

Student Handbook

2025-2026

Mitchell
COMMUNITY COLLEGE

Statesville Campus
500 West Broad Street, Statesville, NC 28677
(704) 878-3200

Continuing Education Center
701 West Front Street, Statesville, NC 28677
(704) 878-3220

Cosmetic Arts Center
3223 Taylorsville Highway, Statesville, NC 28625
(704) 878-4372

Drake Street Center
335 Drake Street, Statesville, NC 28677

Mooresville Campus
219 North Academy Street, Mooresville, NC 28115
(704) 663-1923

Technology and Workforce Development Center
701 West Front Street, Statesville, NC 28677
(704) 878-3224

mitchellcc.edu

Equal Opportunity College

The administration of Mitchell Community College reserves the right to change at any time, with or without notice; graduation requirements, fees and other charges; curriculum, course structure and content; and other such matters that may be within its control, or within the control of an outside agency; notwithstanding any information set forth in this planner.

Failure to read the contents of this Handbook is never accepted as an excuse for failure to comply. If you do not understand a statement in this Handbook, please contact your advisor.

Mitchell Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas and certificates. Questions about the accreditation of Mitchell Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Updated 08/2025

Mission

Mitchell Community College provides equitable access to affordable, high-quality learning experiences and services that lead to social and economic mobility for students.

Vision

Mitchell Community College aspires to be a catalyst that nurtures intelect, ignites creativity, fostors innovation, and transformas lives for our community and beyond.

Equity Statement

At Mitchell Community College, we believe an inclusive culture puts diversity into action by producing a climate of engagement and respect where an array of beliefs, interests, experiences, and perspectives are valued and utilized to achieve our goals. The Equity and Inclusion Council (EIC), with the support of the College administration, advises and recommends policy and practice on matters related to diversity, equity, and inclusion. The EIC encourages and assists the students, faculty, and staff of the College in enhancing access and opportunity for all to succeed, provides an avenue for understanding a diverse campus community, works to enrich the educational and workplace experience for all members of the campus community, and aids in the fostering of mutual respect and the valuing of differences.

Core Values

The core values of Mitchell Community College establish our institution's character, outline our expectations, and guide our organizational priorities.

- **Equity & Inclusion**—Mitchell embraces diversity, equity, and opportunities for inclusion which enhance the social, civic, cultural, and economic development of our community.
- **Teaching & Learning**—Mitchell commits to being the transformative provider of higher learning and workforce development in Iredell County.
- **Student Success**—Mitchell provides tangible and relevant experiences for students to be successful.
- **Community Engagement**—Mitchell strengthens and expands its partnerships, sponsorships, and engagement within the community.
- **Integrity**—Mitchell seeks to make a positive difference in the lives of our students, employees, and community by maintaining high ethical standards.
- **Innovation**—Mitchell advances the college environment through creative, critical, and strategic thinking and processes.
- **Data-Informed**—Mitchell analyzes data to inform institutional decisions which impact the campus, community, and region.
- **Excellence**—Mitchell strives for the highest performance levels to meet the realities of the students and employees we serve.



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Directory

A complete Faculty/Staff Directory is posted on the Mitchell Community College website at mitchellcc.edu. Students who need to contact full-time faculty can check the directory or call the appropriate academic division office.

Academic Divisions

Business and Engineering Technologies	(704) 978-1300
College Transfer	(704) 878-3345
Cosmetology	(704) 878-4372
English, Math and Transition Resources	(704) 878-3345
Nursing and Allied Health	(704) 878-4260

Admissions

Statesville	(704) 978-5493
Mooresville	(704) 978-5415

Admissions	(704) 978-5493
Advising Department	(704) 978-5493
Alumni	(704) 878-4321
Bookstore	(704) 878-3275

Campus Security Office

Statesville Security Campus	(704) 878-4367
Continuing Education/Workforce Development Security	(704) 978-1367
Statesville Security Main Campus Evening	(704) 881-5252
Statesville Security Main Campus Weekends/PT Evenings	(704) 880-0172
Security Con Ed/Workforce Dev Weekends/PT Evenings	(704) 880-1687
Security on Call/After Hours	(704) 880-2569
Mooresville Security Campus	(704) 978-5431
Mooresville Security Campus Weekend/PT Evenings	(704) 880-0380

Continuing Education General Information	(704) 878-3220
Disability Services	(704) 878-3364
Distance Learning	(704) 978-1304
Development and Community Relations	(704) 878-4321
Financial Aid	(704) 978-5435

Financial Services

Cashier	(704) 978-5445
Student Accounts	(704) 978-5404

Student Support Services

Student Recruitment and Orientation Coordinator	(704) 978-1308
Reception	(704) 978-5426
Statesville Campus General Information	(704) 878-3200
Library	(704) 878-3271
Mooresville Campus General Information	(704) 663-1923
Placement Testing Information	(704) 978-5493
Records	(704) 878-3243
SGA Office	(704) 978-1301
Student IDs and Parking Permits	(704) 878-5437
Tutoring Center	(704) 978-3116
Veterans (SCO)	(704) 878-3295
Writing Center	(704) 978-1320

From Our President



Dear Mitchell Student,

Welcome to Mitchell Community College! We are so glad that you have chosen to enroll with us and look forward to supporting you on your educational journey. The college has much to offer. Our goal is to provide you with as many opportunities as we can so that you may be successful. Both our mission and our vision are centered on providing equitable access, high-quality learning, nurturing intellect and fostering innovation all in hopes of transforming lives and creating social and economic mobility for our students.

You will find that our faculty and staff are committed to providing you with the support you need whether pursing a degree or entering the workforce. This handbook serves as a guide for you to use as you navigate your time at the college. To ensure your journey will be successful, you must take an active role as a student. Below are a few tips that may help you succeed:

- Ask if you need help. Don't be afraid to seek help if you are struggling.
- Engage. Meet your classmates and get to know your instructors, advisors, staff and administrators. Get invloved in campus activities.
- Find balance. Develop a healthy routine that allows for the balancing of schoolwork, family and other responsibilities in your life.
- Set goals. Create short term and long term goals that keep you focused on succeeding. Celebrate accomplishing goals no matter how small. Set new ones and keep moving forward.
- Take care of yourself. Your mental and physical well-being are crucial to your success. Eat a healthy diet, exercise and get plenty of rest.

This is your education, give it all you've got, it will pay many dividends in your future.

Sincerely yours,



Dr. James T. Brewer
President
Main Building
(704) 878-3205
tbrewer@mitchellcc.edu

From the VP for Student Services



Welcome to Mitchell Community College! We are excited and thankful that you have decided to begin or continue your journey of lifelong learning with us. The Division of Student Services strives each and every day to enhance the learning experience in and out of the classroom. We believe in the transformation and development of a student's desire for learning, career expectations, life goals, cultural understanding, personal growth and future vision.

We are dedicated to meeting the needs of all students. We have outstanding and caring faculty and staff, two beautiful campuses and an atmosphere conducive to reaching your academic and personal goals. We encourage students to get involved in student organizations, leadership opportunities and community service while attending Mitchell Community College.

It's time to walk the campus, meet faculty and staff and learn all you can about how the college can enrich your educational experience. Take the next steps. Study hard, meet new friends and find ways to get involved. We are here to help in any way we can.

I look forward to seeing you on campus,

Sincerely,



Dr. JJ McEachern
Vice President for Student Services
Eason Student Services Center
(704) 878-3281
dmceachern@mitchellcc.edu

Getting Started on Campus

Your first few days on a college campus can be both exciting and confusing, and the Student Services staff want to ensure you get off to a great start. Student Services support is available Monday–Friday in both Statesville and Mooresville. Evening hours are also available at each campus. While students are encouraged to walk-in, you should schedule an appointment if you'll need assistance after 5 p.m.

At the Statesville Campus, Student Services is located in the Eason Student Services Center. The staff may be reached by calling (704) 878-3200 and press "0." In Mooresville, Student Services can be found in the George W. Brawley, Jr. Building, and should call (704) 663-1923 to confirm office hours.

Mitchell Community College Student Portals

Mitchell Community College students have access to three portals: Self-Service, Microsoft 365 (Email), and the learning management system (LMS).



