



# 2017-2018 COLLEGE CATALOG & STUDENT HANDBOOK

# 2017-2018 College Catalog and Student Handbook

Effective Fall Semester 2017

## Message from the President

Welcome to Durham Technical Community College — the community college of the City of Medicine, Research Triangle Park, and Orange County. Whether you're looking to build life-long skills, gain career experience, achieve certifications, or take the first steps to a bachelor's degree at one of our prestigious neighboring universities, Durham Tech has what you need.

For more than 55 years, Durham Tech has provided high-quality, affordable, and convenient technical and career education. We have provided continuing education to thousands of Triangle residents, and many thousands more a second chance at success through our adult literacy programs.

The quality of our educational programs can be measured in many ways. More than 98 percent of students who persist to graduation from one of our 100-plus credit certificate, diploma, or degree programs report satisfaction with our programs and services. Over 87 percent of the companies that use Durham Tech to provide training for new employees are satisfied with that training. Durham Tech graduates who transfer to institutions in the University of North Carolina System do as well as or better than native students in their junior year.

We are proud of our many partnerships with other educational institutions in our community. The Middle College High School at Durham Tech provides a way for high school juniors and seniors from the three school systems in our service area to excel academically in a challenging and yet supportive environment while getting a jump on college through dual-enrollment opportunities. Bi-lateral agreements in everything from Accounting and Business Administration to Criminal Justice allow students to obtain a two-year associate in applied science degree and be on their way to a bachelor's degree from dozens of area universities. Our Gateway to College program offers young people in Durham who have dropped out of high school the opportunity to earn a high school diploma and college credits toward a degree. And our C-STEP partnership provides a way for economically disadvantaged students to graduate from Durham Tech and transfer seamlessly to the University of North Carolina at Chapel Hill.

As the fourth President of Durham Tech, I invite you to explore our website. You will learn about one of the best community colleges in the state and in the nation — a college dedicated to enhancing student learning and fostering community growth and development. Welcome to Durham Tech!

Dr. William G. Ingram

## **About Durham Tech**

Durham Technical Community College is a charter member of the North Carolina Community College System. When the North Carolina General Assembly authorized a small appropriation to establish a limited number of area schools to be known as industrial education centers in 1957, Durham already had a vigorous program in adult education through the Vocational and Adult Education Department of the Durham City Schools. A Practical Nursing program had been established in 1948; other programs included training in mechanical drafting, architectural drafting, and electronics technology. In addition, literacy skills training was offered for adults. Courses to upgrade the skills of workers were also offered in a variety of trades.

## **Mission**

Durham Technical Community College champions learning and success, delivers outstanding teaching and service, and develops career skills for today and tomorrow.

## **Vision Statement**

We aim to be our community's first choice for learning. As a great learning college, we will continue to be a model for demonstrating student success and excellence in teaching; empowering learners to enrich the local and global communities; and preparing students to contribute to the economic vitality of the region.

## **Purpose**

As a comprehensive community college serving Durham and Orange counties, Durham Tech follows the open-door with guided placement admissions philosophy to provide all students an opportunity to acquire meaningful credentials and secure living-wage employment through education and training. Offerings include postsecondary technical and occupational programs leading to a degree, diploma, or certificate; the first two years of a four-year degree; general education for personal growth; a wide variety of corporate and continuing education courses for workforce preparation and development; and college and career readiness instruction that includes an adult high school diploma program, high school equivalency preparation programs, and English language development courses.

View the entire [Strategic Plan](#).

## **Accreditation**

Durham Technical Community College is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award associate's degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Durham Technical Community College. For other inquiries, including general admission questions, individuals should contact Durham Technical Community College directly. View the list of [programs accredited by national associations](#).

## **Approbation**

Durham Technical Community College is approved by and a member of the North Carolina Community College System (NCCCS). The following programs are approved by state agencies: the Opticianry program is approved by the North Carolina State Board of Opticians; the Nursing Assistant I program is approved by the North Carolina Division for Facilities Services; the Paralegal Technology program is approved by the North Carolina State Bar; insurance pre-licensing courses are approved by the North Carolina Department of Insurance; and the Basic Law Enforcement Training program is approved by the North Carolina Department of Justice.

## **Governance**

The statutes of the State of North Carolina provide for the organization and administration of a community college system under the direction of the State Board of Community Colleges. The 21-member board has full authority to adopt all policies, regulations, and standards it deems necessary for the operation of the system. Members of the State Board are appointed by the Governor and the General Assembly. The State Board has three major functions: equitable distribution of funds and fiscal accountability; establishing and maintaining state priorities; and educational program approval and accountability.

Durham Technical Community College is governed by a Board of Trustees. Four members of the Board are appointed by the Governor, four are appointed by the Durham County Board of Commissioners, four are appointed by the Durham Public Schools Board of Education, and two are appointed by the Orange County Board of Commissioners. Trustees serve four-year terms and set local policy for the college. A representative of the college's Student Government Association also serves as a non-voting member of the Board.

View the members of [Board of Trustees](#).

## **Performance Measures**

In 2010, NCCCS President Scott Ralls established a Performance Measures Committee to develop new performance-based student success measures to go into effect in 2013. While some of the names of the performance measures may resemble those that have been adopted in the past, the descriptions and methodologies highlight distinct improvements including making the measures closely aligned with key initiatives, more focused on student successes, more objective, uniform across colleges, more valid and reliable, and more cohort-based in order to track student success.

NCCCS measures and Durham Tech's performance can be viewed on the [College Performance web page](#).

## **Admissions Information**

### **Admissions Policies**

Durham Tech follows an open-door with guided placement admissions policy as established by the North Carolina State Board of Community Colleges (SBCC) and consistent with SBCC code [1D SBCCC 400.2](#). Durham Tech is an affirmative action, equal opportunity, American Disabilities Act, Section 504 institution and does not discriminate on the basis of race, sex or sexual orientation, color, age, religion, national origin, or disability in admitting students. The college reserves the right to refuse admission to any applicant during any period of time that the student is suspended or expelled from any other educational institution. The college also reserves the right to refuse admission to any applicant who poses an articulable, imminent, and significant threat to others. View the [Admissions Policy and Procedure](#).

The state requires students to submit evidence of residency status when completing a college application. Students should use the [Residency Determination Service](#) (RDS) to complete a determination.

### **Corporate and Continuing Education**

Students may also attend noncredit courses without applying for admission. View the [Corporate and Continuing Education](#) section for information about career growth, personal growth, and business development. More information can be found in the [Admissions](#) section of the website.

### **Concurrent Enrollment**

Durham Tech is supportive of concurrent enrollment for high school students. The college encourages interested high school students who have progressed beyond the normal high school curriculum to take college-level courses at Durham Tech. Review the enrollment options in the [Concurrent Enrollment procedure](#).

### **Enrollment Due Dates**

The enrollment due date is provided to encourage students to complete the admissions process in time for general registration. If a student submits all required paperwork by the enrollment due date, he/she can expect the following: be admitted to the college, have transcripts evaluated in time to meet with an advisor, and have the option to charge tuition and books to financial aid (if he/she is eligible for an award) at the beginning of general registration for new students. View the enrollment due dates in the [Admissions](#) section or on the [Important Dates](#) web page.

### **International Admissions**

As part of its enrollment process, Durham Tech reviews the immigration and residency status of all non-US citizens and provides enrollment advising. Please visit the [Center for the Global Learner](#) in the White Building, room 1-148 to begin this process. Advisors are happy to discuss

educational options with students in all immigration statuses, including undocumented students. To schedule an appointment, contact the Center for the Global Learner at [cgl@durhamtech.edu](mailto:cgl@durhamtech.edu) or call 919-536-7264, ext. 3228. View more information about admissions steps for non-US/international students in the Admissions section for [Non-US/International Students](#).

