STUDENT CODE OF CONDUCT POLICY & COMMUNITY STANDARDS

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Revised: July 5, 2017 (JLS)
STUDENT CODE OF CONDUCT POLICY

Statement of Expectation
Each student of Pitt Community College is expected to conduct him or herself in accordance with the college policy to preserve PCC’s safe and supportive learning environment. The term “student” includes all persons registered for or enrolled in one or more courses at PCC, either for credit or non-credit. Pitt Community College has the right and responsibility to take necessary and appropriate action to support and protect the health and safety of the college community.

Students have a responsibility to review the Student Code of Conduct Policy and other policies and to seek clarification, if necessary, from the Office of the Vice President for Student Development Services. The Student Code of Conduct Policy and other related policies and procedures may be found in the General Catalog & Student Handbook. This Policy addresses student conduct and creates developmental learning opportunities in an effort to engage students in ethical decision-making.

In addition, various academic units and administrative departments have policies specific to their area of responsibility. PCC students are expected to abide by local, state and federal laws as well as college policies. PCC has the discretion to proceed with disciplinary action under this Code in addition to any criminal or civil judicial proceedings.

Application of the Code of Student Conduct Policy will be consistent with the following values: 1) to prevent and reduce behavior that undermines student success that negatively impacts the educational mission of PCC; 2) to improve the health and safety of the campus community; 3) to provide timely intervention, support, and resources for students and; 4) to address activities of a student that clearly conflicts with the College’s mission.

Student Rights & Responsibilities
All students are assured the following rights: 1) freedom to pursue their educational goals; 2) freedom to inquire, assemble, and express their opinions; 3) due process as provided in the fourteenth amendment of the US Constitution; 4) un-prejudicial evaluation of academic performance (all students are entitled to an explanation of the basis for grades); 5) the expectation of personal safety and protection of property while on campus; and 6) continuity of the educational process.

All students are expected to meet the following responsibilities: 1) follow the student conduct policy and observe College regulations and policies; 2) acquaint themselves with the criteria to meet graduation requirements of the College in his or her program; and 3) practice good citizenship.

Faculty & Staff Authority & Responsibility
The primary responsibility for managing the classroom and campus facilities rests with the faculty and staff of Pitt Community College. If a student violates the Student Code of Conduct Policy, the faculty or staff member is required to report these violations to the Office of the Vice President of Student Development Services via the “Student Code of Conduct Report Form” (https://cm.maxient.com/reportingform.php?PittCC).

Revised: July 5, 2017 (JLS)
The conduct adjudication process at Pitt Community College is administered by the following individuals:

1. Assistant Vice President of Student Development & Community Standards – students enrolled in a curriculum program, those identified as special credit students, and Pitt County Schools Early College High School students.
2. Dean of Continuing Education & Community Development – students enrolled in a Continuing Education program or enrolled in a continuing education course.
3. Director of Transitional Studies – students enrolled in either the Adult Basic Education, High School Equivalency (GED™ diploma), Adult High School or Basic Skills Plus program.
4. Early College Liaison – students enrolled in Pitt County Schools Early College High School.

**Prohibited Student Conduct**

Conduct for which students are subject to disciplinary sanctions includes but is not limited to:

1. Academic Dishonesty (aiding and abetting, cheating, and/or plagiarizing)
2. Alcoholic Beverage and Illegal Substances – Possession, sell, under the influence and/or use
3. Canvassing
4. Coercing Behavior
5. Complicity (accessory, aiding and abetting, attempt, conspiracy, hiring, and/or willfully encouraging)
6. Computer Misuse (anonymous posts, degrading/disrupting, financial/commercial gain, illegal activity, inappropriate use, privacy invasion, unauthorized access/use, unwarranted use/display of inappropriate content, vandalism, and/or wastefully using finite resources)
7. Damage (College, employee, and/or student property)
8. Discrimination
9. Disruptive Behavior (excessive talking, learning environment, and/or syllabus violation)
10. Domestic Violence
11. Excessive Noise (driveways, hallways, parking areas, and/or walkways)
12. Facilities Misuse
13. Failure to Comply
14. False Information
15. Fighting
16. Gambling
17. Harassment (Non-sexual)
18. Hazing
19. Intimidating Behavior
20. Murder (employees and/or students)
21. Peddling
22. Profanity
23. Sexual Misconduct (assault/battery, harassment, exploitation, intimidation, rape)
24. Soliciting
25. Stalking
26. Theft (College, employee, and/or student property)
27. Threatening Behavior
28. Trespassing
29. Tobacco Use
30. Vandalism
31. Violent Behavior
32. Weapons/Firearms (possession & use)

**Student Conduct in Online Courses, Discussions and Chat Rooms**

The instructor’s responsibility for managing online student behavior is no different from managing student behavior in a traditional classroom setting. Disruptive, intimidating or uncivil student conduct that interferes with classroom procedures, the presentation of the instructor or other students, and another student’s right to pursue coursework in the online environment is a violation of the Pitt Community College Student Code of Conduct Policy.