Username and Password

Upon admission to the institution, curriculum students receive a Mitchell Community College username. This username is utilized for all online services at Mitchell Community College. Your initial password is provided by your advisor.

Email and Office 365

All curriculum students are provided with a Microsoft 365 email account. Your Microsoft 365 email account is the official communication channel, and it's essential to keep informed by reading Mitchell Community College-related emails sent to this address. Your student email address follows the format: username@students.mitchellcc.edu. Another advantage of being a student at Mitchell Community College is the access to Microsoft Office for free, as long as you maintain active student status. To learn how to obtain your complimentary copy of Microsoft Office, you can either scan the QR code or visit our support portal at **https://servicedesk.mitchellcc.edu/support/solutions**.

Access to your college email account will be removed after 2 consecutive semesters without an active class. Mitchell Community College email accounts are to be used for college business only and are subject to administrative actions deemed necessary by appropriate college personnel at any time. Use of college email accounts for personal reasons is highly discouraged.

NOTE: The use of email will be consistent with other Mitchell Community College policies. The College strictly forbids unlawful, unsolicited commercial advertising, mass mailings, harassment, spam or hoaxes, and political propaganda by students. For more information on Mitchell Community College's email policy, visit Mitchell Community College's Catalog (opens in a new window).

Enrolling in Microsoft Multi-Factor Authentication (MFA) is mandatory to access your account. You will receive a prompt to enroll in this service the first time you authenticate to Microsoft 365. This enrollment also provides access to Microsoft Password Services, allowing students to independently manage their accounts.

Distance Learning

Learning Management System (LMS)

Open LMS is the learning management system (LMS) used by Mitchell Community College. It is built on the Moodle platform and it is used as the primary delivery method for courses with online content. All curriculum courses at Mitchell Community College have a designated space on the LMS.

For all courses, instructors must include their contact information, syllabus, schedule in the LMS, and use the gradebook for recording grades. Instructors of seated classes may use their LMS course site to enhance teaching and learning in the classroom setting.

For hybrid and HyFlex courses, the majority of instruction and class assignments will occur within the LMS. It is imperative for you, as a student, to check course content within the LMS regularly.

All students must complete a Mandatory Completion Enrollment Activity (MCEA) in the LMS. For courses with an online component, the MCEA must be completed before the census date of the course for you to stay enrolled in the course.

Accessing the Learning Management System

The learning management system (LMS) requires students to be authenticated using their Mitchell Community College Microsoft 365 username and student-managed password in order to securely log in and gain access to their online course(s).

As stated above, your LMS username and password will be the same as your Mitchell Microsoft 365 account. It is important to be able to log into your Mitchell Microsoft 365 account before attempting to log into the LMS.

NOTE: If you do not have a Mitchell Office 365 email address, you will log in to the LMS by entering your username and password in the fields under the Mitchell Community College logo.

Student Help for Online Services

If you need help with Self-Service, Microsoft 365, or the LMS, visit the My Mitchell webpage and click on Help. You will be redirected to "Resources for Online Learning." At the end of this page you will find a link to "User Support Services" along with a phone number for 24/7 student support for LMS issues. Please visit the "User Support Services" page to view guidance on the most commonly asked LMS questions prior to initiating a phone call.

You may also send an email to **dl-information@mitchellcc.edu**. Emails will be directed to the college's ticketing system.

Ticket Received After Hours and on Weekends (After 4 p.m. Mon.-Fri. and Sat.-Sun.):
Tickets received outside of office hours will be collected; however, no action can be guaranteed until the next working day.

Ticket Received During Holidays/Breaks/College Closures:
By end of next business day college is open/normal operating hours.

Wi-Fi
Mitchell Community College provides WIFI access to all students.

- To access the college's Wi-Fi network, students can connect to the MCC Wifi network.
- You will be prompted to provide a username and password to authenticate with the network.
- Your username will be the part of your email address before the "@" symbol. For instance, if your email is jsmith@students.mitchellcc.edu, your username would be "jsmith".
- Your password will be your Microsoft 365 password.
- The MCC Guest network is offered as an extra Wi-Fi network for college guests and personal devices.

MFA Multi-factor Authentication

- - Mitchell employs Azure MFA for Multi-Factor Authentication for its students.
- - Registration for Azure MFA is mandatory for all students; no exceptions.
- - Available methods include using the free Microsoft Authenticator app for smartphones or a phone number.
- - Multi-Factor Authentication is a requirement for accessing college services like email, Microsoft 365, OpenLMS, and Self-Service. Additional services may be included in the future.
- - Enrolling in MFA also provides access to Microsoft Password Services, allowing students to manage their account passwords at any time, 24/7.

Student IDs
All curriculum students must have a Mitchell Student Photo ID. Photo IDs are available at Eason Student Services on the Statesville Campus Monday through Thursday. Photo IDs are available in the Campus Security Office in the Brawley Building on the Mooresville Campus Monday through Friday. It is recommended that you make an appointment to reserve your desired date and time for each location. Please schedule your ID and/or Parking Permit through **https://www.picktime.com/mitchellcc**. Students must bring a printed copy of their current schedule and a photo ID.

IDs can qualify you for discounts at businesses in Statesville and Mooresville.

Parking Permits
Students and employees should display a Mitchell parking permit while on the Statesville Campus. At the Mooresville Campus, parking permits are recommended, but not required

Parking permits may be obtained at no charge from the Student ID's and Parking Permit Office located in the Eason Student Services Buildingon the Statesville Campus or from the Security Officer on the Mooresville Campus, Monday-Friday during regular business hours.

General Information

Academic Honesty
Mitchell is committed to academic excellence which strengthens pride, integrity and self-realization. Such acts as plagiarism (presenting the words, graphics, structure, or ideas of others as if they were one's own without proper acknowledgment or documentation) and taking answers from another student's test paper are subject to disciplinary action. Any form of academic dishonesty is unacceptable and if detected could result in disciplinary action.

Academic Probation
Since 2.0 is the minimum cumulative grade-point average (GPA) required to graduate, curriculum students who fail to maintain a cumulative 2.0 GPA at the completion of any semester will be placed on academic probation for the following academic term. The Registrar will notify students and their advisors by College email or letter of probationary status and will advise those students to make an appointment with their academic advisor or, if a Special Credit student, to make an appointment with an admissions specialist.

Academic Suspension
A student who does not maintain a cumulative GPA of 2.0 or above for two consecutive semesters will be placed on academic suspension. A suspended student is prohibited from enrolling in the College until he or she has petitioned the Academic Review Board to receive permission to re-enroll.

Academic Re-Instatement
A suspended student seeking readmission must petition the Academic Review Board prior to the beginning of the semester. This written statement should include the reasons the student wants to be admitted, work schedule, proposed course load, educational goals and any other information that might provide an explanation of the circumstances that led to the academic suspension.

The Academic Review Board will review the petition and any other supporting documentation submitted by the student and will notify the student of the decision.

Re-enrollment may be contingent on the student taking specific courses or activities as required by the Academic Review Board. The sole intent of the Board is to provide the student the greatest possible opportunity for academic success. The petition and supporting documents should be mailed to: Admissions Office, Mitchell Community College, 500 West Broad Street, Statesville, NC 28677

Important Note for Students Receiving Financial Aid: The Academic Review Board can grant permission to re-enroll but does not make decisions regarding financial aid eligibility. Students who have been granted permission to re-enroll will need to contact the Financial Aid Office to discuss the status of their financial aid.

ADA Grievance Procedure
Mitchell has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity. Complaints should be addressed to the Office of Accessibility Services, Eason Student Services Building, 500 West Broad Street, Statesville, NC 28677, (704) 878-3202.

A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

A complaint should be filed within 15 business days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place

will be considered on a case-by-case basis.)

An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the Vice President for Student Services and Administration and a copy forwarded to the complainant no later than 30 business days after its filing.

The Accessibility Services Coordinator shall maintain the files and records of Mitchell Community College relating to the complaints filed.

The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 10 business days to the Vice President for Finance and Administration.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards to assure that Mitchell Community College complies with the ADA and implementing regulations.