## **Advising, Registration, and Placement**

### **Advising**

Academic advising is an interactive process which connects students with a knowledgeable faculty or staff member who can help them make informed educational decisions. Students who have received effective academic advising will understand the courses required to complete a degree, develop a personal plan to be successful in these courses, and be prepared to register for courses appropriate to their skill levels and educational goals. New students learn about the advising process prior to registration at a ConnectSession, Durham Tech's student orientation. Returning admitted students will connect with their assigned program academic advisor. Visiting students are advised during general registration in the Admissions and Advising Services office. All students are required to meet with an advisor in order to have their individualized academic plan approved prior to registration. Detailed instructions are provided in the [advising procedure](#). More information can be found in the [Advising section](#) of the website.

### **Registration**

Semester [class schedules](#) are available on the college's website. Each semester, returning admitted program students may register during priority registration using Self-Service or WebAdvisor, Durham Tech's student relationship management systems. New and visiting students will register during general registration. To register for courses, all students must meet prerequisite course requirements, have their advising hold removed by an academic advisor, and access Self-Service or WebAdvisor to register themselves. Students may pay their tuition and fees through Self-Service or WebAdvisor or in person at the Cashier's Window. Students receiving [veteran's benefits](#) must notify the Financial Aid and Veterans Benefits office of their intent to utilize benefits each semester prior to enrollment/registration. Detailed instructions on registration are found in the [Registration section](#) of the website.

### **Placement Testing**

Students may meet college-level placement requirement in different ways. Most curriculum classes at Durham Tech require college-level skills in reading, writing, and math. Students may meet college-level placement based on SAT, ACT, NCDAP, COMPASS, ASSET, or ACCUPLACER test scores. If test scores are older than five years, students must retest unless they have been continuously enrolled in classes.

Continuous enrollment is defined as students who have registered for and attended courses (including prerequisites) creditable toward a degree, diploma, or certificate. The student must attend credit coursework in a following semester after the initial enrollment semester

(attendance is required in the following fall or spring semester or following spring or fall semester). Students may also meet prerequisite course requirements by utilizing Multiple Measures as defined by the state of North Carolina.

Noncredit courses or programs offered through the Continuing Education department may be considered towards continuous enrollment if approved by a department head (or designee) of the student's intended curriculum program.

Students who visit the testing center are asked a series of questions regarding US English as their first language. Depending on the response students may be administered the Accuplacer ESL test to determine if [English as for Academic Purposes \(EAP\)](#) placement is needed in EFL courses.

More information about test preparation, requesting/submitting test scores, and placement test schedules can be found in the [Placement Testing section](#) of the website.

## **Tuition and Fees**

Tuition and fee costs for legal residents of North Carolina and out-of-state students can be found in the [Tuition section](#) of the website.

### **Tuition for Curriculum Students**

All tuition and fees are due and payable at the Cashier's Window in the White Building entrance foyer on the official days of registration. If registering using Self-Service or WebAdvisor, students may pay by credit card or personal check (electronic transfer) during the registration transaction. Students will not receive a bill and are responsible for paying by the established deadlines. Students may pay by cash, check, money order, or credit card (VISA, MasterCard, Discover, and American Express). Partial payments or credits are not accepted. No portion of a check made payable to Durham Tech will be given to a student except at the written request of the person making the remittance, and the written request must be mailed directly to the college's Business Office.

### **Tuition for Continuing Education Students**

Registration fees are listed in the noncredit course schedule under each course description. Additional fees and payment options are outlined in the Continuing Education section of the website.

### **Tuition for Two Colleges**

If a student wants to enroll at Durham Tech and another college in the North Carolina Community College System for the same semester, the total amount of tuition and fees may be paid to the student's home college. Home college is defined as the college at which the student initially registers for classes. The home college assumes responsibility for arranging with the other college for enrolling the student in appropriate courses without further charge. This arrangement shall be made by an exchange of letters between the colleges involved.

## **Tuition Fee Basis**

North Carolina law (General Statute 115D) establishes the Community College System's tuition and fees. Tuition charges are for credit hours enrolled. Credit hours are calculated as follows: one lecture hour, two or three laboratory hours, three clinical hours, or ten work experience hours equal one credit hour. The tuition rate per credit hour applies to all regularly enrolled students. Tuition is subject to change by the N.C. General Assembly.

Students are charged tuition based on the number of credit hours taken per semester up to a maximum amount for students enrolled for 16 or more credit hours per semester. Students are not charged for additional credit hours over 16 per semester.

## **Tuition for Self-Support Courses**

Tuition may vary for courses offered as "self-support," which means it is based on the number of students enrolled in each class. Students must pay for all hours taken in self-support courses. Senior citizens and Durham Tech employees must also pay for self-support courses.

## **Student Fees**

View the current [list of student fees](#). Please note that all fees are subject to change.

All curriculum students are charged a student administrative fee to support student clubs and activities, computer and technology use, college parking and security, student ID cards, and accident insurance for students participating in college classes and functions.

A supply fee is charged for some credit courses due to students' use of a higher than average number of supplies. Health Technology courses that have laboratory hours associated with the course are charged a higher supply fee per semester due to the use of a higher than average number of supplies.

Continuing Education students pay a college access, parking, and security fee (CAPS) and a computer use and technology fee. Some courses have an associated insurance fee. Students enrolled in classes where tuition is waived are not required to pay the CAPS fee.

Adult High School students do not pay a parking fee or a student ID fee.

## **Diploma/Commencement Fees**

There is no fee charged to students to graduate from the college. However, for students who participate in Commencement or who order a printed copy of their diploma, there are fees associated with the purchase of graduation regalia and for diploma printing. A diploma fee is payable at the time students apply for graduation if they order a printed copy of their diploma. More information about graduation fees can be found in the [graduation section](#).

## **Transcript Fee**

A fee is charged for each official copy of a student's transcript. There is no charge for an "issued to student" copy. More information about transcripts can be found in the [student records section](#).

## **Books and Supplies**

Students may purchase most textbooks, supplies, instruments, and materials from the bookstore on campus. The cost of books and supplies varies with each program. Students should attend each class at least once before purchasing texts and materials. Check [bookstore information](#) for store hours and information about ordering textbooks online.

## **Student Insurance**

Durham Tech participates in the [North Carolina Community College Student Health Plan](#). For more information on eligibility requirements, benefits, enrollment, and costs, contact [United Healthcare](#).

## **Malpractice and Health Insurance**

Students enrolling in nursing and other health programs that require clinical or patient care instruction must provide their own malpractice and health insurance. For more information, contact the Business Office or the appropriate program director.

## **Insurance for Study Abroad**

Participants in the Study Abroad course are required to pay for insurance. This fee is included in the course registration.

## **Additional Expenses**

Students in certain programs have additional expenses. Although this list is not intended to be exhaustive, examples of such additional expenses include instructional kits and gold in Dental Laboratory Technology, tools in Automotive Systems Technology and Electrical/ Electronics Technology, drafting kits in Architectural Technology, instructional kits in Opticianry, scrub suits in Surgical Technology, and uniforms and stethoscopes in Respiratory Therapy and Nursing programs. Some programs also require lab coats and other miscellaneous supplies. Certain health programs require professional liability insurance. Contact Admissions and Advising Services for more information about additional expenses.

## **Course Cancellations and Refund Procedures**

Tuition refunds for curriculum and Continuing Education classes are subject to specific requirements. Review the [Course Cancellation and Refunds procedure](#) on the website. For curriculum deadlines, including the 10 percent point of the semester, visit the [Important Dates web page](#).

