



# 2016-2017 COLLEGE CATALOG & STUDENT HANDBOOK

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## MESSAGE FROM THE PRESIDENT

Welcome to Durham Technical Community College — the community college of the City of Medicine and Research Triangle Park; Orange County’s community college; and the first steps on the road to a bachelor’s degree from the University of North Carolina at Chapel Hill, North Carolina Central University, or dozens of other public and private colleges and universities.

Since 1961, Durham Tech has provided high-quality, affordable, and convenient technical and career education; served as the springboard to a bachelor’s degree; enabled tens of thousands of Triangle residents to enjoy continuing education offerings; and given many thousands more a second chance at success through adult literacy programs. With the opening of our Orange County Campus, we now deliver the same high-quality programs and services to the residents of Carrboro, Chapel Hill, Hillsborough, and Mebane.

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

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

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

William G. Ingram, EdD  
President, Durham Technical Community College

## ABOUT DURHAM TECH

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

### Mission

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

### Vision Statement

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

### Purpose

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

View the entire [Strategic Plan](#).

### Accreditation

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

View the list of [programs accredited by national associations](#).

### **Approbation**

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

### **Governance**

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

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

### **Performance Measures**

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

## ADMISSIONS INFORMATION

### Admissions Policies

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

- **Enrollment Due Dates**

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

View the enrollment due dates in the [Admissions](#) section or on the [Important Dates](#) web page.

- **International Admissions**

As part of its enrollment process, Durham Tech reviews the immigration and residency status of all non-US citizens and provides enrollment advising. Please visit the [Center for the Global Learner](#) in the White Building, room 1-148 to begin this process. Advisors are happy to discuss educational options with students in all immigration statuses, including undocumented students. To schedule an appointment, contact the Center for the Global Learner at [cgl@durhamtech.edu](mailto:cgl@durhamtech.edu) or call 919-536-7264, ext. 3228.

View more information about admissions steps for non-US/international students in the Admissions section for [Non-US/International Students](#).

### Admission Requirements for AAS, AA, AFA, AS, and AE Degree Programs

Durham Tech offers career and technical programs of study leading to [Associate in Applied Science degrees, diplomas, or certificates](#) in areas of business, education, and information technologies; health, industrial, and engineering technologies; and applied and public service technologies. In addition, the college offers university transfer programs of study leading to the Associate in Arts, Associate in Science, Associate in Fine Arts, or the Associate in Engineering degree. Admission to any career, technical, or university transfer program is available to applicants who are high school graduates or high school equivalency graduates.

The admission process for the [Associate in Arts, Associate in Science, Associate in Fine Arts, or the Associate in Engineering](#) degrees requires the initial application and proof of high school completion and/or transcripts of postsecondary work. If the student received an associate's degree or higher from a regionally accredited institution, proof of high school completion is not required. If the student is applying for veteran's benefits, all official transcripts (high school, college, or GED) are required. Health examinations, reference forms, and other documents also

may be required to participate in clinical or practical training courses in certain programs. All admission documents become the property of the college and are not to be copied for release to students or third parties.

### **Admission Requirements for Limited-Enrollment Programs**

Admission to certain [Health Technologies](#) programs and [Emergency Medical Science](#) is limited. Applicants should review the [admissions steps for limited-enrollment programs](#) for further admissions information. These programs may require developmental and/or preparatory courses prior to admission. As such, the college emphasizes that applicants considering these programs seek career guidance. Through information sessions and counseling conferences held before admission to these programs, applicants may obtain assistance in setting realistic goals.

### **Admission Requirements for the Associate in General Education Degree Program**

In addition, the college offers an [Associate in General Education degree](#) program. This program is designed for individuals wishing to broaden their education with emphasis on personal interest, growth, and development. This program is not designed as a college or university transfer program. Admission to the Associate in General Education degree program is available to applicants who are high school graduates, high school equivalency graduates, or are at least 18 years of age.

### **Corporate and Continuing Education Admission Information**

Students may also attend noncredit courses without applying for admission. View the [Corporate and Continuing Education](#) section for information about career growth, personal growth, and business development.

More information can be found in the [Admissions](#) section of the website.

## ADVISING, REGISTRATION, AND PLACEMENT

### Advising

Academic advising is an interactive process that connects students with a knowledgeable faculty or staff member who can help them make informed educational decisions. Students who have received effective academic advising will understand the courses required to complete a degree, develop a personal plan to be successful in these courses, and be prepared to register for courses appropriate to their skill levels and educational goals. All new students will attend and have the opportunity to meet with an academic advisor during a ConnectSession, Durham Tech's student orientation. Returning admitted students will connect with an assigned program academic advisor. Visiting students are advised during general registration in the Admissions and Enrollment Services office. All students are required to meet with an advisor prior to registering each semester in order to have their advising hold removed. Detailed instructions are provided in the [Advising section](#).

### Registration

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

### Placement Testing

Students may meet college-level placement requirement in different ways. Most curriculum classes at Durham Tech require college-level skills in reading, writing, and math. Students may meet college-level placement based on SAT, ACT, NCDAP, COMPASS, ASSET, or ACCUPLACER test scores. If test scores are older than five years, students must retest unless they have been continuously enrolled in classes. Continuous enrollment is defined as not missing three or more consecutive semesters of enrollment in courses. Students may also meet prerequisite course requirements by utilizing Multiple Measures as defined by the state of North Carolina.