Confidentiality and Access to Records

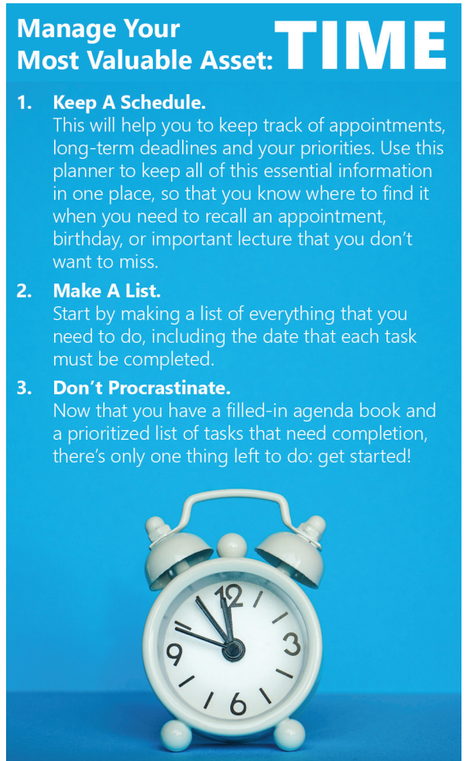
The Family Educational Rights and Privacy Act (FERPA) of 1974 provides safeguards regarding the confidentiality of and access to student records. This Act will be adhered to by the College. Students and former students have the right to inspect and review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except to the extent that FERPA authorizes disclosure with consent or under legal compulsion. Students have the right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the College to comply with requirements of the act. The office that administers FERPA is the Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. SW, Washington, DC 20202-5901.

Closing and Delays

In the event of adverse weather, the College will determine whether to delay classes, cancel classes or close. A decision will be made by 6 a.m. for day classes and by 3 p.m. for evening classes. You can check the Mitchell website, Mitchell Facebook page, or call (704) 878-3200. Information will also be provided to local television and radio stations for posting and announcements.

- Classes Delayed means classes will not meet during the time of the delay. Students and faculty will resume a regular schedule at the time announced the College will open. That means late openings will start with classes normally taught at that hour. For examples, in the case of a two-hour delay:
  - Classes that run from 8 a.m. to 9 a.m. OR 9 a.m. to 10 a.m. would be canceled.
  - Classes that run from 9:30 a.m. to 11 a.m. would start at 10 a.m.
- Classes Canceled means no classes for students. Employees have the choice to report to work or take annual leave.
- College Closed means neither students nor employees are to report to the College. The College will decide how canceled classes will make up the work.

Students, faculty and staff must assume responsibility for deciding if conditions are too dangerous to allow safe driving on public roads.



Computer and Internet Usage

Mitchell provides computer, network, and Internet access to students for academic purposes only. Use for other purposes is not acceptable. Computer, network, and Internet access is a privilege which may be revoked at any time for abusive conduct. Abusive conduct includes, but is not limited to: altering equipment or peripherals; installing a "virus" or other software; running files to alter the system; placing unlawful information on a system; using abusive or objectionable language in messages; hindering other users' ability to work; causing congestion on the networks; using other people's computer resources without authorization; violating software license copyrights; entering accounts without full authorization; using College resources for a commercial venture or for personal profit; allowing others to use a password or account other than their own; violating system security; transmitting any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, hateful, racial, ethical or otherwise objectionable material; distributing advertisements; displaying materials which may be construed as obscene; misrepresenting the identity of the user; or using the network for game playing.

Mitchell buys licenses for copyrighted computer software. The College does not own the copyright on this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it. Any student who makes, acquires, or uses unauthorized copies of computer software on campus shall be subject to disciplinary action. Illegal reproduction of computer software can be subject to civil damages up to $100,000 and criminal penalties including fines and imprisonment. For more information go to mitchellcc.edu.

Drugs and Alcohol

The use of drugs or alcohol on campus is strictly prohibited. Students violating this policy will be subject to disciplinary action. Click **here** for a copy of the Mitchell Drug and Alcohol Policy or request a copy from the office of the Human Services Department.

Health and Wellness

Students are encouraged to tell their instructors of medical conditions and to provide an emergency contact on their application for admission. If you miss class because of sickness, you need to contact your instructor.

First Aid and Medical Emergencies. Mitchell has no facilities for medical treatment other than minor first aid. A first aid kit is available in each building. If a medical or life-threatening emergency exists, go to the nearest phone and

dial “911.” If using a campus phone, it may be necessary to dial “9” first. Then call Campus Security at ext. 5555. Responsibility for medical services rests with the student. The College uses the Iredell County EMS and the Emergency Care units of Davis Regional Medical Center, Iredell Memorial Hospital, and Lake Norman Regional Medical Center for medical emergencies.

Communicable Disease Policy. The College does not want to spread communicable diseases, so we will maintain a safe and healthy work environment and educate staff, students and the community. The College will comply with all state and federal laws or regulations regarding these issues.

Disposal of Medical Waste. All medical waste, including needles, diabetic blood and urine testing material, must be disposed of properly. For exact locations of approved medical waste disposal containers, contact Campus Security at (704) 978-5444.

Food Services

Snack and drink machines are available in the Student Union on the Statesville Campus and in the Cyber Café at the Mooresville Campus. Water stations for refilling bottles are available throughout our campuses.

Lost and Found

Campus Security provides lost and found services. When an item is found, the security officer notifies the Campus Security Office. Items valued at more than $20 are immediately turned over to the Campus Security Office while items valued at less than $20 are held at the reception desk for one day prior to being secured in the Campus Security Office. Contact Campus Security to inquire about lost items.

In Statesville, contact the Security Office at (704) 878-4367, in Mooresville, (704) 978-5411.

Parking

Students may park in any student parking area on campus. Refer to the Campus Maps to find parking lots and other approved parking areas.

Use of an accessible space requires the display of an accessibility placard or tag.

Parking is not permitted in a fire lane, loading zone, reserved space or grassy area. The Statesville or Mooresville police departments may issue citations for vehicles parking improperly in accessible zones or fire lanes.

Improperly parked cars are subject to tow-away at full expense to the owner. If your car is towed, see the receptionist in the Student Services Center or contact the Security Office to get contact information for the towing company.

If all campus parking is filled, legal parking is available on Statesville streets surrounding the campus. The College has an overflow parking lot at 633 West End Avenue, one block west of campus. Parking is also available in the Cherry Street lots and in the lots by the Continuing Education and Workforce Development Center on Front Street. The City of Statesville has “All Day” parking on Walnut Street, east of Mulberry Street.

During the first two weeks of school, arrive at least 30 minutes early to find a parking space and avoid being late for class.

Participation in Promotional Activities

For its promational activites through media such as print, publicity,



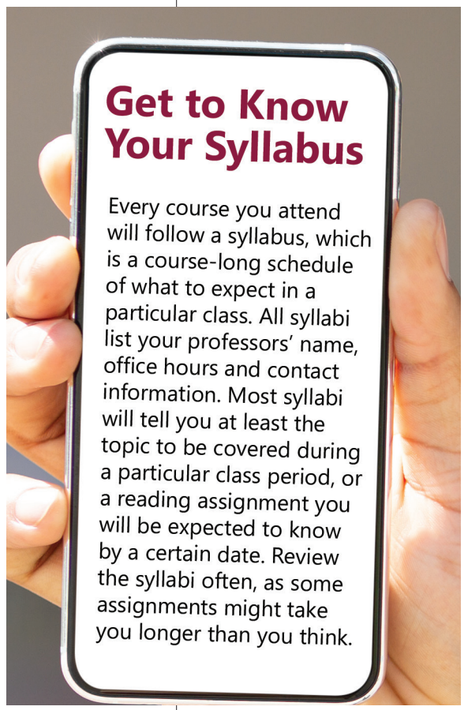
multimedia productions or the Internet, the College frequently uses student likenesses, words or biographical materials. Unless a student expressly prohibits the College from using their photographic images or voice/statements, the College assumes implied authorization. For students to revoke this authorization, they must complete an Opt-Out form available from the Coordinator of Student Activities. Photographs taken at a public events or photographs where your image is not recognizable are not covered by this opt-out. If you are in a situation where a College representative is taking photos, we recommend that you advise the photographer of your request to help ensure your privacy. The College commits to honor, to the extent that it's practical, any request to cease in the use of a photograph.