Instructors have ultimate control over online classroom behavior and may temporarily dismiss or remove from the classroom any student engaged in disruptive conduct. Consideration of the temporary suspension from the class must be discussed with their Department Chair or Dean, and the Assistant Vice President of Student Development & Community Standards, and/or Vice President for Student Development Services before a student is permanently removed from the class for conduct reasons.

PCC Campus Police or other appropriate law enforcement entities should be informed immediately if an online student communicates a threat or discloses that they are considering harming themselves or others.

**Conduct Sanctions**

Students who are found responsible for violating the Student Code of Conduct Policy will be sanctioned. These sanctions are accompanied with a specific conduct status based on the nature of the violation. These conduct status’ are as follows:

1. Conduct Warning
2. Conduct Probation
3. Conduct Dismissal (Suspension/Expulsion) - A student may be dismissed (suspended or expelled) from the College for conduct which is not in the best interest of the student or of the College. Suspension is a temporary dismissal from the College for a designated period of time, which includes no trespassing on any sites operated by the College until the suspension term is complete and the student disciplinary hold is removed. Expulsion is a permanent dismissal from the College, which includes no trespassing on any sites operated by the College. Suspended students who successfully petition their return to the College are immediately placed on conduct probation. If a student is dismissed, notification will be provided to the following: the student, President Leadership Team, Threat Assessment Team, Campus Police and the Dean of Student Services and Enrollment Management.

Students that are sanctioned may also be subject to restrictions, obligations, and/or assigned tasks specific to their conduct violations. These restrictions, obligations and/or assigned tasks include but are not limited to no trespassing, specific individual contact, restitution, educational tasks, community service, and counseling.
Students who fail to comply with the sanctions by the completion deadline issued by the Assistant Vice President of Student Development & Community Standards and/or Vice President of Student Development Services will have a disciplinary hold placed on their account until their sanction is complete.

**Due Process**

All students are entitled to due process. Due process provides students with the following rights:

1. Be advised in writing of all alleged violations.
2. Be advised of the evidence that will be presented during administrative hearings and the identity of individuals who will be present at the hearing.
3. Submit a written account relating to the alleged charges.
4. Be provided written notification of the charges at least two (2) business days prior to any hearing or administrative review on the charge.
5. If the accused student is a minor, a copy of the written notification shall be sent to the parents/guardians of dependent students.
6. Inform the student that he/she is presumed not responsible until proven responsible by a preponderance of the evidence.
7. Request a delay of the hearing for extenuating circumstances only, which will be granted at the discretion of the Office of the Vice President of Student Development Services.
8. Admit responsibility for any or all of the violations.
9. Present relevant evidence and witnesses.
10. Present character references at the sanctioning phase of the hearing.
11. Request an alternate hearing officer with the same disciplinary authority as the initial officer if it is felt that the officer is biased.
12. Appeal a decision by a hearing or a conduct officer within the time limits specified in the Student Code of Conduct Policy.

Please note that these rights concerning due process are subject to differ from those incidents of alleged sexual misconduct.

Although students have rights throughout due process, the following responsibilities are expected:

1. The responsibility to be honest and direct in communicating with individuals involved in the conduct process.
2. The responsibility to review pertinent conduct process policies and procedures and to seek clarification if necessary.
3. The responsibility to respond in a timely manner to PCC’s requests for information, to promptly schedule meetings when requested, and to arrive on time for scheduled meetings.
4. The responsibility to provide the hearing officer with pertinent information that could be considered in the review of the alleged violation.
5. The responsibility to participate in the conduct process in a manner that is civil and respectful.

**Grade Appeals**
Appeals for grades are not grievable unless the grade was determined by arbitrary, capricious, discriminatory or otherwise unreasonable means. Students must provide sufficient evidence to support an appeal for a grade change. This appeal must be done within 30 days of receipt of the grade.

**Conduct Appeals**

Students who question the fairness of disciplinary action taken against them are entitled to submit an appeal. This process is ignited via submission of a written notice of appeal to the official listed in the students conduct sanction correspondence. The provisions of the appeal process will be applicable to all actions involving warning, probation and dismissal (suspension/expulsion).

Students who appeal the initial sanction handed down by the Dean of Continuing Education & Community Development, Director of Transitional Studies, and Early College Liaison are instructed of their right to appeal with the Assistant Vice President of Student Development & Community Standards within 10 business days.

Students who appeal the initial sanction handed down by the Assistant Vice President of Student Development & Community Standards are instructed of their right to appeal with the Vice President of Student Development Services within 10 business days.

Students who appeal sanctions of conduct warning and conduct probation may have their request granted, but it is not guaranteed. This decision will be made within the Office of the Vice President of Student Development Services and if granted, the hearing officer’s decision is considered final.