## Financial Aid

### Eligibility

Students accepted for admission to the college may apply for federal financial assistance, including scholarships, student work-study employment, grants or loans. Students approved to receive federal financial assistance should meet the following eligibility requirements:

- Demonstrate financial need
- Be admitted to an eligible program at Durham Tech
- Have a high school diploma or high school equivalency diploma
- Be a U.S. citizen or eligible non-citizen
- Be registered with the Selective Service, if required
- Not be in default on a federal student loan borrowed for attendance at any institution
- Not have borrowed in excess of federal student loan limits
- Not owe a repayment on a federal student grant or loan received for attendance at any institution
- Maintain [satisfactory academic progress](#)
- Provide a valid social security number
- Certify that the funds will be used for educational purposes only

Students interested in applying for financial aid should complete the online [Federal Student Aid](#) (FAFSA). Be sure to include Durham Tech's school code (005448), so the college will receive your information. The application process can take more time than expected, especially during registration periods.

Applications or renewal applications for financial aid must be submitted for each academic year. The FAFSA form is available for the upcoming academic year after January 1. Students are encouraged to apply as early as possible for the next academic year, preferably no later than April 15.

More information about priority deadlines, the verification process, financial aid disbursement dates, academic standards, return of Title IV funds, and financial aid forms can be found in the [Financial Aid section](#).

### Scholarships

Curriculum students apply for scholarships in the spring for use in the following academic year. Students are considered for all scholarships for which they qualify. The criteria for eligibility and the amount of the award are different for each scholarship. A listing of scholarships and their selection criteria can be found in the [scholarships section](#) of the website.

### Other Forms of Financial Assistance

Durham Tech has expanded its financial assistance for residents of Durham and Orange counties.

[Durham ConnectFunds](#) are for Durham County residents who demonstrate financial need. Each year, a quarter-cent in revenues generated by a Durham County Sales and Use tax is allocated to support quality educational opportunities. ConnectFunds may be used for some Continuing Education certification programs as well as for curriculum programs, in addition to high school completion and GED® testing.

[Orange ConnectFunds](#) are for residents of Orange County Schools and Chapel Hill-Carrboro City Schools. An Orange County Sales and Use Tax is allocated to financial awards designed to assist individuals who need further education, career training, or retraining.

## **Veterans Information**

The Durham Tech Financial Aid and Veterans Benefits office assists students who are eligible for veterans educational benefits, including veterans, active-duty personnel, and members of selected reserves and the National Guard.

To be eligible for educational benefits, students must be admitted to a curriculum program and have high school and all college transcripts on file at Durham Tech.

Before paying tuition and fees each semester, students must first have their class schedules approved by their academic advisors and then by staff in the Financial Aid and Veterans Benefits office. Students are required to notify the Veterans Affairs School Certifying Official (SCO), via email, when registration is complete.

Students who are “visiting” from their home college and who may be eligible for veterans benefits must contact the Financial Aid and Veterans Benefits office to provide appropriate documentation.

Information about work-study, standards of academic progress, attendance, and conduct for students receiving veterans educational benefits, and course substitutions can be found on the [Veterans Information](#) web page.

## **Student Information and Records**

### **Transfer Credit Evaluation**

Durham Tech evaluates transfer credit for equivalent courses with the grade of "C" or better from member institutions of the North Carolina Community College System and other post-secondary institutions accredited by a regional accrediting association. View the [Transfer Credit Award policy and procedure](#).

### **Academic Credit for Professional Credentials**

Academic credit may be given for adequately documented and validated industry-recognized credentials. View the procedure to request [Academic Credit for Professional Credentials](#).

Students may be granted credit for courses if they have attained an industry certification exam with comparable learning outcomes. Approved course credit for the completion of industry certifications are referenced below.

In order to receive consideration for credit based on certification completion, students must present documentation in the form of a letter, transcript, or certificate to the Student Information and Records office showing that they passed and were awarded the certification. Alternatively, students may present the aforementioned documentation to a Program Director, who will then provide official copies to the Student Information and Records office. Once received course credits based on credentials will be posted to the official academic transcript.

Consult the list of [eligible courses and credentials](#).

### **Credit by Exam**

The special grade of Credit by Exam (CE) is awarded when a student has applied for and successfully completed the requirements for credit by examination. Qualified curriculum students with relevant prior training or experience may earn academic credit for certain courses by examination. A student interested in receiving such credit should contact the appropriate program director for information on the procedures for application. To receive credit by passing an examination, the student must be enrolled in a curriculum program and be registered for the course for which application is made. The application must be approved within the first 7 calendar days of the semester, and the examination must be completed within the first 14 calendar days of the semester.

To receive credit by examination, the student must score at least 85 percent on the examination. In certain courses, the required passing score may be higher. The examination may be taken only once, and a student failing the examination must complete the course for credit. No more than 10 percent of the total credit hours required by the student's plan of study may be earned by examination unless the chief academic officer gives special approval to exceed this limit.

A student should not attempt the credit by exam if they are a:

- A student graduating with a CE as part of the 60 University Transfer program hours because it is not transferrable by the Comprehensive Articulation Agreement (CAA).
- Veteran enrolled in a course in which he/she were not in attendance. Those hours are not eligible for veteran benefits, thereby reducing or eliminating benefits.
- Career and College Promise (CCP) student since credit by exam is not allowed for high school students.

Read more about credit by exam and CE designation in the [Grading System policy and procedure](#).

Credit by exam dates and procedures for CIS 110, CTI 110, and WEB 110 are available in [Information Technologies section](#).

## **Transcripts**

[Electronic ordering of transcripts](#) is available with use of a credit card. Once the account is created, request a transcript online and track the status of your order. The electronic transcript is Durham Tech's preferred method. Order an official, certified PDF of your transcript. Orders are processed within five business days (allow additional processing time for high volume periods).

Students may also request a Durham Tech transcript in person by visiting the Student Information and Records office located in the Phail Wynn, Jr. Student Services Center, room 10-201. A fee is charged for each official copy of a student's transcript. There is no charge for a student copy which is printable through Self-Service or WebAdvisor. Telephone and faxed requests are not accepted. Paper transcripts are processed in three business days and sent via the U.S. Postal service.

Adult High School graduates may request official transcripts at no charge. All students must provide photo identification to pick up a transcript. Student transcripts cannot be picked up by another person unless the student has provided written permission.

Transcripts from other schools and other documents or forms that Durham Tech has on file are not released, copied, or returned to the student.

Students are not eligible to receive an official transcript if they have any outstanding debts to the college or if they have failed to make any required payment.

## **Student Records**

The college follows the guidelines for retention and disposal of records as published by the North Carolina Community College System. Back-up copies of the permanent records are stored on computer tape. These records are available in the Student Information and Records office to requesters with appropriate identification.

The permanent record includes all information on the student's transcript: name, address, social security number, sex, date of birth, major, dates enrolled, grades, credit hours earned, grade point average, and graduation information.

Student records are maintained and disseminated in accordance with the Family Educational Rights and Privacy Act (FERPA). View the [Family Educational Rights and Privacy Act Policy and Procedure](#).

## Academic Information

The focus of Student Learning and Instructional Services is effective student learning for career and personal growth. To this end, the faculty and staff are available to work closely with students from the point of application for admission through the progression of courses to completion of studies at Durham Tech. These policies apply to all students enrolled at the institution and supersede all previously published academic documents issued by the college. Under special conditions, these policies may be modified according to procedures approved by the vice president, Student Learning and Instructional Services.