Smoking

Mitchell is a tobacco-free campus. That means that smoking and/or using other forms of tobacco products is prohibited anywhere on Mitchell’s property. No vaping or electronic cigarettes allowed. Smoking is also prohibited in any College-owned or leased vehicles.

Solicitation and Fundraising

Mitchell buildings and campus spaces may not be used to raise funds for individuals or organizations except for officially recognized College projects or organizations that have obtained prior approval from the President or his/her designee. Classes, clubs, or other groups planning to solicit contributions or sell goods or services must get approval in advance from the Coordinator of Student Activities and the Vice President for Student Services before the fundraising begins. Forms are available at the Student Activities Office in the Montgomery Student Union.



Student Rights, Responsibilities and Judicial Procedures

I. Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

II. Student Rights

All 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.

Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place and manner.

Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees and college offices.

No disciplinary sanctions other than one-day removal from class or activity may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a student code of conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

III. Student Responsibilities and Student Code of Conduct

It is the responsibility of Mitchell students to be aware of and abide by the Student Code of Conduct. Students are also expected to abide by the verbal or written directives of college administrators, faculty and staff who ensure effective operation of the educational process, and to treat all persons with respect.

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulations which prohibit certain types of student behavior are set forth in the Student Code of Conduct. Violation of one or more of the following regulations may result in one of the sanctions described in section V.

- Academic Dishonesty—taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting or providing papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).
- Theft of, misuse of or damage to college property, or theft of or damage to property of a member of the College community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the College or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
- Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at college-sponsored or supervised functions off campus or in college-owned vehicles. Possession, use or distribution of any illegal drugs. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions. (Refer to Drug and Alcohol Policy)
- Lewd or indecent conduct, including physical or verbal actions or distribution of obscene or libelous written material.
- Emotional or physical abuse of any person on college premises or at college-sponsored or college supervised functions, including verbal or physical actions which threaten or endanger the health or safety of

any such persons or which promote hatred or racial prejudice. These actions may include hate speech, harassment or bullying whether the statements are made in-person, by phone or via the Internet.

- Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or any employee's performance or creates an intimidating, hostile or offensive environment.
- Obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.
- Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary or authorized use.
- Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.
- Possession or use of a firearm, knife, incendiary device or explosive, except in connection with a college-approved activity. This also includes unauthorized use of any instrument designed or carried with the intent to inflict serious bodily injury to any person.
- Setting off a fire alarm or using or tampering with any fire safety or security equipment, except with reasonable belief in the need for such alarm or equipment.
- Gambling on campus or any Mitchell educational facility.
- Smoking and/or using other forms of tobacco products on College premises.
- Violations of college regulations regarding the operation and parking of motor vehicles.
- Forgery, alteration or misuse of college documents, records or instruments of identification with intent to deceive.
- Failure to comply with instructions of college officials acting in performance of their duties.
- Violation of the terms of disciplinary probation or any college regulation during the period of probation.
- Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans or the passing of worthless checks to college officials.
- Violation of a local, state or federal criminal law on college premises adversely affecting the College community's pursuit of its proper educational purposes.
- Falsification of a college document. College documents include, but are not limited to, financial aid applications, admissions applications, residency determination applications, distance learning documentation and registration materials.
- Engaging in inappropriate behavior that interferes with the peace, order, and efficient and effective operation of the College, such as harassing another student or college employee, playing loud music and using loud, threatening and/or obscene language.
- Misuse of Mitchell Community College's computer equipment and/or network, computer Network and Electronic Communications Usage, or engaging in cyber-bullying, cyber-stalking, hacking, etc.

IV. Judicial Procedures

In the event of a violation of the Student Code of Conduct, the following steps shall be followed in order to resolve the issue:

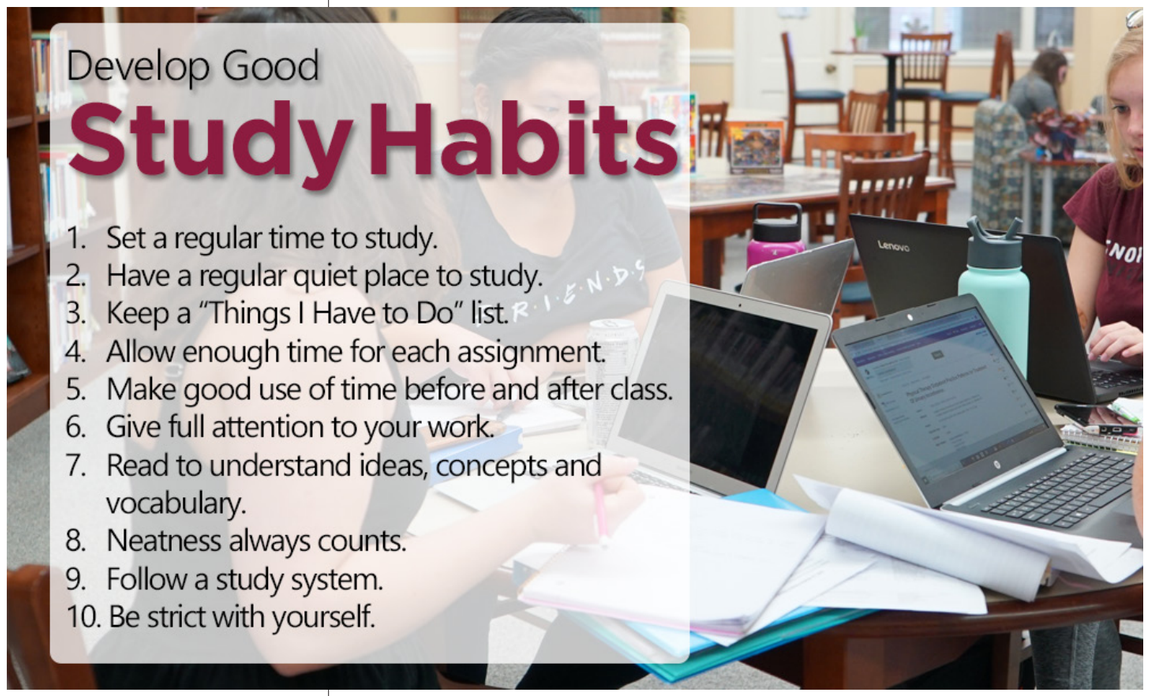
A. Immediate Suspension. If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate one-class suspension. Such matters should be reported in writing to the Vice President for Student Services (VPSS) no more than one-day following the incident. The Vice President of Instruction and Vice President for Continuing Education may immediately suspend a student in the absence of the VPSS, the VPSS may suspend a student from the class or the College until a resolution of the matter can be made. The Vice Presidents for Instruction or Continuing Education may assume this role in the absence of the VPSS.

The Vice President for Student Services or designee shall resolve the matter in a timely fashion utilizing the steps outlined below in section IV. C.

B. Responsibility for Implementation. The Vice President for Student Services or his or her designee is responsible for implementing student discipline procedures.

C. Disciplinary Procedures. In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. **Charges:** Any administrative official, faculty/staff member, or student may file charges with the Vice President or designee against any student or student organization for violations of college regulations.
   The written charges must include:
   - Name of the student(s) involved
   - The alleged violation of the specific code of conduct
   - The time, place and date of the incident
   - Names of person(s) directly involved or witnesses to the infractions
   - Any action taken that related to the matter
   - Desired solution(s)
2. **Investigation and Decision.** Within five working days after the charge is filed, the Vice President or designee shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Vice President or designee may act as follows:
   a. Drop the charge.
   b. Impose a sanction consistent with those shown in Section V.
   c. Refer the student to a college office or community agency for services.
3. **Notification.** The decision of the Vice President or designee shall be presented to the student in writing immediately following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the Vice President or designee, or where the student refuses to cooperate, the Vice President or designee shall send a letter to the student's last



known address providing the student with a list of the charges, the Vice President's or designee's decision, and instructions governing the appeal process (Section VI).

V. Sanctions

Sanctions that may be issued by the College include, but are not limited to, the following:

A. Reprimand. A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.

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

C. Restrictive Probation. Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication or activity. This probation will be in effect for not less than two semesters. Any violation of Restrictive Probation may result in immediate SUSPENSION.