Students who appeal sanctions of conduct dismissal (suspension or expulsion) may be provided the opportunity to convene a Judicial Review Board hearing, but is not guaranteed. This decision will be made within the Office of the Vice President of Student Development Services and if granted, the Board’s decision is considered final.

**Judicial Review Board & Hearing Process**

In an effort to share the responsibility and ensure the due process that all students have a right to, there are also formal judicial board hearings. This board will be composed of the Board Chair, faculty, staff, as well as students. This board also includes a host of alternates in the event there is a conflict of interest, including representatives from each of the College’s academic divisions.

Service on this Board has no term limit however, if one agrees to participate and at any point would like to be removed from the Board, they may. Upon acceptance to serve on this committee, members will participate in an official judicial board training.

Complainants and Respondents involved in the judicial review board process must be aware of the following:

1. All participants are asked to familiarize themselves with the College’s Student Code of Conduct Policy printed in the Pitt Community College General Catalog.
2. Participants and Board members will be informed of the convening of a Judicial Review Board hearing no less than 10 business days of the scheduled hearing.

3. The purpose of the hearing is to address a student’s potential sanction of conduct dismissal (suspension or expulsion).

4. If participants are unavailable to attend this hearing, they are required to request a reasonable postponement by contacting the Assistant Vice President of Student Development & Community Standards and/or Vice President of Student Development Services in writing no less than five (5) business days prior to the hearing. This request should include a justifiable explanation for this request, as well as an alternate date and time. The approval of this postponement will be determined by the Assistant Vice President of Student Development & Community Standards and/or Vice President for Student Development Services. If the postponement request is not received by this deadline, the Judicial Review Board Hearing will continue as scheduled and a determination will be made in the participant’s absence.

5. If participants have any witnesses that will testify on their behalf relating only to the appeal in question, participants are required to submit those names to the Assistant Vice President of Student Development & Community Standards and/or Vice President for Student Development Services no later than five (5) business days prior to the hearing, including the nature of his/her testimony.

6. Participants have the right to bring an advisor/consultant to the hearing. This individual may not speak on the participants behalf; their role is only to counsel, advise and support. Participants are required to submit those names to the Assistant Vice President of Student Development & Community Standards and/or Vice President for Student Development Services no later than five (5) business days prior to the hearing.

7. Please note that the conduct sanctions that have been previously applied prior to the board hearing will remain until told otherwise based on the outcome of the hearing. Participants will be notified of the Board’s outcome no later than three business days of the conclusion of the hearing. The Judicial Review Board’s decision is considered final.

Judicial Review Board Hearing Script
During a Judicial Review Board hearing, a script is drafted in order for the Board Chair to facilitate the meeting. The Judicial Review Board Hearing Script will be provided to all participants no later than five (5) business days of the convening of a Judicial Review Board Hearing.

For any questions regarding the Judicial Review Board or the judicial review board hearing process, please contact the Assistant Vice President of Student Development & Community Standards and/or Vice President for Student Development Services.

WRITTEN STUDENT COMPLAINTS POLICY

Students are encouraged to resolve issues at an informal level by discussing the concern with the other party identified as causing or contributing to the complaint. If the issue/complaint is not resolved at the informal level – no later than 3 business days after the alleged incident – a written statement of the complaint should be filed with the Office of the Vice President for Student
Students are required to report these grievances to the Assistant Vice President of Student Development & Community Standards via the “Student Formal Complaint Form” (https://cm.maxient.com/reportingform.php?PittCC&layout_id=1). If the Student Grievance Procedure/Due Process is followed as indicated below, the Office of the Vice President for Student Development Services will respond in writing to written student complaints within 10 business days.

**Student Grievance Purpose and Procedure**

**Purpose**
The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty, staff (support and administrative) or students concerning the following:

1. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.
2. Sexual harassment complaints, which should be directed to the Office of the Vice President for Student Development Services. The student sexual harassment grievance procedure is covered in the PCC Employee Manual. Copies of the procedure may be obtained from the Office of the Vice President for Student Development Services.
3. Academic matters, excluding individual grades except where the aforementioned conditions apply.

**Procedure (Student – Faculty/Staff)**

Step 1. The student must go to the instructor or staff member where the alleged problem originated, except complaints of sexual misconduct, harassment and/or assault (refer to Title IX Policy). An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within three (3) working days of the incident which generated the complaint.

Step 2. If the complaint is not resolved at the conference with the instructor or staff member, the student should meet with the faculty or staff member’s direct supervisor within three (3) working days after satisfying Step 1. As part of the effort to resolve the issue, the supervisor will consult with the accused in an effort to resolve the complaint.