The policies do not attempt to cover standards or requirements prescribed by the Veterans Administration or other institutions, groups, or agencies providing financial aid to Durham Tech students.

## Academic Recognition

Full-time curriculum students who earn a grade point average between 3.25 and 3.74 for the semester are named to the Dean's List for that semester. Full-time curriculum students with a grade point average of 3.75 or above are named to the President's List for the semester.

Full-time or part-time students completing their plan of study with a grade point average between 3.25 and 3.74 are graduated with honors, while students maintaining a grade point average of 3.75 or above throughout their studies are graduated with high honors. Students who have earned a grade point average of 3.75 or above are recognized in the printed program distributed at the Commencement ceremony.

In addition, academic achievement of students attending Durham Tech is recognized through two honor societies and the Honors Program. The Gamma Beta Phi Society and Phi Theta Kappa are honor societies chartered at Durham Tech. View more information on the [Student Clubs and Organizations](#) web page.

The [Honors Program](#) provides advanced opportunities for learning, leadership, and service within the arts and sciences curriculum. This program ensures that motivated students are offered leadership roles that will help enrich their academic pursuits with advanced scholarship. Students who present an acceptable Honors project and earn a final grade of A or B in the Honors course will receive an "Honors" indication on their transcript.

## Academic Calendar for Credit Courses

The [academic calendar](#) lists class start dates, end dates, and holidays for the fall and spring semesters and the summer term for credit programs. The [important dates section](#) provides information about advising, registration, payment, and withdrawal and refund deadlines.

## Classification of Plans of Study

The college is authorized by the State Board of Community Colleges to award the Associate in Applied Science, Associate in Arts, Associate in Engineering, Associate in Fine Arts, Associate in

Science, and Associate in General Education degrees as well as diplomas and certificates. Requirements for these awards follow:

- Associate in Arts (AA) – Completion of all requirements for the Associate in Arts degree totaling 60 semester hour credits. This two-year degree leads to a four-year baccalaureate degree offered at the university. The AA degree is protected by the Comprehensive Articulation Agreement. North Carolina community college students who earn an AA degree according to the guidelines of the CAA will transfer 64 credit hours and be treated as juniors at the receiving North Carolina college/university. Student earning the AA are working toward degrees which are considered liberal arts: business, English, fine arts, history, nursing, psychology, and/or sociology, to name a few.
- Associate in Engineering (AE) – Completion of all requirements for the Associate in Engineering degree totaling 60 semester hour credits.
- Associate in Fine Arts (AFA) – Completion of all requirements for the Associate in Fine Arts degree totaling 64 semester hour credits.
- Associate in Science (AS) – Completion of all requirements for the Associate in Science degree totaling 60 semester hour credits. This two-year degree leads to a four-year baccalaureate degree offered at the university. The AS degree is protected by the Comprehensive Articulation Agreement. North Carolina community college students who earn an AS degree according to the guidelines of the CAA will transfer 64 credit hours and be treated as juniors at the receiving North Carolina institution. Students earning the AS are working toward degrees which strongly focus on math and sciences such as biology, clinical lab science, engineering, geology, mathematics, physics, and radiology.
- Associate in Applied Science (AAS) – Completion of all required courses as listed on the specific program’s plan of study totaling no fewer than 64 semester hour credits. This two-year degree includes a bilateral agreement between the community college and a university which specifies the community colleges courses which will transfer to the university and satisfy requirements in a specific major.
- Associate in General Education (AGE) – Completion of all requirements for the Associate in General Education degree totaling 64 semester hour credits.
- Diploma – Completion of all required courses identified on the program’s plan of study totaling no fewer than 36 semester hour credits.
- Certificate – Completion of all required courses identified on the program’s plan of study totaling no fewer than 12 semester hour credits.

## **Academic Programs**

Durham Tech awards degrees, diplomas, and certificates in a variety of academic areas, and in a variety of formats – day, evening, hybrid, and/or online – to meet the needs of all learners. A student admitted to a degree, diploma, or certificate program must meet the requirements listed on the curriculum’s plan of study for the academic year during which the student was accepted.

Academic advisors and staff are available to help students learn more about programs that are aligned with their interests, work skills, and personal goals. For each academic program of study, students will find information on entry requirements, required and elective courses, potential career and/or transfer opportunities, and graduation requirements.

Course loads for full-time students are established by using the list of courses on the student’s academic program.

Only courses listed on the student’s academic program and any officially approved substitute courses count toward graduation.

A student must receive a passing grade in each course required for the plan of study. To graduate the student must successfully complete all the required courses, the required credit hours for electives, and have at least a 2.0 overall grade point average.

When changing the primary program or adding a secondary program, a student must complete the [Change of Program form](#).

The list of academic programs is below, but the full list of degrees, diplomas, and certificates is available on the [academic programs](#) web pages.

<p><b>University Transfer</b> Associate in Arts Associate in Engineering Associate in Fine Arts Associate in Science</p> <p><b>General Education</b> Associate in General Education</p> <p><b>Applied Technologies</b> Architectural Technology Automotive Systems Technology Biomedical Equipment Technology Computer Integrated Machining Electrical Systems Technology (Residential/Industrial electricians and Mechatronics track) Electronics Engineering Technology (Consumer equipment) Industrial Systems Technology Welding Technology</p>	<p><b>Business Technologies</b> Accounting Business Administration Hospitality Management Paralegal Technology</p> <p><b>Education</b> Early Childhood Education</p> <p><b>Health Technologies</b> Clinical Trials Research Associate Dental Laboratory Technology Health Information Technology Medical Assisting Medical Product Safety and Pharmacovigilance Nursing Associate Degree Nursing LPN to ADN Track Practical Nursing Nurse Aide Occupational Therapy Assistant Opticianry Pharmacy Technology</p>	<p><b>Information Technologies</b> <i>Tracks:</i> Software Development Web Development Networking Security IT and Cloud Systems Administration Medical Office Administration Office Administration</p> <p><b>Community Spanish Interpreter</b> Public Service Medical Interpreting</p> <p><b>Public Safety</b> Basic Law Enforcement Training Criminal Justice Technology Emergency Management Emergency Medical Science Fire Protection Technology</p>
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	Respiratory Therapy Surgical Technology	
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## Course Descriptions

Descriptions of each credit course, hours, credits, prerequisites, and corequisites are listed in the [course descriptions](#) section. Course outlines are also available there for most courses.

## Distance Learning

Durham Tech offers a wide array of online courses as a flexible alternative to traditional, on-campus classes. [College credit online courses](#) cover the same content as their traditional counterparts on campus and follow the academic calendar. Students are required to complete assignments each week according to the class schedule, to maintain regular contact with the instructor, and to participate in online class discussions. While all coursework is completed online, attendance at an orientation on campus may be required for some classes. [Noncredit online classes](#) offer a convenient way to advance your career or learn something new. More information is available in the [Distance Learning section](#).

## Classification of Students

Persons attending the college are classified as either curriculum or visiting students and as full-time or part-time students according to the following definitions:

- Admitted Students – Persons who have been fully admitted to a program of study leading to an associate’s degree, diploma, or certificate. Admitted students are served by academic advisors in their programs of study. They are also eligible to be considered for course substitutions or credit by examination and qualify for academic recognition. They may also benefit from other academic options offered by the college unless restricted from doing so by the program in which they are enrolled.
- Visiting Students – Persons who have not been admitted to a program of study offered by the college and, therefore, are not officially pursuing a degree, diploma, or certificate. As non-degree students, they receive advising through Admissions and Advising Services. They are not eligible to be considered for course substitutions, may not receive credit by examination, do not qualify for academic recognition, and are not eligible for federal financial aid. Once a visiting student has completed 18 credit hours at Durham Tech, the student must apply for admission to a program of study to continue to enroll in credit courses.

