth of Baha’u’llah (Bahai)

Wednesday

13

Student Government Association Meeting 4:30 p.m., RHO 351 (Open to All Students)

4-week Minimester 4 Classes Begin

Ashura - Begins at Sunset (Islam)
On-Campus Health Clinic Open 12-2 p.m. RHO 113
Intramural Volleyball Championship Match in Coman Gymnasium, 11 a.m. and 12 p.m.
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>18</strong></td>
<td><strong>19</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

**Intramural Dodgeball in Coman Gymnasium - 11 a.m. and 12 p.m.**
On-Campus Health Clinic Open 12-2 p.m. RHO 113
Intramural Dodgeball in Coman Gymnasium - 11 a.m. and 12 p.m.
Monday

25

Tuesday

26

Day of Covenant (Baha’i)

Wednesday

27

Thanksgiving Break - Student Holiday (College Open)

Chanukkah - Begins at Sunset (Judaism)

Ascension of Abdu’l-Baha - Begins at Sunset (Baha’i)
Thanksgiving Break (College Closed)

Thanksgiving Day (United States)

Thanksgiving Break (College Closed)

Thanksgiving Break (College Closed) Universal Human Rights Month Begins (United Nations)

Advent - First Sunday (Christianity)
December

Monday

2

Tuesday

3

Wednesday

4

Student Government Association Meeting 4:30 p.m., RHO 351 (Open to All Students)
On-Campus Health Clinic Open 12-2 p.m. RHO 113

Chanukah begins - Ends at Sunset (Judaism)

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: Alternative Marketplace 8:30 a.m. - 1 p.m.
Coman Student Center
8-Week Minimester 2 and 4-Week Minimester 4 Classes End
Last Day of Class/Examinations* (See page 33)
Last Day to Pay due by noon, for Spring Classes
December 2013

Thursday

19

Friday

20

Saturday

21

Winter Holiday Break (College Closed)

Winter Solstice

Yule (Paganism)

Sunday

22

Winter Holiday Break (College Closed)
<table>
<thead>
<tr>
<th>Monday 23 December 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
</tr>
<tr>
<td>Winter Holiday Break</td>
</tr>
<tr>
<td>(College Closed)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday 24 December 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
</tr>
<tr>
<td>Winter Holiday Break</td>
</tr>
<tr>
<td>(College Closed)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wednesday 25 December 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
</tr>
<tr>
<td>Winter Holiday Break</td>
</tr>
<tr>
<td>(College Closed)</td>
</tr>
<tr>
<td>Christmas Day (Christianity)</td>
</tr>
</tbody>
</table>
Winter Holiday Break (College Closed)

Zarathosht Diso - Death of Prophet Zarathushtra (Zoroastrianism)

Winter Holiday Break (College Closed)
Monday

30

Winter Holiday Break (College Closed)

Tuesday

31

Winter Holiday Break (College Closed)
Watch Night (Christianity)

Wednesday

1

Winter Holiday Break (College Closed)
New Year's Day (Gregorian Calendar)
Gantan-sai - New Years (Shinto)
January 2014

Thursday

2

Friday

3

Saturday

4

Sunday

5

Winter Holiday Break (College Closed)

Winter Holiday Break (College Closed)

Winter Holiday Break (College Closed)

Twelfth Night (Christianity)
2014 January

Monday

6

- Epiphany (Christianity)
- Feast of the Theophany (Orthodox Christianity)

Tuesday

7

- Nativity of Christ (Orthodox Christianity)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thursday 9 January 2014</td>
<td>Last Day to pay due by noon, for Late Registration Spring Classes</td>
</tr>
<tr>
<td>Friday 10 January 2014</td>
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<tr>
<td>Saturday 11 January 2014</td>
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<tr>
<td>Sunday 12 January 2014</td>
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</tbody>
</table>
2014 January

Monday

13

SPRING SEMESTER CLASSES BEGIN
4-Week Minimester 1 and 8-Week Minimester 1 Classes Begin
Applications for Foundation scholarships available online at abtech.edu/scholarships
Maghi (Sikhism)
Mawlid an Nabi - Begins at Sunset (Islam)