D. Restitution. Restitution may be required for damaging, misusing, destroying or losing property belonging to the College, college personnel or students.

E. Interim Suspension. Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

F. Withholding Transcript, Diploma or Right to Register. This sanction will be imposed when financial obligations are not met.

G. Suspension. Exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the Vice President before returning to campus.

H Expulsion. This sanction involves dismissing a student from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the College only with the approval of the President.

I. Group Probation. This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

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

K. Group Charter Revocation. Removal of college recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the President.

VI. Appeals Procedure

A student who disagrees with the decision of the Vice President for Student Services or designee may request a hearing before a Disciplinary Review Committee. This request must be submitted in writing to the Vice President for Student Services within three working days after receipt of the Vice President's decision. The Vice President shall refer the matter to a Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Vice President's or designee's investigation.

A. Committee Composition. Membership of the Disciplinary Review Committee shall be composed of the following:

1. Three faculty members approved by the President of the College.
2. Three student members approved by the President of the College.
3. The President will appoint one administrator to serve as committee chair who will vote only in cases of a tie.
4. The Vice President for Student Services as an ex-officio nonvoting member.
5. At least two faculty/staff members and two students plus the chair must be present in order for the committee to conduct business.

B. Procedures for Hearings before the Disciplinary Review Committee

1. Procedural Responsibilities of the Vice President for Student Services
   The Review Committee must meet within 10 working days of receipt of a request for a hearing. At least five working days prior to the date set for the hearing, the Vice President shall send a letter to the student's last known address providing the student with the following information:

Check It Out!

mitchellcc.edu

Mitchell's website contains information about news, various on-campus events, and contact information for the various offices that you might need to contact.

a. A restatement of the charge or charges.
b. The time and place of the hearing.
c. A statement of the student's basic procedural rights.
d. A list of witnesses.
e. The names of Committee members.
On written request of the student, the hearing may be held prior to the expiration of the five day notification period, if the Vice President concurs with this change.

2. Basic procedural rights of students include the following:
   a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee.
   b. The right to produce witnesses on one's behalf.
   c. The right to request, in writing, the President to disqualify any member of the committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
   d. The right to present evidence.
   e. The right to know the identity of the person(s) bringing the charge(s).
   f. The right to hear witnesses on behalf of the person bringing the charges.
   g. The right to testify or to refuse to testify without such refusal being detrimental to the student.
   h. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within five working days of the completion of the hearing.
3. The Conduct of the Committee Hearings
   a. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
      - The student
      - Counsels

      Witnesses who shall:
      1. Give testimony singularly and in the absence of other witnesses.
      2. Leave the committee meeting room immediately upon completion of the testimony.
   b. The hearing will be video recorded. Recordings will become the property of the College, and access to them will be determined by the Vice President for Student Services. All recordings will be filed in the office of the Vice President for Student Services for a 12 month period.
   c. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
   d. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
   e. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend



sanctions, if applicable.
f. Decisions of the Committee shall be made by majority vote.
g. Within two working days after the decision of the Committee, the Vice President shall send a letter to the student's last known address providing the student with the Committee's decision.

Appeal to the President

A student who disagrees with and refuses to accept the findings of the Committee may appeal in writing to the President within five working days after receipt of the Committee's decision. The President shall have the authority to:

1. Review the findings of the proceedings of the Committee.
2. Hear from the student, the Vice President and the member of the Committee before ruling on an appeal.
3. Approve, modify, or overturn the decision of the Committee.
4. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

Appeal to the Board of Trustees

Any party of the Review Committee hearing may request in writing a hearing before the Board of Trustees as an appeal of the President's decision within five working days of that decision. The Board of Trustees or a committee of the Board may review information to date and render a decision without the personal appearance before them of the parties of the Review Committee hearing or they may choose to have the parties involved in the hearing appear before them before rendering a decision. The decision of the Board will be made within 20 working days and will be final.

VII. Student Grievance Procedure

A. Purpose. The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty and staff concerning the following:

1. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual

harassment complaints.

2. Sexual harassment complaints should be directed to the Vice President for Student Services. Because of the sensitive nature of this kind of complaint, a conference with the Vice President will replace the first step of the grievance procedure. The Vice President will counsel the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
3. Academic matters, excluding individual grades, except where the conditions in Item 1 above apply.
4. Failure to comply with State Authorization Reciprocity Agreement (SARA) requirements.

B. Procedures

1. **First Step:** The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five working days of the incident which generated the complaint.
2. **Second Step:** If the grievance is not resolved at the informal conference, the student may file a written grievance. A grievance form shall be made available to the student by the Vice President for Student Services. The Vice President will explain the grievance process to the student. The completed grievance form must be presented to the Vice President within five working days after satisfying the first step in the grievance process. The Vice President will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within 10 working days of receipt of the grievance form from the department involved.
3. **Third Step:** If the student wishes to appeal the decision of the supervisor, a further appeal may be directed to the Vice President for Instruction within five working days. The Vice President for Instruction shall respond in writing to the student within 10 working days of receipt of the grievance form.
4. **Fourth Step:** If the written statement of the Vice President for Instruction does not satisfy the grievance, a request to appear before the Student Grievance Committee may be made. The student must submit a written request within 5 working days after receiving the written response of the Vice President for Instruction. The request shall include a copy of the original grievance form and the reason why the responses are unsatisfactory. A copy of the responses must be attached to the request by the student.
   The Vice President for Instruction shall notify immediately the President who shall insure that the Committee is organized in a manner consistent with Section C of this procedure (The Student Grievance Committee). The Vice President for Instruction will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chair of the Committee.
   Meeting(s) shall be conducted between five and 15 working days following the date of the request. A postponement may be granted by the chair upon written request of either party if the reason stated justifies such action. The Committee shall hold interviews with the grievant, the employee and the supervisor, singularly, and the absence of other witnesses. The committee may interview any additional witnesses that it considers necessary to render a fair decision. The Committee shall decide by a majority vote the solution of the grievance. In case of a tie, the chair shall vote, thus breaking the tie. The chair shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the College within two working days.
5. **Fifth Step:** The Committee's decision may be appealed by either party involved to the President of the College within 10 working days of the Committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary and render a decision within 10 working days of receipt of the appeal.
6. **Sixth Step:** The President's decision may be appealed by either party involved to the Board of Trustees of the College within 10 working days of the President's decision. The Board of Trustees or a committee of the Board shall review any information to date, conduct whatever additional inquiries that are deemed necessary and render a decision within 20 working days of receipt of the appeal.

C. The Student Grievance Committee

A Student Grievance Committee will be formed for each grievance. The committee makeup and method of appointment will be the same as for the Disciplinary Review Committee.

D. Right of Parties Involved in a Grievance

When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five working days prior to the meeting unless they waive this requirement.
2. Review all available evidence, documents or exhibits that each party may present at the meeting.
3. Have access to the names of the witnesses who may testify.
4. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
5. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the Committee.

Student Complaints and Petitions

The student grievance and appeals procedure provides a system to channel student complaints and requests to appropriate college officials. The Student Rights, Responsibilities and Judicial Procedures policy as published in the Student Handbook establishes a student's right to inquire about and

College Fact:

Smart Credit Card Tips:

- Pay your credit card balance monthly to avoid interest charges.
- Limit yourself to one card and opt out of prescreened credit card offers that come in the mail.
- Actively manage your account to help avoid credit card fraud.
- If you do accumulate a large credit card balance, make a plan to pay it off quickly.

Check out other helpful, financial tips at Cash Course. You can connect from mitchellcc.edu.

COLLEGE **TIPS**

Study your hardest subjects when you are fresh. Putting them off until you're tired just makes it worse.

to propose changes to the policies, regulations and procedures affecting the welfare of students.

Students may also file a grievance with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, GA 30033-4097, (404) 679-4501.