It is strongly recommended that any student intending to complete a program of study at Durham Tech not proceed beyond one semester of full-time study, or 12 credits, as a visiting student before applying for admission. Delay in applying for admission may result in loss of credits and other penalties or disadvantages.

- Full-Time Students – Persons who have registered for a minimum of 12 credit hours for the semester.
- Part-Time Students – Persons who have registered for fewer than 12 credit hours for the semester.

## **Grades and Grading System**

Grades are available through Self-Service or WebAdvisor at the end of each semester. Grade information includes the semester hour credits earned and the grade point average for the semester.

Each semester, Durham Tech establishes a date on which final course grades are due. To ensure that all students are treated in a fair and equitable manner, the college will not release a final grade for any student prior to the final grade due date. Furthermore, instructors will not arrange early exams for any student in order for the student to meet deadlines at another institution. Students who find that this policy conflicts with grade reporting deadlines at their home institution must work to resolve the matter at that college or university rather than at Durham Tech.

## **Grading System**

View the [grading system policy and procedures](#) in the Policy and Procedures section. This also includes the credit by examination procedure.

## **Change of Grade**

Grades may be changed if an instructor has made a data entry error or miscalculated a final grade. Such a miscalculation may occur due to the inadvertent omission of an assignment, a missed electronic transmission of a grade or assignment, or a mathematical/calculation error. View the [Grade Change Request and Approval](#) procedure.

## **Grade Point Average**

Durham Tech employs a letter grading system to evaluate the student's performance in meeting the stated objectives of the classroom, laboratory, shop, clinical setting, or work experience. Review the [Grade Point Average \(GPA\) Calculation policy and procedure](#).

## **Course Repeat**

A student may register to repeat a course within the term or in a consecutive term with departmental approval.

A student may not enroll in the same course more than three times without departmental approval. Some Health Technologies programs have a limit of two enrollments. Repeating courses may also have a negative impact on satisfactory academic progress. Students receiving financial aid should consult the [Satisfactory Academic Progress section](#) for additional information.

Students may repeat a course for which they have already earned a grade. In such an instance, only the higher grade will be used in calculating the cumulative and program grade point average for graduation. A student may choose to take a different elective course instead of repeating the same elective course; however, the credit hours and grade points for both courses will be included in calculating the grade point average for graduation. Grade point averages for financial aid purposes are calculated based on all attempts at a course.

During the university transfer process, the senior institution may recalculate transfer students' grade point averages using that institution's method of calculation for course repeats.

All grades remain on the student's transcript, regardless of whether they are included in the calculation of a student's grade point average. Students may not register for two sections of the same course within the same term.

### **Course Prerequisites and Corequisites**

Some courses have prerequisites and corequisites which are listed in the course descriptions section. Before these courses may be taken, any prerequisite course must be completed with a grade of C or better (completing with a grade of B or better is required in Developmental Education courses). Corequisites must have been taken during a previous or the same semester (completing with a grade of C or better). Advisors work with students to determine that prerequisites have been met.

### **Semester Length and Credit Hour Calculation**

Durham Tech operates on a three-term academic calendar. The fall and spring semesters are each 16 weeks long; the summer term is 8 or 10 weeks long. In addition, the college offers some courses in 8-week mini-sessions and occasionally offers instruction in time frames of varying length to meet the training demands or schedules of other agencies.

A credit hour at Durham Tech, as required by the North Carolina Administrative Code, is calculated according to the following formula as based on a 16-week semester: 1 hour of classroom instruction per week equals 1 credit hour; 2 hours of supervised laboratory instruction per week equal 1 credit hour; 3 hours of supervised manipulative laboratory, shop, or clinical practice per week equal 1 credit hour; and 10 hours of work experience, practicum, or internship per week equal 1 credit hour.

### **Course Substitutions**

In special circumstances, the dean may approve an appropriate course for substitution of a course listed on the plan of study. However, the substituted course must academically parallel or enhance the program objectives; and the total credit hours in each category on the plan of study must be satisfied. The substitution will be made on an individual basis and may not apply to all students in a given program. Course substitution approval must be received before registration.

## **Schedule Changes**

Students who have met with an advisor during priority, general, or late advising and registration may register, make schedule adjustments, and add or drop courses by accessing Self-Service or WebAdvisor through the last day of registration. Students do not need to meet with an advisor again unless they are registering for classes not previously approved by an academic advisor or need additional assistance. Students who wish to make a schedule change after the last day of registration, should visit Admission and Advising Services.

On rare occasions, the college may reassign students to different sections or classes if it determines that such reassignments are in the best interests of the student and/or of the teaching and learning process.

## **Standards of Progress**

Durham Tech requires that students maintain a minimum grade point average of 2.0 in order to be eligible for graduation. In order to assist students in their academic pursuits and ensure that they can successfully persist through graduation, the college has established an academic progression plan which provides parameters for the quality of academic performance as well as a pace for completion.

The college offers multiple support services to help students make satisfactory academic progress. Students should monitor their individual progress each semester and seek additional support services if at risk for not meeting the standards.

## **Incoming Transfer Students**

Transfer students applying for admission to Durham Tech must meet all admission requirements for their chosen programs. More information can be found in the [transfer credit evaluation](#) and the [readmission and change of academic program](#) sections.

## **Transferring to Other Institutions**

Durham Tech's Arts, Sciences, and University Transfer (ASUT) program allows students to complete up to two years of course work for a baccalaureate degree. The wide variety of freshman-level and sophomore-level courses satisfies general education requirements at senior institutions across the United States. Completion of the Associate in Arts or Associate in Science degrees enables an eligible student to transfer as a junior to University of North Carolina System institutions after acceptance at the four-year university.

## **Associate in Arts, Associate in Science, Associate in Engineering, and Associate in Fine Arts**

Durham Tech offers the Associate in Arts (AA), Associate in Engineering (AE), Associate in Fine Arts (AFA), and Associate in Science (AS) degrees in its University Transfer program. The AA and AS degrees are protected under the 2014 Comprehensive Articulation Agreement (CAA).

Students who began their program Fall Semester 2014 or later and who complete the AA or AS (with a 2.0 or higher and with a grade of C or above in all courses), will have satisfied the lower-division General Education requirements at all NC public four-year institutions and will transfer as a junior upon acceptance to a University of North Carolina (UNC) System institution.

The AE degree is protected under the February 2015 articulation agreement between the North Carolina Community College System and the five UNC institutions that offer the Bachelor of Science in Engineering (BSE) degree. Students who complete the AE plan of study with a 2.5 or higher and with a grade of C or higher in all courses and who are accepted through competitive admission to a public four-year BSE program should be able to complete their degree within two additional years.

Students who earn the AFA degree should work with AFA advisors at Durham Tech for personalized assistance in transferring to a four-year institution for the Bachelor of Fine Arts or Bachelor of Arts in Art degree. University Transfer student advisors and faculty in the Arts, Sciences, and University Transfer department can assist students with general transfer information and planning for public and private institutions in North Carolina.

### **Associate in Applied Science**

The Associate in Applied Science (AAS) degree is awarded for two-year technical programs which focus on preparing the student for a profession. There are senior institutions which accept some of these degrees as the first two years of a four-year program, often referred to as bilateral agreements. Other senior institutions evaluate the Associate in Applied Science degree on a course-by-course basis. Information about the colleges and universities that offer transfer credit for courses in the Associate in Applied Science degree programs completed at Durham Tech is available on the [Bilateral Agreements](#) web page.