Step 3. If the complaint is not resolved at the conference with the direct supervisor, the student may file a written grievance to the Assistant Vice President of Student Development & Community Standards via the “Student Formal Complaint Form” (https://cm.maxient.com/reportingform.php?PittCC&layout_id=1). The completed grievance form must be submitted within three (3) working days after satisfying Step 2. As part of the effort to resolve the issue, the Assistant Vice President of Student Development & Community Standards or Vice President for Student Development Services will begin the investigation process, which will include any bystanders and those alleged to be involved.

**Procedure (Student – Student)**
Step 1. The student must meet with the student with whom the alleged problem originated, except complaints of sexual misconduct, harassment and/or assault (refer to Title IX Policy). An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within three (3) working days of the incident which generated the complaint.

Step 2. If the complaint is not resolved at the informal conference between the students, the student should submit a grievance to the Assistant Vice President of Student Development & Community Standards via the “Student Formal Complaint Form” (https://cm.maxient.com/reportingform.php?PittCC&layout_id=1) explaining in detail the reasoning for the submission within three (3) working days after satisfying Step 1. As part of the effort to resolve the issue, the Assistant Vice President of Student Development & Community Standards or Vice President for Student Development Services will begin the investigation process, which will include any bystanders and those alleged to be involved.

Step 3. If the complaint is not resolved after the investigation is complete, the complaint may be moved to a Judicial Review Board hearing, but is not guaranteed. This decision will be made within the Office of the Vice President of Student Development Services. If granted, the Board’s decision is considered final.

Title IX: Sexual Misconduct, Harassment & Assault Policy

Legal Requirements
Title IX is a federal law that applies to educational institutions receiving federal financial assistance and prohibits discrimination on the basis of sex in an educational institution's programs or activities, including employment, academic, educational, extracurricular and athletic activities (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, including sexual harassment and sexual violence, which are forms of sex discrimination. Title IX requires colleges to take necessary steps to prevent sexual assault on their campuses, and to respond promptly and effectively when an assault is reported.

The Clery Act requires colleges to report annual statistics on crime, including sexual assault and rape, on or near their campuses, and to develop and disseminate prevention policies.

Violence Against Women Act (VAWA)/Campus Sexual Violence Elimination Act (SaVE) clarifies that “sexual violence” includes domestic violence, dating violence and stalking, which must be included in campus Clery reports, and also requires that institutional policies address and prevent sexual violence through training, education, and certain discipline procedures.

Together, these laws require PCC to:

- Publish and widely disseminate a notice of nondiscrimination on the basis of gender or sex.
- Designate employees to coordinate Title IX compliance (including compliance with VAWA/Campus SaVE Act, and all other relevant sexual discrimination/harassment/violence legislation).
- Adopt appropriate complaint and investigation procedures.
- Implement education and prevention programs for students and employees, as well as complainant resource programs for complainants of sexual harassment or sexual violence.
- Provide written rights, options and information to complainants of sexual violence.
- Provide training to the campus community on how to prevent, identify and report sex discrimination (including sexual harassment and sexual violence).
- Provide training on how to conduct investigations to those employees who investigate allegations of sex discrimination (including sexual harassment and sexual violence).
- Provide training to student conduct hearing officers.

**College Commitment**

PCC students, faculty, staff, guests, and visitors have the right to be free from all violence, on and off the campus community, as it relates to PCC’s sexual discrimination and misconduct policy. All members of the campus are expected to conduct themselves in a manner that does not infringe upon the rights of others. PCC is committed to eliminating sexual misconduct in all forms to include, but not limited to, sexual assault, sexual harassment, sexual discrimination, stalking, relationship violence, and domestic violence. PCC provides reporting options, investigations, disciplinary processes, and prevention training to ensure the safety of students, faculty, staff, and visitors.

**Who to Contact**

Students, faculty, staff, bystanders, quests and visitors are encouraged to report sexual misconduct, harassment or discrimination that occurs on or off campus. Dr. Donald Spell, Vice President for Student Development Services and Ms. Ina Rawlinson, Director of Human Resources are the College’s Title IX Compliance Officers.

- **College contact for students, faculty, staff, bystanders, guests and visitors reporting sexual misconduct, harassment or discrimination involving a student:**
  Joanne Ceres, Interim Vice President for Student Development Services
  Pitt Community College, P. O. Drawer 7007, Greenville, NC 27835-7007
  Telephone: 252-493-7211
  Fax: 252-321-4333
  E-mail: jceres@email.pittcc.edu
  Office Location – Room #4 Vernon White Building

- **College contact for students, faculty, staff, bystanders, guests and visitors reporting sexual misconduct, harassment or discrimination involving staff, faculty, guests and visitors:**
  Ms. Ina Rawlinson, Director of Human Resources
  Pitt Community College, P.O. Drawer 7007, Greenville, N.C. 27835-7007
  Phone: 252-493-7289
  Fax: 252-321-4392
  E-mail: irawlinson@email.pittcc.edu
  Office Location – Room #11 Vernon White Building
Confidentiality
The College will respect the confidentiality of the complainant and the accused as much as possible. Students who wish to report sexual misconduct should be aware that employees on campus have reporting responsibilities and are required to contact the College’s Title IX Compliance Officer when they become aware of sexual misconduct. The Title IX compliance officer, with the complainant’s consent, may contact and discuss the criminal issues surrounding the case if it becomes apparent that a criminal offense has occurred. The Title IX Compliance Officer may also refer the complainant to the College’s Sexual Assault Victims Advocate for support and counseling. The relationship between the complainant and the advocate is confidential in nature and information is only shared with complainant consent.

