

**Student
Code of Conduct
and
Services
for
Students**

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Student Code of Conduct

I. PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the 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 knowledge.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, other college sites, and in the community. Students are expected to 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 the 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 instances, college discipline will be initiated only if the presence of the student on campus is considered a possible threat to persons or property, or if that person's presence may disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's recognized educational objectives, or violates the college's Code of Student Conduct, the college will 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.

II. DEFINITIONS

A. The term "College" means Central Piedmont Community College ("CPCC").

B. The term "College Premises" is used to define and encompass all properties and facilities owned or leased by CPCC including all CPCC campuses and all off-campus sites at which the College conducts programs, services, or events.

C. "Student" is defined herein as any person enrolled in any course offered by the College at any location whether it is credit or non-credit. These policies, therefore, apply to any Student for any semester during which that Student is enrolled or during which an activity in question transpired.

D. The term "College Community" means all persons who are Students, College Officials, or any other person employed by CPCC.

E. The term "College Property" includes all items owned by the College.

F. The term "College Official" includes any person employed by the College, performing assigned administrative or professional responsibilities.

G. The term "College Administrator" includes any person employed by the College at the director level or above.

H. The term "Designee" means a person assigned by the Associate Vice President of Student Services to administer the Student Code of Conduct on any CPCC campus.

III. STUDENTS' RIGHTS

A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina apply to all Students.

B. Students are free to pursue their educational goals. CPCC shall provide appropriate opportunities for learning in the classroom, on the campus, and in the community. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards unless that conduct violates College regulations or the Code of Conduct as contained herein.

C. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory College rules and regulations regarding time, place, and manner, provided such expression, inquiry, and assembly does not violate conditions defined in the Student Code of Conduct or other College policy.

D. 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.

E. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to Student records, and this Act will be adhered to by the College. Students and former Students have the right to 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 individuals or groups outside the College without the written consent of the Student involved. Information deemed "directory information" under the Family Education Reports and Privacy Act of 1974 will be made public on request unless a Student prohibits the release of directory information in writing each semester of his/her enrollment. Such notice must be filed in the Student Records office.

F. Disciplinary sanctions include compliance with the Student Code of Conduct which provides for the right to an impartial hearing, a presentation of charges, evidence for charges, the right to present evidence, to have witnesses on one's behalf, to hear witnesses on behalf of the accuser(s), and the right of appeal.

G. Students who believe that their rights have been violated in the application of this policy or that it has been applied in a discriminatory manner should see the [CPCC Policies and Procedures Manual section 4.60](#).

IV. STUDENT CODE OF CONDUCT

A. Jurisdiction of the Student Code of Conduct

The CPCC Student Code of Conduct shall apply to conduct that occurs on the College Premises, at CPCC-sponsored activities (including CPCC-sanctioned attendance of foreign study programs), and to off-campus conduct that adversely affects the College Community and/or the pursuit of its objectives. Each Student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if his or her conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a Student's conduct even if the Student withdraws from the College while a disciplinary matter is pending. It is the discretion of the Associate Vice President of Student Services to decide on a case-by-case basis whether the Student Code of Conduct shall be applied to conduct occurring off campus.

B. Rules of Conduct

The following sections describe activities and/or behaviors that are prohibited by the College. College Officials have the authority to take immediate action and begin disciplinary proceedings in response to violations of this Code of Conduct. Violation of one or more of the following regulations may result in one of the sanctions described in Section VI.

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 well being of the College Community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this Code is not to restrict Student rights but to protect the rights of individuals in their academic pursuits.

1. Academic Dishonesty

a. Academic Integrity: The College prohibits taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or another Student without permission; receiving or giving help during tests; submitting papers or reports presented as the student's original work that are not entirely the Student's own; not giving credit for others' work. (Also see [CPCC Code of Student Academic Integrity/Student Academic Integrity Policy](#).)

b. Network files: CPCC network files are provided to Students for academic work. These files are not private and are subject to review for compliance with the College's acceptable use policy for technology ([see CPCC Policies and Procedures Manual section 6.20](#)), the Digital Millennium Copyright Act of 1998, and general copyright law.