Tuesday

14

Makar Sankranti (Hinduism)

Wednesday

15

Student Business Incubator Informational Session, 12-1 p.m. Holly 121
Martin Luther King, Jr.’s Birthday (United States)
January 2014

Thursday

16

- On-Campus Health Clinic Open 12-2 p.m. RHO 113
- Student Business Incubator Informational Session, 3:30 -4:30 p.m. Holly 121

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

Friday

17

- Student Business Incubator Informational Session, 3:30 -4:30 p.m. Holly 121
- Tu B’shvat (Begins at Sunset) - Judaism

Saturday

18

- Martin Luther King Jr. Holiday Weekend (College Closed)

Sunday

19

- World Religion Day (Baha’i)
Monday

20

- Martin Luther King Jr. Day (College Closed)
- Inauguration Day (United States)

Tuesday

21

- Intramural 3-on-3 Basketball in Coman Gymnasium, 11 a.m. and 12 p.m.

Wednesday

22

- Student Government Association Meeting 4:30 p.m., Holly 121 (Open to All Students)
Intramural 3-on-3 Basketball in Coman Gymnasium, 11 a.m. and 12 p.m.
Monday
27

Tuesday
28

Intramural 3-on-3 Basketball in Coman Gymnasium, 11 a.m. and 12 p.m.

Wednesday
29
Intramural Basketball Inclement Weather Makeup Day, 11 a.m. and 12 p.m.

Chinese New Year (Confucianism/Daoism/Buddhism)

Black History Month Begins (United States)

Intramural Basketball Inclement Weather Makeup Day, 11 a.m. and 12 p.m.
Monday

3

Tuesday

4

Intramural Volleyball Sign-ups/ Evaluations in Coman - 11 a.m. and 12 p.m.

World Cancer Day (World Health Organization)

Wednesday

5

Student Government Association Meeting 4:30 p.m., Holly 121 (Open to All Students)
On-Campus Health Clinic Open 12-2 p.m. RHO 113
Intramural Volleyball Matches Begin in Coman Gymnasium - 11 a.m. and 12 p.m.
2014 February

Monday

10

Tuesday

11

Wednesday

12

4-Week Minimester 1 Classes Ends

4-Week Minimester 2 Classes Begins

abtech.edu
On-Campus Health Clinic Open 12-2 p.m. RHO 113

Tuition Refunds Processed for Spring 2014

Valentine’s Day (United States)
2014 February

Monday

17

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Presidents Day (United States)

Tuesday

18

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Academic Achievement Ceremony
3 p.m. Ferguson Auditorium

Wednesday

19

---

Student Government Association Meeting 4:30 p.m., Holly 121 (Open to All Students)
On-Campus Health Clinic Open 12-2 p.m. RHO 113

World Day of Social Justice (United Nations)

International Mother Language Day (UNESCO)
<table>
<thead>
<tr>
<th>Monday</th>
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<th>Wednesday</th>
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</table>

2014 February

abtech.edu
Thursday, February 27

Friday, February 28

- Maha Shivaratri (Hinduism)

Saturday, March 1

Sunday, March 2

- Women's History Month Begins (United States)
Monday

3

Foundation scholarship FAFSA submission deadline for students applying for scholarships that require the establishment of financial need.

Tuesday

4

Mardi Gras/Shrove Tuesday (United States)

Wednesday

5

Student Government Association Meeting 4:30 p.m., Holly 121 (Open to All Students)

Ash Wednesday (Christianity)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Thursday, March 6</td>
<td>On-Campus Health Clinic Open 12-2 p.m. RHO 113</td>
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<tr>
<td>Friday, March 7</td>
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<tr>
<td>Saturday, March 8</td>
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<tr>
<td>Sunday, March 9</td>
<td>Daylight Savings Time Begins (Standard Time Ends)</td>
</tr>
</tbody>
</table>
Monday
10

- 4-Week Minimester 2 and 8-Week Minimester 1 Classes End
- Daylight Savings Time Begins

Tuesday
11

- 4-Week Minimester 3 and 8-Week Minimester 2 Classes Begin

Wednesday
12
Thursday 13

- On-Campus Health Clinic Open 12-2 p.m. RHO 113
- L. Ron Hubbard’s Birthday (Scientology)