Students who visit the testing center are asked a series of questions regarding US English as their first language. Depending on the response students may be administered the Accuplacer ESL test to determine [English as First Language \(EFL\)](#) placement.

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



## TUITION AND FEES

### Tuition for Curriculum Students

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

### Tuition for Continuing Education Students

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

### Tuition for Two Colleges

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

### Tuition Fee Basis

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

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

High school students enrolling in Durham Tech classes are exempt from tuition charges.

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

### Tuition for Self-Support Courses

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

Senior citizens and Durham Tech employees also must pay for self-support courses.

### Course Cancellations and Refund Procedures for Credit Courses

Tuition refunds for curriculum classes are subject to the following requirements:

- **Course Cancellation by Durham Tech**

A 100 percent refund is issued when a student officially drops a course prior to the first day of classes of the academic semester noted in the academic calendar. If a course is canceled by Durham Tech, that portion of tuition paid for the canceled course is refunded in full.

- **Dropped Course by Student**

A 75 percent refund is issued when the student officially drops a course prior to or on the official 10 percent point of the semester. Requests for refunds are not considered after the 10 percent point of the semester.

*Student fees, including administrative, laboratory, malpractice insurance (if required for a program of study), and graduation fees cannot be refunded except in the case of courses canceled by the college.*

For specific deadlines, including the 10 percent point of the semester, go to the [Important Dates web page](#).

- **Refund Process**

To begin the refund process, a student must drop the course(s) using Self-Service or WebAdvisor. For a 100 percent refund, the course must be dropped by 11:59 p.m. on the day prior to the first day of the academic semester. For a 75 percent refund, the course must be dropped by 11:59 p.m. on the day designated as the official 10 percent point of the semester. Refund checks are automatically generated provided a student completes the drop process within the designated refund period. The tuition refund check is mailed to the student's address on record at the college after the end of the 75 percent refund period, typically about three weeks after the beginning of the semester. Contact the Business Office at 919-536-7201 for any questions or concerns about tuition refunds.

The Durham Tech [refund procedure for credit courses](#) is available on the website and at the following locations: the Main Campus at the Cashier's Window in the White Building and at the Corporate Education Center reception area; at the Northern Durham Center information desk; at the SouthBank Building information desk; at the information desk of the Durham Tech site located at Northgate Mall; at the Orange County Campus information desk; and at the Orange County Skills Development Center. The curriculum refund procedure is subject to change by action of the North Carolina Community College State Board to its refund policy.

### Student Fees

**Please Note:** All fees are subject to change. View the current [list of student fees](#).

- **Administrative Fee**

All curriculum students are charged a student administrative fee to support student

clubs and social activities, computer/technology use, college parking/security, student ID cards, and accident insurance for students participating in college classes and functions.

- **Supply Fee**

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

- **CAPS and Computer Use/Technology Fee**

Continuing Education students pay a college access, parking, and security fee (CAPS) and a computer use and technology fee. *Students enrolled in classes that have no tuition costs are not required to pay the CAPS fee. Adult High School students do not pay a parking fee or a student ID fee. There is a replacement fee for the student ID and the hanging parking decal.*

- **Graduation/Commencement Fees**

A graduation fee is payable at the time a student applies for graduation. The fee covers the cost of the award (degree, diploma, or certificate) and the award cover. Graduating students participating in commencement pay a fee for their caps, tassels, gowns, and graduation announcements. More information about graduation fees can be found in the [graduation section](#).

- **Transcript Fee**

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

- **Books and Supplies**

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

- **Student Insurance**

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

- **Malpractice and Health Insurance**

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

- **Insurance for Study Abroad**

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

- **Additional Expenses**

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

## FINANCIAL AID

### Requirements

All students are encouraged to apply for financial aid. Students are required to meet the following requirements:

- Demonstrate financial need
- Have a high school diploma or a GED certificate
- Be admitted to an eligible program of study at Durham Tech
- Have a current US citizenship or current eligible non-citizen
- Have a valid Social Security Number
- Be registered with the Selective Service, if required
- Maintain satisfactory academic progress at Durham Tech
- Currently, not be in default on a federal student loan and/or not owe money on a federal student grant
- Certify that federal student aid will be used for educational purposes only

### Applying for Financial Aid

Students interested in applying for financial aid should complete the FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Make sure to include Durham Tech's school code (005448), so the college will receive your information. The application process can take more time than expected, especially during registration periods.

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

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

### Scholarships

Students enrolled at least half time with a 2.0 or higher grade point average are eligible for scholarships. Students do not apply for a specific scholarship. A scholarship review team determines the recipients for those scholarships awarded by the college. This process gives students a greater chance of receiving scholarship funds. Scholarships are applied for the next academic year during the spring semester.

The criteria for eligibility and the amount of the award are different for each scholarship. A listing of scholarships and their selection criteria can be found in the [scholarships section](#) of the website.

**Veterans Information**

The Veterans Affairs (VA) office assists students who are eligible for veterans educational benefits, including veterans, active-duty personnel, and members of selected reserves and the National Guard.