2. Behavior

a. Indecent Conduct: The College prohibits disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.

b. Violence: The College prohibits mental or physical abuse of any person (including sex offenses) 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 prejudice. This includes fighting and/or other disruptive behavior, which includes any action or threat of action which endangers the peace, safety, or orderly function of the College, its facilities, or persons engaged in the business of the College.

c. Harassment: The College prohibits any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The College also prohibits stalking, or behavior which in any way interferes with another Student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials.)

If, in the opinion of College Officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.

d. Disruption: The College prohibits intentional obstruction or interruption of teaching, research, administration, disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on College Premises or at College-sponsored activity sites.

e. Failure to Comply: Refusal to adapt one's behavior to instructions of College Officials is prohibited.

3. Use of College Property

a. Theft and Damage: The College prohibits theft of, misuse of, or harm 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 a College function.

b. Occupation or Seizure: The College prohibits 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.

c. Presence on College Premises: The College prohibits unauthorized entry upon the College Premises; unauthorized entry into a College facility or a portion thereof which has been restricted in use; unauthorized presence in a College facility after closing hours; or furnishing false information to gain entry upon the College Premises or into a College facility.

d. Assembly: The College prohibits participation in or conducting an informal or formal unauthorized gathering in a manner that threatens or causes injury to person or property or that interferes with free access to, ingress, or egress of College facilities that is harmful, obstructive, or disruptive to the educational process or institutional functions of the College; or remaining at the scene of such an assembly after being asked to leave by a College Official. For further information about public assembly, see [CPCC Policies & Procedures Manual section 6.31](#).

e. Fire Alarms: The College prohibits setting off a fire alarm or using or tampering with any fire safety equipment on College Premises or at College-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, Students must evacuate the building unless otherwise directed by a College Official.

4. Drugs, Alcohol and Other Substances

a. Drugs and Alcohol: Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter). The College prohibits possession or use of alcoholic beverages on College Premises or at College-sponsored or supervised functions (including off-campus functions) unless otherwise permitted by a College Administrator. The College prohibits being in a state of intoxication on College Premises or at College-sponsored or supervised functions (including off-campus functions) or in a College-owned vehicle. The College prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. 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 conduct or consequences of his/her actions. For further information about this topic, see [CPCC Policies and Procedures Manual section 4.01](#).

b. Tobacco and Food: The College prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas, unless otherwise permitted by College Officials.

The College prohibits smoking, or using other forms of tobacco products in classrooms, shops, and labs or other unauthorized areas. For further information about this topic, see [CPCC Policies and Procedures Manual, section 6.01](#).

5. Use of Technology

a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to the College or to others is considered unacceptable usage and is subject to disciplinary action. This may include altering, downloading, or installing software on College computers, tampering with computer hardware or software configuration, improper access to the College's network, and disconnection of College computers or devices. For further information about the acceptable use of technology, see [CPCC Policies & Procedure Manual section 6.20](#).

b. Electronic Devices: Unless otherwise permitted by College Officials, the College prohibits use of electronic devices in classrooms, labs, and other instructional, event, or support facilities. Such devices include, but are not limited to cell phones, beepers, walkie talkies, cameras, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus.

6. Weapons

The College prohibits possession, storage, use, or threat of use of firearms, weapons, ammunition, incendiary devices or explosives on College Premises, or in personal vehicles parked on College Premises, or at College-sponsored activity sites. This also includes unauthorized use of any instrument capable of inflicting serious bodily injury to any person. Possession or use of firearms on College premises for instructional purposes must have the prior approval of the Vice President for Learning. Refer to [CPCC Policies & Procedure Manual section 6.40](#).

North Carolina General Statute [§14-269.2](#) makes it unlawful for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or any other weapon of like kind as defined by the statute. That statute overrides the North Carolina concealed weapons act.

Violation of this regulation will result in immediate and permanent expulsion, exclusion from College Premises, and arrest.

7. Gambling and Games

The College prohibits gambling, card games, and other games that foster disruptive behavior. This includes participating on College Premises or at College-sponsored activity sites in an activity where making a set wager, or playing for money or material is involved.

8. Parking

The College prohibits violation of CPCC regulations regarding the operation and parking of motor vehicles on or around CPCC Premises. Refer to [CPCC Policies & Procedure Manual section 7.07](#).

