*my*ForsythTech

Student Handbook and Resource Guide
2019–2020 ISSUE

Forsyth Tech Photo Usage Policy

Forsyth Tech reserves the right to use photograph(s), video(s) and soundbite(s), taken of or obtained from people/students on campus and/or at college-sponsored events for the purpose of promoting, publicizing, recruiting or public relations involving the college. This could be in the form of print or electronic media, which includes but is not limited to such things as the forsythtech.edu website, college publications (printed admission packages, brochures, magazines, catalogues, video productions, television/radio broadcasts, newspaper, newsletters, social media, etc.) and/or fundraising publications.

Upon arrival on Forsyth Tech's campuses and centers, people give their implied consent to the college to use these materials in any lawful purpose as detailed above. Photograph(s) and video footage may be obtained from both informal and formal settings. All negatives, positives, prints, digital image files and raw footage are the property of Forsyth Tech. If anyone wishes to withdraw his or her consent to the college for photograph or videography usage, he or she may contact the Director of Marketing at 336-734-7200.

Minors- Photographs of minor visitors to campus, such as elementary or middle school students should not include identifying information, including name or hometown. Written parental permission is required before using photography that includes identifying information, such as name or hometown. For students attending programs at Forsyth Tech with their school, a photo permission signed for the school is sufficient.

Photo Use- Forsyth Tech Marketing Department manages and oversees all use of Forsyth Tech Photographs for communications purpose. Individuals and organization within the outside of the college may receive permission to use images for educational purpose only following a specific request to the Marketing Department and after staff review of requests. The Marketing Department will not release images of any photo shoot without formal review by the Director of Marketing. To request permission to use college photos, contact the Director of Marketing at 336-734-7200.

When photos are supplied to external organizations, photos may be used for educational purposes only and photo credits should read: "Photo used by permission from Forsyth Tech."

Photo may not be sold or used in any way for profit or commercial purposes, including use in commercial or professional website or printed materials. Photo may not be used to suggest endorsement by Forsyth Tech for a product or service.

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ForsythTech
Community College

Welcome to Forsyth Tech

From the President

Welcome to Forsyth Technical Community College! We are thrilled that you have selected our College to continue your education. You may have chosen to come to Forsyth Tech to complete a short-term workforce training program to build the skill sets you need to enter the workforce or move up to the next level at your current job. Perhaps you are here to earn a two-year Associate in Applied Science degree that will lead you directly into a livable wage sustainable career. Or maybe you are here to pursue an Associate in Arts or Science or an Associate in Fine Arts or Engineering degree and then transfer to a four-year university. Regardless of the reason why you are a Forsyth Tech student, you have made the first step on your road to success and we are eager to be a part of your journey!

When you are in the classroom, taking a class online, working in a lab or a clinical setting at a local medical facility or working as an intern or apprentice through one of our work-based learning programs, you will receive the highest quality academic instruction, using cutting-edge technology in both actual and simulated environments. At Forsyth Tech, you will have the opportunity to experience College outside the classroom too by being a part of the Student Government Association, extracurricular clubs and organizations, our study away programs, and through numerous other personal and leadership development opportunities offered through our programs or by our Student Life and Engagement team. I also hope you will take advantage of the many support services we offer, such as academic counseling, free tutoring, and mentoring programs.

This planner offers a wealth of information including important dates, information about our support programs, location information to help you find your way around our campuses, details about our student clubs and organizations, and much more. I urge you to take the time to read the different sections and explore our website at www.forsythtech.edu to discover all that Forsyth Tech has to offer you.

Our goal is to empower every student to dream big and craft a vision of what their best future can be. It is our privilege and honor to have you as our student. You are important to us and we are committed to being a part of your success. I wish you all the best and much success as you embark on this incredible journey to your dreams!

Warmly,

Janet N. Spriggs

Janet N. Spriggs, President

From The Vice President For Student Engagement & Success and Chief Student Affairs Officer

On behalf of Student Services, we welcome you to Forsyth Tech!

A primary focus of Student Services is to provide a community of growth and support of all students. Learning can take place anywhere on campus, both in and out of the classroom. Therefore, we promote and cultivate a diverse community that encourages engagement and service.

It is my privilege to lead Student Services in creating quality support programs, activities, and services that complement and enhance your Forsyth Tech educational experience. As you continue to explore the many benefits Forsyth Tech has to offer, we encourage you to remain committed to continuous learning and focus on accomplishing your goals. There will be many opportunities for you to participate in enriching activities; meaningful discussions; local, national and global efforts; as well as traditional events.

We are dedicated to creating an experience to ensure that you thrive and succeed. We look forward to building a lifelong connection with you.

Best wishes for a successful journey here at Forsyth Technical Community College.

College History

For 59 years, Forsyth Technical Community College ideals have remained the same: to provide quality education and training for the citizens of Forsyth and Stokes Counties.

The college opened in the fall of 1960 as the Winston-Salem/Forsyth County Industrial Education Center. Automotive mechanics, machine shop, electronics and practical nursing were among the first course offerings. In 1963 the North Carolina Department of Community Colleges was established and the school became part of the new community college system. In 1964 the name was changed to Forsyth Technical Institute, and new programs and courses were added. The 70's and 80's brought more change and expansion, including the addition of a West Campus site. The school's name was changed again in 1985, as it became Forsyth Technical College, and then, in 1987, it acquired its current name, Forsyth Technical Community College.

The 1990's and 2000's saw more expansion. The Main Campus added several new buildings and in 1998 two new off-campus centers were added: the Mazie S. Woodruff Center in Northeast Winston-Salem and the Grady P. Swisher Center in Kernersville. In 2008, the school opened a third off-campus building, the Northwest Forsyth Center in King which houses all of our emergency service programs (Fire Protection Technology, BLET, Criminal Justice Technology, etc.). In 2012, the school opened a fourth off-campus building The College grew again in the early 2010's as the Transportation Technology Center in Winston-Salem, a fourth off-campus building, which houses all the school's automotive offerings, including the Richard Childress Race Car Technology program was opened. A few years later, the Business & Industry Services division moved to Innovation Quarter in downtown Winston-Salem to accelerate the immersion in business and industry. Services include businesses and industry corporate training, the Small Business Center and opportunities for bio and nanotechnology with the National Center for the Biotechnology Workforce.

In 2015, the Business & Industry Services division moved to Innovation Quarter in downtown Winston-Salem to accelerate the immersion in business and industry. Services include businesses and industry corporate training, the Small Business Center and opportunities for bio and nanotechnology with the National Center for the Biotechnology Workforce.

In 2016, Forsyth Tech opened the Stokes Center, a 20,000 square foot building in Walnut Cove in Stokes County which was designed to meet the educational needs of Stokes County's growing population. It is home to Stokes Early College and a variety of educational programs for adults.

In 2017, the Center for Advanced Manufacturing, a 30,000 square foot, renovated building which houses eight labs and five classrooms for advanced manufacturing training was opened on the Main Campus.

Upcoming College projects include a new aviation center at Smith Reynolds Airport to train students in aviation maintenance and the expansion of the Main Campus with the completed renovations to the 300,000 square foot facility known as the Robert L. Strickland Center. The center was named in honor of the late Robert Strickland when he and his wife, Betty, made a gift $2.8 million to the College.

Now in its sixth decade, the College can boast in having the state's largest Allied Health and Biotechnology degree programs; the state's only two-year nanotechnology program; has been designated as one of only six community colleges in the country as a Center for Academic Excellence in Cyber Defense Education by the National Security Agency and Department of Homeland Security and named a Cybersecurity Regional Resource Center; joined WheelTime Connection, (the first community college in North America to join); became the first community college in the Carolinas and one of only 40 other centers around the United States to receive Toyota's T-Ten certification for is automotive systems technology program and the oldest and largest Race Car Technology program in the state.

Mission Statement

Forsyth Technical Community College provides students with guided educational pathways into a competitive workforce for the community and global economy.

Core Values

Excellence – We hold high expectations of our students and of ourselves and are ceaselessly committed to meeting those expectations.

Learning – We are a learning organization that recognizes and supports formal and informal *learning opportunities for both our students and ourselves.*

Responsiveness – We recognize the impact of change and innovation and embrace this as an opportunity. We are committed to collaboration in making our community a better place to live.

Diversity – We honor diversity in the college community – diversity of age, disability, ethnicity, gender identity, race, religion and sexual orientation – and recognize that diversity includes varied learning styles, cultural and socio-economic differences.

Respect – We value a work environment characterized by mutual respect, and demand of ourselves the highest competence, trust and integrity.

Forsyth Tech Alma Mater

by Peggy Hustad-2005

Through your open door
People and dreams connect
Now our spirits soar
With pride for Forsyth Tech

All walks of life as one
Towards a common aim
For knowledge we have come
We leave forever changed

And always in our hearts
We'll share this unity
And pledge to play a part
In our community

And as the seasons turn
Our alma mater shines

For all who come to learn
You guide our hearts and minds

ForsythTech
Community College

College Contact Information

SERVICES and RESOURCES for STUDENTS

Academic Success Center 336.734.7234

Barnes & Noble Bookstore 336.734.7289

Campus Emergency 336.734.7911

Campus Police Department 336.734.7243

Career Services 336.734.7416

Carol L. Denforth Early
   Childhood Lab. 336.734.7974

Cashier's Office 336.734.7210

Center for Transformative Learning 336.734.7311

College Admissions 336.734.7556

College Information Centers 336.723.0371
                     (Allman Building)
     336.734.7899 /336.734.7448
   336.734.7900 (Strickland Center)

International Business Affairs 336.757.3641

Learning Center 336.734.7480

Library Services. 336.734.7219

Records/Registrar 336.734.7473

James A. Rousseau II
   Minority Male Success Initiative 336.757.3385

Shugart Women's Center 336.734.7280

Student Financial Services. 336.734.7235

Student Life & Engagement 336.757.3364

Student Success Center 336.734.7156

Tech Photo ID Card 336.757.3364

ITS Support Center 866.517.3567

Testing Center 336.734.7324

The Grill Forsyth Tech. 336.734.7664

ACADEMIC PROGRAMS

Business Information
   Technologies 336.734.7329

Economic & Workforce
   Development 336.734.7023

Engineering Technologies 336.734.7277

Health Technologies 336.734.7603

Humanities and Social Sciences . . . 336.734.7267

Math, Science and Technologies . . . 336.734.3351
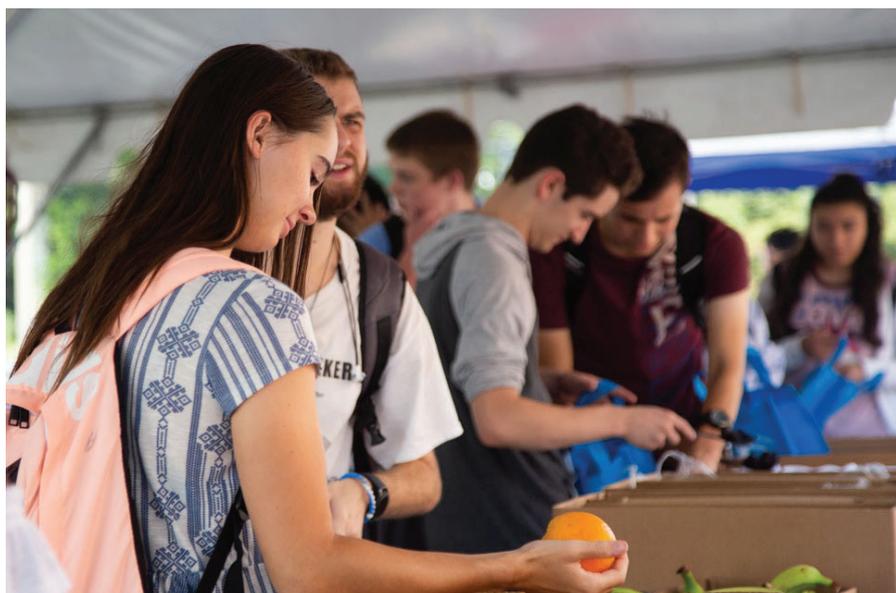
Important Payment Deadlines and Disbursment Information