Reporting Process
When a complainant reports sexual misconduct (that occurred on or off campus) to the Title IX Compliance officer or another employee; he or she has the right to expect the college to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. **Pitt Community College strongly encourages complainants to report Sexual Violence or Discrimination directly to the appropriate campus Title IX Compliance Officer.**

The Title IX Compliance Officer will inform the complainant of the initiation of an investigation prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the college’s response to the incident. The Title IX Compliance Officer will remain mindful of the complainant’s well-being, and will take ongoing steps to attempt to protect the complainant from retaliation or harm, and work with the complainant to create a safety plan. Retaliation against the complainant, whether by students, employees or third parties, will not be tolerated.

After the initial report, the Title IX Compliance Officer will notify the complainant and the accused of the outcome of the investigation within 60 days from the date of the report. Possible sanctions or protective measures may result from the institutional investigation.

Complainants, accused, and bystanders will be asked to complete a Sexual Harassment/Discrimination Incident Report.

Bystander “Duty to Report”
Pitt Community Colleges students and employees have a “duty to report” sexual misconduct that occurs on or off campus. Bystanders are required to:

- Report what you know to the Title IX Compliance Officer.
- As a bystander (witness) you are responsible for giving accurate and truthful information about what you witnessed.
- Maintain documentation regarding any matters involving sexual misconduct, discrimination or harassment.
- Do your best to maintain impartiality. Avoid expressing opinions about the accused or other persons involved.
- Maintain privacy; however, you should not make promises regarding complete confidentiality.
Any act by a Pitt Community College employee or student of retaliation against an employee or student for using the applicable policies responsibly interferes with free expression and openness and violates PCC policy. Accordingly, members of the college community are prohibited from acts of retaliation against those who file or are involved as bystanders. If you feel you have been retaliated against because of your participation in this process, it is your right to file a complaint of retaliation to the Title IX Compliance Officer.

Definitions

**Domestic Violence**: Crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, or by a person who is cohabitating with or has cohabitated with the complainant as a spouse.

**Intercourse includes**: vaginal or anal penetration by a penis, object, finger, or tongue and/or oral copulation, mouth to genital contact or genital to mouth contact, no matter how slight the contact.

**Non-Consensual Sexual Contact**: Any intentional sexual touching by a man or woman and with any object that is without consent and/or by force (no matter how slight the contact).

**Non-Consensual Sexual Intercourse**: Any sexual intercourse by a man or woman and with any object that is without consent and/or by force (no matter how slight the contact).

**Relationship Violence**: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Sexual Assault**: An actual, attempted, or threatened sexual act with another person without the person’s consent.

**Sexual Contact includes**: Intentional contact with the breasts, buttocks, groin, or genitals; such as touching another with any of these body parts or making another person touch you with or on any of these body parts. Or any intentional bodily contact in a sexual manner, though not necessarily involving contact with breasts, buttocks, groin, genitals, mouth, or other orifice.

**Sexual Exploitation**: Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

**Sexual exploitation examples include**: invasion of sexual privacy, prostituting another person, non-consensual video or audio-taping sexual activity, going beyond the boundaries of consent such as letting a friend hide in the closet while you have sex, voyeurism, knowingly transmitting
an STI or HIV to another student, exposing one’s genitals in non-consensual circumstances or asking another person to expose their genitals, and sexually-based stalking or bullying such as emailing sexually explicit photos to another person or making sexual jokes at the expense of another person.

**Sexual Harassment**: Conduct of a sexual nature that includes unwelcomed sexual advances, requests for sexual favors, joke’s about sex or sexual orientation, other verbal, non-verbal, physical conduct of a sexual nature that creates a hostile environment.

**Sexual Misconduct**: Refers to sexual discrimination, assault, harassment, and/or other sexual violence.

**Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or suffer substantial emotional distress.

**Roles and Responsibilities**

**Role of Title IX Compliance Officers**
Oversees all complaints of Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and/or Stalking, including related investigations, interim and/or ultimate remedies, resolution, and coordination with disciplinary decision-makers regarding any resulting discipline against the accused.