### **Associate in General Education**

While not designed specifically for transfer, the Associate in General Education (AGE) is a highly flexible degree program which a student may structure to meet individual needs. Transferability of courses depends on which specific courses are selected for the degree. Courses for the AGE degree may be selected from either the University Transfer program or from technical programs, provided that a minimum of 18 credits in a general education core is included. Additional information is available on the [Bilateral Agreements](#) web page.

### **Requirements for Graduation**

To be eligible for graduation, students must complete all courses and credit hours required in the plan of study under which they were admitted with a minimum grade point average of 2.0 (C). In addition, specified programs may require a grade of no less than C in some courses as designated in the appropriate program handbook. Transfer credit may not exceed 75 percent of

the total credit hours required to complete the desired program of study. Students must complete a minimum of 25 percent of the total credit hours required to complete the desired program of study at Durham Tech.

Students should complete a graduation application form for their degree, diploma, or certificate one semester before their anticipated date of graduation. For example, students should apply for graduation when they register for fall semester if they plan to graduate at the end of spring semester. Refer to the [Requirements for Graduation](#) for instructions on how to complete the graduation application process.

## **Student Support Services**

### **Center for Academic Excellence**

The Center for Academic Excellence (CAE) provides curriculum students at Durham Tech with the academic support they need to be successful. CAE tutors and staff strive to do the following:

- Provide students with an alternative learning environment for individualized and small group tutoring sessions.
- Empower students to be proactive in achieving their academic success and to challenge them to become independent and critical thinkers by modeling effective examples of clear communication.
- Collaborate with colleagues inside and outside the CAE to share best practices in tutoring, academic support, and general higher education.

More information can be found in the [Center for Academic Excellence](#) section of the website.

### **Library**

The library promotes lifelong learning, provide academic learning experiences, and share new ideas and resources; participate in the college's teaching and learning process; and provide varied materials and services for students, faculty, and staff in a flexible and caring environment.

The library's collection on Main Campus, Northern Durham Center, and Orange County Campus, includes more than 40,000 books, magazines, newspapers, videotapes, and a variety of other audiovisual materials. Also, students use online databases and the Internet to find information on topics of interest.

The [library's website](#) contains links to the college's online catalog and full-text databases. Library hours, policies, research guides, and a guide to citing sources are also available in this section.

Durham Tech participates in a consortium of community college libraries in North Carolina. The holdings of all consortium libraries may be searched simultaneously from the online catalog. Also, students may borrow books from those colleges in person with a valid Durham Tech identification card or via interlibrary loan.

Most materials may be checked out for three weeks. Reference and reserve materials may be used only in the library. Members of the staff are always available to help students locate and use the library's resources. To borrow materials, a user must present a valid Durham Tech identification card.

Library facilities include individual and group study areas as well as an area where students may read newspapers, popular magazines, professional journals, and paperback books. A quiet room is also available for individual study.

### **Counseling Services**

Counselors help students explore their best options for academic and personal success. Counselors are available to meet with students individually to discuss a wide range of personal concerns, provide encouragement and support, intervene in times of crisis, make referrals when necessary, and help students identify and resolve personal issues.

To make an appointment with one of our counselors, please call 919-536-7207, or visit the office in the Phail Wynn, Jr. Student Services Center, room 10-209. More information can be found in the [Academic and Personal Counseling](#) section of the website.

### **Career Services**

Our diverse, rapidly growing economy offers tremendous opportunity for students searching for a job. However, identifying the career and specific job that suits one's skills, abilities, and personality can be a frustrating task. Career Services staff offer resource materials, interest inventories, workshops, and individual counseling to help students develop and clarify career goals. Services are available to Durham Tech students and alumni.

Durham Tech is a key partner in the [Durham NCWorks Career Center](#) located a few blocks from the Main Campus. This partnership enables Durham Tech students and the residents of Durham to access countless job opportunities throughout the state. Students interested in taking advantage of Career Services should visit the office, located in the Phail Wynn Jr. Student Services Center, room 10-209 or review the [Online Career Center](#).

### **Disability Services**

Durham Tech provides disability accommodations and services designed to create equal access to the many aspects of education. Students have the opportunity to voluntarily self-identify with the college as having a disability or medical condition that may impact access to programs and activities.

Students with disabilities may achieve educational access through the effective use of accommodations or services such as individualized educational planning; support staff including note-takers and interpreters; assistive technology; alternative testing arrangements; and priority assistance during registration. Through a process of individual planning, students are supported in the process of using their diverse abilities to succeed.

View the [Disability Services](#) section for more information and forms or visit the office, located in the Phail Wynn, Jr. Student Services Center, room 10-209.

### **Additional Financial Support Services**

Durham Tech offers several support services for students with additional financial needs to help them persist and complete their goals. These include on-campus resources such as the [Campus Harvest Food Pantry](#) and the [Emergency Financial Assistance Program](#), as well as referrals to community agencies.

### **Student Activities**

Durham Tech acknowledges the importance of student life outside the classroom and supports a variety of social, cultural, and professional opportunities to enhance a student's in-class educational experiences. Durham Tech provides a variety of activities, clubs, and organizations for students and the broader community. Educational, cultural, and social activities must support the college's mission, values, and strategic goals. The college establishes and follows processes and guidelines to encourage student engagement; foster student leadership; charter official student clubs and organizations; coordinate and provide administrative oversight of activities, clubs, and organizations; provide access to and information about related funding and expenditures; maintain a safe learning environment; and ensure compliance with college policies and with state and federal laws. Review the [Student Activities Procedures](#).

More information can be found in the [student clubs and organizations section](#) of the website.

### **Student Publications**

Recognizing the importance of a public forum for the written expression of ideas as well as the development of effective communication skills, Durham Tech supports student involvement in campus publications. Students produce *Final Draft*, a student literary magazine.

While the views expressed in these publications do not necessarily reflect those of the college, faculty and staff advisors assist students in developing the publications in a manner consistent with responsible journalism, acceptable English composition, and the stated purposes of the college.

### **Student Government Association**

The Student Government Association (SGA) provides input to the college's administration on decisions affecting students, makes decisions regarding the allocation of student event funds,

and plans student activities and events. The SGA also approves and provides support for student organizations. Student senators represent academic departments and student organizations.

Student interest and leadership are necessary for the SGA to function effectively; students are encouraged to become actively involved. Additional information about the SGA is available on the [SGA web page](#).

## **Student Rights and Responsibilities**

### **Student-Faculty Responsibilities**

At Durham Tech, the student and the faculty member are obliged to meet a number of reciprocal responsibilities within the student-teacher relationship.

The student is responsible for arriving at all classes on time and preparing to participate in assigned work or activities; obtaining assignments from the faculty member before an absence whenever possible, so that work may be submitted upon returning; requesting to make up assignments missed due to legitimate absences (make-up assignments will follow procedures stipulated by the faculty member at the outset of the course); and seeking faculty assistance when clarification or additional assistance is needed to complete an assignment.

The college does not permit a student to attend class with a child or leave a child unattended on campus while attending class.

Students are responsible for personal items. The college is not responsible if they are lost, stolen, or if they are damaged due to electrical current variations.

The faculty member is responsible for being prepared for each class, starting the class on time, and providing a full period of effective instruction throughout the semester; providing students with complete information about the objectives and requirements of the course, including the resources available to students outside the classroom or laboratory; maintaining an accurate record of attendance for all students and consulting promptly with students on any attendance problems; and being available to students outside of class in the event additional assistance is needed in meeting course requirements.