FALL IMPORTANT DATES	ACTIVITY
Thursday, July 18, 2019	Payment deadline for all Early Registration activity, 7 p.m.
Wednesday, August 14, 2019	Payment deadline for all Late Registration activity, 7 p.m.
Thursday, August 15, 2019	Last day for 100% refund for fall semester full-term, and 1st 7 1/2 and 5 week classes.
Monday, August 19, 2019	Payment Deadline for any "adds" during Drop/Add, 7 p.m.
Monday, September 23, 2019	Last day for 100% refund for 2nd 5-week classes
Friday, September 27, 2019	Financial Aid Balance Disbursed (Current Term)
Thursday, October 10, 2019	Last day for 100% refund for 2nd 7 ½ week classes
Friday, October 25, 2019	Financial Aid Balance Disbursed (Current Term)
Sunday, November 3, 2019	Last day for 100% refund for 3rd 5-week classes (if weekend must drop online)
Friday, November 22, 2019	Financial Aid Balance Disbursed (Current Term)
Tuesday, December 17, 2019	Financial Aid Balances Disbursed (Current Term)
SPRING IMPORTANT DATES	ACTIVITY
Tuesday, December 3, 2019	Payment deadline for all Early Registration activity, 7 p.m.
Thursday, January 9, 2020	Payment deadline for all Late Registration activity, 7 p.m.
Thursday, January 9, 2020	Last day for 100% refund for fall semester full-term, and 1st 7 1/2, and 5 week classes
Tuesday, January 14, 2020	Payment for any changes made during Drop/Add, 7 p.m.
Friday, February 21, 2020	Financial Aid Balance Disbursed (Current Term)
Friday, March 20, 2020	Financial Aid Balance Disbursed (Current Term)
Friday, April 24, 2020	Financial Aid Balance Disbursed (Current Term)
SUMMER IMPORTANT DATES	ACTIVITY
Thursday, May 14, 2020	Late payment deadline for summer, 7 p.m.
Tuesday, May 19, 2020	Last day to apply for 100% refund for the full term and 1st 4/5 & 8-week classes (if weekend must drop online)
Tuesday, May 19, 2020	Payment Deadline for any "adds" during Drop/Add, 7 p.m.
Friday, June 26, 2020	Financial Aid Balance Disbursed (Current Term)

Academic Calendar

Fall Semester 2019

Thursday – Thursday, August 1-15 . . Faculty Work Days (9-month faculty start August 12)

Tuesday, August 13 . . . . All Employee Gathering (Closed to the Public)

Wednesday, August 14. . . . . Last Chance Registration

Friday, August 16. . . . . .First Day of Classes

Monday, September 2 . . . . .Labor Day Holiday (No Classes) (College Closed)

Tuesday, September 3 . . . . Faculty Work Day (No Classes)

Tuesday, October 15. . . Professional Development Day (No Classes) (Closed to the Public)

Tuesday – Friday, October 15 – 18 . . . . Fall Break – Faculty Work Days (No Classes)

Saturday, October 19 . . . . No Saturday Classes

Monday, November 11. . . . . .Veteran's Day Holiday (No Classes)

Wednesday, November 27 . . . . Faculty Work Day (No Classes)

Thursday – Friday, November 28 – 29. . . . . .Thanksgiving Holiday (No Classes)

Friday, November 29 . . . . .Faculty Work Day (No Classes) (Closed to the Public)

Saturday, November 30 . . . . .College Closed (No Classes)

Thursday, December 12. . . . . .Last Day of Classes

Friday – Thursday, December 13- 19 . . . . Faculty Work Days

Friday – Tuesday, December 20 -31 . . . . Winter Holidays (College Closed)

Spring Semester 2020

Wednesday, January 1 . . . . .New Year's Holiday (College Closed)

Thursday – Friday, January 2 – 10. . . . . Faculty Work Days

Monday, January 13. . . . . .First Day of Classes

Monday, January 20. . . . . . Martin Luther King, Jr. Holiday (No Classes) (College Closed)

Tuesday, March 17 . . . . Planning Day (No Classes) (Closed to the Public)

Tuesday – Thursday, March 17 – 19. . . . . .Faculty Work Days (No Classes)

Friday, April 10 . . . . Faculty Workday (College Closed to the Public)

Saturday, April 11 . . . . .No Classes

Friday, May 1. . . . . .Last Day of Classes

Monday – Friday, May 4-8 . . . . Faculty Work Days

Thursday, May 7 . . . . Commencement

Friday, May 8. . . . . .Professional Development Day

Summer Term 2020

Monday, May 18 . . . . .First Day of Classes

Monday, May 25 . . . . Memorial Day Holiday (No Classes) (College Closed)

Tuesday, May 26 . . . . Faculty Work Day (No Classes)

Wednesday-Thursday, July 1-2 . . . . .Faculty Work Days (No Classes)

Friday, July 3 . . . . Independence Day Holiday (No Classes) (College Closed)

Saturday, July 4 . . . . No Saturday Classes (College Closed)

Friday, July 24 . . . . Last Day of Classess

Tuesday – Friday, July 28 – 31 . . . . .Faculty Work Days (No Classes)

Frequently Asked Questions (FAQs)

Visit https://www.forsythtech.edu/FAQ/
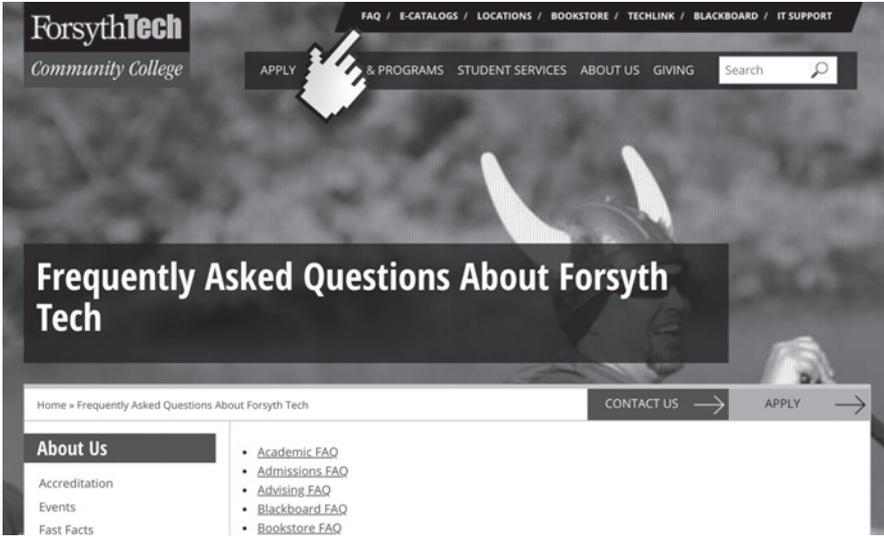
You can find many Frequently Asked Questions about Forsyth Tech by clicking on FAQ at the top of our homepage or visit https://www.forsythtech.edu/FAQ/

Getting
Connected

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College Library

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College Bookstore

(Barnes & Noble)

Barnes & Noble College Booksellers proudly serves the students, faculty, and staff of Forsyth Tech. The primary goal is to ensure students are able to obtain required course materials at reasonable prices, in fact, the bookstore offers many low cost and price match options! Barnes & Noble provides many other items to support academic careers and school spirit, such as convenience items, supplies, and gifts. Please browse the website forsythtech.bncollege.com or stop by one of the stores in the Technology Building or Strickland Center. You can also visit any of the off-site center stores as well!

The College Library

The Library serves the educational, research, and cultural needs of Forsyth Tech Students, faculty, staff, and the community at large. It is located in the Ardmore Building. For more information, please call 336.734.7219, explore the Library Techlink site, or visit the Forsyth Tech site and search for "Library".

Dining Services

(The Grill and The Bytes & Beans Café)

The Grill and The Bytes & Beans provides exciting and innovative dining services for the entire Forsyth Tech campus. You'll find great food, honest values and a comfortable atmosphere in which to enjoy it all.

Dining on campus provides the social experience essential to campus life. It gives you the opportunity to gather with friends, take study breaks, hang out, relax and unwind after a hard day of classes and activities. Come relax and enjoy the comfort, convenience, and outstanding food all designed especially for you.

- The Grill is located on the main campus in Hauser Hall, Lower Level
- The Bytes & Beans Café is located on the main campus at the north end of the parking Building

Technically Speaking

(Student Newspaper)

Technically Speaking is the student newspaper for the campus of Forsyth Tech. The newspaper is located in Strickland Center in room 3348. The newspaper published each month during the academic year.

Student Life and Engagement

Student Life and Engagement at Forsyth Tech structures a community of learners and inspires the growth of each student by facilitating extracurricular and co-curricular programs that support leadership development, community involvement, engagement, personal empowerment, teamwork, and service.

How we achieve this goal:

- Create programs and events that foster interactions among the diverse members of the Forsyth Tech community
- Engage student leaders to discover new knowledge that enables them to critically evaluate evidence, make informed judgments, balance multiple perspectives and act ethically
- Expand opportunities for experimental learning, civic engagement, cultural enrichment, leadership development, recreation and service learning
- Inspire students to become active members of the campus and community
- Maintain spaces and resources for students focused on initiatives that enrich College culture
- Provide advising, training and mentoring to student leaders and advisors

Forsyth Tech
Community College

Student Leadership

Student Government Association
The Student Government Association is established to be the voice of the students. The Student Government Association seek to involve its peers in some form of extra-curricular activities with the ultimate goal of enhancing their college experience and instilling more school spirit. We believe by encouraging student involvement, will assist the entire College in working toward the common goal of making Forsyth Tech even better than what it is today.

Executive Board Positions

-President   -Vice President

-Secretary   -Treasurer

-Representatives   -Parliamentarian

-Public Information

 Officer

Alpha Mu Beta Honor Society
Alpha Mu Beta Honor Society (AMBHS) is the service arm of the Student Government Council (SGC). Its members are selected for their high scholastic achievements, engagement, and communication skills. AMBHS members must carry at least a 3.0 GPA. One must be invited to join.

Executive Board Positions

-President

-Vice President- Internal Affairs

-Vice President- External Affairs

-Secretary

Student Ambassadors
The Student Ambassador serve at numerous functions and events, representing the college in a responsible, ethical and professional manner while portraying a positive image of the institution. The criteria to become an Ambassador include being a full-time student with a GPA of 3.0 or higher, completed at least one semester at Forsyth Tech, have a thorough knowledge of the college, and successfully impressing the selection committee during an intense interview process.

Learn more about duties and responsibilities of student leadership; as well as, how to join by visiting the office of Student Life & Engagement in Technology Building, Suite 124.

Student Clubs & Organizations
Student Life & Engagement coordinates and lends support to over 35 student clubs & organizations that consist of the following categories: Academic-Related & Educational; Professional Organizations; Service Organizations; Media & Publication; Diversity & Cultural; Recreation and Sports; Student Government; Honor Societies; and Special Interest.

All clubs and organizations must be officially recognized through approval of a constitution.

For more information on clubs and organizations, visit the office of Student Life & Engagement in Technology Building, Suite 124 or https://www.forsythtech.edu/student-services/student-life-engagement/student-government/

Engagement Initiatives
The office of Student Life & Engagement provides and partners with the college and neighboring community in creating a co-curricular, leadership and community engagement learning opportunities that enhance trade and degree programs offered at Forsyth Tech.

These best practices are enhanced by activities that extend beyond the classroom in areas such as workshops, cultural events, professional development, travel, leadership development, community engagement and service learning. We are committed to support every student's goals and those established by the college.

For more information on engagement initiatives and annual events, visit the office of Student Life & Engagement in Technology Building, Suite 124 or visit https://www.forsythtech.edu/student-services/student-life-engagement/events-engagement-initiatives/

Campus Activities

Campus Activities provides a broad and a diversified program of sports and recreational activities that meet the needs and interests of the entire campus community. These activities are organized and administered in a manner that is intended to provide a break from academic pursuits, improve physical health, and develop skills and interests that contribute to healthy lifestyles. The greatest opportunity lies in fostering personal growth through competition, self-testing, and teamwork that is found in participating in recreational sports.