Meets with the complainant on a regular basis to determine what steps (interim and ultimate) should be taken to protect him/her from any hostile or unsafe environment resulting from Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and/or Stalking, and ensuring that such steps are taken. While PCC can’t guarantee someone’s safety we will make reasonable accommodations to prevent such activities from occurring.

Works with appropriate campus divisions (e.g., Campus Police, Human Resources, Academic Affairs, and Student Development Services) to provide employees and students with educational programs and information, as required by Title IX, VAWA/Campus SaVE Act, and other applicable laws.

Reviews the outcome of employee and student disciplinary proceedings involving cases of alleged Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and/or Stalking, to determine whether any additional remedies need to be provided to the complainant.

Identifies and addresses any systemic or other patterns of Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking, and implementing corrective measures, as appropriate.

**Role of Campus Police**
The complainant has the right to report sexual misconduct (that occurs on or off campus) to the College’s campus police department. The complainant may request that the police department
gather evidence and investigate the crime. A delay in reporting the crime may result in the loss or destruction of evidence; so it is important that the complainant report an incident as soon as possible. Immediate reporting is also important if the complainant wishes to take further action against the accused.

When a complainant makes an immediate report regarding sexual misconduct, the need for medical attention is considered top priority. Decisions surrounding police investigations do not need to be made prior to receiving medical care; however, receiving medical care as soon as possible can help preserve evidence in the event that the complainant decides to take further action against the accused. Once the complainant decides to file charges, the College’s Campus Police Department will take a report of the assault and conduct an investigation.

**Campus Contact**
Campus Police
252-493-7777

**Role Sexual Assault Victim’s Advocate (Support for Complainant)**
When a complainant makes a report of sexual misconduct (that occurs on or off campus), he or she should be encouraged to seek the support of the Sexual Assault Victim’s Advocate. The advocate provides free and confidential counseling services to the complainant. They are able to connect complainants to resources on and off campus aimed at supporting survivors of sexual assault.

The Counseling Department is often the first point of contact when someone has been assaulted. The victim’s advocate will explain the campus’ “duty to report” policy and will help a complainant access additional resources; such as medical care, Title IX Compliance officer, campus police, and community support programs as needed.

The victim’s advocate is also able to assist complainants regarding academic issues as they relate to the assault.

**Campus Contact**
Olivia Sutton
Lead Counselor
Sexual Assault Victim’s Advocate
252-493-7222 or osutton@email.pittcc.edu

**Complainant Rights**
The Title IX Compliance Officer will have 60 days to complete an investigation.

A complainant may file a police report at any time during the duration of a Title IX investigation. The Title IX investigation will continue to move forward during a criminal investigation.

The complainant will be encouraged to submit a written formal complaint against the accused.
The College will protect the complainant and take immediate action to protect individuals in the educational setting.

The Title IX Compliance Officer will verbally notify the accused that they are to have no contact with the complainant.

If the complainant does not wish to proceed with a formal written complaint, the Title IX Compliance Officer will continue the formal investigation should the preliminary facts warrant. The Title IX Compliance Officer will explain to the complainant that without their cooperation, a full investigation will be limited. The Title IX Compliance Officer will also explain that the colleges obligation to investigate and document the allegations.

The Title IX Compliance Officer may decide that provisions will need to be put in place to attempt to ensure that the complainant remains safe from retaliation or harm during the investigation.

The complainant will be given guidance at the start of the investigation. The college will ensure due process rights for all parties.

Should the Title IX Compliance Officer find that a conflict of interest exists, before the investigation has begun, they will provide the complainant with a secondary individual to assist with the intake process.

The Title IX Compliance Officer will abide by the colleges FERPA standards in all intake and investigative processes as it relates to student on student Title IX cases.

All parties will be provided with a resolution that is supported by substantial evidence. The Title IX Compliance Officer will provide a written summary of resolution to all parties within 10 days following the completion of the investigation.

Upon completion of the investigation, all parties will have the right to appeal within 10 business days.

Accused Rights
The Title IX Compliance Officer will have 60 days to complete an investigation.

The accused will be given guidance at the start of the investigation.

The accused will have the right to bear witnesses.

The college will ensure due process rights for all parties. Should the Title IX Compliance Officer find that a conflict of interest exists, before the investigation has begun, they will provide the student with a secondary individual to assist with the intake process.

The Title IX Compliance Officer will abide by the colleges FERPA standards in all intake and investigative processes as it relates to student on student Title IX cases.
All parties will be provided with a resolution that is supported by substantial evidence.

The Title IX Compliance Officer will provide a written summary of resolution to all parties within 10 business days following the completion of the investigation.

Upon completion of the investigation, all parties will have the right to appeal within 10 business days.

**Student Code of Conduct and Employee Handbook**
Students should review the Student Code of Conduct located in the *Student Handbook* for more information. This Code of Student Conduct is applicable to every student enrolled at the College, and may at times, apply to persons off campus when using College facilities or participating in PCC programs or activities, including off campus trips and clinical sites. The *Employee Handbook* is applicable to every employee that is employed by the college, therefore all employees should review the Employee Handbook for more information.