Grade Appeal Procedure

Overview

The course faculty member is responsible for determining a student's grade for the class based on the course grading policy detailed in the syllabus. If a student disagrees with the final grade, they should follow the steps outlined below:

Steps for a Curriculum Grade Appeal

1. Initial Discussion with Faculty
   - The student should discuss the grade with the course faculty member.
   - This meeting must occur within 30 calendar days of the initial grade assignment.
2. A Meeting with the Curriculum Division Dean
   - If unresolved, the student should meet with the faculty member's curriculum division dean
   - The dean will:
     - Listen to the student's explanation of the perceived error.
     - Discuss with the faculty member to verify the grade's accuracy or identify a need for re-examination.
     - Communicate the outcome to the student.
   - If the student is dissatisfied, a meeting with the faculty member, student, and dean will be arranged to seek an agreeable outcome.
3. A Written Appeal to the Vice President for Learning
   - If the issue remains unresolved, the student can submit a written appeal to the Vice President for Learning.
   - This appeal must be submitted within ten calendar days after the meeting with the faculty member and the dean.
   - The Vice President will convene the Grade Appeal Committee.
4. The Grade Appeal Committee Process
   - The committee comprises of one faculty member from each of the four curriculum divisions, chosen by their peers.
   - For each appeal, the committee will select a non-voting chair and recorder.
   - The student and faulty member can address the committee and answer questions.
   - After reviewing all relevant information, the committee will render a decision reflecting the majority opinion.
   - The decision will be reported to the Vice President for Learning, who will notify the student and faculty member.
5. The Final Decision
   - The decision of the Grade Appeal Committee is final.
6. Grade Change
   - If a grade change is required, the faculty member will submit a Grade Change Authorization Form.

This structured process ensures fairness and transparency in handling grade disputes, providing students with a clear path to resolve their concerns.

Attendance Policy

Overview

Mitchell Community College is dedicated to fostering student success, and we recoginze that consistent attendace plays a crucial role in retention, achievement, and overall academic performance. Instructors in all curriculum courses are required to report student attendance, as it supports educational outcomes and instills essential professional skills. Attendance and preparedness are vital attributes that our workforce stakeholders highly value, as they directly contribute to success in the workplace.

Attendance Requirements

The following attendance requirements shall apply to all College students:

- Course Start

  Attendance begins on the first scheduled day of the course, even for late-registered students.

- Expectations:

  Students are expected to attend and arrive on time for all scheduled classes, clinical experiences, and laboratory sessions in which they are enrolled, including those in mixed-modality formats such as blended and hybrid courses. Absences can hinder a student's learning and academic success regardless of the reason. Students should refer to the course syllabus for individual course attendance requirements.

Student Responsiblities

- Attendance and Make-up Work:

  At the faculty member's discretion, students may be allowed to make up missed work. The policy regarding make-up must be clearly outlined in the course syllabus, and it is the student's responsibility to obtain and complete any missed assignments. If a student must be absent, maintaining communication with the faculty member is essential.

Census Date Attendance

- Requirement:

  Any student who has not attended at least one face-to-face class meeting or completed one assignment/activity for an online class by the date in which ten percent (10%) of the class has passed will be reported by the faculty member as a "No Show" and will automatically be removed from the course by the Registrar/Director of Student Enrollment. A student who has never attended a class by the ten percent (10%) date is no longer enrolled in the class and will not earn credit or receive a tuition refund for the course.

No Show (NS) and Census Date

- Reporting:

  Students who do not meet the census date requirement will be reported as an "NS" and removed from the class. The "NS" date and the census date are the same and are listed in the course syllabus.

Attendance Requirements by Course Type

Any student who is absent for two consecutive weeks (14 calendar days) in a

Understanding Financial Aid...

Your choices today could affect your future educational goals

Lifetime Pell Eligibility
A student is limited to 12 semesters (or 600 percent) of Pell Grant and State aid eligibility *during their lifetime*.

What is Satisfactory Academic Progress?
Financial Aid applicants must comply with the U.S. Department of Education's guidelines for Satisfactory Academic Progress. Mitchell's Satisfactory Academic Progress policy measures a student's qualitative and quantitative progress:

- Maintain a cumulative grade-point average of 2.0 as calculated by the Financial Aid Office, which includes developmental classes,
- Successful completion of cumulative credits attempted.
- Ability to complete within 150 percent maximum time frame limit at a specific pace to ensure completion.

What does this mean for Financial Aid Students?

- Go to Mitchell's Tutoring Center at the first sign of academic struggle in any of your classes.
- Avoid withdrawing from classes. Students withdrawing from all classes prior to the 60 percent point will be subject to the Return of Title IV Funds Policy and may have to repay funds to Mitchell Community College and/or the U.S. Department of Education.
- Stay on track to finish your program in a timely manner.

Contact your Financial Aid Specialist at (704) 978-5453 if you have any questions or refer to the Satisfactory Academic Progress Policy at mitchellcc.edu.

16-week term or one week in shorter terms will be administratively withdrawn from the course. In online, hybrid, blended, and HyFlex courses, administrative withdrawal will occure after two consecutive weeks (or one week in shorter terms) of missed assignments, missed attendance, and lack of communication with the instructor. Simply logging into the course site without completing assignments or engaging with the course does not count as attendance.

Some divisions, programs, and departments may have sticter attendance requirements for the seated portions of blended and hybrid courses. Students are expected to attend and participate in these sessions while completing their online assignments.

Definition of Course Type and Enrollment

- Traditional Instruction:

  A college curriculum or continuing education course in which 100% of the instruction is delivered face-to-face with the faculty member in the physical presence of students. Therefore, studetns must be physically present in class on or before the census date to be counted as enrolled in the course.

- Hybrid Instruction:

  A college curriculum or continuing education course with greater than 50% but less than 100% of the instruction is delivered online. Students must complete an assignment/activity in the College's Learning Management System (LMS) or be physically present in class on or before the census date to be counted as enrolled in the course. Since hybrid courses have a seated component, studetns are expected to attend the seated protion.

- Blended Instruction:

  A college curriculum or continuing education course in which less than or equal to 50% of the instruction is delivered online. Students must either complete an assignment/activity in the LMS or be physically present in class on oe before the census date to be counted as enrolled in the course. Since blended courses have a seated component, students are expected to attend the seated portion.

- Online Instruction:

  A college curriculum or continuing education course in which 100% of the instruction is delivered online. Students must complete an assignment/activity in the LMS on or before the census date to be counted as enrolled in the course.

- HyFlex (Hybrid Flexible) Instruction:

  A college curriculum or continuing education course in which 100% of the instruction is offered face-to-face with the faculty member in a physical classroom, and 100% of the instruction is provided online, allowing students to choose whether to attend classes during regularly scheduled in-person sessions or participate online synchronously or asynchronously. Students must complete an assignment/activity in the LMS or be physically present in class or synchronously on or before the sensus date to be counted as enrolled in the course.





Administrative Withdrawal

- Attendance Non-compliance:

  If a student fails to comply with the course's attendance policy or does not attend/participate in an online course for two consecutive weeks (14 calendar days) or one week in shorter terms, the student will be administratively withdrawn from the course without prior arrangements from the faculty member. The faculty member will process an administrative withdrawal ("W") for the student, resulting in a grade of "W" (see Withdrawal Policy).

- Processing Period:

  Faculty members can process an administrative withdrawal up until the end date of the course if a student fails to comply with the course's attendance policy, has not attended/participated in an online course in the final two consecutive weeks (14 calendar days), or because of an emergent situation.

This policy ensures that students understand the importance of attendance and the procedures in place to support their academic success.

Withdrawal Policy
The last day to withdraw from a course or from all courses with a grade of "W" is at the 75 percent point of the course. The exact date is published on the Academic Calendar. After the 75 percent point of the course, the student can no longer initiate a withdrawal and will receive the grade earned in the course at the end of the term.

Title IX
Title IX is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Title IX applies to students and employees. Title IX provides provisions to address student to student conduct, student to employee conduct and conduct between employees.

Mitchell Community College is committed to providing a safe environment in which students can pursue their education free from the effects of sexual misconduct which includes sexual harassment and sexual assault. Therefore, the College seeks to educate students, faculty and staff about these issues and to provide resources for those who believe they have experienced such behavior. The College reserves the right to respond with what measures it deems appropriate to prevent sexual misconduct and preserve the safety and well-being of its students and employees.