For more information on Campus Activities, visit the office of Student Life & Engagement in Technology Building, Suite 124 or visit https://www.forsythtech.edu/student-services/student-life-engagement/intramural-sports/

Forsyth Tech Off-Campus Centers

Kristie Hendrix
Senior Director, Off-Campus Centers
336.734.7051
khendrix@forsythtech.edu

Grady P. Swisher Center
336.734.7903
1108 Swisher Center Road
Kernersville, NC

Mazie S. Woodruff Center
336.734.7950
4905 Lansing Drive
Winston-Salem, NC

Northwest Forsyth Center
336.734.7050
3111 Big Oaks Drive
King, NC

Forsyth Tech Stokes County Center
336.593.5402
1165 Dodgetown Road
Walnut Cove, NC

Transportation Technology Center
336.757.3399
4255 N. Patterson Avenue
Winston-Salem, NC

West Campus
336.761.1002
1300 Bolton Street
Winston-Salem, NC

Services and Resources for Students

Services

Center for Transformative Learning
College Cashiers Office
College Admissions
Tech Photo ID Card

Resources

Academic Success Center
Campus Police Department
Career Services
Carol L. Danforth Early Childhood Lab
Information Technology Services
Learning Resource Center
James A. Rousseau II
   Minority Male Success Initiative
Office of Registrar/Records
Shugart Women's Center
Student Financial Aid
Student Success Center
Testing Center
Veterans Resource Center

Services for Students

Center for Transformative Learning

The Center for Transformative Learning (CTL) assist students with navigating Blackboard, Odigia, Starfish, TechLink, email, and other tools that ensure academic success. The center offer workshops that are aimed to increase chances for becoming a successful online student and life hacks to manage your progress in school.

For more information visit Robert L. Strickland Center, Room 2353 or visit http://ctl.forsythtech.edu/

College Cashier's Office

The College Cashier Office is dedicated to providing prompt, efficient and secure services to students, faculty, staff, external sources and constituents by accurately maintaining, collecting, and recording all deposits received in a timely manner.

For more information visit the main campus office in Allman Center or the off-campus centers: Grady Swisher Center, Mazie S. Woodruff Center, Northwest Forsyth Center, Transportation Technology Center, Stokes County Center or the West Campus location. You may also visit https://techlink.forsythtech.edu/services/police/default.aspx

College Admissions

The Office of Admissions upholds the College's high standard to recruit, admit, and enroll domestic and international college-bound students, who have an outstanding array of academic and extracurricular endeavors regardless of socioeconomic, geographic, religious, cultural, racial, ethnic and international backgrounds. It is the college's experience and judgment that this combination of students will foster a vibrant educational atmosphere and intellectual climate that provides the best educational experience for all.

For more information visit the main campus office in the Strickland Center, Room 2361; contact the office at 336.734.7556, or visit https://www.forsythtech.edu/admissions/

Tech Photo ID Card

The Tech Photo ID Card is the official identification card of Forsyth Tech. All curriculum students, full-time/part-time, faculty and regular full-time/part-time staff must have an ID card.

The Tech Photo ID Card may be required for identification or participation in various student activities or events. Individuals who do not have and/or display proper identification may be subject to disciplinary sanctions and/or asked to leave campus.

Tech Photo ID Cards are issued in the Office of Student Life & Engagement. The card is valid for five academic years after issued date.

For more information visit the Office of Student Life & Engagement, Tech Building in Suite, 124 or visit https://www.forsythtech.edu/student-services/student-life-engagement/services/

Resources for Students

Academic Success Center

The Academic Success Center provides educational opportunities and support services that students need in order to be successful in college level courses. The Academic Success Center offers the following courses:

ACA 090 (Student Success Skills)

ENG 002 (Transitional English)

MAT 003 (Transitional Math)

Co-Requisites for ENG 111 and gateway Math classes (MAT 110, 121, 143, 152, and 171)

As part of the Academic Success Center, the Transition Center offers workshops and drop-in tutoring. Academic Success Coaching is also available through the Academic Success Center. For more information visit the Academic Success Center, Strickland Center, Room 3368.

Campus Police Department

The mission of the Campus Police Department is to serve the Forsyth Tech Community by preserving peace, order and a safe educational environment; upholding the policies of Forsyth Tech; and enforcing local, state and federal laws. Sworn officers have full arrest power established by NCGS 115D-21.1. In addition to sworn police officers, the Campus Police Department consists of security officers who

RESOURCES FOR STUDENTS CONT.

are also responsible for the safety and security at Forsyth Tech.

To assist in accomplishing this mission, the Campus Police Department philosophy will be based on a continuous positive interaction with the community utilizing problem-solving techniques.

- Campus Police envision a partnership with Forsyth Tech community and visitors to help detect, prevent and solve crime.
- Campus Police envision a quality service oriented agency with the ability to confront challenges and obstacles with knowledge and an extremely high level of professionalism.
- Campus Police envision a motivated department that displays unquestionable integrity. The department envisions providing timely and proficient service to faculty, staff, students, and visitors.
- Campus Police envision a commitment to excellence.

For more information please visit https://techlink.forsythtech.edu/services/police/default.aspx / or contact 336.734.7243

Career Services

Career Services exists to coach, prepare, support and empower curriculum students at Forsyth Tech to become career ready applicants in a global work environment through educational and experiential learning. Throughout every student's time at Forsyth Tech, we provide resources, strategies and opportunities to assist in identifying values, interests, personality and skills to help them make informed decisions about their professional lives. We are committed to educating Forsyth Tech students through the use of personalized, innovative resources and equipping them with the tools they need to have a positive impact on the community.

What resources are available through Career Services?

- Individual career counseling appointments
- Career exploration
- Self-assessment
- Resume and cover letter assistance
- Interview preparation
- Job search support
- Work-Based Learning internships
- Figuring out life after Forsyth Tech

For more information contact Career Services at 336.734.7416 or visit Strickland, Suite 2414.

Carol L. Danforth Early Child Lab

Carol L. Danforth Early Child Lab, an on-campus center for children 3 -5 years of age, provides teaching and learning opportunities for students in the Early Childhood Associates Program. The CLD Lab School provides student-parents and staff with on-site childcare and referrals for off-campus centers for children younger than 3 years, over 3 years, and before/after-school programs. Subsidies are available to assist eligible students with the childcare tuition through funds from CCAMPIS (Child Care Access Means Parents in School) Grant and the NC Community College Child Care Grant.

Hours of Operation:

Monday – Thursday . . . . 8 am – 5 pm

Friday . . . . 8 am – 2:45pm

For more information visit https://www.forsythtech.edu/ccampis, or contact (336)734-7974 for a tour. For the NC Community College Child Care Grant information, please contact the Scholarship Manager at 336.734.7344.

ITS Support Center

ITS is here to assist students, faculty, and staff navigate the various aspects of technology on campus. Services for students include: password & account assistance, wireless access, guidance for technical issues, computer and software guidance, and much more. For more information, and/or walk-in support please visit Allman, Room 106 or contact 866.517.3567.

James A. Rousseau II Minority Male Success Initiative

The James A. Rousseau II Minority Male Success Initiative is designed to address and increase the progression and completion rates of minority male student. To accomplish this mission we: provide integrated and targeted supports and interventions when they are most effective; aid student's progression through programs that lead to valuable credentials, without unnecessary detours; assist students in making informed decisions which result in understanding the requirements and processes to succeed.

Program components consist of monthly workshops, university tours, clothes closet, mentoring, academic monitoring and a leadership team.

For more information visit Allman Center, Room 144 or call 336.757.3385 or 336.734.7385.

Learning Center

The Learning Center provides learning opportunities for students through free tutoring, a large computer lab, and study skills workshops. It is located in the Ardmore Building.

For more information please call 336.734.7480, explore the Learning Center Techlink site, or visit the Forsyth Tech Site and search for "Learning Center".

Office of the Registrar/Records

The Office of the Registrar/Records provides an array of services to students, faculty, administration, staff and the general public.

Some of these services include:

- Issuing official/unofficial transcripts either in person or through the use of e-transcripts (link found on Records homepage)
- Verify the successful completion of all requirements for graduation including program grade point average
- Evaluate and post transfer credit earned at regionally accredited schools for the student's current approved program of study
- Ensure that students records are protected under the Family Education Rights to Privacy Act (FERPA) laws
- Reprint degrees

Process the following forms:

- Academic Forgiveness applications
- Audit request
- Name/address updates for current or previous students
- Change of program for currently enrolled students
- Enrollment verification either in person or through the use of the National Student Clearinghouse
- Withdrawal forms
- Post Advanced Standing credit if applicable

Please Note- Student Transcript pick up on Fridays must be done no later than 2 pm.

Students must use school portal account to update address (my.forsythtech.edu).

Hours of Operation:

Monday – Thursday . . . . 8 am – 7 pm

Friday . . . . 8 am – 3 pm

For more information visit Strickland Center, Room 2403; contact the office at 336.734.7472; email records@forsythtech.edu, or visit https://www.forsythtech.edu/student-services/student-resources/academic-records-transcripts/

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Shugart Women's Center

Shugart Women's Center (SWC) promotes the educational, personal and professional development of women attending Forsyth Tech by providing advocacy, referrals, information and resources to assist in achieving positive outcomes.

Although the primary focus is on female students, the SWC is open to all students enrolled at Forsyth Tech, as well as female faculty and staff.

The center addresses many issues including educational awareness, economic wisdom, personal development, conflict resolution, healthy living and student family support services.

For more information, visit the Shugart Women's Center, Room 206, Hauser Hall, Main Campus, contact 336.734.7280, email swc@forsythtech.edu or visit https://www.forsythtech.edu/student-services/student-resources/womens-center/

Student Financial Aid

The Office of Student Financial Aid is committed to assisting students determine the best way to pay for their education and to support, counsel and educate students in the financial aid process by providing exceptional customer service and by administering programs with integrity and equity. The staff of Student Financial Aid is here to help you find the best solution for your situation and needs.

For more general information, visit https://www.forsythtech.edu/apply/financial-aid/financial-aid-for-degree-programs/. For a list of important Student Financial Aid dates, visit https://www.forsythtech.edu/apply/financial-aid/financial-aid-for-degree-programs/important-dates/

Student Success Center

The Student Success Center (SSC) is a full-service learning support unit designed to respond to the diverse needs of all students by providing support services and resources to help them successfully navigate their educational pathway.

SSC provides an array of student support services that include:

- Academic Advising
- Disability Services
- Personal Counseling
- SOAR New Student Orientation
- Veteran Services

The Student Success Center welcomes all students in need of information and/or services to ensure academic success. Help is available both by appointment and on a walk-in basis.

For more information contact 336.734.7156, visit Strickland Center, Room 2414 or visit https://www.forsythtech.edu/student-services/student-resources/student-success-center/

Testing Center

Forsyth Tech Testing Center has partnered with PearsonVUE to provide on-site, on-demand testing for certification and professional exams, including but not limited to: CISSP, Adobe, C++ Institute, Citrix Systems, Inc., CompTIA, EMC, Environmental Health, Excelsior College, Fortinet, VMware, Inc., VUE Testing, and World at Work.

In addition, the Testing Center offers the web-based version of the High School Equivalency Examination (GED) via our Authorized PearsonVUE Test Center.

For more information or to schedule a testing appoint visit https://www.forsythtech.edu/davis-itec-testing-center/

Veterans Resource Center

The Veteran Resource Center provides short-term counseling to student veterans to help navigate the transition from a military environment to a civilian academic environment. Additional short-term services are provided to help with personal and academic issues. The Veteran Resource Center also provides a Certifying Official who can assist with advising issues that are particular to the GI Bill®. Both the Veteran Counselor and the Certifying Official can provide information about appropriate college and community resources.

The Veteran Counselor adheres to the ethical standards of the NC Board of Licensed Professional Counselors and the National Board for Certified Counselors. All discussions and consultations are confidential; however, exceptions may be made when veteran students present a danger to themselves or others or under subpoena by court.

For more information, visit the Veterans Resource Center in the Technology Building, Room 123, or visit https://www.forsythtech. edu/apply/financial-aid/veterans-information/. For information on GI Bill benefits please contact 336.734.7403 or counseling 336.757.3622.