**Preventing Sexual Harassment**
Pitt Community College strives to create an academic community conducive to the development of each student by fostering an educational process committed to excellence and equity. Students, faculty, and staff are citizens of the local, state and national governments and of the academic community and are therefore, expected to conduct themselves as law abiding members of each community at all times.

Admission to a College carries with it special privileges and imparts special responsibilities apart from those rights and duties enjoyed by non-students. Students are expected to behave in a manner that is conducive to the mission of the College. In recognition of the special relationship that exists between the College and the academic community, Pitt Community College Board of Trustees has authorized the President to take such action that may be necessary to maintain campus safety and preserve the integrity of the College.

**Prevention and Training Programs**
Institutions must provide primary prevention and awareness programs for all incoming students and new employees, along with ongoing prevention and awareness campaigns that include the following:

- A statement that the institution prohibits sexual violence
- The definition of domestic violence, dating violence, sexual assault, and stalking in their jurisdiction (the institution must still follow the federal definitions when collecting statistics, offering victims assistance, and conducting disciplinary proceedings)
- The definition for sexual activity in their jurisdiction
- Bystander intervention
- Risk Reduction
- Information about disciplinary proceedings and victims’ rights as required by SaVE.

**Campus Contacts**

Revised: July 5, 2017 (JLS)
Joanne Ceres  
Title IX Compliance Officer (Students)  
Interim Vice President for Student Development Services  
252-493-7211

Ina Rawlinson  
Title IX Compliance Officer (Employees)  
Director of Human Resources  
252-493-7289

Amanda Wells  
Deputy Title IX Coordinator (Employees)  
HR Generalist  
252-493-7810

Amelia Martin  
Deputy Title IX Coordinator (Students)  
Student Support Manager/Director of PCC Global  
252-493-7480

Campus Police  
252-493-7777

Olivia Sutton  
Sexual Assault Victims Advocate  
Lead Counselor  
252-493-7222

**Frequently Asked Questions**

If I am a PCC employee, what should I do if someone tells me they have been sexually assaulted?

If someone reports sexual misconduct to you, explain the “duty to report” policy to them. Contact the Title IX Compliance Officer to make a report. Refer the student to campus resources including Title IX compliance officer, Campus Police, and the Sexual Assault Complainant’s Advocate in the Counseling Department for support.

What should I do if I have been sexually assaulted?

Seek medical attention immediately. Upon reporting to the hospital, the medical staff will alert the Pitt County Sexual Assault Response Team (SART). SART consists of nurses, police officers, investigators, and sexual assault victims advocates who are specifically trained to work with victims of sexual assault. This does not obligate you to pursue charges against the accused.

Once you return to PCC, contact the Title IX Compliance Officer to make a report of sexual misconduct that occurred on or off campus. If you wish to make a report to Campus Police, the Title IX Compliance Officer can assist you. The Title IX Compliance Officer will also link you to campus resources for support.
If sexual misconduct occurs off campus, can the College investigate?
It is important to contact the Title IX Compliance Officer if there has been an incident of sexual misconduct involving PCC students off campus. The Title IX Compliance Officer will investigate and make decisions regarding the continued enrollment of the accused.

Someone has filed a complaint against me, what do I do?
If someone files a report of sexual misconduct against you, it is important that you DO NOT contact the alleged complainant by any means— in person, by phone, by mail, by social media, or any electronic communication or through someone else. Familiarize yourself with PCC policies surrounding sexual misconduct so you know what to expect. Direct any questions or concerns to the Title IX Compliance Officer and if you need support, contact the Sexual Assault Victim’s Advocate or Counseling Services. Cooperate fully with campus officials.

To whom should I report that I’ve been sexually assaulted?
If you have been sexually assaulted and you would like to make a report, contact Campus Police or the Title IX Compliance Officer.

Will my complaint remain confidential?
Your privacy is priority; however, some information must be disclosed in order to fully investigate a complaint. PCC employees are also required to follow the “duty to report” policies. You are welcome to discuss your concerns regarding confidentiality with the Title IX Compliance Officer or the Campus’ Sexual Assault Victim’s Advocate.

What if I want to remain anonymous?
PCC honors anonymous reporting options. If you wish to remain anonymous, but would like to make a report against a PCC employee or student, please call the Title IX Compliance Officer. You will be asked questions regarding the crime, but will not have to give your name.

Do I have to identify the accused?
In order to conduct a thorough investigation, the alleged accused must be identified. If you do not know the accused’s name, you may be asked to describe him or her to the best of your ability.

If I report to the Title IX Compliance Officer, do I have to contact the police?
The Title IX Compliance Officer will contact Campus Police if it is determined that a crime occurred on campus for statistical purposes, however, this does not obligate you to pursue charges against the accused.