Title IX applies to all programs, services and activities at Mitchell Community College. While compliance with the law is everyone's responsibility at Mitchell, listed below are the staff members who have primary responsibility for Title IX compliance. If you believe that you have been or are being discriminated against, please contact the Title IX Coordinator or a trusted faculty or staff member who will notify the Title IX Coordinator. The Title IX Coordinator is required to take action with investigation, remedy the situation and prevent its recurrence.

Questions about the Non-Discrimination Policy or Title IX can be directed to the Title IX Coordinator, Paul Santos, (704) 978-5409 or psantos@mitchellcc.edu or Kenya Rambeau, Deputy Title IX Coordinator at (704) 978-1369 or krambeau@mitchellcc.edu, located at 500 West Broad Street, Statesville, NC 28677-5264; or, by contacting the Office for Civil Rights, District of Columbia Office, U.S. Department of Education: Telephone (202) 453-6020 email ocr.dc@ed.gov.

Visitors and Children on Campus
Mitchell welcomes visitors to public events on campus and in offices where Mitchell students are. The children of students are allowed in campus offices and other public spaces (Bookstore and Library) when a guardian is present and conducting Mitchell business. The College reserves the right to ask disruptive visitors to leave.

Resources

Bookstore
Mitchell owns and operates a bookstore on the Statesville Campus which sells books, supplies, clothing, electronics and gifts. The bookstore is in the Montgomery Student Union and is open Monday through Thursday 8:30 a.m.-5 p.m. and Friday 8:30 a.m.-1:30 p.m. The bookstore offers an online Bookstore and a choice for students to pick up their online textbook order(s) in Statesville or Mooresville. Textbook orders may also be shipped for an additional charge. The College recommends that students attend the first class before purchasing their books. For more information, go to mitchellcc.edu, or call the Bookstore at (704) 878-3275.

Campus Security and Crime Awareness

Mitchell is committed to providing a safe and secure environment for students, employees and visitors. Mitchell security officers are employees of the College. These officers are responsible for enforcing parking regulations and reporting any on-campus violations. During hours of operation, individuals may report a crime or emergency by calling the switchboard operator "0." After hours, individuals may call (704) 880-2569 or "911."

If there is an emergency on campus, the College will broadcast an announcement through the Emergency Mass Notification System (Speakers, Message Boards, Emails, College Telephone System, and Text Messages). Students and the public can view Mitchell's crime statistics at mitchellcc.edu/about-mcc/campus-safety-and-security.

Academic Advising, Student Services Division

Student Services Advising Department is located in the Eason Student Services Building on the Statesville Campus and in Brawley Building on the Mooresville Campus. The department's email address is advising@mitchellcc.edu.

Student Support Services

Mitchell Community College provides student support, including: Mitchell Market (food pantry), emergency financial assistance, Student Assistance Program (MYGroup): Crisis intervention 24/7, assistance with life/college/work-balance, personal financial planning and legal assistance.

Accessibility Services

To ensure equal access to educational opportunities, the College is committed to providing reasonable accommodations for qualified students with documented disabilities. Students are responsible for initiating a request for accommodations and can do so by meeting with the Director of Accessibility Services and providing professional documentation of his or her stated disability. The Director of Accessibility Services is on the first floor of the Student Services Center. For more information call (704) 878-3364, go to **mitchellcc.edu/Accessibility-Services** or request a copy of the College's Accessibility Services brochure.

Financial Aid and Scholarships

The goal of the Financial Aid Office is to provide qualifyling studetns assistance with covering tuition, fees, books and supplies. Types of aid include Federal grants, State grants, Veteran's Education Benefits and Scholarships. To apply for financial aid, complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Need assistance? Attend Tuesday FAFSA Completion event located in the Eason Student Services building.

To apply for a Scholarship. complete a Mitchell Scholarship application, located an Mitchell's website or in person in the Financial Aid Office in Mooresville or Statesville. For more information on financial aid and hours for the FAFSA Completion events, contact the financial aid by email financialaid@mitchellcc.edu or call (704) 978-5435 to speak with a Financial Aid Receptionist.

Library

Mitchell Community College has two campus libraries. The J.P. and Mildred Huskins Library, located on the Statesville Campus, and the Mooresville Campus Library provide resources which support and enhance instructional programs at Mitchell Community College. Library services include reserve and reference assistance, book selection, group or individual library orientation and instruction, and interlibrary loan. Students have access to print and online resources, individual computers, computer labs, group study rooms, and a Makerspace. Students can print, scan, and copy documents. The library web page contains pertinent library information, access to the library catalog, e-Books, library forms, links to research guides, and resources for student research. Librarians are available for instruction and research assistance, using print and electronic resources for individuals, small groups, or classes. Chat with a librarian from the library homepage at **mitchellcc.edu/library** or contact the Huskins Library Circulation Desk at (704) 878-3271 or the Mooresville Campus Library at (704) 978-3115 or email library@mitchellcc.edu for more information.

Military Veterans

Mitchell is proud to serve our military veterans as they transition to academic life. For questions about Veterans Education Benefits, contact Amanda Tompkins at atompkins@mitchellcc.edu or (704) 878-3295, or go to **mitchellcc.edu/veterans-education-benefits**.

The Tutoring Center

Unlock your full academic potential with our free, high-quality instructional support and tutoring services! At the Tutoring Center, we are dedicated to helping you succeed and enjoy your learning journey. Here is what we offer to boost your skills and confidence:

Why Visit the Tutoring Center?

- Adopt Successful Learning Strategies: Learn techniques that can lead to your academic success.
- Boost Your Coursework Understanding: Get help to grasp complex concepts and enjoy your classes more.
- Master Technology: Become proficient with essential computer software and equipment.

Meet Our Team

Our supportive team includes peer tutors, professional tutors, and specialized writing coaches ready to assist you with any writing-related task:

- Understanding Assignments: Break down what's required and start strong.
- Brainstorming: Generate ideas and outline your projects effectively.
- Formatting and Documentation: Get guidance on APA and MLA styles.
- Revising: Refine your drafts with constructive feedback.
- Editing and Grammar: Polish your work to perfection.

Convenient Tutoring Options

We offer flexible tutoring services to fit your schedule:

- In-Person and Online Tutoring: Make an appointment with a peer tutor or writing coach for personalized support.
- Walk-ins Welcome: Drop by if you need immediate help (subject to availability).

College Fact:

For every one credit hour for which you are registered, plan three hours outside of class for study. **Example:** If you take 12 credit hours, plan to set aside 36 hours a week outside class to study and do homework.



Get Started Today!

- Online Appointments: Book your session with a writing coach at mitchellcc.mywconline.com.
- Visit Us: Find us at our Statesville and Mooresville locations.
  - Statesville Tutoring Center: (704) 978-3116
  - Mooresville Tutoring Center: (704) 978-5412

Don't wait–come by the Tutoring Center and take the next step toward your academic excellence!

Work-Based Learning Program (WBL)

Work-Based Learning is a program that bridges classroom learning with real-world work experience, offering students practical benefits. This program allows students to apply their knowledge in a prefessional setting related to their field of study. Students can earn academic credit by using their current job as an internship and gaining practical work experience in business and industry. For more information about Work-Based Learning, please contact (704) 978-1300.

Student Activities

Mitchell provides opportunities for personal growth and development through involvement in co-curricular activities. We encourage you to join clubs based on your personal or career interests. In addition, opportunities are available throughout the year to take part in campus events sponsored by the Student Government Association or other clubs on campus. The Student Activities Office is located in the Montgomery Student Union or you can call (704) 978-1301.

Student Activity Fees

All curriculum students pay a student activity fee when they register for fall and spring semester classes and automatically become members of Mitchell's Student Government Association. Though called an activity fee, it is used for more than just providing activities. Here is a list of many expenses covered by student activity fees:

- Fall and Spring week activities
- Other activities and events throughout the year
- Club incentive money and grants
- Student Government Association expenses including scholarships and conferences

Student Government Association (SGA)

The SGA serves as the official liaison between students and staff. Its mission is to make campus life more enjoyable by encouraging students to have a voice and to become involved in worthwhile campus activities. The SGA hosts many events during the year.To see what's happening on campus, be sure to check your student email for the Week at a Glance or check bulletin boards and digital message boards on campus.