- To be eligible for educational benefits, students must be admitted to a curriculum program and have high school and all college transcripts on file at Durham Tech.
- Before paying tuition and fees each semester, students must first have their class schedules approved by their academic advisors and then by staff in the VA office. Student are required to notify the VA School Certifying Official (SCO), via email, when registration is complete.
- Students who are “visiting” from their home college and who may be eligible for VA benefits must contact the Durham Tech Veterans Affairs office to provide appropriate documentation.
- Information about VA Affairs work-study, standards of academic progress, attendance, and conduct for students receiving veterans educational benefits, and course substitutions can be found on the [Veterans Information](#) web page.

## STUDENT INFORMATION AND RECORDS

### Transfer Credit Evaluation

Durham Tech evaluates transfer credit for equivalent courses with the grade of “C” or better from member institutions of the North Carolina Community College System and other post-secondary institutions accredited by a regional accrediting association. Applicants who have been enrolled in any post-secondary institution are required to submit official transcripts of previous academic work to Durham Tech’s Student Information and Records office if they desire transcript evaluation for transfer credit. An official transcript is one that is sent directly from the previous high school, college, or university, or is submitted by the student in an official, sealed envelope from the educational institution. Emailed transcripts are accepted through transcript processing services such as CFNC, ADDS, Parchment, and Script-Safe only. Faxed transcripts and diplomas are not accepted as official documents for transcript evaluation.

When Durham Tech receives the official transcript, the college will send a confirmation email to the student’s ConnectMail (college email) account to verify the receipt of transcripts. The transcript will be evaluated by a transcript evaluation specialist to award credit for the specific Durham Tech course most closely related to the course transferred using the following criteria:

- All transfer course credit must be equivalent to course offerings at Durham Tech;
- The grades for courses transferred must be a “C” or better;
- Courses transferred must be 100 level or above;
- Comparable developmental education courses offered by North Carolina community colleges below the 100 level are transferable within the North Carolina Community College System (NCCCS); and
- The grades for transferred NCCCS developmental courses must be a “B” or better (a “C” or better is accepted for MAT 070 and MAT 080 courses only).

Transcripts can take up to two weeks (ten business days) to be evaluated during peak registration times. Transfer credit is recorded as a grade of “TR” on the student’s transcript. When transfer credit is in question, the student may be asked for supporting documentation such as an official course description or course syllabus. In certain instances, students may be granted non-course equivalencies, waivers, and backfills for transfer work that does not meet a course-by-course, credit-by-credit equivalency. In this instance, it is recorded under the Test Summary tab on the Self-Service or WebAdvisor student account.

Once the transcript has been evaluated, the college will send another email to confirm the completion of the evaluation. At that time, the student will be able to view any transfer credit on the academic transcript, and non-course equivalencies, waivers, and backfills on the student’s Self-Service or WebAdvisor account. Transfer credit, non-course equivalencies, waivers, or backfills are not used to calculate cumulative, program, graduation, or academic progress grade point averages. However, transfer credit is used to calculate financial aid satisfactory academic progress (SAP). See the [financial aid SAP policy](#).

International transcripts must be evaluated before transfer credit can be considered. Please see the [Translation and Evaluation Services section](#) for a complete list of acceptable organizations.

Students with questions regarding transfer credit may contact Student Information and Records at 919-536-7214 or visit the office located in the Phail Wynn, Jr. Student Services Building, room 10-201 on our Main Campus. Visitors must obtain a temporary visitor’s permit at the

Campus Police and Public Safety office located in **Building 8**. The visitor permit should be clearly displayed inside the left front windshield of the vehicle. For additional information, please review the information located in the **parking section**.

### **Advanced Placement (AP), College-Level Examination Program (CLEP), International Baccalaureate (IB), and Defense Activity for Non-Traditional Educational Support (DANTES) Transfer Credit**

Students who submit official documentation of Advanced Placement (AP), College-Level Examination Program (CLEP), International Baccalaureate (IB), or Defense Activity for Non-Traditional Educational Support (DANTES) scores will be awarded credit for **approved courses** with the appropriate threshold score at Durham Tech. Official documentation includes any official, sealed copies of scores from the College Board (AP and CLEP scores), International Baccalaureate (IB scores), or from the Department of Defense (DANTES scores); official, sealed transcripts from a high school with specific tests and scores listed; or other post-secondary college official, sealed transcripts that include specific tests and scores listed. Like other college transfer credit, AP, CLEP, IB, and DANTES transfer credits do not have a time limit and may be awarded for approved courses without regard to the time when the test was taken.

Transfer credit awarded for approved courses as a result of AP scores may not exceed 75 percent of the total credits required to complete the program of study. Transfer credit awarded for approved courses as a result of CLEP, IB, and/or DANTES scores may not exceed three courses of the total number of courses required to complete the program of study. Transfer credit awarded for CLEP, IB, and DANTES scores excludes courses that require lab components (i.e. science, language, math, and English composition). Transfer credit awarded for IB scores may only include higher level exams, not standard level exams.

Students who cannot provide official, sealed documentation of AP, CLEP, IB, or DANTES scores will not be awarded credit. Durham Tech does not award AP, CLEP, IB, or DANTES transfer credit for classes solely on the basis of an evaluation of credit by another college or institution. Official, sealed documentation must include the specific test name and score to be considered for transfer credit evaluation. Questions regarding the awarding of AP, CLEP, IB, or DANTES transfer credit should be directed to the Student Information and Records office.

### **Credit for Certifications**

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

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

- **Career and Technical Programs**
- **Criminal Justice**



- **Fire Protection Technology**

### Credit by Exam

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

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

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

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

Read more about credit by exam and CE designation in the [grading section](#). Credit by exam dates and procedures for CIS 110, CIS 115, and WEB 110 are available in [Information Technologies section](#).