### **Attendance**

Regular attendance is required for the student to complete all course requirements and receive the optimum benefit of instruction. In the event of an absence, it is the student's responsibility to make up all missed work in the timeliest manner possible. Failure to make up missed work will adversely affect the student's course grade.

## **Student Withdrawals, Faculty Withdrawals, and Class Absences**

### ***Student-Initiated Withdrawals***

Students may officially drop one or all courses prior to the 75 percent tuition refund deadline of each semester without the enrollment being shown on the transcript. The last date for students to withdraw with a refund and the last date to initiate a withdrawal with a grade of W are published in the [Important Dates](#) section of the website. During the traditional 16-week fall and spring semesters, the 60 percent date is ordinarily near the end of the tenth week of class or for an 8-week term, near the end of the fifth week. For irregular length courses, consult the instructor's syllabus for the last day students may withdraw with a grade of W. Students making registration changes prior to the 75 percent tuition refund deadline may be eligible for a refund and must complete the necessary refund request process. Please review the [refund procedures](#).

After the close of the drop period and prior to the 60 percent date in the semester, students may officially withdraw from one or all courses with a grade of W. To initiate an official withdrawal, complete a [withdrawal form](#). Use your WebAdvisor username and password to log in to the system. Failure on the part of the student to withdraw officially from a course could result in a grade of F2. Therefore, all students should refer to the instructor's attendance policy included on the course syllabus, and students with questions or concerns should consult with their instructor.

Students with medical situations that necessitate requesting withdrawal from all credit courses past the normal deadlines should complete the [Request for Medical Withdrawal form](#), attach appropriate documentation, and submit the form and documentation to Durham Tech's Student Development counselor, located in the Phail Wynn, Jr. Student Services Center, room 10-209. For more information, call 919-536-7207, ext. 1413.

### **Military Students**

Students who are called to active military duty should contact the college registrar for assistance with their enrollment needs. It is Durham Tech's intention to make the transition in and out of the college as smooth and stress-free as possible.

### ***Faculty-Initiated Withdrawals***

#### **Consecutive Absences**

Any student with consecutive absences equaling or exceeding 15 percent of the instructional hours for the course prior to the official withdrawal date for the course will be withdrawn from the class by the instructor with a grade of W.

If a student misses 15 percent of the class meetings consecutively such that the student's last absence occurs after the first 60 percent of the instructional hours for that course, the instructor will assign the grade of F2. The last day of attendance is required for Web Grading when the F2 grade is assigned due to excessive absence. Students enrolled in Developmental Education courses in this situation will be withdrawn with the grade of W. Excused absences are not counted when calculating the 15 percent absence threshold.

### **Intermittent Absences**

If a student misses 15 percent of the class meetings intermittently within the first 60 percent of the instructional hours for that course, the instructor may withdraw the student from the course assigning the grade of W. If a student misses 15 percent of the class meetings intermittently such that the student's last absence occurs after the first 60 percent of the instructional hours for that course, the instructor may assign the student the grade of F2. Students enrolled in Developmental Education courses in this situation may be withdrawn with a grade of W. Excused absences are not counted when calculating the 15 percent absence threshold.

Students should refer to the instructor's attendance policy included on the course syllabus, and students with questions or concerns should consult with their instructor.

A student who has withdrawn from a class or been withdrawn from a class may request reinstatement subject to the approval of and conditions set by the instructor. To be reinstated, the student must have been in good academic standing in the course at the time of withdrawal and must provide the instructor with evidence that the extenuating circumstances which necessitated the withdrawal will no longer be a problem.

In certain Health Technologies programs, if the student exceeds the 15 percent absence limit after the 60 percent date, penalty points may be imposed when the student is required to fulfill licensure certification or program accreditation requirements.

### **Class Absences**

Absences are calculated from the first class meeting, not from the student's first attendance date. Students entering late may have already accumulated part of the absence limit which varies according to the contact hours of the class.

### **Excused Absences**

An excused absence is defined as a planned absence. Durham Tech students are allowed one excused absence per class per term for a planned event or observance. View the [Excused Absences policy and procedure](#).

### **Tardiness and Early Departure**

The student should be on time for each class session and should be prepared to remain for the full duration of the class. Tardiness or early departure from class that results in the student missing at least 20 percent of the instructional session may be considered an absence. Chronic tardiness and/or leaving class early may adversely affect the student's course grade and may cause the student to receive a grade of F.

### **Academic Integrity and Plagiarism**

Durham Tech upholds and enforces high standards of academic honesty and integrity both in and out of the classroom. The college establishes and follows a process for defining and

addressing academic dishonesty when it occurs. The college recognizes plagiarism as a specific subset of academic dishonesty and follows a process for addressing plagiarism. Review the [Academic Integrity and Plagiarism Policy](#).

### **Student Code of Conduct**

Durham Tech has an obligation to maintain a safe and orderly educational environment for students, faculty, staff, and visitors. The intent of the Code of Conduct is to protect the rights and safety of all individuals on campus. All students are required to abide by the [Student Code of Conduct](#).

### **Tobacco-Free Campus**

Employees, students, visitors, and contractors are prohibited from using tobacco products at any time on college property as well as on any spaces where college-sponsored or college-related activities are held, including during non-instructional and non-service hours. Refer to the [Tobacco-Free Campus Policy](#) for more information.

### **Drug and Alcohol**

Problems with substance abuse are extremely complex. Substance abuse on campus can impact the safety and well-being of faculty, staff, and students. Therefore, it is the policy of Durham Tech that the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited on college premises and is prohibited as part of college-sponsored activities. Any student violating this policy will be subject to disciplinary action. View the [Drug and Alcohol Policy](#).

### **Sexual Harassment /Title IX**

Durham Tech does not tolerate sexual harassment in any form and restricts intimate relationships between employees and students over whom the college employee has control or influence. The college further prohibits internal interference, coercion, restraint, or reprisal against any student or employee who files a grievance concerning an occurrence of alleged sexual harassment. View the [Sexual Harassment Policy](#) and [Title IX](#) information.

### **Appropriate Use of Computing Resources**

Durham Tech provides a variety of computing resources to employees, students, and our community. Restrictions or limits placed on use of college computing resources are intended to protect the resources; to maintain the integrity of the networks; and to comply with appropriate policies, laws, and regulations. Persons using college computer resources are expected to use these resources responsibly. For more information, consult the [Appropriate Use of Computing Resources](#) policy and procedures.

### **Student Grievance**

Durham Tech students have the right to pursue timely, legitimate grievances against employees of the college. Therefore, the college shall establish, publish, and follow a procedure that

delineates the rights and responsibilities of the aggrieved party and the college employee against whom a grievance may be lodged. View the [Student Grievance Policy and Procedure](#).

## **Safety and Security**

Durham Tech is concerned about the safety, welfare, and protection of all students, faculty, staff, visitors, and college property. The college is committed to providing a safe and secure environment to everyone.

Campus Police and Public Safety provides 24-hour-a-day patrol protection for college buildings, grounds, and parking lots. It responds to crime reports, fires, medical emergencies, traffic accidents, and other incidents requiring police or security assistance. The office is located on main campus in Building 8. Students, faculty, and staff can report emergencies to Campus Police and Public Safety by dialing extension 5555 from any on-campus phone or calling the Durham City Police by dialing 9-911. To report security or safety hazards or other non-emergency situations, call Campus Police and Public Safety at 919-536-7255, extension 5555.

The college is committed to the safety and security of all members of the college community. In times of emergency, the college will provide appropriate campus-wide response to assure safety and minimize losses. Up-to-date information on an emergency situation and communication options are posted on the [Emergency Information web page](#).

Information about identification cards, transportation options, campus safety tips, first aid, and lost and found is available in the [Safety and Security Policy](#).