The SGA Student Office and the Student Activities Office are in the Montgomery Student Union. Both offices are open for questions or comments. Volunteers are always welcome. Students can contact the Student Activities office at (704) 978-1301 or aleviner@mitchellcc.edu.

The Student Government, student clubs and other groups conduct organized activities both on- and off-campus for the benefit of the student body, the College, as well as activities that are primarily recreational, social or athletic. If a club does not currently exist at Mitchell Community, a group of students can create a new club. See the Student Activities Coordinator for more information.

SGA Constitution

The SGA Constitution can be found at **mitchellcc.edu/student-life**.

Student Ambassadors

The Student Ambassador program is a prestigious team of Mitchell's top student leaders who serve as role models, advocates and liaisons between the college and prospective students, their families, alumni, business partners and friends of the college. As college relations specialists, they promote the positive image of Mitchell Community College by serving as assistants for Endowment events, providing campus tours and working closely with the departments of Student Services and Student Activities to drive campus initiatives.

Ambassadors are provided extensive leadership and professional development training that is essential to their current and future professional

endeavors.

Student Ambassadors are required to:

- Have a minimum 2.5 GPA
- Complete an interview process
- Participate in extensive leadership training
- Enrollment with minimum of nine credit hours
- At least completed one semester

Clubs and Organizations

Clubs provide co-curricular opportunities for students to increase their ties to the College and to other students with similar interests. To be recognized as a campus organization, clubs must have at least five current students and a full-time faculty or staff member of the College to serve as advisor. For "Club Guidelines, Resources, Travel and Requirements" go to mitchellcc.edu or request a copy from the Coordinator of Student Activities at (704) 978-5426. Following is a list of clubs:

Art Club: Dedicated to nurturing creativity and self-expression by providing a supportive environment for artists of all levels to explore and develop their artistic skills. (Advisor: Jose Calvo)

Campus Impact Club: Provide students an opportunity to make an impact for Christ on campus through fellowship, kindness, encouragement and support. (Advisor: Austin Leviner)

Cosmetic Arts Society: Serves to unite a bond with the students enrolled in cosmetology classes, provide a channel of information and activities, and promote development of leadership abilities through participation in educational, vocational, civic, recreational and social activities. (Advisor: Christina Owen)

Eason Music Club: The Eason Music Club provides an opportunity for music majors and students with an interest in music to come together and share in their love of music. The club provides information and activities related to campus music involvement, life as a music major, careers in music, music-related student travel, and community service. (Advisor: Emily Schuttenberg)

Math Club: Stimulates an interest in mathematics and related subjects with competitions and discussions. (Advisor: Tessa Townsend)

Man2Man: Provides one-on-one and group mentoring, field trip opportunities and various workshops requested by students and recommended by mentors. (Advisor: Vermel Moore) **Note: a similar opportunity may be developed for women if there is sufficient interest.*

Mitchell Agriculture Club: Promotes a bond between students enrolled in agriculture classes, provides a channel on information and activities, and promotes development of leadership abilities through participation in education vocational, civic, recreational, and social activities. (Advisor: Amy Poirier and Keith Miller)

Mitchell Book Club: Aim to inspire meaningful discussions, broaden our understanding, and cultivating a lifelong love of reading. (Advisor: Sharon Copeland and Devon Ortiz-Hoffman)

Mitchell Culinary Club: Aims to bring together culinary students to explore diverse cuisines, enhance cooking skills, and share the joy of creating and enjoying delicious meals. (Advisor: Chef Bob)

National Society of Leadership and Success: The NSLS is an organization that provides a life-changing leadership program that helps students achieve personal growth and career success, and empowers them to have a positive impact in their communities. Website: nsls.org (Advisor: Austin Leviner)

Phi Theta Kappa: Recognizes and encourages the academic achievement of two-year college students and provides opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming. (Advisor: Amanda Patterson)

S.A.F.E.: Student Alliance for Equality (S.A.F.E.), formerly known as the Gay Straight Alliance, provides a supportive environment for all students (gay and straight) and is open to anyone who wishes to be involved in its mission of assuring that all Mitchell Community College students are valued and respected. (Advisor: Michelle Money)

Student Nurses Association: Promotes the professional standards of nursing and emphasizes the importance of involvement in professional organizations past graduation. This club is open to students who are currently enrolled in the nursing program. (Advisors: Valerie Doig and Kellie Kerley)

Tabletop & Teamwork Club: Tabletop & Teamwork is a Mooresville Campus club that promotes interpersonal growth and cooperation through board games, trivia, and other team-building exercises. Our purpose is to keep students connected and provide a space everyone can benefit from. (Advisor: Lisa Ausburn)



Establishing a New Student Organization

Students are encouraged to get other like-minded students together to form new student organizations. Anyone interested in starting a new student organization must:

- Meet with the Coordinator of Student Activities to discuss starting a new club (704) 978-1301 or aleviner@mitchellcc.edu.
- Establish the name of the organization and define the purpose.
- Identify a faculty or staff member to serve as advisor.
- Have at least three currently-enrolled students sign a petition indicating their intent to become a member of the proposed organization.
- Develop a constitution and bylaws outlining the purpose, goals, officers, elections, etc. (Templates available from the Student Activities Coordinator).
- Submit a proposal to the Coordinator of Student Activities outlining the club purpose, goals and objectives, with the constitution and bylaws and petition.
- Attend an SGA meeting and present the club proposal for approval.

The SGA and the administration of Mitchell Community College must approve all new clubs and organizations.



Non-Discrimination Notice
The College is committed to equal employment and admission opportunities; therefore, it prohibits discrimination on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, pregnancy, and genetic information consistent with the applicable state and federal laws. This policy governs all aspects of employment, including, but not limited to: job selection, job assignment, compensation, performance evaluations, discipline, demotion, termination, benefits and training. This policy also governs the admission of students and all campus programs, services and activities. The College does not discriminate on the basis of gender in admission to or employment in its education programs or activities. If at any time an employee feels that he/she has been subjected to or has observed discrimination, the employee must report such conduct to one of the College's Title IX Coordinators so that an investigation can be initiated and appropriate action be taken. The confidentiality of all such inquiries and reports will be respected to the fullest extent possible. Employees can raise concerns and make reports without fear of reprisal. Employees will not be retaliated against in any manner for reporting perceived discrimination pursuant to this policy. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Equal Access
The College is committed to the policy that all persons shall have equal access to its programs, facilities and employment. The College supports an environment that fosters respect and values all people. It promotes diversity with fair and impartial treatment of all students and employees in all terms and conditions of admissions and employment.

El Colegio Universitario está comprometido con la igualdad de oportunidades de empleo y admisión; por lo tanto, prohíbe la discriminación por motivos de raza, color, religión, género, origen nacional, edad, discapacidad, orientación sexual, el embarazo, e información genética de conformidad con las leyes estatales y federales aplicables. Esta política rige todos los aspectos del empleo, incluidos, entre otros: selección de trabajo, asignación de trabajo, compensación, evaluaciones de desempeño, disciplina, degradación, terminación, beneficios y capacitación. Esta política también rige la admisión de estudiantes y todos los programas, servicios y actividades del campus. El Colegio Universitario no discrimina por motivos de género en la admisión o empleo en sus programas o actividades educativas. Si en algún momento un empleado siente que ha sido sometido o ha observado discriminación, el empleado debe informar dicha conducta a uno de los coordinadores del Título IX del Colegio Universitario para que se pueda iniciar una investigación y se tomen las medidas apropiadas. La confidencialidad de todas estas consultas e informes se respetará en la mayor medida posible. Los empleados pueden plantear inquietudes y hacer informes sin temor a represalias. No se tomarán represalias contra los empleados de ninguna manera por informar la discriminación percibida de conformidad con esta política. Cualquier persona que se encuentre involucrada en cualquier tipo de discriminación ilegal estará sujeta a medidas disciplinarias, que pueden incluir el despido.

Igualdad de acceso
El Colegio Universitario está comprometido con la política de que todas las personas tendrán igual acceso a sus programas, instalaciones y empleo. El Colegio Universitario apoya un ambiente que fomenta el respeto y valora a todas las personas. Promueve la diversidad con un trato justo e imparcial de todos los estudiantes y empleados en todos los términos y condiciones de admisión y empleo.