### Transcripts

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

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

- Adult High School graduates may request official transcripts at no charge. All students

must provide photo identification to pick up a transcript. Student transcripts cannot be picked up by another person unless the student has provided written permission.

- Transcripts from other schools and other documents or forms that Durham Tech has on file are not released, copied, or returned to the student.
- Students are not eligible to receive a transcript if they have any outstanding debts to the college or if they have failed to make any required payment.

### **Student Records**

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

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

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

## ACADEMIC INFORMATION

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

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

### Academic Recognition

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

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

- **Honor Societies**

In addition, academic achievement of students attending Durham Tech is recognized through two honor societies. The Gamma Beta Phi Society is an honor and service organization for students in two-year and four-year colleges and universities in the United States. The Gamma Beta Phi Society was chartered at Durham Tech in 1990. Students nominated for membership must have completed 12 credit hours of college-level work; be enrolled in a program leading to a degree, certificate, or diploma; and have a cumulative grade point average of 3.2 or higher. Phi Theta Kappa International Honor Society was chartered at Durham Tech in 2011. Students nominated for the membership must be currently enrolled in an Associate Degree program, have a cumulative grade point average of 3.5 or higher, and have completed 18 hours of college-level work. Phi Theta Kappa provides opportunities for individual growth and development through participation in honors, leadership, service, and fellowship programming.

- **Honors Program**

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

### Academic Calendar for Credit Courses

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

### Classification of Plans of Study

The college is authorized by the State Board of Community Colleges to award the Associate in Applied Science, Associate in Arts, Associate in Engineering, Associate in Fine Arts, Associate in Science, and Associate in General Education degrees as well as diplomas and certificates. Requirements for these awards follow:

- **Associate in Arts (AA)**

Completion of all requirements for the Associate in Arts degree totaling 60 semester hour credits. This two-year degree leads to a four-year baccalaureate degree offered at the university. The AA degree is protected by the Comprehensive Articulation Agreement. North Carolina community college students who earn an AA degree according to the guidelines of the CAA will transfer 64 credit hours and be treated as juniors at the receiving North Carolina college/university. Student earning the AA are working toward degrees which are considered liberal arts: business, English, fine arts, history, nursing, psychology, and/or sociology, to name a few.

- **Associate in Engineering (AE)**

Completion of all requirements for the Associate in Engineering degree totaling 60 semester hour credits.

- **Associate in Fine Arts (AFA)**

Completion of all requirements for the Associate in Fine Arts degree totaling 64 semester hour credits.

- **Associate in Science (AS)**

Completion of all requirements for the Associate in Science degree totaling 60 semester hour credits. This two-year degree leads to a four-year baccalaureate degree offered at the university. The AS degree is protected by the Comprehensive Articulation Agreement. North Carolina community college students who earn an AS degree according to the guidelines of the CAA will transfer 64 credit hours and be treated as juniors at the receiving North Carolina institution. Students earning the AS are working toward degrees which strongly focus on math and sciences such as biology, clinical lab science, engineering, geology, mathematics, physics, and radiology.

- **Associate in Applied Science (AAS)**

Completion of all required courses as listed on the specific program's plan of study totaling no fewer than 64 semester hour credits. This two-year degree includes a bilateral agreement between the community college and a university which specifies the community college's courses will transfer to the university and satisfy requirements in a specific major.

- **Associate in General Education (AGE)**

Completion of all requirements for the Associate in General Education degree totaling 64

semester hour credits.

- **Diploma**

Completion of all required courses identified on the program's plan of study totaling no fewer than 36 semester hour credits.

- **Certificate**

Completion of all required courses identified on the program's plan of study totaling no fewer than 12 semester hour credits.

## Academic Programs

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

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

### University Transfer

Associate in Arts  
Associate in Engineering  
Associate in Fine Arts  
Associate in Science

### General Education

Associate in General Education

### Applied Technologies

Architectural Technology  
Automotive Systems Technology  
Biomedical Equipment Technology  
Computer Integrated Machining  
Electrical Systems Technology  
(Residential/Industrial electricians  
and Mechatronics track)  
Electronics Engineering Technology  
(Consumer equipment)  
Environment, Health, and Safety  
Technology  
Industrial Systems Technology

### Sustainability Technologies

Welding Technology

### Business Technologies

Accounting  
Business Administration  
Paralegal Technology

### Education

Early Childhood Education

### Health Technologies

Clinical Trials Research Associate  
Dental Laboratory Technology  
Health Information Technology  
Medical Assisting  
Medical Product Safety and  
Pharmacovigilance  
Nursing

### Associate Degree Nursing

LPN to ADN Track  
Practical Nursing  
Nursing Assistant

### Occupational Therapy

Assistant  
Opticianry

### Pharmacy Technology

Respiratory Therapy  
Surgical Technology

### Information Technologies

Software Development  
Web Development  
Networking Security  
IT and Cloud Systems  
Administration

### Medical Office Administration

Office Administration

### Interpretation and Translation

Community Spanish Facilitator  
Certificate  
Medical Spanish Facilitator  
Certificate

### Public Safety

Basic Law Enforcement Training  
Criminal Justice Technology  
Emergency Management  
Emergency Medical Science  
Fire Protection Technology

## Plan of Study

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

The sequence of courses outlined in the academic program is based on fall semester admittance unless otherwise indicated. Students enrolling in other semesters should work closely with their advisor to plan their course sequence. Students who receive registration approval from their academic advisor are responsible for registering for courses as approved. In general, the student's advisor will recommend that the student follow the sequence of courses listed on the plan of study to meet all course prerequisites and to complete the program in the allotted time frame. Otherwise, it may be necessary for the student to extend the period of enrollment to satisfy all requirements for graduation. Graduation is based on the plan of study in effect on the date the student is admitted to the program. Students not enrolled for three consecutive semesters must reapply to the college.