Friday 14

Purim - Begins at Sunset (Judaism)

Saturday 15

Sunday 16

Magha Puja Day (Buddhism)
Monday
17

Spring Break (College Open)
St Patrick’s Day (United States)
Hola Mohalla (Sikhism)
Holi (Hinduism/Sikhism)

Tuesday
18

Spring Break (College Open)

Wednesday
19

Spring Break (College Open)
Spring Break (College Open)

Norouz - New Year (Persian/Zoroastrianism)
Vernal Equinox

Spring College Holiday (College Closed)

World Poetry Day (UNESCO)

Spring College Holiday (College Closed)

World Water Day (United Nations)
Monday

24

Intramurals Tennis Sign-ups/ Evaluations in Coman Gymnasium Begin

Tuesday

25

Student Government Association Meeting 4:30 p.m., Holly 121 (Open to All Students)

Wednesday

26

Khordad Sal - Birth of Prophet Zaranushtra (Zoroastrianism)
March 2014

Thursday 27

Friday 28

Saturday 29

Sunday 30

Intramural Tennis Sign-ups/ Evaluations in Coman Gymnasium End

Intramural Tennis Matches Begin, A-B Tech Tennis Courts
Monday

31

Online Application and Reference Forms for Foundation Scholarships Must Be Submitted, 5 p.m.

Tuesday

1

Hindi New Year (Hinduism)

Wednesday

2

World Autism Day (United Nations)
**April 2014**

**Thursday**

3

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**Friday**

4

---

**Saturday**

5

---

**Sunday**

6

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On-Campus Health Clinic Open 12-2 p.m. RHO 113
April 2014

Monday 7

Tuesday 8

Academic Achievement Ceremony
3 p.m., Ferguson Auditorium

Rama Navami (Hinduism)

Wednesday 9

Student Government Association
Meeting 4:30 p.m., Holly 121 (Open to All Students)
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>10</td>
<td>On-Campus Health Clinic Open 12-2 p.m. RHO 113</td>
</tr>
<tr>
<td>11</td>
<td>Mahavir Jayanti (Jainism)</td>
</tr>
<tr>
<td>12</td>
<td>Palm Sunday (Christianity)</td>
</tr>
<tr>
<td>13</td>
<td>Mahavir Jayanti (Jainism)</td>
</tr>
</tbody>
</table>

April 10, 2014
2014 April

Monday

14

4-Week Minimester 3 Classes Ends

Vaisakhi (Sikhism/Hinduism)
Saka New Year (Buddhism)
Pesach - Passover, first two days
-Begins at Sunset (Judaism)

Tuesday

15

4-Week Minimester 4 Classes Begins

Federal Income Taxes due (United States)
Hanuman Jayanti (Hindu)

Wednesday

16
<table>
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<tr>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tr>
<td>On-Campus Health Clinic Open 12-2 p.m. RHO 113</td>
<td>Good Friday (Christianity)</td>
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<td>Easter (Christianity) Easter/Pascha (Orthodox Christianity)</td>
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</tbody>
</table>
2014 April
Monday
21

Tuesday
22

Activity Day - No Classes Between 11 a.m. - 1 p.m.
Earth Day Celebration 11 a.m. - 1 p.m., Beech Tree Deck
Texting While Driving Simulator 9:30 a.m.-3:30 p.m., Near Beech Tree Deck
Earth Day (United States)
International Mother Earth Day (United Nations)

Wednesday
23

Student Government Association Meeting 4:30 p.m., Holly 121 (Open to All Students)
Thursday

25

Friday

25

Saturday

26

Sunday

27

Yom HaShoah - Begins at Sunset (Judaisim)
2014 April

Monday

28

Tuesday

29

Intramural Volleyball Matches End in Coman Gymnasium - 11 a.m. and 12 p.m.