9. Forgery

The College prohibits forgery, alteration, duplication, or misuse of College documents, records, computers, or instruments o

11. Financial Irresponsibility

The College prohibits failure to pay College-levied fines, failure to repay College-funded loans, the passing of worthless checks to College Officials, or any fraudulent action when transacting business on College Property. f identification with intent to deceive.

10. Probation

The College prohibits violation of the terms of disciplinary probation or any College regulation during the period of probation.

12. Violation of CPCC Policy, Rule, or Regulation

The College prohibits violation of any CPCC policy, rule, or regulation published in hard copy or available electronically on the CPCC website.

13. Violation of Law

The College prohibits violation of any federal, state, or local law.

V. DISCIPLINARY PROCEDURES

This section describes College disciplinary procedures in response to violations of the Student Code of Conduct described in Section IV. The Associate Vice President of Student Services is responsible for implementing Student discipline procedures.

A. Interim Suspension

If an act of misconduct threatens the health or well being of any member of the College Community or disrupts the function or good order of the College or College Premises, the Associate Vice President of Student Services or his/her Designee may invoke immediate interim suspension. Furthermore, any College Official may direct a Student involved in such conduct to cease and desist and advise him or her that failing to cease and desist will result in immediate interim suspension. If the Student fails to cease and desist, the College Official may invoke interim suspension until disciplinary proceedings are completed. College Officials may contact College security officers to have the Student removed from campus.

Interim suspension may result in exclusion from class and/or other privileges including presence on College Property or College-sponsored activities until a final decision has been made concerning the alleged violation.

Upon invoking interim suspension, the College Official will file a written report to the Associate Vice President of Student Services including the individual(s) involved and the nature of the infraction(s). This report should be filed as soon as possible but no more than three work days following the incident. Incidents in the classroom should be reported to the Division Director by the instructor involved.

The College will also notify the Student in writing of the interim suspension and the reasons for the suspension. The notice will include a description of the ensuing disciplinary procedures including the time, date, and place of any subsequent hearing.

The Associate Vice President of Student Services or his or her Designee shall resolve the matter in a timely fashion utilizing the steps outlined in Section V. B. of this Code.

B. Procedures

In order to provide an orderly procedure for handling Student disciplinary cases, CPCC will adhere to the following procedures:

1. Complaints: Any member of the College Community may file a complaint with the Associate Vice President of Student Services or his/her Designee against any Student or Student organization for violations of College regulations. When a Student organization is charged with a violation, the Student organization's officers and faculty sponsor will represent the organization for purposes of carrying out these disciplinary procedures. The individual(s) making the complaint may complete a complaint form (available from the Office of the Associate Vice President of Student Services), or provide a document including the information listed below:
 - a. name of the Student or Student organization involved,
 - b. the provision of the Code of Conduct alleged to have been violated,
 - c. the time, place, and date of the incident,
 - d. names of person(s) directly involved, and/or witnesses to the infractions, and
 - e. any action taken that relates to the matter.

The completed complaint form or a document including the information listed above should be forwarded directly to the Associate Vice President of Student Services or his/her Designee.

2. Investigation and Informal Hearing

Within five (5) working days after the complaint is received, the Associate Vice President of Student Services or his/her Designee (the "Hearing Officer") shall complete a preliminary investigation of the complaint and shall schedule an informal hearing with the accused Student or Student organization.

Prior to the informal hearing, the Hearing Officer will provide the Student or Student organization with written notice of the hearing and a description of the complaint. At the informal hearing, the Student or Student organization will be given a copy of the complaint and the Informal Hearing Officer will inform the Student or Student Organization of the results of his/her preliminary investigation.

The Student or Student organization will be afforded the right to respond by declaring guilty, not guilty, or guilty with mitigating circumstances, and will be given an opportunity to present matters that the Student or Student organization would like the Informal Hearing Officer to consider. An accused Student does not have the right to representation at an informal hearing.

Following the informal hearing, the Hearing Officer will take one of the actions described in section VI below. Unless the Hearing Office dismisses the charges, the accused Student or organization has the right to request a formal hearing within five (5) working days following receipt of the written decision of the Hearing Officer by sending a written request for a formal hearing to the Associate Vice President of Student Services. The failure of the accused Student or Student organization to request a formal hearing constitutes a waiver of a formal hearing, in which case the decision of the Hearing Officer shall be final.