Course loads for full-time students are established by using the list of courses on the student's plan of study. Only courses listed on the student's plan of study and any officially approved substitute courses count toward graduation.

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

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

### Course Descriptions

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

### Classification of Students

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

- **Curriculum Students**

Persons who have been fully admitted to a program of study leading to an associate's degree, diploma, or certificate. Curriculum students are served by academic advisors in their programs of study. They also are eligible to be considered for course substitutions or credit by examination and qualify for academic recognition. They also may benefit from other academic options offered by the college unless restricted from doing so by the program in which they are enrolled.

- **Visiting Students**

Persons who have not been admitted to a program of study offered by the college and, therefore, are not officially pursuing a degree, diploma, or certificate. As non-degree students, they are not assigned to academic advisors. Visiting students are advised on advertised general advising dates each semester. They are not eligible to be considered for course substitutions, may not receive credit by examination, do not qualify for academic recognition, and are not eligible for federal financial aid. Once a visiting student has completed 18 credit hours at Durham Tech, the student must apply for admission to a program of study to continue to enroll in credit courses.

It is strongly recommended that any student intending to complete a program of study

at Durham Tech not proceed beyond one semester of full-time study, or 12 credits, as a visiting student before applying for admission. Delay in applying for admission may result in loss of credits and other penalties or disadvantages.

- **Full-Time Students**

Persons who have registered for a minimum of 12 credit hours for the semester.

- **Part-Time Students**

Persons who have registered for fewer than 12 credit hours for the semester.

### **Grade Reports**

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

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

### **Grading System**

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

### **Change of Grade**

All change of grade requests are to be submitted on change of grade electronic forms for approval by the chief instructional officer. All change of grade requests other than those converting an "I" grade to a letter grade require written explanations of the reasons for the changes and must be requested within one calendar year after the original grade was assigned.

View the [Grade Change Request and Approval](#) procedure.

### **Grade Point Average**

Academic progress at Durham Tech is based on a 4.0, or letter grade of A, cumulative grade point average system. A final grade point average of 2.0, or a C, is required for graduation from all programs of study.

Grade points accumulated per semester are based on grades earned. The grade point average is determined by dividing grade points earned in courses by the number of semester credit hours attempted. No grade points are earned when a grade of F, F2, I, IP, R/NP, P, NS, W, WP, AU, CE, TR, X, CC or NC is received or when grades are transferred to the college.

Only those courses taken in residence and prescribed by the student's plan of study or officially approved substitute courses are included in calculating the grade point average required for graduation.

### Grading Example

Course	Grade	Credit Hours	Multiply	Grade Points	Equals	Total
BUS 110	C	3	x	2	=	6
FIP 230	B	5	x	3	=	15
EHS 211	A	5	x	4	=	20
ENG 111	F	3	x	0	=	0
<b>Total</b>		<b>16</b>				<b>41</b>
41 ÷ 16 = 2.56 Grade Point Average						

### Course Repeat

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

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

Students may repeat a course for which they have already earned a grade. In such an instance, only the higher grade will be used in calculating the grade point average for graduation. A student may choose to take a different elective course instead of repeating the same elective course; however, the credit hours and grade points for both courses will be included in calculating the grade point average for graduation.

- During the university transfer process, the senior institution may recalculate transfer students' grade point averages using that institution's method of calculation for course repeats.
- Grade point averages for financial aid purposes are calculated based on all attempts at a course.
- All grades remain on the student's transcript, regardless of whether they are included in the calculation of a student's grade point average. Students may not register for two sections of the same course within the same term.

### Course Prerequisites and Corequisites

Some courses have prerequisites and corequisites, which are listed in the [course descriptions section](#). Before these courses may be taken, any prerequisite course must be completed with a grade of C or better (completing with a grade of B or better is required in some Developmental Studies courses). Corequisites must have been taken during a previous semester or during the same semester.



Advisors work with students to determine that prerequisites have been met. Students who have not met the prerequisites are referred to the program director or department head for determination of course placement.

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

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

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

### **Course Substitutions**

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

### **Schedule Changes**

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

- Students may not add classes to their class schedules or change sections after the last day of registration.
- The college reserves the right to reassign students to different sections or classes if it determines that such reassignments are in the best interests of the student and/or of the teaching and learning process.

### **Standards of Progress**

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

It is the responsibility of each student to understand the academic progression plan, recognize how these standards may affect their enrollment status, monitor their individual progress each semester, and seek additional support services if at risk for not meeting the standards. The college has also established procedures that will assist students in monitoring their academic progress. The [Academic Progression Plan](#) procedures outline the standards, the corresponding methods of assessment, honors and recognition, academic status, the relevant consequences or outcomes, and the appeal process.