THREAT ASSESSMENT TEAM
Pitt Community College’s Threat Assessment Team (TAT) is established to investigate upon information on signs of a potential threat displayed by students at Pitt Community College and/or citizens on any sites operated by our institution. These threats must be either imminent (about to happen), capricious (subject to, led by, or indicative of a sudden, odd notion or unpredictable
change; erratic), or arbitrary (subject to individual will or judgment without restriction; contingent solely upon one’s discretion).

Threat Assessment Team members are selected for their expertise and are trained in key areas to address a response to extreme abnormal behaviors that may be otherwise identified as a threat to the College community. Any suggestions or recommendations made by committee members will be taken into consideration based upon their expertise, and leaning on that expertise immediate action will follow.

The Pitt Community College Threat Assessment Team can be contacted via email at PCCTAT@email.pittcc.edu. If you have a concern of an immediate threat, please call Campus Police at 252-493-7777.

CASE MANAGEMENT TEAM
The purpose of Pitt Community College’s Case Management Team is to provide a systematic response to reports of behavior that is concerning or disruptive to the College community. The Case Management Team is a cross-unit group whose members consist of College staff from Campus Police, Counseling Services, Disability Services, and Student Conduct.

COLLEGE/WORKPLACE ANTI-VIOLENCE POLICY
Safety and security of all students, staff, faculty and customers is a primary concern of Pitt Community College. Therefore, acts of violence made by or against any of the aforementioned will not be tolerated. Students, staff, faculty and customers committing acts or threats of violence will be subject to disciplinary action that may result in dismissal/suspension from the college and/or having privileges suspended.

Pitt Community College has a zero tolerance for violence and therefore prohibits the following behaviors:
• any act or threat of violence made by an employee, student or customer against another;
• any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion;
• any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public;
• any act or threat of violence made directly or indirectly by words, gestures, or symbols;
• use or possession of weapons on the college campus.

FIREARMS POLICY
In accordance with NCGS 14-269.2(k), a firearm is permissible on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; AND
2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
3. The handgun remains in either a closed compartment or container within the individual with the permit’s locked vehicle; or a locked container securely affixed to the individual with the permit’s locked vehicle; AND
4. The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
5. The firearm remains in the closed compartment at all times.

SUBSTANCE ABUSE AND COMMUNICABLE DISEASE POLICY
Pitt Community College recognizes its responsibility to provide:

• a wholesome environment of health education awareness for students, faculty, and staff,
• a climate which discourages alcohol and substance abuse and the spread of communicable diseases, and
• the implementation of those measures which foster good school/community relations in the pursuit of maximized learning experiences for all its students.Pitt Community College will conduct educational programs as needed to inform students, staff, and faculty about substance abuse and communicable diseases, including warning signs and preventive measures. The educational program may include, but not limited to, written publications, audio and video presentations, guest speakers, seminars, workshops, health fairs, and other similar publications and activities. The College will also appoint a task force, as needed, composed of representatives from all segments of the institution, to advise and assist in implementing policies, programs, and procedures in support of these endeavors.

Substance abuse assistance will focus on actions such as:
• providing existing human resources for early intervention for individuals with chemical problem,
• offering educational drug abuse prevention programs,
• referring persons needing assistance to existing community agencies, while preserving the dignity of the individual and the confidentiality of their student record, and
• referring students exhibiting erratic and/or disruptive behavior to the Vice President of Student Development Services where students will be subject to disciplinary action. The possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G. S. 89-90 through G.S. 90-94 in or on any part of the Pitt Community College campus will not be tolerated. For any infraction which is a violation of Federal or N.C. Law student will be turned over to local authorities. Policies regarding communicable diseases are as follows:
• Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.
• Any student, college employee (either full-time or part-time) and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact on a confidential basis, to the appropriate supervisor.
• Persons who know or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.
• The College will widely publicize and carefully observe the safety guidelines established by the U.S. Public Health Service and the Centers for Disease Control and Prevention for the
handling of blood and other body fluids and secretions in all areas of the College where such fluids or secretions may be encountered.

**TOBACCO USE POLICY**
It is the policy of Pitt Community College that smoking, the use of smokeless tobacco, and unregulated nicotine products (i.e. “e-cigarettes”) are prohibited inside all college facilities and college vehicles. Smoking and the use of e-cigarettes are permitted only in areas specifically designated and posted as smoking areas.

**CANVASSING, PEDDLING, AND SOLICITING POLICY**
Canvassing, peddling, and soliciting are not allowed on the PCC campus. Door to door sales, distribution of handbills, and placement of materials on automobiles are not allowed on the PCC campus.

Student organizations must request permission from the Vice President of Student Development Services to hold special sale campaigns, solicitation activities, or to post materials on the campus. Non-student organizations or individuals must request permission from the Vice President of Administrative Services to conduct similar activities.