3. Formal Hearing

The Hearing Officer will advise the accused Student or Student organization, in writing, of the date, time, and location of the hearing and of the nature of the complaint.

The following rules and guidelines apply to a formal hearing: (1) Students may be accompanied by an advisor, who may not be an attorney; (2) Student organizations may be represented by up to two officers of the organization and their faculty advisor; (3) there is no requirement that the hearing be open to the public; (4) the accused Student (or his/her advisor) or Student organization will have the right to ask questions of witnesses that are present; (5) in cases of alleged sexual assault, the accuser and the accused Student are entitled to the same opportunities to attend and have others present during the hearing; (6) the formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal and civil court, will not be used in the hearing; (7) the College is not required to keep a transcript of the hearing; (8) the Hearing Officer will apply a "more likely than not" standard for disciplinary decision making; and (9) the Hearing Officer must be notified at least two (2) working days prior to the hearing regarding anyone other than the principal parties who will be attending.

At the hearing, the Hearing Officer will ensure that the accused Student has received notice of and understands the charges against him/her; allow the accused Student (and his/her advisor) or representatives of the Student organization to view any documents used to support the accusations; call witnesses, if the Hearing Officer determines that witnesses should be called; allow the accused Student the opportunity to present documents and witnesses in his or her support; and allow the accused Student to make a statement supporting his/her defense against the accusations and/or matters in mitigation.

Should an accused Student fail to appear at the formal hearing, or if the accused Student refuses to formally respond to the charges, a plea of not guilty will automatically be entered for the Student and so noted, and the hearing will proceed. Following the formal hearing, the Hearing Officer will take one of the actions described in section VI below.

4. Student Notification

After either the informal or formal hearing, the Hearing Officer may act as follows:

- a. Drop the charges.
- b. Impose a sanction(s) consistent with those shown in Section VI.
- c. Refer the Student to a College office or community agency for services.

The decision of the Hearing Officer shall be presented to the Student in writing following an informal or formal hearing within five (5) working days. In instances following a formal hearing, where the Student cannot be reached, or where the Student refuses to cooperate, the Associate Vice President of Student Services shall send a certified letter to the Student's last known address providing the Student with a list of the charges, the decision, and instructions governing the appeal process.

In the event of an alleged sexual assault, the Associate Vice President of Student Services shall also notify the accuser of the outcome of any disciplinary proceeding.

5. Administrative Notification

The Associate Vice President of Student Services will provide written notification to appropriate College offices (e.g., Registration, Student Financial Aid, Security, etc.) regarding the actions they need to take in response to the decision regarding the Student.

VI. SANCTIONS

The following section describes College sanctions available to designated College Officials in response to violations of the Student Code of Conduct described in Section IV. The listing is not inclusive of all options which the College may choose to exercise. CPCC may impose more than one sanction for one act of misconduct. The Associate Vice President of Student Services or Designee of the V.P. of Enrollment and Student Services will maintain the record regarding the implementation and other sanction in either the Student's educational record maintained by the Associate Vice President of Student Services office and/or the office of Student Life for Student organizations as appropriate.

A. Reprimand: A written or verbal 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 (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty, and, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters.

C. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record in the Student's file. Restrictive conditions may limit activity in the College Community, including possible exclusion from class(es), program(s), and/or specific campus locations. 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 (2) semesters. Any violation of Restrictive Probation may result in immediate SUSPENSION.

D. Restitution: Students and or Student organizations will be responsible for paying for damaging, misusing, destroying, or losing property belonging to the College, College personnel, or Students.

E. Loss of Academic Credit or Reduction in Grade: Imposed as a result of academic dishonesty.

F. Withholding Transcript, Diploma, or Right to Register or Participate in Graduation Ceremonies: Imposed when financial obligations are not met. The Student will not be allowed to register until all financial obligations are met.

G. Suspension: Exclusion from all College privileges and activities 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 request and get specific written permission from the Associate Vice President of Student Services or Designee of the Vice President of Enrollment and Student Services before returning to campus.

H. Expulsion: Stripping a Student of Student status and dismissing a Student from campus for an indefinite period. The Student may be readmitted to the College only with the approval of the President.