### Incoming Transfer Students

Transfer students applying for admission to Durham Tech must meet all admission requirements for their chosen programs. However, some programs may waive placement testing if the applicant has previously completed college-level math or English courses. More information can be found in the [transfer credit evaluation](#) and the [readmission and change of academic program](#) sections.

### University Transfer

The following information concerning transfer credit to senior institutions is subject to change without notice. Transferring students should contact admissions offices at four-year institutions concerning admission requirements and transfer credits for specific programs of study.

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

Durham Tech offers the Associate in Arts (AA), Associate in Engineering (AE), Associate in Fine Arts (AFA), and Associate in Science (AS) degrees in its University Transfer program. The AA and AS degrees are protected under the 2014 Comprehensive Articulation Agreement (CAA). Students who began their program Fall Semester 2014 or later and who complete the AA or AS (with a 2.0 or higher and with a grade of C or above in all courses), will have satisfied the lower-division General Education requirements at all NC public four-year institutions and will transfer as a junior upon acceptance to a University of North Carolina (UNC) System institution. The AE degree is protected under the February 2015 articulation agreement between the North Carolina Community College System and the five UNC institutions that offer the Bachelor of Science in Engineering (BSE) degree. Students who complete the AE plan of study with a 2.5 or higher and with a grade of C or higher in all courses and who are accepted through competitive admission to a public four-year BSE program should be able to complete their degree within two additional years. Students who earn the AFA degree should work with AFA advisors at Durham Tech for personalized assistance in transferring to a four-year institution for the Bachelor of Fine Arts or Bachelor of Arts in Art degree. University Transfer student advisors and faculty in the Arts, Sciences, and University Transfer department can assist students with general transfer information and planning for public and private institutions in North Carolina.

- **Associate in Applied Science**

The Associate in Applied Science (AAS) degree is awarded for two-year technical programs which focus on preparing the student for a profession. There are senior institutions that accept some of these degrees as the first two years of a four-year

program. Other senior institutions evaluate the Associate in Applied Science degree on a course-by-course basis.

Student Development and Support staff assist students with transfer to other educational institutions. Information about the colleges and universities that offer transfer credit for courses in the Associate in Applied Science degree programs completed at Durham Tech is available in the [Arts, Sciences, and University Transfer section](#).

- **Associate in General Education**

The Associate in General Education (AGE) is a highly flexible degree program which a student may structure to meet individual needs. Courses for the AGE degree may be selected from either the University Transfer program or from technical programs, provided that a minimum of 18 credits in a general education core is included. Transferability of courses depends on which specific courses are selected for the degree. Additional information is available from Admissions and Enrollment Services or the Associate in General Education program director and in the [Arts, Sciences, and University Transfer section](#).

### **Requirements for Graduation**

To be eligible for graduation, students must complete all courses and credit hours required in the plan of study under which they were admitted with a minimum grade point average of 2.0 (C). In addition, specified programs may require a grade of no less than C in some courses as designated in the appropriate program handbook. Transfer credit may not exceed 75 percent of the total credit hours required to complete the desired program of study. Students must complete a minimum of 25 percent of the total credit hours required to complete the desired program of study at Durham Tech.

Students must complete a graduation application form for their degree, diploma, or certificate one semester before their anticipated date of graduation. For example, students should apply for graduation when they register for fall semester if they plan to graduate at the end of spring semester. Students must apply for graduation in order to have degree, diploma, or certificate completion information officially recorded on their transcripts.

Although the application for graduation does not require a fee, students who want a printed copy of their certificate, diploma, and/or degree will be assessed a fee for each.

More information can be found on the [Requirements for Graduation](#) web page.

## LEARNING RESOURCES AND SERVICES

### Center for Academic Excellence

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

- Provide students with an alternative learning environment for individualized and small group tutoring sessions.
- Provide students with an opportunity to learn how to use technology resources and nurture their online learning experiences.
- Provide students with examples/models of clear communication.
- Provide students with referrals to advising and resources to help with life issues.
- Empower students to be proactive in achieving their academic success and to challenge them to become independent and critical thinkers.
- Collaborate with colleagues inside and outside the CAE to share best practices in tutoring, academic support, and general higher education.

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

### Library

The library supports the college's mission and assists the full institutional community toward achieving its goals. In addition, the library strives to promote lifelong learning, provide academic learning experiences, and share new ideas and resources; participate in the college's teaching and learning process; and provide varied materials and services for students, faculty, and staff in a flexible and caring environment.

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

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

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

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

Library facilities include individual and group study areas as well as an area where students may

read newspapers, popular magazines, professional journals, and paperback books. A quiet room is also available for individual study.

The Northern Durham Center library houses the collections on criminal justice and fire protection as well as general reference and circulating materials. In addition, library materials are available at the Orange County Campus.

### **Distance Learning**

Durham Tech offers a wide array of online courses as a flexible alternative to traditional, on-campus classes.

- **College credit online courses** cover the same content as their traditional counterparts on campus and follow the academic calendar. Students are required to complete assignments each week according to the class schedule, to maintain regular contact with the instructor, and to participate in online class discussions. While all coursework is completed online, attendance at an orientation on campus may be required for some classes.
- **Noncredit online classes** offer a convenient way to advance your career or learn something new. From American Management Association and Health Occupations certificates to GRE, GMAT, or GED prep to computer training – these and many other Continuing Education options are available completely online.