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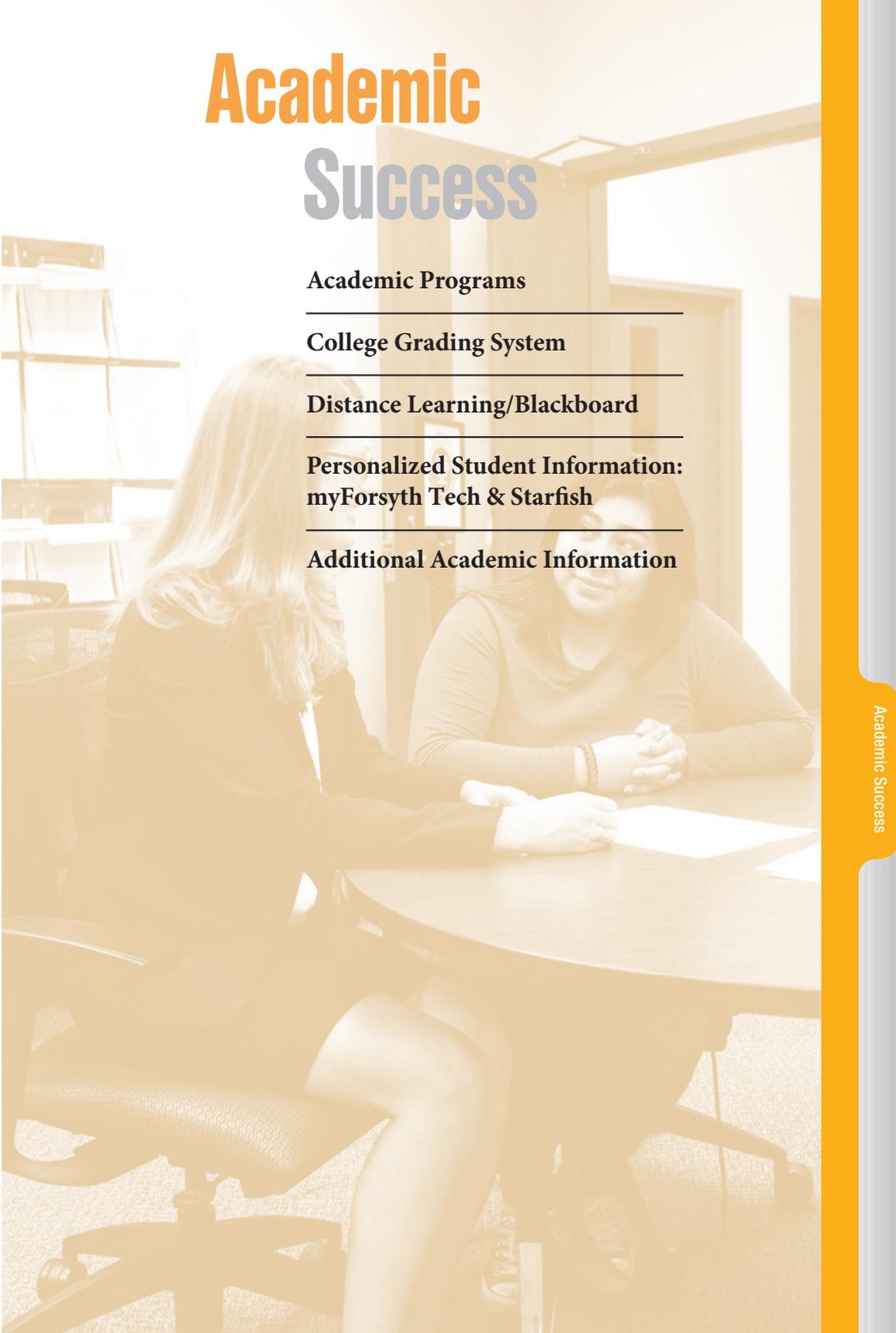
Academic
Success

Academic Programs

College Grading System

Distance Learning/Blackboard

Personalized Student Information: myForsyth Tech & Starfish

Additional Academic Information

Academic Success

ACADEMIC PROGRAMS: Credit

Business & Information Technologies
Pamela Shortt, Dean
pshortt@forsythtech.edu
336.734.7224

Engineering Technologies
John Carstens, Dean
jcarstens@forsythtech.edu
336.734.7313

Health Technologies
Linda Latham, Dean
llatham@forsythtech.edu
336.734.7412

Humanities and Social Sciences
Anuradha Williams, Dean
awilliams@forsythtech.edu
336.734.7251

Math, Science and Technologies
Torry Reynolds, Dean
treynolds@forsythtech.edu
336.734.7478

To learn more about programs and see a detailed course listing for visit https://www.forsythtech.edu/courses-programs/degrees/programs-a-z/

Economic & Workforce Development: Non-Credit

Forsyth Tech offers a variety of Continuing Education (non-credit) programs and courses that cover a wide array of fields and disciplines. Some lead to nationally recognized professional certifications. Others are designed to challenge and stimulate lifelong learners. Regardless of your learning goals or your educational background, we are sure to have a program or course that interest you!

For more information contact 336.734.7748 or visit https://www.forsythtech.edu/ewd/

College Grading System

The grading system found listed below is used for all credit classes at Forsyth Tech. Exceptions must be approved by the appropriate deans and students must be informed in writing in the course syllabus.

Number Grade	Letter Equivalent	Description	Quality Points per Grade Hr.
90-100	A	Excellent	4
80-89	B	Good	3
70-79	C	Fair	2
60-69	D	Passing	1
Below 60	F	Failing	0
Satisfactory	S	Passing	0
Unsatisfactory	U	Failing	0
Pass	P		
Repeat	R		
Withdrawal	W		
Incomplete	I		
Audit	AU		
Course Transferred	TR		
Credit Granted or Passed Proficiency	CR		
Grades A, B, C, D, and F compute in grade point average (GPA).			
Grades W, I, S, AU, U, TR, P, R and CR do not compute in GPAs			

TR - Courses taken at another college will not supersede courses completed at Forsyth Tech. You can use the course taken at another college with an earned grade of 'C' or better for graduation; however, the grade earned at Forsyth Tech will be used to calculate your final grade point average (GPA).

W - A withdrawal is the grade given to students who officially withdraw from a course up to the 60 percent point of the course.

I - The grade of incomplete is given only if students have valid reasons for failure to complete the work on schedule and have completed at least 50 percent of the course requirements. Illness, absence on company business or circumstances beyond a student's control are considered valid reasons for a grade of incomplete. Students must have advised the instructor of the circumstance before the end of the semester to be granted an incomplete. The instructor must have specified the work to be made up in order to remove the incomplete and a date within the following semester by which the work must be completed. This will be detailed on the incomplete form, which must be attached to the attendance form. If the conditions necessary to remove the incomplete will require additional hours of instruction, students must register

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for the course again. If students need only to complete work without instructional supervision, this work must be completed no later than the end of the following semester.

Students who receive a grade of incomplete on a course that is a prerequisite for a higher-level course must make up the incomplete work by the end of the drop/add period in order to be allowed to register for the higher-level course.

If the grade of incomplete is not removed by the end of the semester immediately following the semester it was given, it will remain permanently recorded. (403.04)

AU - SStudents may have the opportunity to take a class in which no grade or credit is awarded towards a degree or diploma; however, they will be required to meet the prerequisites, coreq-uisites, and other applicable college policies for courses they are requesting to audit. A student may audit a course section only on a "space available" basis. A student who audits a course section shall not displace students enrolling or registering to receive a grade, academic credit, continuing education unit or certificate of completion in the course section.

Students auditing courses are not required to take examinations or submit written work but may do so if they wish. No grade or credit toward a degree or diploma is given. An audit may not be changed to credit or credit changed to audit after the 10 percent point of the semester or the 10 percent point of the class when the class does not begin within the first five days of the semester. (403.05) Normal attendance policies will apply. Audit students are expected to do assigned reading and participate in classroom activities. Students withdrawing during the semester will be given the grade of W. The Audit Request Form is available in the Records Office or from the appropriate division dean. It must be submitted to the Records Office for processing by the 10 percent point of the class.

Except as otherwise provided by law, students who audit a course are required to pay the applicable tuition, registration fee, and other fees charged consistent with State Board of Community College Code chapter 1000.

- **P –** This grade is assigned to students who achieve 80% proficiency in a Developmental Education course and, therefore, progress to the next course. The grade of P is not computed in the GPA.
- **R –** This grade is assigned to students who do not achieve 80% proficiency in a Developmental Education course and must repeat the course to progress. The grade of R is not computed in the GPA but does compute as a failing grade for Financial Aid purposes.

Grade Point Average (GPA)

Academic progress at Forsyth Tech is based on a 4.0 cumulative grade point average (GPA) system. A final GPA of 2.0 is required for graduation from all programs of study. Students accumulate grade points based on grades earned per semester. The GPA is determined by dividing grade points earned in courses by the number of semester credit hours attempted. The highest grade earned in a course will be used to calculate GPA. Grades of withdrawal (W), Audit (AU) or incomplete (I) will be considered as repeat grades but will not be considered as the last grade earned in calculating GPA.

Distance Learning and Blackboard

Distance Courses: A course format in which the majority of instruction in a course transpires when students and teachers are not in the same place.

Blackboard: Blackboard is a system used to deliver course content for online, hybrid, and face-to-face courses. Blackboard can be used for tasks like submitting assignments, participating in online discussions, taking tests, and viewing course grades.

Section Numbers	Section Information and Description
700-749	Courses taught via video conferencing (I-TV).
750-799	Courses taught through Web conferencing via Adobe Connect Pro.
800-899	Courses taught in an Online format through the use of a learning management system (Blackboard).
900- 969	Classes offered in a hybrid course format, with classes using both Blackboard and face-to-face weekly meetings.

Some of the new features:

My Blackboard: It puts everything you need in one convenient location! To access My Blackboard, click on the arrow next to your name at the top of any page.

- It provides you with quick and easy access to critical and timely information regarding FT courses and fellow classmates.
- From My Blackboard you can view how you are doing in each of your courses, see grades, and be reminded of upcoming assignments that are due.
- You can reply to discussion board posts and much more.

Answers to Common Blackboard Questions:

Q. I am registered for an online course and I don't see it in my Blackboard. Why?

A. Blackboard courses will not show until 8am the first day of classes.

Q. I am taking a face-to-face course, why do I not see my class in Blackboard?

A. Please contact the Support Center to notify them of this issue. Their contact information is below.

Q. One of my assignments is to post in the Discussion Board forum. How do I do this?

A. Once you are in the Discussion Board, Click "Create Thread" and this will allow you to enter text.

To receive technical assistance, please contact the Support Center at (866) 517-3567. Call the Collaboratory at 336-757-3716 during its normal business hours Monday-Thursdays from 8:00 am – 7:00 pm and Fridays from 8:00 am to 2:00 pm.

Personalized Student Information: myForsyth Tech & Starfish

View your financial information, access financial aid data, plan your semester & much more with myForsythTech & Starfish!

Personalized Online Information

Through myForsythTech, you have access to:

- School Email - Your instructors and classmates can communicate with you using your very own school email account.
- College Information - You have access to information from across the college including a comprehensive campus calendar and campus news.
- Student Profile - Lose your class schedule? Need to check your account information? Want to check your grades? You can access this information and more!
- Make Appointments with Faculty & Academic Advisors Online

Use Starfish to Stay Connected!

Starfish is an educational tool that empowers students to maximize their success by facilitating connections to your instructors, your academic advisors, and student services on campus.

Log in to Starfish to:

- Monitor your academic progress in each class
- Speak to your instructors about academic concerns
- Develop a college success plan with your academic advisor
- Connect with student services on campus.

If you have questions about Starfish contact starfishhelp@forsythtech.edu
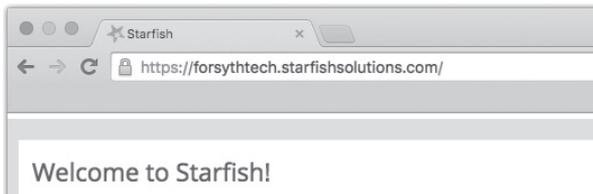
Additional Academic Information

Classification of Students

Full-time: A student who is enrolled in 12 or more credit hours of coursework; nine hours for summer term (financial aid requirements are different for summer term).).