Wednesday

30
On-Campus Health Clinic Open 12-2 p.m. RHO 113
Intramural Volleyball Championship in Coman Gymnasium, 11 a.m. and 12 p.m.
Asian Pacific American Heritage Month Begins (United States)
Beltane - Begins at Sunset (Wicca/Paganism)
National Day of Prayer (Interfaith)
May 5

Intramural Tennis Matches End, A-B Tech Tennis Courts

Intramural 2-Mile Run Competition at Asheville High Track

5

6

7
Thursday 8

Friday 9

Intramural 2-Mile Run Competition
Inclement Weather Makeup Day,
Asheville High Track

Saturday 10

Sunday 11

Mother’s Day
(United States)
2014 May

Monday
12

Tuesday
13

Wednesday
14

4-Week Minimester 4 and 8-Week Minimester 2 Classes End
Last Day of Classes/Examinations

Visakha Puja - Buddha Day (Buddhism)
Commencement Ceremony - Congratulations Graduates!

May 2014

Thursday

15

Friday

16

Saturday

17

Sunday

18

Commencement Ceremony - Congratulations Graduates!

Congratulations Graduates!
2014 May

Monday

19


Tuesday

20


Wednesday

21

Summer Session Classes Begin
5-Week Minimester 1 Classes Begins

World Day for Cultural Diversity for Dialogue and Development (United Nations)
Declaration of the Bab - Begins at Sunset (Baha’i)

Memorial Day Holiday Weekend (College Closed)

Lailat al Miraj - Begins at Sunset (Islam)
2014 May

Monday

26

Memorial Day (College Closed)

Memorial Day (United States)

Tuesday

27

Wednesday

28

Ascension of Baha’u’l-Ha’ – Begins at Sunset (Baha’i)
May/June 2014

Thursday

29

Ascension of Christ (Christianity)

Friday

30

Saturday

31

Sunday

1

Lesbian, Gay, Bisexual, Transgender, Queer Pride Month Begins (United States)
2014 June
Monday
2

Tuesday
3

Wednesday
4

Foundation Scholarship awards sent to students via email

Shavuot - Begins at Sunset (Judaism)

Shavuot (Judaism)
Shavuot - Ends at Sunset (Judaism)

June 2014

Thursday

5

Friday

6

Saturday

7

Sunday

8

World Oceans Day
(United Nations)
June 2014

Thursday
19

Friday
20

World Refuge Day (United Nations)

Saturday
21

Summer Solstice

Sunday
22
2014 June
Monday
23

Tuesday
24

Wednesday
25

5-Week Minimester 1 Classes Ends
Tuesday: 5-Week Minimester 2 Classes Begins

Wednesday: Sacred Heart of Jesus (Catholic Christianity)

Thursday: Ramadan Begins - Begins at Sunset (Islam)

Friday: 27

Saturday: 28

Sunday: 29
Thursday
3

Friday
4

Saturday
5

Sunday
6

Summer Student Holiday (College Open)

Independence Day (College Closed)

Independence Day (United States)
Monday
7

Tuesday
8

Wednesday
9

Martyrdom of the Bab - Begins at Sunset (Baha’i)
July 2014

Thursday

10

Friday

11

Saturday

12

Sunday

13

Obon Begins
(Shinto/Buddhism)
2014 July
Monday

14

Obon (Shinto/Buddhism)

Tuesday

15

Academic Achievement Ceremony
3 p.m. Ferguson Auditorium

Obon Ends (Shinto/Buddhism)

Wednesday

16
2014 July/August

Monday

30

Tuesday

31

Wednesday

1

5-Week Minimester 2 Classes Ends
Last Day of Class/Examinations

abtech.edu
September 2014

Thursday
2

Friday
3

Saturday
4

Sunday
5

Tish’a B’Av - Begins at Sunset (Judaism)
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 abtech.edu/factbook.

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. 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.

2. 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.

3. 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 2 above.

4. 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 students' 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.

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

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 action for the agency or institution.

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

d. Law Enforcement Purpose: Enforcing state, local or federal law; referring possible viola
tions 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.

**Tuition and Fee 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 or A-B Tech South Site) a Drop/Add Registration Change Notice during business hours.
   b. By dropping the class via WebAdvisor.
   c. 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, stop attending classes at 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 to the Department of Education or the College based on the federal 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.