More information is available in the [Distance Learning section](#).

## COUNSELING, STUDENT DEVELOPMENT, AND ACTIVITIES

### Academic and Personal Counseling

In keeping with Durham Tech's commitment to student success, the college realizes that a student's academic performance is affected by pressures of many types and degrees. For this reason, Counseling and Student Development staff members are available to meet with students individually to discuss a wide range of personal concerns. Counselors provide encouragement and support, intervene in times of crisis, make referrals when necessary, and help students identify and resolve personal issues.

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

### Career Services

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

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

### Disability Services

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

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

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

## Student Activities

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

- **Student Clubs and Organizations**

Durham Tech acknowledges the importance of student life outside the classroom and supports a variety of social, cultural, and professional opportunities to enhance a student's in-class educational experiences. The following organizations are among those currently available to students at Durham Tech: Amigos Unidos (Spanish Club), Cambiando Caminos (Changing Paths), Christian Club, Durham Early Childhood Association, Final Draft Club, Gamers of Durham, Gamma Beta Phi (academic honor society), International Student Club, Paralegal Technology Club, Phi Beta Lambda (business society), Phi Theta Kappa (academic honor society), Practical Nursing Students' Organization, Respiratory Therapy Students Club, Science Club, Sigma Delta Mu (academic honor society for students in the Spanish curriculum), Spectrum, Student Nurses' Organization, Student Occupational Therapy Association (SOTA), Tau Eta Sigma (dental), VISIONS: Leadership Initiative, and Women's Leadership.

Some of the activities and special events on campus include the following: fall and spring campus festivals; plays and other cultural events; and Dr. Martin Luther King, Jr., Day Celebration. More information can be found in the [student clubs and organizations section](#) of the website.

- **Student Publications**

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

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

- **Student Senate**

The Student Senate provides input to the college's administration on decisions affecting students, makes decisions regarding the allocation of student event funds, and plans student activities and events. The Senate also approves and provides support for student organizations. Student senators represent academic departments and student organizations.

Student interest and leadership are necessary for the Student Senate to function effectively; students are encouraged to become actively involved. Additional information about the Student Senate is available from the Counseling and Student Development office or on the [Student Senate page](#).

## STUDENT RIGHTS AND RESPONSIBILITIES

### Student-Faculty Responsibilities

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

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

The college does not permit a student to attend class with a child or leave a child unattended on campus while attending class. The college is not responsible for students' laptop computers, phones, calculators, or other devices if they are lost or stolen or if they are damaged due to electrical current variations while in use at the college.

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

### Attendance

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

### Student-initiated Withdrawals

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

After the close of the drop period and prior to the 60 percent date in the semester, students may officially withdraw from one or all courses with a grade of W. To initiate an official withdrawal, complete an [electronic withdrawal form](#). Use your WebAdvisor username and password to log in to the system. It is best to use Chrome, Firefox, or Safari to access the forms.

Students may receive a grade of F due to lack of attendance. Failure on the part of the student



to withdraw officially from a course could result in a grade of F. Therefore, all students should refer to the instructor's attendance policy included on the course syllabus, and students with questions or concerns should consult with their instructor.

- **Medical Situations**

Students with medical situations that necessitate requesting withdrawal from all credit courses past the normal deadlines should complete the [Request for Medical Withdrawal](#) form, attach appropriate documentation, and submit the form and documentation to Durham Tech's Student Development, Communications, and Activities office. Withdrawal requests past the normal deadline will be recommended for approval only if the student provides appropriate medical documentation as specified in the procedure. The Student Development, Communications, and Activities office is located on Durham Tech's Main Campus in the Phail Wynn, Jr. Student Services Center, room 10-209. For more information, call 919-536-7207, extension 1413.

- **Military Students**

Students who are called to active military duty or are mobilized during a National Emergency should contact their academic advisor or the Dean, Student Development and Support for assistance with their enrollment needs. It is Durham Tech's intention to make the transition in and out of the college as smooth and stress-free as possible.

### **Faculty-initiated Withdrawals**

Faculty may initiate withdrawal of a student from their class for the following situations:

- **Consecutive Absences**

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

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

- **Intermittent Absences**

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

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

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

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

- **Class Absences**

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

- **Excused Absences**

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

- **Tardiness and Early Departure**

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

## **Academic Honesty**

At Durham Tech, academic honesty is a critical part of individual growth and development. All members of the college community are assured the right to work in an environment of academic honesty. Upon admission to Durham Tech, every student is obligated to become familiar with the [Academic Honesty Policy](#) and uphold the highest ethical standards in academic endeavors. Failure to do so can seriously undermine and impede the educational process, and is considered a violation of the Code of Conduct. Thus, any form of academic dishonesty is a serious concern and is therefore unacceptable.

## **Student Code of Conduct**

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

## **Tobacco-Free Campus**

Durham Tech is committed to promoting and providing a safe and healthy environment for its faculty, staff, students, visitors, and contractors. As part of this commitment, the college

adopted a [Tobacco-Free Campus Policy](#) effective May 21, 2012. This policy also supports the North Carolina Community College System's goal of all community colleges in the state having 100 percent tobacco-free campuses.

The college encourages employees and students to abstain from and/or cease smoking and using tobacco or nicotine products. Information about tobacco-use prevention and cessation programs are made available to faculty, staff, and students. Any fines collected as a result of employees and students cited for Tobacco-Free Campus offenses will be used to support wellness activities at the college.