Part-time: A student who is enrolled in fewer than 12 credit hours of coursework; fewer than nine hours summer term.

Special Credit: A student who is enrolled in credit courses but who is not working toward a degree, diploma or certificate.

Audit: A student who is enrolled in regular coursework but who is not receiving credit for work undertaken.

Definition of Credit Hour

The college provides a minimum of 50 minutes of instruction for each scheduled credit hour in all curriculum programs of study.

Attendance

Forsyth Tech regards class lectures, demonstrations and other in-class experiences as vital ingredients of the educational process. For this reason, students are expected to attend and arrive on time to all class, laboratory, shop, practicum, cooperative education worksites and clinical experience sessions. Students are responsible for accounting to their instructors for any absence and should report to their instructors following any absence to determine if and when work may be made up. Habitual tardiness may, at the discretion of the instructor, be considered in computing attendance.

Students must satisfy the instructor that they should be permitted to remain in a course and attend classes after incurring absences in excess of the following:

1. Five hours of class,
2. Three practicum (shop, laboratory or clinical experience) sessions that meet for two or more hours, or
3. Three hours of class and one practicum (shop, laboratory or clinical experience) session that meets for two or more hours.

When students are absent from a class and a practicum (shop, laboratory, clinical experience) session that meets consecutively, each session missed will be counted as an absence.

Special attendance rules, different from those listed above, must be noted in the instructor's attendance policy included on the course syllabus. Students with questions or concerns should consult with their instructor.

Any student who is in the United States Armed Forces who has received temporary

or permanent reassignment as a result of military operations and any student who is a National Guard service member placed onto State active duty status during an academic term for the period of time the student is on active duty will be granted an excused absence. Specifically:

a) Student will be given the opportunity to make up any test or other work missed during the excused absence.

b) Student shall have the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.

c) Student may elect to receive a grade of "incomplete" (I) for any course that they were unable to complete as a result of being placed on active duty within the period of time specified by the college to avoid receiving a failing grade for the course.

d) Student will have the option of withdrawing from the course by the 60% point of scheduled contact hours (with no financial or academic penalty) for which they were unable to complete as a result of being placed on active duty.

Prerequisites and Corequisites

Many program courses have prerequisites and corequisites that are listed in the course descriptions in this catalog. Before these courses may be taken, any prerequisite course must be completed and corequisites must have been taken during a previous semester or be taken during the same semester. Bold-typed prerequisites and corequisites are require-ments at the local community college level. If a prerequisite and/ or corequisite are regular font type, they are state- mandated require-ments and cannot be waived. If the occasion arises in which a local prerequisite should be waived, both the appropriate department chairperson and dean must approve the waiver in writing. If a course affects more than one division, written approval may be necessary from more than one department chairperson and dean before the student registers for that course.

Maximum Allowable Course Load

The maximum allowable course credit load for any semester without approval of the appropriate academic dean is 21 hours. Any student desiring to register for a course load which exceeds this amount must seek prior approval from their academic dean.

Course Attempts Rule (Course Repeat)

Students may not repeat a course either for credit or audit more than three times without permission of the appropriate dean. Grades of Withdrawal (W) or Audit (AU) will be considered as an attempt regarding this policy.

The appropriate dean will make the final decision on students' permission to enroll in a course after three attempts. A log will be maintained in each academic dean's office documenting approval for each student attempting a course four or more times.

Course Substitutions

Course substitutions may be granted when deemed necessary for graduation or as a necessary accommodation to complete a degree as long as they are in compliance with state guidelines.

Core courses (this includes concentration courses) cannot be substituted. General education and other major hours courses may be substituted with comparable courses. The appropriate department chairperson must approve the course substitution by completing and submitting the electronic form found on TechLink under Campus Links.

Advanced Standing Credit

Students may be eligible for advanced standing when previous studies or training has provided them with the knowledge and skills required in a course. The student is responsible for contacting the appropriate academic dean or department chair for questions regarding specific knowledge and skills considered for advanced standing credit. Students should contact the Admissions Office, the Student Success Center, and their academic advisor or view the College's Website to receive information regarding the procedure for evaluation before registering for classes.

ADDITIONAL ACADEMIC INFORMATION CONT.

With the exception of dually enrolled high school students, all students must be officially enrolled in a program of study in order to be eligible for advanced standing credit. Dual enrollment high school students may use articulated courses to meet College prerequisites. When appropriate, the student will be responsible for providing official documentation before credit is granted.

Forsyth Technical Community College may grant appropriate credit for courses on the basis of proficiency examinations including the College Level Examination Program (CLEP), the Advanced Placement Program (AP), the International Baccalaureate Program (IB), and through a comprehensive institutional examination for credit (credit-by-exam). The College may also award credit for courses based on industry, state, and national certifications or registry examinations, military training, and formal articulation agreements.

Students who plan to transfer to another college or university are responsible for determining if the institution they plan to attend will accept advanced standing credits awarded by Forsyth Technical Community College. In all cases, students must take at least 25 percent of the program credits at Forsyth Tech to complete the degree, diploma, or certificate.

A time limit may apply for accepting advanced standing credit or for technical courses taken previously at Forsyth Tech or other institutions. The appropriate academic division dean, in consultation with the faculty, will determine the time period in which courses previously taken can be used in the student's current program of study.

Work-Based Learning

Work-Based Learning offers students a learning opportunity while gaining valuable work experience in the field of study. Students will earn college credit while mastering new skills in a supervised environment.

The Work-Based Learning program at Forsyth Tech prepares students for successful employment. To learn more about work-based learning, students should visit the Work-Based Learning page on TechLink (under Academics) or contact the Work-Based Learning Office at 336.734.7232 or email wbl@forsythtech.edu

Developmental Education Program

This program offers a series of courses for preparation, skill development and academic guidance to students who, for a variety of reasons, need additional courses because they do not meet the specific academic competencies for the program of their choice. Students' academic study programs are individually designed to meet students' specific needs. The program provides students with an opportunity to build academic skills and acquire the background that should facilitate success in their desired program.

These developmental courses are prerequisites to required program courses. Students must receive a grade of C or better or a P (Passing) in each assigned developmental class in order to progress to the next level. Developmental education courses do not meet graduation requirements. See the Developmental Education Program section at www.forsythtech.edu/catalog

Independent Study

Independent study provides an alternative for a student to earn credit for certain required courses. It should be used only when it has been determined that it would create an unreasonable hardship for the student to wait for the course to be available. Guidelines to be used are:

• To be considered for independent study, students must file a Request for Independent Study Form with their academic advisor, who will review the request and forward it with suggestions to the division dean for final action. The form should be completed during registration, and the student must register for the course during the registration period.

- Acceptable reasons for allowing a student to take an independent study: (a) one-time course sequencing difficulties, (b) scheduling problems that were no fault of the student and/or (c) needing the course for graduation at the end of the semester.
- Students will not be approved for independent study if their cumulative grade point average (GPA) is less than 2.0 or if they have failed or withdrawn while failing from the course in question.
- Students may be limited in the number of independent study courses taken to complete degree requirements. Exceptions require special approval from the division dean.
- All independent studies are normally taught by a full-time instructor.

Appeals Process for Academic Standing

Financial Aid: The academic standing appeal process is conducted separately from the Financial Aid Suspension appeal process. Students who have had financial aid suspended due to unsatisfactory progress should refer to the SAP policy for the Financial Aid Suspension appeals process.

A student may appeal an academic standing decision by:

Submitting a written request to the appropriate division dean within 5 business days of the date of the academic standing notice. The letter of appeal must include:

Date, student's name, student ID number, telephone number, and official student email address.

Factual explanation of why the student feels that the decision is incorrect.

Provide any supporting documentation.

2. The dean will present the appeal to the academic appeals committee.

3. The academic appeals committee will make the final decision.

4. The dean will send notification to the student, the department chairperson and the student's academic advisor via Forsyth Tech email.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within one workday of the conference) and request a hearing before the divisional academic appeals committee. The department chair will forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within two workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within one workday) which will be reported to the dean. Within 24 hours, the dean will notify the student (by phone and student email account), the instructor and the department chair of the committee's decision. The decision of the committee is final.

Grade Appeal

Any appeal of a course grade should begin with a scheduled conference between student and instructor by the first day of a new semester. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chair. The student has the responsibility of providing the department chair with a written letter of appeal by the third class day of the new semester in order for the appeal to be considered. The letter of appeal must include:

1. Date, student's name, signature and telephone number.

2. Prefix and number of course grade being appealed.

3. Instructor's name issuing the grade.

4. Letter of three pages or less containing factual and valid reasons why the student thinks the grade is incorrect. The chair may return the letter to the student to clarify, to add factual information or to state reasons for the appeal. The revised letter must be returned to the department chair within o working days. The committee may reject the appeal if policies and procedures have not been followed by the student.

5. Any supporting documentation the student feels is needed to better explain student's questions as to grade determination.

After conferencing with the department chair, if the issue is still not resolved, the student will notify the dean in writing (within two workdays of the conference) of the need for a divisional academic appeals committee. The department chair will forward the letter of appeal and supporting documentation to the dean. The dean will convene a committee (within three workdays) to hear the appeal. This committee will hear the appeal and make a final decision (within three workdays) which will be reported to the dean. Within 24 hours of receiving the information, the dean will mail the committee's decision to the student, the instructor and the department chair. The decision of the committee is final.

Academic Standing – Alert/ Probation/Dismissal

The following academic standing policy is designed to promote student learning and success by alerting students of potential academic problems in time to take corrective action. For the purposes of this policy, a term is defined as Fall semester, Spring semester, and Summer session.

Note: Certain academic programs have academic standing policies that are more rigorous than the general academic standing policy. These policies will be given to each student upon admission into the program. Students must adhere to the academic standing policies for the program in which they are enrolled.

Financial Aid: Students receiving financial aid are required to meet the academic standards as outlined in the Satisfactory Academic Progress (SAP) policy in addition to the requirements of the academic standing policy.

Student Withdrawals

Current Semester Course Withdrawals

Students considering withdrawing from a class are encouraged to contact their instructor(s) and academic advisor to discuss the decision to withdraw. Students are responsible for completing an Online Course Drop Form. Students may drop current courses online by accessing Student Planning in myForsythTech.edu.

When the student submits an online course withdrawal, the date the student initiates the Online Course Drop Form is considered the official withdrawal date. If the instructor initiates a withdrawal, the date the instructor submits the Online Course Drop Form is the official withdrawal date. When students fail to initiate an Online Course Drop Form, they may receive a failing grade.

Future Semester Course Drops

Students considering dropping from a course scheduled in an upcoming semester are encouraged to contact their academic advisor to discuss the decision to drop. Students are responsible for completing future semester course drop(s) online by accessing Student Planning in myForsythTech.edu.

Students must drop courses within the designated dates in order to receive a refund. Failure to do so will result in the student incurring an outstanding balance due.

Refund Guidelines

Program tuition and supply fees can be considered for a refund. Students must drop their classes online within the designated dates in order to receive a refund.

Tuition and fee refunds for program classes are subject to the following requirements:

- A 100% refund may be given if students officially withdraw prior to the first day of the semester as noted in the academic calendar. If Forsyth Tech cancels a course, the portion of tuition they paid for the canceled course will be refunded in full.
- A 75% refund may be given if students officially withdraw from the class (es) prior to, or on, the official 10% point of the semester.
- Student activity fees will be refunded only when classes are canceled and students are not registered in any other class.
- Students passing proficiency exams for courses they have registered and paid for are not eligible for tuition refunds.
- Tuition refunds are not transferable to other individuals.

- Late tuition refund requests will not be considered.
- Tuition cannot be held from one semester to a future semester.