I. Group Probation: This is given to a College organization for a specified period. If group violations are repeated during the semester of the sentence, the charter may be revoked or activities restricted.

J. Group Restriction: Removing College recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester). 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. Recharter after that time must be approved by the President.

L. Loss of Technology Privileges: Exclusion from all privileges associated with College technology access, including but not limited to email and network access and storage.

VII. APPEALS PROCEDURE

Following a formal hearing, a Student or Student organization may request an appeal of the decision of the Hearing Officer. This request must be submitted in writing to the Associate Vice President of Student Services within three (3) working days after receipt of the Hearing Officer's decision. The Associate Vice President of Student Services shall refer the matter to the Vice President for Enrollment and Student Services within five (5) working days together with a report of the nature of the misconduct, the name of the complainant, the name of the accused Student, and the relevant facts revealed by the Hearing Officer's investigation. The Vice President for Enrollment and Student Services will decide whether to grant the appeal. If the Vice President for Enrollment and Student Services grants the appeal, he/she will schedule the appeal within ten (10) days following receipt of the Associate Vice President of Student Services' report.

If granted, the appeal will take place before the Vice President for Enrollment and Student Services. Students may be accompanied by an advisor, who may not be an attorney. Student organizations may be represented by up to two officers of the organization and their faculty advisor. An appeal will be granted for only two reasons: (a) if the Student or Student organization feels the penalty issued by the Hearing Officer is too severe, or (b) if the College violated its own procedures in conducting the hearing. The College is not required to keep a transcript of the appeal.

A. Procedures for an Appeal Before the Vice President and Student Services

The Vice President for Enrollment and Student Services must meet with the Student within ten (10) working days of receipt of a request for an appeal. At least five (5) working days prior to the date set for the appeal, the Associate Vice President of Student Services shall send a certified letter to the Student's last known address providing the Student with information regarding the time and place of the appeal. Within five (5) working days following the meeting with the Student, the Vice President for Enrollment and Student Services must render in writing the decision regarding the appeal. The decision of the Vice President for Enrollment and Student Services is final.

B. Appeals Outcomes

If the Student appeals on the basis of severity of penalty and that appeal is granted, the Vice President for Enrollment and Student Services may reduce the penalty consistent with the sanctions in Section VI. If the Student appeals on the basis of violation of these procedures in conducting the formal hearing, the Vice President for Enrollment and Student Services may remand the case back to a third professional staff person within the Student Development area to conduct a new formal hearing pursuant to Section V. 3. of these disciplinary procedures.

NOTE: Some Student policies have been edited for this handbook. For the complete text of all Student policies, please refer to the current CPCC Policies and Procedures Manual and the current CPCC Catalog, which are the ultimate authorities in such matters.

Academic Advising

Advising plays an essential part in student persistence and success. If, indeed, advising is viewed as part of a retention and student success strategy, it cannot be narrowly defined. At CPCC advising is viewed as an integrated, developmental process that contributes to a student's total college performance. In that sense, advising helps students consider life goals, career goals, career opportunities, and deal with personal issues.

To foster total student development, the College operates within the framework of an integrated counseling and advisement system which includes faculty, staff, academic advisors, counselors and peer advisors.

Role of the Academic Advisor

- Recommend Classes
- Interpret Test Scores
- Read Transcripts
- Recommend Programs of Study
- Assist in Program Changes
- Explain college policies and procedures
- Answer questions about job prospects for programs
- Help with registration process
- Assist students in finding projected program completion dates
- Help students in registering for classes when the system will not allow them to due to their transcripts not being evaluated yet

Role of the Faculty Advisor

From a historical perspective, student- faculty relationships have always been viewed as an integral part of the higher education process. Faculty advisors are experts in their disciplines and knowledgeable about specific courses in their divisions, and in educational and career opportunities in their areas of concentration. The faculty advisor—

- helps students with program planning, course selection, and scheduling;
- helps students develop, clarify and evaluate educational plans and goals;
- helps students identify and explore alternatives; and
- helps students assess consequences of decisions.

Questions about	Please contact
Financial Aid	704-330-6942 or financialaid@cpcc.edu
Transcripts	704-330-6625
Cashier	704-330-6964
Registration/Admissions	704-330-6006
Placement Test	704-330-6886
If you need information on how to start school please visit the following page and follow the steps Where Do I Start?	