## **Consumer Information on Graduation Rate and Crime Statistics**

Information about crime at Durham Tech's Main Campus, Orange County Campus and Northern Durham Center is available to the public online through the [Office of Postsecondary Education in the U.S. Department of Education](#). Type the name of the college in the search engine to access the reports. Also, the daily crime log is available for public inspection upon request in the college's Campus Police and Public Safety office at the Main Campus and at the Orange County Campus, or the Northern Durham Center.

[Your Guide to Safety on Campus](#) provides information about safety and security on Durham Tech campuses.

## **Family Educational Rights and Privacy Act**

In accordance with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), the Federal law that protects the privacy of student education records, students have certain rights to inspect and review their education records, request that their records be corrected if they believe that they are inaccurate or misleading, and determine what information about their records can be released. Durham Tech reserves the right to disclose, without consent, "directory" information. View the [Family Educational Rights and Privacy Act Policy and Procedure](#).

## College and Career Readiness

### Adult Basic Education (ABE)

ABE courses are available for adults who are at least 18 years of age and wish to improve their reading, writing, and math skills. ABE students perform below the high school level on placement tests. Adult Basic Education courses are designed to prepare students to move into the Adult High School Diploma (AHSD) or High School Equivalency (GED®) programs.

These free courses are held at Durham Tech's Main Campus, the Orange County Campus, and other sites throughout Durham and Orange counties. (All new students at the Orange County Campus, Chapel Hill Skills Development Center, and other Orange County locations must take a placement test and complete a brief orientation prior to registering for courses.) View [registration and schedule](#) information.

### Adult High School Diploma (AHSD)

Students enrolled in Durham Tech's Gateway to College Adult High School Diploma program are required to complete 22 units of credit, which include four electives. An official transcript will be reviewed to determine which units completed in high school satisfactorily qualify for transfer into the AHSD program. While most courses in the AHSD program are taught in a traditional setting, some courses are offered online. Regular class participation is required for this program. View the [schedule](#).

### Adult Basic Education First Step

Durham Tech offers the Adult Basic Education First Step program (formerly Compensatory Education) to students with developmental disabilities and beginning adult readers who have the ability to benefit from an academic and career-focused setting. Our program focus is to accelerate academic skills in reading, math, language, and computer literacy. Courses are free and students may enter Adult Basic Education (ABE) courses at any time and progress at their own pace. [Preregistration is required](#).

### High School Equivalency (GED)

The GED® Test Battery is based on high school curriculum standards and certifies mastery in four subject areas: language arts, social studies, science, and math. The GED® diploma is the certified equivalent of a traditional high school diploma. Students may take courses to prepare for the battery of official GED® tests. Courses are offered in traditional classroom and lab settings as well as online. In some settings, students are able to work at their own pace.

Durham Tech also offers Pre-GED/GED online instruction. Qualified students may prepare for the GED® test from the comfort of their homes. Eligible students must have Internet access and possess the ability to work independently. All interested students must attend a pre-online study orientation. For further information, view the [High School Equivalency section](#).

## Center for the Global Learner

The [Center for the Global Learner](#) fosters intercultural understanding and the development of engaged global citizens. Its mission is to lead and facilitate global engagement and intercultural understanding.

### English as a Second Language

Durham Tech offers courses in English as a Second Language (ESL) to non-native speakers at several locations in Durham and Orange counties. Courses are free, and students must be at least 18 years old to enroll. All new ESL students must first take a placement exam. View the [Placement test and class schedule](#).

### Continuing Education for Non-Native Speakers

Durham Tech offers additional non-credit, fee-based courses in Continuing Education for Non-Native Speakers (Beyond Basic ESL) for students whose proficiency is beyond the basic ESL program. For class offerings and fees please visit the [Beyond Basic ESL](#) page.

### English for Academic Purposes

[English for Academic Purposes](#) (EFL) courses prepare students for future success in their programs of study by helping them improve listening, speaking, reading, and writing in US Academic English. This program provides the right environment for non-native curriculum students to work on their academic English skills and to prepare students for the cultural expectations of US colleges.

### Translation/Interpretation Programs

Durham Tech offers Public Service and Medical Interpreting certificate and diploma programs to prepare students to work as paraprofessional interpreters via a combination of evening seated, hybrid, and online classes. Prerequisites and plans of study can be found at the [Interpretation Programs](#) webpage.

### International Student Services

International Student Services provides admissions guidance for all non-US citizens in areas of international educational credentials, residency assessment for tuition, immigration and visa status verification, and general support services to help students enroll in Durham Tech programs. Please visit the [International Student Services](#) webpage for more information for the application process for non-citizens as well as [requirements for current F-1 \(student visa\) students](#).

### Study/Travel Abroad

Durham Tech facilitates several study/travel abroad programs for students to learn about and experience a different culture. Some programs may be led by Durham Tech faculty, while others are identified through individual student interest. More information can be found on the CGL's [study/travel abroad](#) section.

## Corporate and Continuing Education Programs

### Continuing Education

Continuing Education provides students with opportunities for training, to respond to the needs of diverse community members, and to inspire a vision of educational success. We offer credential-bearing programs in allied health, public safety, hospitality, lodging and spa services, bio-manufacturing, advanced manufacturing, and construction trades. We also offer individual classes to support professional development, career exploration, and personal growth. It is our goal to help students move forward in their current career pathway, help explore and define a new pathway, or explore a new interest. View the [Continuing Education course schedule](#). To view registration and payment options, please refer to the [Continuing Education Procedures](#) section of the website.

### Corporate Education

Durham Tech's Corporate Education Department offers continuing education and training to meet the needs of area businesses, industries, and other organizations. Staff can also provide assistance in doing workforce assessment.

We recognize that every organization, no matter how large or small, has unique training and human resource development needs. Durham Tech's program directors work closely with company representatives in selecting the best materials and the most qualified instructors to present cost-effective, performance-enhancing programs. Learn more about [customized training](#) through Corporate Education.

### Small Business Center

The Small Business Center Network (SBCN), comprised of 58 Small Business Centers located at community colleges throughout North Carolina, supports the development of new businesses and the growth of existing businesses as a community-based provider of business training, counseling, and resource information. As part of the Small Business Center Network, the Small Business Center (SBC) at Durham Tech provides business owners with the information they need for success, including – but not limited to – advice on marketing, sales, bookkeeping, and financial management. The SBC offers the following services at little or no cost:

- Training and technical assistance in starting a business;
- Business skills seminars, workshops, and courses;
- Confidential counseling to help develop a business plan or address business needs;
- Resource and referral services; and
- A Resource Center with small business publications and literature.

View more information about course and seminar offerings at the [Small Business Center](#).

## **Human Resources Development**

Human Resources Development (HRD) courses provide skills assessment, employment skills training, and career development and enhancement. The courses are offered in short sessions to equip students with the knowledge, values, and practical skills essential to applying for, keeping, and advancing in their job. View [class offerings](#).

## **Continuing Education Fees**

Course fees are noted with each course listing. Payment of these course fees is required before the first class session. Some courses have additional charges for supplies, insurance, or other essential expenses, which are also noted along with the course descriptions. In most courses, students are responsible for purchasing any special materials required for the class. No registration is complete without the payment of all applicable fees or receipt of official authorization for payment from the registrant's employer.

Other fees are a college access, parking, and security fee (CAPS Fee) and a computer use and technology fee.

## **Self-Support Courses**

Some courses are offered by the college on a self-support basis, which means they are not conducted with state funding. The fees for these courses vary. Registration fee exemptions do not apply to self-support courses. More information can be found in the [Continuing Education](#) section.