Academic Forgiveness Policy

Academic Forgiveness may help those students whose past performance has prevented them from graduating, if their grade point average has improved to a 2.00 or above in recent years, by excluding previously earned grades of F or WF from the student's GPA. In order to apply for academic forgiveness, the student will initiate the process by completing an application for Academic Forgiveness form (available from the Records Office) in a meeting with a Forsyth Tech counselor or advisor. The counselor or advisor will discuss the ramifications and alternatives of academic forgiveness with the student. (In some cases, the student may be better served by utilizing the College's individual course repeat policy to retake a previously failed course or for a higher grade rather than invoking the overall academic forgiveness policy.) After going over the application process with the counselor or advisor, the student will sign the form to indicate understanding of the policy and process. If the student then wishes to carry the request forward, the student will meet with the vice president of Student Services for a second review and discussion of the application and its impact. Upon approval by the vice president, the application will be forwarded to the director of Records to verify that the criteria have been met. After verifying that all the conditions for applying the academic forgiveness policy to the student's record have been satisfied, the Records Office will update the student's transcript to reflect the recalculated GPA based on academic forgiveness of prior F and/or WF grades.

Conditions for the application of the academic forgiveness policy:

1. A minimum of three years must have elapsed between the poor academic performance and the academic forgiveness request. The student may continue to be enrolled during that three-year period at Forsyth Tech or at another institution.

2. Only grades of F or WF are eligible for academic forgiveness.

3. Before applying for academic forgiveness, the student must have successfully completed at least nine credit hours at Forsyth Tech with a C grade or higher, and the cumulative GPA of those nine credits (or more) must be 2.00 or higher since the period of poor academic performance.

4. If approved, the classes forgiven will remain on the transcript with the original grade and a notation indicating that academic forgiveness has been applied to them. The forgiven classes remain on the permanent record but will be excluded from the Forsyth Tech GPA calculation.

5. Once granted, academic forgiveness is not reversible.

6. Academic forgiveness may be granted only once.

7. Classes removed from the GPA calculation under academic forgiveness will still count towards attempted classes for financial aid purposes.

8. Other institutions will use their own policies for reviewing the student's transcript and calculating the student's GPA for admissions purposes. Their policies may not acknowledge the application of another institution's academic forgiveness policy to course grades and GPA calculation.

Conditions for the application of the academic forgiveness policy:

1. A minimum of three years must have elapsed between the poor academic performance and the academic forgiveness request. The student may continue to be enrolled during that three-year period at Forsyth Tech or at another institution.

2. Only grades of F are eligible for academic forgiveness.

3. Before applying for academic forgiveness, the student must have

successfully completed at least nine credit hours at Forsyth Tech with a C grade or higher, and the cumulative GPA of those nine credits (or more) must be 2.00 or higher since the period of poor academic performance.

4. If approved, the classes forgiven will remain on the transcript with the original grade and a notation indicating that academic forgiveness has been applied to them. The forgiven classes remain on the permanent record but will be excluded from the Forsyth Tech GPA calculation.

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7. Classes removed from the GPA calculation under academic forgiveness will still count towards attempted classes for financial aid purposes.

8. Other institutions will use their own policies for reviewing the student's transcript and calculating the student's GPA for admissions purposes. Their policies may not acknowledge the application of another institution's academic forgiveness policy to course grades and GPA calculation.

STOP! Dropping/withdrawing from a class may decrease the amount you will receive from your financial aid.

Here are some important guidelines to help you make smart decisions when you are thinking of dropping a class.

How it Affects Your Academic Standing:

- Courses dropped before the semester starts through the 75% refund period of any semester will not show on the official transcript.
- Withdrawals after the 75% refund period of any semester through midterm will result in a grade of "W".

How it Affects Your Financial Aid:

- Courses dropped before the semester starts through the 75% refund period of any semester will result in an adjusted financial aid award.
- Courses with grades of W and R will be considered in assessing your progress toward completion.
- You must complete at least 67% of attempted courses with a letter grade (A, B, C, D or P), or you will no longer be eligible for federal aid. You could be placed on a warning status or be suspended if your financial aid is already in a warning status.
- Students who stop attending all courses and/or officially withdraw from all courses and are receiving federal financial aid are only eligible for the portion of financial aid that corresponded to the amount of time they attended as prescribed by federal regulations.

Dropping all classes in any one semester may require you to repay a portion of your financial aid if you drop before the 60% point in the semester.

Please refer to https://www.forsythtech.edu/apply/financial-aid/requirements/ for more information or visit the Office of Student Financial Services.

Please refer to the Satisfactory Academic Progress Policy at https://www.forsythtech.edu/apply/financial-aid/requirements/satis-factory-academic-progress/ for additional detailed information.

If you have any questions or would like more information before you decide to drop a class, please visit the Office of Student Financial Services, 2nd Floor, Allman Center, Main Campus or call 336.734.7235.

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Student Code of Conduct

Preamble

Forsyth Technical Community College (Forsyth Tech) is a community comprised of students, faculty, administrators and staff. The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of the community. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to learn to engage in the pursuit of truth, to develop a sense of self and contribute to the improvement of society. Each enrolled student is expected to behave as a responsible adult, and Forsyth Tech assumes and requires that students who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, any student who engages in behavior that is disruptive to or incompatible with the mission of the College will be subject to appropriate discipline as provided for in this code.

To this end, Forsyth Tech recognizes, declares and vests certain rights in each student enrolled at Forsyth Tech.

Student Rights

A. Legal Rights

All the rights and privileges guaranteed to every citizen by the constitution of the United States and by the state of North Carolina shall not be denied any student. Furthermore, Forsyth Tech shall adhere to all of the statutes of the United States and the state of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning student activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of, and access to, student records. FERPA policies are described in more detail in the section of the catalog under Academic Advising and Registration.

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote students 'program or career interests. Student organizations must select a faculty advisor and submit a constitution to the Student Government Council.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges and evidence for charges. This will be done through the Student Conduct Committee.

General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this code of conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled or otherwise occupied by Forsyth Tech or any division thereof.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct that is intended to provoke violent retaliation or cause a breach of peace that disrupts, disturbs or interferes with the normal routine, activities or teaching of students, or that disrupts, disturbs or interferes with the peace, order or discipline on Forsyth Tech grounds.

Rule 2. Damage to or Destruction of Forsyth Tech Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property or shall not steal, or attempt to steal Forsyth Tech property.

Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to private property of another or shall not steal or attempt to steal private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

Rule 4. Assault or Verbal Abuse of Forsyth Tech Employees

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse or harassment or communicate a threat to a Forsyth Tech employee.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause, or threaten to cause physical injury, verbal abuse or harassment or communicate a threat or direct any profane language toward any other student or Forsyth Tech agent, guest or visitor at any time while such student is enrolled at Forsyth Tech or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

Rule 6. Weapons and Dangerous Instrumentalities

Possession of firearms in vehicles or on campus is prohibited at all times unless in accordance with House Bill 937/NCGS 14-269.2.

Rule 7. Narcotics, Alcoholic Beverages and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activities

A student shall comply with all directions of Forsyth Tech faculty, administrators or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus police officer at all times upon reasonable request. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identi-fication cards is a violation. A student shall appear before Forsyth Tech officials or disci-plinary bodies when so directed. Any failure by any student to abide by these regulations in this Rule 8 shall constitute a violation of this code of conduct.

Rule 9. Academic Dishonesty, Cheating, and Related Offenses (Violation of Rule #9 will follow the Academic Appeals Process.)

It shall be a violation of Forsyth Tech code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.

Rule 10. State and Federal Laws

A student shall not violate any state or federal laws while on Forsyth Tech campuses or while attending a Forsyth Tech activity, function or event off Forsyth Tech grounds.

Rule 11. Student Attire Code

Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained.

Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function or event off Forsyth Tech grounds. Special technical or vocational credit programs, such as the health credit programs, may require special attire for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas.

Rule 12. Involuntary Psychological or Psychiatric Withdrawal

It shall be grounds for immediate dismissal if and when it shall be determined in the reasonable discretion of the president or vice president of Student Services of Forsyth Tech that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or designee, that such examination is in the best interest of the student or Forsyth Tech or both.

Rule 13. Children in Classrooms or Shop Areas

Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, in The Grill, student lounge or on campus grounds.

Rule 14. Roller Skating, Roller Blading and Skateboarding

For the safety and well-being of all Forsyth Tech students, employees and visitors, no one is permitted to roller skate, roller blade, or skateboard on sidewalks, parking lots or any other College property.

Rule 15. Cell Phone and Electronic Devices

The use of electronic devices (such as cell phones, laptops, netbooks, tablets, wearable and recordable devices, etc.) for learning purposes is permitted provided they do not disrupt the learning environment or create an academic integrity issue.

Forsyth Tech faculty or staff may, at their discretion, prohibit the use of any electronic device. Students who do not comply will be considered in violation of the Student Code of Conduct and appropriate disciplinary action will be taken.

Rule 16. Student Computer Use Policy

A. Computer System Accounts

- Computer System Accounts are restricted to authorized student users who have been assigned a login ID and password.
- Student users are responsible for the proper use of their accounts (including but not limited to TechLink, Blackboard and email). This includes the protection of login IDs, Student IDs and passwords, as well as other responsibilities outlined in the College's policies.
- All students with Forsyth Technical Community College email accounts must use the College email system when conducting College business.

B. Acceptable Uses

- Activities intended to facilitate the exchange of information in furtherance of education and research consistent with the mission of Forsyth Technical Community College and the North Carolina Community College System.
- Activities for the purposes of obtaining and in support of classroom and online instruction.
- Activities that enhance and promote educational and other College activities.

C. Prohibited Activities

The following are intended as guidelines and are not to be considered an inclusive or complete list of all prohibited activities:

1. Connecting any personally owned electronic devices, including but not limited to personal computers, to the College's network ports.
2. Providing any unauthorized user access to the Forsyth Tech academic network.
3. Intentionally creating, modifying or copying files to or from any areas to which the user has not be granted authorized access.
4. Intentionally performing any activity that would cause network congestion, disrupt network operation or interfere with the work of other network users on the Forsyth Tech network or any other network.
5. Disguising one's identity in any way, including the sending of falsified messages, removing data from system files and the masking of a process name.
6. Accessing any network computer, files or directories on any network computer that the user has not been authorized to use at Forsyth Tech or any other network.
7. Using the Forsyth Tech network or internet connection to view or transmit any communication where the content, transmission or distribution would violate any applicable local, state, federal or international law or regulation or Forsyth Tech policy or would likely be highly offensive to the recipient or recipients thereof.
8. Using the Forsyth Tech network or internet connection to view or access, download, send, store or receive pornography.
9. Using the Forsyth Tech campus network or internet connection for commercial purposes such as advertising or selling commercial offerings.
10. Using the Forsyth Tech network to access unauthorized personal information or other activities that would infringe upon or invade another individual's privacy or violate the Privacy Act.
11. Violating the Virus Eradication Act by intentionally propagating or introducing a computer virus, worm, Trojan, other malicious software or any program designed to cause disruption to a computer or network.
12. Performing any action that would violate copyright laws and software license agreements. Forsyth Tech purchases licenses for use of a wide variety of copyrighted computer software. The College does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it. According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages and criminal penalties including fines and imprisonment. Forsyth Tech does not condone the illegal duplication of computer software or the use of illegally duplicated software. Students shall use computer software only in accordance with its licensing agreements. Any student who makes, acquires or uses unauthorized copies of computer software shall be subject to disciplinary action.
13. Using Forsyth Tech computers and/or network in any criminal activities or performing any action that would violate the Federal Telecommunications Act of 1996, including, but not limited to, illegally accessing secured computer systems.

14. Performing any other computer related activity that would violate state, federal law/acts, including, but not limited to, the Family Educational Rights & Privacy Act (FERPA), the Health Insurance Portability & Accountability Act (HIPAA), Payment Card Industry (PCI) compliance or any policies and regulations of the College.

D. Electronic Communications

1. In recent years, electronic communications, including, but not limited to, email (electronic mail) and instant messaging has become a major means of communication for employees and students both within the College and beyond. Email use raises a number of issues including privacy of messages, email address publication, rights of discovery, acceptable use, harassment and storage.

2. his policy applies to all electronic communications, including, but not limited to, email established by the College for students, and clarifies the College's electronic communications policies and account use. Persons who are given access to the College's email systems are expected to familiarize themselves with, and abide by, the policies in this document. Because of the rapid advances in technology, this cannot be an all-inclusive list. Knowledge, intent and harm done will be assessed during any investigation and considered in any disciplinary action.

3. All communications and information transmitted by, received from or stored in the College's electronic communications systems are Forsyth Tech's records and the property of the College.