Counseling

Student Counselors

Student Counselors provide vital services to all students who want to make the most of their time in college. When visiting Counseling students will receive caring, knowledgeable assistance. Below are just a few of the services we offer.

- Strengthening Academic Standing
- Clarifying goals for college and planning your education
- Discussing study habits and educational history
- Assistance with test anxiety and stress
- Assistance setting goals
- Providing information about CPCC degrees, diplomas & certificates
- Connecting you with other resources on campus and off

Personal Counseling Assistance Program (PCAP)

The Personal Counseling Assistance Program (referred to hereafter as (PCAP) is designed to provide confidential and professional counseling assistance to you regarding personal issues that may be adversely affecting your success in college.

The counseling staff is trained to help you in identifying issues and evaluating options in an environment that is relaxing and non-threatening. Confidentiality is an important component of P-CAP, and you may be assured that all personal issues discussed in your counseling sessions remain confidential.

The counselors in the Personal Counseling Assistance Program feel privileged that we can play a role in assisting you in this process of self-improvement.

We remain committed to helping you help yourself.

Please send ALL questions to Counseling.Services@cpcc.edu for the most immediate response.

Standards of Academic Progress

Central Piedmont Community College requires that students make satisfactory academic progress in order to remain in good standing and continue their enrollment. CPCC has established and will apply the following standards of academic progress to all students with a declared program of study pursuing a degree, diploma, or certificate. The Student Success Center can assist students with finding resources to help both academically and personally. Academic progress will be evaluated each term. **Satisfactory Academic Progress requires that students must maintain a term GPA at or above 2.0. If a 2.0 term GPA is not met, the following actions will be taken:**

Good Standing
<ul style="list-style-type: none"> You are considered to be in good academic standing at the College if your term GPA is at or above 2.0
Academic Warning
<ul style="list-style-type: none"> You will be placed on Academic Warning if your term GPA falls below 2.0 Registration will be blocked until you contact your Faculty advisor. If your GPA improves by the end of the next term, you will be placed back into good standing.
Academic Probation
<ul style="list-style-type: none"> You will be placed on Academic Probation if your term GPA did not improve by the end of the next term. You must meet with your Academic or Faculty Advisor to develop an improvement plan. You will not be able to register until final grades are posted at the end of the semester. Your Faculty Advisor must approve the number of courses you may register for. If your term GPA improves by the end of the next term, you will be placed back into good standing.
Academic Suspension
<ul style="list-style-type: none"> If your term GPA does not raise to the required level by the third term of not meeting the Standards of Progress, you will be placed on First Academic Suspension. You will be referred to a Student Counselor who will work with you to develop an academic course of action. If you do not make appropriate progress during the term while on First Academic Suspension, you will be placed on Final Suspension. If your term GPA improves by the end of the next term, you will be placed back into good standing.
Final Suspension
<ul style="list-style-type: none"> You are suspended from enrolling in any curricular classes at CPCC for one term. You may take development classes, ESL, Career Development, Continuing Education classes or no classes.
Readmission from Suspension
<ul style="list-style-type: none"> Once you return after the term of suspension, advisement by a Student Counselor will continue for the semester. If, at the end of the term following suspension your term GPA meets the Standards of Academic Progress you will be returned to good standing.

Career Services

Student & Graduate Services

Does your student need a job?

Job listings from Charlotte employers are available online on our website. Your student can search for full or part-time jobs and can apply for them directly online!

Direct your student to Career Services Students/Graduates page and then click on the Job Listings button.

Is your student undecided about which occupation to pursue?

Currently enrolled CPCC students who are unsure of what program to choose may take advantage of this comprehensive career counseling program. Prospective students must have completed a [CPCC Application](#) and taken [placement tests](#). Career assessments are available to students as part of the career development process through which we work.

Career Assistance Online

Students can get their career questions answered online. Visit our *Got a Question* page.

Resume Writing

We have a resume writing program to assist students in creating a professional resume. A counselor will help your student design a winning resume.

Individual Employment Assistance

Career counselors are available by appointment to assist CPCC Students and Graduates with their career development and other employment matters.

Career Fairs feature employers who are looking for individuals from a variety of career areas.