Employees and students may also call the NC Tobacco-Use Quitline at 1-800-784-8669, or visit [quitlinenc.com](http://quitlinenc.com).

### **Drug and Alcohol**

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

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

Durham Tech does not tolerate sexual harassment in any form and restricts intimate relationships between faculty and staff members and students over whom the college employee has control or influence. The college further prohibits internal interference, coercion, restraint, or reprisal against any student or employee who files a grievance concerning an occurrence of alleged sexual harassment.

View the [Sexual Harassment Policy and Title IX](#) information.

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

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

### **Student Grievance and Academic Appeal**

Durham Tech students have the right to pursue timely, legitimate grievances against employees of the college. Therefore, the college shall establish, publish, and follow a procedure that delineates the rights and responsibilities of the aggrieved party and the college employee against whom a grievance may be lodged.

View the [Student Grievance and Academic Appeal Procedure](#).

## Safety and Security

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

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

The college is committed to the safety and security of all members of the college community. In times of emergency, the college will provide appropriate campus-wide response to assure safety and minimize losses. Up-to-date information on an emergency situation will be posted on the [Emergency Information web page](#). Information about Identification Cards, GoPass, Campus Safety Tips, First Aid, and Lost and Found is available in the [Safety and Security Policy](#).

## Consumer Information on Graduation Rate and Crime Statistics

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

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

## Family Educational Rights and Privacy Act

In accordance with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), the Federal law that protects the privacy of student education records, students have certain rights to inspect and review their education records, request that their records be corrected if they believe that they are inaccurate or misleading, and determine what information about their records can be released.

Durham Tech reserves the right to disclose, without consent, "directory" information. View the [Family Educational Rights and Privacy Act Policy and Procedure](#).

## COLLEGE AND CAREER READINESS

### Adult Basic Education (ABE)

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

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

### Adult High School Diploma (AHSD)

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

### Adult Basic Education First Step

Durham Tech offers the Adult Basic Education First Step program (formerly Compensatory Education) to students with developmental disabilities and beginning adult readers who have the ability to benefit from an academic and career-focused setting. Our program focus is to accelerate academic skills in reading, math, language, and computer literacy.

Courses are free and students may enter Adult Basic Education (ABE) courses at any time and progress at their own pace. [Preregistration is required](#).

### Gateway to College

Gateway to College at Durham Tech is an educational option for Durham Public Schools (DPS) students who have dropped out of high school but have a desire to get back on track and earn a diploma. What makes Gateway to College truly unique is that our students will not only have a second chance to earn a high school diploma, but Gateway participants will also be earning college credits. Learn more about [Gateway to College](#).

### High School Equivalency (GED)

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

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

## CENTER FOR THE GLOBAL LEARNER

The [Center for the Global Learner](#) was created in the fall of 2009 to support Durham Tech's vision of fostering intercultural understanding and the development of engaged global citizens. Its mission is to lead and facilitate global engagement and intercultural understanding.

### English as a Second Language

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

### Continuing Education for Non-Native Speakers

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

### Academic English as a Foreign Language

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

### Translation/Interpretation Programs

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

### International Student Services

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

### Study/Travel Abroad

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

## CORPORATE AND CONTINUING EDUCATION PROGRAMS

### Continuing Education

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

### Corporate Education

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

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

### Small Business Center

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

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

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

### Human Resources Development

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

## Registration and Refunds

Admission to all publicly offered Adult, Corporate Education, and Continuing Education programs is open to adults 18 years and older on a first-come, space-available basis unless special admission requirements must be met. Payment of registration fees and any additional fees must also be made prior to attending class. See the college's noncredit course schedule for current registration fees. All high school students who participate in concurrent enrollment must be at least 16 years old and must complete and return the High School Authorization form.

## Fees

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

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

## Self-Support Courses

Some courses are offered by the college on a self-support basis, which means they are not conducted with state funding. The fees for these courses vary. Registration fee exemptions do not apply to self-support courses.

## Course Cancellations and Refund Policy for Noncredit Courses

Durham Tech reserves the right to cancel courses, change meeting places, or make other necessary and appropriate changes to the noncredit schedule. Courses that have not met minimum enrollment three days prior to the start date may be canceled. Refunds for registration fees for noncredit courses are subject to the following requirements:

1. If a course is cancelled, a complete refund is issued automatically within four to six weeks.
2. A 100 percent refund of occupational extension registration fees is issued upon the request of the student if the student officially withdraws in writing from a course prior to the first class meeting.
3. A 75 percent refund of occupational extension registration fees is issued upon the student's request if the student officially withdraws and requests a refund prior to the 10 percent point in the course. For courses with 10 or fewer class meetings, refund requests must be submitted to the college no later than the first class meeting. No partial refunds are given for courses with one class meeting.
4. No refund is issued after the 10 percent point of the class.
5. Student fees, including administrative, supplies, or insurance fees, are not refunded unless the college cancels the course for which the fee is collected. Fees for specific instructional materials collected at registration are refunded unless the student receives the materials.

The Continuing Education Course Withdrawal/Request for Refund form for noncredit courses is available online and at all Durham Tech locations. The college refunds only by check to students regardless of the payment option used. The tuition refund check is mailed to the student's address on record at the college.

More information can be found in the [Continuing Education section](#).



Do great things.



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