4. Users have no reasonable expectation of personal privacy with respect to any matter stored in, created, received or sent over College electronic communications systems.

5. The College may monitor student electronic communications for any reason, without the permission of any account user. This includes possible monitoring of deleted files, metadata and other electronic information stored on the College's central backup system or otherwise available as part of its data management.

6. A user does not have any greater right of privacy or otherwise diminish the College's right of access by using passwords or other security measures on the College's computer systems.

7. Files obtained from sources outside the College, including files attached to email, should not be downloaded or used without first scanning the material with industry standard virus-checking software.

8. The College's policies against sexual or other harassment apply fully to the College's electronic communication systems. Therefore, NO electronic communication should be sent, printed or saved which contains material that is inconsistent with the College's policies (e.g., policies against discrimination, retaliation and harassment, sexual or otherwise). Students may notify the helpdesk if an email has been received that violates this policy.

9. Users should write electronic communications with no less care, judgment and responsibility than they would use for professional letters or internal memoranda on professional letterhead.

10. Those using the College's electronic communications systems and services shall not employ a false identity. I t is a violation to originate email in such a manner as to create the impression to the recipient that the email originated from another source or individual.

11. Violations of the College's email policy may result in disciplinary action.

E. Data Security

1. The College's information and data must be handled in such a manner that it will be protected from unauthorized or accidental disclosure, modification or loss. Access to information and data available through the College's network systems must be strictly controlled in accordance with approved access control criteria, which is maintained and updated regularly. The College's information and data is considered to be any piece of data or collection of data that pertains to the normal business and operation of the College. This includes all student related information as well as College business and financial information.

2. This policy covers the general procedures and processes to follow when accessing College related data, which includes, but is not limited to, sensitive data such as social security numbers, student ID numbers, PINs, account numbers, credit card information, personal health information (PHI) and College ID.

3. Any printed College sensitive data must be protected and/ or destroyed when no longer of value. This includes but is not limited to student records printed at registration, financial reports or other records.

F. Account Ownership

Computer System accounts and internet access are privileges provided to students by Forsyth Tech. Forsyth Tech reserves the right to terminate network account and internet access without prior notice.

G. Liability

Users are responsible for knowledge and compliance with any updates to this document. Current edition and revisions will be posted on TechLink. Users are solely responsible for all activity with respect to their accounts, electronic communications and data security. Activities or violations that trigger an investigation and findings of culpability may result in a range of disciplinary actions.

H. Abuse Notification

In the event of a violation, Forsyth Tech will take action according to college policy. In the event of violation(s) of local, state, federal or international laws and regulations, Forsyth Tech will cooperate with the appropriate investigative agencies.

I. Privacy Notification

You DO NOT have a reasonable expectation of privacy with regard to your computer use, computer system accounts, electronic communications or data, including but not limited to, your email, files and all other account activity. Selective and continuous monitoring is in use, including, but not limited to, monitoring software.

Rule 17. Unauthorized Distribution of Copyrighted Material

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory "damages affixed at not less than $750 and not more than $30,000 per work infringed. For"willful"infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys 'fees.

Violation of the Code of Conduct

The following are the degrees of disciplinary action that may be taken as a result of violation of the Student Code of Conduct:

1. Verbal Warning - A verbal warning that the specific behavior/ condition will not be continued or repeated or further disciplinary action will be taken

2. Warning - A written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.

3. Disciplinary Probation – This action is intended to make clear to students the limits of acceptable behavior and to give students who violate the rules an opportunity to more fully understand the rules and incorporate the experience into his/her overall development. Assigned discipline may be in one of three categories depending on the level of severity of the offense. They include 1) general probation, 2) restrictive probation, and 3) dismissal.

General Probation: General Probation is granted to give the student a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty. If the student violates the code again, additional sanctions will be imposed. Verbal warnings are included as a sanction of general probation.

- Restrictive Probation: Restrictive Probation results in loss of good standing and notation of this is made in the individual's record. Restrictive conditions may limit activity in the College community. The individual will not be eligible to participate in or be associated with any local or national organization affiliated with Forsyth Tech during the specified time of probation and will not receive any College award or other honorary recognition during this probationary period. Any violation of Restrictive Probation may result in immediate dismissal.

- Dismissal: Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of "Dismissal."

Both General and Restrictive Probation warrant a written disciplinary action which serves as an official notice for a specified period of time during which a student must demonstrate conduct that conforms to the Student Code of Conduct at Forsyth Tech.

4. Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages.

5. Suspension - Exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.

6. Dismissal or Expulsion - Termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the academic dean of the division for consideration for re-admission.

7. Other - Other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

If, as a result of a violation of the Student Code of Conduct, a student is dismissed from class or classes, the student may receive a failing grade(s), and the disciplinary dismissal will be recorded in the student's permanent record.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the College, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

Forsyth Tech
Community College

Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function or event held off Forsyth Tech grounds that violates federal and/or state and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority.

2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech.

3. The student may be subjected to sanctions imposed by Forsyth Tech, notwithstanding the fact the civil sanctions may not be imposed.

4. The Vice President of Student Services, or the dean for Enrollment and Student Services in his or her absence can immediately dismiss a student who is found in possession of a dangerous weapon or who otherwise in his or her estimation poses an immediate threat to the safety of the campus.

Disciplinary Procedures

A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call Campus Police for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the dean of Enrollment and Student Services of actions taken.

The burden of requesting re-entry to class, laboratory or clinical areas will be upon the student involved. Request for re-entry must be made in writing to the instructor before the next class meeting. If the instructor is uncomfortable readmitting the student to class, she or he should refer the student to the counseling staff. If the instructor does not readmit the student, the instructor will send a written report (approved by the division dean) to the student, the vice president of Instructional Services and the dean of Enrollment and Student Services. If disciplinary action is warranted, the dean of Enrollment and Student Services will contact the conduct officer.

B. Non-Instructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech for violations of the Student Code of Conduct. The Campus Police may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff and/or the student body; a written complaint must then be filed. The complaint must be filed with the Vice President of Student Services or his/her designee who will promptly investigate the complaint and make a decision regarding referral of the complaint to the conduct officer.

Student Conduct Committee

The violation of any rule contained in the Student Code of Conduct will be handled in the following manner.

1. The vice president of Student Services will contact the conduct officer notifying him or her of the nature of the infraction.

2. The conduct officer will meet with the accused individual within two working days and notify the student of:

- The charges
- Possible sanctions
- The right to an objective and fair hearing
- The composition of the conduct committee
- The right to request postponement

3. The conduct officer will schedule a hearing within two working days.

4. The conduct committee will conduct a hearing to decide whether the accused student is guilty or innocent. The committee will give its findings and recommendations for sanction(s) to the Dean of Enrollment and Student Services who will in turn review the recommendation of the committee and insure that due process was followed. The dean will decide to uphold, reduce or increase the recommended sanction and inform the student of the same either in person or by registered mail.

5. The student then has the right to appeal the decision to the appeals committee (see appeals committee section of the conduct code).

6. The next step in the appeal process after the appeals committee will be to the vice president of Student Services whose decision in most cases is final. An appeal may be made to the president only in unusual circumstances.

7. Since the conduct hearing is an internal administrative process and not a court of law, no attorneys will be permitted during the hearing process. If the student chooses to bring an attorney, the attorney must wait outside.

Student Appeals Committee

The Student Appeals Committee will review the appeal of any student who feels that they did not receive due process from the conduct hearing and the subsequent recommendation of the vice president of Student Services.

The appeal will be heard under the following conditions within five working days of receipt of the confirmed appeal:

1. The student must submit a written statement within three days of the imposed sanction explaining why they feel that they did not receive a fair hearing to the vice president of Student Services who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, provide additional information or to state reasons for the appeal. The chairperson may reject the appeal if policies and procedures have not been followed by the student or there is sound reason to reject the appeal.

2. The committee's review will focus primarily on whether or not due process was followed and secondarily on the appropriateness of the sanction not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the vice president of Student Services that a current policy be examined for continued value to Forsyth Tech.

3. The committee will submit its recommendation to the vice president of Student Services, who will make a final decision and notify the parties involved.

4. Records of the proceedings of the Student Appeals Committee are available upon written request to the vice president of Student Services.

5. The student must obtain special permission from the vice president for Instructional Services to attend classes pending resolution of the case on appeal.

Appeal of Admission Decision

A student must submit a written request to appeal an admissions decision to the vice president of Student Services. The vice president of Student Services will, in turn, give the appeal to the Student Appeals Committee to hear and make a recommendation. The committee will submit those recommendations to the president who will make a final decision.

Appeal of Residency Decision

All residency determinations will be made by CFI and not Forsyth Tech. The Residency Determination Service will provide separate processes to reach a residency classification. Most students will only be required to complete the initial consideration process. The reconsideration and appeal processes are for those students who experience a change in circumstances (reconsideration) or who have not had a change in status and believe their residency classification is incorrect (appeal).

All appeals are handled through Residency Determination Service at www.ncresidency. org.

Behavior Intervention Team

The goal of the Behavior Intervention Team at Forsyth Technical Community College is to provide assistance to potentially at-risk students who may be of harm to themselves or others. The team utilizes the NaBITA Threat Assessment Rubric to classify threats, collecting a holistic view of the situation. A student can be referred to the Behavior Intervention Team through Student Code of Conduct, Mandatory Counseling, or Program Chairs or Deans. The team's primary focus is preventative rather than punitive, with the main goal of assisting students to succeed on campus.

Definition of Academic Dishonesty

The following are further explanations of violations of Rule 9.

A. Plagiarism:

Definition: The intentional presentation of the work of another as one's own without proper acknowledgment of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

Plagiarism as the result of misunderstanding or misapplying the rules of documentation may be unintentional, but it is still plagiarism. Plagiarism includes but is not limited to:

1. Copying from a written source, another student or a database (whether professional or nonprofessional; whether published or non-published) without proper citation in either a document or a speech.
2. Rewording (paraphrasing) or summarizing someone else's material without proper citation in a document or a speech.
3. Failing to cite word-for-word passages in a document or a speech.
4. Using purchased pre-written materials (including computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information belonging to another) as the student's own or having someone else do the student's work.

B. Cheating:

Definition: Intentional use or attempted use of unauthorized materials, information, notes, study aids, devices or other assistance in any academic exercise. This definition includes unauthorized communication of information during an academic exercise. Cheating includes but is not limited to:

1. Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination.
2. Procuring, without authorization, tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected it will not be discussed).

3. Copying reports, lab work, computer programs or files and the like from other students.

4. Collaborating on laboratory or computer work without authorization and without any indication of the nature and extent of the collaboration.

5. Sending a substitute to take an examination.

6. Receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.

C. Fabrication and Falsification:

Definition: Intentional alteration or invention of any information or citation in an academic exercise. Falsification refers to the alteration of information, such as altering research, clinical or practicum data. Fabrication refers to the invention or counterfeiting of information, such as inventing research or clinical data or records. It would also include altering grade reports or submitting false records for tardiness and absences for scheduled academic exercises. Altering a returned examination paper and seeking re-grading also constitutes falsification.

D. Multiple Submissions: Definition:

The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization, including submitting the same paper for credit in two courses without instructor permission.

E. Abuse of Academic Materials:
Definition:

Intentional destruction, theft or concealment of the library or other resource material or of another student's notes or laboratory experiments.

F. Complicity in Academic Dishonesty:

Definition: Intentionally helping or attempting to help another to commit an act of academic dishonesty, such as those acts noted above. Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Students should seek clarification when in doubt.

POLICIES
Infectious Disease

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/ or study conditions. To this end, the College offers the following information for students and employees. This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and blood-borne pathogens. Blood-borne pathogens include, but are not limited to, the human immunodeficiency virus (HIV), which is the causative agent for acquired immune deficiency syndrome (AIDS), and hepatitis B virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CRF 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, welfare of other members of the institution, or welfare of client, staff or students in a clinical area.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease that may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge so as to protect themselves and others. Accordingly, employees should report this information to the Human Resources director, and students should report to the vice president of Student Services. All information will be kept confidential except to those persons determined by the Human Resources director and vice president of Student Services, as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

Drug-Free Student

Drug use and abuse by students have become major concerns in our society. These problems are extremely complex with no easy solutions. Drug use may impair the well-being of all students and the educational environment and may lead to damage of Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

1. Forsyth Tech does not differentiate between drug users and drug pushers or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.