Workshops & Events

A great way to learn career information and get advice! Examples of topics include: Interviewing, Applications, and Jobs Online for CPCC students. Online versions of these tutorials are available online. For schedule of workshops and other events, see our events page.

Resume Referral

This FREE service is available to CPCC graduates and curriculum students who are within one semester of graduation. Resumes are sent to employers listing full-time, professional positions with Career Services.

On-Campus Recruiting

On campus recruiters are scheduled regularly for full-time and part-time positions.

Additional Resources

Be sure to review the National Association of Colleges and Employers website. It has more helpful information to assist parents with preparing students for college.

Choosing a Career Path Many teenagers feel pressured to decide on a career path. But one expert says that forcing kids to make firm plans before they're ready isn't always a good idea. Parents need to recognize that the job market has changed, and that the rules of their youth don't always apply. Read the [article from the Globe and Mail](#)

Parents are Helping Kids Find Jobs

A tough labor market has some parents acting as employment counselors for their out-of-work kids. Parents are calling on their networks of friends and co-workers hoping to uncover leads that will help their kids land a job.

[Read more from the Tucson Citizen](#)

Career Transition Services

Do you know someone who is making a career change or needs career planning and is **not** a curriculum student at CPCC?

Career Counseling for community members is available for a reasonable fee. Clients meet in a small group or individually to discuss career issues develop a career action plan. Assistance with resumes and job search advice is available. For details, visit our [Career Transition Services web page](#) then call 704.330.6551.

CPCC Student Life

Mission

Student Life facilitates student learning and development by providing activities and services that enhance positive relationships among students, the College and the community. These relationships are created and nurtured through accessible programs and services, connections to campus and community resources, and co-curricular opportunities that focus on diversity, leadership, service and personal well-being.

Clubs and Organizations

Be sure to check out our [complete listing of student organizations!](#) (Keep in mind that not every student organization is active each semester. Be sure to contact the club advisor listed for complete information.)

Student Government Association

SGA has a presence on each CPCC Campus, though the Executive Committee office is located at Central Campus. If you would like to find out more about SGA, please contact our [Student Life staff](#).

SGA works to do the following:

- Student Advocacy
- Budget Recommendation
- Student Events
- Support of Student Organizations
- Community Service

The Student Leadership Academy

The **Student Leadership Academy** is a selective student leadership program that provides students with valuable personal growth, leadership and career development through experiential learning.

It can enhance your academic training in the classroom and promote learning through interactive leadership training sessions, retreats, career development, and campus and/or community involvement.

Campus Ministry Groups

Campus Ministry groups offer students opportunities to make new friends who are also seeking to grow in faith. It is an inviting opportunity where you can find support and encouragement as you work to meet your educational goals.

Campus Ministry Office

Overcash Academic & Performing Arts Center, Rm. 245

(please note that staff have limited weekly hours in this office)

704.330.6745

The Family Resource Center

The Family Resource Center is an on-campus facility designed to serve all CPCC students, staff and faculty. Our mission is to promote the education, personal, and professional development of all we serve by providing referrals, information, and resources. Programs, which will include workshops, seminars and lectures are offered in cooperation with the Student Life coordinators on all campuses and focus on:

- Health Education
- Domestic Violence
- Diversity
- Personal Development

Central Campus

Overcash Academic & Performing Arts Center

Room 254

704.330.6246

[Linda Jones](#), Director of the Family Resource Center

The Family Resource Center also administers a child care assistance program. Please contact us for more information on the application process.

[Childcare Assistance Application](#)

Service Learning Center

What is the Service-Learning Center?

The Service-Learning Center serves as a liaison between instructors, students, and placement site coordinators that provide service opportunities for students. The Center is an on-campus resource for information about faculty development and training opportunities related to service-learning teaching methods.

In addition to curriculum-based service, the Service-Learning Center sponsors, supports, and coordinates additional service opportunities for students outside the classroom. The programs include Alternative Spring Break, environmental service projects supporting local initiatives, tutoring programs in local schools and efforts to address hunger and homelessness.

The Service-Learning Center Mission

The Service-Learning Center initiates and supports curricular and co-curricular activities that enhance student learning, promote civic responsibility, and respond to critical needs in our community through collaborative campus and community partnerships.