**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:

a. Student meets with student’s assigned Academic Advisor within the first eight days of the semester to develop strategies for academic success;

b. 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.
**Code of Classroom Conduct**

A-B Tech is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, there must be respect for the instructor and fellow students. Listed below are guidelines for classroom behavior, which the College has established to ensure that the learning environment is not compromised.

1. Absences: Students should inform the instructor in advance if you know you are going to miss class. They should also take responsibility for getting missed assignments from other students. Students should not expect to be allowed to make up work, such as unannounced quizzes or tests, after an absence. Instructors are not responsible for re-teaching the material you missed because of absence.

2. Attendance: Students are expected to attend class for the entire class time. Students should not enter late or leave early. Exceptions may occur, particularly under emergency circumstances, but students should be prepared to explain tardiness to the instructor after class. Likewise, the need to leave early should be explained to the instructor before class.

3. Attitude: Students are expected to maintain a civil attitude in class. They may not use inappropriate or offensive commentary or body language to demonstrate attitude regarding the course, the instructor, assignments, or fellow students.

4. Mobile Devices: Students may not receive or make calls, send or receive text messages, or use personal devices in other ways during class. It is their responsibility to turn off mobile devices prior to entering class.

5. Conversation: Students may not carry on side conversations in class.

6. Food, Drink, and Tobacco: Students may not have food or drink in class, or use tobacco of any form on campus.

7. Guests: Students may not bring unregistered friends or children to class.

8. Internet: Students may use the internet for valid, academic purposes only. Students may not use it for open access to other non-academic sites, which are unrelated to the course.

9. Other Activities in Class: Students may not work on other activities while in class. This includes homework for other courses or other personal activities.

10. Personal Business: Students needing to transact personal business with the instructor should plan to do so before or after class.

11. Profanity and Offensive Language: Students may not use profanity or offensive language in class.

12. Sleep: Students should not sleep in class.

13. Personal Protective Equipment: Students must properly wear personal protective equipment at all times in any area of the College in which it is required.

14. Fragrance: Students should avoid wearing strong fragrances of any kind as other students may be allergic to or offended by them.

Typically, violations of the Code of Classroom Conduct will be dealt with as minor infractions. However, repetition of minor infractions or other more serious violations of the Code of Student Conduct may lead to removal from the classroom while the matter is resolved by referral to the Vice President for Student Services or his or her designee for disciplinary action.
**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 as College discipline.

19. **Threats:** Students may not engage in any behavior that constitutes a clear and present danger to the physical and/or emotion 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.

23. **Use of Social Media:** Students should obey their social media platforms terms’ of use. Students may not make, or cause to be made, communications (including electronically or through social media) to another person in any manner likely to seriously annoy or cause alarm. Social media may not be used to breech privacy, discriminate or harass. Students may not make, transmit, or attempt to transmit audio or video of any person(s) on College property where there is an explicit expectation of privacy. Any posts or tweets deemed inappropriate on an A-B Tech social web site or blog will be deleted immediately and may result in having access to the site blocked permanently.

**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 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.
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

Student waives right to hearing and appeal

Student notified of Sanctions within 10 College Business Days

NO Appeal

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
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 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 10 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.

**No Weapons on Campus Policy**

The Board of Trustees prohibits the use or possession of any weapons on A-B Tech property or at any College-sponsored activities or events.

Any person found to be in violation of this policy shall be disciplined at the discretion of the A-B Tech administration. In addition to a disciplinary action taken by A-B Tech administration, any person found to be in possession of any firearm or explosive(s) as stipulated by NCGS 14-269.2(b) or 14-269.2(c) may be charged under State law with a felony. Any person found to be in possession of any weapon as stipulated by NCGS 14-269.2(d) may be charged under State law with a misdemeanor. Upon conviction, a person will be adjudicated at the discretion of the court.