2. The term "controlled substance "means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP and "crack". They also include legal drugs that are not prescribed by a licensed physician.

3. The counseling staff will conduct drug awareness and education workshops for students each semester. Individual counseling sessions and educational materials will be available in Counseling, Career and Disability Services at all times.

4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness and sources for assistance.

5. The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding the health risks of alcohol and drug abuse.

6. The counseling staff will have available referrals for treatment and more extensive assistance.

7. The counseling staff will biennially assess the institutional environment by reviewing data from Campus Police, Counseling, Career and Disability Services, instructors and other community resources to guide educational program development for students.

Sexual Harassment

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college - faculty, staff and students - may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment. All members of the College are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the College, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures. Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic or student status.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual.

3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment in the workplace or the classroom.

4. Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the vice president of Student Services or the director of Human Resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

Smoking

Purpose
Understandable concern about the potential health consequences of smoking in Forsyth Technical Community College campus has mounted in recent years. Accordingly, some additional regulation of the smoking policy on the college campus is authorized.

Policy
Smoking is prohibited on all Forsyth Technical Community College property except in designated smoking areas. These areas are identified by signage and therefore smoking outside of these marked areas will be considered a violation of the code of conduct.

Definitions
A. Tobacco products include cigarettes, cigars, cigarillos, blunts, pipes, hookahs, electronic cigarettes, or any other items containing or reasonably resembling tobacco or tobacco products that can fashioned in a smoking manner. Usages of these items are only allowed in the designated smoking areas.

B. College premises–any property in use by the College including property that is leased, owned, used for College functions, or used by the College in the conduct of any of its courses.

Regulations
A. Students, employees, visitors, volunteers, contractors or other persons performing services on behalf of the College shall not be permitted to smoke any tobacco product at any time while on College premises unless in designated areas.

B. The sale or free distribution of tobacco products or merchandise on College premises shall be prohibited.

C. Tobacco advertisements shall be prohibited in College-run publications and on College premises.

Compliance
It shall be the responsibility of all Forsyth Technical Community College employees and students to comply fully with the policy.

Students who repeatedly violate this policy will be handled through the student disciplinary process.

Employees who repeatedly violate this policy will be referred to their supervisor. Repeated violations by employees will be handled through the appropriate employee disciplinary process.

Visitors, volunteers, contractors or other service providers who repeatedly violate this policy shall be asked to leave campus.

Procedures
Communication-Signage and other forms of communication will be posted in a manner and location that adequately notify students, employees, visitors, volunteers, contractors or other persons performing services on behalf of the college about this policy.

Education-Forsyth Technical Community College will consult with appropriate health organizations and resources to identify and provide programs and opportunities for students and employees to gain a greater understanding of the health hazards of tobacco use.

Cessation-Forsyth Technical Community College will consult with appropriate health organizations and resources to identify and provide programs and opportunities for students and employees to access support systems, programs, and services that encourage them to abstain from the use of tobacco products.

Student Grievance

Preamble

Forsyth Technical Community College is committed to the principle of fair and equitable treatment and mutual respect for all members of the college community, especially students. When a student believes that he or she has been treated unfairly by an employee of the College it is our intention to insure that the student has clearly defined avenues of recourse such that the complaint can be resolved fairly and equitably. It is preferable that the complaint be resolved informally; however, when that is not feasible, this policy will insure that a formal process for resolution is available.

Definitions

Student: A student is defined as any person currently enrolled in any course or program offered by Forsyth Tech. This includes high school or those individuals enrolled through distance learning.

Prospective Student: Any individual who has applied to the College, but has not been admitted to a specific program.

Department Chair: The individual who is in charge of one or more academic programs. This is the first major level of supervision to which an official grievance can be filed.

Dean: This individual is the immediate supervisor of all the department chairs or directors within a given academic or administrative division.

Division Vice President: This individual has supervisory responsibility for the deans in a given division and for the respective academic or administrative division overall.

Academic or Administrative Division: The academic and administrative divisions of the College are Business Services, Economic Workforce Development, Information Services, Instructional Services, and Student Services.

President: The president is the chief executive officer of the College.

Grievance: A grievance is defined as a complaint or dispute of a student regarding the College with respect to the following:

1. The interpretation and application of the policies and regulations of the College or the North Carolina Community College System in areas other than disciplinary or academic appeal decisions addressed through the Student Code of Conduct.

2. Acts of retaliation as a result of the grievance procedure.

3. Complaints of discrimination on the basis of national origin, race, creed, religion, political affiliation, gender, sexual orientation/preference, age or disability.

4. Actions that violate the constitutional rights of individuals.

Grievance Advisor in the Student Success Center: A grievance advisor serves as an informal, independent, neutral and confidential problem-solving resource for student grievance related issues. This individual's services will be consultative in nature and will help the student clarify or reframe issues, develop options and understand policies and procedures.

While students are not required to use these services, they are strongly encouraged to do so. Requests and consultations are kept confidential. A grievance advisor could serve as an intermediary/facilitator or mediator when disputing parties are deadlocked.

What may not be accepted as a Student Grievance?

1. Grievances may not be used to challenge College policies and general procedures.

2. Claims based on purchases or contracts.

3. Claims against an employee on matters that are unrelated to the employee's job or role at the College.

4. Disciplinary decisions will be handled through the Student Conduct Committee.

5. Grade appeal decisions will be handled through the academic appeals component of the Student Code of Conduct.

Calendar
August 2019–July 2020

JUL/AUG | 2019

AUG 2019

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29 MONDAY
JUL

30 TUESDAY

31 WEDNESDAY

1 THURSDAY
AUG

2 FRIDAY

3 SATURDAY

4 SUNDAY

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SEP 2019

2019 | **AUGUST**

5 MONDAY

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

9 FRIDAY

10 SATURDAY

11 SUNDAY

AUGUST | 2019

AUG 2019

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Forsyth Tech
Community College

12 MONDAY

13 TUESDAY

14 WEDNESDAY

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16 FRIDAY

17 SATURDAY

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2019 | AUGUST

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AUG/SEP | 2019

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ForsythTech
Community College

26 MONDAY
AUG

27 TUESDAY

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31 SATURDAY

1 SUNDAY
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SEP 2019

2019 | SEPTEMBER

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SEPTEMBER | 2019

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ForsythTech
Community College

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14 SATURDAY

15 SUNDAY

68

OCT 2019	S	M	T	W	T	F	S
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2019 | SEPTEMBER

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18 WEDNESDAY

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SEPTEMBER | 2019

ForsythTech
Community College

SEP 2019

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2019 | **SEP/OCT**

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OCTOBER | 2019

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2019 | OCTOBER

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18 FRIDAY

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OCTOBER | 2019

ForsythTech
Community College

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2019 | **OCT/NOV**

28 MONDAY

29 TUESDAY

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31 THURSDAY

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ForsythTech
Community College

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NOVEMBER | 2019

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2019 | **NOV/DEC**

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DEC

ForsythTech
Community College

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ForsythTech
Community College

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JAN 2020

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2019 | **DECEMBER**

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DEC/JAN | 2020

JAN 2020

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ForsythTech
Community College

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JANUARY | 2020

ForsythTech
Community College

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JAN/FEB | 2020

JAN 2020

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ForsythTech
Community College

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FEBRUARY | 2020

ForsythTech
Community College

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2020 | FEBRUARY

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Forsyth**Tech**
Community College

FEB 2020

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MAR 2020

2020 | MARCH

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MARCH | 2020

Forsyth Tech
Community College

MAR 2020

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2020 | MARCH

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22 SUNDAY

MARCH | 2020

MAR 2020

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Forsyth Tech
Community College

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2020 | MAR/APR

30 MONDAY

31 TUESDAY

1 WEDNESDAY

APR

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5 SUNDAY

APRIL | 2020

APR 2020

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ForsythTech
Community College

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MAY 2020

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ForsythTech
Community College

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26 SUNDAY

MAY 2020

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2020 | **APR/MAY**

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MAY

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MAY | 2020

MAY 2020

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Forsyth Tech
Community College

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9 SATURDAY

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JUN 2020

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2020 | MAY

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MAY | 2020

MAY 2020

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31						

ForsythTech
Community College

18 MONDAY

19 TUESDAY

20 WEDNESDAY

21 THURSDAY

22 FRIDAY

23 SATURDAY

24 SUNDAY

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JUN 2020

2020 | MAY

25 MONDAY

26 TUESDAY

27 WEDNESDAY

28 THURSDAY

29 FRIDAY

30 SATURDAY

31 SUNDAY

JUNE | 2020

JUN 2020

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ForsythTech
Community College

1 MONDAY

2 TUESDAY

3 WEDNESDAY

4 THURSDAY

5 FRIDAY

6 SATURDAY

7 SUNDAY

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JUL 2020

2020 | **JUNE**

8 MONDAY

9 TUESDAY

10 WEDNESDAY

11 THURSDAY

12 FRIDAY

13 SATURDAY

14 SUNDAY

JUNE | 2020

JUN 2020

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ForsythTech
Community College

15 MONDAY

16 TUESDAY

17 WEDNESDAY

18 THURSDAY

19 FRIDAY

20 SATURDAY

21 SUNDAY

JUL 2020

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2020 | JUNE

22 MONDAY

23 TUESDAY

24 WEDNESDAY

25 THURSDAY

26 FRIDAY

27 SATURDAY

28 SUNDAY

ForsythTech
Community College

JUL 2020

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29 MONDAY
JUN

30 TUESDAY

1 WEDNESDAY
JUL

2 THURSDAY

3 FRIDAY

4 SATURDAY

5 SUNDAY

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2020 | JULY

6 MONDAY

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9 THURSDAY

10 FRIDAY

11 SATURDAY

12 SUNDAY

JULY | 2020

JUL 2020

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ForsythTech
Community College

13 MONDAY

14 TUESDAY

15 WEDNESDAY

16 THURSDAY

17 FRIDAY

18 SATURDAY

19 SUNDAY

	S	M	T	W	T	F	S
AUG 2020							1
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	30	31					

20 MONDAY

21 TUESDAY

22 WEDNESDAY

23 THURSDAY

24 FRIDAY

25 SATURDAY

26 SUNDAY

Main Campus

2100 Silas Creek Parkway
Winston-Salem, NC 27103

Lot CC1

Lot CC2

Lot CC3

Lot CC4

Lot O1

Geneva Road

Robert L. Strickland Center

Greene Hall

Lot O

Lot O

Lot CC

VP

HP

T

MC

T

Oak Grove Road

Lot J

Lot F

Maintenance Building

STAFF ONLY

Lot M

Lot Q

Center for Advanced Manufacturing

HP STAFF

STAFF

STAFF

HP STAFF

Lot C

Lot R

Lot HH

The Kristin Hartz Garden

Hauser Hall

Lot P

Welding Lot

Lot Z

CPD

Campus Police

HP

Salem Building

STAFF ONLY

Allman Center

Lot B
Visitor

HP

STAFF ONLY HP

HP STAFF HP

Parkway Bldg.

BS

Lot D

DCP

MC B

HP

Tech Drive

Lot G

Snyder Hall

Technology Building

Ardmore Hall

Lot K

HP

Miller Street

T

One Way

HP

Lot A

VP

Silas Creek Parkway

T

Ebert Street

Oak Grove Road

Map Key

> Staff/Faculty lots A, D, G, HH, K, O, P, R, X, Z and Strickland Center are in red.

> Student lots C, CC, CC1, CC2, CC3, CC4, F, J, M, O, O1 and Q are in green.

> Visitor lot B is in blue.

X — No Parking

B — Bicycle Parking

MC — Motorcycle Parking

HP — Handicap Parking

CPD — Campus Police Officers Only

T — Tobacco Use Area

BS — Bus Stop

DCP — Dental Clinic Patient Parking

Staff parking spaces at Strickland Center are identified on-site.

Campus Speed Limit 15 mph

Like and follow us!
@ForsythTechSLE