Individuals who have a license to carry a concealed weapon are not permitted to have any weapons on campus and will be subject to the same disciplinary actions described in paragraph two.
Definitions:
The term “weapon” includes, but is not limited to a gun, rifle, pistol, or other firearm, dynamite, cartridge, bomb, grenade, mine, powerful explosive (as defined in N.C.G.S. 14-284.1), any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, razors, razor blades, blackjack, and metallic knuckles.
The term “weapon” also includes any other weapon of like kind, such as sharp pointed or edged instruments and facsimiles of weapons; but the term “weapon” excludes tools, utensils, and equipment used solely for maintenance or instructional purposes (such as unaltered nail files and clips, dental tools, and tools used solely for preparation of food) or used for authorized ceremonial purposes on the A-B Tech campus, grounds, recreation areas, athletic field, or other property owned, used, or operated by A-B Tech.

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 wellbeing 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 wellbeing 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.
Grade Appeals

Students may appeal course grades that they perceive to be inaccurate.

Overview

a. 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 or she has reason to believe that a course grade is inaccurate.

b. 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.

c. 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.

d. 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 agreed upon 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.
   1. Two student representatives
   2. Two faculty representatives
   3. One Student Services representative
   4. One non-faculty employee, and
   5. 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 Associate Director for Support Services 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 within five business days 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 receipt of the student’s request to appeal.
   6. In addition to the committee members, the following persons are permitted to attend the hearing:
      a. Involved parties
      b. An advisor for the appealing individual. Advisors may not be attorneys.
      c. 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
Students may appeal administrative actions or decisions which directly affect their educational experience.

General
a. 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.

b. 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.

c. 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.

d. 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 Committee in executive session.

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.

1. Two student representatives
2. Two faculty representatives
3. One Student Services representative,
4. One non-faculty employee, and
5. 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 employee and supervisor involved and the student 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 Associate Director for Support Services 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 within five business days 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 receipt of the student’s request to appeal.

6. In addition to the committee members, the following persons are permitted to attend the hearing:
   a. Involved parties
   b. An advisor for the appealing individual. Advisors may not be attorneys.
   c. 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 to maintain an educational institution and working environment free from sexual and other unlawful harassment. 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, 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.

Introduction
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 College activities) to the appropriate person so that a prompt investigation into the circumstances of the incident and the alleged harassment can be conducted.

Investigations and Reports
1. An employee who has a sexual or other unlawful harassment complaint is urged to bring the matter to the Vice President for Human Resources and Organizational Development or, if the Vice President of Human resources and Organizational Development is the alleged harasser, to the President.
2. A student who has a sexual or other unlawful harassment complaint is urged to bring the matter to the attention of the Vice President for Student Services or, if the Vice President for Students Services is the alleged harasser, then the Director for Human Resources.
3. Individuals filing sexual or other unlawful harassment complaints are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period may still be investigated; however, individuals should recognize that delays in
reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Vice President for Human Resources and Organizational Development shall fully investigate all employee sexual or other unlawful harassment complaints and, as needed and if the complaint also involves a student, collaborate with the Vice President for Student Services. The Vice President for Student Services shall fully investigate any student sexual or unlawful harassment complaints and will, as needed and if the complaint also involves an employee, collaborate with the Vice President for Human Resources and Organizational Development.

4. A confidential file regarding the complaint shall be maintained by the Vice President for Human Resources and Organizational Development’s office (for employees) or in the Vice President for Student Services’ office (for students). To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceeding alleging a sex offense.

Corrective and/or Disciplinary Action
Following an investigation, the appropriate Vice President shall prepare a report of his/her investigation and review the report with the person(s) involved and, if appropriate, implement corrective and/or disciplinary action. 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.

Appeal to the President
If either party is dissatisfied with the appropriate Vice President’s determination, he/she may appeal the decision to the President. The appeal must be submitted in writing within five (5) business days of receiving the appropriate Vice Presidents’ determination. The President may review the documents, conduct any further investigation necessary or take any other steps he/she determines to be appropriate in order to respond to the complaint. The President shall provide a written response within ten (10) business days after receiving the appeal, unless further investigation is needed. The President’s determination is final.

Protection Against Retaliation
The College will not in any way retaliate against an individual who makes a report of sexual or other unlawful 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 policy and should be reported immediately. The College 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 & Development at michelechathcock@abtech.edu.

For the most up-to-date version of College policies, please visit the College website at abtech.edu.
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 abtech.edu/alumni